



American Association of University Women North Carolina (AAUW NC)
Board Meeting - July 14, 2021
Minutes

Meeting Date: July 14, 2021

Meeting Time: 7:00 pm

Meeting Location: *ZOOM*

Board Members Present: **Pat Ashe** (President), **Kathy Pearre** (Vice President/Membership & Interim Communications Chair), **Wendy Haner** (Treasurer), **Janet Bunger** (Branch Advocate/Membership), **Jane Terwillegar** (Past President), **Adrienne Stuckey** (Secretary), **Beverly Larson** (Public Policy Chair), **Mary Ann Bents** (*Connect* Editor), **Tiffany Jacobs** (Director), **Melodía Gutierrez** (Program Coordinator)

Board Members Absent: **Christi Whitworth** (STEM Chair) and **Nicole Sherrill-Corry**

Subject	Discussion/Progress/Decisions
Welcome/Introduction	Pat Ashe, President, called the meeting to order at 7:05 pm. Tiffany Jacobs was introduced as a new Board member and provided us with an overview of her association with AAUW and current work and interest areas. The meeting agenda is provided in Appendix A.
Approval of the previous meeting's minutes	A link to the minutes from the previous meeting, June 26, 2021, was provided prior to the meeting by email and again during the meeting by <i>ZOOM</i> chat by Adrienne Stuckey, Secretary. Pat Ashe asked for review and approval of the meeting minutes. Discussion resulted in several corrections. These included correcting misspellings of Mary Ann Bents' name, inclusion of Elaine Morehead in the list of members present, and revision of the term "women in minoritized communities" to "women in marginalized communities." A motion to approve the minutes with corrections was made by Kathy Pearre. The motion was seconded by Beverly Larson. The vote for approval was unanimous.
Treasurer's Report	Wendy Haner presented the treasurer's report (Appendix B).

<p>Executive Committee Report</p>	<p>Since the June 26 Board meeting, the Executive Committee communicated by email to approve the Equality Act Letter from AAUW but did not meet.</p> <p>Jane Terwillegar provided a report on the Young People’s Literature Award. The issue at hand is that there has been only one submission for consideration and Jane has been working with children’s author groups to increase submissions. She hopes there will be interest demonstrated by the deadline for submission, which is July 15th.</p>
<p>Committee Reports</p>	<p>Branch Activity - <i>Janet Bunger</i> Numerous branches have received grants and fellowships. The Tryon Branch has disbanded, and their local paper, the <i>Tryon Daily Bulletin</i>, published a piece on their contribution to the community on July 12.</p> <p>Public Policy - <i>Beverly Larson, Melodía Gutierrez</i> Beverly and Melodía are working to finalize our state areas of concentration tying in achievement in public policy to the national National Public Policy Priorities recently passed by the members. Melodía discussed the proposed Equality Act (https://www.congress.gov/bill/117th-congress/house-bill/5), which has been passed in the U.S. House but not the Senate. The Equality Act would regulate gender-based price and other areas of discrimination (https://en.wikipedia.org/wiki/Gender-based_price_discrimination_in_the_United_States), such as the phenomenon known as the “Pink Tax” (https://en.wikipedia.org/wiki/Pink_tax). To bypass a filibuster, 10 members of the Senate would need to be swayed to support the bill by highlighting the benefits to constituent groups they serve. Melodía has pursued conversations with Senator Tillis and Senator Burr (both from NC), regional institutions, and corporations to public support. Foremost in the concerns of both Senator Tillis and Senator Burr are perceived potential dangers to Freedom of Religion posed by the bill. Op-ed letters and calls to select senators are urged. Beverly reported on the upcoming “Women’s Inequality Day” in NC, to be held on Women’s Equality Day (August 26), in support of passage of the ERA. Numerous high-profile speakers are already engaged. AAUW NC will need to select someone to represent us at this event. Beverly and Melodía continue to monitor NC</p>

General Assembly (G.A.) activity for issues that intersect with AAUW NC priorities and will be creating a toolkit for branches to take action. Two important issues currently at hand in the G.A. are redistricting and the education budget, and they will be providing the branches with tools for taking action. Tiffany Jacobs asked Melodía and Beverly to see if there is any G.A. activity on preventing discrimination in the workplace in regard to hairstyles.

Programs - Melodía Gutierrez

Melodía proposed a virtual meeting for Presidents and/or Branch Program Chairs (and also open to the public) on July 28 in the evening - with a statewide information share and invitation to participate in a statewide book club with targeted invitations to micro-communities. One potential book recommendation could be *American Dirt*. Information on *American Dirt*:

- a. to order the book -
https://www.amazon.com/dp/B07QQLCZY1/ref=dp-kindle-redirect?_encoding=UTF8&btkr=1 ;
- b. to watch the trailer for the book club episodes -
<https://www.youtube.com/watch?v=uRl0GqwalkU> ;
- c. to watch the first book club episode (requires Apple TV subscription) -
<https://tv.apple.com/us/episode/jeanine-cummins-american-dirt-part-1/umc.cmc.3t6st2r1us26j3cmvdz4tn7v3?showId=umc.cmc.5h8lbz88c6dbjm6suhviylcui>

Communications - Kathy Pearre

A potential website editor with some graphic design background is beginning a trial period of one hour per month @ \$50 per hour. Kathy asked Board Members to tell her if there is content that they think needs to be highlighted on the website so that Keyla can work on relocating these items within the site.

CONNECT Editor - Mary Ann Bents

A need has been identified to update the MailChimp mailing list more often than 2-3 times per year, as has been recently the timeline, so a new procedure will be created.

Diversity, Equity, and Inclusion (DEI) - Pat Ashe reported (position still unfilled)

The AAUW DEI toolkit is recommended for branches and

	<p>the Board to self-educate on the nature of DEI. The toolkit is located at: https://www.aauw.org/resources/member/governance-tools/dei-toolkit/ . The Greensboro Branch has a very active DEI Committee that can also be a resource.</p>
Google Drive Account	<p>Pat Ashe reported that we have been hitting roadblocks in getting our Google Drive account set up. However, she found an existing free Google account for AAUW NC that has been upgraded to a paid account for three users at a cost of \$6 per user. Efforts are still underway to consolidate storage accounts to this location.</p>
Goals Format	<p>Pat Ashe asked for input on the format for our state goals. She suggested using the 5-Star National Recognition Program criteria (https://www.aauw.org/resources/member/initiatives/5-star-program/) and the AAUW Strategic Plan 2.0 (https://www.aauw.org/strategic-plan-2-0/). Mary Ann Bents recommended beginning with the AAUW Strategic Plan 2.0 first and then integrating the 5-Star National Recognition Program criteria second. Pat will work further on this with the Executive Committee. It was noted that the 5-Star National Recognition Program criteria are changing but not yet released. There was additional discussion on how to support and encourage branches for the website and social media maintenance they need to accomplish to achieve stars in the 5-Star program.</p>
Documents	<p>A copy of the approved AAUW NC Policy Statement (May 19, 2021) was provided to the Board members and is attached as Appendix C.</p>
Next Meeting	<p>3rd Wednesday in August: August 18, 2021, 7:00 PM</p>
Adjournment	<p>The meeting was adjourned at 8:29pm.</p>
Notetaker	<p>The minutes were prepared and submitted by Adrienne Stuckey, Secretary, AAUW NC.</p>

APPENDIX A
Meeting Agenda

AAUW NC Board Meeting

July 14, 2021 at 7:00 pm via Zoom

AGENDA

- I. Call to order and welcome to the new board of 2021-2022 (Pat)
- II. Minutes of the June 26th meeting (Adrienne)
- III. Treasurer's report for fiscal year 2020-2021 (Wendy)
- IV. Executive Committee report (Pat)
- V. Reports from board leaders/committees
 - a. Branch Advocate
 - b. Public Policy (Beverly and Melodia)
 - c. STEM (Christi)
 - d. Communications (Kathy)
 - e. Programs (Melodia)
 - f. Connect Editor (Mary Ann)
 - g. Diversity, Equity and Inclusion Coordinator (unfilled)
- VI. Update on Google Drive account (Wendy)
- VII. Goals Format (Pat)
- VIII. Other business
- IX. Adjourn

Next meeting: August 18th at 7:00 pm via Zoom

APPENDIX B
Treasurer's Report

2020-2021 (FY21) BUDGET
JULY 2020 thur June 2021

Income	Total	Actual	Difference	Income over Budget
Dues @ \$11.00 per 700 members	\$ 7.700,00	\$ 8.654,50	\$ 954,50	
Donations		\$ 363,00	\$ 363,00	
Reimbursement From Mini Grant		\$ 1.065,00	\$ 1.065,00	
TOTAL INCOME	\$ 7.700,00	\$ 10.082,50	\$ 2.382,50	\$ 2.382,50
Expenses				Over or Under Budget
Annual Conference (Zoom)	\$ -	\$	\$	Zero Expense
Young People Literature Award	\$ 300,00			
Book & Mailing		\$ 344,61		Over Budget
Trophy for Author		\$ 56,85		Over Budget
		\$ 401,46	\$ (101,46)	Over Budget
Administrative Expenses	\$ 640,00	\$ 205,52		
Quicken		\$ 38,51		
		\$ 244,03	\$ 395,97	Under Budget
Regional/Branch Out Reach	\$ 575,00			
Shared Radiance		\$ 400,00	\$ 175,00	Under Budget
Communications	\$ 2.460,00			
Technical Support	\$ 460,00	\$ -	\$ -	Zero Expense
Website Expense	\$ 500,00	\$ 1.175,00	\$ (675,00)	Over Budget
DreamHost	\$ 350,00	\$ 316,38	\$ 33,62	Under Budget
TechTriad	\$ 600,00	\$ 725,00	\$ (125,00)	Over Budget
Zoom	\$ 150,00	\$ 149,90	\$ 0,10	Even
		\$ 2.366,28	\$ (766,28)	Over Budget
			\$ 93,72	Under Budget
Insurance	\$ 325,00			
D&O Liability		\$ 337,00	\$ (12,00)	Over Budget
Liability for Gatherings		\$ 350,00	\$ (350,00)	Over Budget
		\$ 687,00	\$ (362,00)	Over Budget
Advocacy and Collaboration	\$ 3.400,00			
Membership to organizations	\$ 200,00	\$ 175,00	\$ 25,00	Under Budget
Ads and Conferences	\$ 200,00	\$	\$	Zero Expense
Mini-Grants	\$ 3.000,00	\$ 2.954,00	\$ 46,00	Under Budget
		\$ 3.129,00	\$ 271,00	Under Budget
TOTAL EXPENSES	\$ 7.700,00		\$ 472,23	Under Budget
Total Income	\$ 10.082,50	786 Members		
Total Expenses	\$ 7.227,77			
Total Gains +	\$ 2.854,73			Under Budget

APPENDIX C
AAUW NC Policy Statement

American Association of University Women of North Carolina
Policy Statement
(May 19, 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. (Bylaws: Article II)

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. (Addition)

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.
- (Addition: separated procedures from policies.)

IV. MEETINGS

Meetings and voting may be in person or electronically.
(Bylaws: Article V. & Article XIII. Section 3.)

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. (Bylaws: Article XI. Section 2. C.)

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.
(Bylaws: Article XI. Sections 1. & 2.)

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.

(No correlation with Bylaws.)

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. Quarterly financial reports are provided to the board.
2. Receipts are required to be filed by the treasurer.
3. Debit cards must not be used for cash.
4. Payments not addressed as a line item on the budget must be approved by the executive committee prior to dispersal.
5. Payments that exceed a budget limit must be approved by the president (if less than \$100), executive committee (\$100-\$500) or the board (over \$500). An annual review report to the board is due by September 1st following year end.

B. Reimbursement for AAUW NC meetings, products, services, or other expenditures requires pre-approval by the executive committee.

1. Receipts should be submitted within 30 days. Exceptions are reviewed for approval by the executive committee.
2. Any reimbursement amount for mileage and lodging is determined by the executive committee, using current IRS and state government rates as a guideline.
3. If board members waive reimbursement, the expense should be documented and

recorded as a donation in-kind.

C. Dues Schedule

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

(Bylaws: All of Article IX.)

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 may be approved by the Executive Committee.

(No correlation with Bylaws.)

X. RECORD ARCHIVING

Official state documents will be archived using procedures outlined in the Procedures Manual. (No correlation with Bylaws)

XI. 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. 19-05-2021 Completed revision of AAUW NC Policies to review continuity and risk.