

**AAUW GREENSBORO BOARD MEETING MINUTES**

Date: Tuesday, September 18, 2017 at 1:30 PM

Location: Community Foundation of Greater Greensboro (CFGG)

Members Present: **Libby Haile**, President; **Lena Murrill-Chapman**, President Elect; **Peggy Knox**, Vice President/Program Chair; **Laura Tew**, Public Policy/Communications Chair; **Ann Schwabeland**, Membership Chair; **Mary Fran Schickedantz**, Nominations Chair; **Sue Mengert**, Secretary

<b>TOPIC</b>	<b>DISCUSSION/DECISIONS</b>
<b>Welcome/Introduction</b>	The meeting was called to order at 1:30 p.m. by President Libby Haile. President Haile indicated that CFGG volunteer consultants are available to AAUW at no charge for a guaranteed 4 hours because the branch is a member of CFGG. She introduced consultant, Robin Morgan, who has chosen to donate more time to set up needed financial documents for branch 501(c)3 status.
<b>Financial Report</b>	<p>Robin Morgan listed the financial information she needs to set up the documents required for <i>IRS</i> reporting and often requested by Grantors.</p> <ul style="list-style-type: none"> <li>• <i>Quick Books</i> will be used (Cost - \$418 or \$35 a month).</li> <li>• <i>Operating Budget and Income documents</i> are needed. <u>Each program needs an operating budget for AAUW fiscal year, July 1-June 30. Each committee chair needs to provide a budget of expected expenses for the fiscal year 2017-2018.</u></li> <li>• Clean/transparent <i>Profit and Loss documents</i> will be developed. Can be developed for each account.</li> <li>• Important to carefully track all income and expenditures.</li> <li>• End of month will be cut-off for monthly reporting.</li> <li>• Requested the Operating Budget for 2016-2017.</li> <li>• Will supply a new Job Description for the branch Treasurer.</li> </ul> <p>Mary Fran Schickedantz will be the new Registered Financial Agent listed with IRS for 501(c)3 communications (2809 Watauga Drive, Greensboro, NC 27408)</p>
<b>By-Laws</b>	Because of the added paid position of Bookkeeper and the modified role of the Treasurer, <b>the Board recommended that the Executive Committee (elected officers) meet to make the necessary changes in the AAUW Greensboro By-Laws.</b> The By-Laws also need to include the three committees required by the IRS: Governance, Finance, and Nominations.
<b>Request for Financial Support</b>	<p>Elizabeth Freeze, a staff member with Planned Parenthood South Atlantic, made a presentation to request that AAUW Greensboro consider a contribution to the Health Heroes Celebration, a fundraiser in Greensboro on October 19, 2017 at 203 S. Elm Street. Funds raised will be used to provide health services to women at Planned Parenthood South Atlantic centers.</p> <p>Following discussion of the branch’s policy to consider requests for contributions to be used for a purpose that aligns with AAUW’s mission, <b>Ann Schwabeland made a motion to “Contribute \$50 to Planned Parenthood South Atlantic as part of their Health Heroes Celebration.” (2<sup>nd</sup> Elaine Morehead) The motion passed by voice vote.</b></p>
<b>July11/August 8 Board Meeting Minutes</b>	There were no corrections to the minutes. <b>Peggy Knox made a motion to “Approve the Board Meeting Minutes for July 11 and August 8, 2017.” (2<sup>nd</sup> Ann Schwabeland) The motion passed by a voice vote.</b>

<p><b>Membership Report</b></p>	<p>Membership Chair Ann Schwabeland reported that AAUW national lists the Greensboro branch with 71 paid members, plus 2 Life Members. There are thirteen 2016-2017 members from whom there has been no response to contact efforts. At the September 11<sup>th</sup> meeting, Kitty Barnes joined as a new member and Cleta Baker renewed her membership, bringing the total to 75 members.</p> <p>Chair Schwabeland raised the topic of a special welcome event for new members, while also indicating that a year ago only one new person attended. Board members suggested that the membership committee consider a different type of venue, possibly a wine and cheese at 5:00 p.m.</p> <p>Based on the number of new <i>Shape the Future</i> members in 2016-2017, AAUW Greensboro is eligible to give three full memberships prior to June 30. (Shape the Future: for new members who join at event/\$42.50)</p> <p>Following discussion, <b>Elaine Morehead made a motion to "Give one free membership to Dr. Kathryn Addo, the consultant for the August retreat, and the other two free memberships to the first 2 women who complete the training to be AAUW Work Smart/Start Smart Facilitators. (2<sup>nd</sup> Lena Murrill-Chapman) The motion passed by voice vote.</b></p> <p>Appreciation was expressed to Coordinator Everlena Diggs and the Phone Tree for the reminder calls made before the September 11<sup>th</sup> meeting. The last week in August SAVE THE DATES POSTCARDS were also mailed to the 2016-17 list of members. Both efforts were intended to increase communication with members and attendance at meetings.</p>
<p><b>Hospitality at Events September, November, January, March</b></p>	<p>Hospitality Chair Elaine Morehead reported the themes for refreshments: November – Celebrate the Season; January – Warm New Year; March – Bring Good Luck.</p> <p>Chair Morehead indicated that for the four events at CUCC, the hospitality committee spends, on average, \$30 per event (\$120 total), which has been donated as in-kind contribution. President Haile noted that reimbursement forms can be found on the website and should be sent to the Treasurer even in cases of in-kind contributions.</p>
<p><b>Liaison with College/ University Partners</b></p>	<p>President Haile reported that she recently met with Dr. Steve Tate, Chair of the UNCG Computer Science Department, and approximately twelve students who are interested in forming a STARS student organization in the department. AAUW can work with those students for support during our STEM programs.</p>
<p><b>Communications (related to E-Student Affiliates)</b></p>	<p>Communications Chair Laura Tew reported that she took a supply of Tech Savvy tote bags to Aravia Patterson, a Bennett senior and a 2017 recipient of a branch scholarship to NCCWSL. Aravia will use the tote bags as incentives for Bennett students to become AAUW E-Student Affiliate Members. At UNCG, approximately <u>50</u> students went online to become E-Student Affiliates while attending the UNCG volunteer fair.</p>

