

Action Items	Responsible Committee	Deadline	Summary
I. Build membership in AAUW CA through retention and recruitment.			
I-A Provide tools and resources to help branches recruit members for a statewide increase of 2 %.			
1. Committee to make scripted personal contact via phone to each Branch Membership VP to introduce themselves and establish a relationship related to membership topics such as recruitment methods, branch needs, etc.	Membership	10/31/17	<p>October 2017 update The branches have been distributed to the various committee members along with the phone call script and follow up email. There is nothing more valuable than personal contact and making each member feel valued.</p> <p>January 2018 update In progress - additional information is being added regarding the correct membership numbers and dues increase information.</p> <p>April 2018 update In progress - additional information still being sent to branches.</p>
2. Follow-up with an email to Branch Membership VPs containing a link to appropriate National or State pages.	Membership	11/30/17	<p>October 2017 update Follow-up email has been sent to the committee members - This task is in process. We may take a little longer than the 11/30/17 date to complete.</p> <p>January 2018 update Follow-up email has been sent to the committee members - This task is in process. We may take a little longer than the 11/30/17 date to complete.</p> <p>April 2018 update Follow -up email has been adjusted to include additional information.</p>
3. Encourage communication between the branches and the state.	Membership	6/30/18	<p>October 2017 update This is being done via the communications script, B2B, and Perspective submissions. We continue to be open to branch visits and phone calls.</p> <p>January 2018 update In process - ongoing.</p> <p>April 2018 update In process - ongoing.</p>
4. Ask Branch Membership VPS to keep a tally of all new members and those not renewing and send to the membership team.	Membership	4/30/18	<p>October 2017 update This is being done with the initial phone contact and follow-up email.</p> <p>January 2018 update In process - ongoing.</p> <p>April 2018 update In process - ongoing.</p>
5. Solicit member and branch officer input for an article to be published in the Winter and Spring	Membership	6/30/18	<p>October 2017 update This is being done with the initial phone contact and follow-up email.</p> <p>January 2018 update</p>

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Perspective and/or Board-to-Board.			In process - ongoing. April 2018 update In process - ongoing.
6. Create and present Diversity and Inclusion information for convention.	Membership/ Diversity	1/31/18	October 2017 update Mitra Baghdadi (diversity chair) and Alex Bellenger are currently working on an RFP for convention. They are also developing a Survey for distribution to the membership. January 2018 update The survey is nearly complete and is being sent to CSULB faculty for their feedback and then will be sent to Membership and the appropriate board members for their feedback. April 2018 update Still awaiting the survey - it has been adjusted several times - the survey should be in state hands by April Convention.
7. Encourage use of list of national members in each district for branch membership recruitment via the B2B and articles in the Perspectives.	Membership	6/30/18	October 2017 update No progress to date. This will be a second quarter task. January 2018 update No progress to date - delayed until 3rd quarter. April 2018 update No progress to date - planned for April B2B.
8. Distribute national video to branches and encourage distribution to local media.	Membership	6/30/18	October 2017 update No progress to date. January 2018 update No progress to date. April 2018 update No update submitted.
9. Encourage branches to form interest groups specifically for younger women via 4 B2B messages.	Membership/ Diversity	6/30/18	October 2017 update November or December target date for this goal. January 2018 update Using Alhambra-San Gabriel branch as the guinea pig to see what the younger members want - having a second Meet Up meeting before the state board meeting. April 2018 update No update submitted.
I-B Provide tools and resources to assist branches in retaining membership at 90%.			
1. Send branches information on how to obtain ADA accommodations for participants with disabilities who attend AAUW events.	Membership	9/30/17	October 2017 update This task has been delayed until November B2B. January 2018 update This information was distributed in the January B2B. April 2018 update

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			Complete 1/18.
2. Encourage branches to connect new members with veteran members of similar interests via a buddy program.	Membership	12/31/17	October 2017 update Winter Perspective Article or a future B2B article. January 2018 update February B2B article planned. April 2018 update No update submitted.
3. Determine how to best measure diversity in branches/state to inform future goals.	Membership/ Diversity	6/30/18	October 2017 update The diversity chair (Mitra Baghdadi) is currently working on this task. This will be the survey that will be available by State Convention in April. January 2018 update The survey will be sent to the board for their input shortly. April 2018 update Survey delayed 6/30/18 completion date.
4. Develop orientation materials for branch membership VPs and direct branch membership VPs to existing materials.	Membership	6/30/18	October 2017 update No progress to date. January 2018 update No progress to date. April 2018 update No progress to date.
I-C Model behaviors that enhance the visibility and appeal of AAUW.			
1. Create and communicate a list of CU partners and their associated branch contacts to facilitate communication among existing contacts and highlight opportunities for branches to establish relationships with CU Partners that do not have an established branch contact.	Membership/C/U	9/30//17	October 2017 update We have encouraged branches to send a student to NCCWSL, to table at a school, and let students know about Fellowships and Grants. January 2018 update Objective completed December 30, 2017.
I-D Provide tools and resources to increase California C/U partners by 20%.			
1. Create a list of colleges and universities that match with branch(es) and communicate to branch(es).	Membership/C/U	6/30/18	October 2017 update This is an ongoing task but a list will be available for the State Board by year's end. January 2018 update Objective completed December 30, 2017.
2. Create brief outline of C/U value to branch and to C/U Partners and distribute to branches.	Membership/C/U	11/1/17	October 2017 update This task is in process and Tina and her committee will have it done for 1/1/18. January 2018 update This objective is not yet complete. April 2018 update

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			Completed but into B2B.
3. Publish 4 article encouraging branch support for NCCWSL, StartSmart, Campus Action Newsletter, Campus Project Grants, e-student affiliates and Give a Grad a Gift.	Membership/C/U	6/30/18	<p>October 2017 update C/U published a NCCWSL, article in the Fall Perspective and an estudent article in the B2B have made an excellent start to the completion of this goal.</p> <p>January 2018 update C/U continues to encourage branch participation in B2B and Perspective articles.</p> <p>April 2018 update No update submitted.</p>
4. Develop an electronic communication mechanism to share ideas related to C/U Partnerships.	Membership/C/U	11/1/17	<p>October 2017 update Tina will work with the Communications Committee to make this goal a reality.</p> <p>January 2018 update Google Discussion group developed and tested with Committee members. Branch participants will be invited in January. Access is via the AAUW California website. [submitted by communications]</p> <p>April 2018 update Work in progress.</p>
5. Provide a local "Give a Grad a Gift" brochure to the branches and C/U partners.	Membership/C/U	4/1/18	<p>October 2017 update No progress on this yet.</p> <p>January 2018 update No progress on this yet. Looking to made progress in the 3rd quarter.</p> <p>April 2018 update Looking for completion by 4/27/18.</p>
I-E Encourage and support Increase the number of YWTF chapters.			
1. Educate and inform AAUW CA membership about YWTF and the relation to AAUW branches through at least 2 Perspective articles. Follow-up with emails and phone calls as necessary.	Membership/YWTF	6/10/18	<p>October 2017 update Article will be submitted to next Perspective. Spoke to CHAR branch and included info regarding YWTF</p> <p>January 2018 update Article submitted for Perspective.</p> <p>April 2018 update Spoke to several members at Petaluma joint meeting as well as at the Pleasant Hill branch about YWTF.</p>
2. Serve as a liaison to emerging YWTF chapters throughout the state, providing information about AAUW CA and branches as well as support.	Membership/YWTF	6/10/18	<p>October 2017 update Working to clarify list of prospective members from National office.</p> <p>January 2018 update Still in progress.</p> <p>April 2018 update</p>

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			Seeking answers to questions from a national office in flux.
3. Foster collaboration between YWTF chapters and near by AAUW CA branches by connecting key parties and providing support via email and/or phone.	Membership/YWTF	6/10/18	October 2017 update No further action until prospective list is solidified. January 2018 update Still in progress. April 2018 update Still in progress.
4. Offer physical support to emerging YWTF chapters at events as necessary and practical.	Membership/YWTF	6/10/18	October 2017 update Attended Stockton YWTF Quarterly Roundtable at end of July. Contributed personal funds to chapter. January 2018 update Maintaining contact with Stockton YWTF. April 2018 update Maintaining contact with Stockton in particular.
II. Develop and promote AAUW CA programs that support equity for women and girls to advance the mission of AAUW.			
II-A 20 branches will participate in Speech Trek.			
1. Recruit branches through B2B and Perspective in - 2017-2018.	Speech Trek	3/1/18	October 2017 update Have publicized in B2B, intent to participate forms are coming in January 2018 update No update submitted. April 2018 update No update submitted.
II-B Increase participation in financial literacy programs.			
1. Seek grant money to support additional resource development and presentations	Program	6/30/18	October 2017 update In progress. No grants found during the first Q (7/1-9/30) January 2018 update No grants received as of 12/31/17. April 2018 update No grants received.
2. Create Money Trek modules for retirees and widows.	Program	6/30/18	October 2017 update In progress (Jan and Bakula) January 2018 update All modules have been upgraded. April 2018 update Complete.
3. Publicize resources in B2B and Perspective.	Program	6/30/18	October 2017 update Articles written related to FL for B2B & Perspective January 2018 update An article will be in the Winter Perspective. April 2018 update

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			Ongoing.
4. Present an overview of Financial Literacy and how to navigate the website at convention.	Program	4/15/18	October 2017 update In progress. FL team along with Program chairs are reviewing powerpoint material and resources to use during convention presentation. January 2018 update Jan Cook and Donna Mertens will present a FL workshop at convention. April 2018 update Financial Literacy workshop will be presented at convention.
II-C 20 branches will submit for mission-based program recognition.			
1. Define Mission Based Program recognition.	Program	8/31/17	October 2017 update Complete - on the website
2. Contact branch presidents and program chairs to encourage submission of newsletters.	Program	9/1/17	October 2017 update Complete- have received 57 newsletter this quarter January 2018 update We are now receiving 73 newsletters. April 2018 update We receive 79 newsletters each month.
3. Educate members on program resources using B2B.	Program	6/30/18	October 2017 update Have written articles about AAUW CA book club and Branch Bingo January 2018 update Book Club did not really take off. We are hoping for more participants in Bingo for the second round. April 2018 update I started a second book discussion, but no one participated. There were no Bingo winners in the second round.
4. Select Program of the Quarter.	Program	3/1/18	October 2017 update Seven programs selected for first quarter. Information shared via B2B and via the website January 2018 update Ten programs selected for second quarter. Information shared via B2B and website. April 2018 update Four branches are being honored for the third quarter. Information shared via B2B and website.
II-D Present a State Convention with an overall evaluation of "good" or above and 50% of branches attending.			

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1. Contact presenters and speakers.	Program	12/1/17	October 2017 update Awaiting more RFPs. January 2018 update All workshop presenters have been contacted and the schedule is set for the convention. Most of the speakers for the plenaries have been set. April 2018 update Reminders have gone out to presenters and speakers regarding handouts and A/V equipment.
II-E Create state-level mission-based activities to engage and support branches.			
1. Establish an online book club to discuss Malala as a continuation of Leadership yesterday, Today, and Tomorrow.	Program	10/15/17	October 2017 update Complete. Established through GoodReads. Information shared via B2B and on website.
2. Create and distribute branch bingo - Mission based electronic engagement activity.	Program	3/1/18	October 2017 update Two rounds, round one to begin in October. Publicized via B2B and website. January 2018 update Two branches have completed round one as of 12/31/17. April 2018 update No update submitted.
3. Provide information on International women's issues and suggestions for programs for International Women's Day.	Program	1/8/18	October 2017 update In progress (Indrani) January 2018 update Article in upcoming Perspective about International Women's Day, 3/8/18. April 2018 update Indrani has put together a wonderful workshop for the convention: Women in STEM Globally.
III. Foster professional growth of new and current leaders to enable branches and the state to further the mission of AAUW.			
III-A Develop and refine branch leadership.			
1. Develop technology workshops and deliver through Leader on Loan.	Leadership	10/31/17	October 2017 update Pending until new administrative assistant is hired. January 2018 update Sandi Gabe has offered to be available to branches for Tech help. Branches will need to request through AAUW CA Branch Resource Connection. April 2018 update Sandi developed a Tech Peer Group that was extremely helpful and well attended. It is an ongoing program that will be invaluable to members.

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2. Develop and deliver workshop for Far North branches.	Leadership	3/1/18	<p>October 2017 update Redding is in process of determining a date for Leadership Day.</p> <p>January 2018 update Still no word from Redding. Hoping that Nevada County can participate if Leadership Day happens in Redding. They need help in developing leadership.</p> <p>April 2018 update The North Coast IBC will be having a Leadership Day on May 12th in Novato. The Far North branches will be invited to attend. Both Ainsley and I will be presenting.</p>
3. Survey 2016-2017 workshop attendees to determine effectiveness of Leadership Development programs.	Leadership	12/1/17	<p>October 2017 update Survey is created and will be sent out to attendees of 2017 Leadership Days on Nov. 1st.</p> <p>January 2018 update Survey was completed - very low turnout. Respondents seemed more intent in criticizing the Leadership Days than in using the knowledge in their branches. Comments were basically the same as evaluations from the Days.</p> <p>April 2018 update Will be having new surveys from the Novato Leadership Day.</p>
III-B Provide job-a-like video tutorial for incoming officers.			
1. Make job-a-like videos available for IBC/Branch meetings.	Leadership	10/31/17	<p>October 2017 update Four job-alike videos are on website. Attempting to get the Secretary video uploaded. Recruiting someone to do job-alike for membership.</p> <p>January 2018 update Secretary video still pending. Encouraged Nevada County to view the videos and sent out B2B encouraging officers to watch.</p> <p>April 2018 update Five videos are now available online for job-alike training.</p>
III-C Plan and conduct leadership workshops for branch training.			
1. Create at least 1 workshop (Jeopardy) on topics such as: Acronyms, AAUW History, Public Policy Priorities, Where to find information, Visuals, Celebrity Nuggets.	Leadership	12/1/17	<p>October 2017 update Completed September 2017.</p> <p>January 2018 update Re-worked Jeopardy for convention with valuable assistance from Sandi Gabe & Dawn Johnson.</p> <p>April 2018 update Still trying to recruit a tech-savvy volunteer for the convention workshop.</p>

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2. Submit RFP's for "Board Alignment" workshop and "Empower, Engage & Retain New Members" for a plenary.	Leadership	12/1/17	
IV. Increase donations to the AAUW Fund.			
IV-A Introduce members to fellowship and grant recipients.			
1. Schedule AAUW Fund recipients to speak at 30 branch and IBC meetings.	Fund	6/30/18	<p>October 2017 update 6 Fellows scheduled for branch meetings in 2017-2018. 1 request pending. All recipients invited to Fund luncheons; 15 attending, 3 pending, 8 unable to attend.</p> <p>January 2018 update 18 Fellowship and Grant recipients scheduled for branch meetings in 2017-2018. 5 requests pending. 17 Fellowship and Grant recipients attending Fund luncheons.</p> <p>April 2018 update 26 Fellowship and Grant recipients scheduled for branch and IBC meetings in 2017-2018. 18 Fellowship and Grant recipients attended 4 Fund luncheons.</p>
2. Hold 4 Fund luncheons regionally in California in 2017-2018.	Fund	10/29/17	<p>October 2017 update 4 luncheons scheduled; 1 in Southern CA, 2 in Northern CA and one on Central coast.</p> <p>January 2018 update 3 luncheons completed. Central Coast luncheon in February.</p> <p>April 2018 update 4 Fund luncheons completed with 352 attendees.</p>
3. Video record 4 Fund luncheons and post to AAUW CA Website.	Fund	6/1/18	<p>October 2017 update Pending</p> <p>January 2018 update Videos completed for Danville, South San Francisco and Seal Beach luncheons.</p> <p>April 2018 update Videos were done for the Danville, South San Francisco and Seal Beach luncheons and are posted on the AAUW CA website.</p>
IV-B Streamline the ability to donate.			
1. Encourage CA branches to donate a total of \$1.8m to the AAUW Fund, AAUW CA unfinished endowments and Tech Trek, through B2B,	Fund	6/1/18	<p>October 2017 update Total contributions ending June 30, 2017: \$859,089.01</p> <p>January 2018 update</p>

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emails and presentations at branches, in 2017-2018.			Total contributions ending September 30, 2017: \$1,049,203.75. April 2018 update Total contributions for AAUW CA contributions for 2017 were \$1,336,746.56.
2. All board members donate to the AAUW Fund, amount at their discretion.	Fund	12/31/17	October 2017 update 5 of 12 board members have donated as of June 30, 2017 January 2018 update 6 of 12 board members have donated as of September 30, 2017. April 2018 update 9 of 12 board members made contributions to AAUW in 2017. All have contributed many hours and skills to promoting the AAUW mission.
V. Advocate for legislation and policies that promote equity for all women and girls.			
V-A Advocate AAUW CA positions on pertinent legislation regarding at least 3 policy issues.			
1. Identify, take positions, on California legislation consistent with AAUW CA public policy priorities.	Public Policy	3/31/18	October 2017 update Task assigned for 2018 January 2018 update New bills are currently being submitted in the Legislature. Committee will review and take positions on relevant bills in March 2018. April 2018 update Committee met in March, researched and assigned support to relevant bills. Website updated.
2. Use Action Alerts and social media to provide legislative information to members and to encourage members to communicate with legislators/governor.	Public Policy	9/30/17	October 2017 update 2 Action Alerts sent out in July/Aug on bill pending in Legislature; 2 Action Alerts sent out in Oct. on bills sent to the Governor. January 2018 update Action Alerts for 2018 will be sent later in the legislative session at the direction of our advocate. Alerts generally go out in June - August. April 2018 update Action Alerts and branch advocacy activation will come as session unfolds.
V-B Implement national voter education program in 50 branches.			
1. Provide branches with resource information about the November 2017 election.	Public Policy	10/31/17	October 2017 update Article in Sept Perspective; reminder message in Oct B2B. January 2018 update completed.

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2. Committee members will work with Branch Support to contact IBCs and branches to offer assistance and stimulate participation in Get-Out-the Vote (GOTV) activities.	Public Policy	10/31/17	October 2017 update Committee members contacted their IBCs and member branches in September to introduce themselves as liaisons from the PP Committee and offer support. January 2018 update completed.
3. Use Google group and other contact options to solicit reports on branch participation.	Public Policy	12/31/17	October 2017 update Reports requested in Dec. for the Nov 2017 election. Just asking for reports was not successful. January 2018 update completed.
V-C Support branches in observing Pay Equity Day (PED), with at least 15 branches holding events and at least 70 highlighting PED in their newsletters.			
1. Provide information resources on ways branches can support PED.	Public Policy	2/1/18	October 2017 update Task assigned for 2018. January 2018 update List of possible activities and resources will be sent in B2B and to PP chairs in February 2018. April 2018 update Completed.
2. Write an article on PED for branches to use in their newsletters.	Public Policy	2/1/18	October 2017 update Task assigned for 2018 January 2018 update Article is due in Feb 2018 for publication in branch newsletters in March 2018. April 2018 update Completed.
V-D Develop and implement plan for branches to distribute new Title IX resources to public school districts in their communities.			
1. Send targeted email to branch public policy chairs with information on Title IX compliance requirements.	Public Policy	11/1/17	October 2017 update New Title IX Coordinator will oversee this task. January 2018 update same. April 2018 update In progress.
2. Identify how many branches have contacted a school about Title IX.	Public Policy	3/1/18	October 2017 update Will work with Coordinator to develop reporting method. January 2018 update same. April 2018 update In progress.
V-E Increase branch advocacy efforts regarding public policy priorities.			

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1. Mentor/educate branch members regarding branch advocacy best practices through program in a box, webinars, newsletter articles, web links and/or workshops.	Public Policy	2/2/18	<p>October 2017 update Oct 2017 B2B encouraged branches to meet with legislators; 3 branches have requested training. Spoke to CHAR branch regarding public policy and advocacy opportunities. Working with Sacramento branch to form advocacy direction for their PP committee.</p> <p>January 2018 update Have sent out suggested actions in B2B two times. Spoke to LACIC on this topic. Will speak to Beach Cities Branch in the spring. Planning Plenary session on topic at Convention 2018.</p> <p>April 2018 update More advocacy/policy info in B2B, spoke to branches about legislation/past session success and advocacy opportunities, continued planning for convention plenary.</p>
2. Encourage specific branches to meet with targeted local legislative offices regarding identified bills.	Public Policy	8/31/17	<p>October 2017 update This action is dependent on direction from our Legislative Advocate. She did not make such a request this legislative session. We are ready to take action when directed.</p> <p>January 2018 update Will contact advocate renew our interest in working on targeted advocacy at the branch level. This can be discussed at the March Committee meeting in Sacramento.</p> <p>April 2018 update In progress.</p>
VI. Develop governance policies and fiscal strategies to provide responsible stewardship of the resources of AAUW CA.			
VI-A Clarify responsibilities, purposes, goals and policies and procedures with branches for Tech Trek (TT) and Speech Trek (ST).			
1. Send TT and ST P & P to branches via B2B.	POC	7/30/18	<p>October 2017 update Will be discussed at upcoming committee meetings.</p> <p>January 2018 update TT P&Ps will be approved January 21, 2018. Didn't have time to review Speech Trek yet.</p> <p>April 2018 update TT P&Ps were approved January Bd mtg and minor edits will be approved in April.</p>

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2. Committee members visit 3 Tech Trek camps by the end of the fiscal year.	POC	6/30/18	<p>October 2017 update This will be decided as we get closer to summer and the camps as only three will be before June 30.</p> <p>January 2018 update Will make decisions this quarter on who will visit the camps held before end of fiscal year and who will visit other camps in July 2018.</p> <p>April 2018 update All camps will be visited by Project Oversight Committee members this summer on visiting day. Camp directors will be contacted before camp begins.</p>
3. Collaborate with the governance committee to update TT and ST policies and procedures.	POC	1/15/18	<p>October 2017 update Will be working on this in October and November.</p> <p>January 2018 update Tech Trek will be completed January 21, 2018. Speech Trek review coming up!</p> <p>April 2018 update Speech Trek P&Ps will be priority for next year.</p>
4. Prepare frequently asked questions regarding State Projects Oversight Committee (SPOC) and distribute via B2B.	POC	4/1/18	<p>October 2017 update Frequently asked questions regarding TT are being answered by Tech Trek Coordinator.</p> <p>January 2018 update During our committee meetings, Linda Stinebaugh took responsibility for doing this and should have it completed by April 1.</p> <p>April 2018 update Linda Stinebaugh is completing the FAQs by April convention.</p>
5. Prepare camp compliance list for camp visits by committee members.	POC	4/1/18	<p>October 2017 update Will be done after new TT Toolkit is released in November.</p> <p>January 2018 update Will begin working on Camp Compliance document during this quarter to be completed by June 15.</p> <p>April 2018 update Camp Checklist is completed and will be ready for camp directors in April.</p>
6. Review and update camp budget procedures, if necessary.	POC	10/1/17	<p>October 2017 update Need to move date to 1/15/18 because of October and November TT/ SPF meetings scheduled.</p> <p>January 2018 update These will be approved Jan 18.</p> <p>April 2018 update</p>

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			Completed.
7. Review TT Toolkit after AAUW National revision to ensure it incorporates CA processes and procedures.	POC	1/15/18	October 2017 update This will be done in November/December/ January 2018 update Completed. Will be approved as part of TT P&Ps January 21, 2018. April 2018 update Completed.
8. Notify branches of all changes to policies and procedures via B2B or Perspective.	POC	4/1/18	October 2017 update Will follow update to P&Ps this fall. January 2018 update Will follow up after Board approval in January 2018. April 2018 update Plan to complete by June 30.
VI-B Strengthen communications between POC and branches and between POC and camp directors.			
1. Document past achievements of SPOC and distribute via B2B.	POC	1/10/18	October 2017 update Will work on this in November/December. January 2018 update Moved to April 2018 because of major revision of Tech Trek P&Ps. April 2018 update Will be in future B2B by June 2018!
2. Use B2B and Perspective to communicate with branches and camps, for both Tech Trek and Speech Trek.	POC	6/30/18	October 2017 update Will accomplish this in the spring. January 2018 update Published article in January 2018 B2B about new project submission deadline of March 1, 2018. Will look for further opportunities to explain Project Oversight Committee in articles for B2B and Perspective. April 2018 update Plan to accomplish by June 2018!
VI-C Assure that all AAUW CA governance documents are aligned with mandatory National AAUW wording and State of California corporate regulations for non-profit entities.			
1. Bring Articles of Incorporation and Bylaws into alignment with required wording for a PUBLIC BENEFIT CORPORATION.	Governance	1/5/18	October 2017 update Pending discussion with legal counsel January 2018 update Awaiting results to January vote. April 2018 update Cannot be addressed at this time due to pending litigation with the Commissioner of the Securities Division of the Secretary of State's office. Re-

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			classification must occur before this piece can be tackled. We're subject to the State of CA schedule for resolving this issue.
2. Review all AAUW CA policies and procedures for compliance and continuity.	Governance	6/15/18	October 2017 update Will commence review after Jan. board meeting January 2018 update Ongoing with proposals being presented @ BOD mtg. April 2018 update In process of updating from January changes and incorporating new pieces related to TT Policy
3. If required, manage the communications to the general membership for a required vote on the change in the Articles of Incorporation.	Governance	10/15/17	October 2017 update In process, preliminary communication in October B2B regarding outcome. Next steps pending discussions with legal counsel January 2018 update Completed.
4. Prepare recommendations for future revisions to bylaws.	Governance	3/31/18	October 2017 update On hold until status issue resolved January 2018 update Pending vote results. April 2018 update Pending.
5. Review the list of branch documents on file with National to identify those that pose problems.	Governance	6/30/18	October 2017 update All branch bylaws in CA are in compliance with National as of 9/30/2017 January 2018 update Completed for branches, in process for separate 501c3 entities. April 2018 update Completed, all in compliance, including the 501c3 branch entities
6. Contact branches whose governance documents are not in compliance and assist them in bringing their documents into compliance.	Governance	9/30/17	October 2017 update Completed January 2018 update April 2018 update Completed, all in compliance and on file with National.
7. Upon completion of action items 1 & 2 confer with National to assure that all AAUW-CA branch documents on file at the close of the AAUW year are in full compliance.	Governance	6/30/18	October 2017 update On hold pending resolution of mutual v. public benefit issue January 2018 update pending. April 2018 update Completed.

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VII. Develop governance policies and fiscal strategies to provide responsible stewardship of the resources of AAUW CA.			
VII-A Evaluate investment strategy, advisor and update policy as needed.			
1. Review investment strategy.	Finance	8/31/17	October 2017 update Completed. Policy updated and sent to Governance 9/9/2017 January 2018 update Same as October. April 2018 update Completed.
2. Assess value of managed portfolio.	Finance	8/31/17	October 2017 update Completed. Will be discussed at January BOD along with proposed policy changes January 2018 update Discussed at the October BOD. Will be reviewed again at the January BOD. April 2018 update Completed at Jan BOD.
3. Update policy as needed.	Finance	2/28/18	October 2017 update Will be finalized as discussion at January BOD January 2018 update Same as October. April 2018 update Changes approved in concept at Jan BOD. Still need to completely rewrite and restructure policies and procedures based on input from Governance. Goal: July BOD.
VII-B Evaluate insurance coverage for sufficiency or excess coverage.			
1. Review coverage.	Finance	10/31/17	October 2017 update In process January 2018 update Review to date found that our liability insurance covers events with attendance of 500 or less. Additional payment by event will be required if a certificate is necessary. Request for Certificate of Insurance has been updated (after coordination with Westport) and posted on our website. Assessment of other coverage still in process. April 2018 update Complete. No changes to coverage needed except to explore cost to increase attendance from 500 to 1000 for the 2018/2019 year.

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2. Discuss with broker.	Finance	10/31/17	<p>October 2017 update In process</p> <p>January 2018 update We have discussed the need by some branches to have additional coverage for liability insurance for events with attendance over 500. AAUW CA will pay the additional premium and bill the pertinent branch. This information was in the December Board to Board.</p> <p>April 2018 update Complete.</p>
3. Develop recommendations for FY 2018-2019 coverage.	Finance	3/31/18	<p>October 2017 update To be completed after #1 and #2 are done.</p> <p>January 2018 update Our request for proposal for liability insurance will include getting a quote to expand our event cover to attendance of 1,000 or less and the current limit 500. An analysis will be done to assess whether it is cost beneficial to increase the coverage or keep the current limit.</p> <p>April 2018 update Will be done for 2018/2019 insurance. Quote received in mid-June typically.</p>
VIII. Support branches, board, and committees communication needs through efficient use of technology and available staff resources.			
VIII-A Engage IBCs, branches and the board in determining communication needs and submitting content for publications and online presence.			
	Communications	12/31/17	<p>October 2017 update B2B template created with B2B header and links to website, and social media icons at the bottom.</p> <p>January 2018 update Complete. New format implemented.</p>
2. Evaluate effectiveness of communication team/committee chair liaison roles and modify as needed.	Communications	12/31/17	<p>October 2017 update Complete. Communication Team Liaison (CTL) roles and responsibilities revised and distributed to full board. CTLs assigned and expected to make initial contact with committee assignment by 10/15. Membership: Made contact with Kathy Andreini, Co-Chair of Membership, last spring and identified revisions and new approaches to website content. Proposed rewrites are in progress.</p> <p>Speech Trek: No direct contact with chair yet, but extensively reviewed the Speech Trek materials for the website prior to publication.</p>

Action Items	Responsible Committee	Deadline	Summary
3. Develop guidelines submitting content to B2B.	Communications	9/30/17	October 2017 update Complete. Guidelines created and distributed to full board.
4. Develop guidelines for submitting content to California Perspective.	Communications	10/30/17	October 2017 update In progress. Will build upon B2B guidelines. January 2018 update Complete. Distributed to Full Board.
5. Develop guidelines for submitting content for website.	Communications	10/30/17	October 2017 update Draft created for review by Communication Team. January 2018 update No action. This will be distributed to the Full Board in January. April 2018 update Complete. Distributed to Full Board March 2nd.
6. Evaluate and improve production schedule California Perspective.	Communications	2/28/18	October 2017 update No action. January 2018 update Complete. Created a spreadsheet recording past and present production schedules and cost. The largest time delay is due to bulk mail delivery by Postal Service.
7. Evaluate competitive pricing for the California Perspective production.	Communications	1/30/18	October 2017 update Documenting production process. January 2018 update Creating a Request for Proposal to be sent to prospective vendors. Scope of services to be developed include color printing, folding, binding and delivery to Postal Service. Recommend re-scheduling completion date to 6/30/18 for FY18-19 budget. April 2018 update Request for proposal will be drafted for implementation before June 30th.
VIII-B Inform branch and state leadership of available communications tools.			
1. Create a new board member packet describing Communication tools.	Communications	12/31/17	October 2017 update No action January 2018 update Document started. Will be completed in February. April 2018 update Document drafted and being edited with goal to be complete prior to June Board retreat.
2. Create and deliver technology session at the annual convention.	Communications	4/30/18	October 2017 update No action. January 2018 update

Action Items	Responsible Committee	Deadline	Summary
			Submitted proposal for convention session focused on how to find information on the AAUW CA Website. April 2018 update Session is being developed.
3. Develop one technology-based peer group and conduct 1-2 sessions.	Communications	2/1/18	October 2017 update No action January 2018 update Engaged one branch member to assist in launching group. Group will be launched in February 22nd. April 2018 update Complete. Two group meetings held. 3 additional meetings schedule. Topics included: Facebook, Mail system comparison, Mailchimp demo.

VIII-C Migrate email system to “Sentry”.

1. Identify AAUW California tasks in Sentry project.	Communications	7/1/17	October 2017 update Complete. Project plan created.
2. Migrate existing mailing lists to Sentry.	Communications	7/15/17	October 2017 update Complete. All lists migrated to new email platform.
3. Test migration.	Communications	8/15/17	October 2017 update Complete. AAUW did the majority of the testing and identified several issues that need addressing: 1. BOR documentation needs to be created to guide how the application is used. 2. Email bounce process is needed to assure that we are not identified as spam and our emails are rejected 3. Opt out process needed for large distributions 4. Email scrubbing process needed to assure that undeliverable emails are not sent. >1K messages determined to be invalid in September California Perspective distribution.

VIII-D Strengthen Social Media Presence.

1. Recruit team members for specific Social Media responsibilities.	Communications	8/15/17	October 2017 update Complete. Nancy Turner engaged to do Facebook posts.
2. Work with the Governance and Public Policy Committees to define a Facebook posting policy or procedure.	Communications	12/1/17	October 2017 update No action. January 2018 update Public Policy submitted a recommended policy change for social media. The governance committee is evaluating this and integrating with Social Media policy submitted by Communication Committee.

Action Items	Responsible Committee	Deadline	Summary
			April 2018 update Complete. Social Media policy approved by Governance committee and distributed to Board members. Board members were assigned 2 days per month to post on Facebook.
3. Develop a Communications team social media procedure.	Communications	10/1/17	October 2017 update Draft started. Will be reviewed at October Communication Team Meeting. January 2018 update Social Media Policy submitted to Governance Committee for review and adoption. April 2018 update Complete. Social Media policy approved by Governance committee and distributed to Board members.
4. Increase Twitter followers from 200 to 400.	Communications	6/30/18	October 2017 update No action. January 2018 update No action. Currently have 253 followers. April 2018 update No action. Currently have 267 followers.
5. Increase Facebook "likes" from 1,700 to 2,100.	Communications	6/30/18	October 2017 update Requested Branch Boards "like" AAUW CA page. People who comment on the page are invited to "like" the page. Total "likes" as of 10/1 1806. January 2018 update Encouragement to "like" the page was included in Branch Bingo. As of 01/9/18, 1867 total "likes". April 2018 update Directors and Communications team continues daily posts. As of 4/8/19, 1938 total "likes".
6. Demonstrate social media success to branches by communicating increase in facebook and twitter engagement through 1 B2B article.	Communications	6/30/18	October 2017 update Article included in September Board to Board. January 2018 update Completed in September.
IX. Illustrate the Board's relevance and value to the Branches			
IX-A Develop, package and deliver best practices.			
1. Develop best practices checklist for branch treasurers.	Finance	3/31/18	October 2017 update January 2018 update Received, not yet reviewed and sent to branches. April 2018 update Complete. On website in April B2B.

Action Items	Responsible Committee	Deadline	Summary
2. Create a California-specific logo.	Communications	2/28/17	October 2017 update No action. January 2018 update No action. April 2018 update No action.
3..Review and revise "Value for your Dues" document.	Communications	2/28/17	October 2017 update No action. January 2018 update No action. April 2018 update Complete. Document and website updated.
4. Develop a marketing plan.	Communications	2/28/17	October 2017 update No action. January 2018 update Communication Team has started documenting options. April 2018 update Complete. Plan distributed to Board in February. Actions in progress.
IX-B Facilitate use of Social Media for Branch Networking and Sharing.			
1. Develop capacity for members to communicate directly via the AAUW State website.	Communications	3/1/18	October 2017 update No action January 2018 update Two google discussion groups have been established for the Public Policy and CU Committees. The CU Committee has tested the functionality via access through the website. It will be launched to their team in January. Still waiting for feedback from the Public Policy Team on whether the approach will work for their team. April 2018 update Public Policy team has transitioned to Asana. C/U committee has not completed implementation.
IX-C Encourage Tech Trek.			
1. Link legislators with Tech Trek camps.	Public Policy	6/30/18	October 2017 update No action. January 2018 update No update submitted. April 2018 update No update submitted.
IX-D Increase AAUW California board visibility.			

Action Items	Responsible Committee	Deadline	Summary
1. Provide Board Member bios and share via the website, B2B or other mechanisms.	Communications	6/30/18	October 2017 update No action. January 2018 update No action. April 2018 update Directors elected in 2018 election will be posted after election.
2. Conduct 1 virtual town hall meeting.	President	1/31/18	October 2017 update Will plan to advertise in Perspective & B2B January 2018 update Determining capacity of teleconference service. Will set up for last quarter. April 2018 update No update submitted.
3. Create at least 1 peer group to assist in educating branches about job alike training.	Leadership	1/31/18	October 2017 update January 2018 update Have established a peer group - 17 branch presidents have offered to be in group. Will begin emails and blogs after the holidays. April 2018 update The 18- member peer group met via conference call on Feb. 28th. Will continue to communicate through the Leadership Peer Group developed by communications. A survey will be distributed at the Leadership brunch, as well as through the IBC's and branch liaisons, to determine needs for branch leadership.
IX-E Develop a plan to establish a presence and table AAUW information at conferences that attract the type of people who might join AAUW.			
1. Identify and participate in at least 2 tabling activities.	Board	6/30/18	October 2017 update Tabled at the Wonder Women in Technology Conference in Long Beach. January 2018 update No progress. April 2018 update No update submitted.