

## Message from the President

### September 2022

Dear Branch and State Leaders,

I've been there. I've done that. I've held nearly every office in my branch. I know what it's like. All of your state leaders have been in your shoes and they do too.

Some of you are old hands and some of you are new to a leadership position. I know you have a big job to do and have plans and ideas to keep your branch vital. You all bring passion and promise to your branch, and I am grateful to you.

My job is to mobilize the state board of directors, 11 committees and a host of other key people to deliver on AAUW California's mission in 2022-2023:

**AAUW California facilitates California branches in meeting the vision and mission of AAUW by providing programs, education, and resources.**

We are here to help you. Please take a moment to look at this packet for some helpful information and to learn more about the state committees and their plans for supporting branches in the coming year.

Reach out to me, an AAUW California director, or a committee chair at any time. We are committed to meeting your needs.

Welcome aboard!

Sandi Gabe

AAUW California State President

[statepresident@aauw-ca.org](mailto:statepresident@aauw-ca.org)



*Linking together for our mission*

## Key Dates

AAUW California 2022-2023 Calendar

(Check the online calendar at [www.aauw-ca.org](http://www.aauw-ca.org) for the most current schedule.)

### 2022

<b>September</b>	Welcome Packet distributed to branch and state leadership.
<b>September 30</b>	Deadline: Member renewal to avoid being dropped from AAUW National roster
<b>October 1-2</b>	Leadership Team meeting - Zoom
<b>October 15</b>	Deadlines: Group Tax Exempt Authorization due to National to be included in umbrella filing
<b>October 15</b>	AAUW Fund Event with the Fellows/Grant Recipients - Zoom
<b>October 22</b>	AAUW Fund Event with the Fellows/Grant Recipients - Zoom
<b>October 23</b>	AAUW Fund Event with the Fellows/Grant Recipients - Zoom
<b>November 12</b>	AAUW Fund Event with the Fellows/Grant Recipients - Zoom
<b>November 15</b>	Deadlines: <ul style="list-style-type: none"> <li>● Insurance and Fund Assessment payments to AAUW California</li> <li>● Branch Federal 990N- if not submitted to AAUW National by October 15</li> <li>● State 199N to California Franchise Tax Board</li> <li>● State RRF-1 (Registration Renewal Fee Report) due to Attorney General's Office</li> </ul>
<b>November 18</b>	Deadline: <ul style="list-style-type: none"> <li>● Speech Trek Memo of Understanding (MOU) due to Speech Trek Program Director</li> </ul>
<b>December 31</b>	Deadline: AAUW Fund donations to be credited for 2022

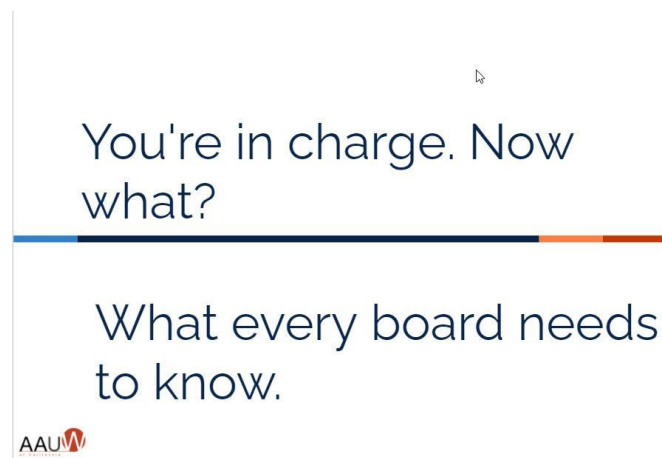
### 2023

<b>January 14-15</b>	Leadership Team meeting: Southern California
<b>February 15</b>	AAUW State Named Gift nomination deadline Tech Trek Branch Participation Memorandum of Understanding deadline
<b>March 1</b>	Deadlines: <ul style="list-style-type: none"> <li>● Candidate submission for the AAUW California board positions</li> <li>● Branch Named Gift Honoree nominations</li> <li>● Official national membership count posted</li> <li>● Speech Trek YouTube videos (1st Place branch winners)</li> </ul>

	<ul style="list-style-type: none"> <li>• Speech Trek Semi-Finals: Judging</li> <li>• Additional state candidate nominations</li> </ul>
<b>March 21-22</b>	Virtual Lobby Days
<b>March 15</b>	Tech Trek camper fees due Branch Activity of the Year Award application deadline
<b>April 3</b>	Branch Activity of the Year Award recipients notified
<b>April 15-16</b>	Board of Directors' meeting: virtual
<b>April 22</b>	Annual Event
<b>April 22-May 13</b>	Election: Members vote for state board nominees and Public Policy priorities
<b>June</b>	State Leadership Team retreat
<b>July 1</b>	Deadline: Branch Officer Report (BOR)

## A WEBINAR YOU NEED TO WATCH! "You're In Charge. Now what?"

This is a webinar that you and your board need to see! Whether you are new to the branch board or have been around for a while, you will learn some new tips to make 2022-23 a great AAUW year. You might want to watch it twice. Click [HERE](#) to begin.



## What are our plans for 2022-2023?

We have exciting plans to meet four big goals. You will be hearing more each month in [Board to Board](#). Best wishes for a successful AAUW year!



**Build Membership**

Use a laser focus to develop resources to help branches build membership.

**Branch Sustainability**

Assist branches struggling with leadership needs.

**Strengthen Connections**

Strengthen connections among the state, the branches, and national AAUW.

**Launch New State Project** Involve membership with exciting new opportunity to engage.

## What Does the AAUW California Organization Do for Me?

### Do you know what your state dues provide?

AAUW California provides its branches and members with....

- Someone to **listen**. Contact a state board member or state committee chair.
- **Insurance** for your branch activities at a discounted rate.
- A series of online workshops with important and **inspiring information**. Watch the Board to Board (B2B) and our website for topics.
- **Tips** from the trenches.
- Projects and programs that **propel the mission**, such as Tech Trek, Speech Trek, the new state project Gov Trek, and more.
- **Legislative advocacy** to support issues that you care about.
- **Action Alert** emails on pending legislation and actions you can take to make your voice heard.
- A showcase for **branch success stories** that you can try. Check out the Programs/Projects menu tab on the AAUW California website.
- **Ongoing communication** through a website, monthly *Board to Board* e-newsletter to branch leaders, social media, and the *California Connection*.
- Peer group **sharing opportunities** for various branch roles.
- **Guidance and materials** from state committees on branch operations.
- **Fund events** to raise awareness of the impact of donations to AAUW Fund.
- State-wide **annual events** to foster learning and sharing with like-minded people.
- Assistance in developing and maintaining **college/university partnerships**.
- Database of all California branches and their leaders; publication of an **annual directory**.
- Access to a state office manager for prompt **assistance, including help answering questions before contacting National** through the *Ask Us First* service at [AskUsFirst@aauw-ca.org](mailto:AskUsFirst@aauw-ca.org).

Visit [aauw-ca.org](http://aauw-ca.org) for details on these benefits and updates on all things AAUW.

## AAUW California Committees



Check out the committees on the [aauw-ca.org](http://aauw-ca.org) website.

Click [HERE](#).

The work of AAUW California is accomplished through various standing committees, special committees, and task forces overseen by the board of directors. Any member of AAUW California in good standing is eligible to serve on a state committee and may **submit an application** to be considered for appointment. Applications are available on the website.

Members are selected and appointed for a one-year term by the board of directors.

### The Leadership Team

**Purpose:** Composed of elected board members and appointed committee chairs and program directors, represents AAUW California in the activities of AAUW at the state, branch, and community levels. The members work in concert to manage state operations and promote communication, programs, education, and resources that meet the vision and mission of AAUW.

**We:**

- Set the direction for statewide action that benefits branch leaders and members.
- Are a conduit between members and AAUW National to clarify objectives and facilitate communication.

**Key dates:**

- April 22, 2023, Annual Meeting

### AAUW Fund Committee - [aauwfund@aauw-ca.org](mailto:aauwfund@aauw-ca.org) (Karen Vanderwerken, Director)

**Purpose:** Provides guidance and support for branch fundraising activities done on behalf of AAUW Fund. Plans AAUW Fund events and programs to educate members about the Fund. Encourages giving to the AAUW Fund. Schedules fellowship and grant recipients to speak at branch meetings and the Fund events

**We:**

- Sponsor the AAUW Fund events where fellowship and grant recipients meet the membership, either in person or through a virtual platform.
- Schedule Fellow and Grant opportunities for branches.
- Prepare Branch Named Gifts Honoree Award Certificates.
- Award State Named Gift Honoree.

**Key dates:**

- October 15, 2022, Fund Event – Zoom
- October 22, 2022, Fund Event – Zoom
- October 23, 2022, Fund Event – Zoom

- November 12, 2022, Fund Event – Zoom
- December 31, 2022, Deadline for AAUW Fund donations for 2022 credit
- February 15, 2023, Deadline for State Named Gift Honoree nominations
- March 1, 2023, Deadline for Branch Named Gift Honoree nominations

### **Branch Support** - [branch@aauw-ca.org](mailto:branch@aauw-ca.org) (Carol Holzgrafe and Sharyn Siebert, Directors)

**Purpose:** Strengthen connections between AAUW California and individual branches so that branches thrive, build membership and impact their communities. Through our experience of sharing best practices and programs from all the California branches, branches can learn from those that are succeeding in the mission.

**We:**

- Develop leadership skills for potential and current branch board members to make the transition from year to year through branch and interbranch council outreach and webinars.
- Promote the use of “Ask Us First” before contacting AAUW National as your first line of defense with your questions.
- Facilitate mergers or disbandment of branches dealing with legal, financial and name change requirements, when necessary.
- Support branch Five-Star recognition.

### **Communications Committee** - [communications@aauw-ca.org](mailto:communications@aauw-ca.org), (Dawn Johnson, Director)

**Purpose:** Develops and delivers AAUW California information to branches and members using a variety of media channels and technological tools. Manages the publication of the monthly *Board to Board* e-newsletter and the *California Connection*. Seeks opportunities to market AAUW both internally and externally. Maintains the AAUW California website and social media sites. Assists other committees with communication needs.

**We:**

- Produce a monthly e-newsletter, the *Board to Board*, focused on what is relevant, timely and action-oriented for branch leaders.
- Produce a general membership monthly e-newsletter, the *California Connection*, with a humorous and informative look at what is going on in AAUW California.
- Support all communication outreach through creative and editorial oversight so that members receive quality materials.
- Host a Technology peer group.

**Key dates:**

- *Board to Board* is published on the fifth of the month.
- The *California Connection* is published on the eighth of the month.

## **Diversity, Equity and Inclusion (DEI) - [diversity@aauw-ca.org](mailto:diversity@aauw-ca.org), (Stormy Miller Sabia, Director)**

**Purpose:** Promotes the national DEI program by increasing awareness of the program, providing references to DEI resources and assisting branches in actively incorporating DEI activities.

**We:**

- Provide an online forum (peer to peer) to listen to branch issues and to facilitate training and sharing of best practices.
- Support membership development, advocacy and action around DEI issues through statewide chats with branches and members.
- Promote the usage of DEI resources, e.g., toolkit, plug and play programming, webinars, with branches to grow a diverse, equitable and inclusive membership.

**Key dates:**

- Watch for webinar postings ([LINK](#)) and key announcements in our monthly newsletters.
- September 10 and 17, AAUW DEI Officer Training sponsored by AAUW National.

## **Finance/Investment Committees - [cfo@aauw-ca.org](mailto:cfo@aauw-ca.org), (Roli Wendorf, CFO); [invest@aauw-ca.org](mailto:invest@aauw-ca.org), (Kathy Ford, Investment Subcommittee)**

**Purpose:** Administers all critical financial matters essential to the operation of AAUW California.

**We:**

- Prepare and monitor budgets and recommend state membership dues
- Administer the insurance program for branches and state projects
- Review investment policies and make appropriate recommendations to the board of directors.
- Monitor state investments being managed by our financial advisor
- Re-designed our website for better navigation, including updated materials - available in September 2022.
- Offer two Q/A sessions on branch finance designed for finance officers but also of interest to members who have questions.
- Facilitate better financial management and oversight for Tech Trek camp treasurers by introducing a standardized tool and processes.
- Provide assistance to branch finance officers as requested

**Key dates:**

- Q/A sessions on branch finance in the fall (2022) and spring (2023)
- September 30, 2022, Deadline for member renewal to avoid being dropped from AAUW National roster
- October 15, 2022, Deadline to ask AAUW National to file your 990-N for you.
- November 15, 2022
  - Insurance and Fund Assessment payments due to AAUW California
  - Branch Federal 990 N- if not submitted to AAUW National by October 15
  - State 199N to California Franchise Tax Board
  - State RRF-1 (Registration Renewal Fee Report) due to Attorney General's Office
  - State CT-TR-1 (Charitable Trust Treasurer Report) due to Attorney General's Office

## Membership Committee - [membership@aauw-ca.org](mailto:membership@aauw-ca.org), (Marsha Swails, Director)

**Purpose:** Assists and educates branches and members on membership recruitment and retention strategies. Develops College/University partner memberships and recruits staff and student affiliates.

**We:**

- Focus on providing marketing and recruitment strategies for branches aimed at target groups, e.g., newly retired from the work force and younger women in their post college early careers.
- Recognize branches successful in increasing membership.
- Through quarterly peer to peer town hall forums, facilitate branch membership chair discussions to share tips and issues.
- Manage C/U relationships including outreach to C/U partners.
- Encourage use of SmartStart/WorkStart programs
- Promote the National Conference for College Women Student Leaders (NCCWSL) leadership conference

**Key dates:**

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## Nominations & Elections Committee - [nominating@aauw-ca.org](mailto:nominating@aauw-ca.org) (Charmen Goehring, Nominations and Elections Chair)

**Purpose:** Administers all aspects of the election of the members of the board of directors in accordance with bylaws and Policies and Procedures.

**We:**

- Find enthusiastic, committed, and proven leaders to serve AAUW California.
- Promote application from membership to participate on the AAUW California Leadership Team and on state committees.
- Support possible candidates for state office through interaction and communication.
- Prepare the membership for the voting process through communication channels, i.e., website, social media, e-newsletters.

**Key dates:**

- March 1, 2023, Candidate submission due for the AAUW California board positions. Apply [HERE](#).
- April 22-May 13, 2023, Election: Members vote for state board nominees and Public Policy priorities.

## Public Policy Committee - [publicpolicy@aauw-ca.org](mailto:publicpolicy@aauw-ca.org), (Kathi Harper, Director)

**Purpose:** Formulates and administers AAUW California's public policy program under the guidance of the state board and within the scope of the national AAUW public policy program. Evaluates, takes positions, and assigns priority status on legislative and ballot measures. With membership input, bi-annually updates the AAUW California Public Policy Priorities. Assists branches in implementing public policy and voter education programs.

**We:**

- Help branches plan for and coordinate public policy programs.

- Write public policy articles and provide training sessions to promote membership advocacy at local and state government levels.
- Keep the membership informed and engaged through our public policy [website](#) page with links to Legislative Advocacy, Issues We Care About and our toolkits for Equal Pay Day and Get Out The Vote (GOTV).

**Key dates:**

- March 21-22, 2023, Virtual Lobby Days
- April 22-May 13, 2023, Members vote for Public Policy Priorities

**Program Committee** - [program@aauw-ca.org](mailto:program@aauw-ca.org) (Janice Lee, Director)

**Purpose:** Collaborates with state committee chairs to identify educational and training ideas for branch leaders and members that reinforce AAUW California mission and support branch needs. Assists in creating engaging content, identifying qualified presenters, coordinating materials creation, and developing timelines to assure programs run smoothly from program conception to live execution of program. Programs to be delivered via webinars. Manages Branch Activity of the Year program that recognizes and awards stellar branch projects and programs annually.

We:

- Assist the AAUW California committees with developing webinars that inform and train membership throughout California.
- Ensure that the webinar content is in accordance with our mission, communication standards, and membership needs.
- Promote the recognition process for branches to showcase their programs to receive state-wide attention and cash awards through the Branch Activity of the Year Aware program.
- Share branch accomplishments, e.g., on the website, in social media, periodicals, that exemplify AAUW's mission and image so others can be inspired and replicate these programs.

**Key dates:**

- March 1, 2023, Deadline for Branch Activity of the Year application.
- April 22, 2023, Annual Event announcement of branch activity award recipients.
- Webinar postings - [LINK](#)

## Programs

**GovTrek** - [govtrek@aauw-ca.org](mailto:govtrek@aauw-ca.org) (Shauna Ruyle, Gov Trek Program Director)

**Purpose:** Provides strategic planning, guidance, and support to launch the virtual Gov Trek program statewide. Plans, launches, and helps manage this 3-month program aimed to help junior and senior high school students explore a career in government. Encourages awareness of and participation in the Gov Trek program.

**We will:**

- Launch a new state project called Gov Trek that will change the game for women in leadership.

- Build a pipeline of high school juniors and seniors interested in political careers.
- Design, administer, and deliver an AAUW California state program that can be managed through local branches, recruiting students from our communities.

**Key dates:**

- November 16, 2022, Gov Trek launch program webinar
- April 8, 2023, Gov Trek finale webinar

**Speech Trek - [speechchtrek@aauw-ca.org](mailto:speechchtrek@aauw-ca.org)** (Marlene Cain, Speech Trek Program Director)

**Purpose:** Manages annual Speech Trek competition that begins each year at the branch level with a speech contest for local high school students and culminates with the three top statewide finalists giving their speeches at the AAUW California Annual Event in April. Gives students the opportunity to speak about how individuals and organizations like AAUW can make a difference in community awareness, security, and action.

**We:**

- Coordinate branch participation.
- Hold a semi-final competition to identify the top three candidates plus an alternate.
- Hold a final competition to identify the top three .
- Present the winning videos at the annual event.

**Key Dates:**

- November 8, 2022 Branch Speech Trek MOUs due
- March 1, 2022 Branch Speech Trek winning video due
- April 22, 2023 - Presentation of winners at Annual Event.

**Tech Trek - [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org)** (Mary Isaac, Tech Trek Program Director)

**Purpose:** Provide program management guidance and support to branches and camp staff through research, assessment, and curating of resources. Areas of activity include: camp administration coordination, training, staff recruitment and development, funding, tracking and evaluation, technology management, and Tech Trek communications to branches, members and external audiences.

**We:**

- Sustain and strengthen branch connections with training, tools, and resources through peer support groups.
- Build future membership through a community framework with California Tech Trek alumni.
- Train, train, train Tech Trek branch coordinators and camp staff on policies, procedures, and updated software.

**Key dates:**

- February 15, 2023 - Branch MOU due.
- March 15, 2023, Tech Trek camper fees due.