



American Association of University Women North Carolina (AAUW NC)
Board Meeting - April 21, 2021
Minutes

Meeting Date: April 21, 2021
 Meeting Time: 7:30 pm
 Meeting Location: *ZOOM*

Board Members Present: **Wendy Haner, Jane Terwillegar, Janet Bunger, Kathy Pearre, Pat Ashe, Adrienne Stuckey, Christi Whitworth, Lena Murrill-Chapman, Cheryl Wheaton, Elaine Morehead, Laura Garmendia, Mary Ann Bents**

Guests Present: **Jean D'Addario**

Subject	Discussion/Progress/Decisions
Welcome/Introduction <i>Jane Terwillegar, President</i>	<p>Jane Terwillegar, President, called the meeting to order at 7:32 pm with introductions and welcome.</p> <p>Jean D'Addario, a past president and member of the Tarheel Branch, is visiting to share about her leadership for the development of the Continuity Report.</p>
Approval of the previous meeting's minutes <i>Adrienne Stuckey, Secretary</i>	<p>Minutes from the previous meeting (March 10) were provided prior to the meeting via email by Adrienne Stuckey, Secretary, prior to the meeting.</p> <p>Members were asked for review and approval of the meeting minutes.</p> <p>Discussion resulted in no corrections. The Board agreed to approve the minutes as presented.</p>
Report of the Annual Meeting Minutes <i>Adrienne Stuckey, Secretary</i>	<p>Minutes from this year's March 2021 Annual Business meeting were recorded by Adrienne Stuckey. The reading committee members, appointed by Jane Terwillegar, were Christi Whitworth and Laura Garmendia. They have reviewed and approved the minutes from the annual meeting <i>and the minutes will be posted on the website.</i></p>
Treasurer's Report <i>Wendy Haner, Treasurer</i>	<p>Wendy Haner presented the treasurer's report. We have completed one month of the current quarter, so this was just</p>

	<p>an update on progress in the current month. The balance is \$25,388.62 in the checking account, and the account has been reconciled. Wendy is beginning to work on the FY 2021-2022 budget, which will be presented to the board in May. She notes that membership income is low for this time of year as of April 15.</p>
<p>Brief Review of the Virtual Annual Meeting/Business Meeting 3/19-3/20</p>	<p>Jane Terwillegar asked Board members for feedback from their branches.</p> <ul style="list-style-type: none"> • We were able to reach more members to attend with the virtual format. • We were able to include national-level speakers because of the virtual format. • Typically the Annual Meeting has the potential to create some income that helps launch the new fiscal year, so using the virtual format eliminated that income this year.
<p>Brief Review of the Town Hall from 4/24</p>	<p>Some people who were unable to attend the Annual Meeting did attend the Town Hall, allowing for more dissemination of information about the national votes.</p> <p>Cherrie Wheaton recommended delaying the next Town Hall until early Fall (2021) as a chance for Branches to share their plans for the upcoming year. This is important because activity is likely to still require modality adjustments as we enter the vaccine phase of the COVID pandemic and continue to integrate technology resources for traditional Branch activities. Many branches have innovated this year, and they can learn from each other in a Town Hall event.</p>
<p>Spring Voting Activity in NC</p>	<p>Janet Bunker stated the Branches have reported that they sense people are voting at a good rate, but we have no way to know that for sure.</p> <p>Our <i>CONNECT</i> mailing list was used to notify both state and national members located in NC about the vote.</p> <p>Janet Bunker reports there will be a national reminder sent out to those who have not voted.</p>
<p>Request for funding for STEM summer workshops <i>Christi Whitworth</i></p>	<p>This was funded for last year (\$1065), but due to COVID, the program was postponed and the money was returned. The proposal this year is to fund it again at \$1,954. See APPENDIX A.</p>

Christi reviewed the proposal for the Board and fielded questions:

- One part of the messaging for the event will be for the Science Teachers to learn about AAUW membership. Wendy Haner recommended setting up a simple display table with a representative at strategic points during the 3-day event for handing out membership. Christi indicated there will be specific times during the events that will be good opportunities to introduce AAUW representatives to the attendees and allow them to share membership information. See below in comments about local Branch volunteers to serve as representatives.
- The difference between snack prices for attendees and instructors is because instructors will not have breaks as frequently.
- Cherrie Wheaton asked if the Tarheel Branch or other branches can make an additional donation for this event so it can be completely free for teachers. Christi responded that attendance at free conferences tends to have high rates of registration but lower attendance than desired.
- The event organizers are actively seeking additional financial partners including grants to increase the sustainability of the program.
- Lena asked about the issue of mandatory summer school this summer (due to COVID) and whether that will lead to a need for extra funds for substitutes for teachers to attend the workshops. Christi reported that the state legislation that was just passed does not specify the numbers of teachers needed, so until parents enroll their children, it will not be clear what is needed for substitutes.
- Jean D'Addario recommended reaching out to Cape Fear Branch members for volunteers or extra financial support for the Wilmington event.
- Jane Terwillegar and Laura Garmendia noted that we have not funded any mini-grants this year, so *they* support funding this event.
- Pat Ashe supports funding this proposal and engaging the local Branches where the workshops are being held for volunteering and other forms of support.
- Additional members encouraged local Branches to work to support sending local teachers from their areas to attend these workshops.
- The AAUW NC logo will be posted on the event

	<p>website and program (it is currently the National logo).</p> <p>Wendy Haner moved to approve the funding of the current proposal. The motion was passed unanimously.</p> <p>Mary Ann Bents will send out information for registering for the workshops via <i>CONNECT</i>.</p> <p>We can also send this as an article to National, especially because it is an effort across both ends of the state.</p>
<p>ByLaws/Policy Review for continuity & revision <i>Jean D'Addario</i></p>	<p>Jean D'Addario was asked by Jane Terwillegar to chair this committee.</p> <p>“Although the main goal for the committee was to review by-laws and current policy, we both agreed our policies are badly out of date and required updating as well as being reviewed for areas of continuity and risk. However, as the review proceeded, it became apparent that policies needed to be completely revised.” See APPENDIX B, paragraph 1.</p> <p>Surveys were sent to numerous people with AAUW leadership experience for feedback about continuity and risk. This allowed the committee to identify needs for revision.</p> <p>The committee identified a need to re-align the Bylaws (the governing rules and regulations), Policies (lays out the “what” and “why”), and Procedures (lay out the “how”) to eliminate repetition and to create both the structure and flexibility needed in the various levels of the organization. <i>(omit sentence on procedures being reduced.)</i></p> <p>The proposed policy statement is found in APPENDIX C.</p> <p>Questions were addressed:</p> <ul style="list-style-type: none"> ● Cherrie Wheaton asked about VIII, C3, which reads: If board members waive reimbursement, the expense should be documented and recorded as a donation. She requested that the wording reflect that no actual monetary donation is made in such a circumstance. Kathy Pearre recommended amending this to: <i>If board members waive reimbursement, the expense should be documented and recorded.</i> This will allow the treasurer to account for expected reimbursement in the budget, whether or not the reimbursements are requested by the board members.

Jean D'Addario recommended revising to: ***If board members waive reimbursement, the expense should be documented and recorded as an in-kind donation.*** The committee will return to this revision.

- Cherrie Wheaton asked about VIII, D, which states: **“Reimbursement for AAUW national or regional meetings, products, services or other expenditures requires pre-approval by the Board.”** She asked if the executive committee is the appropriate final approval body; she recommends changing it to the Board.
- Kathy Pearre further asked if pre-approval in VIII, D, will slow down the implementation of business. Jane Terwillegar said the intent was to avoid people submitting reimbursement requests for items not budgeted and not pre-approved. Mary Ann suggested an edit to add “expenses not approved in the budget” to allow the treasurer to make decisions about reimbursements. The committee will work to adjust this wording to address these issues.
- Cherrie Wheaton asked about IX: she asks if the approval should be by the full Board, not the Executive Committee. Jane Terwillegar and Kathy Pearre commented that sometimes the request for endorsement can come without enough notice to wait for a monthly Board meeting. Janet Bunger stated she might want to see this in the procedures manual to avoid having the policy slow down business.
- Mary Ann Bents noted that the procedures manual will need to state how long archived documents will be maintained.
- Jane Terwillegar asked if there needs to be a policy statement to the effect that retention and archiving of records is needed. This might be a policy stating we will follow national policy for retention of records.
- Mary Ann Bents asked if there can be a document mapping items in the by-laws to the policies and then on to the procedures. Jean D'Addario says there was an initial document that now is outdated due to the revision procedure, so this would need to be redone.
- Lena Murrill-Chapman asked if Branches will need to revise their By-Laws in response to our State Revisions

Kathy Pearre moved to approve Policies 1-7. This motion was seconded by Lena Murrill-Chapman.

	<p>Discussion:</p> <ul style="list-style-type: none"> Cherrie Wheaton recommended rewording the second sentence of 1. Purpose to: Continued ... AAUW NC's goal is to further the AAUW mission, values, and practices within NC and support the branches and members in the state. This is to avoid using the same beginning of adjacent sentences. <p>Kathy Pearre amended her motion. The motion was reworded to vote to approve Policies 2-7. This was seconded by Lena Murrill-Chapman. There was no additional discussion. The vote was unanimous in favor of approval.</p>
<p>End of Year Planning Updates for FY '21 <i>Jane Terwillegar</i></p>	<p>Pat Ashe has been meeting with the Executive Committee since her election, so she will be entering her presidency with knowledge about current AAUW NC activities. <i>Also, access to accounts and online passwords related to the presidency will be given to her in advance of July 1.</i></p>
<p>Communication Committee <i>Lena Murrill-Chapman</i></p>	<p>Jessica Posa has taken a full-time internship position, so she has had to step down. Therefore, the committee is looking for another high-quality part-time web and social media support employee. She asks Board members to assist with recruitment.</p>
<p>Upcoming Virtual Programs <i>Pat Ashe</i></p>	<ul style="list-style-type: none"> April 22, 7pm - Cheryl Tung, Wake Co. League of Women Voters Representative - "Advocacy in Action: Tools for Change" [how to be an advocate] May 20 - Lynn Edmondson, Public Schools First (NC) - Will discuss current education issues in NC [e.g., vouchers, Leandro report, pandemic impacts on students]
<p>Upcoming Communication Workshops <i>Lena Murrill-Chapman</i></p>	<p>See recent issues of <i>CONNECT</i> for registration:</p> <ul style="list-style-type: none"> Social Media: April 26, 7 pm MailChimp (newsletters): May 24, 7 pm
<p>Next Meetings</p>	<p><i>May 19</i> (will include review of the proposed budget) <i>June 16</i> (if needed)</p>
<p>Adjournment</p>	<p>The meeting was adjourned at 9:50 pm.</p>
<p>Notetaker</p>	<p>The minutes were prepared and submitted by Adrienne Stuckey, Secretary, AAUW NC.</p>

APPENDIX A

Request for Support of the NCSLA/CERTL PBL Workshops

Proposal for AAUW support for STEM problem-based learning training for teachers in struggling schools to the AAUW NC board members

I am writing today to ask AAUW NC to support 50-60 educators in western and eastern North Carolina in professional development that can help sustain and support educators. These workshops can influence approximately 1,000 students in North Carolina. The total amount being requested is \$1,954 for participant costs for two workshops.

This support is for the collaborative STEM education project between The Wake Forest School of Medicine's Center of Excellence for Research, Teaching and Learning (CERTL) and North Carolina Science Education Leadership Association (NCSLA). Local educators are being invited to participate in a three-day training on problem-based and project-based learning. We will be inviting science educators from counties surrounding UNC-Wilmington and Buncombe County Schools. These two organizations have signed on as host facilities for these two workshops.

CERTL is led by Dr. Stanford Hill, a well-known NC education leader. The workshop curriculum is directed by Wake Forest and University of Texas at Dallas. The workshops are conducted by approved trainers. The three-day training supports inquiry-based learning, leadership training, STEM training and STEM pipeline programs across the country. CERTL is contracted by school systems across the country for district level training.

NCSLA is committed to holding 2 to 3 trainings across North Carolina every year in the coming years. 2021 (due to COVID) will be our pilot year with two summertime trainings, one in the eastern part of North Carolina, at UNC Wilmington and one in the western part of North Carolina hosted by Buncombe County schools in Asheville.

We are asking for financial support and other support from the local branches as well. Some branches may want to support specific educators in their geographical area to help make sure this wonderful training opportunity directly impacts the students K-12 STEM students in their communities. We would also like to encourage the local branches and the Tar Heel branch to use these workshops as an opportunity to meet new potential AAUW members. In exchange for this support, NCSLA will include the AAUW NC logo in communications about these events and on the NCSLA website as a sponsor.

The training encourages educators to use and develop students' thinking skills and increase their depth of knowledge. The problems are motivational in their connectedness to the world. This leads to have substantive conversation about the problems and projects. There are several opportunities for social support for student achievement as a consequence of the problem and project-based lessons. An example problem-based lesson involves a water quality research teams with seven water samples for research. The research team is stranded on a deserted island and must decide the order of water samples to use to prevent dehydration and loss of life as long as possible.

Please review the attached budget and NCSLA announcement draft. NCSLA is asking AAUW NC to cover the direct participant costs for two PBL workshops to be held at UNC-Wilmington June 21-23 and Buncombe County School July 19-21.



NCSLA Announces PBL Workshops -Summer 2021-

The North Carolina Science Leadership Association (NCSLA) is partnering with the Center of Excellence for Research, Teaching and Learning (CERTL) at the Wake Forest School of Medicine to provide two 3-day workshops this summer. Both workshops are designed to provide K-12 teachers with inquiry-based lessons in Problem-Based Learning that integrate science, math, language arts and other areas of the curriculum.

To qualify for attendance at either workshop, educators must be a member of NCSLA. **Current NCSLA members may register for**

only \$25. The membership fee is only \$40. To find out more about NCSLA, go to www.ncsla.net.

The non-member registration fee is \$65. (This is a \$500 value.)

Upon Completion of the workshop, participants:

- will have permanent access to hundreds of problems and projects from CERTL to use in their classroom.
- **may apply for up to 2 CEUs.**

(This means no additional fee, ever, even if you change schools!)

Workshop Sites/Dates:

Wilmington/June 21-23 or Asheville/July 19-21

Registration

website: <http://ncsla.net/meetings/summer-pbl-workshop>

NCSLA Summer PBL Workshops

Estimated Costs

	Expense	distance or amount	#	Rate	total for Asheville	total for UNC-W	totals both workshops
Instructor expenses							
	mileage, RT Raleigh-A'ville	508	1	0.500	254.00		254.00
	mileage, RT Snead's Ferry-W'ton	100	3	0.500	0.00	150.00	150.00
	lodging, Asheville		3	107.000	321.00		321.00
	Snacks, 3 instructors, @ \$3/day	3	3	3.000	27.00	27.00	54.00
				Total instructor expenses	602.00	177.00	779.00
Attendee expenses WITHOUT lunch included							
	parking @ \$5/dy for 3 days	25	3	5.000	0.00	375.00	
	chart paper & markers				0.00	50.00	
	Snacks, attendees @ \$5/day	25	3	5.000	375.00	375.00	
				Total participant cost	375.00	800.00	1,175.00
				Total cost for workshop (instructor + grp expns)	977.00	977.00	1,954.00
				per person cost w/o lunch	39.08	39.08	
Attendee expenses WITH lunch included							
	Box lunches each day @ \$15/dy	25	3	15	1,125.00	1,125.00	
				Total each workshop w/lunch included	2,102.00	2,102.00	4,204.00
				per person cost w lunch included	84.08	84.08	

APPENDIX B
Charge to the Policy Review Committee and Notes Presented to Board

Bylaws and Policy Review, 2020-2021

DATE: April 15, 2020

RE: AAUW NC Charge for Bylaws and Policy Review Committee, 2020-2021

TO: Jean D'Addario, Chair

FROM: Jane Terwillegar, President

With the COVID-19 public health emergency this spring and the cancellation of the Annual Conference and Annual Meeting, it became apparent that AAUW NC needs to undertake a review of current policies and review the organization's by-laws to see where these may need revision. The main goal is to revise our documents to provide continuity for the organization, given possible future risk and emergency situations.

The initial task of the review committee will be to review areas where AAUW NC has a measure of risk and map out a plan for changing documents as needed. For example, how should we plan to back up our financial files? If new procedures are needed to remove risk in case of a Treasurer's computer failure, the review committee might seek advice from a sub-group of past treasurers that can recommend procedures to minimize risks in the area of financial records management.

It may not only be policies that need adjustment, as by-laws may also need attention to address possible risk, especially in relation to elections, critical officers, and required actions.

In addition, some policies are out-of-date as procedures have changed. Our policies still refer to printed and mailed newsletters, while the organization moved to an online newsletter some time ago.

The charge for this committee will be to assess where AAUWNC has some risk not addressed in our current documents and where updates are needed to plan for better procedures which will not only minimize the organization's risk, but also bring our documents up to date. The timeline is to have any by-law changes ready for the 2021 Annual Meeting. New policies can be adopted by the board, during the coming year (FY'21), as they are ready for adoption.

By-laws and Policy Review, 2020-2021

Summary for Board Discussion, April 21, 2021

Jean D'Addario, former President for AAUW NC, agreed to Chair this project. She is planning to provide a report outlining how they worked throughout these past months. Many former AAUW NC leaders and previous chairs of various committee and projects were consulted. Although the main goal for the committee was to review by-laws and current policy, we both agreed our policies are badly out of date and required updating as well as being reviewed for areas of continuity and risk. However, as the review proceeded, it became apparent that policies needed to be completely revised. While a proposed bylaws change is approved by vote of state members, any change to policies are approved by board vote. And it became very apparent that over the years, policies expanded to nearly 30 pages – largely due to inclusion of steps and procedures being added into the policy document.

The Review committee came to a decision to make the policy document simpler. For instance, if our ByLaws call for an annual meeting, policy can determine if meetings and voting can be done in person or electronically.

How to organize an Annual Meeting, with directions for managing that event, will go into a new Procedures Manual. There is also the thought that our organization may continue to do many activities virtually, as North Carolina is a large state and virtual meetings make it possible for more members to participate, as there are no transportation or hotel expenses.

The committee also determined that we do not need to revise any bylaws at this time. In addition, Robert's Rules has recently published a new edition, with a section related to rules for holding virtual meetings, voting and other organizational activity.

Therefore, the only document we will be discussing today is the proposed Policy Statement. Our third document, the AAUW NC Procedures Manual will come later.

The plan is to look at the content removed from the old policies, determine what still is useful for chairs and committees and begin with that content for the new Procedures Manual. Then we will build on that document as we work together in the coming year to offer programs, conferences and other organizational functions and activities.

The proposed policy statement is reduced to 3 pages. What we will need to determine is how well this document reflects what our bylaws require. It begins with our Purpose, and the AAUW NC Diversity Statement. The intention is to state what our policy is, with a Procedures Manual to outline the steps required to carry out the intent of the bylaws and the policy.

The Procedures Manual will not require member or board approval. It can be reviewed and revised as new options are available and old plans no longer work effectively.

APPENDIX C
Draft Policies as of 4.18.21

American Association of University Women of North Carolina
Proposed Policy Statement
(April 2021)

I. PURPOSE

The purpose of AAUW is to advance gender equity through research, education, and advocacy. The purpose of AAUW NC is to further the AAUW mission, values, and goals within North Carolina and support the branches and members in the state.

II. AAUW NC DIVERSITY STATEMENT

In principle and in practice, AAUW NC values and seeks an inclusive membership, workforce, leadership team and board of directors. There will be no barriers to full participation in this organization based on age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, or socioeconomic status.

III. PROCEDURES MANUAL

- A. The organization has a Procedures Manual that clarifies the details of specific positions and responsibilities.
- B. The Procedures Manual is available electronically to all members.

IV. MEETINGS

Meetings and voting may be in person or electronically.

V. REGIONAL GROUPS OF BRANCHES

- A. Branches may be organized by regions to promote communication and collaboration.
- B. The Branch Advocate is the primary contact.

VI. MISSION RELATED PRIORITIES

The work of AAUW NC will be organized into several areas of responsibility. Those assuming the responsibilities will be appointed by the president with the approval of the Executive Committee, and be expected to report to the Executive Committee. A member volunteering to lead one of these efforts may be appointed to the Board of Directors.

VII. COMMUNICATIONS

- A. Board Communication
 - Outside regular meetings, board members will communicate items related to the whole board electronically.
- B. Communicating with Branches and Branch Members
 - AAUW NC will communicate by electronic means or e-systems or by any future methods that become available in order to keep in communication with branches and members.

C. Communication with the Public

1. The website provides information to an internal and external audience.
2. An email address will be available for contact by the public.
3. Social Media is used to communicate with the public and members as capacity allows.

VIII. FINANCES

A. The Budget

The budget may be modified at any time during the year if there is a need to adjust it, particularly for new opportunities. Small variances, though, can be reported to the membership in the treasurer's report.

B. Oversight

1. Receipts are required to be filed by the treasurer. Debit cards must not be used for cash.
2. Payments not addressed as a line item on the budget must be approved by the president prior to dispersal.
3. Payments that exceed a budget limit may be approved by the president (if less than \$100), Executive Committee (\$100-\$500), or the Board (over \$500).
4. A final report showing these policies were followed is due by September 1st.

C. Reimbursement for Bills

1. Receipts should be submitted within 30 days.
2. Expenses for mileage and lodging are determined by the executive committee.
3. If board members waive reimbursement, the expense should be documented and recorded as a donation.

D. Reimbursement for AAUW national or regional meetings, products, services or other expenditures requires pre-approval by the Board.

E. Dues Schedule

All members of AAUW NC must pay dues to AAUW NC through a branch.

IX. ENDORSING PROPOSED NORTH CAROLINA LEGISLATION

Requests from outside organizations, individuals or branch members seeking AAUW NC's endorsement of legislation proposed for consideration by the North Carolina General Assembly will be approved by the Executive Committee.

* See below

X. REVIEW AND REVISION

- A. (The Executive Committee will review the AAUW NC Policy Statement every two years.

- B. The general membership may propose changes to the AAUW NC Policy Statement, following a process established by the Executive Committee to receive and review these proposed Policy Statement changes.
- C. Any part of the AAUW NC Policy Statement may be amended, suspended, or rescinded by a 2/3 majority of the Board of Directors members.
- D. Changes will be reported to the general membership through current distribution methods.
- E. The changes and dates of revision will be recorded in the AAUW NC Policy Statement.
- F. Record of Changes
 - 1. 19-July-2002 Changed "Duties of Committees", Paragraph 1, Bylaws.
 - 2. 27-October-2002 Incorporated the Financial Guidelines. Added section XII.
 - 3. 11-October-2003 Revised formatting to number all sections and paragraphs. Changed VIII.E.1 to insert language on first 50 miles (now IX.E.1).
 - 4. 2-October-2004 Added section VIII on Recognition. Modified IX.E.3 on accounting for travel/lodging expenses. Added IX.G on accounting for fundraising expenses.
 - 5. 20-October-2006 Adopted the Proposed Policy Statement for AAUW NC dated October 20, 2006.
 - 6. 28-January-2007 Posted 20-Oct-06 AAUW NC Policy Statement V2 (containing editorial corrections).
 - 7. 20 -April-2007 Added Article X Finances, Section J Dues Schedule. Retitled Policy Statement to remove reference to V2 and re-dated to reflect April 2007.
 - 8. 28-September-2008 Article X, Section F, Paragraph 1 revised to reflect reimbursement of mileage rates based on IRS volunteer rate.
 - 9. 09-October-2009 Added section XV on the Endorsement process.
 - 10. 31-March-2017 Completed revision of AAUW NC Policies after change in structure and transition years.
 - 11. 06-January-2018 Updated Section X. Finances.
 - 12. April-2021 Completed revision of AAUW NC Policies to review continuity and risk.

- Do we want to insert a statement about archives?