



**American Association of University Women North Carolina (AAUW NC)
Board Meeting - April 20, 2022
Minutes**

Meeting Date: April 20, 2022
Meeting Time: 7pm
Meeting Location: *ZOOM*

Board Members Present: Janet Bunger (Branch Advocate), Pat Ashe (President), Jane Terwillegar (Past President), Wendy Haner (Treasurer), Christi Whitworth (STEM Chair), Paula Munger (Vice President-Elect), Mary Ann Bents (*Connect* Editor), Tiffany Jacobs (DEI Chair), Dr. Nicole Sherill-Jamison, Kathy Pearre (Communications Chair)

Board Members Absent: Beverly Larson

Guests Present: none

Subject	Discussion/Progress/Decisions
Welcome <i>Facilitator or Speaker Name, Role</i>	The meeting was called to order at 7:04pm by Pat Ashe.
Minutes from the Last Meeting <i>Adrienne Stuckey, Secretary</i>	The minutes from the March 16, 2022 meeting were provided to the Board members for review prior to the meeting. Board members did not recommend any changes, so the minutes were accepted as presented.
Treasurer's Report <i>Wendy Haner, Treasurer</i>	The financial report is posted in Appendix B. Wendy Haner reported that the national organization sends reports to indicate that deposits have been made to our account for memberships. However, they do not indicate the amount or the number of members, so Wendy then looks in the bank account to calculate how many members' state dues get deposited every day.

	<p>The <i>ZOOM</i> annual account fee was paid this month.</p> <p>Our insurance premium will be paid in May as it is due in June.</p>
<p>Executive Committee <i>Pat Ashe, President</i></p>	<p>The Executive Committee has not met since the annual meeting in late March, so there are no reports.</p>
<p>Public Policy <i>Beverly Larson, Public Policy Chair</i></p>	<p>Pat Ashe reported that Beverly Larson met with public policy chairs in the last month to discuss the findings of Dr. Katie Pincura’s research on county governments’ job applications. Discussion and a sample letter was provided for Branch Policy Chairs to approach their local governments</p>
<p>STEM <i>Christi Whitworth, STEM Chair</i></p>	<p>UNC Asheville hosted a “Women in STEM” event (today). The director of “STEM Atlanta Women” and other women in STEM spoke.</p> <p>Christi Whitworth is seeking information about how Branch and community members can participate in the national K-12 STEM programs offered by AAUW so she can share it with our Branches.</p>
<p>Diversity, Excellence, and Inclusion (DEI) <i>Tiffany Jacobs, DEI Chair</i></p>	<p>Tiffany Jacobs invited discussion about whether the Board members would like to hold a follow-up DEI discussion since our last one in January. The in-person meeting discussion is below under “Other Business.”</p> <p>Tiffany will work with Pat Ashe to identify any pre-meeting reading or reflection the Board members should complete. She will send this out prior to this meeting.</p>
<p>Communications <i>Kathy Pearre, Communications Chair</i></p>	<p>Kathy Pearre needs people to help with social media postings and with management of the <i>ZOOM</i> account for Branch and State virtual events and meetings.</p> <p>Some Branches have indicated they might purchase <i>ZOOM</i> accounts for the next year to facilitate their own Branch activities.</p> <p>Our intern, Kayla, will be working on some content edits and documents on the website before her internship is completed at the end of this semester.</p> <p>Pat Ashe reported that Jan Allen is working to transfer the historical files from our previous DropBox accounts and</p>

<p><i>Connect Newsletter and Guidelines & Procedures Manual</i> <i>Mary Ann Bents, Editor</i></p>	<p>from the website to our new Google Drive account.</p> <p style="text-align: center;"><i>CONNECT newsletter</i></p> <p>There were 6 newsletter issues published since January 2022. The open rates for the newsletters continues to be high. All were above 40% of the subscribed list members. The lowest rate was in February at 42%. The highest in April at 47.7%.</p> <p>The deadline to submit articles for the May CONNECT issue is April 27th. Janet Bunger agreed to send out this info to appropriate contacts for the AAUW NC branches. A due date to submit articles for the next scheduled newsletter will be included in future CONNECT issues to make branch leaders more aware and to help them plan their communications.</p> <p>It was questioned whether there should be CONNECT newsletters published during the summer months since many branches may not hold meetings or host events during this time. We agreed the June and July issues should NOT be published. However, a note should be included in the May issue that explains that the next scheduled issue will be in August. If there is a need to share information before August a special CONNECT issue will be created and distributed.</p> <p style="text-align: center;"><i>Guidelines & Procedures Manual:</i></p> <p>Pat Ashe will work with Jan Allen to identify a location on the website to store the documents of the revised Guidelines and Procedures Manual, and then Mary Ann Bents will ensure they are posted there.</p> <p>Preparation of the Guidelines and Procedures documentation continued. Submitted drafts are being compiled into five distinct Parts for this new documentation. The Parts include:</p> <ul style="list-style-type: none"> ● Part 1: Elected Officers ● Part 2: Appointed Chairs/Leads for Committees and Teams ● Part 3: Process Checklists, Procedures and Additional Resources ● Part 4: Meetings ● Part 5: Mission Related Activities <p>Each of the five drafted Parts will include a page (last page)</p>
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	<p>with questions/comments posed by Mary Ann and/or Nicole or others. When the drafts are distributed for review, clarification and feedback, we request help from board members to help address these questions/comments.</p> <p>The initial draft for Part 1 was already distributed and some feedback received. Revisions for Part 1 will begin soon based on this feedback.</p> <p>Some initial drafts from the assigned topic manager(s) are still pending and will be integrated into the initial compiled drafts for Parts 2 through 5. They will be distributed soon for review and feedback. Mary Ann created some drafted content that will be included in these initial documents.</p> <p>The five Parts will be revised based on feedback, etc. until all comments/questions are sufficiently addressed.</p> <p>The goal is for all five Parts to be completed by the end of the fiscal year. The MS Word documents will be archived on the Google Drive workspace. A PDF version of the approved five documents will be published to the AAUW NC website on the Documents webpage: https://www.aauwnc.org/documents/</p> <p>There are some areas within the draft documents needing review by the Board; Mary Ann will distribute them for comments.</p>
<p>Feedback on Annual Meeting <i>Pat Ashe</i></p>	<p>Pat Ashe invited comments on the Annual Meeting from March.</p> <p>Attendance was higher via <i>ZOOM</i> the past two years than previously in person.</p> <p>Numerous state members have contacted Board Members with positive comments about the content of the meeting.</p>
<p>Other Business <i>Pat Ashe</i></p>	<p style="text-align: center;"><i>Hendersonville Branch:</i></p> <p>The Branch voted (23 to 7) last month to keep the branch intact and not disband. A member, Sandy Bernard, who is a past national President, has stepped up, along with 3 other Hendersonville members to provide the leadership for the branch. Cathy Veal, Vice President for Programs, will take over as interim President and will call an organizing meeting to plan the structure, nominate the new President/Administrator, Finance Officer, and</p>

	<p>Directors of Membership, Communications, and Programs. Overall, their plan is to streamline the leadership structure while maintaining special interest groups and programs.</p> <p style="text-align: center;"><i>In-Person Board Meeting in June:</i></p> <p>A location has been secured in Winston-Salem, for Saturday, June 25 from 10am to 2pm to allow for travel. Several Board members would be unable to travel for the meeting, so the Board considered whether to use A/V equipment to hold a hybrid Face to Face/<i>ZOOM</i> meeting. There are some drawbacks to a hybrid format, but we noted the value in experimenting with new technologies. The Board agreed to this plan. The agenda will include strategic planning and follow-up discussions of DEI.</p> <p>Adrienne Stuckey moved, and Wendy Haner seconded, not to hold a May meeting in light of the longer, face-to-face/ hybrid June meeting. There was no discussion, and a verbal vote was unanimous in favor of the motion.</p> <p style="text-align: center;"><i>Proposed Budget</i></p> <p>On May 25, 2022, the proposed budget for AAUW NC 2022-2023 fiscal year was sent to all board members. By May 30th, 8 members of the 11 member board had responded; therefore a quorum was reached. All 8 members voted to approve the budget. It was subsequently published in a special edition of Connect and sent to all members on June 1st. This met the requirement in the Bylaws that the approved budget must be sent to all members 30 days in advance of the start of the fiscal year. The approved budget was also posted on the website.</p>
Next Meeting	June 25, 2022, 10am-2pm, in person, in Winston-Salem (Kathy Pearre will arrange a space to meet).
Adjournment	The meeting was adjourned at 8:19pm.
Notetaker	The minutes were prepared and submitted by Adrienne Stuckey Secretary, AAUW NC.

APPENDIX A
Meeting Agenda

AAUW NC Board Meeting

April 20, 2022

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. Meeting opening (Pat Ashe, President)
- II. Report from Jane about approval of the Annual Meeting Minutes of March 26th,
- III. Treasurer's Report (Wendy Haner, Treasurer)
- IV. Committee Chair Reports (please include status of goal progress)
 - a. Executive Committee (Pat Ashe)
 - b. Public Policy (Beverly Larson, Chair)
 - c. STEM (Christi Whitworth, Chair)
 - d. Diversity, Equity and Inclusion (Tiffany Jacobs, Chair)
 - e. Communications (Kathy Pearre, Chair)
 - f. *Connect* newsletter and Guidelines and Procedure Manual (Mary Ann Bents)
- V. Feedback on Annual Meeting (all)
- VI. Other Business
 - a. Hendersonville branch situation
 - b. Potential for an in-person meeting in June
- VIII. Adjournment

Next board meeting will be May 18, 2022

APPENDIX B Treasurer's Report

July 1, - April 1, 2022 Transaction History				
Date	Income			
7/7/2021	Gaston	\$ 132.00	12 members	
#####	MPP Dues	\$ 1,694.00	154 members	
8/5/2021	MPP Dues	\$ 671.00	61 members	
9/9/2021	Jacksonville	\$ 11.00	1 member	
#####	MPP Dues	\$ 418.00	38 members	
#####	MPP Dues	\$ 330.00	30 members	
#####	Brevard	\$ 11.00	1 member	
#####	MPP Dues	\$ 198.00	18 members	
#####	MPP Dues	\$ 44.00	4 members	
#####	MPP Dues	\$ 33.00	3 members	
#####	MPP Dues	\$ 16.50	3 members	
4/5/2022	MPP Dues	\$ 55.00	5 members	
	Donations			
#####	Donation from B. Ann Vance Greensboro branch	\$ 11.00		
	Total Income	\$ 3,624.50		
	Expenses			
7/6/2021	Dream Host	\$ 15.99	Communication expense (renewed website name)	
#####	Keyla Ferretiz	\$ 75.00	Communication expense Web designer	
#####	Google Workspace July 13-31	\$ 11.03	Communication expense (storage)	
8/5/2021	Dream Host	\$ 15.99	Communication expense (renewed website name)	
9/9/2021	Google Workspace August 1-30	\$ 18.00	Communication expense (storage)	
#####	Dream Host	\$ 15.99	Communication expense (renewed website name)	
#####	Dream Host	\$ 155.88	Communication expense (yearly renewal fee)	
#####	Keyal Ferretiz	\$ 75.00	Communication expense Web designer	
#####	Google Workspace Sept 1-30	\$ 18.00	Communication expense (storage)	
#####	Google Workspace Oct 1-31	\$ 18.00	Communication expense (storage)	
#####	Dream Host	\$ 27.11	Communication expense (renewed website name)	
#####	Quicken	\$ 38.51	Office Expense	
#####	First Horizons for new CD	\$ 10,000.00	Savings	
#####	Google Workspace Nov 1-30	\$ 18.00	Communication expense (storage)	
#####	AAUW Greatest Need Fund	\$ 500.00	Advocacy and Collaboration	
#####	Google Workspace Dec 1-30	\$ 18.00	Communication expense (storage)	
1/9/2022	Pat Ashe	\$ 87.91	Administrative Expenses	
#####	Amazon Books for Branches	\$ 249.07	Young Peoples Literature Award (17 Books)	
#####	Plaque Maker for Book Award	\$ 26.42	Young Peoples Literature Award Trophy for Author	
#####	Get You Found (Tech Triad)	\$ 50.00	Communication Expense (Tech Support)	
#####	Google Workspace Jan 1-31	\$ 18.00	Communication expense (storage)	
#####	ERA-NC Alliance	\$ 35.00	Advocacy and Collaboration	
#####	Get You Found (Tech Triad)	\$ 350.00	Communication Expense (Tech Support)	
3/1/2022	Google Workspace Feb 1-28	\$ 18.00	Communication expense (storage)	
#####	Keyal Ferretiz	\$ 24.00	Communication expense Web designer	
#####	Zoom Year Membership	\$ 149.90	Communication expense (yearly renewal fee)	
4/1/2022	Google Workshop Mar 1-31	\$ 18.00	Communication expense (storage)	
	Total Expense	\$ 12,046.80		
	As of 3/7/22			
	Checking Account Balance	\$ 16,232.53		
	CD Account Balance	\$ 10,353.69	0.03% interest	Date originated 2/2018
	CD Account Balance	\$ 10,000.00	0.01% interest	Date originated 11/2020
	Grand Total	\$ 36,586.22		



Membership from April 1 to January 31, 2022				
Date	Location	Amount	Members	
#####	MPP	\$ 198.00	11 members	
#####	MPP	\$ 374.00	34 members	
6/4/2021	Brevard	\$ 11.00	1 member	
#####	Jacksonville	\$ 88.00	8 members	
#####	MPP	\$ 2,255.00	205 members	
#####	Salisbury (4) and Jacksonville (1)	\$ 66.00	6 members	
7/7/2021	Gaston	\$ 132.00	12 members	
#####	MPP	\$ 1,694.00	154 members	
#####	MPP	\$ 671.00	61 members	
9/9/2021	Jacksonville	\$ 11.00	1 member	
#####	MPP	\$ 418.00	38 members	
#####	MPP	\$ 330.00	30 members	
#####	Brevard	\$ 11.00	1 member	
#####	MPP	\$ 198.00	18 members	
#####	MPP Dues	\$ 44.00	4 members	
#####	MPP Dues	\$ 33.00	3 members	
#####	MPP Dues	\$ 16.50	3 members	
	Total	\$ 6,550.50	590 members	projected 650 members (short 60)