

# Board to Board

A Communication from the

AAUW California Board to Branch Boards

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**SAVE THE DATE!!!**

AAUW California Convention

April 17-19, 2020

Remembering the Past, Rockin' the Future.

Westin San Francisco Airport  
1 Old Bayshore Highway  
Millbrae

See you there!!

Specific program and registration information will be in the winter *California Perspective*.

## Jottings with Jane...

**Cathy Foxhoven and Jane Niemeier**, Co-Presidents, AAUW California, [statepresident@aauw-ca.org](mailto:statepresident@aauw-ca.org)

### A RAINBOW OF FACES

Each branch that wants to participate in Tech Trek must sign a memo of understanding (MOU) and send it on to me to sign. So far I have signed 81 MOUs out of our 123 branches. In the MOU, it states that branches will select campers according to AAUW guidelines. To be in compliance, all volunteers who work with the girls must read the Diversity and Inclusion Policy. The policy states that we must not discriminate according to "age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, and socioeconomic

**What I need to know:** Jane Niemeier must sign all Tech Trek MOU's.

**What I need to do:** Have all Tech Trek volunteers read the Diversity and Inclusion Policy.

**Should I include this in my branch newsletter?** No, this information is for the Tech Trek committee only.

status.” Also in the manual, volunteers learn about the importance of knowing the Americans with Disabilities Act of 1990.

By following these guidelines for diversity and inclusion, all nine of our camps will have a rainbow of faces. And guess what, when I visited the San Diego Camp this past summer, I saw a rainbow of beautiful faces. I also heard from camp directors how they had accommodated girls with disabilities. For example, one girl broke her ankle just before camp, and the camp director moved her room so that she wouldn't have to climb stairs.

Please keep doing what you are doing and continue providing the Tech Trek experience to girls of all races and religions. And help girls who have never had the opportunity to visit a college to have this experience. We thank you for all that you do.

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## AAUW FUND

*Dianne Owens, Director, AAUW Fund Committee Chair, [aauwfund@aauw-ca.org](mailto:aauwfund@aauw-ca.org)*

### **DEADLINE FOR 2019 AAUW FUND DONATIONS: DECEMBER 31, 2019**

The deadline for your branch or individual contributions to AAUW Fund is December 31. Your letter must be postmarked by that date to qualify for this year's donations! Click [HERE](#) for the form to use to submit branch or individual contributions. You can review the AAUW Fund Giving Chart by clicking [HERE](#) to see other choices that will support AAUW's Strategic Plan. If you have any questions, please let me know.

Here are California's Unfinished Endowments as listed in October's Board to Board:

1. Vivian Lamont Coe #4046 (American) needs only \$15,407 to be complete.
2. Danville-Alamo-Walnut #4391 (American) needs \$53,390 for completion.

For every \$750 donated, your branch can honor an individual, a group, or an organization giving extraordinary service to AAUW. However, limiting the number of nominees adds to the prestige of the award. Click [HERE](#) for the Branch Named Gift Honoree form. I will print and mail the Named Gift Certificates to you! Let me know when you

**What I need to know:** The deadline for the 2019 AAUW Fund contribution is December 31, 2019.

**What I need to do:** Request your Named Gift Honoree Certificate(s) if your branch contributes \$750 or more.

**Should I include this in my branch newsletter?** It is too late to let the members know of the contribution deadline in the newsletter but you may want to send out an email reminder.

need them, and I promise to get them to you in plenty of time!

Thanks for all your work to support AAUW Fund this year! We are on our way to reach our goal of \$500,000 from California in 2019!

Happy Holidays!

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## COLLEGE/UNIVERSITY (C/U) COMMITTEE

*Donna Lilly, C/U Committee Chair, [cu@aauw-ca.org](mailto:cu@aauw-ca.org)*

### WHO, WHAT, WHERE, WHY, WHEN AND HOW!

Branch presidents (Who) appointed a branch college/university (C/U) chair to collaborate (What) with students, faculty and C/U partner representatives at a local campus (Where). Together they promote equal pay and gender equity, student leadership, scholarships and the mission of AAUW (Why). Thanks to the AAUW California Communications Committee, now (When) click [HERE](#) to have access to 83 C/U branch chairs, 150 C/U campus representatives, and 12 student organizations who are promoting AAUW programs on 90 C/U campus partners all on one data spreadsheet (How).

Access these connections to create your new C/U branch and campus collaborations. Feel free to call, email or text branch C/U chairs to discuss the secrets to their successes.

California C/U committee members called, emailed and texted 151 branch presidents at 122 branches during the past month to compile the data spreadsheet for your convenience on the state website.

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## COMMUNICATIONS

*Sandi Gabe, Director, Communications Committee Chair, [Communications@aauw-ca.org](mailto:Communications@aauw-ca.org)*

### DOES YOUR WEBSITE TELL THE RIGHT STORY?

Members of the communication team surveyed more than 80 branch websites and assembled tips and tricks to improve managing your site and promoting your branch.

**What I need to know:** A new data spreadsheet is now available showing all individuals involved in the C/U campus partnerships.

**What I need to do:** Take advantage of communicating with others on this spreadsheet.

**Should I include this in my branch newsletter?** No, this information is for branch leaders only.

**What I need to know:** There is a Technology Peer Group meeting on December 11th dealing with branch websites.

**What I need to do:** Share this information with any members who would like to be a part of this group. Send an email requesting to be added to the group.

Join the Technology Peer Group for an interactive discussion to learn more about:

- Managing your website (What are different security levels? Do I need to learn HTML? Where do I find pictures?)
- Defining your audience. Who are you really trying to engage?
- Must-have content. What's most important?
- Future Meetings.

When: December 11th, 7 pm

Where: We'll use Google Hangouts to conduct the meeting. You must be added to the email group in order to receive the connection information.

Who: The Technology Peer Group is open to any branch member. To sign up, send an email to [webteam@aauw-ca.org](mailto:webteam@aauw-ca.org) and request to be added to the group.

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## FINANCE

**Roli Wendorf**, Chief Financial Officer, Finance Committee Chair, [cfo@aauw-ca.org](mailto:cfo@aauw-ca.org)

### FINANCE WORKSHOP AT CONVENTION AND STATE MEMBERSHIP DUES

#### Get Your Finance Questions Answered at Convention

Branches ask a variety of finance questions such as tools for accounting, annual finance reviews, filing taxes, paying dues to state and national, and raising funds for Tech Trek and branch projects. Come to Convention 2020 and get your questions answered! We have a workshop for you! If you have finance issues you'd like addressed in the workshop, please send an email to [cfo@aauw-ca.org](mailto:cfo@aauw-ca.org).

#### State Membership Dues

It is the end of the calendar year, and as your members file their personal tax returns, remember that AAUW California is a 501(c)(4) entity, and state dues of \$20 are NOT tax-deductible.

There has been some confusion about who does and does not pay state dues. Here is a reminder of the rules:

1. 50-Year Honorary Members are exempt from paying state dues. (Note, paid life members must pay state dues).

**Should I include this in my branch newsletter?** It might be too late to let the members know in the newsletter but anyone can join the meeting up until the time of the meeting.

**What I need to know:** There will be a Finance workshop at the 2020 convention to address common questions.

**What I need to do:** Use this list of rules to answer members' questions about the deductibility of state dues.

**Should I include this in my branch newsletter?** No, this information is for the branch leaders only.

2. Younger Women's Task Force members' state dues are 75% of state member dues.
3. New members who receive AAUW membership through national AAUW's "Give a Grad a Gift" program, are exempt from state dues for their first year of membership.
4. State dues are waived for past state presidents.
5. State dues are waived for college/university partner representatives.
6. State dues for graduate students are half the state dues.
7. Student affiliates pay one-half the annual AAUW California fee for affiliation with AAUW California.
8. State student affiliate fees are waived for e-student affiliates.

Click [HERE](#) to download a chart that explains the membership categories and dues.

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## LEADERSHIP DEVELOPMENT

*Elaine Johnson, Director, Leadership Development Committee Chair, [leaderdev@aauw-ca.org](mailto:leaderdev@aauw-ca.org)*

### ENGAGING INTROVERTS IN LEADERSHIP ROLES

The Leadership Development workshop held in Sacramento on November 2nd included recognizing the value of introverts in leadership roles. A key characteristic of introverts is the ability to listen. One of the workshop activities was partnering with another participant in order to identify that person's strengths and reporting those strengths to the entire group. The process of engaging one other person makes it possible for introverts to be included. According to Susan Cain in her book *Quiet*, we greatly underestimate the value of introverts who may be innovative but not necessarily self-promoting. Part of leadership development involves the recognition of talents and the power that comes by using them. In our branches, we can be mindful of some of the quiet members who can contribute their talents.

**What I need to know:** Leadership Development has several activities planned.

**What I need to do:** Watch for updates on workshop dates and try to attend. Send workshop requests and ideas to the committee.

**Should I include this in my branch newsletter?** No, this information is for the branch leaders only.

Actions underway:

- TBD: Leadership Development workshop in Marin
- April 16-18: Leadership Development workshop at AAUW California Convention
- TBD: Leadership Development workshop in Southern California
- Aligning committee goals with the strategic plan of AAUW California.

- Following up on suggestions from workshop participants.

Please contact the Leadership Development Committee to submit your requests and ideas for your branch.

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## PROGRAMS

**Lynne Batchelor**, Secretary, and **Judy Cavin Brown**, Program Chairs, [Program@aauw-ca.org](mailto:Program@aauw-ca.org)

### INTRODUCING YOUR NEW PROGRAM CO-CHAIR JUDY CAVIN BROWN

The board accepted with regret the resignation of Kim Hernandez due to her increasing work commitment. We are very pleased to welcome Judy Cavin Brown who will fill Kim's unexpired term. Judy is an active member and past president of the Santa Cruz County Branch. She has a doctorate in organization and leadership and has spent most of her professional life at non-profit private institutions of higher education.

Have you been submitting your newsletters to AAUW California? Both of us read every submitted newsletter searching for new, unique, impact-producing programs to recognize and share. Be sure your branch is included, please! If you have not been submitting your newsletters, please do so. It is a simple process that you can access by sending your newsletter to [branchnewsletters@aauw-ca.org](mailto:branchnewsletters@aauw-ca.org).

Watch for your winter edition of the *California Perspective* to see details of our fabulous convention. Many branches help members attend the national convention but since there may not be any more national conventions, perhaps your branch could transfer those designated funds to attendees of our California convention. Keep your eyes peeled for transportation sales as you will not want to miss this convention coinciding with the Women's Suffrage Centennial.

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## MEMBERSHIP

**Deanna Arthur**, Director, Membership Committee Chair, [membership@aauw-ca.org](mailto:membership@aauw-ca.org)

### HELP YOUR NON-DEGREED FRIENDS JOIN AAUW!

Do you know someone who would be an asset to AAUW but doesn't have a degree and can't become a member? You

**What I need to know:** There is a new co-chair of the state Program Committee.

**What I need to do:** Send your branch newsletter to AAUW California if it is not currently being sent.

**Should I include this in my branch newsletter?** Yes, keep your branch apprised about the convention.

**What I need to know:** Potentially there is a method for allowing some interested persons without a degree to become an AAUW member.

can submit a letter to the AAUW National Board with justification for why you believe the individual is deserving of membership including an additional list from the prospective member of their work & volunteer experience.

The requests for membership will be reviewed and voted on by the AAUW National Board. A notification will then be received by the branch. Let's flood them with requests before our 2/1/20 membership deadline date. What a great way to get new members (ones who really want to join.)

This is a strong and positive way to end your year – let those women and men know that they are wanted by showing your support for their inclusion in our organization.

**What I need to do:** Submit a letter including a list from the prospective member to National in support of the candidate and request membership approval.

**Should I include this in my branch newsletter?** Include a statement that there might be a path for non-degreed people to join AAUW and suggest that the Membership VP should be contacted for details.

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## SPECIAL PROJECT FUND (SPF)

*Shelley Mitchell, SPF President, [spf-ca.president@aauw.net](mailto:spf-ca.president@aauw.net)*

**Submitted by Sue Cochran**

### END OF YEAR DONATIONS AND TAX DEDUCTIONS

December 31 is quickly approaching --- it's time to get those end-of-the-year 2019 tax-deductible donations submitted to the Special Projects Fund for processing before the close of the year. This includes all donations for Tech Trek, Speech Trek, and branch projects & scholarship programs using SPF as their non-profit fiduciary agent.

Don't miss the opportunity to receive a tax deduction on your donation for 2019. Mail early!

Donors will receive their acknowledgment letters from SPF no later than January 31, 2020, which is the federal deadline for acknowledgment. SPF acknowledges all donations of \$250 and above, with branches directly thanking donors for those donations below \$250.

Remember to visit the new SPF website for up to date forms and information by clicking [HERE](#).

January 1st marks the beginning of a new SPF year. Four new directors will be joining the Board of Directors: Terri Clark (Humboldt), Kathy Schmidt (Petaluma), Linda Slater (Hayward-Castro Valley), and Mary Morrison (Palo Alto). SPF officers for 2020 are Sue Cochran, President, Susan Malecha, Vice-President, Sharon Westafer, Treasurer, and Linda Strotz, Secretary. Director Tobi Balma, La Palma-

**What I need to know:** The deadline for the 2019 SPF contribution is December 31, 2019.

**What I need to do:** Visit the new SPF website for up-to-date forms and information.

**Should I include this in my branch newsletter?** It might be too late to let the members know of the contribution deadline in the newsletter but you may want to send out an email reminder.

Cerritos completes the nine-member Board of Directors for 2020.

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## TECH TREK

*Susan Negrete, and Alice Hill, Tech Trek State Co-Coordinators, [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org)*

### TECH TREK: 2020 BRANCH PACKETS DELIVERED

Tech Trek Branch coordinators and leaders received the 2020 Branch Packet, which is comprised of three zipped files: Documents, Logos & Letterhead, and Brochures. Conduct a thorough leadership review of the new documents before training team members who will meet with schools or work with students. Ensure that your branch Tech Trek team is trained and meets compliance requirements before the 2020 season's activities reach schools and students.

- Branch Packets Delivered: Download the packet from the AAUW California website [HERE](#). The packet contains three files to download and unzip. You will be required to input the password: aauwca
- Branch Packet Review & Training: Branch coordinators and key leaders should meet to carefully review and discuss all Branch Packet materials.
- Read Branch Packet Overview: Take the time to review the folders, schedule and conduct training with Tech Trek project team members before schools and/or students are contacted. Ensure all required forms are signed and submitted on time.
- Branch Packet Form Compliance: Branch and camp leaders are not allowed to change or modify the 2020 materials without California Co-Coordinators' review and change authorization. If there are concerns or questions about a form or how to handle it, adhere to risk management best practices and contact the California Co-Coordinators for support.
- Coming Soon! A 2020 Code of Conduct Form will be distributed in early December. Old or modified forms are not acceptable. Establish that all trained team members have signed the correct 2020 form and return it by 12/31/2019 (or before contact with schools/students begins).
- Help Reduce Your SPF Issues: Since many California branches use the same acronym, please don't use one (or abbreviate your branch name) in the SPF form's branch section. Ensure that your branch name is clearly stated to facilitate efficient SPF processing.
- Branch Packet Questions? Don't assume answers – contact the AAUW California Tech Trek Co-Coordinators to ensure clarity!

**What I need to know:** 2020 Tech Trek Branch Packets can be downloaded from the AAUW California website.

**What I need to do:** Share this information with your branch Tech Trek coordinator and assure that all key people have read the packet thoroughly.

**Should I include this in my branch newsletter?** No, this information is for the Tech Trek committee only.



Branch Tech Trek Teams: Got Questions? Contact both Tech Trek Co-Coordinator at one email address: Alice Hill & Susan Negrete: [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org)

California branch submissions of Tech Trek's 2020 Memorandum of Understanding (MOU) is appreciated! Thanks for the commitment to supporting another great season of college-based STEM camps for California middle school girls.