

## Minutes of AAUW Board Meeting

**Date:** Tuesday, August 8, 2017

Following morning Retreat at FCGG

**Members Present:** **Libby Haile**, President; **Lena Murrill-Chapman**, President-Elect; **Peggy Knox**, Vice Chair/Program Committee; **Sue Mengert**, Secretary; **Everlena Diggs**, Membership Committee - representing Ann Schwabeland, Membership Chair; **Mary Fran Schickedantz**, Chair Nominating Committee; **Elaine Morehead**, Chair Hospitality Committee

<i><b>SUBJECT</b></i>	<i><b>DISCUSSION/DECISIONS</b></i>
<p style="text-align: center;"><b>Opening</b></p>  <p><b>Ad hoc Committee Report: Communicating with Members</b></p>	<p>Following the conclusion of the retreat session and members getting settled with box lunches, President Libby Haile opened the business session of the Board at 12:45 p.m. She called attention to the packet containing a calendar of events and related sheets about events. (See attached packet.)</p> <p>Ad hoc committee recommendations re: communication with members (Everlena Diggs, Mary Fran Schickedantz, Lena Murrill Chapman, Sue Mengert)</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. For mailing the third week in August, prepare an attractive postcard: SAVE THE 2017-2018 DATES FOR AAUW EVENTS (It should include the program title, speaker or other description of event, date, time and location of events in September, November, January and March.</li> <li>2. Mail reminder postcards about ten days before the September, November, January and March events.</li> <li>3. Plan a program of some kind to draw members to Annual Meeting in March.</li> <li>4. Use a telephone tree of six (or more) members and a coordinator to contact members</li> </ol> <p>No recommendation was not made related to having a short business meeting during which the membership would vote on an issue(s). Further consideration should be given to this topic.</p> <p>Everlena Diggs recruited and will coordinate phone tree volunteers to remind members of September, November, January and March meetings. (It was suggested that the April luncheon also be included.)</p> <p><b>Laura Tew made the motion to “Ask the membership committee to put forward a budget for the year 2017-18 that includes items such as name badges and printing and postage for mailings to members.”</b> (2<sup>nd</sup> Lena Murrill-Chapman) Passed with voice vote.</p> <p>By consensus the <b>Board agreed to the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Mailing postcards to the membership the third week in August with 2017-2018 SAVE THE DATE EVENTS with dates, speakers/activity and location.</b></li> <li>• <b>Sending a postcard reminder a week prior to the November, January, March and April events.</b></li> </ul>

<p><b>Communications and Decision Making</b></p>	<p>Following discussion of Board communication with membership and decision making, by consensus the <b>Board agreed to initiate the following plan at a series of membership meetings:</b></p> <ul style="list-style-type: none"> <li>• <b>Have a brief explanation of the benefits of AAUW Greensboro gaining 501 (c)3 IRS status.</b></li> <li>• <b>Have a brief report by a committee chair at each membership meeting to share information about a committee’s work and particularly about opportunities for members to participate.</b></li> </ul> <p>Membership Committee Report (See attached)</p> <p><b>President Haile moved to “Approve the report of the membership committee report as amended.”</b> (2<sup>nd</sup>Peggy Knox) Approved by voice vote. (See attached report)</p>										
<p><b>Information Regarding Bookkeeper Position and Treasurer</b></p>	<p>To discuss the position of a branch bookkeeper, Libby Haile, Mary Fran Schickedantz and Laura Tew met with Ms. Robin Morgan, a staff member at CFGG who is extremely knowledgeable about financial records for non-profits. Ms. Morgan will give AAUW Greensboro 90 days free service as a bookkeeper. She will help the branch set up financial files using Quick Books, which will cost \$81 a month if purchased immediately. Ms. Morgan will determine the amount of time a bookkeeper will need to work a month after the system is set up.</p> <p>The branch will also need a Treasurer; a Job Description for that position will be written after the one for Bookkeeper is prepared.</p>										
<p><b>Money from AAUW NC</b></p>	<p>Each NC AAUW branch that sent members to the 2017 AAUW National Convention recently received \$100 from AAUW NC. Following discussion of where to allocate the \$100, <b>Everlena Diggs made a motion to “Allocate the money to the membership committee for use as needed.”</b> (2<sup>nd</sup> Peggy Knox) Passed by voice vote.</p>										
<p><b>Appoint a Cheer Committee</b></p>	<p>After discussion, it was agreed that the president appoint a Cheer Committee to send cards to members who are ill, have a death in their family, etc.</p>										
<p><b>Honorariums</b></p>	<p>Following discussion, <b>Laura Tew moved to “Have the Board Executive Committee make recommendations to the Board about the levels and types of honorariums to give in appreciation of speakers and consultants.”</b> (2<sup>nd</sup> Everlena Diggs) Passed by voice vote. It was suggested that the honorarium should be or cost \$25 or less.</p>										
<p><b>Next Board Meeting</b></p>	<p>1:30 p.m. on Tuesday, September 19 at CFGG</p>										
<p><b>Adjournment</b></p>	<p>The meeting was adjourned at 3:45 p.m.</p> <table border="0" data-bbox="479 1696 1365 1864"> <tr> <td>Other 2017-2018 Board Meeting Dates:</td> <td>Spring Luncheon date:</td> </tr> <tr> <td>October 17</td> <td>January 16</td> </tr> <tr> <td>November 21</td> <td>February 20</td> </tr> <tr> <td>December 19</td> <td>March 20</td> </tr> <tr> <td></td> <td>April 17</td> </tr> </table>	Other 2017-2018 Board Meeting Dates:	Spring Luncheon date:	October 17	January 16	November 21	February 20	December 19	March 20		April 17
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	The meeting was adjourned at 8:45 a.m.

<b>ASSIGNMENTS</b>		
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<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>

<b>NEXT MEETING: August 20, 2013 @ 8:00 a. m.</b> <b>Location</b>
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