



**American Association of University Women North Carolina (AAUW NC)  
Board Meeting - September 15, 2021  
Minutes**

Meeting Date: September 15, 2021

Meeting Time: 7pm

Meeting Location: *ZOOM*

**Board Members Present:** Janet Bunger, Pat Ashe, Jane Terwillegar, Beverly Larson, Christi Whitworth, Kathy Pearre, Nicole Sherrill-Jamison, Melodía Gutiérrez, Adrienne Stuckey, LaToya Gathers

**Board Members Excused:** Wendy Haner, Mary Ann Bents, Tiffany Jacobs

**Guests Present:** None

<b>Subject</b>	<b>Discussion/Progress/Decisions</b>
Welcome/Introduction	Pat Ashe, President, called the meeting to order at 7:02 with introductions/welcome. The agenda is provided in APPENDIX A.
Approval of the previous meeting's minutes	Minutes from the previous meeting were provided by email prior to the current meeting Adrienne Stuckey, Secretary asked for review and approval of the meeting minutes from August 18, 2021. Discussion resulted in no corrections. The minutes were accepted as presented.
Treasurer's Report & Membership Update	Wendy Haner, Treasurer, presented the treasurer's report, located in APPENDIX B.  There was a brief discussion of membership numbers. Brevard has just added 15 members, which are not reflected in the treasurer's report. There were nearly 700 members last year; Jane Terwillegar, Past President, shared that many have not renewed..
Executive Committee (Pat Ashe, President)	Board Succession - Treasurer & VP: Pat Ashe noted that we will need to elect a Treasurer and Vice President

	<p><u>Bylaws &amp; (recently revised) Policy Statement:</u></p> <p>Pat Ashe invited questions from the Board for clarification:</p> <ul style="list-style-type: none"> <li>• Beverly Larson had a question about college &amp; university membership - it is unclear about whether the college members of a branch are also required to pay dues. Jane Terwillegar, Past President, affirmed that there is some lack of clarity on this at all levels. Melodía added in the chat that even Lifetime members are excused from National dues but are subject to State and Branch dues depending on their individual practices.</li> </ul>
<p>Public Policy (Beverly Larson, Chair)</p>	<p>The Salisbury branch has added a Public Policy officer.</p> <p>Beverly Larson sent out an email in July to Branch Public Policy officers, encouraging them to identify their local and state legislators. Her email this month was to encourage them not to be discouraged.</p> <p>October 13 will be a <i>ZOOM</i> call with Public Policy chairs to discuss public schools and Title IX.</p> <p>Melodía has recommended an education round table event for the Public Policy chairs, so she and Beverly will work on that.</p> <p>Beverly asked for feedback on how many topics and emails are appropriate for her to address with the Public Policy chairs. Pat Ashe recommended narrowing the focus rather than sending information about every topic potentially relevant to AAUW. Beverly reports that she has decided to focus on the six topics listed in the national priorities.</p>
<p>Programs (Melodía Gutiérrez, Chair)</p>	<p>From the last Program Chairs meeting Melodía hosted, the follow-up action item was to develop a survey to send to Program Chairs and Branch Presidents. Melodía has developed it, Pat Ashe has reviewed it, and it will be sent out soon.</p> <p>Wendy and Melodía are working on media to advertise a statewide book club that will begin soon.</p> <p>Pat Ashe shared that numerous branches have reported appreciation for the recent opportunities</p>

<p>STEM (Christi Whitworth, Chair)</p>	<p>Kendra Bayes, NC Science Olympiad, will give a presentation about how the Olympiad works and how to build volunteer capacity for STEM programs in October.</p> <p>Christi Whitworth, STEM Chair, plans to host four virtual STEM programs for the STEM chairs but is in need of the list of STEM chairs for the Branches. Kathy Pearre offered to compile it and sent it to Christi.</p>
<p>Communications (Kathy Pearre, Chair)</p>	<p>Salisbury Branch is doing a hybrid book club with attendance in person for those who are comfortable with that, and providing a <i>ZOOM</i> link as well. With this as an example, Kathy encourages Branches to contact her when they need <i>ZOOM</i> reservations.</p> <p>The Communications Committee is continuing to work with Keyla on the website, and LaToya is working on the AAUW NC Facebook.</p> <p>Kathy pointed out that the varied <i>ZOOM</i> events Branches are sponsoring are scheduled and published in <i>Connect</i>.</p>
<p><i>Connect</i> Newsletter (Mary Ann Bents, Editor)</p>	<p>Comes out as early in the first week of each month as possible, so please send Mary Ann Bents requested content to be included as early as possible so she and Pat Ashe can review and prepare the issue for publication.</p>
<p>Draft 2021-2022 Goals Discussion and Approval</p>	<p>The proposed 2021-2022 AAUW NC goals are provided in APPENDIX C.</p> <p>Kathy Pearre noted that she appreciates the list of goals as they give us a roadmap for the year that is achievable.</p> <p>Kathy Pearre moved and Beverly Larson seconded to accept the goals and their measures as presented. The Board voted unanimously to approve them.</p> <p>Pat Ashe urges the Board members to review the goals, particularly those listed as assigned to the Board, and contact her to let her know which one(s) each person will work on.</p>
<p>Activity Updates from Branches</p>	<p>Diversity, Equity, and Inclusion:</p> <p>*Greensboro - plans to offer programming to the community to talk about diversity or help their</p>

	<p>organization with diversity.</p> <p>*Greensboro- will be doing a January state-wide program on the topic</p> <p>*Charlotte - is inviting different cultural groups in Charlotte to come (hopefully in person) share their holiday traditions in an event in December or January</p> <p>*Charlotte - Beverly Larson is hoping to recruit Branch leaders' commitment to the Charlotte Pride Season parade in October.</p> <p>*WCU - has appointed a Diversity Chair and hopes to have a college student intern for diversity next semester or next year.</p> <p>*Salisbury - is planning an in-person (hopefully) event for conversations about culture (with representation from the local HBCUs and other community leaders). They expect to provide it as a hybrid event.</p> <p>5 Star Program Journey:</p> <p>*Charlotte, Salisbury, and WCU report they are actively working on the requirements.</p>
<p>Update on 2021 Young People's Literature Award (Jane Terwillegar)</p>	<p>We have given this award for 68 years through AAUW NC. We have donated copies to the UNC Charlotte library each year in an agreement that the library would keep them in a Special Collection. Jane is working to complete the collection with any missing copies and to ensure they are all located in the Special Collection.</p> <p>Costs for missing copies are mostly in the \$20 range, although some are rare now and quite expensive. We may want to see if individual members want to donate them. Other potential options are to contact the education librarian at the library to see if they might be able to purchase some of the replacement copies, or to contact the authors to see if they have copies to donate for replacements.</p> <p>The winning author has not yet been announced for 2021.</p>
<p>Internal Financial Audit (Pat Ashe)</p>	<p>An internal financial review for AAUW NC was conducted as required, and the outcome was positive. See APPENDIX D for the report.</p>
<p>Additional Business</p>	<p>Kathy Pearre asked if the Policy Chairs can provide contact information to members for guidance and a list of non-print</p>

	news outlets (i.e., online sources without a print publication) for members to submit opinion items and letters to the editor. This would allow our members to contribute to the conversations in multiple ways. Beverly Larson said she will bring that topic to the next Policy Chairs meeting.
Next Meeting	October 20, 2021 at 7pm via <i>ZOOM</i>
Adjournment	The meeting was adjourned at 8:18.
Notetaker	The minutes were prepared and submitted by Adrienne Stuckey, Secretary, AAUW NC.

APPENDIX A

**Board of Directors Meeting**

September 15, 2021 at 7:00 pm

AGENDA

**AAUW Mission:** Advancing gender equity for women and girls through research, education and advocacy

**Strategic Goal of AAUW NC:** To develop program planning, communication, and advocacy to advance the climate for women's equity in North Carolina

- I. Minutes of the July 14, 2021, board meeting (Adrienne Stuckey, Secretary)
- II. Treasurer's Report , Membership Update (Wendy Haner, Treasurer)
- III. Committee Chair Reports
  - a. Executive Committee (Pat Ashe)
    1. Board Succession—Treasurer and V.P.
    2. Bylaws, Policy Statement questions, clarification
  - b. Public Policy (Beverly Larson, Chair)
  - c. Programs (Melodía Gutierrez, Chair)
  - d. STEM (Christi Whitworth, Chair)
  - e. Communications (Kathy Pearre, Chair)
  - f. *Connect* newsletter (Mary Ann Bents, Editor)
- V. Draft 2021-2022 Goals Discussion and Approval
- VI. Updates from branches on activities related to:
  - a. Diversity, Equity and Inclusion
  - b. 5 Star Program journey
- VII. Other Business
  - a. Update on 2021 Young People's Literature Award (Jane Terwillegar)
  - b. Internal financial audit (Pat Ashe)
- VIII. Adjournment ——— Next meeting October 20th at 7:00 pm via Zoom

**APPENDIX B**  
Treasurer's Report  
July 2021 Transaction History

**Income**

7/7/2021	Gaston	\$ 132.00	12 members
7/16/2021	MPP Dues	\$ 1,694.00	154 members
8/5/2021	MPP Dues	\$ 671.00	61 members
9/9/2021	Jacksonville	\$ 11.00	1 member
	Donations		
7/27/2021	Donation from B. Ann Vance Greensboro branch	\$ 11.00	1 member
	Total Income	\$ 2,519.00	

**Expenses**

7/6/2021	Dream Host	\$ 15.99	Communication expense
7/29/2021	Keyla Ferretiz	\$ 75.00	Communication expense - web designer
7/31/2021	Google Workspace July 13-31	\$ 11.03	Communication expense
8/5/2021	Dream Host	\$ 15.99	Communication expense
9/9/2021	Google Workspace August 1-30	\$ 18.00	Communication expense
	Total Expense	\$ 136.01	

**Account Balances as of 9/9/2021**

Checking Account Balance	\$ 27,021.80
Savings Account Balance	\$ 10,346.39
Grand Total	\$ 37,368.19

**Membership from April 1 to August 18, 2021**

Date	Location	Amount	Members
4/15/2021	MPP	\$ 198.00	11
5/17/2021	MPP	\$ 374.00	34
6/4/2021	Brevard	\$ 11.00	1
6/14/2021	Jacksonville	\$ 88.00	8
6/17/2021	MPP	\$ 2,255.00	205
6/28/2021	Salisbury (4) & Jacksonville (1)	\$ 66.00	6
7/7/2021	Gaston	\$ 132.00	12
7/16/2021	MPP	\$ 1,694.00	154
8/18/2021	MPP	\$ 671.00	61
9/9/2021	Jacksonville	\$ 11.00	1
	Total	\$ 5,500.00	493



**APPENDIX C**  
AAUW NC Strategic Plan Goals - Proposed - 2021-2022

<b>Goal</b>	<b>Measures</b>	<b>Person(s) Responsible</b>
<p>Achieve AAUW 5 Star Program Award/recognition</p> <p>(Total of 11 Criteria Required)</p>	<p><b>Advancement: (Only 3 Required)</b></p> <ol style="list-style-type: none"> <li>1. Raise \$30 per member in FY22 towards the Greatest Needs Fund</li> <li>2. Increase contributions to the Greatest Needs Fund by 25% from FY21</li> <li>3. Retain at least 90% of branch membership</li> <li>4. Increase Legacy Circle membership by 10% (2) over FY21</li> <li>5. At least 10% (2) of branches are participating in Five-Star Program in FY22</li> <li>6. Make a state affiliate contribution to the Greatest Needs Fund</li> </ol> <p><b>Public Policy &amp; Research:</b></p> <ol style="list-style-type: none"> <li>7. Appoint a state public policy chair and at least 60% of branches have a public policy chair.</li> <li>8. Conduct an annual meeting with a member of Congress, Governor, or a member of their staff around a strategic plan focus.</li> <li>9. Host a Lobby Day at the statehouse focused on AAUW public policy priorities.</li> </ol> <p><b>Governance &amp; Sustainability:</b></p> <ol style="list-style-type: none"> <li>10. Institute a succession plan</li> <li>11. Develop and use a strategic plan that aligns with AAUW national</li> </ol>	<ol style="list-style-type: none"> <li>1. Pat, Janet, Branch Presidents</li> <li>2. Pat, Janet, Branch Presidents</li> <li>3. Pat, Janet, Branch Presidents</li> <li>4. Pat, Janet, <b>Board</b></li> <li>5. Pat, Janet, Branch Presidents</li> <li>6. <b>Board</b></li> <li>7. Pat, Beverly, Branch Presidents</li> <li>8. Beverly, Melodía</li> <li>9. Pat, Beverly, Melodía</li> <li>10. Pat, <b>Board</b></li> <li>11. Pat, <b>Board</b></li> <li>12. Pat</li> </ol>

	<p>12. Appoint a state Diversity Officer to lead diversity and inclusion planning on behalf of the state and with support of the board</p> <p><b>Programs:</b></p> <p>13. At least 90%(15) of branches hold 2-4 programs with a strategic plan focus</p> <p><b>Communications &amp; External Relations :</b></p> <p>14. All existing website and social media accounts use current AAUW branding and have 3-5 postings with a DEI focus in FY22.</p>	<p>13. Melodía, Branch Program Chairs, Presidents</p> <p>14. Kathy, LaToya</p>
Address governance/sustainability/leadership	<ol style="list-style-type: none"> <li>1. Review/revise the Bylaws</li> <li>2. Recruit a webmaster</li> <li>3. Create a Procedures Manual that reflects today’s processes</li> <li>4. Create a succession plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Kathy, Janet, Pat</li> <li>2. Kathy, Pat</li> <li>3. Kathy, Pat, Mary Ann, and <b><u>volunteers</u></b></li> <li>4. Pat, <b><u>Board</u></b></li> </ol>
Create an ongoing communication method(s) with and between branches for these committees: Public Policy, Programs, STEM	<ol style="list-style-type: none"> <li>1. Coordinate with all branches to determine actions for at least 3 selected state Public Policy Priorities;</li> <li>2. Provide at least 4 branch-based programs to the state membership through Zoom</li> <li>3. Facilitate participation of at least 4 (25%) branches in a STEM program and/or community STEM activity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Beverly</li> <li>2. Melodía</li> <li>3. Christi</li> </ol>
Appoint a Diversity Officer to lead diversity and inclusion planning support of board and branch DEI efforts	<ol style="list-style-type: none"> <li>1. Introduce board members and branch leadership to resources they have for DEI awareness, programming and actions</li> <li>2. Assist at least 4 branches as requested in DEI programming/activities for their branch</li> <li>3. Facilitate at least 3 programs from the</li> </ol>	<ol style="list-style-type: none"> <li>1. Pat, DEI Officer, Janet</li> <li>2. DEI Officer, Melodía</li> <li>3. Pat, DEI Officer</li> </ol>

	DEI Toolkit or other sources for board members.	
Assist branches as needed/requested to establish a relationship with an institution of higher learning in their communities	Three branches accomplish this through establishing communications and collaboration for at least one activity	Pat, Janet, Jane, Branch Presidents, <b><u>other Board volunteers</u></b>
<i>Approved by Board:</i>	<i>September 15, 2021, by unanimous vote.</i>	<i>See minutes.</i>

APPENDIX D

AAUW NC 2020-2021 INTERNAL FINANCIAL REVIEW REPORT  
September 7, 2021

This list contains those things that have been identified in the AAUW NC Bylaws, the Finances section of AAUW NC Policy Statement, the AAUW Finance Tool Kit, and some best practices in meeting Nonprofit Status of the IRS and providing sufficient information for the board to perform its fiduciary duty. The AAUW responsibilities of the state finance officer are not included in this review

- Yes 1. The organization's accounting practices conform to generally accepted accounting standards
- Yes 2. The organization files any necessary IRS forms (990) in a timely manner; i.e. before November 15th
- Yes 3. The organization has a policy that identifies authorized check signers and the number of signatures required on checks
- Yes 4. All expenses of the organization are approved by the Board, or a person designated by the Board, before payment is made and/or according to the budget amounts
- Yes 5. Monthly financial statements, including checking, savings and investment balances, are reconciled, prepared and submitted to the Board at least semi-annually
- Yes 6. All disbursements are paid by check or debit card and supported by written documentation, including receipts, invoices, reimbursement requests or other documents identified by the board; incoming payment records also have documentation
- Yes 7. All pre-numbered checks are accounted for, including any voided checks
- Yes 8. A record of Individual, business, philanthropic organization, etc. donations is kept
- Yes 9. The organization has a review process, either internal or from a contracted service, to assure that the board is receiving appropriate and accurate financial information
- Yes 10. The Board of Directors reviews and approves any audit or internal review of its financial procedures and institutes any necessary changes

**All audit criteria met. Treasurer advised that the QuickBooks transaction reports do not contain check numbers nor a differentiation for checks versus use of debit card, which would be valuable for future internal reviewers.**

**Jeanne Smolkin, Treasurer of AAUW Asheville    Lina Evans, Board Member The GEM Fund**