



Board of Directors January Meeting  
October 14 to 15, 2018  
Marriot Hotel, Long Beach



**BOARD MEETING AGENDA**  
**October 14 & 15<sup>th</sup>, 2018**

- I. Welcome/Roll Call (5 minutes)
- II. Introduction of Visitors/Guests (5 minutes)
- III. Consent Agenda (5 minutes) *Pages 1 - 2*
  - A. Board Minutes June 9, 2018 *Pages 3 - 6*
  - B. Approval of Shirley Stowers
  - C. Approval of new committee members (Lynn Janeway (Financial Literacy), Michele Croci (Leadership), Mary Morrison ( Financial Literacy), Sandi Gabe (Communications), Ainsley Nies (Leadership Dev.), Michele Galmilam (Membership), Lucinda Hallay (TT Treasurer), Cindy Rittershofer – CU/Universities), Nancy Turner,(Communications, Facebook Administrator), Noura Bishay (Communications), Alice Hill, Billie Lee Langley(Nominations) Lucilda Carrillo (Diversity)
- IV AAUW CA Strategic Plan – Committee goals (90 minutes) *Pages 28 - 32*
- V. Board Reports *Committee Reports - Pages 10 - 16*
  - A. President’s Comments – 20 minutes
    - a. Conflict of Interest – Deanna
    - b. Results of phone calls, script for Rd. 2
    - c. Committee Application Form
    - d. ASANA!!!!
    - e. 2019-2020 Dates
    - f. Office space – renegotiated
    - g. Double Time Diversity
  - B. Governance – Sue Cochran – 20 minutes
    - a. Policies & Procedures
    - b. “Mutual vs. Public Benefit” – Trevor Stapleton?
    - c. 13<sup>th</sup> on Board – President-Elect – bylaws change?

- C. AAUW Fund – Dianne Owens– 5 minutes
- D. Branch Support – Ainsley Nies – 5 minutes
- E. Communications – Shirley – 5 minutes
- F. Finance – Pat Ferrer – 30 minutes    *Financial Reports - Pages 7 - 9*
  - a. BOD-only Financial Reports on website
  - b. Budget for National’s printing costs????
  - c. P&P Finance Updates    *Financial Policies Updates - Pages 21 - 27*
- G. Leadership Development – Sharyn Siebert – 5 minutes
- H. Membership – Deanna Arthur /Charmen– 5 minutes
- I. Program – Kathi Harper – 15 minutes
- J. Project Oversight Committee – Lynne Batchelor – 5 minutes
  - a. Approval of ST budget
  - b. Further TT issues
- K. Public Policy – Nancy Mahr – 5 minutes

VI    Discuss Open Issues (30 minutes)

- A. National’s Strategic Plan/Convention 2020
- B. AAUW CA Convention 2020
- C. Schedule for Annual Meeting

VII    Closed Session (if needed)



## Revised Draft Minutes: AAUW CA Board of Director's Minutes

July 14 & 15, 2018

Marriot Hotel, Long Beach

Present: Cathy Foxhoven, Jane Niemeier, Patricia Ferrer, Lynne Batchelor, Deanna Arthur, Charmen Goehring, Kathi Harper, Nancy Mahr, Ainsley Nies, Dianne Owens, Melanie Wade, Sharyn Siebert (10:45 arrival) and Mitra Baghdadi, Diversity Chair (left at 11:30)

The meeting was called to order by the co-presidents Jane Niemeier and Cathy Foxhoven at 10:00 am.

The Icebreaker was for all present to share with the group a favorite saying of one's mother or father.

The motion made by Lynne Batchelor and seconded by Nancy Mahr to approve awarding two grants up to \$500 each per year from State Project Grants for the next two years, 2018-19 was approved (#1). The Project Oversight Committee will refine the guidelines for the State Project Grants and present them for approval at the October meeting.

The motion made by Charmen Goehring and seconded by Dianne Owens to approve the Director's Duties and Responsibilities as revised in the following ways: (1) remove Nominations and Elections from the list of committee chair opportunities (2) change the language "approve" to "vote" for clarity of purpose was approved (#2). Dawn will wordsmith the language in consultation with Ainsley Nies.

The Annual Meeting was discussed. It will be held on April 6 in the San Diego area with Jane Niemeier serving as meeting's planner. The tentative schedule will be a Leadership workshop/event/activity/film, the annual meeting, lunch, Speech Trek, and Program Recognition. The board expressed their desire to emphasize the annual meeting business portion as a part of increasing communication with branches and highlighting what AAUW CA does. Thinking ahead we need to decide on whether we will have a convention in 2020.

It was decided to put the addresses and phone numbers for the full board in the state directory to simplify communications between branches/members and the state board.

The two disbandment proceedings we are aware of are Salinas (Deanna Arthur will check with national to ensure that the papers were filed) and Mission Viejo which will revote on July 29. Discussion followed about how the board can help struggling branches and about conserving/concentrating our resources on branches for which a board intervention will be viable.

Cathy Foxhoven distributed the new work request for Julika Barrett (AAUW CA office manager) and noted that all requests which are not a part of Julika's usual workload and which would require more than a few minutes for her to accomplish are to be sent to Cathy for approval and not sent directly to the office. The motion made by Sharyn Siebert and seconded by Patricia Ferrer that AAUWCA Branch Resource Connection name be changed back to Leader on Loan was approved (#3).

Jane Niemeier updated the board on the Solo case which has been an issue for 4 years. Jane will check to see if there is a provision regarding the concept that time is of the essence. Jane Niemeier informed the board about an incident which occurred at one of the camps this summer. Carol Holzgrafe has been working diligently to find new directors for the camps at Stanford and Sonoma and she has some promising leads for directors. Linda Steinbaugh is terming out and the board is asked to look for

candidates to replace her. We discussed the request for support for T Tag and decided to return it to the requestor and ask for specifics.

The meeting recessed for lunch and called back to order at 1:21 pm by the co-presidents.

Dianne Owens reported that the Fund luncheons are set and are all at the same venues as last year. In August the names of the attending fellows will be finalized and the menus set.

Ainsley Nies reported that she is working with the same struggling branches. She reported that she only has 2 liaisons and that the problem is exacerbated by the BOR publication date. The motion made by Ainsley Nies and seconded by Sharyn Siebert that the existing Policies & Procedures be revised to change the term "Branch Liaison" to "District Liaison" in all places where it appears to reflect current practices was approved (#4).

Melanie Wade reported that Sandi Gabe had been invaluable in updating the website and in providing assistance with the B2B and many other items. The Board was reminded that the due date for B2B is the first of the month with distribution on the fifth of the month. Melanie Wade will take over Twitter and Ainsley Nies will assist with tweets, Jim Doty will do *Perspective*, Nancy Turner will do Facebook. The board is in need of training on Facebook. A short discussion was held on the value of Instagram. Melanie Wade is authorized to take down inappropriate comments posted on our page.

Patricia Ferrer reported that our current insurance only covers events for 500 or fewer participants. She presented the financials, noting the fact that our convention lost almost \$12,000. The motion made by Patricia Ferrer that the board approve liquidating the balance of the Tobey Johnson Trust held by SPF and use that money to fund leadership training at the Annual Meeting in April 2019 carried (#5). A motion made by Patricia Ferrer from the finance committee proposing that the 2018/2019 budget as presented with the following revisions: reinstate January BOD \$6000, increase President's Travel \$1000 to \$3000 and unallocated reserve \$3706.62 was approved (#6). A motion made by Patricia Ferrer and seconded by Lynne Batchelor that \$11,997.83 be transferred from the Operations Reserve Fund to the checking account to cover the 2018 Convention losses was approved (#7).

Sharyn Siebert reported that there is a non-AAUW certification event for non-profits to be held on Oct 6. She reported that the Laguna Beach-Mission Viejo Branch wants a leadership skills presentation sometime in November. Pat Algeier will be asked to loan a past yearbook from Laguna Hills to follow-up with former members. Ainsley Nies and Cathy Foxhoven presented a leadership program at Novato and Ainsley will repeat it August 1. Sharyn Siebert has ideas for development of workshops including ones on confidence building and acknowledgement of life skills as well as ideas from the materials supplied by Virginia Beck. Board members were reminded that they are expected to sign up for inclusion in the Leader on Loan list.

Deanna Arthur and Charlene Goehring reported that Citrus Heights-American River has established a student chapter and that an event at Occidental College is in the works. Mitra Baghdadi is to be added as diversity chair. UC Riverside and Chaffee College need help finding a c/u liaison.

Nancy Mahr reported that her committee will hold a conference call on August 6. The Real Justice organization has asked for our support which will be forthcoming on the Facebook page. The California Council for Reproductive Freedom has asked for our support opposing the proposed regulations on Title X; Nancy will send a letter. Two of the bills which AAUW CA supported passed (pay equity expansion

and better data reporting on payroll gender). The United Nations Association, Southern California division will present AAUW with their Global Citizen award at the Global Forum on August 29 in Los Angeles. Kim Churches will accept the award and Lynne Batchelor, Nancy Mahr and Jane Niemeier will attend. Nancy Mahr was congratulated for writing her informative reply regarding the AAUW policy on immigration.

Dianne Owens reported that the MOU and Policies & Procedures were completed for both Speech Trek and Tech Trek. The motion from the Project Oversight Committee and the Governance Committee to approve the updated Speech Trek P&Ps and the Speech Trek Annual Branch Participation MOU was approved (#8). Items to be considered for Speech Trek include that judges can't be related to Speech Trek team, the same person can't judge both locally and at the state level, judges together will decide on rankings, judges can't be AAUW CA members, 50% for writing and 50% for delivery should be used, the next year's topic should be announced at the convention or annual meeting. The motion made by the Project Oversight Committee and the Governance Committee that the approval of the Speech Trek Annual Branch Participation MOU be signed as part of the Policies & Procedures carried (#9). Next year's topic is Ending Violence in Schools.

Kathi Harper led a discussion on the work done by her committee to revise the goals of the new strategic plan. The plan was approved as distributed with the following changes: Under Branch Connections and Communication remove first sub item [(x%) of branches accessing AAUW-CA for information or assistance], retitle Public Policy Advocacy to Public Policy Advocacy and Education, under Public Policy Advocacy Goal at the end of the sentence strike the word them and insert public policy priorities and under the first sub item strike activism and substitute engagement, change the title from Membership to Branch Infrastructure and rewrite the goal to state Strengthen membership diversity, engagement, growth, and board leadership by providing branches with training, programs and tools which result in:, and to remove the Marketing the Value of AAUW CA (internally and externally). The intent is to incorporate this marketing piece in continued phone calls, public policy work, B2B communications, etc. The suggestion was made that at a minimum the board should read the newsletters of the branches which were assigned to each member for phone calls and to keep data from their newsletters but ideally to read all the branch newsletters in the state. Because all branches do not send their newsletters to the state, if your assigned branch doesn't, you are encouraged to contact them and ask to be included in their email distribution list.

Next year we need to streamline the committee chair notification process.

The meeting was adjourned at 4:48 pm.

The meeting was called to order on July 15 by the co-presidents at 9:07 am.

The consent agenda (April 26 minutes as revised with Kathi Harper looking at leadership development on page 3 and making typographical corrections, Notes from Retreat, Committee Reports as revised, Minutes from the closed April meeting) was approved.

It was decided that when board members do presentations they should use the leader on loan process in order to track presentations but they may waive the fees if they so desire.

We were reminded that we have no oversight of SPF as they are a separate entity, although they often ask for a representative from AAUW at their meetings. Jane Niemeier and Cathy Foxhoven will be included on a conference call with SPF on July 25. Charlene Goehring will send her concerns regarding SPF to the presidents to be addressed in the conference call.

Jane Niemeier and Donna Lilly are our representatives to the Workplace Equity Task Force. This initiative is led by Councilwoman Barbara Bry of San Diego and dovetails with our Work Smart and Start Smart programs.

Cathy Foxhoven will email the evaluations from convention to the fullboard.

The board did brief synopsis of their phone calls. Among the observations were that presidents were that Presidents were generally pleased to be contacted (although some did not return phone calls or email contacts), problems with commitment in Bakersfield, Placentia-Yorba Linda will disband in a couple of years, lack of p&ps, common themes were aging members, lack of officers, devolvement into social club, enthusiasm lacking, need for tech assistance but these problems were countered by news from vital, committed, activist branches. Jane Niemeier will collate the responses so that we have complete and accurate data to use for planning.

The board is asked to remind branches that we have a branch sharing category on the website and we want them to contribute.

It is helpful to know when board members are unavailable, so please send your vacation schedules to Jane Niemeier who will post them.

The meeting was adjourned at 11:56 am.

Respectfully submitted,

Lynne Batchelor, Secretary

**AAUW California**  
**Statement of Financial Position**  
As of September 30, 2018

	Total	Note
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
Chase Checking 6675	\$ 147,041.23	
PayPal Account	7,975.63	
Petty Cash	20.00	
UBS KH 15181 (Checking)	500.24	1
UBS SJ 15166 (Resvd Ops)		
Cash	1,628.01	
Exchange Traded Products	79,488.36	
Fixed Income	71,791.07	
Mutual Funds	0.00	
Total UBS SJ 15166 (Resvd Ops)	\$ 152,907.44	
UBS SJ 15169 (Resrvd Project)		
Cash	2,975.33	
Exchange Traded Products	66,677.98	
Fixed Income	62,084.52	
Mutual Funds	0.00	
Total UBS SJ 15169 (Resrvd Project)	\$ 131,737.83	
UBS SJ 15170 (Conv Reserve)		
Cash	739.94	
Fixed Income Fund	49,645.48	
Total UBS SJ 15170 (Conv Reserve)	\$ 50,385.42	
Total Bank Accounts	\$ 490,567.79	
Accounts Receivable		
Accounts Receivable	17,392.30	
Total Accounts Receivable	\$ 17,392.30	
Rent Deposit	396.00	
Total Other Current Assets	\$ 396.00	
Total Current Assets	\$ 508,356.09	
Fixed Assets		
Accumulated Depreciation	-2,888.20	
Charter Bank CD	0.00	
Furniture and Equipment	4,157.87	
Total Fixed Assets	\$ 1,269.67	
Other Assets		
Total Other Assets	\$ 0.00	
<b>TOTAL ASSETS</b>	<b>\$ 509,625.76</b>	
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Credit Cards		
UBS VISA Credit Card	1,821.30	
Total Credit Cards	\$ 1,821.30	
Other Current Liabilities		
Total Current Liabilities	\$ 1,821.30	
Total Liabilities	\$ 1,821.30	
Equity		
Change in Investments	-4,276.57	
Designated Net Assets	0.00	
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	135,127.80	
Total Equity	\$ 507,804.46	
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 509,625.76</b>	

Note 1. Account will be closed by 10/31/2018 and balance transferred to Chase Checking account

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

Actuals through 10/8/2018

	Actual	Budget	Total Remaining	% of Budget	Note
<b>Revenue</b>					
Annual Meeting Income		10,000.00	10,000.00	0.00%	
Funds Luncheon Income	9,965.63	10,000.00	34.37	99.66%	
Total Insurance Income	46,116.59	50,000.00	3,883.41	92.23%	
Interest Income	5.61		(5.61)		
Leadership Days Income		5,000.00	5,000.00	0.00%	
Total Membership Income	179,041.00	190,105.65	11,064.65	94.18%	1
Other		500.00	500.00	0.00%	
Restricted Income		1,000.00	1,000.00	0.00%	
The Fund Assessment	6,815.00	7,500.00	685.00	90.87%	
Prior Year Carryover		9,775.97	9,775.97	0.00%	
<b>Total Revenue</b>	<b>241,943.83</b>	<b>283,881.62</b>	<b>41,937.79</b>	<b>85.23%</b>	
<b>Gross Profit</b>	<b>241,943.83</b>	<b>283,881.62</b>	<b>41,937.79</b>	<b>85.23%</b>	
<b>Expenditures</b>					
Annual Meeting Expenses		10,000.00	10,000.00	0.00%	
Assesments - The AAUW FUND		7,500.00	7,500.00	0.00%	
Auditing & Tax Prep		6,000.00	6,000.00	0.00%	
Bank Fees	74.40		(74.40)		2
Committee Expenses			-		
Branch Support		1,500.00	1,500.00	0.00%	
Communication		1,100.00	1,100.00	0.00%	
Executive Committee	11.46	300.00	288.54	3.82%	
Finance		15.00	15.00	0.00%	
Funds	15.43	550.00	534.57	2.81%	
Governance		50.00	50.00	0.00%	
Leadership		500.00	500.00	0.00%	
Membership		500.00	500.00	0.00%	
Nominations and Elections Committee		10.00	10.00	0.00%	
Program		200.00	200.00	0.00%	
Public Policy		3,000.00	3,000.00	0.00%	
State Project Oversight		500.00	500.00	0.00%	
<b>Total Committee Expenses</b>	<b>26.89</b>	<b>8,225.00</b>	<b>8,198.11</b>	<b>0.33%</b>	
Dues to other orgs	190.00	600.00	410.00	31.67%	
Election Expense		1,000.00	1,000.00	0.00%	
Expenditures for Others	1,725.00		(1,725.00)		3
Funds Luncheon Expenses	3,103.30	10,000.00	6,896.70	31.03%	
Insurance Exp	46,133.00	50,000.00	3,867.00	92.27%	
Leadership Days Expense		5,000.00	5,000.00	0.00%	
Legal Fees	15,545.61	10,000.00	(5,545.61)	155.46%	4
Lobbyist	20,000.00	60,500.00	40,500.00	33.06%	5
Miscellaneous Exp		200.00	200.00	0.00%	
<b>Total Payroll Expenses</b>	<b>5,401.59</b>	<b>30,000.00</b>	<b>24,598.41</b>	<b>18.01%</b>	

Permits & Fees		100.00	100.00	0.00%	
Postage & Shipping	2,515.15	9,000.00	6,484.85	27.95%	
President's Travel		3,000.00	3,000.00	0.00%	
Printing and Copies	4,930.38	12,500.00	7,569.62	39.44%	
Purchases		500.00	500.00	0.00%	
Rent Expense	3,080.60	9,600.00	6,519.40	32.09%	5.6
Repairs and Maintenance		100.00	100.00	0.00%	
State Projects Grant		1,000.00	1,000.00	0.00%	
Storage	70.40	1,200.00	1,129.60	5.87%	5
Supplies	866.30	1,500.00	633.70	57.75%	
Taxes	68.57	150.00	81.43	45.71%	7
Telephone	78.00	312.00	234.00	25.00%	
Travel			-		
April BOD	1,000.00	6,000.00	5,000.00	16.67%	
Ex Comm Travel		500.00	500.00	0.00%	
January BOD	1,500.00	6,300.00	4,800.00	23.81%	
July BOD	6,017.99	9,000.00	2,982.01	66.87%	
New Board Retreat	211.84	8,200.00	7,988.16	2.58%	
October BOD		7,000.00	7,000.00	0.00%	
Total Travel	8,729.83	37,000.00	28,270.17	23.59%	
Unallocated Reserve		3,394.62	3,394.62	0.00%	
Web	387.00	5,000.00	4,613.00	7.74%	
Workers Comp Insurance	110.76	500.00	389.24	22.15%	
Total Expenditures	113,036.78	283,881.62	170,844.84	39.82%	
Net Operating Revenue	128,907.05	-	(128,907.05)		
Other Revenue					
Dividend Income	1,498.34		(1,498.34)		
Investment Interest Income	7.38		(7.38)		
Realized Gain/Loss Investments	204.22		(204.22)		
Unrealized Gains/Losses	4,327.95		(4,327.95)		
Total Other Revenue	6,037.89	-	(6,037.89)		
Other Expenditures					
Management Fees	879.92		(879.92)		
Total Other Expenditures	879.92	-	(879.92)		
Net Other Revenue	5,157.97	-	(5,157.97)		
Net Revenue	134,065.02	-	(134,065.02)		

## Notes

1. At the same time last fiscal year, our dues were at 85% of budget.
2. Need to discuss with Chase
3. Will be billed out to Tech Trek this month
4. Includes all costs for Corporate issue: Legal, Printing, Postage
5. Four months of payment
6. We were notified that we had not been billed for the assigned covered parking we have been using since we moved to the building. Increased rent \$120 a month. Building has since come to us to ask us to relinquish unused space. Movement of the few files in process. Cathy negotiating updated contract.
7. Personal property tax bill from Sacramento County.

## Committee Reports

<b>Committee</b>	<b>Program</b>
<b>Submitter</b>	Kathleen Harper
<b>Updates</b>	<p>Committee members Harriet Gerza, Nancy Heinrich and I have been in e-contact throughout August and September. We devised and submitted our strategic plan for the year, and have accomplished the following toward our goals:</p> <ol style="list-style-type: none"> <li>1) I submitted an article for the Fall Perspective inviting branches to let us know of any program concerns we could assist with</li> <li>2) I created a template to track programs featured in branch NLs, so committee members could compare and select programs to be featured in each month's B2B issue</li> <li>3) Programs were selected, and spotlight articles were submitted for August and Sept B2B issues</li> <li>4) I shared with committee members the Board's spreadsheet on branch survey results, so that we could identify branches with program issues, which we are currently working on.</li> <li>5) I have contacted Bakersfield-Ridgeview, which is struggling with both program and public policy issues and have offered to make an in-person presentation, am awaiting further contact.</li> <li>6) I have contact Sharyn Seibert to determine how Programs can assist her for the Annual Meeting, am awaiting further input.</li> </ol>
<b>Items for Board Discussion</b>	
<b>Committee</b>	<b>AAUW Fund</b>
<b>Submitter</b>	Dianne Owens
<b>Updates</b>	<ul style="list-style-type: none"> <li>• Committee members, Sharon Westafer, Jan Cook and I met via conference call on August 23. We included Honorary committee members, Liz Bathgate and Judy Horan, Legacy Circle representatives in CA. Honorary member, Muriel Fry was on vacation at the time. We set our goals for the year and our theme for 2018, <i>Our Fellows and Grant recipients are the Future!</i></li> <li>• The two Northern fall AAUW Fund luncheons were held on October 6 in South San Francisco and October 7 in Danville. The Southern luncheon will be held October 13 in Seal Beach and the Central Coast luncheon will be held on February 9, 2019 in Santa Barbara. Six inspirational and very thankful Fellows and Grant recipients spoke in South San Francisco and five spoke in Danville. Eight Fellows and Grant recipients will speak October 13 in Seal Beach. Sharon Westafer has volunteered to be the Fellows Scheduler this year and</li> </ul>

## Committee Reports

	has contacted all 33 Fellows and Grant recipients studying in CA in preparation for the luncheons and future speaking engagements. After the two northern luncheons she received three requests for speakers by Monday, October 8!
<b>Items for Board Discussion</b>	I would like to discuss adding the Fourth Priority Draft Goal, <i>Marketing the Value of AAUW CA (internally and externally)</i> to our Strategic Plan.
<b>Committee</b>	<b>Oversight Committee</b>
<b>Submitter</b>	Lynn Batchelor
<b>Updates</b>	<ul style="list-style-type: none"> <li>• Our committee has held lots of email conferences and I have talked with members individually.</li> <li>• We have 3 members (Carol Holzgraff, Susan Negrete, Rosanne Childs) attending a meeting organized by Linda Stinebaugh on October 27 to address the camp checklist among other items.</li> </ul>
<b>Items for Board Discussion</b>	Clarification on minor details of Tech Trek and Speech Trek issues. Approval of new wording for grants.
<b>Committee</b>	<b>Finance</b>
<b>Submitter</b>	Patricia Ferrer
<b>Updates</b>	<p>CPA Firm has started its review of our FY 2017 2018 records and preparation of our state and federal income taxes.</p> <p>After a rough transition, I believe that all branches are aware of the transfer of our insurance broker from Westport and Associates to Stratton Agency.</p> <p>Our Investment Manager discussed our new portfolio and increased earnings new to the new investment structure. He believes we may have about a 2 percent better return on our investments than if we had kept our socially responsible portfolio.</p>
<b>Items for Board Discussion</b>	None required.

<b>Committee</b>	<b>Public Policy</b>
<b>Submitter</b>	Nancy Mahr

## Committee Reports

<b>Updates</b>	<ul style="list-style-type: none"> <li>• The Committee organized the member IBC/branch liaison list.</li> <li>• We held a phone conference to review the November ballot measures and take appropriate positions.</li> <li>• We reviewed and signed on to a letter to the US Attorney General asking for fair consideration of specific areas that impact access to women’s reproductive health information in the proposed new Title X regulations.</li> <li>• We reviewed and signed on to a letter asking the California Attorney General to ensure that conditions to protect access to comprehensive health care services and services to LGBTQ and low-income patients are met if the proposed merger of 2 Catholic hospital systems is approved.</li> </ul>
<b>Items for Board Discussion</b>	
<b>Committee</b>	<b>Communications</b>
<b>Submitter</b>	Shirley Stowers
<b>Updates</b>	
<b>Items for Board Discussion</b>	
<b>Committee</b>	<b>Branch Support</b>
<b>Submitter</b>	Ainsley Nies
<b>Updates</b>	<p><i>In-Person Branch/IBC Visits (social) – Q4 objective 3 visits. 1 made.</i></p> <p><i>Communication to Branch Support Comm. (IBC Chairs &amp; Branch Liaisons)</i> Q4 objective – submit updates to Branch Knowledge Sharing. 1 new item collected, not yet submitted. Needs tweaks first</p> <p><i>Communication as Branch Liaison –</i> Q4 objective - 1 Branch Liaison communication per area (Tahoe/Truckee, North San Joaquin or South San Joaquin). 1 attempt each, no replies.</p> <p><i>Branch Support - Responded to Branch/IBC Requests/Questions/Concerns (may also come from CA board members) –</i></p> <ul style="list-style-type: none"> <li>• Discussion with Humboldt – request for Fall visit and possible topics. Also discussion about possible new program. Gave her contact info for new Program Chair.</li> </ul>

## Committee Reports

	<ul style="list-style-type: none"> <li>• Several discussion/emails with branch liaison concerning Mission Viejo Saddleback Valley Branch.</li> <li>• Investigated and answered question from Tech Trek coordinator for Santa Clarita Valley branch about use of AAUW name.</li> <li>• Responded to questions from new president of Thousand Oaks branch. Discussed plans for board retreat and possible ways to bring on new board members</li> <li>• Answered questions for Novato (-unrelated to below) and Marysville - who is, where is, how do I, etc.</li> <li>• Several in-person meetings with Novato co-Presidents to help with planning and how they might best work together. Quickly clear working together was not possible. Numerous emails and phone calls with each of co's and other Novato board members. Previous, admired by all, president stepped up and both co-presidents withdrew.</li> </ul> <p><b><i>Bullets for upcoming top priority items (including target completion dates):</i></b></p> <ul style="list-style-type: none"> <li>• In-Person Visits (social) – Q1 objective 2 visits, 1 visit to be as Branch Liaison</li> <li>• Communication to Branch Support Comm. (IBC Chairs &amp; Branch Liaisons)</li> <li>• Q2 objective – submit updates to Branch Knowledge Sharing</li> <li>• Communication as Branch Liaison (Tahoe/Truckee, North San Joaquin or South San Joaquin)</li> <li>• Q1 objective - 1 Branch Liaison communication per area</li> </ul> <p><i>Planned Q2 Branch Support Visits – None at this point</i></p> <p><i>Director Activities:</i></p> <ul style="list-style-type: none"> <li>• Update P&amp;P 903 and include for OCT BOD review/discussion – replace “branch liaison” with “district liaison”</li> </ul>
<b>Items for Board Discussion</b>	
<b>Committee</b>	<b>Tech Trek</b>
<b>Submitter</b>	Linda Stinebaugh
<b>Updates</b>	
<b>Items for Board Discussion</b>	
<b>Committee</b>	<b>Speech Trek</b>

## Committee Reports

<b>Submitter</b>	Marlene Cain
<b>Updates</b>	
<b>Items for Board Discussion</b>	

<b>Committee</b>	<b>Leadership Committee</b>
<b>Submitter</b>	Sharyn Siebert
<b>Updates</b>	<p>Developing workshop topics for leadership development days</p> <p>All committee members have been called, and are working on each of their specialties-e.g.: diversity, leadership in non-profits, etc.</p> <p>Considering a conference call-or a meeting of the 4 members in N.Ca. at one member's home following the mid-Oct. board meeting-to work on issues that arose from phone calls</p>
<b>Items for Board Discussion</b>	None at this time
<b>Committee</b>	<b>Membership</b>
<b>Submitter</b>	Deanna Arthur and Charmen Goehring
<b>Updates</b>	<p>Despite a slow start, the membership committee continues to gather new members and will have information and branch assignments to the members by the date of the board meeting. As of this date, there are no updated membership forms on the website. Although many branches have their own forms, others rely on the information from National.</p>
<b>Items for Board Discussion</b>	Concern regarding branches allowing non-degreed members.
<b>Committee</b>	<b>Nominations</b>
<b>Submitter</b>	<b>Susan Negrete</b>
<b>Updates</b>	<ul style="list-style-type: none"> <li>Chair developed a Call Script, Leadership Call Tracking and Nominees Tracking Report(s) for use in calling and recording results from branch leaders and IBCs.</li> <li>On 9/20 the N&amp;E team comprised of Alice Hill, Billie Lee Langley and Susan Negrete met to discuss the N&amp;E process, call assignments, forms and resources developed. There were no requested changes or adjustments to the process, assignments or documents.</li> <li>The team felt confident they had the time and resources in place to successfully complete the assigned calls by the 10/15/2018 target date.</li> </ul>

## Committee Reports

<b>Items for Board Discussion</b>	
<b>Committee</b>	<b>Financial Literacy</b>
<b>Submitter</b>	Bakula Maniar
<b>Updates</b>	<p>Financial Literacy Committee is working diligently to achieve their goal of updating their web pages and presentation material for Money Trek so branches can take to the appropriate age groups.</p> <p>From May 15, 2010 when we presented the first Start Smart training workshop in Las Positas College in Livermore, we can proudly announce that we presented more than 175 workshops and trained both facilitators and students. There are 29 campuses has three years Contract to do unlimited workshops throughout the State.</p> <p>Now we are also working to get Work Smart rolling which will need lot of work. We also welcome our new new member from N.Y. Roli Wendorf who is interested in working with Work Smart.</p>
<b>Items for Board Discussion</b>	As F.L. Committee Chair I would like to recognize all those presenters of Start Smart workshops for making a dent by training students for salary negotiations and their efforts to reduce the pay gap.
<b>Committee</b>	<b>International Advocacy</b>
<b>Submitter</b>	Indrani Chatterjee
<b>Updates</b>	<p>Tri Branches (Torrance, Palos Verdes &amp; Beach Cities) have organized “Women Empowerment” panel discussion in January, 2019</p> <p>Reminder message will go out to branch president by December, 2018 to support March 8th for International Women’s Day.</p>
<b>Items for Board Discussion</b>	None at this time.
<b>Committee</b>	<b>Diversity</b>
<b>Submitter</b>	Mitra Baghdadi

## Committee Reports

<b>Updates</b>	<p>While there is often a great deal of focus on external outreach when an organization seeks to expand membership, and diversity in membership, a more sustainable plane of action is one that begins with organization-internal education and infrastructure development (phase I) before turning to external outreach (phase II).</p> <p>Based on my study/observation and evaluation of diversity status within the AAUW organization last year. I propose that the organization focus on phase I in 2018-2019.</p> <p>Since I was the only member of the diversity committee, I recruited two faculties of California State University, Long Beach to serve on the diversity committee with me( Pending on the Board approval).</p> <p>I recruited Melissa (Missy) Maceyko last April. She generously helped me with delivering my presentation when suddenly I got ill a week before the convention. She joined AAUW in May and filled out her application to be considered as a committee member for public policy and membership/diversity.</p> <p>I also asked Dr. Luzilda Carrillo to join AAUW and diversity team( please see her CV).</p> <p><a href="https://lucycarrillo.com/">https://lucycarrillo.com/</a>  <a href="https://lucycarrillo.com/cv/">https://lucycarrillo.com/cv/</a></p> <p>I invited and purchased tickets for both of them to Seal Beach fund luncheon this Saturday, Oct 13th to get them more familiar with AAUW organization.</p>
<b>Items for Board Discussion</b>	
<b>Committee</b>	<b>College/University</b>
<b>Submitter</b>	Donna Lilly
<b>Updates</b>	<p>Currently California has 88 college/university partners. 9 of the 88 are new partners. 19 partners have lapsed membership which is listed on the AAUW website. Branch CU chairs and AAUW national staff have asked CU representatives to renew partner membership.</p> <p>Currently 41 members serve as branch CU chairs.</p> <p>29 campuses hold 3-year Start Smart workshop licenses. Start Smart workshops have been scheduled on 3 campuses in October.</p>
<b>Item for Board Discussion</b>	Approve Cindy Rittershofer's application to serve on the CU committee.

# **AAUW CA Speech Trek Proposed Contest Budget 2018-19**

Prepared By Elizabeth Jordan, Treasurer 7/19/2018

Donation	\$5,000.00	
Ent Fees 15X\$2	\$375.00	Based on 15 Branch Entries. 2017/15 branch entries. 2018/14 entries.
	\$5,375.00	
ive Fees		
	\$250.00	
	\$18.75	
y	\$3,400.00	\$1500 1st; \$1000 2nd; \$500 3rd; \$250 4th; \$150 5th.
vel		
Meals	\$500.00	\$50 a day X 3 speakers + 3 Chaperones total 6. Hotel lunches . for 3 judges, Speech Trek Director and Donor @ \$50 each =\$200. 2017 Actual Meal Expenses \$807.00 2018 Meal Expenses \$463.83
Airfare/mileage	\$1,500.00	2018 Transportation \$668.42; 2017 Transportation \$942.30; transportation for 2017 Speakers and Chaperone \$487.30 of that total. In 2015, transportation expense was \$1366.00
Lodging	\$540.00	Accommodations \$180 + taxes per night X 3 speakers and their . chaperones based on 2017 room rates; 2018 Accomodation Expense \$125 a nigh/total \$2510.
pying	\$150.00	Based on 2017 cost of printing brochure and Program \$113.50; no postage has been purchased since 2013; No bill submitted for printing costs in 2018
	\$0.00	
	\$6,358.75	

## minus Expenses

<b>Balance Forward</b>	<b>6,740.25</b>
<b>Revenue</b>	<b>5,375.00</b>
<b>Expenses</b>	<b>6,358.75</b>
<b>Total Funds</b>	<b>-983.75</b> * With Approval this deficit may be made up from reserves if necessary. Otherwise, additional Revenue will be required.

## Speech Trek Income and Expenses 2017-2018

				AAUW CA Speech Trek Project			
				<b>Revenue and Expenses</b>			
				<b>7/1/2017- 6/30/2018</b>			
				Prepared by Elizabeth Jordan, Treasurer			
					un verified with SPF 6/30/2018		
		<b>Previous Year (2016-2017) Balance</b>				6,440.00	
<b>Revenues</b>			Voucher #				
	3/26/2018	Graham Allen Memorial Donation	2018-1	5,000.00			
	26-Mar	Contest Entry Fees (ten branches)	2018-2	250.00			
	26-Mar	Contest Entry Fees (five branches)	2018-3	100.00			
		<b>Total Revenue</b>				5,350.00	
<b>Expenses</b>							
Administrative Fees							
		Allen Donation charge 5%X \$5000	250	250.00			
		Entry Fees charge 14 branches @ \$25 each X 5%	17.5	17.50			
	<b>Total</b>					267.50	
Prize Money \$3400							
	5/2/2018	First Place Caoline Irving	2018-1	1,500.00			
	5/2/2018	2nd Place Rohan Sharma	2018-2	1,000.00			
	5/2/2018	3rd Place Chloe Johnson	2018-3	500.00			
	5/2/2018	Erin McCallon	2018-4	250.00			
	5/2/2018	5th Place Sara Bower	2018-5	150.00			
	<b>Total</b>					3,400.00	

## Speech Trek Income and Expenses 2017-2018

Contest Travel							
	Meals \$300						
	/2018						
	5//2018	AAUW -CA 7 Lunches for 3 contestants, 3 chaperones,	2018-8	350.00			
		Brett Allen, son of donor					
	5/6/2018	Sharma meals	2018-6	70.73			
	5/7/2018	Johnson meals	2018-7	43.10			
	<b>Total</b>					463.83	
	Mileage \$1000						
	5/6/2017	Sharma between Long Beeach Airport and hotel	2018-6	22.70			
		Parking Sacramento Airport	2018-6	24.00			
	5/7/2017	Johnson Mileage between Stockton home ans SMF	2018-7	52.60			
	<b>Total</b>					99.30	
	Airfare	Sharma two airfares each	2018-6	293.20			
		Johnson and Chaperone	2018-7	275.92			
	<b>Total</b>					569.12	\$668.42
	Lodging \$300						
		To AAUW -CA for accomodations contestant & Chaper	2018-9	125.00			
		To AAUW -CA for accomodations contestant & Chaper	2018-9	125.00			
	<b>Total</b>					250.00	\$813.13
	Printing/Copies/Supplies/Postage			0.00			
	<b>Total</b>					0.00	

## Speech Trek Income and Expenses 2017-2018

	Gifts			0.00			
	<b>Total</b>					0.00	
		<b>Total Expenses 2016</b>				5,049.75	
			*Balance Forward				6440
			Total Revenue				5,350.00
			Total Expenses				5,049.75
			Total in Reserves				6740.25
		* Balance Forward is <i>not</i> in agreement with SPF 7/18/2018 eaj					

## **AAUW California Policies and Procedures Proposed Change**

### **Policy 1001—Operations Fund Budget**

Budget The operations fund budget shall reflect the mission, goals, priorities, activities and projects of AAUW CA. It shall be developed in conjunction with the AAUW CA Strategic Plan to identify funding priorities. (See Policy 108-Strategic Plan.) The budget shall include statements of revenue and expense.

#### **Authority and Approval**

The Finance Committee shall develop the budget using realistic estimates for income, historical operating costs, and input from board members and committee chairs. The developed budget is submitted to the board for approval.

#### **Timeline**

A preliminary budget is prepared for the outgoing board for its approval on or before June 15. This budget shall remain in effect until the final budget is approved. The preliminary budget shall be finalized for presentation and approval at the July Board of Directors meeting and, if not possible, no later than August 15.

#### **Monitoring**

The Finance Committee and the CFO shall monitor the budget throughout the year. The CFO will present to the board any budget adjustments needed at the January board meeting.

### **Policy 1002—Bank Accounts**

#### **Bank Accounts**

1. Current bank accounts include
  - a. Convention Self-Insurance Fund
  - b. Operations Reserve Fund
  - c. State Project Reserve Fund
  - d. Operations Checking Account
  - e. PayPalFor each account's purpose and restrictions, see Policy 1003—Investment Policy
2. No new accounts may be in the name of AAUW CA without prior authorization by the president and CFO.

## **Electronic Banking**

1. To the extent possible, AAUW CA shall use electronic bill pay for check issuance.

Use of electronic bill pay allows recurring payments to be made automatically, saves AAUW CA money as postage for being mailed for signature and subsequent mailing to recipient is not required, and pays recipients faster.

2. Signature Authority/Electronic Access. Any AAUW CA financial account utilizing the AAUW CA tax ID number shall have the following officers given signature authority: CFO, President, and President-Elect/Vice President. These officers will also have electronic access to these accounts for check issuance and review of checks issued.

3. All vouchers for payment exceeding \$2000 must be approved for payment by the President or her designee before the voucher is paid using electronic bill payment.

## **Policy 1003—Investment Policy**

### **Purpose**

It is the intent of AAUW CA to invest its monies in a manner that will provide an acceptable investment return for both growth and income while minimizing risk. The purpose of the policy herein is to provide a clear understanding of the guidelines and objectives related to the total AAUW CA investment portfolio for the AAUW CA Board of Directors, the Finance Committee, investment manager, and others. Related activities provided by this Investment Policy include good cash management, control of disbursements, and cost-effective banking relations.

### **Delegation of Authority/Financial Authority**

The delegation of authority is defined in Policy 604, Chief Financial Officer, and Policy 906, Finance Committee.

### **Scope**

These Investment Policies apply to all investment assets of AAUW CA. All investments shall be pooled into one investment account with three sub-accounts: Convention Self-Insurance Fund, Operations Reserve Fund, and State Project Reserve Fund. Balances by type of investment for each sub-account must be maintained in the AAUW CA general ledger.

### **Definition of Accounts**

## **1. Convention Self-Insurance Fund.**

### **a. Purpose**

To serve as self-insurance for shortfalls relating to contractual obligations for state convention, annual meetings, and state-sponsored events due to unforeseen events. Operating losses are NOT covered by this account. b. Requirements

This account maintains a \$50,000 balance. It shall be invested in a money market fund. Any earnings should be transferred to the Operations Reserve Fund at the end of the fiscal year. 2. Operations Reserve Fund

### **a. Purpose**

To provide a source of funds to allow AAUW CA to continue to operate in the event of unforeseen or exceptional cash shortages and cover the day-to-day operating expenses of the organization. This account acts as a reserve for contingencies. If an emergency occurs, the board must approve the amount needed to regain status quo. That approved amount will be transferred to the checking account for disbursement. If the balance drops below \$75,000 the board should act to replenish the fund by transferring funds from other accounts or proposing raising membership dues. The Operations Checking account shall have any losses from state events such as the convention or annual meeting reimbursed from this account. b. Requirements

The Operations Reserve Fund balance shall have a minimum balance of \$75,000. The corpus of this fund should be invested as described.

## **3. State Project Reserve Fund**

### **a. Purpose.**

To provide a source of funds to allow AAUW CA to fund projects as approved by the AAUW CA Board of Directors. b. Requirements. The Operations Reserve Fund balance shall have a minimum balance of \$20,000. The corpus of the fund shall be invested as described below.

## **4. Operations Checking Account.**

### **a. Purpose**

The Operations Checking Account shall be used to receive deposits and to pay for the on-going obligations of the organization. b. Requirements

The checking account shall maintain a minimum balance of \$50,000. If at fiscal year end, the account balance is more than \$75,000 (excluding “deferred dues”), this excess should be transferred to the Operations Reserve Fund for investment. If needed during the year, money may be transferred

into the checking account from the Operations Reserve fund. The amount borrowed should be repaid as soon as possible. If not possible or if loans continue to be necessary, the CFO and her finance committee should consider recommending a dues increase to the general membership.

## **5. PayPal**

### **a. Purpose**

A PayPal account shall be used to receive funds for state events through the ticketing application used for reservations.

b. Requirements  
The PayPal account should be used to receive funds for state events and reimburse the ticketing application for its fees. Funds should be regularly transferred out of PayPal to the Operations Checking Account. At fiscal year end, the balance should be zero unless an event is in progress.

## **6. Prudence**

Investments shall be made with reasonable judgment and care which persons of reasonable prudence, discretion and intelligence exercise in the management of their personal affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. the Finance Committee members and investment managers and/or advisors, acting in accordance with these Investment Policies, and exercising due diligence, shall be relieved of personal responsibility for an individual account's security credit risk or market price changes provided deviations from expectations are reported in a timely fashion to the Executive Committee and appropriate action is taken to control adverse developments excepting therefrom gross negligence or willful misconduct of such persons.

## **Investment Guidelines**

### **1. Objectives**

1. Preservation of capital on an absolute basis
2. Generation of income to enhance the mission of AAUW California
3. Growth of asset value at a rate greater than inflation (as measured by the ConsumerPrice Index [CPI])
4. Provide market (Standard & Poor's 500) equivalent income

Achieving these objectives will require a moderate level of risk, a long-term investment horizon and diversification among assets. The funds will be invested to maximize total return (capital appreciation, interest and dividend income) consistent with a prudent

level of risk.

## **1. Liquidity**

Due to the limited withdrawal of funds from the Operations and State Project Reserve Funds, less than 5% of the balance should be kept in cash.

## **2. Asset Allocation**

The total assets of AAUW California may be managed as a single investment pool. The board of directors has established the following asset allocation guidelines. Any deviation of 15% or more of the total portfolio beyond these allocation limits in any category requires approval from the Finance Committee. Rebalancing of the investments should be performed at least annually. a. Cash and Equivalents (5 to 25%)

Short-term investments (one year or less) shall consist of obligations of the U.S. Government, U.S. Agencies and corporate issues rated A, and the two highest grades of commercial paper. Additionally, a money market fund or comparable investment with like investments may be used. b. Fixed Income (25 – 75%)

All fixed income securities held in the portfolio shall not be rated less than A by Standard & Poor's or Moody's. Maximum ownership of any one issue, exclusive of US Government issues, shall not exceed 15% of the fixed income portfolio at cost. c. Equities (0 – 50%)

The portfolio may hold common stocks publically traded on US Exchanges, NASDAQ listed stocks and securities convertible into such stocks; exchange traded funds, or mutual fund. d. Prohibited Transactions

AAUW California prohibits the following types of investment activities: Margin Purchases, Private Placements or other restricted securities, and Foreign Issues, unless traded on US Exchanges or Markets.

## **3. Return Objectives and Benchmarks**

### **a. Returns**

The compound annual total return objective for the total portfolio is an absolute return after all expenses of the CPI plus at least 3% of the beginning year asset value adjusted for withdrawals. Returns will be measured over three-year moving time periods. The goals are long term; however, performance and

activities of the investment manager(s) and/or advisor(s) will be evaluated at least semi-annually.

#### **b. Standards of Performance**

- Expected minimum net total return (appreciation plus income) should exceed inflation by 3% for equities and 2% for fixed income over a three- year period.
- Expected total return compared to the market should equal or exceed applicable equity or fixed income indexes.
- A ranking in the top 35% of similar “style” equity and fixed investment managers in a database on 3-year and 5-year time horizons.
- Losses over a three-year period should be limited to 10% of the beginning value or maximum value, whichever is greater, in the equity portfolio and 5% in the fixed income portfolio.

### **4. Internal Control**

#### **a. Oversight**

The Board of Directors shall review the investments, procedures and adherence to the Investment Policy and decide what actions will be required. The Finance Committee shall provide to the Board of Directors information it receives from the investment manager(s) and/or advisor (s) and/or third-party custodians to provide a clear picture of the status of the portfolio. b. Communications and Reporting

AAUW California will require the following type and frequency of communication and reporting from its investment manager(s) and/or advisor(s).

- Monthly Monthly statements showing current cash balances, all activity for the previous period, expected yields on the current portfolio, total account equity and prices and values for all securities held at month-end.
- Semi-Annually Investment manager/advisor will provide at minimum semi-annual portfolio presentations to the Finance Committee which will include reports of the portfolio status, time-weighted returns in accordance with association for investment management and research performance measurement standards, performance comparisons to appropriate benchmarks, economic outlook, investment strategies and other related matters that would be of interest to the Finance Committee.

#### **• On-Going**

On-going communication by phone, letter or personal consultation will be required as deemed necessary by the investment manager(s) and/or advisors(s) and/or the Finance Committee.

- **Changes and Deviations** The Finance Committee places trust in and emphasis on the investment strategy employed by the investment manager(s) and/or advisor(s). Any material changes to or deviations from an investment manager(s) and/or advisor(s) approach must be communicated and justified to the board of directors of AAUW-CA. The board requires the investment manager(s) and/or advisor(s) to communicate any significant changes in management or investment personnel immediately.

## **5. Investment Policies Review and Adoption**

It shall be the duty of the Finance Committee to review the policies at least biannually to assure that they remain valid and relevant and recommend any changes in writing to the Board of Directors.

## AAUW California Priorities 2018-2019

### AAUW-CA Priority Area #1: Expanding Branch Connections and Communications

Committee	Actions	Outcomes
AAUW Fund	<ol style="list-style-type: none"> <li>1) Schedule AAUW Fund recipients to speak at 40 branches/IBCs, including the four Fall Luncheons.</li> <li>2) Videotape all Fund Luncheons, and post them on the website.</li> </ol>	Over 300 members will hear Fund fellows speak in person or on the website.
Communications	<ol style="list-style-type: none"> <li>1) ComCom will support two state committees' goals with its resources.</li> <li>2) Implement a minimum of two strategies to establish visibility, value and accessibility.</li> <li>3) Enhance the avenues for branch-to-branch and branch to state communication in a minimum of two ways.</li> <li>4) Package and deliver "Best Practices" to branches three times a year.</li> <li>5) Increase branches' use of state website as a source of information and idea-sharing by 20%.</li> </ol>	
Leadership Development	<ol style="list-style-type: none"> <li>1) Stay in the loop on branch activities.</li> <li>2) Board members who become aware of branch difficulties should notify Leadership Development Chair.</li> <li>3) Call branches as assigned</li> </ol>	<p>Verify leadership happenings and deficits.</p> <p>Receive early notification of branch difficulties.</p>

Nominations and Elections	Contact 100% of IBC Chairs and branch leaders for nominations for the 2019 election.	A list of names
Programs	Twelve branches will demonstrate an increase of mission-based programs.	All 12 branches will have a program plan in place and will have implemented at least two mission-based programs in 2018-2019.
Project Oversight	<p>1) Notify branches and camp administrators of any changes to Tech Trek policies &amp; procedures via B2B or email. Post policies &amp; procedures on website.</p> <p>2) In collaboration with camp directors, arrange visits by POC members to all Tech Trek camps.</p> <p>3) In collaboration with camp directors, revise camp compliance list.</p> <p>4) Facilitate discussions among camp directors on compliance issues, i.e. dress code, etc.</p> <p>5) Ensure that annual Tech Trek Branch Compliance documents are submitted by all participating branches.</p> <p>6) Notify Speech Trek Coordinators of changes to Speech Trek policies and procedures via B2B or email. Post policies &amp; procedures on the website.</p> <p>7) Place articles about Special Project Grants in B2B, Perspective and on website.</p>	<p>1) Posted on website, B2B message</p> <p>2) Calendared for each camp</p> <p>3) Revised compliance list</p> <p>4) Facilitate uniformity of policies &amp; procedures enforcement</p> <p>5) Checklist for camps</p> <p>6) Posted on website, B2B articles</p> <p>7) Website updated, articles in B2B or Perspective</p>

Public Policy	Ensure that every branch and IBC has an active relationship with its public policy liaison.	All branches and IBCs have a connection with the public policy committee for information, sharing and action
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## Priority Area #2: Reinforcing Public Policy Advocacy and Education

Committee	Actions	Outcomes
Communications	<p>1) ComCom will support two committees' goals with its resources.</p> <p>2) Communicate public policy issues through a minimum of one alternative channel.</p>	
Leadership Development	Recruit diverse and younger members and retain current members and encourage them to take leadership roles	New people to lead
Programs	Ensure that 12 branches include public policy priorities in their mission-based programs	All 12 branches will include at least one public policy program.
Public Policy	<p>1) At least 30 branches will hold at least one advocacy or education activity based on AAUW CA public policy priorities.</p> <p>2) At least 30 branches will undertake a community outreach project that is based on one or more of the public policy priorities.</p> <p>3) Identify 15 branches that are participating in AAUW CA'S legislative agenda.</p> <p>4) Increase the number of members using the Action Alerts by 10%.</p>	<p>Goals 1 and 2: Newsletters, election survey reports, liaison reports will indicate whether 30 branches have held public policy activities. Also Leader on Loan for goal 2.</p> <p>3) At least five branches will request training in advocacy with local legislators. Measured by the same sources plus our advocate.</p> <p>4) Track Action Alert sign-ups through National's program.</p>

### Priority Area #3: Strengthening Branch Infrastructure

Committee	Actions	Outcomes
Communications	1) ComCom will support two committees' goals with its resources.  2) Provide branches with a minimum of two specific communication strategies to enhance engagement.	
Finance	Encourage and provide guidance to branches so that they are able to use electronic banking. The intent is to lighten the load of branch treasurers.	25% of contacted branches will switch to electronic banking.
Leadership Development	1) Develop new leaders within branches and IBCs.  2) Recruit diverse membership.  3) Prevent disbandment of current branches and support struggling branches.  4) Develop new leaders and leadership skills workshops.	1) Prevent leadership vacuum in the next fiscal year.  2) Locate and engage new members to step up to leadership roles.  3) Retain all current branches and members.  4) Recruit members not previously in leadership roles.
Membership	Enhance membership diversity, engagement, and board strength by providing branches with leadership training, programs and tools.	30% of branches will demonstrate outreach to diverse groups. 25% of branches will track membership participation rates. 50% of branches will record new leadership in 2019-2020 BOR.

Nominations and Elections	1) Develop a list of 50 – 75 referrals. 2) Contact all names on the list. 3) Facilitate a successful 2019 election.	The election and timely and accurate results posted on the website and in the Perspective.
Programs	1) Ensure that all branches receive information on successful strategies for presenting mission-based programs. 2) Ensure that 12 branches have strategies in place to increase program attendance. 3) Assist Leadership in developing meaningful and worthwhile workshops for the 2019 Annual Meeting.	1) Survey in which 30% of branches indicate that information was useful. 2) The 12 branches will demonstrate a 30% increase in program attendance. 3) 50% of workshop participants will give an overall evaluation of good or better.
Public Policy	All branches will have legislative and public policy information to use in their outreach to new members and new member engagement.	10 branches will report having used public policy and/or legislative issues for membership recruitment and engagement activities. Measured by reports from liaisons and email survey of membership chairs.

**Priority Area #4: Marketing the Value of AAUW and AAUW CA (internally and externally)**  
(AAUW Fund Committee wants to reinstate this goal)

Committee	Actions	Outcomes
AAUW Fund	1) Encourage CA branches to donate \$650,000 to AAUW Fund and to complete CA unfinished endowments and including unrestricted funds. 2) Encourage all twelve board members to donate to AAUW Fund.	\$650,000 will be raised in 2018.