



Board of Directors January Meeting
April 5 to 7, 2019
The Handlery, San Diego San Diego

BOARD MEETING AGENDA

Meeting Objective	Final plans for the annual meeting and elections, dates for 2019-2020
Attendees	C. Foxhoven; J. Niemeier
Dates	April 5, April 6(Annual Meeting), April 7, 2019
Time	April 5 (10:00am-4:30pm), April 6(Annual Meeting), April 7 (9:00am-12:00pm)
Location	The Handlery, San Diego
Absentees	

MISSION: To advance gender equity for women and girls through research, education and advocacy.

VISION: Equity for all.

AAUW California New Mission Statement: AAUW California facilitates California branches in meeting the vision and mission of AAUW by providing programs, education and resources.

	Topic	Person in Charge	Duration	Expected Outcome/Action Items/ Notes
1				
2	Review of the Meeting Agenda	Foxhoven	2 minutes	Confirmation of the meeting topics and expected outcome.
3	Consent Agenda <ul style="list-style-type: none"> a. Board Minutes b. Approve Lee Winocur Field for CU/Universities c. Electronic Vote – Named Gift Honoree 	Niemeier	3 minutes	Consensus of Board
4.	OLD BUSINESS Annual Meeting Preparations	Kathi Harper, Sharyn Siebert, Co-Presidents	20 minutes	Finalize plans and assign board duties & responsibilities. Action Items:
5.	BOARD REPORTS <ul style="list-style-type: none"> a. Presidents' Comments <ul style="list-style-type: none"> 1. Committee Vitae – 2019 2. Action Items – due dates 3. Review 2019-2020 	Cathy/Jane	30 minutes	Clarification of necessity for vitae for chairs and committees Importance of completed items on time Action Items:

	dates			
	AAUW Fund a. Donations report b. Procedure for announcing honoree	Board Chair	5 minutes	Report on donations Named Gift Honoree BIO BREAK 15 MINUTES 11:00-11:15
	Branch Support a. North Coast Leadership Day	Board Chair	10 minutes	Action Items:
	Communications a. Tutoring for Google Docs? b. Members password	Board Chair	25 minutes	Resignations/Additions New board tutoring on how to use Google Docs Action Items:
	Governance a. Final review for P&P for posting b. Electronic vote – proper procedure (voting board)	Charmen	10 minutes	Finalize P&P Review electronic vote
	BREAK FOR LUNCH	12:00-1:00	1 hour	
	Finance – CFO MOTION #1: PER DIEM	CFO	20 minutes	Clarification of Vouchers
	Leadership Development a. Lenore Gallin – Commission – NY b. State Website cost issues	Board Chair	5 minutes	Future leadership days?
	Membership	Board Chairs	5 minutes	Update of membership #'s
	Program a. Concentration of programs for convention.	Board Chair	25 minutes	Future programs Convention
	Project Oversight Committee a. Approval of TT budget b. ST P&P – charges for extra family	Board Chair	5 minutes	TT personnel changes
	Public Policy	Board Chair	10 minutes	Results of 2019-2020 priorities

	1. a. 2019-2020 priorities			
	T-TAG	Lynne/Nancy	5 minutes	Send out Torrance's TTAG leader
	BIO BREAK	2:15 pm	15 minutes	
7.	ADDITIONAL UNFINISHED BUSINESS a. International Advocacy – Quarterly e-news? b. Convention -Why are we doing it? Theme.	Jane/Virginia	1 hr. 15 minutes	Discussion of more visibility of international Advocacy Convention preliminaries.
	BREAK FOR DINNER			Meet Sunday 9am-12pm
8.	NEW BUSINESS- Where are we going? a. STEAM? b. Speech Trek Future	Jane/Cathy	1hr. 30 min.	Results from phone calls
	BIO BREAK	10:30AM	15 minutes	
9.	CONVENTION a. Schedule b. Venue c. LAC	Virginia Beck	1 hr.	
	CLOSED SESSION (if needed)	11:45-12:00	15 minutes	ADJOURN

Definitions:

- Meeting Norms mean guidelines on agreed upon behavior during meetings, e.g., discussions, group consensus, expected outcomes, action plans.
- Consensus means agreeing to follow and/or commit to the decision of the group even if disagreement exists.
- T-TAG – Tech Trek Alumni Group

American Association of University Women
Board Meeting Minutes
Bay Club Hotel and Marina, San Diego, CA
January 12-13, 2019

Present: Deanna Arthur, Lynne Batchelor, Pat Ferrer, Cathy Foxhoven, Charmen Goehring, Kathi Harper, Dawn Johnson (Parliamentarian), Nancy Mahr, Jane Niemeier, Ainsley Nies, Dianne Owens, Sharyn Siebert, Shirley Stowers, Linda Stinebaugh (Tech Trek Coordinator), Sue Cochran (Governance)

The meeting was called to order by Co-Presidents Cathy Foxhoven and Jane Niemeier at 10:06 a.m.

The meeting norms as emailed were discussed and accepted.

The consent agenda was approved with the following provisions

- Strike the words now 8 from Kathi Harper's report in the minutes
- Add Lucinda Halley has resigned (prior to taking office)
- Strategic Plan electronic vote motion by Kathi Harper, seconded by Sharyn Siebert **"I move that the board approve the attached AAUW CA 2018 Strategic Plan dated November 12, 2018. The motion carried (#14).**
- Changes to reflect Bay Club Hotel and Marina on January 12-13
- Approval of website committee members Linda Slater and Adrienne Friedman

Tech Trek Budget:

Linda Stinebaugh (Tech Trek coordinator) presented the preliminary Tech Trek budget. The question was raised about the variance in administrative costs. Since there is no financial liaison, Linda will investigate. **Motion #15** was made by Lynne Batchelor and seconded by Shirley Stowers **to approve the preliminary Tech Trek budget.** The motion carried. Linda reported that the branch contact list is not user friendly in its current form. She requests that the name and complete email address be listed. She will talk to communications. She has recruited her possible replacement but is not disclosing the name at this time. It was reported that Alice Hill and Susan Negrete are also interested.

Issues about new forms from national were discussed. Project Oversight committee will request information from national as to where the webinar information is posted. All members are requested to document inconsistencies among the three documents and report them to Project Oversight. POC will contact Cheryl Sarokin (national governance) to ask for help after we have concrete information to present to her.

Unfinished Business:

Kathi Harper (Program) reported on our annual meeting whose theme will be *We Called, You Answered, We Listened*. Registration will be on the website and the Perspective article has been submitted. Schedule for Handlery Hotel in San Diego:

- 7:30 Registration and breakfast buffet
- Business Meeting (recap year to date for committees, Presidents' report, Introduction of Board Members, Introduction of Candidates [no speeches], Special Recognition).
- Membership Panel
- Lunch
- Speech Trek competition
- Leadership Panel
- 4:00 Adjournment

Julika Barrett will be invited to attend. Dawn will check the cost and order ears (if reasonable) for board to wear in recognition of our theme *We Listened* and to make us readily identifiable. Kathi will produce the program with Ainsley Nies assisting if needed. The Presidents will produce their annual report using the bulleted items from the committees.

Deanna Authur and Charmen Goering (Membership) have organized their Membership Panel to include Donna Lilly (College/University Partners), Susan Negrete, Camille Veneracion (Younger Women's Task Force), Dr. Melissa Maceyko and Dr. Luzilda Carillo (Diversity) and Nancy Marr (using public policy to connect with the community).

Sharyn Siebert (Leadership) reported that she will moderate Leadership Panel. The Panelists will include Michele Croci and Anne Davis East (Development), Ainsley Nies (leadership position requirements and alternate leadership structures), Elaine Johnson and Dr. Lenore Gallin (diversity, how to prevent leader burnout, how to get your branch fired up). They are considering a small take home packet and will post the same information on the website. They will produce a survey on member skills. Program Committee members will circulate with microphones for questions. It is felt that it would be too long to be effectively videotaped. The Program Committee will poll the presenters and create a check list of their needs, including technology and supplies.

Committee Reports:

Sue Cochran (Governance) was thanked for all of her work. Julika's work on reformatting was gratefully acknowledged. The Articles of Incorporation have been filed as updated. The board is requested to review the Policies & Procedures (particularly the section concerning the committee or position you fill or have filled recently) to ensure that the information includes updates and is accurate. This information is due to Sue by January 20. There is currently no routine procedure for updating P&Ps but send your revisions to Sue by January 20 for consideration. We will have a formal revision policy by the next meeting. We are to send content requests but don't bother with

wordsmithing as the writing style and format will be done by Governance/Julika to ensure uniformity. The annual signing of Conflict of Interest forms needs to include all committee members. Branches need to be informed that per state law for co-officers that each officer has a vote and is individually funded and elected separately. Dawn and Sue will write message for B2B to inform branches about this. Branches should also have on file a copy of the National Affiliate's Agreement. A reminder should go to branches that when the state or national makes a change in their by-laws, that no branch vote is required to approve these changes in their by-laws. At a later date a link to a by-laws page will be provided. Pat Ferrer made a motion seconded by Shirley Stowers **to make the changes to policy 702.7, 702.8, 802.3 and 917 as written in the attachments on file with the board secretary. Motion #16** passed In the new P&P document updates will be embedded with the amendment date rather than as a table as was done previously. In the next directory a glossary will be supplied as an appendix and will include technical terms and acronyms as well as an AAUW glossary. The board is to note technical terms that are not understood and send them to Sue by January 20 for inclusion in the new glossary. The next directory should also include a listing of all state presidents with their terms, a map showing the districts, a #1, #2, #3 should be added to indicate the term number for board members and their current term dates and perhaps for appointed directors as well. Julika's title appears in several forms. The consensus appears to favor office manager to best describe her functions. An additional suggestion is that her duties could include serving as a resource to the governance committee. The executive committee serving in their capacity as the personnel committee should determine these two issues.

The meeting was adjourned for lunch and was reconvened at 1:40 p.m.

President's Comments:

Cathy Foxhoven reported on her conversation with Dot McLane from national. She reported that the degree requirement by-laws change will come back eventually but not imminently. Our Strategic Plan does not mirror the national one. She inquired about STEAM rather than STEM but national wants to maintain our current use partially because there is normally less money in the arts and thus does not do much to narrow the pay gap. A lively discussion followed about whether AAUW CA should go to STEAM but no consensus was reached. It was decided to broach the subject with our branches via the next phone calls.

Jane Niemeier provided a re-cap of the phone calls. It was requested that all the information requirements (strategic plan updates, phone calls, newsletters, board reports) be put in one link. Please update the phone call comments writing "no contact" if necessary. Cathy and Jane provided an insight into their vision as presidents. Jane's priority is international advocacy and Cathy's priority is diversity. Their vision is to concentrate on leadership. They emphasized that we need to ask how we are supporting other groups.

There is some confusion around the terms board of directors and full board. Committee chairs need to provide board reports. We need to consistently call them committee reports. The list-serve needs to be changed from the full board designation. Cathy will

email committee chairs to inform them about reports and to be sure they are aware of how their committee's work implements the Strategic Plan. The Communications Committee submitted a B2B article in December to encourage more newsletter submissions and contacted the newsletter editors or presidents of all the branches that have not submitted one.

Suggestions for Round 3 phone calls:

- Encourage all to attend annual meeting
- Introduce STEAM concept and ask for their input
- Have them describe their best program so far this year
- Have them describe their program with the best attendance so far this year
- Request a check for errors and additional in the state directory from their branch
- Ask about an interest in a virtual town hall and what topics should be addressed
- Anything else they want to impart

Committee Reports:

Dianne Owens (Fund) reported that the December email from national went to fund chairs. We are encouraged to write to national to ask that we be able to specify where we want our contribution to go (i.e. Moonen Lecce or specific unfinished endowment). Please watch their video. There are 3 Legacy Circle pins available at this board meeting. Dianne is accepting nominations for a state named gift honoree and is getting names from branches for their honorees.

Ainsley Nies (Branch Support) will not complete the second year of her term. She reported that the name change to liaison has caused some confusion. The committee needs more members. Some IBCs have folded as have some branches which has left a gap in coverage. We need to provide leadership about how committees work.

Shirley Stowers (Communication) reported a new committee member from her branch and a former AAUW fellow, Noura Bishay. The BOR's are not complete and accurate. Shirley will send an explanation to the Presidents about how to update and why it is important. She presented a concept of a virtual town hall. Questions arose about the purpose and logistics, so it will be put on the back burner. Please be sure you have included B2B in your personal list of safe sites to prevent it from going to spam. The committee sent emails (using two mechanisms) to 1,120 branch leaders requesting that they include the AAUW's address as a safe site to ensure that communications are not blocked.

Pat Ferrar (CFO) announced that we have switched accounts to ADP for a small savings. The audit showed no deficiencies. The financial update was provided separately from the budget. **The motion from the finance committee to approve the January 2019 update #17** was approved. July 2018 motion #7 approved transferring of \$11,997.83 from Operations Reserve Fund to the checking account to cover the 2018

Convention losses. October 2018 motion #11 approved the Updated Finance Policy that includes a requirement to transfer ½ of any fiscal year “profit” from the checking account to the Operations Reserve Fund to build up our reserves. FYE 06/30/2018 net profit was \$16,558.43. One half is \$8,279.22. The net between the money to be transferred in and transferred out is \$3,178.62. Due to the relative immateriality of the difference, the Chief Financial Officer on behalf of the finance committee recommends that **we transfer no funds between the accounts. Motion #18** carried.

After discussion, it was decided that the Leadership budget should be increased to \$1400 funded from the unallocated reserves and for the Membership budget to increase by \$158.68 to be funded from the unallocated reserves. Pat will acquire a new Chase credit card for AAUW CA.

Sharyn Siebert (Leadership) reported that China Lake/Ridgecrest is talking about joining with another branch. Nobody has yet asked for help from leadership. Questions from phone calls arose about Sacramento and Oakdale/Riverdale/Escalon. Dr. Lenore Gallin would like to represent AAUW CA at the UN Commission on the Status of Women meetings. Sharyn will tell her that she needs to check with national and to call Ginny Hatfield and/or Ann Hoiberg.

Deanna Arthur (Membership) has no new numbers to report as national is having trouble posting information if the website is not used for applications/renewals.

Kathi Harper (Program) reported that her committee is working on their goals. They have identified 12 branches to assist. They are keeping track of programs through reading the newsletters and from this identified Chico, Benicia-Vallejo, Danville-Alamo-Walnut Creek, Diamond Bar-Walnut, Oakland-Piedmont and Ontario-Upland-Rancho. The first survey was to see if programs were mentioned. The second group was identified from phone calls and will include Bakersfield, Glendale, Madera, Placentia – Yorba Linda, Rancho Bernardo and Mid-Peninsula. They will update the website to provide more recognition for exemplary branch programs. Kathi stated that the branch Program awards for the Annual Meeting will focus more on branches that consistently offer mission-based programs, not just “one-offs”. She will adjust Program’s strategic plan goals to allow more time to complete the task of supporting the 12 branches struggling with programs.

Lynne Batchelor (Project Oversight) reported on the problems that are surrounding the new Tech Trek paperwork from national. Whittier branch has decided not to send any students this year as a result. The documents are contradictory in places. The webinar was not to be found (although required). Many emails have been sent. Jane will call Rebecca Jennings to inform her that she must enforce the no flip-flops requirement during labs.

The meeting was adjourned at 5:05 p.m.

The meeting of January 21 was called to order at 9:01 a.m.

Kathi Harper reported for Public Policy on behalf of Nancy Mahr. She noted a correction on the report p 7 which should read 526 completed surveys were received

from the 14,259 which were sent. **Motion #19** from the public policy committee was made and approved to **add the following items to the Strategic Plan under goal #3. Goal: to ensure that all branches have legislative and public policy information to use for their members recruitment and retention. Tasks (1) Transmit information on issues and legislation to branches through the public policy liaison network, Board-2-Board and Perspective and (2) Conduct an email survey of branch membership chairs regarding public policy information needs and use. Assignment: public policy committee and Nancy Marr. Expected Outcome: 10 branches will respond having used public policy and/or legislative issues in membership recruitment and retention engagement activities. Measurement: reports from public policy committee liaisons, email survey of branch membership chairs.** The motion carried. Kathi will inform Nancy to include this in the Strategic Plan. Kathi reported on the results of the public policy member survey. All information has been recorded and kept for reference by the committee. It may be viewed by the Board as requested. Placement of priorities on the public policy list does not indicate importance, although some members did make that connection. The full text of changes will be available on the Public Policy Priorities brochure and on the website in July but the changes are on file with the Public Policy Committee for immediate consultation. The proposed priorities will be presented to the members for final approval by member vote in April 2019. The suggestion was made that the committee might want to respond to branches who expressed concerns. Kathi will send all suggestions from the survey to the board. It was observed that a lot of public policy information is included in branch newsletters. We were represented in the Stronger CA Legislative Reception and with our \$100 donation our logo was on the publicity. There were twenty legislators plus staffers in attendance. AAUW signed on to the Paycheck Fairness Act. Alicia Hetman will draft a letter to the Department of Education stating our concerns with changes made or proposed by this administration.

Tech Trek Alumnae Group(t-tag) discussion concluded that Pat Kanoyer of Torrance would be contacted by Membership to see if she might be interested in coordinating the t-tag idea state-wide and to suggest that t-tag apply for a Special Project Grant. This will be on hold.

The question was raised about whether there is a lack of clarity around fundraisers, but no definite answer was provided.

Unfinished Business:

Bakula Manier wants the board to look over the website for Financial Literacy and suggest changes. Because the modules for Money Trek are being revised, she has sent in an incomplete list of desired changes. The web team will investigate the amount of time it would take to make the changes she has requested. She has requested that FLIP be reserved for elementary schools. She wants the board to focus on Financial Literacy. Shirley Stowers will serve as the board contact for her.

College University currently has 124 branches. Their presentation for the annual meeting will include a panel discussion focused on how to make connections and on gender equity. If members are not going to attend the annual meeting, they can send in

questions for the panel to discuss.

Questions for program recognition (1) if branches do not send in newsletters, how do we include them (2) how does a continuing project get recognized (3) are small branches at a disadvantage? Currently we have 56 branches sending in their newsletters but we need to increase that number.

The national convention in 2020 will be one day only (plus perhaps a lobby day) and the theme is suffrage. National will emphasize suffrage all year. Jane will contact Theresa Lowe to ask for national's convention dates.

Our 2020 convention will be in the north perhaps San Jose. We need a convention manager and Virginia Beck was suggested. Deanna and Charmen will contact the offices of Jennifer Sobel-Newsome and Jackie Speer to see if they could keynote at our convention. Other suggestions include Cathy's singers, Jennifer Wheelock, Kathy's actors, Aileen Rizzo.

A discussion ensued on the conversion to STEAM but no consensus was reached. Jane will put STEAM info in the next B-2-B.

It was requested that the B-2-B reminders be sent one week prior to the due date.

Motion #20 was made by Sharyn Siebert and seconded by Dianne Owens **to go to closed session**. The motion carried. **Motion #21** was made by Shirley Stowers and seconded by Lynne Batchelor **to return to open session**. The motion carried.

The board was reminded to fill in updates for the Strategic Plan and to read the newsletters from their assigned branches. Members agreed that the reading assignment was useful. A new reporting form for newsletter reading will be provided.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Lynne Batchelor

AAUW CA Secretary

AAUW California
Budget vs. Actuals: FY 2018 2019 Budget Report - FY19 P&L
July 2018 - June 2019

	Total				Note
	Actual	Budget	Remaining	% of Budget	
Revenue					
Annual Meeting Income	5,693.00	5,000.00	-693.00	113.86%	
Funds Luncheon Income	10,828.63	10,828.63	0.00	100.00%	
Total Insurance Income	46,325.59	46,500.00	174.41	99.62%	
Interest Income	7.21	5.61	-1.60	128.52%	
Leadership Days Income		5,000.00	5,000.00	0.00%	
Total Membership Income	198,517.00	198,000.00	-517.00	100.26%	
Other	20.00	500.00	480.00	4.00%	a
State Projects Grant		1,000.00	1,000.00	0.00%	
The Fund Assessment	6,815.00	6,815.00	0.00	100.00%	
Prior Year Carryover		8,279.22	8,279.22	0.00%	
Total Revenue	\$ 268,206.43	\$ 281,928.46	\$ 13,722.03	95.13%	
Gross Profit	\$ 268,206.43	\$ 281,928.46	\$ 13,722.03	95.13%	
Expenditures					
Annual Meeting Expenses	77.00	5,120.00	5,043.00	1.50%	b
Assesments - The AAUW FUND	0.00	6,815.00	6,815.00	0.00%	c
Auditing & Tax Prep	6,000.00	6,000.00	0.00	100.00%	
Bank Fees	141.03	24.40	-116.63	577.99%	d
Committee Expenses			0.00		
Branch Support		1,500.00	1,500.00	0.00%	
Communication	127.27	200.00	72.73	63.64%	
Executive Committee	11.46	300.00	288.54	3.82%	
Finance		115.00	115.00	0.00%	
Funds	15.43	550.00	534.57	2.81%	
Governance		50.00	50.00	0.00%	
Leadership		1,400.00	1,400.00	0.00%	
Membership		1,058.68	1,058.68	0.00%	
Nominations and Elections Committee		10.00	10.00	0.00%	
Program		700.00	700.00	0.00%	
Public Policy	76.50	3,000.00	2,923.50	2.55%	e
State Project Oversight		500.00	500.00	0.00%	
Total Committee Expenses	\$ 230.66	\$ 9,383.68	\$ 9,153.02	2.46%	
Dues to other orgs	190.00	410.00	220.00	46.34%	
Election Expense	360.00	1,000.00	640.00	36.00%	
Expenditures for Others	0.00		0.00		
Funds Luncheon Expenses	8,686.72	8,191.38	-495.34	106.05%	
Insurance Exp	46,373.00	46,500.00	127.00	99.73%	
Leadership Days Expense		5,000.00	5,000.00	0.00%	
Legal Fees	24,546.26	30,000.00	5,453.74	81.82%	f
Lobbyist	45,151.00	60,500.00	15,349.00	74.63%	g
Miscellaneous Exp		200.00	200.00	0.00%	
Total Payroll Expenses	16,493.67	30,000.00	13,506.33	54.98%	
Permits & Fees		100.00	100.00	0.00%	
Postage & Shipping	8,448.58	10,000.00	1,551.42	84.49%	
President's Travel	230.62	3,000.00	2,769.38	7.69%	

Printing and Copies	8,176.38	7,569.62	-606.76	108.02%	h
Purchases		500.00	500.00	0.00%	
Reconciliation Discrepancies	-64.00	64.00	128.00	-100.00%	
Rent Expense	7,667.40	8,720.00	1,052.60	87.93%	i
Repairs and Maintenance		100.00	100.00	0.00%	
Software	69.99	69.99	0.00	100.00%	
State Projects Grant		1,000.00	1,000.00	0.00%	
Storage	839.80	1,206.40	366.60	69.61%	
Supplies	1,177.93	1,500.00	322.07	78.53%	
Taxes	263.57	150.00	-113.57	175.71%	
Telephone	260.00	286.00	26.00	90.91%	
Travel			0.00		
April BOD	2,334.92	6,000.00	3,665.08	38.92%	j
Ex Comm Travel		500.00	500.00	0.00%	
January BOD	6,026.04	6,300.00	273.96	95.65%	j
July BOD	5,999.54	6,017.99	18.45	99.69%	j
New Board Retreat	211.84	8,200.00	7,988.16	2.58%	k
October BOD	5,332.68	6,000.00	667.32	88.88%	j
Total Travel	\$ 19,905.02	\$ 33,017.99	\$ 13,112.97	60.29%	
Web	1,407.70	5,000.00	3,592.30	28.15%	
Workers Comp Insurance	515.54	500.00	-15.54	103.11%	l
Total Expenditures	\$ 197,147.87	\$ 281,928.46	\$ 84,780.59	69.93%	
Net Operating Revenue	\$ 71,058.56	\$ 0.00	-\$ 71,058.56		

Notes

- a. Other income includes cashing in credit card points. Transfer to be posted at end of March.
- b. Annual meeting expenses will be calculated upon receipt of final bill of hotel.
- c. AAUW Fund donation will be recorded at end of March
- d. Some of this will be refunded but not all.
- e. Public policy annual meeting vouchers will be paid in April
- f. Should be complete.
- g. Paid through 3/31/2019 as we pay in advance.
- h. Need additional funds to cover this FY shortfall to date and 3rd Perspective printing and copying costs from building
- i. Paid through April 2019 due to duplicate payment issued
- j. Awaiting outstanding vouchers
- k. Prior years costs paid this year.
- l. Final bill received after budget update

Other Revenue

Dividend Income	\$ 5,835.42		-\$ 5,835.42
Investment Interest Income	16.19		-16.19
Realized Gain/Loss Investments	558.95		-558.95
Unrealized Gains/Losses	-36.63		36.63
Total Other Revenue	\$ 6,373.93	\$ 0.00	-\$ 6,373.93
Other Expenditures			
Management Fees	2,767.84		-2,767.84
Total Other Expenditures	\$ 2,767.84	\$ 0.00	-\$ 2,767.84
Net Other Revenue	\$ 3,606.09	\$ 0.00	-\$ 3,606.09

AAUW California
Statement of Financial Position
As of February 28, 2019

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking 6675	111,122.56
PayPal Account	492.46
Petty Cash	24.85
UBS 1D R2529 (Resvd Opns)	0.00
Cash	2,706.98
Exchange Traded Products	78,649.83
Fixed Income	70,119.98
Mutual Funds	0.00
Total UBS 1D R2529 (Resvd Opns)	\$ 151,476.79
UBS 1D R2530 (Resvd Projects)	2,499.00
Cash	4,453.15
Exchange Traded Products	62,000.16
Fixed Income	61,523.30
Mutual Funds	0.00
Total UBS 1D R2530 (Resvd Projects)	\$ 130,475.61
UBS 1D R2531 (Cnvent Self Insurance)	0.00
Cash	1,175.33
Fixed Income Fund	50,351.08
Total UBS 1D R2531 (Cnvent Self Insurance)	\$ 51,526.41
UBS 1D R2532 M1 (Checking)	71.60
Total Bank Accounts	\$ 445,190.28
Accounts Receivable	
Accounts Receivable	124.02
Total Accounts Receivable	\$ 124.02
Other Current Assets	
Rent Deposit	396.00
Total Other Current Assets	\$ 396.00
Total Current Assets	\$ 445,710.30
Fixed Assets	
Accumulated Depreciation	-2,888.20
Furniture and Equipment	4,157.87
Total Fixed Assets	\$ 1,269.67
Other Assets	
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 446,979.97

LIABILITIES AND EQUITY**Liabilities****Current Liabilities****Accounts Payable**

Accounts Payable	207.09
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Total Accounts Payable	\$ 207.09
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Credit Cards

UBS VISA Credit Card	3,597.86
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Total Credit Cards	\$ 3,597.86
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Other Current Liabilities

Total Other Current Liabilities	\$ 0.00
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Total Current Liabilities	\$ 3,804.95
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Total Liabilities	\$ 3,804.95
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Equity

Change in Investments	-4,276.57
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Designated Net Assets	0.00
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Conf and Conv	27,268.00
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Total Designated Net Assets	\$ 27,268.00
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Retained Earnings	91,884.39
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Unrestricted Net Assets	257,800.84
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Net Revenue	70,498.36
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Total Equity	\$ 443,175.02
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TOTAL LIABILITIES AND EQUITY	\$ 446,979.97
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April 2019 Committee Reports

Committee	AAUW Fund
Submitter	Dianne Owens
Updates	<ul style="list-style-type: none"> • \$471,580.58 was donated by branches and AAUW CA to AAUW Fund in 2018 • Alicia Hetman Research & Projects Endowment was completed at \$79,243 • Three more choices will be added to AAUW Donation website page--Mooneen Lecce Giving Circle, NCCWSL and Tech Trek. • Named Gift Certificates are being mailed and hand delivered • AAUW Fund Committee met via phone to make recommendation for State Named Gift Honoree • Attended SLOC & SBC IBC Luncheons to discuss AAUW Fund
Items for Board Discussion	<ul style="list-style-type: none"> • Dates for October 2019 AAUW Fund Luncheons • Members still donating to Tech Trek through AAUW Fund
Proposed Motion #	None, if Motion to approve State Named Gift Honoree is done by email vote before meeting
Committee	Branch Support
Submitter	Ainsley Nies
Updates	<p><i>In-Person Branch/IBC Visits – objective 3 visits, 2 made.</i></p> <p><i>Communication to the Branch Support Comm. None</i></p> <p><i>Communication as a Liaison –</i></p> <ul style="list-style-type: none"> • Objective - 1 Branch Liaison communication per area (Tahoe/Truckee, North San Joaquin, South San Joaquin, Redding, Monterey). 2 attempts, no replies. <p><i>Branch Support - Responded to Branch/IBC Requests/Questions/Concerns</i></p> <ul style="list-style-type: none"> • Gilroy - administrative questions • Hemet-San Jacinto - administrative questions • Novato - legal concerns <p>Bullets for upcoming top priority items: None</p> <p>Director Activities:</p> <ul style="list-style-type: none"> • As a Leadership Panel member, planning and preparation for Annual Meeting presentation. • Working with North Coast District on planning and recruiting speakers for their June 1st Leadership Day
Items for Board Discussion	None
Proposed Motion #	None

Committee	College/University
Submitter	Donna Lilly
Updates	<ul style="list-style-type: none"> • Introduced Work Smart workshops at Newport-Mesa-Irvine branch; Los Angeles County Interbranch meeting; Ventura County Interbranch meeting; La Mesa-El Cajon and San Diego branches; and Women's Equity Initiative with San Diego City Councilwoman Barbara Bry. • Presented Work Smart workshop fall and spring semesters at UC San Diego Women's Center to 25 and 20 employees; Work Smart workshops presented in Long Beach and San Francisco. • Presented Start Smart workshop at Saddleback College to 90 students. • Start Smart workshops presented at several campuses with 3-year licenses. • Promoted AAUW by tabling at University of San Diego Kroc School of Peace and Justice with Jane Niemeier and AAUW members attended by 100 people. • Represented AAUW at Run Women Run celebrating local women elected to office. • Promoted Tech Trek at University of Redlands at county-wide STEM conference attended by 125 leaders. • Promoted importance of CU partnerships with Kimberly Churches, Jane Niemeier, Shirley Stowers at holiday dinner in San Diego. • 2 newly chartered student organizations at Saddleback College and Irvine Valley College join 14 currently chartered. • 81 AAUW CU partner members includes 7 new AAUW CU partner members; • CSU Chico, Canada College, College of the Desert, Mt. San Antonio College, Orange Coast College, Rio Hondo College, Santa Monica College. • 45 branch CU chairs decreased from 65 branch CU chairs last year. • 132 CU representatives in California as part of 1000 CU reps in nation. • Articles published in <i>Perspective</i> and B2B e-newsletter.
Items for Board Discussion	None
Proposed Motion #	None
Committee	Communications
Submitter	Shirley Stowers
Updates	
Items for Board Discussion	
Proposed Motion #	

Committee	Diversity
Submitter	Mitra Baghdadi
Updates	
Items for Board Discussion	
Proposed Motion #	

Committee	Finance
Submitter	Patricia Ferrer, CFO
Updates	After spending several hours resolving the problems with our AAUW CA credit card and its payment during January, the problem was corrected in February, only to recur in March. I hope to get this resolved before our April BOD.
Items for Board Discussion	None
Proposed Motion #	<p>Motion 1:</p> <p>The Finance Committee recommends to the Board of Directors that we continue the current per diem and mileage rate for FY 2019/2020. (\$65 Total for the day or if AAUW CA pays for one meal during the day, \$15 for breakfast, \$20 for lunch, \$30 for dinner (includes tip on food and nonalcoholic beverage but no alcohol and its proportional tax and tip.)</p> <p>Motion 1 Description</p> <p>This is a mandatory recommendation in our policies and procedures. Amounts being reimbursed now are reasonable and readily cover the cost of the meals and the mileage is within 4.5 cents of the IRS rate.</p>
Committee	Financial Literacy
Submitter	Bakula Maniar
Updates	
Items for Board Discussion	
Proposed Motion #	

Committee	Governance
Submitter	Sue Cochran
Updates	No updates at this time.
Items for Board Discussion	
Proposed Motion #	
Committee	International Programs
Submitter	Indrani Chatterjee
Updates	<ul style="list-style-type: none"> • Reminder article published in January 2019 B2B newsletter about March 8th, International Women's Day. • Article Published in Winter Perspective about Global Women's issue. • In progress to connect with other local ethnic organization.
Items for Board Discussion	None
Proposed Motion #	To increase outreach, proposing Quarterly e-newsletter dedicated to Global Women news.

Committee	Leadership
Submitter	Sharyn Siebert
Updates	<ul style="list-style-type: none"> • N. Coast Leadership day has been requested and is in the planning stage. • I have reached out to branches noting trouble filling leadership positions for the coming year, including Victor Valley (just today-so hoping to hear back). • I presented a board training for my Monterey Peninsula Branch last week, and have one requested for the future for the Santa Cruz county branch also. • My committee has held multiple conference calls on the planning and presentation for the Annual Meeting. • We have also discussed where we feel the state website can use some tweaking to make it more congruent with the national one, and to have Leadership Essentials easier to locate on the site. • I will be discussing these issues with Sandi Gabe and Shirley Stowers following the Annual Meeting.
Items for Board Discussion	I have been told that some changes to the state website can easily be accomplished and that others might have a cost associated with them. Is there a budget item for this? And if not, how might we handle this issue?
Proposed Motion #	

Committee	Membership
Submitter	Deanna Arthur and Charmen Goehring
Updates	<ul style="list-style-type: none"> • Outreach to branch MVPS continues. • Membership/Diversity Panel for Annual meeting planned and ready to go.
Items for Board Discussion	Potential for state YWTF seed money
Proposed Motion #	None at this time
Committee	Nominations
Submitter	Susan Negrete
Updates	<ul style="list-style-type: none"> • Outreach continues for CFO candidates; deadline to declare is 4/4/2019 • Meetings with S. Gabe and N. Mahr were held to review election postcard design and text; • On 4/1/2019 will review/authorize postcard final text with S. Gabe to support 4/4/ mailing deadline; • On 3/20/2019 a Campaign Expense Report reminder will be emailed to all current candidates.
Items for Board Discussion	In collaboration with Governance Chair, proposed updates to CA Nominations & Elections policy and procedures will be submitted before the end of BOD 2019 term. (A BOD deadline/date is welcome.)
Proposed Motion #	None

Committee	Oversight Committee
Submitter	Lynn Batchelor
Updates	<p>Consulted with governance on approved updates for Speech Trek and Tech Trek Policies and Procedures.</p> <ul style="list-style-type: none"> • Committee read applications for State Project Grant • Committee chose 2 projects to fund • Committee made final revisions to Tech Trek Camp Checklist and distributed to TT cap directors for dissemination to teachers and staff. • Committee members handled inquiries about new national directives for TT and attempted to garner support for new directives
Items for Board Discussion	<ul style="list-style-type: none"> • AAUW membership requirements for TT teachers • New grant application review.
Proposed Motion #	I move to approve the Tech Trek Budget.
Committee	Program
Submitter	Kathleen Harper
Updates	<ul style="list-style-type: none"> • Committee changed 4 of our target branches; all branches have been contacted and resources have been offered to improve MB programs • With assistance from Communications, a measurement tool has been developed and sent to all target branches requesting input each month • Branches with outstanding MB programs have been selected and spotlighted in B2B articles for Feb; Mar article submitted but not published • Chair has developed a program brochure for the Annual Meeting with assistance from Membership and Leadership Chairs • Committee selected 5 branches with outstanding on-going MB programs for recognition at Annual Meeting
Items for Board Discussion	<ul style="list-style-type: none"> • Change in target branches • Evaluation of efficacy • Info re programs selected for recognition
Proposed Motion #	
Committee	Public Policy
Submitter	Nancy Mahr
Updates	
Items for Board Discussion	
Proposed Motion #	

Committee	Speech Trek
Submitter	Marlene Cain
Updates	<p>2018-2019 Eleanor Stem Allen Memorial Speech Trek:</p> <p>Branch Participation Update</p> <ul style="list-style-type: none"> • Nineteen Branches expressed initial interest • Eighteen Branches submitted MOUs • Four Branches subsequently withdrew • Fourteen Branches participated successfully and held Branch Contests <p>Semi-Finals Update</p> <ul style="list-style-type: none"> • Eight judges selected to view the fourteen 1st place Branch Winners: <ul style="list-style-type: none"> a. Jill Easton, Writer, Advertising and Healthcare b. Quentin Panek, School Administrator and ACSA Region 13 Ambassador, retired c. Elena Peavy, High School Teacher, foreign languages, retired d. Ron Peavy, Superintendent of Schools, retired e. Randy Putz, Owner/Proprietor, Gobo LLC f. Denise Stevens, Legacy Planning/Assistant VP, Compliance, retired g. Stephanie Thoth, Executive Director, Chamber of Commerce h. Beth Wheat, Vice President, Transformation and Engagement <p>Results of Semi-Finals</p> <p>Finalists (in no particular order)</p> <ul style="list-style-type: none"> • Cristine Corry - Roseville-South Placer Branch • Dominique Ruedaflores - Poway-Pensquitos Branch • Sophia Ruster - Morgan Hill Branch <p>These 3 Finalists will move the State Finals held at the Annual Meeting on April 6, 2019, in San Diego.</p> <ul style="list-style-type: none"> • Honorable Mention - Fourth Place: Kristina Perry, Stockton Branch • Honorable Mention - Fifth Place: Nicholas Andrian, Alhambra-San Gabriel Branch <p>April 6, 2019 - Eleanor Stem Allen Memorial Speech Trek Finals. Program features the three Finalists, guest speaker Brett Allen, and announcement of 2020 topic. Working with President to honor benefactor at this event.</p> <p>UPDATE: Speech Trek Committee announces new Treasurer, past President Donna Mertens, who is doing a wonderful job!</p>
Items for Board Discussion	<p>Benefactor Gray Allen has underwritten State Contest for past ten years and expires this year. We need to seek replacement funding for 2020 and beyond. Committee goal is to operate in the black, which has been difficult in the past. A 20% increase in funding would greatly assist the Committee in approaching this goal.</p>
Proposed Motion #	<p>Submitter moves that AAUW CA increases Speech Trek funding by a minimum of 20%, beginning with the 2020 Contest.</p>
Committee	Tech Trek
Submitter	Linda Stinebaugh
Updates	<p>Staff needed for 2019-2020: State Coordinator, Financial Liaison, Camp Directors for UCSD and UC Irvine, Teachers and Dorm Moms for several camps.</p>

Items for Board Discussion	How to get volunteers to step up to leadership positions in Tech Trek.
Proposed Motion #	
Committee	Title IX
Submitter	Alicia Hetman
Updates	
Items for Board Discussion	
Proposed Motion #	

TECH TREK
Camp Year 2019
Final Budget Estimate
Submitted to Oversight Committee 3/15/19

	Total All Camps	Davis	Fresno	Irvine	San Diego	Santa Barbara Blackwell	Santa Barbara Hypatia	Sonoma	Stanford Curie	Stanford Hopper	Whittier
# of Campers	906	94	96	104	110	80	80	90	80	80	92
# of Jr. / Sr. Counselors	88	9	9	6	9	10	10	7	7	7	14
# of Camp Directors	16	2	1	2	2	1	1	2	2	2	1
# of Teachers	57	5	7	5	7	4	4	6	7	6	6
# of Staff	27	1	2	1	4	2	2	1	8	3	3
# of Dorm Moms	92	9	7	10	11	10	10	9	7	7	12
Total of Attendees	1,186	120	122	128	143	107	107	115	111	105	128
INCOME											
Camper fees	871,400.00	84,600.00	86,400.00	104,000.00	99,000.00	80,000.00	80,000.00	90,000.00	80,000.00	80,000.00	87,400.00
Grants	38,000.00				3,000.00				20,000.00	15,000.00	
Other outside funding	15,000.00									2,500.00	
TOTAL INCOME	924,400.00	84,600.00	86,400.00	12,500.00	116,500.00	102,000.00	80,000.00	90,000.00	100,000.00	97,500.00	87,400.00
Previous year carryover	430,438.35	52,704.00	84,684.47	403.71	105,970.98	11,045.00	8,621.00	40,222.00	24,590.19	45,000.00	57,197.00
TOTAL FUNDS AVAILABLE	1,354,838.35	137,304.00	171,084.47	116,903.71	207,970.98	91,045.00	88,621.00	130,222.00	124,590.19	142,500.00	144,597.00
EXPENSES											
Background Check	3,570.00	400.00	400.00	200.00	900.00	150.00	180.00	700.00	90.00	350.00	200.00
Campus Costs	615,978.00	60,500.00	34,000.00	90,100.00	52,500.00	53,000.00	53,000.00	73,278.00	76,000.00	66,000.00	57,600.00
Development	6,550.00	250.00	900.00		500.00	2,100.00	600.00	300.00	500.00	400.00	1,000.00
Equipment Purchase	32,000.00	1,000.00	2,000.00		500.00				14,000.00	14,000.00	500.00
Field Trips	36,500.00	250.00	9,000.00	1,750.00	3,500.00	5,300.00	5,300.00	2,500.00	2,500.00	2,400.00	4,000.00
Insurance	5,297.00	500.00	600.00	617.00	600.00	440.00	440.00	500.00	500.00	500.00	600.00
Postage	1,280.00	200.00	100.00	100.00	250.00	90.00	90.00	50.00	100.00	200.00	100.00
Photos	2,410.00	400.00	200.00		400.00	220.00	230.00	275.00	300.00	85.00	300.00
Printing & copies	2,325.00	400.00	100.00		250.00	35.00	40.00	100.00	1,000.00		400.00
Rental: Equipment/Storage	7,108.00	100.00		1,308.00	1,500.00				1,000.00	2,200.00	1,000.00
Software	1,250.00	400.00	200.00						500.00	50.00	100.00
Total Stipends	156,227.00	16,000.00	16,700.00	12,400.00	16,700.00	16,100.00	15,827.00	14,100.00	16,400.00	15,000.00	17,000.00
Director(s)	25,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Core Teachers	83,000.00	7,000.00	9,800.00	6,800.00	9,800.00	7,000.00	7,000.00	8,400.00	9,800.00	8,400.00	9,000.00
Workshop Teachers	29,427.00	5,000.00	2,800.00	1,500.00	2,000.00	5,000.00	4,727.00	2,000.00	1,800.00	1,800.00	2,800.00
Nurse/Health Professional	3,000.00	300.00	300.00	300.00	500.00	300.00	300.00	300.00	100.00	300.00	300.00
Dorm Moms/Other Volunteers	16,200.00	1,200.00	1,300.00	1,300.00	2,900.00	1,300.00	1,300.00	900.00	2,000.00	2,000.00	2,000.00
Camper Supplies	30,260.00	2,500.00	5,000.00	3,080.00	6,680.00	1,500.00	1,500.00	2,500.00	2,500.00	2,000.00	3,000.00
Gifts	2,550.00	350.00	100.00		500.00			600.00	300.00	200.00	500.00
Staff Supplies	5,475.00	500.00	500.00	175.00	500.00	500.00	600.00	200.00	500.00	500.00	1,000.00
Teaching materials	13,780.00	3,000.00	2,000.00	1,580.00	2,500.00	100.00	100.00	1,200.00	1,000.00	800.00	1,500.00
Mileage/transportation	20,000.00	2,400.00	3,000.00	1,000.00	3,500.00	1,000.00	1,200.00	2,200.00	2,000.00	2,200.00	1,500.00
Fees											
SPF administrative fee on new deposits (5%)	46,530.00	4,230.00	4,000.00	5,000.00	4,950.00	4,000.00	4,000.00	4,500.00	4,750.00	7,000.00	4,100.00
Tech Tek administration fee (1%)	8,729.00	846.00	900.00	1,000.00	990.00	800.00	800.00	900.00	800.00	800.00	893.00
TOTAL EXPENSES & Fees	997,819.00	93,726.00	79,700.00	118,310.00	95,540.00	85,335.00	83,907.00	103,903.00	123,440.00	114,685.00	94,583.00
Profit/(Loss)	357,019.35	43,578.00	91,384.47	(1,406.29)	112,430.98	5,710.00	4,714.00	26,319.00	1,150.19	27,815.00	50,014.00
Cost per camper	1,101.35	997.09	830.21	1,137.60	868.55	1,066.69	1,048.84	1,154.48	1,543.00	1,433.56	1,028.08

Notes: (1) Camper fees are as follows: Davis, Fresno and San Diego \$900; Whittier \$950; all others \$1,000 (2) San Diego also proposes to sponsor an additional two campers from camp funds (\$1,800). Irvine is raising additional funds to cover the shortfall. I will be distributing portions of a \$10,000 grant I received this year for Tech Trek, as needed.

AAUW CA STRATEGIC PLAN

AAUW CA Priority Area #1: Expanding Branch Connections and Communications							
AAUW CA Objective: Expand avenues in two-way connections between branches and AAUW CA through a minimum of three new strategies that result in: 1) 80% of branches receiving a minimum of four contacts from an assigned member of the Board of Directors; 2) 30% of							
Communications		Task(s)		Expected Outcome & Measurement Strategies		Update Jan 2019	
Priority Area #1:	Goal	Task(s)		Target Due Date		Update April 2019	Update June 2019
Priority Area #1:	1. Mobilize Communication's resources to support a minimum of two other committees' goals for Priority #1.	1. Meet with committee chairs to assess their communication needs to connect with branches.		1/19 Shirley, Sandi, Jim, Dawn, Communication Team		1. Met with Public Policy and Membership Directors to assess their communication needs. Their communication needs triggered collaboration with other board members. Determined communication avenues to reach and support branches. 2. Met with Nominations and Elections Committee and Public Policy to review election process. Developed election timeline and updated Nominations and Elections portion of the website to support the election. 3. Planned additional meetings with other committees to understand their communication needs and look for opportunities to cross-pollinate. More in Goals 2 and 3.	
Priority Area #1:		2. Assist with the creation of at least one new tracking and reporting tool as needed for measurements of success.		1/19		Created a survey tool for the finance committee to determine branch finance leaders' need to determine which of the finance committee two priorities they should pursue.	
Priority Area #1:	2. Enhance avenues for branch-to-branch and branch-to-state communications in a minimum of two ways.	1. Create a process to encourage branches to share and read branch newsletters.		3/19 Jim, Sandi		1. Created a tracking tool to track the number of branches who submit newsletters to branchnewsletters@aauw-ca.org. Baseline established. Average of 40 (33%) branches submit a newsletter per month. There is seasonal variability. An increase of 20% is an additional 8 newsletters per month. 2. Included a B2B article that encourages branches to share newsletters. 3. Sent a personal email to newsletter branches who have a newsletter editor who are not submitting newsletters encouraging them to submit their newsletters.	Goal met in Feb. % of branches submitting newsletters. Jan 36% (45) Feb 42% (52) March 42% (53)
Priority Area #1:		2. Develop a strategy to measure and increase B2B readership.		5/19 Randa, Sandi, Dawn		1. Published B2B guidelines to Full Board. 2. Moved actionable and time sensitive articles to the top of the newsletter. 3. Highlighted key points in the message so that they are more visible. 4. Created a sidebar that called out What do I need to know?, What do I need to do? and Should I include this in my branch newsletter? 5. Retitled B2B email so that it's more recognizable. 6. Sent message to B2B distribution list to whitelist the email address so that the message doesn't go to spam. 7. Received several positive responses to the December redesigned B2B.	
Priority Area #1:		3. Assist with implementing a virtual Town Hall meeting with state Board members and branches.		3/19 Dawn, Sandi		Shirley to confirm with the Board whether they want a Town Hall Meeting and when. Outcome: (January, 12, 13 2019) BOD will consider a virtual town hall meeting next year. BOD needs a purposeful plan with sufficient information to make a decision.	
Priority Area #1:		4. Track the number and type of contacts made to the office and individual Board members to better understand what branches are requesting.		3/19 Julika		Reviewed new help desk software with Office manager to see if it will work to track items that are requested of the office. Julika will begin tracking office requests in help desk tool. Categories have been established to facilitate reporting.	
Priority Area #1:	3. Increase branches' use of AAUW CA website as a source of information and idea-sharing.	1. Collect data on the most common reasons members use the website and/or have problems using it. Determine strategies accordingly.		1/19 ShirleyCommComm		Goal 3 Task 1 Formulate question based on Goal 2 Task 4 data/presented at Jan BOD meeting	
Priority Area #1:		2. Add B2B feature "Hidden Treasures of the Website," highlighting useful and little-known resources.		1/19 Shirley		Researching content. Consult with Ainsley, author of Branch Information Sharing, to learn if that section will continue or evolve/merge into a different area. This will be done at January BOD meeting.	

AAUW CA STRATEGIC PLAN

Priority Area #1:		3. Report website use statistics at quarterly BOD meetings to add information about the most common reasons members use the website.	Use Google Analytics to determine areas accessed most often.	4/19 Shirley	*Changed Priority Goal 3 to explicitly include the purpose. *Changed Goal 3-Outcome & Measurement by deleting percent of increase. These changes also support Goal 3/Task1.		
Programs							
Priority Area #1:	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #1:	1. Ensure that 12 branches (10%) will demonstrate an increase in their mission-based programs.	1. Review results of Survey and consult with members of BOD re branch contacts to identify branches which have indicated they are struggling with MB program ideas.	All 12 branches will have a program plan in place through the end of 2019, determined by feed-back to assigned committee member.		12 branches have been identified as struggling with programs through a review of survey results and newsletters, committee members have been assigned 4 branches each for follow-up contact	With assistance from Comm., have developed a measurement tool to track impact of contacts	
Priority Area #1:		2. Make personal contact to gather more specific info.	Each branch will have implemented at least 2 successful MB programs, determined by feed-back to assigned committee member.	By the end of January 2019		As of 1/31, 11 branches have been contacted; 2 have not returned phone calls or email requests for contact	
Priority Area #1:		3. Work together to develop a tailored mission-based program plan.		On-going through the end of 2019		10 branches have been offered resources and suggestions; of those, 7 have committed to working to increase their MB programs	
Leadership Development							
Priority Area #1:	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #1:	1. Maintain connections to branches via phone calls and emails	1. Read newsletters of branches assigned for phone calling.	Verify leadership happenings and deficits.	monthly	done for this qtr. and noted leadership info	reading all branch newsletters to note if leadership vacancies appear for the coming year as well	
Priority Area #1:		2. Respond to emails & phone calls from leaders reaching out on leadership issues.	Receive early notification of struggling branches.	On-going	on-going conversations with China Lake & Misison Viejo	reaching out to branches showing leadership vacancies and asking if I might help them in filling these/also working on N. Coast leadership day as requested	
Priority Area #1:		3. Note those branches mentioning leadership difficulties, or vacant positions noted in newsletters .	Have maintained active communications with both Woodland and Mission Viejo No vacuum in leadership in any branch for fiscal year 2019-20	on-going	working on a leadership day for N. Coast as requested/once annual meeting is over/presenting AAUW Leadership program for MPB in Feb.	contacted Victor Valley who noted lots of leadership needs for next fiscal year	
Priority Area #1:		4. Create leadership training presentations.	Prevent disbandment of branches due to lack of leadership.	Fiscal yr. 2019-20	working with the committee on the annual meeting		
Membership							
Priority Area #1:	To help branches see the state board as a resource.	1. Read at least 30 newsletters monthly looking for membership successes/concerns		ongoing	30+ newsletters read.	30+ newsletters read	
Priority Area #1:		2. Connect via phone or email quarterly with at least 75% of MVPs to offer encouragement, ideas, assistance		June 2020	In progress.	In progress	
Priority Area #1:		3. Produce at least two articles in each Perspective that are membership/diversity/CU partner related.		June 2020	Member bio, diversity article and news about Membership panel at annual meeting submitted.	Member bio to be submitted, YWTF news,	
Priority Area #1:		4. Highlight an outstanding branch member in each Perspective.		ongoing	Article about Susan Negrete in Jan Perspective	Article to be submitted	
Priority Area #1:		5. Contribute monthly to B2B.		ongoing	monthly B2B articles submitted.	monthly B2B articles submitted	
Public Policy							
Priority Area #1:	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #1:	1. Ensure that every IBC and branch has an active relationship with its assigned Public Policy liaison.	1. Each Public Policy Committee member will be assigned 3 or 4 IBCs and their branches for liaison purposes.	All IBCs and their branches will have a connection with the Public Policy Committee for information, sharing, and action.	Sept 2018 and following	Committee members have their IBC/Branch liaison assignments. Three messages have been sent out to assignments, Sept through December 2018.	Committee members are continuing with their assignments.	
Priority Area #1:		2. Public Policy Committee members will establish and maintain contact with assigned IBCs and their branches.					
Priority Area #1:		3. Public Policy Committee liaisons will report quarterly to PP Chair on contacts with their IBCs and branches.					
AAUW Fund							
Priority Area #1:	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #1:	1. Ensure that a maximum number of members hear the Fellows & Grant recipients speak at the four scheduled luncheons in October and February.	1. Contact the 33 California Fellowships/Grant Recipients to schedule several to speak at the October and February luncheons.	Over 300 AAUW CA members will hear the 2018-19 Fellows and Grant recipients. Many will be scheduled to speak at branch meetings involving the community.	October 6,7 October 13 February 9	Successful luncheons were held in South San Francisco, Danville and Seal Beach. Two hundred fifty eight (258) reservations were made and paid for. Eighteen(18) of our thirty-three (33) Fellows and Grant recipients spoke at the three luncheons.	Fifty (50) members attended the Central Coast Fellows Luncheon in Santa Barbara February 9. Speaker Daisy Muralles,UCSB is #34 Fellow/Grant recipient studying inCA this year.	
Priority Area #1:		2. Video tape speakers and post to AAUW CA website.	Members unable to attend luncheons can view and hear the speakers on website.	Jun. 30, 2019	All three luncheons were video taped and posted on the AAUW CA website.	Completed.	

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Priority Area #1:	2. Encourage CA branches to donate \$650,000 to AAUW Fund to complete CA unfinished endowments/unrestricted funds.	1. Write B2B articles monthly and Perspective articles quarterly. Accept speaking engagements to talk about AAUW Fund and Legacy Circle.	Goal will be reached.	Dec. 31, 2018	Have submitted B2B articles each month along with Perspective articles. Will continue this monthly and quarterly.	Submitted B2B articles and Perspective articles on time.	
Priority Area #1:	3. Ensure that all Board members donate to AAUW Fund, at their discretion, in 2018.	1. Talk to Individual Board members about donating to AAUW Fund.	All Board members will donate by Dec	Dec. 31.2018	In progress. Will know in February when year end report comes.	Completed.	
Nominations and Elections							
Priority Area #1:	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #1:	1. Ensure that 100% of IBC Chairs & Branch Leaders are contacted to request nominee referrals for the 2019 Election.	1. Develop Call Plan process & assignments 2. Create Leadership Call Tracking Report 3. Create Call Script 4. Write monthly Get on Board the Mission Train article in B2B 5. Write Winter & Fall Perspective "Get on Board the Mission Train" article	All IBC Chairs & 125 branch leaders will be contacted by a N&E Cmte. member to ask for nominee referrals. A back-up email will be sent to all branch leaders (not reached by phone), requesting a callback or (their) candidate referral name/info via email. A completed Call Tracking Report will be provided. Communications will be successfully distributed via Board channels	10/15/2018			
Project Oversight							
Priority Area #1:	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #1:	1. Ensure that branches and camp administrators are aware of Tech Trek policies and are in compliance.	1. Notify branches and camp administrators of any changes to Tech Trek policies & procedures via Board2Board or email. Post policies & procedures on website.	Posted on website, Board2Board message. Provide Check List for camps to record action taken to ensure compliance.	8/19	In progress	Following board meeting final version will be distributed.	
Priority Area #1:		2. In collaboration with camp directors revise camp compliance list to be used during camp visits.	All camps visited.	12/18	In progress via email expect April confirmation.	Following board meeting final version will be distributed.	
Priority Area #1:		3. Facilitate discussions among camp directors on compliance issues i.e. dress code, etc.	Revised compliance list.	12/18	Although camp directors met they did not agree on compliance issues, so no new list developed. Emails continue; expect April confirmation.		
Priority Area #1:		4. Assess Compliance with Tech Trek policies & procedures	Agreement on issues communicated.	9/19	seeking input on camp check list.	Following board meeting final version will be distributed.	
Priority Area #1:	2. Ensure that branches and Speech Trek Administrators are aware of Speech Trek policies and procedures and are in compliance.	1. Notify Speech Trek Coordinator of changes to Speech Trek policies & procedures via email. Post policies & procedures on website.	Posted on website, Speech Trek Coordinator will notify branch coordinators.	4/19	Completed	Completed	
Priority Area #1:	3. Encourage applications for Special Project Grants.	1. Place articles in Board2Board, Perspective and website.	Website updated, articles in Board2Board or Perspective. Receive at least two applications annually.	6/19	Article in next Perspective and January Board2Board.	applications received, evaluated and recipients chosen.	
AAUW CA Priority Area #2: Reinforcing Public Policy Advocacy and Education							
AAUW CA Objective: Reinforce the importance of Public Policy at the branch level by instituting a minimum of five strategies to provide branches with regular updates on legislative issues and opportunities to learn about and discuss public policy initiatives and priorities that							
Communications							
Priority Area #2	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #2	1. Mobilize Communication's resources to support a minimum of two other committees' goals for Priority #2.	1. Meet with Public Policy to assess its communication needs to update branches on legislative issues.	Develop a minimum of two specific strategies as requested, such as supporting the electronic member approval of Public Policy priorities.	3/19 Communications Team	Consulted on communication needs with Public Policy and generated a punch list of website changes to consider. Nancy will review with Communications Team in January.		
Priority Area #2		2. Assist with the creation of at least one new tracking and reporting tool as needed for measurements of success.	Produce at least one tool that accurately measures the intended goal, such as a newsletter content log to measure branch outreach projects.	1/19/2018 Communications Team			
Membership							
Priority Area #2	To help branches make the connection between public policy and new members	1. During branch MVP calls, encourage mission/PP based programming as a way to attract new and/or younger members.		June 2020	Ongoing during calls	Ongoing during calls	

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Priority Area #2		2. Encourage branches to share information regarding branch members who are also elected/appointed officials during the branch MVP calls, B2B and Perspective articles.		June 2019	Ongoing during calls	Ongoing during calls, also at Woodland branch and Cap Cities IBC meeting	
	Programs						
Priority Area #2	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #2	1. Ensure that MB programs in 12 selected branches incorporate education on AAUW-CA public policy priorities.	1. Consult with Public Policy Committee to determine priority topics 2. Work with selected branches to determine which priorities fit with their existing needs and resources.	All 12 branches will include at least one PP-related program in 2018-2019, as determined by feed-back to assigned committee member.	On-going through the end of 2019	Will discuss with identified branches during follow-up contacts; as of 1/31, 2 branches have been given resources for developing PP-related programs		
	Public Policy						
Priority Area #2	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #2	1. Ensure that at least 30 branches will hold 1 advocacy or education activity based on AAUW CA Public Policy Priorities.	1. Provide branches with access directions to the online version of the Public Policy Priorities brochure. 2. Develop and distribute a survey of the branches to assess public policy needs and activity. 3. Offer help to branches through the Public Policy IBC/branch liaison network. 4. Share successful programs gathered through the PP network contacts and from newsletters and add to website. 5. Send out lists of actions that can be taken for a specific activity (e.g. election activities, Equal Pay Day). 6. Read branch newsletters to track branch public policy activities.	<ul style="list-style-type: none"> • 30 AAUW CA branches will undertake one or more activities or programs that highlight AAUW CA Public Policy priorities. • Measurement: Survey results Newsletters Liaison reports Election activity survey 	On-going Sept/Oct 2018 April 2019	Branches have received information on the Public Policy brochure and on revisions for the next biennium. A survey on the revision was completed in December and results will be in the winter Perspective. Liaisons have offered to assist as needed. Suggestions for possible election activities were sent to branches through B2B. Branch newsletters cite various mission-based programs that reflect the Public Policy Priorities. At least 20 branch newsletters described election-related activities undertaken.	The public policy activity survey has not yet been developed. Newsletters continue to show branch programming that links to our public policy priorities. The March B2B included ideas for branches to use in highlighting Equal Pay Day.	
Priority Area #2	2. Ensure that branches have adequate public policy information to communicate to their members.	1. Provide branches with issue-based articles that can be used in their branch newsletters. 2. Include program/activity tips and resources in Board to Board messages. 3. Maintain updated public policy information on the AAUW CA website.	<ul style="list-style-type: none"> • At least 30 branches will publish public policy provided articles in their newsletters. • Measurement: Newsletters 		Two articles have been transmitted to IBCs and branches. To date 5 branches have published one or more of the articles, based on branch newsletters. Program activity ideas for the Nov. election were in B2B. The website content has been reviewed and a plan made for updating the material.	The Committee is continuing to send articles to branches for use in newsletters. Ideas for Equal Pay Day were in the March B2B. Small website updates have been done. More will be done in April.	
Priority Area #2	3. Ensure that at least 30 branches will undertake a community outreach project that highlights one or more AAUW CA Public Policy Priorities.	1. Distribute lists of actions that can be taken for a specific activity (e.g. election activities, Equal Pay Day). 2. Communicate Title IX requirements for school districts and encourage branches to meet with districts on Title IX.	<ul style="list-style-type: none"> • 30 AAUW CA branches will hold a community outreach project based on one or more of our public policy priorities • Measurement: Newsletters Liaison reports Leader on Loan use 	On going Sept/Oct 2018 April 2019	Suggestions for election activities were distributed to IBCs and branches. Based on branch newsletters, at least 20 branches have held a community outreach project based on a Public Policy Priority. Title IX information is in process.	Newsletters show continued community outreach activities. There has been a national focus on Title IX and new federal regulations. Alicia Hetman composed a letter protesting the regulations which was sent to national on behalf of AAUW CA, and was then sent to the Dept. of Education. Alicia has met with branches to discuss Title IX and is representing AAUW CA at a March state Assembly hearing.	
Priority Area #2	4. Ensure that 15 branches participate in activities related to AAUW's legislative agenda	1. Transmit new bill list information to branches when completed in March. 2. Provide resources for branches to make local connections with legislators, including training sessions 3. Develop and distribute a form for branches to use in reporting their legislative contacts 4. Include articles on legislation in Perspective 5. Maintain updated legislative information on the AAUW CA website	<ul style="list-style-type: none"> • At least 5 branches will request training in local advocacy with legislators. • Advocate will have information on at least 15 branches that are in contact with their legislator.s • Measurement: Newsletters Leg. Contact reporting form Liaison reports 	March 2019 On going Jan 2019 On going	A summary of the 2018 legislative year was sent to IBCs and branches in October. In 2019, information on the new legislative session will be provided to branches. There will be an article in the winter Perspective. Committee is working with our advocate to develop an approach for reporting contacts with legislators in 2019.	The new legislative agenda was developed in March. It is posted online for member review. That link will be sent out to branches in the April B2B.	
Priority Area #2		6. Working with national's information, establish a baseline number for current member Action Alert participation. 7. Encourage Action Alert sign ups and participation.	<ul style="list-style-type: none"> • The number of members participating in the Action Alert program will increase by 10% • Measurement: Track Action Alert sign-ups through national's program 	Jan 2019 and following	This will be a key activity in 2019.	Branches are aware of the Action Alert program. Newsletters include notices for members to sign up. We do not yet have a baseline number.	
	AAUW CA Priority Area #3: Strengthening Branch Infrastructure						
	AAUW CA Objective #3: Strengthen membership diversity, engagement, and board leadership by providing branches with training, programs and tools that result in: 1) 30% of branches demonstrating outreach to diverse groups; 2) 25% of branches tracking member						
	Communications						
Priority Area #3	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019

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Priority Area #3	1. Mobilize Communication's resources to support a minimum of two other committees' goals for Priority #3.	1. Meet with Membership, Leadership and Branch Support to assess their communication needs to strengthen branch infrastructure.	Develop a minimum of two specific strategies as requested.	1/19 Shirley	Consulted on communication needs with Membership and discussed plans to design a tracking tool for branches to monitor membership activity. Consulted with Public Policy about Public Policy issues needing focus and timeliness. Update: BOD Meeting, January, 2019: Public Policy Survey was formulated and sent. Responses are being used by PP. Discussion with Membership continues with update to BOD at April, 2019 meeting.		
Priority Area #3		2. Assist with the creation of at least one new tracking and reporting tool as needed for measurements of success.	Produce at least one tool that accurately measures the intended goal, such as a member participation tracking sheet to help branches measure member engagement.	1/19 CommComm		In consultation with Kathi Harper, created monthly program questionnaire for struggling branches. First sent in Feb 2019	
Priority Area #3		3. Provide leadership training on using communication strategies to encourage member engagement.	Create and deliver a workshop at Annual Meeting.	4/19 Dawn/Sandi	Shirley to confirm with the BOD whether a workshop is needed or not. Update: BOD January, 2019 meeting: The workshop is not needed.		
Programs							
Priority Area #3	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #3	1. Ensure that all branches receive information on successful MB program strategies.	1. Review all branch NLs to identify best MB ideas. 2. Highlight exemplary program in each month's B2B. 3. Produce article in each Perspective on MB-programs (strategies, ideas, over-coming obstacles, etc.).	40 (30%) branches will report that they found the information helpful/useful, as determined by year-end survey.	On-going through the end of 2019	1. All NLs are being reviewed, a template has been developed to track MB programs. 2. A MB program has been "spot-lighted" in each B2B for Sept-Dec 2018 3. Article for Jan Perspective has been submitted	Spotlight articles have appeared in Jan & Feb B2B; article submitted for Mar, not published	
Priority Area #3	2. Ensure that 12 selected branches have strategies in place to increase program attendance.	1. Work with Communications Committee to develop marketing strategies designed to optimize member interest.	Selected branches will demonstrate a 30% increase in program attendance, as determined by feed-back to assigned committee member.	On-going through the end of 2019	This will be developed after follow-up contact is made with identified branches, to better determine what strategies might work best for them. As of 1/31: Direct contact has been made with 9 branches, all appear to have adequate methods of advertising programs, alternate plans will be developed by team to increase member attendance		
Priority Area #3	3. Assist Leadership Committee in developing meaningful and worthwhile workshops for 2019 Annual Meeting that will stimulate, educate and motivate participants.	1. Review surveys to determine branch needs. 2. Propose workshop ideas to best meet needs. 3. Include workshops that address 3 AAUW-CA priority areas. 4. Recognize branches which have demonstrated growth in MB programming & attendance.	50% of participants will report on evaluation forms an overall rating of "good" or better.	1-3: Dec 15, 2018; 4: 4/6/18	1. Surveys have been reviewed, determined that greatest needs are Membership and Leadership. 2. Have proposed Plenary Panels on these 2 topics 3. We decided against workshops for the Annual Meeting, priority areas will be addressed in the Panel discussions	Agenda for Annual Meeting has been finalized; panelists have been confirmed; program brochure has been developed; 5 branches have been selected for recognition	
Leadership Development							
Priority Area #3	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #3	1. Develop new leaders within branches and IBCs.	1. Present Leadership days and workshops including discussing alternative leadership structures. 2. Note bios of new members in branch newsletters.	Prevent leadership vacuum for the next fiscal year. By reaching out to current branch leadership and discussing potential of new members being recruited to participate in leadership have at least one new person listed in the BOR for 50% of branches.	At least 1x in N. CA & 1x in S. CA Fiscal year 201-20	working on this-panels set and article in the CA Perspective Emailing and calling to mention this to branches as names are noted in their newsletters		
Priority Area #3	2. Present salient information in each month's B2B.	1. Write monthly blurbs for B2B that points recipients to appropriate sections of state website, for example, as well as offering examples of successful strategies.	As above, noting no vacant spaces in 2019-20 BOR leadership listings.	On-going	on-going		
Priority Area #3	3. Prevent disbandment of current branches and Support struggling branches.	1. Use monthly B2B articles to highlight leadership tools via the website Offer mentoring.	No new disbanding branches/perhaps folding into close-by more viable branches Retaining all current branches & members.	Monthly	on-going		
Priority Area #3	4. Develop new leadership & leadership skills workshops.	1. Present leadership training and skills programs.	Recruit members previously not in leadership roles.	As requested by branches and IBCs			
Membership							
Priority Area #3	1. To guide branches toward using best practices for developing and retaining members	1. Develop at least one workshop to be presented at Annual meeting 2019 on topic of membership and/or diversity.		December 15, 2018	One of two panels at annual meeting will be membership based.	Annual meeting Membership/Diversity panel	
Priority Area #3		2. Develop talking points and/or workshop for Leadership Day conferences around membership recruitment, retention, diversity, younger members.		February 2019	Information will be collected from the Membership panelists at annual meeting to use at potential Leadership Day conferences.	Info collected for future workshop development	

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Priority Area #3		3. Work with Comm Comm to develop a tracking tool for Branches to use to track member participation in branch activities by December 2018.		December 31, 2018	Phone conversation with Shirley/Comm Comm re: ideas for a tracking form- she was researching other potential tools to combine/adapt to our needs.	Completed.	
Priority Area #3		4. Review to ascertain new leadership recorded in 2019-2020 BOR.		June 2019	TBD	TBD	
Priority Area #3		5. Review at least 30 newsletters monthly to discover branches demonstrating outreach to diverse groups.		ongoing	30+ newsletters read and info recorded.	30+ read and info recorded	
Priority Area #3							
Priority Area #3	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #3	1. Ensure that all branches have legislative and public policy information to use in their member recruitment and retention.	1. Transmit information on issues and legislation to branches through the public policy liaison network, Board to Board and Perspective. 2. Conduct an email survey of branch Membership Chairs re use of public policy information.	10 branches will report having used public policy and/or legislative issues in membership recruitment and engagement activities. • Measurement: Reports from liaisons Email survey of branch Membership Chairs	On going			
	Nominations and Elections						
Priority Area #3	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #3	1. Develop a Nominations Referrals List of 50 – 75 candidates.	1. Develop a Nominations Referral Tracking Report 2. Call IBC Chairs & Branch Leaders 3. Update Nominations Tracking Report with candidates information	100% of IBC Chairs & Branch Leaders will be contacted for nominee referrals. A Nominations Referrals List of 50 – 75 members will be provided.	10/15/18			
Priority Area #3	2. Contact referrals on the Nominations Referrals List.	1. Call (or meet in person, if possible) all nominee referrals. 2. Reinforce branch recommendations of (the) referral's skills, talents & ability to serve as a Board Member 3. Provide nominee referrals with opportunities to discuss or research specific Board offices & responsibilities; provide N&E deadlines, forms and submission instructions.	100% of all nominee referrals will be contacted. A completed Nominations Referrals List will be provided.	11/5/18			
Priority Area #3		4. Ensure final candidate(s) submission packages – including signed Candidate Acknowledgement of Campaign Rules - are complete, meet AAUW CA guidelines & posted in order of date received. Confirm candidate(s) information is correctly posted on AAUW CA website in order of date received.	A viable Voting Vendor selected & process facilitated. AAUW CA website posted complete and accurate candidate and election information & documents submitted to AAUW CA office.	Candidate deadlines met: 12/1/2018 and Additional Candidates: 4/4/2019			
Priority Area #3		5. Confirm candidate(s) campaign activities & finances are communicated & meet AAUW CA criteria.	All candidates' signed Acknowledgement of Campaign Rules collected & on file with AAUW CA office.				
Priority Area #3		6. Introduce candidates at 2019 Annual Meeting.	All viable candidates announced (and, if attending) introduced at 4/6/2019 Annual Meeting.	Election period: April 22 – May 13, 2019			
Priority Area #3		7. Interface with appropriate sponsors to ensure election ballot information is accurate and includes any measures requiring membership vote.	All candidates' expense reports submitted to AAUW CA office by April and June 1 deadlines.				
Priority Area #3		8. Confirm Online Discussion Forums are facilitated by Board or Cmte. Member representing the ballot measure.	Online Discussion Forums conducted by Board or Cmte. Chairs between 3/15/2019 and close of the election.	Online Forums conducted 3/15 - 5/13/2019			
Priority Area #3	Facilitate a successful 2019 AAUW California election process.	1. Assist Board with Voting Vendor selection & ensure member votes & timelines are correctly processed & reported. 2. Communicate results of the election to AAUW CA membership online & in 2019 Spring Perspective.	Timely & accurate election results posted on AAUW CA website and communicated in 2019 Spring Perspective.	Spring Perspective Deadline: 5/15/2019			
	Finance						
Priority Area #3	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #3	1. The Finance Committee will provide guidance on electronic banking, downloading data t Excel, use of Quicken and other options to reduce the workload.	1. Survey branch treasurers to determine level of use of electronic banking processes, software , and other options. Ask branches to identify any best practices. 2. Request an additional \$50 in the budget to purchase Quicken for possible use by Branch Treasurers in January 2019 Budget Update. 3. Develop guidance on areas not being used. 4. Resurvey those who responded to the survey in #1 above, after issuance of guidance to determine if branch plans to update its processes.	25% of the branches that responded to the first survey adopted some or all of the suggested improvements.	6/30/2019	Surveyed all branch treasurers. Analysis of responses will be complete by the end of December. Budget updated in proposed January 2019 update. Others pending.	Analysis of responses completed and the committee will test using Quicken to record branch income and expenditures and generate reports. Budget increase was approved in January to allow CFO to purchase Quicken software. Still scheduled for 6/30/2019 completion.	
	Public Policy						

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Priority Area #3	Goal	Task(s)	Expected Outcome & Measurement Strategies	Target Due Date	Update Jan 2019	Update April 2019	Update June 2019
Priority Area #3	Ensure that all branches have legislative and public policy information to use in their member recruitment and retention.	1. Transmit information on issues and legislation to branches through the public policy liaison network, Board-to-Board and Perspective. 2. Conduct an email survey of branch Membership Chairs regarding public policy information needs and use.	10 branches will report having used public policy and/or legislative issues in membership recruitment and engagement activities. Measurement: Reports from PP Committee liaisons, Email survey of Branch Membership Chairs.			The Membership Panel at the Annual Meeting will include public policy as a membership tool. Legislative information was included in Winter Perspective. April B2B will have information on the new legislative priorities. The survey has not been completed.	