



American Association of University Women North Carolina (AAUW NC)
Board Meeting - 6/25/22
Minutes

Meeting Date: June 25, 2022

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

Meeting Location: Hybrid Modality - Forsyth County, NC, Central Library, and by *ZOOM*

Board Members Present in Person: Pat Ashe, President; Jane Terwillegar, Past President; Beverly Larson, Vice President; Paula Munger, Treasurer; Wendy Haner, Past Treasurer; Kathy Pearre, Communication Chair and Past Vice President; Tiffany Jacobs, Diversity, Equity & Inclusion (DEI) Chair; Adrienne Stuckey, Secretary

Board Members Present by *ZOOM*: Katie Pincura, Policy Chair; Janet Bunger, Branch Advocate; Mary Ann Bents, *CONNECT* Editor

Subject	Discussion/Progress/Decisions
Introductions <i>Pat Ashe, President</i>	Pat Ashe called the meeting to order at 10:45 am and invited each attendee to introduce themselves and explain their AAUW NC roles.
Updates on AAUW NC 5-Star Program Progress <i>Pat Ashe, President</i>	Pat Ashe provided updates on AAUW NC progress in the AAUW 5-Star Program, and all other goals, as provided in APPENDIX D.
Approval of Mini-Grant Application Process <i>Pat Ashe, President</i>	A motion was made to approve edits to the Mini-Grant document as provided in APPENDIX A. The vote was verbal and unanimous.
Diversity, Equity, and Inclusion (DEI) Training & Discussion Session <i>Tiffany Jacobs, DEI Chair</i>	Tiffany Jacobs led the board through a second training session for DEI concepts based on the AAUW DEI Toolkit and direction provided through the AAUW National DEI initiatives.
Miscellaneous	Board Members are directed to APPENDICES B-E for additional materials shared with the Board during the meeting.
Next Meeting	We will meet again in August, Day/Time TBA.

Adjournment	The meeting was adjourned at 2:20pm.
Notetaker	The minutes were prepared and submitted by Adrienne Stuckey, Secretary, AAUW NC.

APPENDIX A

Mini Grants Call for Proposals and Application Information

AAUW of North Carolina MINI GRANTS to Branches

Introduction

AAUW NC offers mini-grants to branches on a rolling basis.

We encourage action-oriented projects or other meaningful branch proposals that promote the mission of AAUW and/or current national and state priorities. We look for impact on the local community. However, awards may be made for branch infrastructure and outreach programs, particularly if they are tied to building the capacity of the branch to do community action projects in the future.

Reminders

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

Diversity Statement: There are no barriers to full participation on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class

Application Timeline

The application can be made at any time. The Executive Committee, with advice from the appropriate leadership team(s), will decide on the award within six weeks after the application is submitted.

Grant Limits

The amount of the grant will be at the discretion of the Executive Committee, taking into consideration the justification provided by the branches. The board will be responsible for including a limit in each year's budget.

Applications will be accepted for the following types of projects with the following limits:

1. Community action, public policy and social justice projects
This project must involve an event or other activity that reaches nonmembers
Limit: \$500
2. Other projects that increase branch capacity
Limit: \$100

Revised: May 2022
Approved by Board: June 2022

Mini Grant Application Process

The application must contain the following information:

Project Title

Branch Name

Name/Phone/e-mail for Branch President. Name/Phone/e-mail for Project Leader

For applications for the \$500 community action and \$100 branch capacity projects, include

1. Concise project description
2. Specific long term goal(s) that this project addresses. These should be tied to the mission and/or current AAUW and AAUW NC priorities
3. Specific action steps that this grant will fund with estimates of actual costs and the time frame
4. Background on other branch efforts to address the goal, i.e. include other action steps where applicable
5. Discussion of why this money is needed and what other funds are available to address the goal. A simple budget is applicable here
6. Discussion of how will you know whether the action steps get you closer to your goal(s)
7. A date, no more than 12 months after the date of the application, when the project will be completed and the final report submitted.

Send the completed packet via email to the AAUW NC President at president@aauwnc.org

Other notes

The Executive Committee will award grants based on

1. Application containing all the requested information
2. Amounts requested and financial justification for those amounts
3. Preference for new projects
4. Expected impact for the benefit of AAUW NC and its branches

Grants will be payable to the branch and sent to the branch Treasurer.

Revised: May 2022
Approved by Board: June 2022

There is no requirement that the Executive Committee distribute all the allocated funds. They may make awards for less than the requested amounts.

Any branch receiving an award is required to submit a final report that includes:

1. Summary of how the funds were used
2. Evaluation of progress toward the long term goal
3. Any specific benefits that the project brought to the branch or AAUW NC
4. Links to web articles about the project or other external documentation

This report should be submitted within two weeks of the completion of the project, and any branch that has not submitted a report by the deadline specified in their application, will be asked to return the funds.

Revised: May 2022
Approved by Board: June 2022

APPENDIX B

Mini-Grant Recipient Thank You Letter



To: AAUW North Carolina Board
From: AAUW Greensboro Board
Subject: Greensboro Branch IT For Girls 2022 Camp \$500 Mini-grant

June 25, 2022

Thank you SO much for supporting our 2022 IT For Girls Camp which was back in person for the first time since 2019. Your support in 2021 allowed us to hold hybrid events which included small group sessions in robotics, internet of things, drones, and coding, followed by a week-long Zoom camp. We are appreciative of your continued assistance with our STEM outreach activities in support of fifth through eighth grade students as well as our high school volunteers.

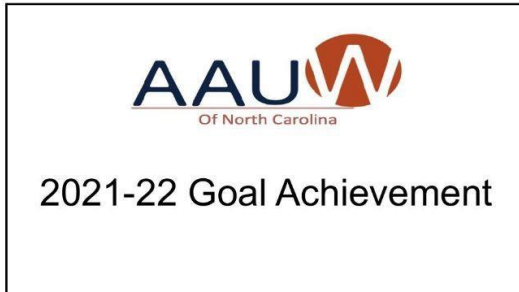
The 2022 camp was unique in several aspects. AAUW CU Partner UNC Greensboro hosted the event under their program entitled *Intersection UNCG*. The schedule included five tech embedded undergraduate degrees, one each day. In addition to music, animation, technical theater, and archaeology, the camp featured a full day in the Consumer Apparel Retail Studies Department which has recently been awarded an AAUW Community Action Grant to offer free college classes to students at Eastern High School in Guilford County as well as two high schools in Forsyth County.

The Greensboro Branch has for many years offered STEM programs for girls such as IT For Girls and Triad Tech Savvy, as well as other collaborations promoting science and technology. Our goal is to build confidence and skills in younger students and develop high school girls expertise as near peer mentors and instructors. We are also an Affinity Alliance Partner with the National Center of Women & Information Technology headquartered in Denver, CO. Through NCWIT, we endorse high school applicants in the Aspirations in Computing (AiC) network which affords girls recognition national and regional recognition awards.

APPENDIX C
2022-2023 AAUW NC Budget

AAUWNC YEARLY BUDGET FOR 2022-2023				
	Details	Proposed	Actual	Final
Income				
Dues @11 per 625 members	\$6,875.00			
Transfer from prior years excess receipts	\$500.00			
Total Income		\$7,375.00		
Expenses				
Annual Conference (Zoom)	\$0.00	\$0.00		
Young People Literature Award		\$375.00		
Book and Mailing	\$320.00			
Trophy for Author	\$55.00			
Administrative Expense		\$160.00		
Postage, etc	\$120.00			
Quicken	\$40.00			
Branch Outreach	\$300.00	\$300.00		
Communications		\$3,600.00		
Technical Support	\$2,084.00			
Dream Host	\$400.00			
Tech Triad	\$750.00			
Zoom	\$150.00			
Google	\$216.00			
Insurance		\$690.00		
Liability Insurance	\$350.00			
D&O Liability Insurance	\$340.00			
Advocacy and Collaboration		\$2,250.00		
Membership in organizations	\$100.00			
Ads and conferences	\$150.00			
Donation to AAUW	\$500.00			
Mini Grants	\$1,500.00			
Total Expenses		\$7,375.00		

APPENDIX D
2021-2022 AAUW NC Goal Achievement Presentation *by Pat Ashe*



5-Star Program	Advancement Completed 3. Retain at least 90% branch membership (90.6%) 4. Increase Legacy Circle Membership by 10% (1) 5. Make a state affiliate contributions to Greatest Needs Fund (\$500)
	Programs Completed At least 90% of branches hold 2-4 programs with a strategic plan focus (17 state programs by Zoom)

5-Star Program	Public Policy Completed Appoint a state PP Chair and at least 60% of branches have a PP Chair (100%) Conduct an annual meeting with a member of Congress (6-13-2022) Host a Lobby Day at the statehouse (9-26-2021 ERA)

5-Star Program	Governance and Sustainability Completed Institute a succession plan Develop and use a strategic plan Appoint a state Diversity Officer
	Communications & External Relations Completed Branding and DEI posts

Address governance/ sustainability/ leadership	Revise Bylaws -Completed Recruit a webmaster -Not Completed Create a Procedures Manual -Completed Create succession Plan -Completed

Create Ongoing Communications with Branches	Coordinate actions for 3 state PP priorities -Completed Provide 4 branch programs to the state membership -Completed Facilitate participation in 4 STEM programs -Completed

<p>Appoint a Diversity Officer to Lead DEI Training</p>	<p>Introduce board members to DEI resources -Completed</p> <p>Assist 4 branches as requested in DEI programming -1 Requested and Completed (Greensboro)</p> <p>Facilitate 3 programs on DEI for board members -Completed 4</p>
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<p>Assist Branches in C/U Relationships</p>	<p>Three branches accomplished this -Completed (Asheville, Charlotte, Greensboro)</p>
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APPENDIX E
End of Year AAUW NC Board Review

AAUW NC Year-End Review Summary

2021-2022

Effectiveness of assignments (as a whole board)

1. Overall, how effective was the board as a whole?

Comments overall were positive, including being referred to as efficient, focused on leading branches, collaborated well, Past President support constructive, meeting has important information shared, minutes captured very well. Continuing, board members completed their assignments, people working together, professional in discussions and decisions, DEI session in January particularly powerful, goals agreed upon taken seriously, regular publication of Connect really supported the board.

2. What could be done differently/better?

Potential goals:

Process for onboarding new board members
Board meetings shorter, earlier time, less often
Keep a calendar for meetings, deadlines, etc. (board and branches)
Gaining more input from members individually

3. What change would you recommend for next year/next board?

Potential goals:

Separate Zoom Coordinator from VP role
Identify back-up for Zoom Coordinator and newsletter
Board members, Committee Chairs and branches submit items to Connect
Re-evaluate participation in 5-Star Recognition Program
Have a state convention that isn't virtual
Need actions for increasing membership, DEI sessions and AAUW priorities programming at the branch level

Board members review new Guidelines and Procedures Manual content
Continue with monthly Connect

4. What activities did you do that were helpful to the board/membership?

Helping branches connect in ways to help children in STEM activities
Public Policy Chairs received monthly emails and quarterly Zoom
meetings and kept board informed of activities

Kept everyone aware of dollars we have and how we could save money

Establishing a nominating committee

Goal: A whole new look at membership with the changes at national

Goal: Board to set goals about communication from the branches to the
board—too much top-down, need more bottom-up

5. What do you wish you had known when you accepted the position?

That information from national is sparingly sent out to Committee Chairs

More information about the responsibilities of being on the board

More information about what the Chair duties are

6. If continuing, what personal changes would you like to make?

(these were indeed personal as a self-evaluation and plan)