



American Association of University Women North Carolina (AAUW NC)
Board Meeting - Saturday, June 26, 2021
Minutes

Meeting Date: Saturday, June 26, 2021

Meeting Time: 10:00 am - 3:00 pm

Meeting Location: Rowan County Library, Salisbury, NC

Board Members Present: **Jane Terwillegar (President), Pat Ashe (President-Elect), Elaine Morehead, Kathy Pearre (Vice President), Nicole Sherrill-Jamison, Mary Ann Bents (CONNECT Newsletter), Laura Garmendia (CONNECT Newsletter), Janet Bunger (Branch Advocate), Wendy Haner, Melodía Gutierrez, Beverly Larson (Incoming Public Policy Chair), Adrienne Stuckey (Secretary); Elaine Morehead.**

Guests Present: **Laura Tew (Greensboro Branch President)**

Members Excused: **Tiffany Jacobs, Christi Whitworth (STEM Chair)**

Subject	Discussion/Progress/Decisions
Welcome/Introductions	Pat Ashe, President-Elect, called the meeting to order at 10:14 am, with introductions/welcome from each attendee. Jane Terwillegar, President, gave additional greetings. The meeting agenda is provided in Appendix A.
Accolades	Congratulations to Greensboro for AAUW 5 Star Achievement. Only 100 Branches were awarded this status for 2020. The letter from National AAUW awarding 5 Star status to Greensboro is included in Appendix C. A summary of 5 Star criteria for branches to refer to is included in the <i>first column</i> of the table in Appendix D. Laura Tew, Greensboro Branch President, provided insights from the application process. The application process is a matter of reporting activity by the branch, and all material must be posted on the website, as there are no attachments or narratives included in the application. She advises branches interested in pursuing 5 Star recognition to think ahead, as the activity reported in the application will need to have been completed in the previous several years prior to the application. Therefore,

	<p>branches are encouraged to review the criteria and incorporate them into their strategic planning process. She also recommends branches lean on and recruit members to lead and support the necessary activities. Benefits to the branch so far include: sharing the 5 Star status is anticipated to bring a membership boost, as new members are more likely to want to join an organization where the branch has national recognition. Cross-branch collaboration is encouraged through 5 Star recognition, so various upcoming projects are planned with other branches.</p> <p>Jane Terwillegar reviewed accomplishments by AAUW NC this year; the goals from last year are provided in the second and third columns in Appendix D.</p>
Approval of the previous meeting's minutes	<p>Minutes from the previous meeting were provided to the board members by email prior to the meeting.</p> <p>Adrienne Stuckey, Secretary, asked for review and approval of the meeting minutes from May 21, 2021.</p> <p>Discussion resulted in no corrections.</p> <p>A motion to approve the minutes without corrections was made by Janet Bunger and was seconded by Wendy Haner.</p> <p>Approval was unanimous.</p>
Treasurer's Report	<p>Wendy Haner, Treasurer, presented the treasurer's report. The year-to-date account reporting is provided in Appendix E. The approved budget for 2021-2022 is provided in Appendix B. This was developed with an anticipated state membership of 675.</p> <p>Two mini-grant requests for \$500 each were awarded, by an Executive Committee unanimous vote on May 26, 2021, for the UNC Asheville STEAM summer camp scholarship and the Greensboro <i>IT is for Girls</i> summer camp drone purchase.</p> <p>Wendy Haner reminded Board members that when they travel or have other reimbursable expenses, they need to either complete a reimbursement request or a <i>Gift in Kind Donation</i> form. This is for budgeting and accounting purposes, even if the member is not requesting a reimbursement.</p> <p>A motion to accept the treasurer's report was made by Janet Bunger, and Laura Garmendia seconded. The approval was unanimous.</p>

Discussion of Upcoming Year - Led by Pat Ashe, President-Elect	
Existing Chairs/ Committees—roles and needs	<p>Executive Committee (President): President, Vice-President, Treasurer, & Branch Advocate; chaired by the president. This group addresses more day-to-day needs/recommendations and presents them to the board monthly meetings.</p> <p>Public Policy (Beverly Larson, Chair): Beverly has previous volunteer experience with lobbying in Congress (primarily meeting with staffers) and experience with collaboration with other policy-focused organizations in Charlotte. NC Policywatch from the NC Justice Center provides up to date information about the General Assembly and is a recommended resource for those interested in policy. Kate Nielsen is the AAUW National director of public policy (Attorney) and encourages collaboration with other organizations in our communities for policy work. Pat Ashe indicated that one opportunity for this committee is to support communication across branches and regions in regard to their policy advocacy work. Melodía Gutierrez indicated interest in participating in this committee. One additional idea is to provide training to Branch Public Policy chairs on how to run a meeting with legislators.</p> <p>STEM (Christi Whitworth, Chair) - Christi was not able to attend, but she provided a report on the STEM Summer Workshops, which is in Appendix F. Board members are encouraged to recruit committee members to work with Christi.</p> <p>Branch Advocate (Janet Bunger) - Janet actively communicates with Branch presidents to provide information from AAUW NC <i>to</i> the Branches. One of her goals is to work on getting more information about needs <i>from</i> the Branches. Pat Ashe reminded Board members it is their responsibility to communicate with various Branch leaders in the regions around their own branches. One anticipated need might be training for Branches for how to hold hybrid face to face/Zoom meetings simultaneously.</p> <p>Communications (committee without a Chair) - This is a committee that is only one year old. The committee experiences interdependence with other committees and within the committee, thus coordination is a primary role of this chair position.</p>

<p>Technology needs</p>	<p>Transfer of documents from website and two DropBox accounts to Google Drive (one personal and one AAUW) for current and long term storage - Laura Tew recommends working with state or local libraries for free support for archiving.</p> <p>Assistance with Zoom activities (Kathy Pearre is Coordinator) - There is a need for members to join Kathy to form a <i>ZOOM</i> committee.</p> <p>Webmaster, long term, and someone to post and remove posts, short term - We currently don't have someone for these. Challenges with maintaining the website include (a) developing the content/copy, (b) entering the content to the site. These tasks could be separated, but this requires interdependence with the Communication Committee as well. Costs associated with the website continue to increase. One possibility could be to move to the AAUW.net server for hosting.</p>
<p>Tasks that need to be done by coordinator and/or ad hoc committee</p>	<p>Periodically publish <i>CONNECT</i> (Mary Ann Bents). Mary Ann reports that readership data from MailChimp is around 30% (MailChimp average open rate across all industries is 21.3%) https://mailchimp.com/resources/email-marketing-benchmarks/</p> <p>Complete the initial Procedures Manual that evolved from recent Policy Statement revisions. The Policy Statement was revised with leadership from Jean D'Addario over Spring 2021 to streamline the existing document. Next, someone needs to take the lead on coordinating the development of a more detailed Procedures Manual with input from others. Mary Ann Bents recommended breaking the task into distributed, chunked portions rather than requiring one person to coordinate the whole thing, and prioritizing the sections involving the positions that are due to turn over for 2022-2023 (e.g., Vice President and Treasurer).</p> <p>Review and revise the AAUW NC Bylaws (last reviewed 2016 for states and branches). Numerous sections are prescribed by National AAUW, but there are areas for flexibility by States and Branches. Pat Ashe has asked</p>

	<p>Janet Bunker and Kathy Pearre to lead a review of the 2016 Bylaws in coordination with the leaders of the Procedures manual development. Pat notes there are expectations in the current Bylaws that are not currently carried out, that particularly need to be examined and either carried out or removed from the Bylaws.</p> <p>Identify Coordinator for branch speakers to present virtually to state membership for 2021-2022. One suggestion by Melodía Gutierrez is to still have a State Program Chair to coordinate the promotion of Branch virtual events and also host a quarterly state event for Branches to share needs and celebrate their activities publicly. Melodía Gutierrez offered to take the lead on this role.</p> <p>By 2022-2023, we will need to elect a new Treasurer and Vice-President. It is recommended to engage the new branch officers immediately after the election next spring to help facilitate the changeover.</p>
New Initiatives	<p>Explore how the concepts of Diversity, Equity and Inclusion can be included in state planning and actions. As Program Chair, Melodía Gutierrez indicates she would like to conduct a state virtual event to inform women about the importance of voting by women in marginalized communities. As Policy Chair, Beverly Larsen stated her commitment for advocacy for DEI at the state policy level. Jane Terwillegar pointed out the importance of not attaching AAUW membership requirements or expectations for participation or benefitting in this work, which means purposeful collaboration with other organizations. Wendy Haner suggested extending DEI-related book clubs (many already exist) to broader AAUW NC programming and a state level book/movie club, state community read, or SIG, as long as it can be functional for review/discussion of book by state members. Wendy and Kathy will work on this and recommend a solution. See the AAUW DEI Toolkit for some resources:</p> <p>https://www.aauw.org/resources/member/governance-tools/dei-toolkit/.</p> <p>Determine ways to solicit branch needs for support from us, i.e., (a) to enhance community involvement in mission</p>

	<p>related activities; (b) to further collaboration between branches, with local colleges/universities, and other nonprofits; and (c) to foster diversity, equity and inclusion. Pat Ashe asked for feedback on these three areas of priority. Wendy Haner recommends holding regular virtual meetings with the Presidents and one additional branch member to do open sharing. The President and additional member would answer a specified list of questions prior to the meeting and a notetaker would identify themes, repetition, and needs.</p>
Board Meetings	<p>Day of the week/time of day for Zoom sessions: 3rd Wednesdays at 7pm.</p> <p>Frequency: Monthly</p> <p>Initial thoughts about in person Annual Meeting and/or Conference: not discussed.</p>
Next Meeting	Wednesday, July 14, 7pm (this is a 2nd Wednesday just for July)
Adjournment	The meeting was adjourned at 2:38pm
Notetaker	The minutes were prepared and submitted by Adrienne Stuckey, Secretary, AAUW NC.

APPENDIX A
Meeting Agenda



BOARD OF DIRECTORS MEETING

June 26, 2021

Meeting Location:

Stanback Room at the Rowan Public Library, 201 W Fisher Street, Salisbury, NC

AGENDA

Purpose of the meeting: To work together as the Board of Directors of AAUW NC to plan for the 2021-2022 fiscal year, determining the priorities for accomplishment that further the mission of AAUW and Strategic Goal of AAUW NC

10:00 am Meet and Greet

10:30 am Welcome and Words of Wisdom by President Jane Terwillegar

- I. Introductions
- II. Congratulations to Greensboro for AAUW 5 Star achievement
- III. Minutes of the May 19, 2021 board meeting submitted by Adrienne Stuckey, Sec.
- IV. Treasurer's Report by Wendy Haner
- V. Overview of the meeting discussion by Pat Ashe, Incoming President
 - A. Topics
 1. Existing Chairs/ Committees—roles and needs
 - a. Executive Committee (President)
 - b. Public Policy (Beverly Larson, Chair)
 - c. STEM (Christi Whitworth, Chair)
 - d. Communications (committee without a Chair)
 2. Technology needs
 - a. Transfer of documents from website and 2 DropBox accounts to Google Drive for current and long term storage
 - b. Assistance with Zoom activities (Kathy Pearre is Coordinator)
 - c. Webmaster, long term, and someone to post and remove posts, short term
 3. Tasks that need to be done by coordinator and/or ad hoc committee
 - a. Periodically publish *Connect* (Mary Ann Bents)

- b. Complete the initial Procedures Manual that evolved from recent Policy Statement revisions
- c. Review and revise the AAUW NC Bylaws (last reviewed 2016)
- d. Identify Coordinator for branch speakers to present virtually to state membership

12:30 to 1:00 pm Lunch

- 4. New Initiatives
 - a. Explore how the concepts of Diversity, Equity and Inclusion can be included in state planning and actions
 - b. Determine ways to solicit branch needs for support from us, e.g. to enhance community involvement in mission related activities, to further collaboration with local colleges/universities and other nonprofits, and to foster diversity, equity and inclusion
 - c. Other important ideas that need attention/action

B. Board meetings

- a. Day of the week/time of day for Zoom sessions
- b. Frequency
- c. Initial thoughts about in person Annual Meeting and/or Conference

2:30 pm Adjourn meeting (may continue informal discussions with colleagues)

3:00 pm Vacate the meeting room

The Mission of AAUW:

Advancing gender equity for women and girls through research, education and advocacy .

(AAUW's Strategic Plan 2.0, Bylaws, and verification by Shannon Wolfe, national representative on June, 16, 2021)

The Strategic Goal of AAUW NC:

To develop program planning, communication, and advocacy to advance the climate for women's equity in North Carolina

APPENDIX B
2021-2022 Approved Budget

AAUWNC YEARLY BUDGET FOR 2021-2022

Income	Details	Proposed	Actual	Final
Dues @\$11.00 per 675 members	7,425.00	\$7,425.00		
TOTAL INCOME		\$7,425.00		
Expenses				
Annual Conference (Zoom)	\$0.00	\$0.00		
Young People Literature Award		\$375.00		
Book & Mailing	\$320.00			
Trophy for Author	\$55.00			
Administrative Expenses	\$120.00	\$160.00		
Quicken	\$40.00			
Regional/Branch Out Reach	\$300.00	\$300.00		
Communications		\$3,600.00		
Technical Support	\$2,300.00			
DreamHost	\$400.00			
TechTriad	\$750.00			
Zoom	\$150.00			
Insurance				
Liability Insurance	\$350.00	\$690.00		
D&O Liability Insurance	\$340.00			
Advocacy and Collaboration		\$2,300.00		
Membership to organizations	\$100.00			
Ads and Conferences	\$200.00			
Mini-Grants	\$2,000.00			
TOTAL EXPENSES		\$7,425.00	\$7,425.00	

APPENDIX C

5 Star Achievement Award Letter for Greensboro

From: Laura Tew lauratew56@gmail.com
Subject: Fwd: Congratulations! AAUW Greensboro (NC) is a 5-star branch
Date: June 11, 2021 at 7:31 PM
To: Jane Terwillegar jcterwillegar@gmail.com



Sent from my iPad

Begin forwarded message:

From: FiveStar <fivestar@aauw.org>
Date: June 11, 2021 at 6:33:15 PM EDT
To: lauratew56@gmail.com
Cc: jcterwillegar@gmail.com
Subject: Congratulations! AAUW Greensboro (NC) is a 5-star branch

Dear AAUW Greensboro (NC) Branch,

I hope this finds you all well! I'm please to share that your branch met all of the necessary requirements to successfully complete the Five Star National Recognition Program.

Congratulations - AAUW Greensboro (NC) is a 5-star branch! Completing the Five Star Program is a tremendous achievement made possible through your unwavering commitment to the future of you branch and AAUW's mission to achieve world where all women and girls thrive.

Your branch will be celebrated in the June 2021 National Membership Matters News Hub and recognized on the national website as a 5-star branch. We also look forward to featuring your branch success story in an upcoming Membership Matters and scheduling your Five Star Leadership Briefing with AAUW CEO Kim Churches. Your Five Star achievement badge is attached and I hope you'll proudly display it on your website and social media accounts.

Thank you for your participation in the Five Star National Recognition Program and all you do for AAUW's mission.

All the best,

Nichia P. McFarlane (she/her/hers)
Engagement Associate, Advancement & Partnerships
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APPENDIX D
5 Star Criteria for Branches to Review



AAUW 5 Star Goals

Advancement

78% members give \$30 per member
10% increase in legacy Circle
100% branch participation in MMP
90% retention of branch membership

Communications

Website – economic security focus
Monthly posts for social media
Work Smart online on homepage

Public Policy

Annual meeting with Governor,
And/or Senators
Public Policy State Chair
Lobby days at state Capitol

Governance

Align state strategies with AAUW
Succession plan for sustainability

AAUW Strategic Plan Goals

Membership

% for membership retention

Communications

Integrated Communications Plan

Advocacy

Pay Equity

STEM Education

AAUW NC Goals for 2020-2021

Advancement/Membership

90 % retention of branch membership
Add diversity & inclusion to leadership
agenda & into communication plan
Focus attention on educational requirement
Communications

Appoint Communications Chair

Develop Integrated Communication process

Obtain assistance for website posting

Include *Work Smart* & pay equity goals

Public Policy/Advocacy

Appoint Public Policy Chair

Focus on Public Policy Chairs for branches

Continue as Lead organization with ERA NC

Collaborate with other organizations in
support of AAUW goals

Governance & Sustainability

Review By-Laws & policies for continuity

Annual review of AAUW Goals for state

Programs & Projects

Offer virtual programming for in support of
AAUW goals

STEM summer teacher workshops

APPENDIX E
Year-to-Date Account Report

January-June 2021			
Date	Income	Amount	Description
1/9/21	Greensboro	\$ 11.00	1 member
1/15/202	MPP	\$ 22.00	2 member
1/31/21	add back to checking (never cleared)	\$ 82.26	zoom 8/10/20 \$32.26, 8/30/20 \$50.00
2/16/21	Karla Atkinson for Doris Bernlohr	\$ 50.00	donation
2/15/21	MPP	\$ 11.00	1 members
3/13/21	MPP	\$ 27.50	2 member
4/15/21	MPP	\$ 198.00	11 members
5/14/21	Donation from Karla Atkinson	\$ 50.00	donation
5/17/21	MPP	\$ 374.00	34 members
6/4/21	Dues Brevard	\$ 11.00	1 member
6/11/21	Dues Greensboro	\$ 22.00	2 members
6/14/21	Dues Jacksonville	\$ 88.00	8 members
6/17/21	MPP	\$ 2,255.00	205 members
	Total Income	\$ 3,201.76	
Date	Expenses	Amount	Description
1/5/21	Jessica Posa	\$ 125.00	Communication/Technical Support
1/12/21	EDCO Award for YPBook Award	\$ 56.85	Young People Literature Award
2/2/21	Tech Triad	\$ 75.00	Communication
2/2/21	Tech Triad	\$ 350.00	Communication
12/14/20	ERA NC Alliance membership	\$ 100.00	Advocacy and Collaboration
2/17/21	Jessica Posa	\$ 150.00	Communication/Technical Support
2/17/21	Melaine Trivette	\$ 50.00	Design Chuck Taylor Shoe
3/13/21	Jessica Posa	\$ 200.00	Communication/Technical Support
3/25/21	AHT Insurance Liability	\$ 350.00	Insurance
4/14/21	Jessica Posa	\$ 325.00	Communication/Technical Support
4/20/21	Nancy Shoemaker (Zoom Acct)	\$ 149.90	Communication
5/7/21	NCSLA (Mini Grant)	\$ 1,954.00	Mini Grant
5/7/21	AHT Insurance Liability	\$ 337.00	Insurance D&O
5/12/21	Jessica Posa	\$ 150.00	Communication/Technical Support
5/13/21	Amazon UNC-C Archieves	\$ 19.29	Young People Literature Award
6/1/21	AAUW - Asheville	\$ 500.00	Mini Grant
6/1/21	AAUW - Greensboro	\$ 500.00	Mini Grant
	Total Expense	\$ 5,392.04	
	Checking Account Balance	\$ 24,728.33	
	Savings Account Balance	\$ 10,322.92	
	Grand Total	\$ 35,051.25	

APPENDIX F
Report from STEM Chair

STEM Report – AAUW NC June 26, 2021

Problem-based Learning Workshops supported by AAUW NC

AAUW NC funds have supported the first of two PBL workshops in Wilmington at the Center for Education in STEM this week. Jean D'Addario, president of the Cape Fear Branch, met 24 educators at UNC- Wilmington on Wednesday. As many as 40 teachers were registered for the workshop, but these 24 attended all three days and received certificates from the Center for Excellence in Research in Teaching and Learning (CERTL). They heard about how AAUW support learning in STEM from President D'Addario and were welcomed to share their STEM programs with the Cape Fear branch.

The second group of educators will meet at T.C. Roberson High School in Asheville on July 19-21. The spaces in this workshop have not all been filled yet but has over 20 educators registered. Both workshops give time for teachers to learn and explore inquiry-based lessons in Problem Based Learning that integrate science, math, language arts and other areas of the curriculum. They will make a plan to implement these lessons in their classrooms in the 2021-2022 school year.

Photos by Jean D'Addario included. Picture #1: Michelle Hafey, Center for Education in STEM, UNCW and Dr. Stan Hill, CERTL Picture #2: Elementary and Middle School Teachers Picture #3: Male on left is UNCW student who signed on at last minute Picture #4: Manley Midgett, NCSLA and Leader Picture #5: Picture of group...K-2, elementary teachers, middle school, and high school teachers make up group Picture #6: Manley Midgett Picture #7: Michelle Haffey and Dr. Hill