



Board of Directors Meeting
July 19 - 21, 2019
The Westin San Francisco Airport,
Millbrae, California

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Meeting Objective	New Board Orientation, Committee Weekend plans, Convention 2020
Attendees	C. Foxhoven; J. Niemeier
Dates	July 19-July21
Time	July 19 (10:00am-4:00pm), July 20 (10am-3pm – Committees), July 21 (9:00am-12:00pm)
Location	The Westin San Francisco Airport, Millbrae
Absentees	Sharyn Siebert, Sandi Gabe (Friday only)

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	Strategic Plan
1	True or False, Quote	Niemeier/ Foxhoven	5 minutes	Getting to Know You	
2	Review of the Meeting Agenda	Foxhoven	2 minutes	Confirmation of the meeting topics and expected outcome.	
3	Consent Agenda a. April Board Minutes, Annual Meeting, Electronic Votes b. Electronic Votes – Sandi G., Elaine Johnson, Sue Negrete, Alice Hill, c. Committee Members	Niemeier	3 minutes	Consensus of Board	
4.	New Board Orientation 1. Organizational chart 2. Board Team Structure 3. Reimbursement Rates 4. Director's Roles & Responsibilities 5. Tools We Use 6. BOD 2019-2020 Dates 7. BOD Communications, i.e. Strategic Plan, Convention, Budget, College/Universities Websites, etc.	Foxhoven	50 minutes	Review of documents needed to function properly Action Items: Familiarize with all documents	

	8. Action Items 9. Board Reports 10. Work Order Requests 11. Meeting Norms 12. Conflict of Interest				
	BIO BREAK –	11:00-11:15			
5.	STRATEGIC PLAN	All Board	11:15-12:00	Review Strategic plan and share with committee members to update for 2019-2020 Action Item: Update strategic plan for October meeting.	
	LUNCH		12:00-1:00		
6.	BOARD REPORTS Presidents' Comments 1. Change of vitae vs. applications, leadership weekend vs. committee weekend 2. Vision for 2019-2020 a. Diversity b. International Advocacy 3. Vacancy appointments 4. 2020 Elections – positions open 5. Branch Calls a. Results b. Assign branches.	Neimeier/ Foxhoven	20 minutes	Explain terminologies, criteria for appointments Action Items: Begin implementation of 2019-2020 Vision	
	AAUW FUND a. Confirm luncheon dates b. 100% BOD donations	Board Chair	5 minutes	Encourage branch members to attend Fund Luncheons	
	Branch Support a. North Coast Leadership Day b. Home Tour signs c. Struggling branches – Newport-Mesa-	Board Chair ■	10 minutes	Report on NC Leadership Day Action Items:	

	Irvine?				
	Communications a. Tutoring for Google Docs? b. Members password	Board Chair	15 minutes	New procedures to familiarize ourselves. Action Items:	
	Governance a. Online voting clarification b. Motion #1 – Reimbursement procedures c. Motion #2 – Approval of N&E's updated P&P	Foxhoven	5 minutes	Understanding of electronic voting, approve motions. Action Items:	
	Finance – CFO 1. SPF Insurance 2. Vouchers 3. Motion #1: Approval of 2019-2020 budget 4. Motion #2: Approval of \$400 for CU/Universities	CFO	15 minutes	Clarification of Vouchers Action Items: instruct committee members on vouchers	
	BIO BREAK		2:00-2:15		
	Leadership Development a. New Leadership Branch Requests	Board Chair	5 minutes	Future leadership days?	
	Membership	Board Chairs	5 minutes	Update of membership #'s	
	Project Oversight Committee a. Tech Trek camps - overview b. ST – treasurer??? c. Ainsley's STEAM proposal	Board Chair	5 minutes	Discuss TT camp changes, incorporate Ainsley Nies' proposal for STEAM. Action Items: Review present camps, assist in finding ST treasurer	
	Public Policy a. 2019-2020 priorities	Board Chair	10 minutes	Actions updated Action items: Branches informed	
	Program 1. Concentration of programs for convention.	Board Chair	20 minutes	Future programs Convention	

	Convention Manager a. 19 th Amendment Celebration – Santa Clara County Office of Women’s Policy	Virginia	1 hr.	Discuss plans for convention Action Items: Share with committee members on Saturday	
	BREAK FOR DINNER		4:00	Meet Sunday 9am-12pm	
	SUNDAY – JULY 21	BOD	9:00am		
7.	NEW BUSINESS- Where are we going? a. Future of Speech Trek	Foxhoven	15 minutes	Renaming of ST and new logo. Plan Gray Allen’s recognition at convention. Action items: Share with coordinator	
8	CONVENTION a. Reports from Committee Day	Virginia Beck	45 minutes	Reports from Committees regarding convention planning	
	BIO BREAK		10:00-10:15		
9.	CLOSED SESSION a. Solo Case b. Hopper Camp	Niemeier	1 hr.		
	NEXT BOARD MEETING – OCTOBER 19TH-20TH	SAN DIEGO	BAY CLUB HOTEL		

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

AAUW CA Board Minutes

April 5 & 7, 2019

San Diego, Handlery Hotel

Board Members 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 (10:45)

Guests Present: Virginia Beck (12:15), Carol Holzgrafe

The meeting was called to order by Co-Presidents Cathy Foxhoven and Jane Niemeier at 10:25 a.m. The agenda was reviewed with the addition of phishing, hacking and malware, convention (Sunday), Redlands' pins, other marketplace discussion, Q 4 phone calls. The minutes of the previous meeting were approved as amended (Nancy Mahr not present, spelling corrections Ferrer on page 5, Goehring on page 2, Kenoyer on page 6) add close quotes on Page 1. The consent agenda included approval of the appointment of Lee Winocur Field for the College/University committee and confirmed the approval of our State Named Gift Honoree, Donna Mertens, by electronic vote

Continuing Business

Annual Meeting Preparations: For the 2021 annual meeting it was suggested that a registration block for presenters be reserved. We were so lucky to be sold out prior to the deadline, although some members were disappointed at not being able to attend. Perhaps next time we should increase our attendance expectations depending on the venue. Details for tomorrow's annual meeting -- 7:30-8:45 breakfast in the same room as the meeting, Julika Barrett will check lunch tickets, 7:00 set up for registration, 3 people will be appointed to review the minutes, evaluations will be placed in a box on the registration table, and 4 laptops are available which the web team will set up.

Board Reports

President: All chairs are reminded to ask their committee members to submit their vitae by May 15. Returning committee members must re-submit them. The Co-Presidents will include this information in the B2B. Directors need to send in their top 3 choices for committees to chair for next year.

2019-2020 Dates: Important dates are as follows: July 19-21 is the next board meeting and will include orientation for new board members as well as committee meetings. It was suggested that we have the board meeting at the same site as convention which will be in the north. The October 19-20 meeting will be at the Bay Club Hotel in San Diego as will the January 18-19 meeting (**change of previously published date**). April 16-19 is the convention in the north with the venue to be announced later.

It was announced that there would be no Board retreat and the CFO suggested that those budgeted funds be carried over and used for Leadership Weekend. **Motion #22 was made by Pat Ferrer and seconded by Charmen Goehring that the funds remaining in the Travel-Board Retreat account be carried over to FY 19/20 to help fund the Leadership Weekend in July 2019. The carryover calculations will be reduced by this amount (\$7988.16).** The motion carried.

All Board Members are reminded to adhere to due dates.

For the quarter 4 phone calls:

- How does your branch publicize branch events (suggestions may be given i.e. Next Door, Meet-Up, Facebook, Instagram, Event Brite, etc. if they are unsure)?
- Encourage attendance at convention. Ask “what would entice your members to come?”
- Reminder to update BOR
- Does your branch have social media links on your branch website? What social media platforms do you use?

Fund

The Alicia Hetman Endowment has been completed. National has been asked to restore the buttons for Mooneen Lecce Fund, NCCWSL, and Tech Trek on their website. Dianne Owens will investigate to see if all California Tech Trek donations are going to CA camps. There was a reminder that all Tech Trek donations must be made through Special Projects Fund (SPF) to be properly designated. Additional research is needed to see if the \$25,000 Wolbach donation has been registered correctly.

Branch Support

North Coast Leadership Day is still a work in progress but is on track. It is primarily planned and run by North Coast. A suggestion was made by Ainsley Nies to call our July meeting Committee Day or something similar as Leadership Day might be confusing. Novato has been told to change their non-member designation on their website to Friends or something similar to indicate that it is not an official membership class. This summer AAUW National will be suggesting language to cover these types of supporters who are not eligible for traditional membership.

Communications

Sandi Gabe will be leaving at the end of this year. She has trained Julika Barrett who is stepping up to help with communications. Shirley Stowers wants to increase the website usability as some members find information segmented and difficult to locate. Randa Blanding is leaving the committee and Linda Slater is being trained for her work. Sandi Gabe will do an on-line tutorial on Google Docs for the board. Communications will compile the list of user passwords. Shirley will write an article for the next Perspective and B2B on phishing and hacking. Shirley Stowers will confer with the Presidents about suggested communications changes.

The meeting was suspended at 12:27 p.m. for lunch and was called back to order by the Co-Presidents at 1:31 p.m.

Governance

The committee has completed their review of the Policies and Procedures and is finalizing a process for future revisions. New procedures have been written for the management of electronic votes. We need to ensure that an additional email list is composed of Board of Directors voting members only. **Motion 23 was made by Charmen Goehring and seconded by Dianne Owens to approve the revised Policies**

and Procedures. The motion carried. Cathy Foxhoven will ask the web team to post the approved Policies and Procedures on the website. It was suggested that we create fillable forms to be on the website. The incoming Board needs to sign the conflict of interest form and the new consent to the use of electronic vote form.

Finance

All chairs need to submit a proposed budget for their current committee assignment for next year. Committee chairs are required to check vouchers and approve them for their committee members. Directors need to get receipts in soon as the fiscal year is ending.

Motion #24 was made by the Finance Committee recommending to the Board of Directors that it 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.) Motion carried.

Leadership

Lenore Gallin attended the United Nations meeting with Gloria Blackwell. She was disappointed in the lack of organization but will write up this event for the Perspective. A Leadership Day is scheduled for Contra Costa IBC. Ainsley Nies has volunteered to help with this. Laguna Beach/Mission Viejo, North Coast and Santa Cruz Leadership Days have been scheduled. Monterey's training has been completed. CHAR has requested a June/July session. Leadership Peer Group is not currently active. Virginia Beck has power points and agendas for Leadership Days which can be added to those already posted. Salinas and Victor Valley need to complete their paperwork for disbanding.

It was conveyed to Shirley that simple changes such as she would like to make on the AAUW California website can be done by our internal web team at no cost.

Membership

Currently we have 124 branches with 11,515 members. Please encourage your branches to keep the National Member Services Database up to date. AAUW National has not provided information on Give a Grad a Gift or NCCWSL, although some of that data can be found by searching the MSD. National's response to emails appears to be slow except for Fund and Public Policy.

Program

Kathi Harper reviewed the information included in her board report. Based on these reports, the committee has made changes to their list of branches in need of program assistance and is seeking ideas for other ways to encourage them to do Mission Based programs. Charlene Goehring will try to connect with Bakersfield.

Convention

At our convention we would love to have Aileen Rizzo and Jennifer Siebel Newsom. Charlene Goehring and Deanna Arthur will contact them. Friday there is a proposed showing of the film *I Stand Corrected*. Initial thoughts on theme: Remembering the Past; Celebrating the Future, Planning for the Future; Celebrating the Future; Shaping the Future, Framing the Future. A discussion on why we have

conventions followed and the suggestion was made to tie convention to the suffrage movement anniversary.

We need an organizational chart for the state showing who reports to whom and listing committees and subcommittees and their rights and responsibilities. Jane Niemeier will be in charge of seeing that it gets done.

Project Oversight

Lynne announced that two of the four State Project Grant Requests had been approved for funding. One is a hands-on STEM workshop for high school girls with provisions for follow-up activities with the participants provided by the branch members who participated in the project; the other is a local version of “Days for Girls,” a national organization that assembles hygiene kits for girls to enable better school and work attendance.

Linda Stinebaugh has termed out and Susan Negrete and Alice Hill will serve. A new camp director for next year for San Diego has been found. We still need a financial officer. For Speech Trek we will add to the policy that \$15 is charged for additional guests of contestants. **Lynne Batchelor made a motion from the Project Oversight Committee to approve the Tech Trek final budget for 2019. The motion carried (#25)**

Public Policy

Alicia Hetman composed a letter opposing the new Title IX regulations which was sent to the Department of Education. Alicia also made 2 presentations on Title IX and spoke at a hearing at the Capitol. Shannon Smith-Crowley (our legislative advocate) and Sue Miller attended the legislative reception in February. The committee met on March 14 in Sacramento to review bills. Once the bill review process is complete priorities will be posted on the website and a link sent for the Capitol Track. Shannon participated in the governor’s March 28 phone call about the Pay Equity Task Force which has developed tools for working to promote pay equity. Paycheck Fairness has passed the House and SB171 passed the Senate (provides for businesses with 100+ workers to provide pay data to the state). Nancy Mahr sent the information about state project grants to T-tag. Requests have been made for shorter versions of public policy information which can be used in branch newsletters and for graphics. Directors are asked to please remind branches to submit pay equity programs and events to the Public Policy Committee. The Public Policy Committee acknowledges and appreciates the work of our branches.

Meeting adjourned at 4:40 p.m.

The meeting was called to order by Co-Presidents Cathy Foxhoven and Jane Niemeier at 9:06 a.m.

Kathi Harper reported on the evaluations of the annual meeting. They were mostly positive. The biggest negative was the room and the biggest positive was Speech Trek. Kathi will compile a comprehensive list. Because many left without doing the evaluation, Julika Barrett will put it on the website so they may participate in the evaluation process.

STEAM

The pros and cons of STEAM were discussed based on what we learned from the branches through our phone calls. There was not a majority of branches which favored the change. For the future we will stick with STEM (name recognition, agrees with national, concentrates efforts, arts more accessible for women, Speech Trek is our arts component). However, we will continue to educate our members about adding the A as the arts are a tool for STEM. As a part of this education, we hope Ainsley Nies will do a workshop on it.

Speech Trek

Grey Allen originally funded \$5000 mostly to stipends for contestants for a 10 year period. That is now at an end although he will fund 2020. Cathy Foxhoven will pursue other avenues of funding.

International Advocacy

The sub-committee on International Advocacy would like to send out a quarterly e-news. The board supports the idea but would need to know details about who would write/edit, etc.

Convention

Charmen Goehring will be the meetings planner next year. For convention we are currently considering Santa Clara Marriott, San Jose Westin, San Jose Marriott, Milpitas Sheraton, and Westin San Francisco Airport. There is no clear choice so Virginia Beck will try to negotiate via her platinum elite status and Charmen will do further investigating/negotiating.

Virginia Beck led a brainstorming session centered on what we wanted to stop, what new things we wanted to add and what things we wanted to keep at convention. We are invited to send additional ideas to Virginia beckvirginia@yhoo.com or 408-406-0182.

We will work with Santa Clara because of their work on the suffrage celebration.

The theme chosen is *Remembering the Past; Rockin' the Future*

Solo Case

There is nothing momentous to report. Limited disclosure, affidavits and 2nd mandatory settlement conference are scheduled.

The meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Lynne Batchelor, AAUW CA Secretary



AAUW California Board of Directors

Annual Meeting Minutes

April 6, 2019

Handlery Hotel in San Diego

The annual meeting was called to order by Co-Presidents Cathy Foxhoven and Jane Niemeier at 9:09 a.m.

Cathy welcomed everyone and reminded them that our annual meetings are held in odd numbered years. Board members wore big ears to show our commitment to communicating with branches particularly through quarterly phone calls to branch presidents. This is the basis for our annual meeting theme: *We Called, You Answered, We Listened.*

Jane introduced the AAUW National Board Chair, Julia Brown, and past AAUW CA presidents, Donna Lilly, Kathleen Doty, and Donna Mertens (scheduled for a later arrival). Julika Barrett, our office manager, was introduced. Jane introduced the current Board of Directors which includes Pat Ferrer (CFO), Lynne Batchelor (Secretary and chair of Project Oversight), Deanna Arthur and Charlene Goehring (Membership co-chairs), Kathi Harper (Program chair), Nancy Mahr (Public Policy chair), Ainsley Nies (Branch Support chair), Dianne Owens (Fund chair), Sharyn Siebert (Leadership chair), Shirley Stowers (Communications chair) and Dawn Johnson (Parliamentarian). The minutes from the previous annual meeting were reviewed and approved by Muriel Fry, Shari Shamsaveri, Archana Maniel and Christine Taxler. Today's minutes will be reviewed by Kathleen Doty (Alhambra-San Gabriel branch), Judy Horan (CA Online branch) and Vickie Spilkin (La Mesa/El Cajon branch).

Cathy and Jane outlined the highlights of their activity so far this year. Following their election they divided the presidential duties (Cathy works with Speech Trek and oversees the office while Jane handles Tech Trek) and they converse weekly and delegate their many other duties as appropriate. In June a successful board retreat was held with follow-up in July on the Strategic Plan. They decided on three pillars to support our branches: Expanding Branch Connections and Communications; Reinforcing Public Policy; and Strengthening Branch Infrastructure. Board members have called each branch president quarterly to expand contacts. Last summer AAUW CA held 10 successful Tech Trek Camps. In August Jane joined others at the United Nations Global Forum which presented an award to Kim Churches. Also in August Jane joined the Women's Equity Initiative group in San Diego to help support Work Smart. The group is working to get the San Diego City Council to offer Work Smart to all their

employees. In March Jane met with our legislative advocate, Shannon Smith-Crowley, and the Public Policy Committee to work on current bills. Our state board meetings focus on how to support branches. Everyone is invited to join a state committee. You will find the form to submit a vita on the AAUW California website. Additional camp directors and camp treasurers for Tech Trek are also needed. Volunteers are encouraged to contact Jane Niemeier to participate.

The Co-Presidents displayed a PowerPoint presentation to highlight the three most important accomplishments of each committee, including:

Fund

- \$471,580.58 contributed by California in 2018
- 3 successful Fund luncheons featuring 18 of 34 recipients speaking to 258 members with 35 branches or IBCs requesting fellows/grantees to speak. All lunches were recorded and posted on the website.
- Completed the Alicia Hetman R&P Endowment for \$79,243.

Branch Support

- Assisted 2 branches with administrative issues
- Resolved legal concerns for a branch
- Helped to plan North Coast Leadership Day

College/University

- Recruited 7 new college/university partners bringing the total to 81
- Added 2 new campus student organizations (Irvine Valley and Saddleback) bringing the total to 11
- Presented 250 Start Smart Workshops since July of 2018

Communications

- Expanded social media presence
- Added 3 new members to the committee
- Produced monthly *Board-to-Board* publications and *Perspective*

Finance

- Established preliminary budget for 2018-19 and updated it
- Developed new insurance certificate request form and provided guidance to branches who didn't adhere to certificate request deadlines
- No adjustments were necessary following our CPA review

Financial Literacy

- Reorganized and updated financial literacy information on our website

- Provided information on Money Trek, Start Smart, Work Smart for *Board-to-Board* publication
- Presented workshops on Money Trek, Start Smart and Work Smart at Ventura IBC

Governance

- Completed AAUW CA's reclassification to a public benefit organization and updated AAUW CA Bylaws and Articles of Incorporation to comply
- Verified that branch bylaws are in compliance with national requirements
- Updated the AAUW CA Policies and Procedures and reformatted them using Information Mapping

Leadership

- Helped Salinas integrate into the leadership of the Monterey Peninsula branch
- Assisted China Lake/Ridgecrest to look at alternatives for a branch merger and supported their leaders
- Helped Mission Viejo/Saddleback to remain viable

Membership

- Provided panel for today's Annual Meeting
- Contacted Membership Vice Presidents via phone calls and visits
- Responded to requests for assistance

Nominations and Elections

- Interfaced with Governance, Public Policy and Webmaster/Communications to finalize post card text, mailing deadline and election procedures
- Completed call plan to branch leaders and IBC chairs and spoke to 30 potential nominees
- Supported 5 declared candidates and continued to seek a nominee for CFO

Program

- Launched "Spotlight on" project and recognized exemplary programs monthly in *Board-to-Board*
- Identified 12 branches in need of assistance with programs and provided one-on-one assistance
- Planned today's Annual Meeting and recognized 6 branches for outstanding ongoing mission based community projects or programs

Project Oversight

- Awarded 2 State Projects Grants of \$500 each
- Met with Tech Trek camp directors to formulate a revised camp checklist

- Assisted branches and camp personnel to implement new Tech Trek requirements from AAUW National

Public Policy

- Surveyed members for input on public policy priorities and used the information to formulate our 2019-2021 Public Policy Priorities
- Reviewed current legislation and developed a list of priority bills for our advocacy efforts
- Distribute Public Policy issue articles to be used in branch newsletters

Dianne Owens presented our State Named Gift Honoree certificate to former AAUW CA President, Donna Mertens, for her lifetime of service to AAUW CA. Dianne announced that the total contributions from California to Fund were \$471,581.58. It was explained that although the figures are lower than in past years, it is because the Tech Trek contributions are not counted as they were in the past. She congratulated the top branches in per capita giving and those in total contributions and acknowledged the contributions of the Moonen Lecce Giving Circle. Judy Horan “pinned” new members of the Legacy Circle.

Lynne Batchelor announced the recipients of the \$500 State Project Grants and thanked all who applied. One grant was given to Citrus Heights for their program *Days for Girls* which in an international project providing education and kits which enable women and girls to stay in school or business during menstruation. This branch is bringing the project to the local level by working with the county, American River College and a homeless shelter to provide these services to those in need. The other grant was given to North Tahoe for their work on STEM Trek Day. This project introduces 40-50 girls to STEM related careers and hands on activities. In addition 40-50 branch members participate which connects the girls with mentors for continued success.

The candidates running for AAUW CA office were introduced:

President Elect: Lynne Batchelor & Dianne Owens

Directors: Carol Holzgrafe, Ann Davis East, Kimberly Hernandez

Our Co-Presidents thanked everyone for attending and outlined the activities which will follow the close of the annual meeting (Leadership Panel, Membership Panel, an address by the AAUW National Board Chair Julia Brown, lunch, Speech Trek finalists' presentations, announcement of Speech Trek finalist placement and Speech Trek title for next year).

The meeting was adjourned at 10:05 a.m.

Respectfully Submitted,
Lynne Batchelor AAUW CA Secretary



AAUW CA Board of Directors

Jane Niemeier moved and Cathy Foxhoven seconded the following motion #26

To approve the following appointments:

- Susan Negrete as Tech Trek AAUW CA Coordinator
- Alice Hill as the Tech Trek AAUW CA Financial Liaison
- Sandi Gabe as the AAUW CA Communications Chair

Motion Approved on May 5, 2019

This motion was withdrawn without objection and replaced with the following motion #27 which was moved by Jane Niemeier and seconded on by Lynne Batchelor

To approve the following appointments:

- Susan Negrete as Tech Trek AAUW CA Coordinator
- Alice Hill as the Tech Trek AAUW CA Financial Liaison
- Sandi Gabe as both the AAUW Communications Chair and state director to complete the term of Shirley Stowers which ends on June 30. 2020

Motion approved on May 22, 2019

Lynne Batchelor, AAUW CA Secretary



**AAUW CA Board of Directors
Electronic Vote
Tuesday June 4, 2019**

Email Recipients

Attendance:

Cathy Foxhoven, Co-President
Jane Niemeier Co-President
Pat Ferrer, CFO
Lynne Batchelor, Secretary
Deanna Arthur, Acting Secretary
Charmen Goehring
Kathi Harper
Nancy Mahr
Diane Owens
Ainsley Nies
Sharyn Siebert

Dawn Johnson, Parliamentarian

MOTION 28:

Jane Neimeier moved, and Sandi Gabe seconded, that Elaine Johnson be approved as a director beginning July 1, 2019 and ending June 30, 2020 to complete the term of Ainsley Nies, who is resigning per position as director effective June 30, 2019.

Signed,

Deanna Arthur
AAUW CA Acting Secretary

STRATEGIC PLAN 2018

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%					
Communications					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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.	Develop a minimum of two specific strategies as requested, such as packaging and delivering a "Best Practices" package three times a year	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.		Complete. Public Policy website updates complete. Election support provided to Nominations and Elections. Multiple communications to branch members and leaders executed. Election materials designed and produced. Online ballot created. Election held. Results tabulated and communicated to the board.
	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 use of B2B information.	Created a survey tool for the finance committee to determine which of the finance committee two priorities they should pursue.		Complete. Survey created and delivered. 97 responses received.
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.	Increase number of branches sending and receiving newsletters by 10%.	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.	% of branches submitting newsletters. Jan 36% (45) Feb 42% (52) March 42% (53)	As of May 15. % of branches submitting newsletters. Jan 36% (45) 5% increase Feb 42% (52) 0% increase March 46% (58) 16% increase April 48% (60) 7% increase May 27% (30) data incomplete
	2. Develop a strategy to measure and increase B2B readership.	Test a new delivery mechanism for B2B for a minimum of three issues. Increase open rate by 10% measured by pre and post analytics.	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.		No change noted in readership. Anecdotal comments from readers indicate redesign was successful. The current penetration rate is above industry standard.
	3. Assist with implementing a virtual Town Hall meeting with state Board members and branches.	Create and execute a communication plan for the event with participation by 50% of Board members and 20% of branches.	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.		Closed. Board chose not to pursue this activity.
	4. Track the number and type of contacts made to the office and individual Board members to better understand what branches are requesting.	Deploy a logging and reporting procedure to establish a baseline for help requests and use of LOL program.	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.		Complete. The initial decision to track time spent on AAUW CA office requests was to identify any gaps in Communication (support needs) that leadership and/or membership that may exist. Based upon the types of requests, the intent was to see how Communication could enhance their outreach. Reviewed the minutes spent on various tasks, tracked through the Help Desk Ticket application, and found the following for AAUW Office tasks (last 6 months): * 30.6 Hours were spent in Administration Tasks * 22.3 Hours were spent in support of the Membership * 34.5 Hours were not categorized so origin of the requests would need further review. Any immediate concerns/issues were addressed by improving communication and procedures
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.	Add a question on web use to the quarterly branch phone call campaign. Analyze results and determine at least one solution to any problems uncovered.	Goal 3 Task 1 Formulate question based on Goal 2 Task4 data/presented at Jan BOD meeting		Related task in process. In the Q4 round of phone calls to branch presidents, Directors will question if they use social media and have those links on their websites.
	2. Add B2B feature "Hidden Treasures of the Website," highlighting useful and little-known resources.	Publish "Hidden Treasures" articles in B2B.	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.		No action.
	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.	* 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.		Report will be included in June Board Packet

Programs					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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	Only 7 branches were receptive to assistance, none wanted to do a formal plan
	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.		As of 1/31, 11 branches have been contacted; 2 have not returned phone calls or email requests for contact	6 branches implemented at least 2 successful MB programs
	3. Work together to develop a tailored mission-based program plan.			10 branches have been offered resources and suggestions; of those, 7 have committed to working to increase their MB programs	1 branch demonstrated a significant increase in their MB programming as a result of our contacts
Leadership Development					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
1. Maintain connections to branches via phone calls and emails	1. Read newsletters of branches assigned for phone calling.	Verify leadership happenings and deficits.	done for this qtr. and noted leadership info	reading all branch newsletters to note if leadership vacancies appear for the coming year as well	multiple calls to branches after reading newsletters/suggesting possible solutions including using tools from annual meeting/reminding use of STF meetings to recruit
	2. Respond to emails & phone calls from leaders reaching out on leadership issues.	Receive early notification of struggling branches.	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	participated in N.Coast leadership day & held board training for Santa Cruz Co. and Monterey Peninsula branches who have a number of new members on their boards/annual meeting presentation of full committee/ requested Public Pol Director participation on Membership panel- "how to use PP mtgs to recruit members"
	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	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	reached out to Mission Viejo for update/never heard back from Victor Valley
	4. Create leadership training presentations.	Prevent disbandment of branches due to lack of leadership.	working with the committee on the annual meeting	had annual meeting presentation and toolkit posted to state website/added new line in drop down menu "Leadership Resources" and had that added elsewhere appropriately on website	working with china Lk. & Salinas to finish disbandment paperwork/talking to various branches on how to recruit members via the Community Resource mapping tool in the annual meeting toolkit-with new membership then preventing disbandment
Membership					
To help branches see the state board as a resource.	1. Read at least 30 newsletters monthly looking for membership successes/concerns		30+ newsletters read.	30+ newsletters read	30+ newsletters read
	2. Connect via phone or email quarterly with at least 75% of MVPs to offer encouragement, ideas, assistance		In progress.	In progress	In progress
	3. Produce at least two articles in each Perspective that are membership/diversity/CU partner related.		Member bio, diversity article and news about Membership panel at annual meeting submitted.	Member bio to be submitted, YWTF news,	
	4. Highlight an outstanding branch member in each Perspective.		Article about Susan Negrete in Jan Perspective	Article to be submitted	Article about Angela Scarlett submitted, preempted by other material
	5. Contribute monthly to B2B.		monthly B2B articles submitted.	monthly B2B articles submitted	Monthly B2B articles submitted
Public Policy					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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.	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.	Committee members have contacted their branches and IBCs and thanked them for their PP work this year.
	2. Public Policy Committee members will establish and maintain contact with assigned IBCs and their branches.				
	3. Public Policy Committee liaisons will report quarterly to PP Chair on contacts with their IBCs and branches.				
AAUW Fund					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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.	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.	Completed in February.
	2. Video tape speakers and post to AAUW CA website.	Members unable to attend luncheons can view and hear the speakers on website.	All three luncheons were video taped and posted on the AAUW CA website.	Completed.	Completed.
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.	Have submitted B2B articles each month along with Perspective articles. Will continue this monthly and quarterly.	Submitted B2B articles and Perspective articles on time.	Completed.
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	In progress. Will know in February when year end report comes.	Completed.	Completed.

Nominations and Elections					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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	Completed. All Plan documents implemented and BOD status reports submitted. Initial calls, emails and person-to-person meetings conducted. On-going nominations outreach will continue through March deadline. Timely B2B and Perspective communications submitted. On-going nominations outreach will continue through March deadline. Timely B2B and Perspective communications submitted.	Completed. Candidates for (all) open positions successfully submitted required documentation prior to election deadlines.	Completed.
Project Oversight					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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. 2. In collaboration with camp directors revise camp compliance list to be used during camp visits. 3. Facilitate discussions among camp directors on compliance issues i.e. dress code, etc. 4. Assess Compliance with Tech Trek policies & procedures	Posted on website, Board2Board message. Provide Check List for camps to record action taken to ensure compliance. All camps visited. Revised compliance list. Agreement on issues communicated.	In progress In progress via email expect April confirmation.	Following board meeting final version will be distributed. Following board meeting final version will be distributed.	
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.	Completed	Completed	
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.	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					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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. 2. Assist with the creation of at least one new tracking and reporting tool as needed for measurements of success.	Develop a minimum of two specific strategies as requested, such as supporting the electronic member approval of Public Policy priorities. Produce at least one tool that accurately measures the intended goal, such as a newsletter content log to measure branch outreach projects.	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.		Complete. Public Policy website content updated. Complete. Created survey process for the Public Policy Team to allow them to gather feedback on Public Policy priorities from members.
Membership					
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. 2. Encourage branches to share information regarding branch members who are also elected/appointed officials during the branch MVP calls, B2B and Perspective articles.		Ongoing during calls Ongoing during calls	Ongoing during calls Ongoing during calls, also at Woodland branch and Cap Cities IBC meeting	ongoing during calls ongoing during calls
Programs					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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.	Will discuss with identified branches during follow-up contacts; as of 1/31, 2 branches have been given resources for developing PP-related programs		6 branches had at least 1 PP related program or project

Public Policy					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
1. Ensure that at least 30 branches will hold 1 advocacy or education activity based on AAUW CA Public Policy Priorities.	<ol style="list-style-type: none"> 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 	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.	We did not create the branch survey. We used newsletters and branch contacts to assess activity in advocacy and education. Branches are doing both - some with multiple programming. But we do not have validation of our goal of 30 branches. We have continued to offer assistance to branches through our PP liaison network. Throughout the year, we have sent 8 articles written by PP Committee members on various PP topics. Some branches have used the articles in their newsletters - the goal of this activity. B2B articles have provided suggestions for advocacy and education activities that branches could undertake.
2. Ensure that branches have adequate public policy information to communicate to their members.	<ol style="list-style-type: none"> 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.	8 articles on various issues have been sent out during the year. Newsletters show that these articles are published by some branches. B2B has included ideas for branch activities, e.g. Equal Pay Day, elections. The complete Advocacy section of the website has been reviewed and updates.
3. Ensure that at least 30 branches will undertake a community outreach project that highlights one or more AAUW CA Public Policy Priorities.	<ol style="list-style-type: none"> 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 	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.	Branches were provided with actions they could take for various activities. Newsletters show that branches are reaching out to their communities with information on specific topics - election activities, Equal Pay Day. Some branches have had programs with speakers on a specific public policy topic - e.g. immigration, housing. However we do not have an accurate count of branch activities to validate our goal.
4. Ensure that 15 branches participate in activities related to AAUW's legislative agenda	<ol style="list-style-type: none"> 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 	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.	We have kept the branches informed on legislative issues through B2B and Perspective and the website. We have responded to several requests by members for specific legislative information. At least 2 branches are actively following the new legislative agenda. We have encouraged branches to contact their local legislative offices and establish relationships. Participation in the Action Alert program has been encouraged in B2B and Perspective.
	<ol style="list-style-type: none"> 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 	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					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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.	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.		Met with Leadership Development Chair an updated website to improve utilization.
	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.		In consultation with Kathi Harper, created monthly program questionnaire for struggling branches. First sent in Feb 2019	Complete. Survey sent monthly. Final results shared with Program Committee.
	3. Provide leadership training on using communication strategies to encourage member engagement.	Create and deliver a workshop at Annual Meeting.	Shirley to confirm with the BOD whether a workshop is needed or not. Update: BOD January, 2019 meeting: The workshop is not needed.		Closed. Annual meeting sessions created and delivered by the Leadership and Program committees.
Programs					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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.	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	Chair forgot to do survey! Will add, a summary of all branch MB programs has been posted on the AAUW-CA website
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.	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	It was determined that advertising does not	In conjunction with Communications, a tool was developed to track membership attendance of selected branches; only 2 branches used the tool. 1 showed strong attendance, 1 showed very poor attendance
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. 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	100% of participants gave the Annual Meeting a rating of 'Good' or better
Leadership Development					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
1. Develop new leaders within branches and IBCs.	1. Present Leadership days and workshops including discussing alternative leadership structures.	Prevent leadership vacuum for the next fiscal year.	working on this-panels set and article in the CA Perspective		
	2. Note bios of new members in branch newsletters.	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.	Emailing and calling to mention this to branches as names are noted in their newsletters		
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		
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.	on-going		
4. Develop new leadership & leadership skills workshops.	1. Present leadership training and skills programs.	Recruit members previously not in leadership roles.			
Membership					
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.		One of two panels at annual meeting will be membership based.	Annual meeting Membership/Diversity panel	completed
	2. Develop talking points and/or workshop for Leadership Day conferences around membership recruitment, retention, diversity, younger members.		Information will be collected from the Membership panelists at annual meeting to use at potential Leadership Day conferences.	Info collected for future workshop development	
	3. Work with Comm Comm to develop a tracking tool for Branches to use to track member participation in branch activities by December 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.	Completed. Not sure if it was ever created.
	4. Review to ascertain new leadership recorded in 2019-2020 BOR.		TBD	TBD	
	5. Review at least 30 newsletters monthly to discover branches demonstrating outreach to diverse groups.		30+ newsletters read and info recorded.	30+ read and info recorded	ongoing
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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			

Nominations and Elections					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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.	Completed. All Plan, tools, resources and assignments designed and initiated with N&E Committee.	Completed. President-Elect, CFO & Director-at-Large positions all received viable candidates.	Completed.
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.	All branch and IBC calls completed. Callbacks, emails, in person and phone meetings with interested and viable candidates will continue.	Completed in advance of 4/4/2019; final individual status reports forwarded to Co-Presidents.	Completed.
	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.	Two (2) candidates successfully submitted 2019 application documents, which were correctly posted to 2019 section of N&E website.	Four (4) additional spring nominees presented applications. Total of six (6) candidates successfully submitted application documents and two (2) videos; all were correctly posted on website.	Completed.
	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.	Candidate notifications prepared for distribution.	Candidates notified of expense reporting dates and declarations reported for April deadline.	Completed.
	6. Introduce candidates at 2019 Annual Meeting.	All viable candidates announced (and, if attending) introduced at 4/6/2019 Annual Meeting.	TBD	Completed.	Completed.
	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.	TBD	Completed	Completed.
	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.	Met with Public Policy Chair & Webmaster to finalize ballot text, mailing dates and relevant tasks.	Completed	Completed.
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.	Prepared notations for recommended updates to N&E sections of CA Policy & Procedures.	Completed.	Completed. President-Elect, Dianne Owens; CFO, Roli Wendorff, Directors, Kimberly Hernandez & Carol Holzgrate
Finance					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
1. The Finance Committee will provide guidance on electronic banking, downloading data to 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.	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.	Software purchased and installed on computer. Basic entered, but will not be completed by 6/30. Will be completed before July BOD.
Public Policy					
Goal	Task(s)	Expected Outcome & Measurement Strategies	Update Jan 2019	Update April 2019	Update June 2019
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.	Annual meeting Membership panel included public policy as a membership tool. Branches have access to the new PP Priorities on the website. A new brochure will be available at the July leadership meeting. The new bill list has been posted and is available through the website - branches have been informed of this. We do not have a valid count of how branches have used any public policy material in recruitment and/or retention.

July 2019 Committee Reports

Committee	AAUW Fund
Submitter	Dianne Owens
Updates	<ul style="list-style-type: none"> ● Scheduled October 2019 AAUW Fund Luncheons <ul style="list-style-type: none"> ○ October 5--South San Francisco ○ October 6--Danville ○ October 27--Seal Beach <p>Details and reservation requirements will be forthcoming in August.</p> <ul style="list-style-type: none"> ● Sent 1st Quarter AAUW Fund Contributions to branches in May ● <u>Research and Projects Endowments COMPLETED!</u> <ul style="list-style-type: none"> ○ Alicia Hetman(CA) R&P Grant (\$79,163.12) ○ Morgan Hill Wildflower Run R&P Grant (81,926.50) ● <u>American Fellowships UNFINISHED</u> <ul style="list-style-type: none"> ○ Vivian Lamont Coe #4046 (West Contra Costa)--needs \$15,407.54 to complete at \$100,000. ○ Danville-Alamo-Walnut Creek Branch 45th Anniversary #4391--needs \$53,392.84 to complete at \$200,000. ● <u>International Fellowships UNFINISHED</u> <ul style="list-style-type: none"> ○ Jesse &Wilder Ellis #4100--needs \$73,970.00 to complete at \$100,000. ● <u>Research & Projects Endowment UNFINISHED</u> <ul style="list-style-type: none"> ○ Walter & Emily Hackler (Newport-Mesa-Irvine) #4387--needs \$32,178.10 to complete at \$75,000.
Items for Board Discussion	State Named Gift Honoree Discussion. It has been the custom that a member who has been honored with a Named AAUW Fund Endowment is disqualified from being named a State Named Gift Honoree. Should this continue?
I move to:	
Purpose and relevant background:	
Financial impact (if any):	

Committee	Branch Support
Submitter	Ainsley Nies
Updates	<p>In-Person Branch/IBC Visits (social) – Q4 objective 3 visits. 2 made.</p> <p>Communication to Branch Support Comm. (IBC Chairs & Branch Liaisons) Q4 objective – submit updates to Branch Knowledge Sharing. No new items to submit.</p> <p>Communication as Liaison – Q4 objective - 1 Branch Liaison communication per area (Tahoe/Truckee, North San Joaquin, South San Joaquin, Redding, Monterey). 2 attempts</p> <p>Branch Support - Responded to Branch/IBC Requests/Questions/Concerns</p> <ul style="list-style-type: none"> Assisted a member who recently moved and wanted to become involved with, but was unable to find/contact the local Siskiyou Branch (no website). Sent her contact info for two branch officers. Helped to organize the North Coast District Leadership Day and presented on the speaker panel. <p>Director Activities: none</p>
Items for Board Discussion	
I move to:	
Purpose and relevant background:	
Financial impact (if any):	

Committee	College/University
Submitter	Donna Lilly
Updates	<p>Number of NCCWSL attendees from California campuses not available from AAUW national on June 27.</p> <p>College and university list that matches with branch (es) available on state website August 1, 2019.</p> <p>CU published 4 articles in Perspective and B2B monthly.</p> <p>Retained 72 CU partner members. Recruited 9 new CU partner members. Currently 81 CU partner members (6-2019). Increased CU campus organizations from 14 to 16. Decreased CU partner representatives from 135 to 105. Decreased E-student affiliates from 900 to 714. Decreased branch CU chairs from 65 to 50. Increased Start Smart workshops facilitated from 250 to 300. Fellows and Grant Recipients are 33 out of 245 nationwide.</p> <p>Increase CU partner members from 81 to 100.</p> <p>Create online Google communication for branch CU chairs to share successful events and activities with the help of state Communications Committee.</p> <p>Create bi-monthly conference call with branch CU chairs to ask questions of state CU committee members.</p>
Items for Board Discussion	Budget \$400 for CU Committee communication with branch chairs without communication via technology.
I move to:	I move to budget \$400 for printing and postage for the state college and university committee to create and mail a local college and university recruitment benefits package to branch CU chairs.
Purpose and relevant background:	Incoming branch presidents need to understand the importance of appointing a branch college and university chair/s and the importance of AAUW visibility in recruiting a local campus. Currently 82 of 315 potential public and private 2 or 4 year campuses are AAUW partner members in California.
Financial impact (if any):	College and university alums are AAUW future members and leaders. Financial impact unknown.

Committee	Communications
Submitter	Sandi Gabe
Updates	<ul style="list-style-type: none"> ● Installed, configure and trained webteam on new help desk software. ● Completed migration and testing of new Gutenberg Wordpress version of website and held review sessions with webteam on changes. ● Prepared for and scheduled training on communication tools for incoming full board members. Six training sessions scheduled. ● Began yearly transitional process including <ul style="list-style-type: none"> ○ Set up BOR for 2020 activity ○ Initiated updates for committee mailing lists ○ Initiated website updates for new Board ○ Updated B2B template ● Oriented new webteam member, Tracey, to team. ● Executed online election process, tallied results and submitted to Nominations and Elections Committee. ● Produced summer edition of the <i>California Perspective</i>. ● Worked with the Financial Literacy Committee to update all Money Trek program files and reorganize the presence on the website.
Items for Board Discussion	The Communications team is working with Julika to review Policy and Procedure changes that include forms that were added at the last meeting. We will work on fine tuning the formatting (i.e. links) and evaluating which forms should be fillable and posted on the website.
I move to:	
Purpose and relevant background:	
Financial impact (if any):	

Committee	Diversity
Submitter	Mitra Baghdadi
Updates	<ul style="list-style-type: none"> • Hold a meeting with all Diversity committee members with membership director (Deanna Arthur) • Hold a meeting and responded to request for assistance from Long Beach branch president to establish a strategic plan for diversity in their branch. • In preparation for Committee weekend in July. AAUW Diversity Committee met via phone to make our recommendation for discussions for the July meeting. • I have worked with Sandy Gabe and Julika to update email for Diversity group and got help from them on communication tools. • To increase outreach, continue to write articles on B2B and California Perspective newsletter about diversity in the organization.
Items for Board Discussion	Request to a separate workshop or panel for diversity on state Convention meeting
I move to:	
Purpose and relevant background:	Requests and need (based on the last two convention survey)
Financial impact (if any):	Printing Material-depends on the number of RSVP and participants

Committee	Finance
Submitter	Patricia Ferrer, CFO
Updates	The outgoing and incoming CFOs spent a significant time in May, June, and July coordinating the turnover including training on QuickBooks, Run ADP, and coordination with Chase and UBS Banks.
Items for Board Discussion	<p>Please ensure that your committee members get a copy of the updated voucher that has Roli's address. Remember that it is your job to review and approve your committee members vouchers to ensure that the submission is accurate and complete before submitted to the CFO for payment. Instructions and reimbursement rates are on the second and third tabs of the voucher form.</p> <p>Year end budget and financial statement reports will be provided closer to the date of the board meeting as all accounts need to be reconciled, accruals made, and data reviewed for accuracy before production.</p> <p>The new Finance Committee will be reviewing the proposed budget in early July. After it is reviewed and recommended for approval, it will be provided to the BOD. Adjustments as needed may be considered at the BOD meeting.</p>
I move to:	The Finance Committee recommends approving the proposed FY 2019/2020 as provided.
Purpose and relevant background:	
Financial impact (if any):	

Committee	Financial Literacy
Submitter	Bakula Maniar
Updates	
Items for Board Discussion	
I move to:	
Purpose and relevant background:	
Financial impact (if any):	

Committee	Governance
Submitter	Sue Cochran
Updates	
Items for Board Discussion	
I move to:	I move that the board approve the revision to Policy 1006.15 Reimbursement Procedures as presented in the attached document (Proposed changes are in blue italics).
Purpose and relevant background:	The financial policy on the use of the AAUW CA corporate credit card has been unwritten and needed formalizing. At some point in the past the state board did make a decision that large purchases had to be done through purchases orders or paid by the AAUW CA credit card. However, it appears it was never translated into written policy. This motion puts that policy in place along with procedures.
Financial impact (if any):	None.
I move to:	I move that the board approve the revisions to Policy 501 Nominations, Policy 502 Elections, and Policy 911 Nominations and Elections Committee as presented by the AAUW CA Governance Committee.
Purpose and relevant background:	These proposed changes were made in consultation with the Nominations and Elections Committee Chair and are designed to further clarify the processes and clearly define lines of responsibility. The recommended changes (see attached documents) are in blue italics throughout each document.
Financial impact (if any):	None.

Committee	International Programs
Submitter	Indrani Chatterjee
Updates	Summer Perspective article about Women Empowerment. International Program Sub-Committee will have three new members for FY 2019-2020.
Items for Board Discussion	Final approval from BOD: Quarterly e-newsletter dedicated to Global Women news. Original proposal was submitted in April, 2019.
I move to:	
Purpose and relevant background:	
Financial impact (if any):	None
Committee	Leadership
Submitter	Sharyn Siebert
Updates	<p>Board Training held for Santa Cruz Co. 6/3;4/30 same for MPB/particip. in Leader.Day for N. Coast District 6/1 significant # of phone calls to determine needs of several branches incl: Santa Maria/Victor Valley-suggested reaching out to IBC branch treasurers for help due to Donna's death/Leadership day requests: CHAR, Laguna Bch/Mission Viejo/Contra Costa county-with them putting off dates until fall</p> <p>During all my quarterly calls reminded leaders to make meetings opened, if poss. and use as STF event.</p> <p>Much time spent corralling names and contact info for invitees to July meeting-due to my taking over Branch Suppt.-need to remind all, perhaps thru B2B about IBC/Dist. Liaison position requirements during nomination time</p>
Items for Board Discussion	If we plan to invite IBC chairs & Dist. Liaisons to future mtgs. need to do earlier/clarify to those entities that they are the groups deciding who will be in those positions-not Board member.

I move to:	
Purpose and relevant background:	
Financial impact (if any):	
Committee	Membership
Submitter	Deanna Arthur and Charmen Goehring
Updates	5 Cities-Pismo Beach voted to disband at their annual meeting. 1 member has already joined the Tehachapi Mountain branch. They were sad about losing Tech Trek now that they had a funding source. Deanna suggested that they find a branch that will let them participate with them and do a separate Tech Trek account for their area. This will not take care of the loss of a branch but will alleviate the loss of members.
Items for Board Discussion	State dues for Tech Trek dorm moms. In talking to National about a California branch so the state does not have to do additional accounting and bookkeeping to keep track of these members. This was on track to happen until there were additional staff cutbacks at the National office. This is a source of concern because all dorm moms must be AAUW members and members of AAUW-CA. Although there were many phone calls received regarding payment of these state dues only 1 check was received at the office and it was NOT for a dorm mom.
I move to:	
Purpose and relevant background:	
Financial impact (if any):	

Committee	Nominations
Submitter	Susan Negrete
Updates	<p>The N&E Cmte. was pleased to participate in a nominations and elections process that presented viable candidates for all open positions and was without significant incident or disruption to the CA voting membership. When initiated, the member communications and technical election processes ran smoothly.</p> <p>The N&E Chair does have recommendations for future elections, and these have been incorporated into recommended Nominations & Elections P&P updates which will be submitted to the BOD by the Governance Chair.</p> <p>The outgoing Chair met with (a) prospective 2019-2020 N&E Chair to answer questions and provide overviews of the outgoing Chair's planning, staffing, tools and methods. Outgoing Chair is committed to supporting (an) incoming N&E Chair/Committee as requested.</p>
Items for Board Discussion	This Committee recommends the BOD review Survey Monkey to determine if it is an election tool which provides the appropriate level of privacy for voting members. While cost effective, this software has the potential for manual manipulation of voting results, etc.
I move to:	The Nominations & Elections Committee recommends approval of the proposed 2019-2020 Nominations & Elections policy and procedures as submitted.
Purpose and relevant background:	
Financial impact (if any):	

Committee	Oversight Committee
Submitter	Lynne Batchelor
Updates	Two State Project Grants were awarded. Both winning recipients were notified in person and via letter as were non-winning applicants. Non-winning applicants were provided with personal feedback on ways to strengthen their applications and encouraged to submit them again next year. The Tech Trek camp evaluations are in progress.
Items for Board Discussion	
I move to:	
Purpose and relevant background:	
Financial impact (if any):	
Committee	Program
Submitter	Kathleen Harper
Updates	8 of 12 target branches were sent questionnaires to determine if Program committee contacts had any impact, 2 responded but did not answer questions asked. 12 branches were sent monthly survey to determine changes in programs and attendance, 2 responded 1 month.
Items for Board Discussion	Whether it is viable to continue with this project. Interest and participation have been minimal and lack of response has made it impossible to measure efficacy. Strategic plan for year 2 may need to be revised.
I move to:	
Purpose and relevant background	
Financial impact (if any):	

Committee	Public Policy
Submitter	Nancy Mahr
Updates	<p>The year began with goal setting in July. We had reasonable goals and accomplished most of them. But we did not develop appropriate branch surveys to verify the number of participating branches that we believe joined in, based on branch contacts and newsletters.</p> <p>September and October were focused on the November local elections, encouraging branches to undertake election-related activities.</p> <p>Revision of our Public Policy Priorities for the coming two-years was next on the agenda. With the help of Communications, we conducted an all-member survey seeking confirmation, revisions, new ideas and comments. The Public Policy Committee then worked through the responses to formulate a proposed set of Public Policy Priorities to be voted on by the members in the spring. The vote confirmed the proposed Priorities.</p> <p>Our legislative work began in February and moved into March. Working with our Advocate, Shannon Smith-Crowley, Committee members analyzed bills relating to the AAUW mission, then discussed and took positions on the relevant measures to form our Legislative Agenda for the year. The bills were posted online with a link from the AAUW CA website.</p> <p>Throughout the year the Committee used an IBC/Branch liaison program to stay in touch with the branches and to communicate public policy messages.</p> <p>In addition, committee members wrote articles on public policy issues for dissemination to branches for use in their newsletters. In all, we sent out 7 articles covering the following topics: voting and elections, legislative review, women's health, equal pay, women's history month, international, and Title IX.</p> <p>Following a request from national, our Title IX coordinator, Alicia Hetman, composed a letter opposing the administration's proposed in Title IX regulations. Subsequently, Alicia gave testimony in Sacramento on Title IX issues and AAUW's position of support.</p>

Items for Board Discussion	<p>Thanks to a concerned and active committee:</p> <p>Karen Jackle Kathi Harper Ginny Hatfield Alicia Hetman Melissa Mayceko Archana Maniar Sue Miller Claire Noonan</p> <p>And thanks to our Advocate, Shannon Smith, Crowley</p> <p>Nancy Mahr, Public Policy Chair</p>
I move to:	
Purpose and relevant background:	
Financial impact (if any):	

Committee	Speech Trek
Submitter	Marlene Cain
Updates	<p>2019 ST Finals: Three finalists competed at the Handlery Hotel in San Diego to an overflow crowd who listened intently to the topic: “How Can We Eliminate Violence Aimed at Our Schools?” The Poway-Pensasquitos Branch contestant was awarded 1st Place.</p> <p>New topic for 2019-2020: “Women have been marching toward equality for over 100 years, starting with the Women’s March of 1913 and continuing to the Women’s Marches at present. <u>Are men and women truly equal today, or are the Suffragettes of 1920 still suffering in 2020?</u>”</p> <p>Sad to report that the ST Treasurer for the past year, Donna Mertens, passed away this Spring. We will miss her!</p> <p>Announcing new ST Treasurer: We welcome Judy Steele, San Mateo Branch.</p> <p>Updated Tool Kits: The Branch Tool Kit and the Student Information and Forms booklet are in the process of being updated to reflect the new topic. They will soon be available on the AAUW CA website.</p> <p>Eleanor Stem Allen Memorial Speech Trek: 2020 will be the last year that the Allen Family will be funding ST. We will plan a special thank you to the Allen Family for their ten years of ST support at Convention.</p> <p>Funding: we are in the process of securing new funding for ST.</p> <p>Branding: we are in the process of looking at rebranding ST.</p> <p>June 2019 Perspective: feature story entitled “Witnessing the Power of Speech Trek” which documented how ST is transcending its original purpose!</p>
Items for Board Discussion	
I move to:	
Purpose and relevant background:	
Financial impact (if any):	

Committee	Tech Trek
Submitter	Linda Stinebaugh
Updates	Mary Isaac will be taking over as Camp Director for the UCSD Camp for the 2019-2020 camp year with support from Toni and Pat. The Irvine Camp will be closing down after this year unless a replacement can be found for Amanda Nguyen. She will be going to med school and will not be able to continue in this role. So far, no one has stepped forward to volunteer. We will also need someone to help at least Co-Direct the Whittier Camp next year. Judy Pfeil is hoping to retire from that position, and we need someone to step up to keep this camp going. There are 912 campers slated to attend the ten California Tech Trek camps this year. Susan Negrete and Alice Hill will be taking over my position following the end of the last camp this summer. I am hoping to be able to schedule some time to meet with them, but I am working the UCSD camp and the two UCSB camps this summer.
Items for Board Discussion	Finding replacement Camp Directors for Irvine and Whittier in order to keep those camps going.
I move to:	
Purpose and relevant background:	
Financial impact (if any):	
Committee	Title IX
Submitter	Alicia Hetman
Updates	
Items for Board Discussion	
I move to:	
Purpose and relevant background:	
Financial impact (if any):	

Committee List (Cathy Foxhoven)

PUBLIC POLICY – Kathi Harper/Sue Miller

Archana Maniar
Nancy Mahr
Ginny Hatfield
Claire Noonan
April McGhee
Melissa Maceyko (2nd choice)
Karen Jackel

TITLE IX – Alicia Hetman

BRANCH SUPPORT – Sharyn Siebert

Ainsley Nies
Ruth Ann Hines (2nd choice)
Kay Odgers (2)
Katy Garrison
Sandi Gabe
Further List of District Liaisons sent
Carolann Ford

LEADERSHIP DEVELOPMENT – Elaine Johnson

Ainsley Nies (has agreed to also be on this committee)
Michele Croci
Michelle Den Beste
Judy W. Cavin Brown
Michelle Miller Galaz (2nd choice) (Has not committed yet to do both committees) Will make up mind at the committee weekend.

COMMUNICATIONS – Sandi Gabe

Linda Patterson
Alice Apkarian
Dawn Johnson
Nancy Turner
Linda Slater (2nd choice)
Jim Doty
Noura Bishay
Randa Blanding
Julika Barrett

WEBTEAM

Linda Slater
Tracey Clarke

MEMBERSHIP – Deanna Arthur

Lee Winocur Field
Kay Odgers
Michelle Miller Galaz
Mary Katherine OKerrins

AAUW FUND – Dianne Owens

Sharon Westafer
Liz Bathgate
Muriel K. Fry
Jan Cook
Judy Horan

CU/UNIVERSITIES – Donna Lilly

Lee Winocur Field
Cindy Rittershofer

PROJECT OVERSIGHT – Carol Holzgrafe

Anita Massey
Rozanne Child
Sue Negrete
Alice Hill
Toni Lopez

NOMINATIONS – Janice Lee

Carolann Ford
Cathy Zitnick
Elaine Butler

TECH TREK – Susan Negrete – Coordinator, Alice Hill – Finance

Anita Massey
Tracey Clarke (2)
Kathy Ford (2)
Rozanne Child

INTERNATIONAL ADVOCACY – Indrani Chatterjee

Ginny Hatfield (has agreed to also serve on this committee)
Lenore Gallin
Alice Matthews

DIVERSITY – Mitra Baghdadi

Luzilda Carrillo
Melissa Maceyko
Terry Armstrong

FINANCIAL LITERACY – Mary Morrison

CONVENTION PLANNER – Virginia Beck

GOVERNANCE - Kathleen Doty

Ruth Ann Hines

FINANCE – Roli Wendorf

Pat Ferrer

Christine Ritter

Kathy Ford

Barbara Spencer

PROGRAM – Kim Hernandez/ Lynne Batchelor

Michelle DenBeste (2nd choice)

MEETINGS PLANNER – Charmen Goehring

SPEECH TREK – Marlene Cain

Judy Steele (needs application but is also IBC chair for San Mateo/San Francisco)

AAUW California
Statement of Financial Position
As of June 30, 2019

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking 6675	140,370.27
Petty Cash	24.85
UBS 1D R2529 (Resvd Opns)	
Cash	4,875.07
Exchange Traded Products	79,826.12
Fixed Income	73,576.55
Total UBS 1D R2529 (Resvd Opns)	<u>\$ 158,277.74</u>
UBS 1D R2530 (Resvd Projects)	0.00
Cash	3,329.43
Exchange Traded Products	68,804.90
Fixed Income	63,204.47
Total UBS 1D R2530 (Resvd Projects)	<u>\$ 135,338.80</u>
UBS 1D R2531 (Cnvent Self Insurance)	
Cash	1,727.07
Fixed Income Fund	52,334.10
Total UBS 1D R2531 (Cnvent Self Insurance)	<u>\$ 54,061.17</u>
UBS 1D R2532 M1 (Checking)	121.44
Total Bank Accounts	<u>\$ 488,194.27</u>
Accounts Receivable	
Accounts Receivable	1,382.26
Total Accounts Receivable	<u>\$ 1,382.26</u>
Other Current Assets	
Accured Income	624.00
Prepaid Expenses	20,085.51
Rent Deposit	396.00
Total Other Current Assets	<u>\$ 21,105.51</u>
Total Current Assets	<u>\$ 510,682.04</u>
Fixed Assets	
Accumulated Depreciation	-2,888.20
Furniture and Equipment	4,157.87
Total Fixed Assets	<u>\$ 1,269.67</u>
TOTAL ASSETS	<u>\$ 511,951.71</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	207.09
Total Accounts Payable	<u>\$ 207.09</u>

Credit Cards		
UBS VISA Credit Card		2,140.73
Total Credit Cards	\$	2,140.73
Other Current Liabilities		
Accrued Expenses		6,336.86
Deferred Dues		94,710.00
Total Other Current Liabilities	\$	101,046.86
Total Current Liabilities	\$	103,394.68
Total Liabilities	\$	103,394.68
Equity		
Change in Investments		-4,276.57
Designated Net Assets		
Conf and Conv		27,268.00
Total Designated Net Assets	\$	27,268.00
Retained Earnings		91,884.39
Unrestricted Net Assets		257,800.84
Net Revenue		35,880.37
Total Equity	\$	408,557.03
TOTAL LIABILITIES AND EQUITY	\$	511,951.71

Tuesday, Jul 09, 2019 06:03:33 PM GMT-7 - Accrual Basis

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

	Total			
	Actual	Budget	Remaining	% of Budget
Revenue				
Annual Meeting Income	7,047.85	5,000.00	-2,047.85	140.96%
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	7.33	5.61	-1.72	130.66%
Leadership Days Income		5,000.00	5,000.00	0.00%
Total Membership Income	\$ 202,597.00	\$ 198,000.00	-\$ 4,597.00	102.32%
Miscellaneous Income	624.00		-624.00	
Other	420.00	500.00	80.00	84.00%
Prior Year Carryover	8,279.22	8,279.22	0.00	100.00%
Restricted Income	1,000.00	1,000.00	0.00	100.00%
The Fund Assessment	6,815.00	6,815.00	0.00	100.00%
Total Revenue	\$ 283,944.62	\$ 281,928.46	-\$ 2,016.16	100.72%
Gross Profit	\$ 283,944.62	\$ 281,928.46	-\$ 2,016.16	100.72%
Expenditures				
Annual Meeting Expenses	5,746.02	5,120.00	-626.02	112.23%
Assesments - The AAUW FUND	8,891.91	6,815.00	-2,076.91	130.48%
Auditing & Tax Prep	6,000.00	6,000.00	0.00	100.00%
Bank Fees	141.03	24.40	-116.63	577.99%
Committee Expenses			0.00	
Branch Support	289.00	1,500.00	1,211.00	19.27%
Communication	203.22	200.00	-3.22	101.61%
Executive Committee	11.46	300.00	288.54	3.82%
Finance	38.31	115.00	76.69	33.31%
Funds	316.52	550.00	233.48	57.55%
Governance		50.00	50.00	0.00%
Leadership	1,639.25	1,400.00	-239.25	117.09%
Membership	938.42	1,058.68	120.26	88.64%
Nominations and Elections Committee		10.00	10.00	0.00%
Program		700.00	700.00	0.00%
Public Policy	719.47	3,000.00	2,280.53	23.98%
State Project Oversight		500.00	500.00	0.00%
Total Committee Expenses	\$ 4,155.65	\$ 9,383.68	\$ 5,228.03	44.29%
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	-6.35		6.35	
Funds Luncheon Expenses	8,686.72	8,191.38	-495.34	106.05%
Insurance Exp	46,478.00	46,500.00	22.00	99.95%
Leadership Days Expense		5,000.00	5,000.00	0.00%
Legal Fees	24,546.26	30,000.00	5,453.74	81.82%
Lobbyist	60,661.50	60,500.00	-161.50	100.27%
Miscellaneous Exp		200.00	200.00	0.00%
Total Payroll Expenses	\$ 26,434.18	\$ 30,000.00	\$ 3,565.82	88.11%
Permits & Fees		100.00	100.00	0.00%
Postage & Shipping	8,451.28	10,000.00	1,548.72	84.51%
President's Travel	628.62	3,000.00	2,371.38	20.95%
Printing and Copies	11,577.34	7,569.62	-4,007.72	152.94%
Purchases		500.00	500.00	0.00%
Reconciliation Discrepancies	-64.00	64.00	128.00	-100.00%
Rent Expense	8,405.61	8,720.00	314.39	96.39%
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	100.00%
Storage	1,037.00	1,206.40	169.40	85.96%
Supplies	1,882.58	1,500.00	-382.58	125.51%

Taxes	144.99	150.00	5.01	96.66%
Telephone	260.00	286.00	26.00	90.91%
Travel			0.00	
April BOD	8,028.43	6,000.00	-2,028.43	133.81%
Ex Comm Travel		500.00	500.00	0.00%
January BOD	6,313.02	6,300.00	-13.02	100.21%
July BOD	6,039.99	6,017.99	-22.00	100.37%
New Board Retreat	211.84	8,200.00	7,988.16	2.58%
October BOD	5,505.12	6,000.00	494.88	91.75%
Total Travel	\$ 26,098.40	\$ 33,017.99	\$ 6,919.59	79.04%
Web	5,297.75	5,000.00	-297.75	105.96%
Workers Comp Insurance	515.54	500.00	-15.54	103.11%
Total Expenditures	\$ 257,590.02	\$ 281,928.46	\$ 24,338.44	91.37%
Net Operating Revenue	\$ 26,354.60	\$ 0.00	-\$ 26,354.60	
Other Revenue				
Dividend Income	9,383.54		-9,383.54	
Investment Interest Income	16.19		-16.19	
Realized Gain/Loss Investments	335.12		-335.12	
Unrealized Gains/Losses	12,729.21		-12,729.21	
Total Other Revenue	\$ 22,464.06	\$ 0.00	-\$ 22,464.06	
Other Expenditures				
Management Fees	3,659.07		-3,659.07	
Total Other Expenditures	\$ 3,659.07	\$ 0.00	-\$ 3,659.07	
Net Other Revenue	\$ 18,804.99	\$ 0.00	-\$ 18,804.99	
Net Revenue	\$ 45,159.59	\$ 0.00	-\$ 45,159.59	

AAUW California

Preliminary Budget for FY 2019/2020

Operating Accounts ONLY (Those paid by membership dues & misc income)

FY 2018 2019		Updated Preliminary 2019/2020 Operating Budget
Budget	Actual thru 6/30*	

Revenue				Notes
Interest Income	5.61	7.33	5.00	
Total Membership Income	198,000.00	202,597.00	202,000.00	Conservative estimate
Other	500.00	1,024.00	1,500.00	Credit card points cashed in/+ due to convention
Prior Year Carryover	8,279.22	8,279.22	11,972.44	As calculated below
Total Revenue	\$ 206,784.83	\$ 211,907.55	\$ 215,477.44	
Gross Profit	\$ 206,784.83	\$ 211,907.55	215,477.44	
Expenditures				
Auditing & Tax Prep	6,000.00	6,000.00	6,000.00	Amount as bid
Bank Fees	24.40	141.03	75.00	Guesstimate
Committee Expenses				
Branch Support	1,500.00	289.00	1,000.00	New Branch Support Person May Travel More
Communication	200.00	203.22	250.00	
Executive Committee	300.00	11.46	50.00	
Finance	115.00	38.31	50.00	
Funds	550.00	316.53	550.00	Corrected by Dianne
Governance	50.00		25.00	
Leadership	1,400.00	1,639.25	1,000.00	
Membership	1,058.68	938.42	500.00	
Nominations and Elections Committee	10.00		10.00	
Program	700.00		200.00	
Public Policy	3,000.00	719.47	4,500.00	Updated by Kathi

State Project Oversight	500.00			25.00	Requested spent to date which was zero
Total Committee Expenses	\$ 9,383.68	\$ 4,155.66	8,160.00		
Dues to other orgs	410.00	190.00	250.00		
Election Expense	1,000.00	360.00	1,000.00		Updated by Sandi
Legal Fees	30,000.00	24,546.26	-		No legal issues expected
Lobbyist	60,500.00	60,661.50	63,300.00		Current contract and \$1500 for convention
Miscellaneous Exp	200.00		50.00		
Total Payroll Expenses	30,000.00	26,384.06	35,000.00		20 hrs/week at \$23/hr + taxes + processing
Permits & Fees	100.00		50.00		
Postage & Shipping	10,000.00	8,451.28	10,000.00		Reflects increased postal rates
President's Travel	3,000.00	628.62	3,000.00		Request from Jane
Printing and Copies	7,569.62	11,577.34	10,000.00		Includes perspective & other--1/2 of Winter to Convention
Purchases	500.00		-		
Reconciliation Discrepancies	64.00	-64.00	-		
Rent Expense	8,720.00	8,405.61	7,872.00		Reflects decreased space and 5% increase for 6 months
Repairs and Maintenance	100.00		50.00		
Software	69.99	69.99	80.00		
Storage	1,206.40	1,037.00	1,729.73		Increase in July/Jan (10%) less 20 percent to SPF
Supplies	1,500.00	1,882.68	1,600.00		Guesstimate, less than this past year as some expenses nonrecurring
Taxes	150.00	144.99	150.00		Fees associated w/filing taxes
Telephone	286.00	260.00	312.00		\$26/month
Travel					
April BOD	6,000.00	8,028.43	9,500.00		1 Additional Night/More Expensive Rooms
Ex Comm Travel	500.00		350.00		CFO meeting in SAC
January BOD	6,300.00	6,313.02	6,700.00		Same location as Oct (1 addl attendee?)
July BOD	6,017.99	6,039.99	25,000.00		Committees attending
New Board Retreat	8,200.00	211.84	5,500.00		Based on 2018
October BOD	6,000.00	5,505.12	6,500.00		Same location as 18/19 1 addl attendee?
Total Travel	\$ 33,017.99	\$ 26,098.40	\$ 53,550.00		
Unprogrammed Reserve					
Web	5,000.00	5,297.75	7,445.00		Updated by Sandi

Workers Comp Insurance	500.00	515.54	550.00	Higher payroll
Unprogrammed Reserve			5,253.71	Income Not Allocated
Total Expenditures	\$ 170,498.09	\$ 195,950.84	\$ 215,477.44	
Net Operating Revenue	\$ 36,286.74	\$ 15,956.71	\$ 0.00	
		7,988.16		Voted to carry over 100% New Board Retreat
		7,968.55		Remainder
		3,984.28		1/2 to Ops Res Fund
		11,972.44		Carryover

Preliminary

\$40,000.00

\$11,000.00

\$6,500.00

\$45,000.00

\$5,000.00

\$1,000.00

Self Funding Accounts/Events

Convention Budget developed by Convention Manager, CFO, Meeting Coordinator Policy 1102.4
Budget

The Fund Luncheon Budget developed by The Fund Committee Chair

The Fund Assessment As billed to branches using Policy 1004

Insurance Total billed to all active branches Policy 1005

Leadership Training Budget developed by Leadership Committee Chair

State Project Grant Funding from Project Reserve Account

Preliminary budget will be input by CFO and adjusted as presented by above.



Motion Form for Actions Between Meetings

Motion



Check if this motion is to amend Policies and Procedures.*

I move to:

I move that the board approve the revisions to Policy 501 Nominations, Policy 502 Elections, and Policy 911 Nominations and Elections Committee as presented by the AAUW CA Governance Committee.

Purpose and relevant background:

These proposed changes were made in consultation with the Nominations and Elections Committee Chair and are designed to further clarify the processes and clearly define lines of responsibility. The recommended changes (see attached documents) are in blue italics throughout each document.

Financial impact (if any):

None.

Submitted by: Charmen Goehring

Date 6/23/19

Seconded by (if required): Jane Niemeier

Date 6/23/19

Approved by Governance (if required): Yes No Date: _

Submit to president at statepresident@aauw-ca.org.

****Motions to amend Policies and Procedures must first be submitted to the Governance Committee at governcomm@aauw-ca.org for approval. See "Procedures for Motions to Amend Policies & Procedures."***

Official Use Only

Voting Instructions for Directors

Comments by conference call or email (using Reply All) are allowed until the close date of_____.



This vote will be by conference call scheduled for_____. Call-in details will be provided.



This vote will be by email. Send your vote (Aye, Nay or Abstain) to secretary@aauw-ca.org by_____.



This vote will be by online survey or other means. Details will be provided.

Date motion received:_____Date motion distributed:_____Motion

Action: Approved _____ Defeated _____ Postponed until _____

Record of vote: _____ Ayes _____ Nays _____ Abstentions _____

Recorded in minutes at Board of Directors' meeting on _____



Motion Form for Actions Between Meetings

Motion



Check if this motion is to amend Policies and Procedures.*

I move to:

I move that the board approve the revision to Policy 1006.15 Reimbursement Procedures as presented in the attached document (Proposed changes are in blue italics).

Purpose and relevant background:

The financial policy on the use of the AAUW CA corporate credit card has been unwritten and needed formalizing. At some point in the past the state board did make a decision that large purchases had to be done through purchases orders or paid by the AAUW CA credit card. However, it appears it was never translated into written policy. This motion puts that policy in place along with procedures.

Financial impact (if any):

None.

Submitted by: Charmen Goehring

Date 6/23/19

Seconded by (if required): Jane Niemeier

Date 6/23/19

Approved by Governance (if required): Yes No Date: _

Submit to president at statepresident@aauw-ca.org.

****Motions to amend Policies and Procedures must first be submitted to the Governance Committee at governcomm@aauw-ca.org for approval. See "Procedures for Motions to Amend Policies & Procedures."***

Official Use Only

Voting Instructions for Directors

Comments by conference call or email (using Reply All) are allowed until the close date of_____.



This vote will be by conference call scheduled for_____. Call-in details will be provided.



This vote will be by email. Send your vote (Aye, Nay or Abstain) to secretary@aauw-ca.org by_____.



This vote will be by online survey or other means. Details will be provided.

Date motion received:_____Date motion distributed:_____Motion

Action: Approved _____ Defeated _____ Postponed until _____

Record of vote: _____ Ayes _____ Nays _____ Abstentions _____

Recorded in minutes at Board of Directors' meeting on _____

Policy 501 – Nominations

Nominations

Process stages Nominations to the AAUW CA state Board of Directors follows this process:

Stage	Action
1	<p>The Nominations and Elections Committee Chair will confer with the Communications Committee Chair on the upcoming publication dates that will affect the publication of candidate information in the AAUW CA Perspective and on the website.</p> <p>The Nominations and Elections Committee Chair will present the AAUW CA Board with a recommended calendar of deadlines for the submission of nominations. <i>All deadlines for candidate submissions must be no later than two weeks before the scheduled Annual Meeting/Convention and 30 days prior to the commencement of balloting (members are to be notified of the slate of candidates at least 30 days prior to balloting).</i></p>
2	<p>The board sets the deadline for electronic submission of nominations based upon the recommendations of the Nominations and Elections Chair. Candidate submissions will include <i>the following items</i>: photos, goal statements and candidate information forms <i>approved by the Nominations and Elections Committee</i> (see appendices for forms).</p>
3	<p><i>No later than 6 months prior to the election, the Nominations and Elections Chair shall notify all members of AAUW CA of the director and officer positions open for election and request nominations. Such notice will posted on the AAUW CA Website and in the California Perspective and Fall Administrative Packet that is sent to branch leaders. (Reference: AAUW CA Bylaws: Article XI. Nominations and Elections, Section c)</i></p>
4	<p>Each candidate submits, via the AAUW CA website, correctly completed Candidate Information Forms, recent photos, and a goal statement of no more than 75 words. All information submitted by the candidate must be accurate. <i>No additional information may be requested of the candidates by any person or entity other than the Nominations and Elections Committee.</i></p>
5	<p>All candidate information must be received by the deadline set by the board of directors. The designated contact on the Communications Committee will provide the Nominations and Elections Chair with regular updates of candidate information received. <i>No candidate information is posted to the website for general membership access without the express approval of the Nominations and Elections Chair.</i></p>
6	<p>After the submission deadline, additional individuals wishing to become candidates may submit the required candidate information via the AAUW CA website up until, but no later than, two weeks prior to the scheduled Annual Meeting/Convention of AAUW CA.</p> <p>The Nominations and Elections Committee may also seek and propose additional qualified candidates up until two weeks prior to the scheduled Annual Meeting/Convention of AAUW CA.</p>

7	There are no nominations from the floor during the Annual Meeting/Convention. There will be space provided on the ballot for write-in candidates.
8	<p><i>The Nominations and Elections Committee is responsible for preparing the election ballot and submitting it to the entity that has been identified to conduct the on-line balloting.</i></p> <p>The Nominations and Elections Committee places all candidates on the elections slate for each position in the order that the candidates filed to run for office or the date their candidate information was received on-line via the AAUW CA website.</p> <p>If a nominee, after submitting their candidate information for a specific position, decides to change the position for which s/he is nominated, the Nominations and Elections Committee uses the original submission date to determine the placement on the ballot.</p>
9	The Nominations and Elections Committee provides each candidate with complete information and guidelines pertaining to the nomination and election process.
10	All candidates are required to sign an agreement that affirms that their nomination documents are accurate and that they will abide by campaign rules. (See Policy 502 – Elections).
11	<p><i>The names of the nominees for elected office shall be published and distributed to every member at least 30 days prior to the election.(Reference: AAUW CA Bylaws, Article SI: Nominations and Elections, d.)</i></p> <p>Each voting member <i>of AAUW CA</i> receives the slate of candidates and their individual information in the Winter Issue of <i>California Perspective</i>. <i>The same information will be posted on the AAUW CA website.</i></p> <p>The information posted will include a photo, goal statement, and branch affiliation from each candidate.</p> <p>Additional nominations submitted after the Winter Issue of <i>California Perspective</i> will be posted along with the original slate on the state website in the order they are submitted.</p>
12	The Nominations and Elections Committee posts the Candidates Information Forms and goal statements on the members' only portal of AAUW CA website. Hard copy of this information will be furnished to branch presidents upon written request. Written requests will be submitted to the Nominations and Elections Chair and/or the AAUW CA Office via USPS letter or e-mail.

Policy 502-Elections

502.1 Candidate Campaign Rules

The following is a list of the campaign rules for candidates running for AAUW California state office:

Number	Campaign Rule
1	All nominees that the nominating committee proposes or that are write-in candidates shall be bound by the AAUW CA Nominations and Elections policies.
2	<i>Candidates running as a co-position are each considered an individual candidate under CA Corporate Regulations and each candidate, if elected, exercises an individual right as a member of the board of directors. Each candidate for co-positions will have the same space in the California Perspective and on the state website as an individual candidate.</i>
3	<p>Candidates will submit to the Nominating and Elections committee a signed copy of the Campaign Rules Agreement and agree to abide by the campaign and election procedures and spending limits.</p> <p>Candidates will instruct their supporters/workers of the campaign policies and restrictions and <i>advise them that they are obligated to adhere to these policies and restrictions.</i></p> <p>(See appendix for the Candidate Acknowledgment of Campaign Rules)</p>
4	<p>Candidates may prepare a two-minute video for posting on the website at any time during the campaign. <i>Prior to posting, the Nominations and Elections Chair will preview the video for compliance and then authorize the Communications Committee to post the video.</i></p> <p><i>Candidates are restricted to the posting of their photo, goal statement, branch affiliation, and campaign video on the AAUW CA website. No other campaign messages may be posted.</i></p> <p><i>Candidates are free to set-up an independent website for their campaign and may refer the membership to that website in the online video.</i></p>
5	Candidates listing on the AAUW CA website, <i>California Perspective</i> , and ballot will be based upon the date the candidate's information and agreement are received.
6	Candidates' goal statements, photos and branch affiliation(s) will be published in the <i>California Perspective</i> and on the AAUW CA website if they are received by the deadline.
7	Candidates will be introduced at the annual meeting/convention. There will be a table for candidates to display/distribute campaign literature. Candidates are free to circulate and campaign through the annual meeting/convention, but there will be no formal campaign speeches at the event.

8	<p>Informal meetings with voting members <i>at AAUW CA events</i> include:</p> <p>Not making formal speeches</p> <p>Limiting meeting with voting members and distributing campaign literature in designated space in the common area of the annual meeting/convention</p> <p>Meeting informally and not as part of the meeting agenda</p> <p>Understanding that the physical set-up will be determined before each meeting <i>by the organizing entity</i> and will depend on the number of candidates and the available space.</p>
9	<p>Candidates may ask for branch and member endorsements.</p> <p>The use of AAUW stationery or AAUW CA email systems to endorse or support candidates for statewide office is prohibited in order to avoid any appearance of the state of the state organizations endorsement. <i>Currently seated members of the Board of Directors are encouraged to take a neutral position on candidates running for office. If a director chooses to make an endorsement that director must do so without mentioning their position as a currently seated AAUW CA Director or Officer.</i></p>
10	<p>Candidates may request the member list from the state office <i>and will be billed for any costs associated with procuring that list.</i></p> <p>Candidates are limited to no more than two U.S.P.S. mailings and two e-mail campaign distributions to members.</p> <p>Campaign mailings or e-mails must originate from the candidate or the candidate's supporters and not from any official AAUW CA communications network.</p>
11	<p>All campaign mailings, including electronic distributions, must bear an indication of candidate approval.</p>
12	<p>There are no limits on candidates travel to visit branches and/or Interbranch Councils. <i>These are considered informal gatherings and</i> campaign rules do not permit candidate speeches at those meetings. Distribution of campaign materials is permitted.</p>

502.2 Candidate Campaign Finance Guidelines The following is a list of the campaign finance guidelines for candidates running for AAUW California state offices:

Number	Campaign Finance Guideline
1	<p>There is no requirement nor expectation that candidates spend ANY funds on campaigning. If candidates choose to do so, they must have a campaign treasurer to handle all donations (cash and in-kind), bookkeeping, and reporting. <i>The Nominations and Elections Chair will be advised of the person serving as a candidate's campaign treasurer and that person's contact information.</i></p>

2	Candidates may raise funds or donate to their own campaign to support their campaign activities and to cover expenses of attending the annual meeting/convention. Campaign expenses are not reimbursable by AAUW CA.
3	There is a spending cap of \$750 for director races and the offices of CFO, and Secretary. The spending cap for President-Elect is \$1000.
4	<p>The capped spending amount for all officer/director races shall include all expenses by the candidate and his/her supporters, including the value of in-kind donations, but excluding campaign travel, California Perspective photos, and annual meeting/convention attendance expenses (registration, travel, food and room).</p> <p>Expenses within the capped spending amount include additional photos for brochures or other uses, graphic design, printing, promotional pieces (buttons or other such items), postage, mailing labels, telephone calls, supplies for set-up for “meet the candidates” events, and receptions held at the annual meeting prior to the elections (put on by individuals, branches, or other entities for the purpose of promoting the candidate).</p>
5	<p>All candidates shall submit expense reports to the AAUW CA office on April 1 and June 1. Reports must be submitted even if there are no expenses to report.</p> <p>Receipts, including signed receipts from in-kind donors, will accompany reports. <i>The reports will be forwarded to the Nominations and Elections Chair to be checked for compliance, errors and omissions.</i></p>
6	<p>Candidates may not purchase advertising in any AAUW CA state publication, including <i>annual meeting/convention</i> programs and the <i>California Perspective</i>.</p> <p>Candidates may purchase advertising space in branch newsletters if the policy of the branch permits it.</p>
7	

502.3 Ballot Measures

Requirements The ballot includes, along with candidates running for state positions, any measure requiring the membership vote. These measures may include at a minimum:

- AAUW CA Public Policy Priorities (in odd-numbered years)
- Resolutions
- Bylaws amendments that require *a vote of the general membership* for approval (per Article SVI of the AAUW CA Bylaws)
- Change in state dues

Procedure for Ballot Measures

The following is a list of steps to be followed in placing ballot measures on the ballot

Step	Action
1	Each committee chair responsible for a ballot measure item gets approval for the final language of the measure as it is to appear on the ballot. <ul style="list-style-type: none">• Public Policy Priorities – Public Policy Chair• Resolutions – Parliamentarian• Bylaws Amendments (including change in state dues) – Governance Chair
2	<i>Each committee chair responsible for a ballot measure ensures that the ballot measure, any background rationale, and fiscal impact analysis, if relevant, is published in the Winter issue of California Perspective and posted on the state website at least 30 days prior to voting.</i>
3	<i>Each committee chair responsible for a ballot measure submits to the Nominations and Elections Chair the ballot measure along with rationale and fiscal impact analysis, if relevant, to be included in the elections materials being made available to the branches and general membership along with the candidate information.</i>
4	<i>Each committee chair responsible for a ballot measure ensures that the Nominations and Election Chair has the exact language of the measure as it is to appear on the ballot.</i>
5	Each committee chair responsible for a ballot measure can have available to the membership an online discussion forum for their ballot measure. Forums will be available from March 15 th until the close of the election. If logistically possible, a member of the board or the appropriate committee will facilitate a discussion forum immediately before or after the business sessions of the <i>annual</i>

	<i>meeting/convention.</i>
--	----------------------------

502.4 Election Guidelines

The following is a list of general guidelines for state elections:

Number	Guideline				
1	<p>At the close of nominations:</p> <table> <tr> <th>IF....</th><th>Then</th></tr> <tr> <td> <ul style="list-style-type: none"> There is no ballot measures that require a membership vote, and <i>There are no contested elected positions</i> </td><td>All candidates will be considered duly elected at the close of the annual meeting.</td></tr> </table>	IF....	Then	<ul style="list-style-type: none"> There is no ballot measures that require a membership vote, and <i>There are no contested elected positions</i> 	All candidates will be considered duly elected at the close of the annual meeting.
IF....	Then				
<ul style="list-style-type: none"> There is no ballot measures that require a membership vote, and <i>There are no contested elected positions</i> 	All candidates will be considered duly elected at the close of the annual meeting.				
2	<i>The total number of AAUW CA directors, including the officers, is twelve (12). When there are contested elections for the director positions, excluding the officers, the positions are filled by the candidates for director in descending order of votes received until all positions are filled.</i>				
3	<i>In the case of a contested election for an officers' position, the candidate with the majority vote is elected to the office.</i>				
4	<p><i>If there is tie in the number of votes that two candidates receive for an officer position, the successful candidate will be determined by the drawing of lots that the Nominations and Elections Chair supervises.</i></p> <p><i>Per AAUW CA Bylaws, election will be by plurality if there are three (3) or more candidates for a position or there are more nominees than positions to be filled for directors.</i></p>				
5	If a director, in the middle of her/his two year-term, runs for and is elected to an officer position, the director resigns her/his directorship upon the start of her/his term as officer. <i>The vacancy created by this resignation will be filled by appointment by the AAUW CA Board of Directors. In the event there was a contested election and there were candidates that were not elected to a directorship, consideration will be given by the board to filling the vacancy with one of those candidates. This is a recommendation and not a mandate.</i>				
6	<p><i>The Nominations and Elections Chair is responsible for notifying the candidates of the election results prior to the election results announcement to the general membership. Once this is complete the Nominations and Elections Chair will notify the Communications Chair of the results and give the go ahead for posting to the website and other electronic communications to the general membership.</i></p> <p>The announcement of the election results will be posted for the membership on the AAUW CA website, and announced through electronic communications as soon as possible after the close of the election <i>and the validation of the election results by the</i></p>				

	<i>Nominations and Elections Chair. The election results will be included in the Spring California Perspective.</i>
7	<i>The Nominations and Elections Chair/Committee has full oversight of the election process and puts protocols in place for a fair and unbiased election. All entities that collaborate to provide the membership with information and balloting are accountable to the Nominations and Elections Chair/committee.</i>
8	<i>All members voting in an AAUW CA election must be members of AAUW CA. Each member is entitled to one vote. Once a vote is cast it cannot be changed or withdrawn. If a member feels they made an error in casting their ballot due to technical issues the Nominations and Elections Chair will be contacted and will make the final determination if the member may re-cast their vote.</i>
9	<i>The Nominations and Elections Committee will provide information to the membership via the monthly B2B, AAUW CA website and California Perspective on the election process prior to the balloting to ensure each member has a clear understanding of the process and election guidelines.</i>
10	<p><i>The Nominations and Elections Chair is responsible for procuring the elections vendor for the purpose of balloting. This can be an independent vendor or an entity/person within AAUW CA who reports to the Nominations and Elections Chair, who has the final say on all election protocols.</i></p> <p><i>All balloting methods used for the elections will respect the privacy of the voter. All election results and tallies will be destroyed six months following the election and the destruction of the data will be verified in writing to the Nominations and Elections Chair.</i></p>
11	<p><i>Per AAUW CA Bylaws (Article XI Nominations and Elections, Section 2. Elections (a)), elections will be held in which all members may vote in person, electronically, or by mail.</i></p> <p><i>The Nominations and Elections Chair will work in consultation with the Ballot Vendor/Person to determine the process by which the electronic, by mail, and in person voting will take place. The process will be outlined in detail, with relevant deadlines and reporting expectations, prior to implementing the process.</i></p> <p><i>If the general membership list for AAUW CA is obtained from National, a member of Nominations and Elections or the Ballot Vendor/Person will verify that the list does not contain members-at-large who reside in California and are not members of AAUW CA. Only members of AAUW CA are entitled to vote in AAUW CA elections.</i></p>
12	<i>The balloting period will be open for three (3) weeks.</i>
13	<i>The Nominations and Elections Chair, in consultation with the Communications Committee, will insure that all archival elections data (guidelines, candidate profiles, etc.) are scrubbed from the AAUW CA website prior to the posting of the current election year data.</i>

Policy 911 – Nominations and Elections Committee

911.1 Composition and Term Limits

A chair and up to 11 committee members, providing representation from as many districts as possible across the state, make up the nominations and elections committee. The following rules apply to the committee:

- No sitting director may serve on the committee.
 - No member may serve more than two consecutive one-year terms as a committee member unless the third term is as the committee chair.
 - No member shall serve more than two consecutive terms as committee chair.
-

911.2. Committee Appointment Procedure

The steps involved in appointing committee members are the following:

Step	Action
1	District liaisons and current committee members actively recruit members from their districts to apply for appointment.
2	Applications for committee appointments must be submitted to the state office by the published deadline.
3	The deadline for applications can be extended by one month if there are no applications from at least six of the districts in the state. The extension gives district liaisons more time to recruit applicants.
4	The board appoints a chair and committee members in consultation with the parliamentarian to ensure committee term limits are taken into consideration.

911.3 Chair Duties - The Nomination Process

The chair has overall responsibility for the nominations process. The chair:

- Prepares the Call for Candidates and submits it for publication in the fall *California Perspective*, posting on the AAUW CA website and inclusion in the fall Administrative Packet for branch presidents. The chair does this by:
- Confirming with the Board of Directors which officers and how many directors will be elected.
- Confirming with the Board of Directors the deadline for nominations to be received. The deadline must meet publication deadline for winter *California Perspective*.
- Confirming with the Board of Directors the dates of the 3-week voting period.
- Prepares the Candidate Information Form and arranges for it to be posted on the AAUW CA website.
- Submits candidates' photos, goal statements and Candidate Information Forms for posting on the AAUW CA website in the order they are received.
- Submits candidates' photos and goal statements for publication in the winter *California Perspective* and inclusion in the winter Administrative Packet for branch presidents.
- ~~With the Board of Directors, sets the deadline and process for additional nominations and/or nominations from the floor.~~
- Collects and files candidates' signed acknowledgement of the campaign rules.
- *Consults with the parliamentarian and/or governance chair on questions of policy and procedure regarding the nomination and election processes.*
- *Coordinates, with the Board of Directors, the timing and process for additional nominations after the slate has been presented to the membership.*

(The form is appended to Policy 502).

911.3.1 Chair Duties - Measures and Resolutions

The chair facilitates the process of bringing measures and resolutions to a vote. The chair:

- Works with the appropriate committee chair to ensure that any measure requiring a membership vote, such as resolutions or the
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public policy platform, are submitted in a timely manner and in the proper format for inclusion on the ballot.

- Works with the communications team to create an online forum for discussion of resolutions and public policy issues, if needed.
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911.3.2 Chair Duties - Elections

The chair has responsibility for elections. The chair:

- *The chair researches and makes a recommendation, including cost impact, to the Board of Directors for an elections vendor to conduct the electronic election. The election vendor should provide an impartial electronic election process that protects the privacy of the members' votes and meets the deadlines established for the elections.*
 - *The Board of Directors approves the Election Vendor.*
 - *Makes a recommendation to the Board of Directors for the voting procedures for members who will not or cannot utilize the electronic voting system. These procedures will respect the privacy and confidentiality of the member's vote and fit into the elections timeline.*
 - Contacts the election vendor after the nominations deadline to confirm procedures and set dates for the 3-week voting period.
 - Obtains Excel file of AAUW California members from AAUW thirty days prior to beginning of voting period.
 - After additional nominations are received, sends candidates' names, photos, *Candidate Information Forms*, and Excel membership file to the election vendor.
 - Requests the ballot to be prepared and a sample ballot to be sent to the nominating committee. Once ballot is approved, requests the election vendor to begin the voting period.
 - Verifies that candidates' financial reports have been filed by the required deadlines and follow the campaign rules.
 - *At the conclusion of the voting period, validates/verifies the election results with the election vendor.*
 - *Election results are kept confidential between the election vendor and the nominations and elections chair until all candidates have been notified of the election results.*
 - At the conclusion of the voting period, notifies each candidate of the election results by telephone. *After three (3) unsuccessful attempts to reach a candidate by phone, the chair may notify a candidate by e-mail or text message of the election results.*
 - Provides election results to be posted on the AAUW CA website
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once all candidates have been notified.

- Delivers all election results to the state president, including a report on the breakdown of voting by branch and/or zip code to help evaluate participation rates, with a copy to the secretary for inclusion with archival annual meeting minutes.
 - Submits election results to communications chair for publication in Spring *California Perspective*.
 - Destroys, at the end of the nominating committee process, all confidential proceedings and written information regarding candidates except for Candidate Information Forms and photos.
 - Conducts an annual review of election policies and procedures, campaign policies and timelines to ensure that they are current and relevant. Recommends changes to the board if they require bylaw amendments or the governance committee if policy changes are needed.
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**911.4 Committee
Duties**

The committee duties are responsible for the following:

- Evaluating, seeking, and selecting highly qualified candidates for each office and position. The nominating and elections committee shall be responsible for determining that candidates are AAUW CA members in good standing.
 - Handling any complaints of non-compliance with any campaign rules, including the authority to disqualify candidates who provide false or misleading candidate information or fail to follow the campaign rules.
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1006.15a

**Invoices or Bills for
Goods or Services**

Any invoices or bills for goods or services from an outside vendor should be submitted with a voucher to the Chief Financial Officer for payments directly to the vendor.

A member may not personally pay bills totaling \$1,000.00 and seek reimbursement without prior approval of the Chief Financial Officer

1006.15b

*Using AAUW CA
Credit Card to
purchase Goods or
Services*

The AAUW CA credit card may be used for purchases of any amount, but must be used for purchases of goods or services in the amount of \$1000 or more. Members should not use their personal credit cards for purchases of \$1000 or more for AAUW California or AAUW CA managed programs such as Tech Trek and Speech Trek.

The following procedure will be used to initiate a purchase for a state sponsored program using the AAUW CA Credit Card:

- 1) The representative for the program (program coordinator or financial liaison) will provide a completed voucher with a list of the items to be purchased and all pertinent vendor contact information for the AAUW CA CFO to contact the vendor with the credit card information to complete the purchase. Relevant purchase orders, invoices, etc. are to be attached to the voucher.*
 - 2) The AAUW CA CFO or an authorized signor on the credit card will contact the vendor to complete the purchase. Once the purchase is complete the CFO will notify the project representative that the purchase is complete and provide any relevant documentation and confirmation numbers provided by the vendor.*
 - 3) If the AAUW CA Special Projects Fund serves as the fiduciary agent for the state sponsored program, once the purchase is complete the project representative will immediately submit a voucher with attached documentation (invoices/purchase orders) to the AAUW CA Special Projects Fund for payment to AAUW CA for the reimbursement of the purchase.*
 - 4) The AAUW CFO will record any large purchase, such as computers, as an asset of AAUW CA. Note: Such purchases by state sponsored programs are the property of AAUW CA and not the program.*
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