

**AAUW GREENSBORO BOARD MINUTES**

Date: Tuesday, October 11, 2016 at 1:30 PM

Location: Community Foundation of Greater Greensboro (CFGG)

**Members Present: Libby Haile, President – Mary Fran Schickedantz, Nominations – Lena Murrill-Chapman, Fundraising – Ann Schwabeland, Membership - Laura Tew, Public Policy/Communications - Cristina Moreira, C/U Liaison – Elaine Morehead, Hospitality – Janie Dominique, C/U Committee – Stephanie Ghotbi-Taheri, Treasurer - Jane Terwillegar, Secretary**

<b>TOPIC</b>	<b>DISCUSSION/DECISIONS</b>
<b>Welcome/Introductions</b>	The meeting was called to order at 1:35 PM by President Libby Haile.
<b>Minutes, Board meeting September 20, 2016</b>	Several corrections were noted. <b>Ann Schwabeland made a motion to accept the September minutes as corrected (2<sup>nd</sup> Laura Tew). The minutes were accepted by voice vote.</b>
<b>Membership</b>	Chair Schwabeland reported that 61 members have paid their dues, with 34 non-renewals still outstanding. She noted that all non-renewals will be dropped from the AAUW roster in November. Chair Schwabeland has been calling all non-renewals to encourage them to keep their membership. Janie Dominique offered to help on the membership committee. Other members are: Everlena Diggs, Madison Lowe, and Carmen Redding.
<b>Financial Report</b>	Treasurer Ghotbi-Taheri reported there is \$991.80 in the primary bank account (includes already allocated dollars) and a reserve account balance of \$2246.91. Currently, \$1250 from reserves is on loan for Fall Fashion show deposits and these will be replaced in December.
<b>Budget for FY'17</b>	<p>The Treasurer also distributed a proposed budget for 2016-2017 (see attached), developed from the requests submitted by each committee chair. This year's budget assumes \$13.00 in dues from 100 members.</p> <p>Also distributed was an Inflow/Outflow summary for Fy'17 (see attached). Projected Revenues are \$24,745.00 and Expenses are projected at \$23,252.00. This includes all the activities of the Branch, from fundraising to NCCWSL scholarships, C/U programs and <i>Tech Savvy</i>. She noted that with our new 501(c)3 status, registration fees for <i>Tech Savvy</i> and grant funds will be received directly into this year's Branch accounts. AAUW will no longer be our fiscal agent. <b>Lena Murrill-Chapman made the motion, "that the proposed budget for 2016-2017 projects and activities be approved." (2<sup>nd</sup> Cristina Moreira.) The proposed budget for 2016-2017 was approved by voice vote.</b></p>
<b>In-Kind contributions</b>	The Treasurer also requested that all in-kind contributions by members be reported to her. She noted that this accumulated data helps donors decide to approve grant applications, so it is very important to keep a record of the cost for refreshments, paper plates, copies, etc. that are contributed by members. Forms for tracking in-kind contributions and reimbursement requests will be available on the Branch website and she requested that these forms be submitted within 14 days of the expenditure.
<b>Get Out the Vote (GOTV) party</b>	Cherrie Wheaton was unable to attend, so she provided a report on her GOTV effort (see attached). Several members met at her home on September 28 <sup>th</sup> to write letters to women who are living in small cities with below average voting turnouts in recent elections. This group sent out 55 letters. In addition, both Libby Haile and Laura Tew reported on their letter writing efforts.

<p><b>Tech Savvy</b></p>	<p>Laura Tew reported on grant writing activity to raise funds for <i>Tech Savvy 2017</i>. National will be returning \$2,289.00 to the Branch for unexpended funds from previous years and is also transferring their \$2500 grant for this year's event. So far, grant applications have been sent to Syngenta, Lincoln Financial, Mattel and TEGNA. The <i>Tech Savvy</i> steering committee is planning to meet in late October.</p>
<p><b>Public Policy/ Communications</b></p>	<p>Chair Tew spoke about the challenges presented for importing membership information from AAUW's web site for local use, such as inclusion on our own web site or printed lists. Currently, as part of her assignment with the Tar Heel Branch and for AAUW NC, she is learning to use the <i>MailChimp</i> program which may be the best option for importing and manipulating membership data.</p>
<p><b>College/University Liaison</b></p>	<p>Chair Moreira reported the committee met in September to discuss activities for the coming year. The current goal is to sponsor at least one <i>Start Smart</i> workshop at each of the C/U institutions this year: High Point, UNCG, Bennett, Guilford and NC A&amp;T. Chair Moreira also met with UNCG's Provost Donna Dunn to discuss AAUW's opportunities for college women and she next plans to arrange an appointment with the Chair of the Women &amp; Gender Studies Department. A day long <i>Elect Her</i> workshop is scheduled at High Point University on October 26<sup>th</sup>. Libby Haile and Jane Terwillegar plan to attend as representatives from the Branch.</p>
<p><b>Fundraising</b>  <b>"Winter Fashion Magic"</b></p>	<p>Chair Murrill-Chapman spoke on the goal to sell at least one hundred tickets for the December 3<sup>rd</sup> Fashion Show in order for the event to be successful (see attached flyer). Currently the committee is contacting possible sponsors and donors, as well as working on plans for publicity. Save the Date e-cards have been emailed to Branch members.</p> <p>Madison Lowe is coordinating the fashion show. All three floors of the Historical Museum lobby will be used for the 45 minute presentation. The theme is winter fashion – featuring winter white and crystal blue colors. Four meetings are scheduled for both designers and models as part of the effort to coordinate a spectacular show.</p>
<p><b>Panera Bread Night</b></p>	<p>To augment the main fundraiser, a restaurant Fundraising Night is planned at Panera Bread (Lawndale Drive) on Thursday evening, Nov. 17<sup>th</sup>, 4-8 pm. If Panera receives at least 50 flyers that evening from AAUW purchases, 20% of those sales will be donated to the Branch (see attached flyer).</p>
<p><b>By-Laws Update</b></p>	<p>President Haile reported here are still a few details being ironed out before completing the by-laws revisions. These need to be submitted to national before the end of December and she expects the by-laws will be ready to be sent to the board prior to the November meeting.</p>
<p><b>Handbook 2016-2017</b></p>	<p>President Haile indicated the member handbook for 2016-2017 is being prepared by Mary Fran Schickedantz and should be ready for distribution soon. Some items suggested for inclusion are: 1) Branch forms for in-kind contributions and reimbursement requests – along with a brief explanation for the use of each- including information such as copies can be rated at \$.10 each, 2) Branch officers, 3)Book Browsers reading list, 4)List of C/U colleges and their representatives, 5) How voting is changed by 501(c)3 status, 6) Letter from President Haile, 7) Public policy information, 8) Information about communications, such as email "<i>Notes</i>" or opting out of email messages, 8) List of community partners, such as YWCA, CFGG, etc.</p>

<p><b>Announcements</b></p> <p><b>Next Board Meeting</b></p> <p><b>Adjournment</b></p>	<p>The annual Women to Woman luncheon sponsored by CFGG is Monday, October 24 at the Koury Center. Libby Haile and Jane Terwillegar plan to attend.</p> <p>The next Board meeting is scheduled for Tuesday afternoon November 15<sup>th</sup>, 1:30 pm, at CFGG.</p> <p>The meeting adjourned at 3:50 PM.</p> <hr/> <p><b>New Branch Members in 2016 as of 11/10/16:</b> <b>Joyce Fairly</b> <b>Dawn Fluerizard</b> <b>Robin Lane</b> <b>Madison Lowe</b> <b>Melanie Maldonado</b></p> <p><b>New members from 2015 who have renewed as of 11/10/16:</b> <b>Denise Brown</b> <b>Linda Carlisle</b> <b>Tonia Cutchin</b> <b>Jennifer Hill</b> <b>Mary Krautter</b> <b>Cristina Moreira</b> <b>Margaret Spinks-Kanipes</b></p>
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