

# Board to Board

A Communication from the

AAUW California Board to Branch Boards

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It is the time of the year when our nominating committees are hard at work encouraging members to volunteer for a leadership position. The AAUW California website has resources, forms and program ideas to help existing and incoming officers do their jobs. Encouraging prospective officers to check out these supportive resources may make it easier for them to accept a branch position. The top menu bar and dropdown categories are designed to be used/helpful especially for branch leaders and members. The second menu bar is designed primarily for people who are exploring the website to learn more about AAUW. Of course, all searchers are encouraged to use the hourglass, search boxes, and links on the right side of the page.



## Jottings with Jane...

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

### REMEMBERING THE PAST

At our upcoming state convention, we will meet some women from the past who have had a great impact on our lives. Did you know that the first woman to run for President of the United States was Victoria Woodhull? She believed that women already had the right to vote because the 14th and 15th amendments had given all citizens the right to vote. In 1872, she selected the former slave and abolitionist leader Frederick Douglass as her running mate and made an attempt to run for the highest office in our land, but the government refused to put their names on the ballot.

**What I need to know:** Some women from the past will be roaming around the 2020 convention.

**What I need to do:** Encourage your members to attend the convention.

**Should I include this in my branch newsletter?** This information would make an interesting article during the 100th

After she and her sister made a fortune as stockbrokers, they started a newspaper that advocated, among other things, sex education, short skirts, and women's suffrage.

anniversary of women getting the right to vote!

Perhaps you will run into Ms. Woodhull at the convention or maybe you will see the great suffragist, Elizabeth Cady Stanton or the brave and wonderful Harriet Tubman.

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## AAUW FUND

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

### CONVENTION = WORKSHOP & GALA

Are you making plans to attend the 2020 AAUW California convention at the Westin San Francisco Airport, April 17-19? I hope so, as we have an action-packed agenda planned, which includes an AAUW Fund workshop (A6) and gala dinner celebrating AAUW Fund and the centennial of women earning the right to vote.

Our AAUW Fund workshop, "The New and the Tried and True" will feature Heather Miller, National Advancement Director and members of the California Fund Committee. There will be an opportunity to ask questions and share ideas for fundraising. The gala will celebrate the 10 top branches that contributed to AAUW Fund, based on both total amount donated and amount per capita. The 2019 State Named Gift Honoree will be revealed. Hope to see you there!

The deadline for submitting your Named Gift Honoree(s) is February 15th. Your certificates will be mailed to you for a presentation at your special meeting!

Watch for your 2019 Branch Contribution Report. It will be in the mailboxes of the appropriate people very soon.

We surpassed our goal of \$500,000 with a total of \$500,717.80! Congratulations! Thanks for all your work this year!

**What I need to know:** Heather Miller, National Advancement Director will present fundraising ideas at the AAUW Fund workshop at the convention.

**What I need to do:** Ensure your branch has requested your Named Gift Honoree certificate(s) by the February 15th deadline. Encourage your members to attend the convention.

**Should I include this in my branch newsletter?** Yes, share that AAUW Fund surpassed the goal of \$500,000.

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## COMMUNICATIONS

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

### BEYOND THE NEWSLETTER! HOW TO PROMOTE YOUR BRANCH EVENTS

Don't miss an opportunity to explore an arsenal of publicity tools to get the word out about branch events to your members and the public at the AAUW California convention. You'll hear about some tried and true methods as well as some new and different techniques. Maybe it's time to go beyond the

**What I need to know:** New and unique ways to publicize your events will be highlighted at the convention by the AAUW California Communication Committee.

**What I need to do:** Find at least one

newsletter! Click [HERE](#) to register for the convention today and choose workshop B3! Presented by the AAUW California Communications Committee. Costumes might be involved!

committed branch member to attend this workshop.

**Should I include this in my branch newsletter?** Yes, it may spark members to come forward to learn about these different techniques.

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## FINANCE

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

### ATTEND THE FINANCE WORKSHOP AT CONVENTION!

Convention registration is open now. Check out the [website](#) and the January issue of the Perspective for details. One of the many highlights is the finance workshop (A2), "A Roadmap for Branch Financial Management: All Your Questions Answered." It covers a broad range of finance-related topics useful for branch finance officers and other current or potential leaders. Some of the topics will be:

- Keeping track of income and expenses, what tool to use, budgets, and reviews
- Taxes, insurance, fundraising for Tech Trek, branch projects and scholarships, using the Special Projects Fund
- Membership dues collection with Membership Payment Program (MPP), payment of dues to state and national, dual membership payments

I will be moderating a great panel consisting of experts from a number of branches:

- Christine Ritter, President-Elect and Past Finance Officer for Danville-Alamo-Walnut Creek Branch
- Barbara Spencer, President and Past Treasurer of San Francisco Branch
- Tessy Albin, Finance Officer for Morgan Hill Branch
- Sue Cochran, President of AAUW California Special Projects Fund
- Deanna Arthur, Chair of AAUW California Membership Committee

You will learn from the panelists and other branch finance officers how they handle a variety of issues and take back solutions to your branches. You will also make valuable contacts for future interactions.

**What I need to know:** There will be a useful finance workshop at the convention.

**What I need to do:** Encourage your branch Finance VP to attend this workshop at convention.

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

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## LEADERSHIP DEVELOPMENT

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

### CREATING A CULTURE OF INCLUSIVENESS

Many branches have requested that the Leadership Development Committee host workshops that focus on inclusiveness and diversity. Many factors help

**What I need to know:** The Leadership Development Committee is hosting a workshop on how to build interest and participation by focusing on unique AAUW

the committee provide the kind of support that branches request. Our overlap with the Branch Support Committee allows us to collaborate and be responsive to branch requests. In addition, the strategic plan has a leadership development section with which we align our leadership development activities. We also have a specific budget for each year. The feedback from the leadership workshops is being used to improve future workshops. Several suggestions include the need for microphones and time for discussion and planning. Once the energy starts flowing, participants do not want to be cut off because of a fixed agenda.

There will be a leadership development workshop at the convention (B6). You can read about the details in the Winter *California Perspective*. It is on Sunday and entitled "Engagement Promotes Action and Membership Growth." Part of the engagement involves promoting awareness of high priority projects, such as Work Smart, as well as encouraging each branch to participate in the Five Star National Recognition Program. Click [HERE](#) for a detailed description of the Five Star program on the AAUW National website.

The real key to leadership development is participation. Branches are worried about increasing their membership and leadership succession. As we prepare for the coming year, now is the time to request a regional leadership day to provide training and networking for several branches in an area. It is very easy to make the ask simply by emailing a request to [leaderdev@aauw-ca.org](mailto:leaderdev@aauw-ca.org). Starting July 1st, there will be new members on the board and on committees. It will be very helpful to begin now for the transition into next year.

programs. It is also available to present training days in regions.

**What I need to do:** Encourage current and future leaders to attend the convention. Request a regional leadership training day.

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

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## AAUW CALIFORNIA CONVENTION 2020

**Karen Wilkes and Lee Battershell**, *CHAR Days for Girls team leads DAY FOR GIRLS (DfG)*

Join in the fight for equity for women and girls by participating in AAUW California's support of Days for Girls, an international nonprofit that prepares and distributes sustainable menstrual health solutions to girls who would otherwise miss school during their monthly periods.

The Citrus Heights-American River Branch (CHAR) is spearheading this project to bring hygiene kits to Rwandan girls in a refugee camp. Other branches have joined in the effort and you can too! Here's how:

**Attend the AAUW California convention and participate in the Days for Girls session on Saturday morning to fill hygiene kits.**

Kit materials - bring to the convention

- Girls' 100% cotton undies in sizes 10, 12, 14 or 16. Briefs, hipsters or bikini styles (no boy shorts or thongs). Darker colors, floral, geometric are best. No faces or eyes. Note: white undies and washcloths are often included in packages you purchase. These can be dyed a darker color.
- Small travel-sized soaps

**What I need to know:** The convention will include a hands-on session to help assemble menstrual hygiene kits for Rwandan girls.

**What I need to do:** Attend the convention and bring the items listed above.

**Should I include this in my branch newsletter?** Yes, the opportunity to participate in this session may prompt more members to attend the convention.

- Dark washcloths

Even if you can't attend the convention you can help prior by supporting kit creation. See how [HERE](#).

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## TECH TREK

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

### SIGNED CODE OF CONDUCT FORMS REQUIRED BEFORE SCHOOL & STUDENT INTERVIEWS BEGIN

January 31st Deadline Missed? Don't begin school and student activities until the signed Code of Conduct is submitted!

- Missed Signed 2020 Code of Conduct Deadline? Contact California Co-Coordinator for an extension at [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org)
- Submit signed Code of Conduct to [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org)

All branch Tech Trek members meeting with schools and students must complete the required training and must sign the form.

- Marketing Tech Trek? Refer donors and parents to California Tech Trek online.

Click [HERE](#).

- Have Training Questions? Don't assume answers – contact the California Co-Coordinator to ensure clarity!

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

Thanks to Branch Coordinators for sharing branch packet challenges – your feedback helped identify technical fixes!

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## PROJECT OVERSIGHT

*Carol Holzgrafe, Project Oversight Committee Chair, [oc@aauw-ca.org](mailto:oc@aauw-ca.org)*

### NEED FINANCIAL ASSISTANCE FOR A NEW PROJECT?

Is your branch planning a new (or ongoing) project that could use some funding? If so, consider applying for an AAUW California State Project Grant. Click [HERE](#) to find more details and the updated application form. March 1, 2020, is the deadline to apply for one of two grants up to \$500. Mission-based projects will have an edge. The grant awards will be announced at the April convention.

**What I need to know:** Don't begin school and student activities until the signed Code of Conduct is submitted!

**What I need to do:** If yours hasn't been submitted, contact California Co-Coordinator for an extension.

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

**What I need to know:** AAUW California will provide financial assistance to branches, other affiliated entities or individual members that propose a potential new state project.

**What I need to do:** Submit your project request by March 1st.

These grants provide start-up and second-year assistance to branches, other affiliated entities or individual members proposing a potential new state project. Existing projects overseen by the AAUW California Project Oversight Committee are Tech Trek and Speech Trek, though smaller projects are, of course, welcome.

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**Should I include this in my branch newsletter?** Yes, branch members may be inspired to propose a project if they are aware that funding is available.

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## SPECIAL PROJECT FUND (SPF)

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

### NEW YEAR, NEW WEB AND E-MAIL ADDRESSES: MAKE SURE YOU CAN REACH AAUW CALIFORNIA SPECIAL PROJECTS FUND (SPF)

The AAUW California Special Projects Fund migrated to a new website and email addresses at the end of 2019. Please update all of your records and contact us by using the [Contact the Board](#) page on the new [website](#) or e-mail us at [spf-ca.info@aauw.net](mailto:spf-ca.info@aauw.net). Program and project treasurers and chairs need to take special note of this change and immediately start sending ALL ELECTRONIC DEPOSITS, RECORDS, AND VOUCHERS for their programs and projects to [spf-ca.finance@aauw.net](mailto:spf-ca.finance@aauw.net). The old address is no longer active. Ensure that your electronic forms get to SPF --- please update your email list.

**What I need to know:** There is a new Special Projects Fund website and contact information.

**What I need to do:** If your branch is using the SPF, make sure the appropriate members are aware of this change.

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

Don't miss connecting with SPF. Click [HERE](#) to explore the new website.

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