



**American Association of University Women North Carolina (AAUW NC)  
Board Meeting - May 19, 2021  
Minutes**

Meeting Date: May 19, 2021  
Meeting Time: 7:30pm  
Meeting Location: *ZOOM* call

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

Guests Present: **Jean D’Addario**

<b>Subject</b>	<b>Discussion/Progress/Decisions</b>
Welcome/Introduction	Jane Terwillegar, President, called the meeting to order at 7:30pm and opened with welcomes.
Approval of the previous meeting’s minutes <i>Adrienne Stuckey</i>	Minutes from the previous meeting were provided to Board members via email and linked in the chat during the meeting. Adrienne Stuckey, Secretary, asked for review and approval of the meeting minutes from April 21, 2021. Discussion resulted in 3 minor corrections that were made in real-time. A motion to approve the minutes with corrections was made by Kathy Pearre. The motion was seconded by Laura Garmendia. The vote for approval was unanimous.
Continued Working Session: ByLaws/Policy Review for Continuity & Revision: Proposed Policy Statement Revision and Plan for Developing new Procedures Manual <i>Jean D’Addario Executive Committee</i>	The Board reviewed the remaining sections of the proposed Bylaws that were not approved in the April meeting. Appendix A provides the updated draft that was discussed tonight:  Section I - Purpose - At the last meeting, there were questions about the use of “goals” in the second sentence. The working committee considered this and recommended leaving it in. The statement as worded in Appendix A was approved in a unanimous vote.

Section VIII - Finances - Jean D'Addario reviewed the recommended wording of this section and answered questions. The recommended adjustment from last meeting to II.C.3 to ensure that waived expenses are still reported to the treasurer to ensure accurate budgeting was included in the current version. The section as worded in Appendix A was approved in a unanimous vote.

Section IX - Legislative Policy Endorsements. At the last meeting, there was discussion about amending the language requiring the full board's approval when outside organizations request AAUW NC endorsement of legislation under consideration. At that time, it was proposed to include the possibility for the Executive Committee to carry out endorsements without waiting for a Board meeting.

- Cherrie Wheaten expressed support for keeping the requirement for the Board to approve all endorsements.
- Kathy Pearre expressed support for including language allowing the Executive Committee to approve legislative proposal endorsements when a timely response precludes waiting for the next Board meeting.

Two votes were taken.

The first vote was to determine whether or not to support allowing the Board and/or Executive Committee to approve policy endorsements or allowing only the Board to do so. This vote resulted in 5 votes for allowing the Board and executive committee to approve legislative policy endorsements and 2 votes for allowing only the Board to do so.

The second vote was then to approve wording in the Draft presented in Appendix A. The section as worded in Appendix A was approved in a unanimous vote.

Section X - Record Archiving. The section as worded in Appendix A was approved in a unanimous vote.

Jane Terwillegar invited discussion and brainstorming about how to keep the Policy Manual up-to-date now that the Bylaws are fully approved:

- Janet Bunker recommended a Board training for policies and procedures each July with an embedded

	<p>review of the policies annually</p> <ul style="list-style-type: none"> <li>● Mary Ann Bents inquired if we can look to other state Boards for ways to approach the review and maintenance of the Policy Manual. Jean D’Addario responded she has received recommendations from AAUW leaders in other states, and they vary. Some considerations include ensuring that <i>relevant</i> sections are easily shared and easy to find for committee chairs working from specific parts of the manual, which might require the different sections to be stored in separate locations with varying access permissions for the applicable committees.</li> </ul>
<p>Treasurer’s Report <i>Wendy Haner</i></p>	<p>Wendy Haner, Treasurer, summarized the January - April treasurer’s report, which is located in Appendix B. Expenses from this quarter were \$4,372.75. The current checking account balance is \$23,097.62, and the savings account balance is \$10,322.92. The total balance was \$33,420.54 as of May 12, 2021.</p> <p>The board unanimously approved the treasurer’s report, which is in Appendix B.</p>
<p>Approval of Preliminary Fiscal Year 2021-2022 Budget <i>Wendy Haner</i></p>	<p>Wendy Haner presented the draft budget. Based on reports from branch presidents about anticipated drops in projected membership, she has estimated the projected state membership at 675, which would provide an income of \$7,425. The proposed budget for this amount is in Appendix C.</p> <p>She reviewed each category with explanations, and members posed questions that she responded:</p> <ul style="list-style-type: none"> <li>● Wendy recommends combining the “technical support” and “website expenses” categories into one bookkeeping category, because in the rapidly-changing state of technology in the world today, these roles often overlap and can cause confusion when posting expenses in the budget records. Mary Ann Bents and Adrienne Stuckey recommended the combined category be called something like “tech support” because it is the broader topic of the two that can fold website expenses into it.</li> <li>● Wendy Haner also suggested we identify a community college to partner with to provide a credit-bearing internship opportunity with a small stipend. Lena Murrill-Chapman shared that her</li> </ul>

	<p>conversations with her local community college have revealed that their students often enter the programs with a good deal of technical knowledge and very quickly advance to high-paying jobs that are beyond our budget. Mary Ann Bents suggested identifying high schools with students who may want to volunteer hours. The issue of staffing our technical support needs given our budget is an ongoing challenge.</p> <p>The board approved combining the tech support and website categories into one category called tech support and changing the ads and conferences category from \$100 to \$200, voting unanimously to approve the budget with these two amendments.</p>
<p>Document Archiving <i>Jane Terwillegar</i></p>	<p>Approval of a software program for organizing and archiving documents was discussed: the choice had already been narrowed to Google Drive or DropBox. Members had the chance to provide feedback on program features and pricing by email prior to this meeting.</p> <p>The Board voted unanimously, with one abstention, to adopt Google Drive with a July 1 start date.</p> <p>The Board voted between two contract plans: (a) \$2 per month for 15 gigabytes of storage, and (b) \$10 per month for 2 terabytes of storage. Because the amount of storage can be increased at any time, the board voted unanimously to approve the \$2 per month subscription plan..</p>
<p>Report on AAUW Spring Vote <i>Jane Terwillegar</i></p>	<p>The national vote to remove the education requirement for membership was 63% in favor, which fell short of the 2/3 vote needed to pass it.</p> <p>83% of AAUW NC members who voted approved the amendment.</p>
<p>Report on the STEM Summer Workshops <i>Christi Wentworth</i></p>	<p>Christi Wentworth was not present but provided updated information about the summer STEM workshops that AAUW NC is helping sponsor. This update is in Appendix D.</p>
<p>Communications Committee <i>Lena Murrill-Chapman</i></p>	<p>See recent issues of <i>CONNECT</i> for registration for the final tech speaker series event:</p> <ul style="list-style-type: none"> <li>• Introduction to MailChimp (newsletters): May 24, 7 pm</li> </ul>

<p><i>CONNECT</i>  <i>Laura Garmendia</i>  <i>Mary Ann Bents</i></p>	<p>Mary Ann Bents has been taking over the management of the <i>CONNECT</i> issue preparation and distribution.</p>
<p>Virtual Programs  <i>Kathy Pearre</i></p>	<p>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> <p>This program has the lowest registration of the programs this year; it's unclear if members are fatigued after a year of virtual programs or if the topic of education policy is of less interest to members.</p>
<p>End of Year Transition &amp; Planning  <i>Jane Terwillegar</i></p>	<p>Jane Terwillegar invited suggestions for planning the transition to the new Board leadership and for activities for next year:</p> <ul style="list-style-type: none"> <li>● Pat Ashe recommended holding an in-person Board meeting in August for a single day, after broad COVID-19 vaccinations have been available for a number of months, for planning for the next year. Remaining meetings would then be held by <i>ZOOM</i>.</li> <li>● Cherrie Wheaton supports a face to face meeting to build effective relationships with the new presidency and brainstorming to address some of the challenging issues facing AAUW such as declining membership.</li> <li>● Pat Ashe notes that diversity, equity, and inclusion will be central to the 2021-2022 work of AAUW NC.</li> <li>● Kathy Pearre recommends aiming for earlier than August if we want our strategic planning to allow us to act upon new membership and member engagement starting in September.</li> </ul>
<p>Next Meeting</p>	<p>The next meeting was originally scheduled for June 16, 2021. <b><i>This meeting will not be held unless some urgent issue arises.</i></b></p> <p>An in-person board meeting for planning 2021-2022 will be held on June 26, 2021 in Salisbury, NC for most of the day.</p>
<p>Adjournment</p>	<p>The meeting was adjourned at 9:37pm</p>
<p>Notetaker</p>	<p>The minutes were prepared and submitted by Adrienne Stuckey, Secretary, AAUW NC.</p>

**APPENDIX A**  
**Draft Policy Revisions for Board Discussion as of 5.19.21**

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?

**APPENDIX B**  
**Treasurer's Report for January - May 19, 2021**

January-April 2021

Date	Income	Amount	Description
1/9/2021	Greensboro	\$ 11.00	1 member
1/15/202	MPP	\$ 22.00	2 member
1/31/2021	add back to checking (never cleared)	\$ 82.26	zoom 8/10/20 \$32.26, 8/30/20 \$50.00
2/16/2021	Karla Atkinson for Doris Bernlohr	\$ 50.00	donation
2/15/2021	MPP	\$ 11.00	1 members
3/13/2021	MPP	\$ 27.50	2 member
4/15/2021	MPP	\$ 198.00	11 members
	Total Income	\$ 401.76	

Date	Expenses	Amount	Description
1/5/2021	Jessica Posa	\$ 125.00	Communication/Technical Support
1/12/2021	EDCO Award for YPBook Award	\$ 56.85	Young People Literature Award
2/2/2021	Tech Triad	\$ 75.00	Communication



2/2/2021	Tech Triad	\$ 350.00	Communication
12/14/2020	ERA NC Alliance membership	\$ 100.00	Advocacy and Collaboration
2/17/2021	Jessica Posa	\$ 150.00	Communication/Technical Support
2/17/2021	Melaine Trivette	\$ 50.00	Design Chuck Taylor Shoe
3/13/2021	Jessica Posa	\$ 200.00	Communication/Technical Support
3/25/2021	AHT Insurance Liability	\$ 350.00	Insurance
4/14/2021	Jessica Posa	\$ 325.00	Communication/Technical Support
4/20/2021	Nancy Shoemaker (Zoom Acct)	\$ 149.90	Communication
5/7/2021	NCSLA (Mini Grant)	\$ 1,954.00	Mini Grant
5/7/2021	AHT Insurance Liability	\$ 337.00	Insurance D&O
5/12/2021	Jessica Posa	\$ 150.00	Communication/Technical Support
	Total Expense	\$ 4,372.75	
	Checking Account Balance	\$ 23,097.62	
	Savings Account Balance	\$10,322.92	

Grand Total \$ 33,420.54

Budget FY20

Income

Catergories	Details	Total	
Dues	July-September 142 members	\$ 1,562.00	
Dues	October-December 67 members	\$ 737.00	
Dues	January-February - 4 members	\$ 44.00	
Donations	from Registration/Convention	\$ 286.00	and donation for Doris Bornlohr
Reimbursements	from Mini Grant	\$ 1,065.00	
Add back to checking	Zoom expenses not cleared	\$ 82.26	
Dues	March-April 13 members	\$ 225.50	
Total		\$ 4,001.76	

Expenses

Categories	Details	Total
Communication	DreamHost, Tech Triad, Tech Support	\$ 1,398.54
Young People Lit. Award	Children's Literature Books & Mailing	\$ 362.88
Regional/Branch Out Reach	Shared Radiance Performance	\$ 400.00
Advocacy & Collaboration	Memberships to NC Women & ERA	\$ 175.00
Administrative Expense	Quicken renewal	\$ 38.51
Communication/ Technical Support	Jessica Posa	\$ 925.00
Administrative Expense	Melanie Trivette (Chuck Taylor Shoe Design)	\$ 50.00
Insurance	AHT Insurance Company	\$ 687.00
Mini Grant	NCSLA	\$ 1,954.00
Total		\$ 5,990.93

**APPENDIX C**  
**Draft Budget for Fiscal Year 2021-2022**

Income	Details	Proposed	Actual
Dues @\$11.00 per 675 members	7,425.00	\$7,425.00	
<b>TOTAL INCOME</b>		<b>\$7,425.00</b>	
<b>Expenses</b>			
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	\$300.00		
Website Expense	\$2,000.00		
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	\$100.00		
Mini-Grants	\$2,000.00		
TOTAL EXPENSES		\$7,425.00	\$7,425.00



## APPENDIX D

### Update on Summer Problem-Based Learning Workshops sponsored by AAUW NC

AAUW NC is sponsoring two problem-based workshops this summer for educators and is looking for help connecting the educators to the workshops. 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. Can you both help by sending out information via your social media or email contacts?

We want to grow AAUW membership if possible. 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. We also want the teachers to know that AAUW supports education efforts with dollars and human effort.

To connect your branch to the workshop, - consider supporting lunch for the teachers on one or more dates. This saves time during the workshop and gives the teachers a nice break for networking. You might also consider supporting 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 by covering their travel or registration fee. If you have educators that you are already connected to, help them get registered ASAP.

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](http://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. (This means no additional fee, ever, even if you change schools!)
- may apply for up to 2 CEUs.

Workshop Sites/Dates:

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

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

AAUW NC support means 50-60 educators can be hosted in western and eastern North Carolina for professional development that can help sustain and support educators. These workshops can influence approximately 1,000 students in North Carolina. 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.

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.

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.