



**American Association of University Women North Carolina (AAUW NC)
Board Meeting - October 21, 2020
Minutes**

Meeting Date: October 21, 2020

Meeting Time: 7:30pm-8:30pm

Meeting Location: via Zoom call

Board Members Present: Kathy Pearre; Jane Terwillegar; Margie Maddox; Janet Bunger; Elaine Morehead; Pat Ashe; Wendy Haner; Laura Garmendia; Lena Murrill-Chapman; Adrienne Stuckey

| Subject | Discussion/Progress/Decisions |
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| Welcome/Introduction | <p>Jane Terwillegar, President, called the meeting to order at 7:32pm.</p> <p>Jane Terwillegar opened with congratulations to the coordinators of the Rick Glazier virtual program last night (October 20) .</p> |
| Approval of the previous meeting's minutes | <p>Minutes from the August 12, 2020, and September 16, 2020 meetings were provided by Jane Terwillegar via email prior to the meeting.</p> <p>Members were asked for review and approval of the meeting minutes.</p> <p>Discussion resulted in no corrections for the August minutes.</p> <p>Discussion resulted in one correction for the September minutes: <i>add Pat Ashe to the list of attendees.</i></p> <p>The Board agreed to approve the minutes from August 12, 2020, with no corrections.</p> <p>The Board agreed to approve the minutes from September 16, 2020, with the correction made as noted above.</p> |
| Treasurer's Report | <p>Wendy Haner presented the Treasurer's report for August through September. Income from dues and two donations totaled \$742.00. Expenses from Zoom, DreamHost, and Shared Radiance Performance totalled \$617.65. The checking account balance as of September 30 was \$26,853.29. The savings account balance as of September 30 was \$10,322.92.</p> |

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| | <p>The treasurer’s report was accepted as given.</p> |
| <p>Financial Audit Report</p> | <p>Jeanne Smolkin and Pat Ashe have completed the financial review since the September board meeting.</p> <p>Pat Ashe provided feedback:</p> <ul style="list-style-type: none"> ● The reconciliation was precise to the penny. ● We did not meet the criteria for completing this audit review within a year of the last one. ● Pat Ashe asked if there is a reason why we do not have a report provided to the board of individual donations. Jane Terwillegar noted that we have not had donations prior to this year in recent memory, so there has not been a need. ● Jeanne Smolkin and Pat Ashe recommend adopting a financial accounting software such as Quicken to meet financial recording requirements and to support the treasurer’s work. ● Jeanne Smolkin and Pat Ashe recommend keeping the authorized check signers up-to-date, as this is a policy requirement. <p>Wendy Haner acknowledged and thanked Janet Bunger for ongoing support in the Treasurer’s financial record-keeping processes. Also, Quicken has been purchased.</p> |
| <p>Addition of Second Signatory to Bank Account</p> | <p>Jane Bunger made the following motion:</p> <p>In Section X of our policies, the president will name the treasurer and at least one member of the executive committee to be added to the signature card on all financial accounts.</p> <p>There is no executive committee member who lives near our current treasurer.</p> <p>In Section XVI (C), it states that the Policy Statement may be amended, suspended or rescinded by a 2/3 majority of the Board of Directors members at any board meeting.</p> <p>I move the policy in Section X which relates to the second signer be designated by the president be suspended through June 30, 2022 (the end of the current treasurer's term)</p> <p>This will facilitate the addition of a second signer until new policies are approved.</p> |

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| | <p>If this is approved then Jane can make the appointment.</p> <p>Margie Maddox seconded the motion.</p> <p>Discussion:</p> <p>To add the signatory requires an in-person visit to the bank, which means it would be better for this person to be in Asheville near Wendy Haner.</p> <p>If approved, Jane Terwillegar will appoint the second signatory from the Asheville area. This would require it to be a person outside the Executive Committee, which is why this motion is needed.</p> <p>A $\frac{2}{3}$ vote of the Board of Directors is required.</p> <p>A vote was taken, and the Board was unanimously in favor.</p> <p>Following the vote, Jane Terwillegar appointed Pat Ashe, who lives in the Asheville area, and she accepted the appointment. Since Pat has already completed the financial audit, there will be no conflict with her stepping into this role.</p> |
| <p>Resignation of Virginia Adamson</p> | <p>Jane Terwillegar presented Virginia Adamson’s letter of resignation from the Board as 2020 Centennial Committee Chair as of October 15, 2020, to focus on roles in other organizations.</p> |
| <p>Website Support for Communications</p> | <p>Jane Terwillegar reported that the Executive Committee recommends doing a trial period for a hiree to primarily post on our website. The rate would be \$50 per hour, from funds currently in the budget, for a three-month period. This would allow the Executive Committee to determine how many hours per month are needed for a future, more permanent, part-time hire.</p> <p>Lena Murrill-Chapman reported that Suzanne Amelung was recruited to do the website maintenance but decided not to take on the website work due to other time constraints.</p> <p>Jane Terwillegar urged the Board members to make recommendations of qualified persons to hire.</p> |

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| | <p>Wendy Haner mentioned Pam Silver (AAUW Asheville and faculty at A-B Tech in Communications) might be able to recommend a graduate or other prospective hire. Wendy indicated she will reach out to Pam. Several Board members indicated they will reach out to other potential sources for recommendations.</p> <p>Kathy Pearre and Lena Murrill-Chapman also supported contacting TechTriad to see if they are able to update some things and post events for us as part of our current contract.</p> <p>Lena Murrill-Chapman asked the Board if they would support her reaching out to TechTriad about that request.</p> <p>Jane Terwillegar asked the Board to support temporarily working with TechTriad with Lena Murrill-Chapman making the contact. The Board members indicated support for this plan.</p> <p>Lena Murrill-Chapman further reminded Board members to continue to send her any news announcements with the dates they need to be posted.</p> |
| <p>Branch Presidents' Meetings</p> | <p>Jane Terwillegar reported on the meetings she and Janet Bunger held with Branch Presidents via Zoom on October 14, 15, and 17. Attendees were Mickey Randolph – WCU, Norma Treadwell - Hendersonville, Cynthia Donaldson – Brevard, Bev Larson – Charlotte, and Jeanne D’Addario– Tar Heel and Cape Fear.</p> <p>They reported the following from the meetings:</p> <ul style="list-style-type: none"> ● Branch leaders report concerns about the long-term impact of COVID on membership because of the inability to hold in-person meetings and activities. ● Branch leaders reported hesitance on the part of some members to participate in Zoom meetings. ● Branch leaders expressed interest in planning programming surrounding the diversity initiatives being promoted by Kim Churches and the National leadership. However, they feel that they need some support in identifying effective and meaningful programming. Jane Terwillegar asked Board |

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| | <p>members to consider ways we can provide this support.</p> <ul style="list-style-type: none"> • Janet Bunger reported that the meeting with Branch Presidents was very encouraging as they reported innovative activities across the state. <p>Jane Terwillegar asked Kathy Pearre if we have the capacity to provide some training for Branches for Zoom use. Kathy reported she can schedule some short training sessions.</p> |
| <p>Communications</p> | <p>Lena Murrill-Chapman asked Laura Garmendia to report about <i>Connect</i> and Laura’s retirement as Editor. There is a significant learning curve for doing our newsletter on MailChimp. She states it will be important to begin training others before she needs to step down sometime soon.</p> <p>Pat Ashe requested that Laura Garmendia announce the upcoming November virtual climate program by October 29 on <i>Connect</i>. Lena Murrill-Chapman stated that the event will be posted on the website on October 23.</p> <p>Laura Garmendia commented that she plans to post a recap of last night’s Rick Glazier virtual program in an upcoming issue of <i>Connect</i>.</p> |
| <p>December Virtual Program</p> | <p>Several ideas were discussed.</p> <p>There was broad support for working with the Greensboro Branch to broadcast their Author of the Month (Kelly Starlings Lyons is the author who won our Young People’s Literature Award in 2019) as the state-wide program on the 2nd Tuesday in December, which is December 8. Lena Murrill-Chapman shared details about the event, as she is one of the coordinators. It starts at 7pm, is geared toward children, and should be about 45 minute to an hour long. Lena Murrill-Chapman shared that the Greensboro Branch can pay the fees to increase their Zoom account capacity above 100 attendees if needed.</p> |
| <p>Future Events</p> | <p>Wendy Haner recommended hosting a virtual event on food insecurity and local initiatives, possibly for January.</p> |
| <p>Zoom Account</p> | <p>Kathy Pearre reported that 56-58 attended the Virtual program event last night. The Executive Board, the Board, and Branch Book Clubs are using the Zoom regularly.</p> |

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| | Several other branches are using the account for board meetings. |
| Policy Revisions | Jane Terwillegar reported that she and Jean D’Addario have been working to streamline our policy documents and will report as they make progress. |
| Strategic Planning | <p>Jane Terwillegar reported she has been doing ongoing work to update goals and actions as provided in the strategic planning document sent by email prior to the meeting.</p> <p>Jane encouraged the Board to be thinking about focusing some of the Strategic Plan development for Diversity, Equity and Inclusion. Jane has a meeting planned with Pat Orrange, President of BlueprintNC, and their Executive Director soon to see what they might suggest for our Board to consider. Lena Murrill-Chapman also pointed out the importance of examining the diversity present in Board leadership.</p> <p>Jane Terwillegar asked for additional commentary, and none was given. She noted that the Strategic Plan identifies goal areas, but actions will need to be identified over time.</p> |
| Annual Conference | <p>Discussion was held about the event length and speaker(s).</p> <p>Kathy Pearre recommended having a dynamic speaker from outside of AAUW because this can contribute new perspectives. Laura Garmendia agreed.</p> <p>Jane Terwillegar asked Board members to contact her with their preferences for programming and recommendations for speakers.</p> <p>Jane Terwillegar also asked for someone to volunteer to coordinate the event. Volunteers should contact her separately.</p> |
| Next Meeting | November 18, 2020 |
| Future Meetings | December 16, 2020 January 15, 2021 February 19, 2021 |
| Adjournment | The meeting was adjourned at 9:11 pm. |
| Secretary | The minutes were prepared and submitted by Adrienne |

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| | Stuckey, Secretary, AAUW NC. |
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