



American Association of University Women North Carolina (AAUW NC)
April 16, 2025
Minutes

Meeting Date: April 16, 2025

Meeting Time: 5:30pm

Meeting Location: *ZOOM*

Board Members Present: Pat Ashe (President), Lena Murrill-Chapman (Vice-President), Kathy Pearre (Programs Chair), Mary Ann Bents (*Connect* Editor and Website Manager), Tiffany Jacobs (DEI Chair), Millie Hoffler-Foushee (Treasurer), Elizabeth Pou (Secretary)

Absent: Laura Tew (STEM Ed Chair), Sandy Bernard (AAUW Carolinas Fund Chair)

Guests Present: None

Subject	Discussion/Progress/Decisions
Meeting Opening <i>Pat Ashe, President</i>	Pat welcomed everyone. Our guest, Da'Tarvia Parrish, was not in attendance.

Minutes from the Last Meeting <i>Elizabeth Pou, Secretary</i>	The minutes from the February 19, 2025 meeting were provided to the Board members by email for review prior to the meeting. Minutes were approved with one minor typo correction.
Treasurer's Report <i>Millie Hoffler-Foushee, Treasurer</i>	Millie clarified that the spreadsheet report is through March. She stated she is confident we will come close to annual 2024-25 projections. One of the CD's is coming up for renewal in early May. The board decided to keep the CD and renew it. Millie will discuss with the Wells Fargo representative and will try to get at least 4% interest rate. (See report in Appendix A)
Board Appointment for 2025-26 Vacancy in VP Position	After discussion, it was decided to delay this appointment until Da'Tarvia Parrish could be present and speak with the board.
Executive Committee <i>Pat Ashe</i>	An email exchange regarding three branches who have requested NCCWSL registration fees led to a consensus that these were appropriate and were tentatively approved.
Public Policy@ <i>Pat Ashe, Interim Public Policy Chair</i>	Pat announced that due to some health issues Catherine Magid will not be able to assume her role as new PP Chair. Pat reported on a recent event held with AAUW Asheville Members that was an open discussion with 30 women attendees regarding their individual opinions and concerns with what is happening nationally, in NC and locally. In the 90 minute meeting the list of concerns was garnered and then a set of potential actions to take to address these issues within the bounds of our AAUW nonpartisan policy was created. Pat sent the list of issues and a sheet with numerous advocacy resources that could be utilized to gather information of what's happening in our country and how to express our opinions. The board requested she send these Advocacy Resources to branches for them to share with their members.

<p>STEM Ed <i>Laura Tew, STEM Ed Chair</i></p>	<p>No report this month due to Laura's absence.</p>
<p>Diversity, Equity, and Inclusion (DEI) <i>Tiffany Jacobs, DEI Chair</i></p>	<p>Tiffany reported that the first webinar in AAUW's Defending Equity series was recorded and will be available soon on the AAUW YouTube channel. The national Inclusion and Equity Committee will hold a Town Hall Zoom session on May 28th at 7:00 pm. It will show ties to the new AAUW Strategic Plan, which will be rolled out on May 13th. She requested that we submit questions to her as they will be embedded into the presentation and discussion format. The focus of the session will likely be on equity in higher education. There was discussion on increasing branch participation in this event. Pat will send reminder to branch Presidents. There was also discussion on whether AAUW will be a target of the Administration regarding DEI, which yielded that it is unlikely as AAUW does not receive federal funds.</p>
<p><i>Connect</i> Newsletter <i>Mary Ann Bents, Editor</i></p>	<p>See attached report in Appendix C</p>
<p>Website Maintenance <i>Mary Ann Bents</i></p>	<p>See attached report in Appendix C</p>

<p>Programs <i>Kathy Pearre, Programs Chair</i></p>	<p>Kathy stated there are no programs for May. She reported that Facebook posts have increased, 14 posts since January. She also stated that some branches are not maintaining their Facebook sites.</p>
<p>AAUW Carolinas Fund <i>Sandy Bernard, Chair</i></p>	<p>There was no report.</p>
<p>Membership <i>Lena Murrill-Chapman</i></p>	<p>Lena stated that the group of Membership Chairs has been exploring branch onboarding, including soliciting ideas. The next meeting is scheduled for the 2nd Wednesday in May.</p>

Guidelines and Procedures Manual Review Process <i>Mary Ann and Pat</i>	Pat prefaced the discussion with the explanation that the Manual was created in 2021 and is to be reviewed and updated as needed every two years. Mary Ann will send a high level summary of documents to us by May 1st. If you have documents to review, she will send you Word documents on which you can make changes and send back to Mary Ann. The majority of the Guidelines and Procedures Manual documents are on the website in the “About, Documents” section. Also, see Appendix D
Notetaker	Elizabeth Pou, Secretary

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Financial Report YTD March31					
	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	2024-2025	12/31/2		2/28/25	3/31/25
Income *					
Mbr dues June 2023					
Existing mbr dues 7/1 forward			\$ 154.00	\$ 132.00	\$ 220.00
New Member dues					
Dues Paying Members Subtotal	\$ 5,038.00	\$3,190.00	\$3,344.00	\$ 3,476.00	\$ 3,696.00
Interest on cd(s)					
Donations		\$ 617.35	\$ 125.00		
Other Income					

Total Annual Income		\$ 5,038.00	\$3,807.3 5	\$4,086.35	\$ 4,218.35	\$ 4,438.35
Close out/Purchase CD						
Operational Income		\$ 7,353.00				
Total Income		\$12,391.0 0				
Expenses						
Conferences		\$ 3,000.00	\$3,000.0 0			
Conference Ads		\$ 150.00				
Subtotal		\$ 3,150.00				
Young People Literature Award			\$ 78.09			
Books		\$ 350.00				\$ 200.16
Bookplates, mailing, etc		\$ 30.00				\$ 29.22
Trophy for Author		\$ 100.00				
Subtotal		\$ 480.00				\$ 229.38
Administrative Expense			\$ 258.83			
Postage, etc		\$ 50.00				

Travel-hotel		\$ 200.00				
Travel-mileage		\$ 200.00				
Pay-Pal Fees				\$ 4.59		
Subtotal		\$ 450.00		\$ 4.59		
Branch Outreach		\$ 100.00				
Communications			\$ 528.47			
Technical Support		\$ 1,500.00				
Dream Host (1)		\$ 257.00		\$ 5.00	\$ 5.00	\$ 5.00
Tech Triad Get You Found (2)		\$ 510.00			\$ 385.00	
Zoom (3)		\$ 160.00				\$ 159.90
Google (4)		\$ 216.00		\$ 21.60	\$ 21.60	\$ 21.60
Mail Chimp (5)		\$ 318.00		\$ 26.50	\$ 26.50	\$ 26.50
Subtotal		\$ 2,961.00		\$ 53.10	\$ 438.10	\$ 213.00

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Insurance						
Liability Insurance		\$ 375.00				\$ 375.00
D&O Liability Insurance		\$ 350.00				
Subtotal		\$ 725.00				\$ 375.00
Advocacy and Collaboration						
Annual Meeting 3/16/24		\$ 325.00				

AAUW/NCCWSL		\$ 3,000.00				
ERA Alliance		\$ 500.00				\$ 100.00
Donation in Memory		\$ 100.00				
Donation in Honor		\$ 100.00				
Subtotal		\$ 4,025.00				\$ 100.00
Mini Grants		\$ 500.00				
						\$ 917.38
Total Expenses		\$ 12,391.00	\$ 3,865.39	plus	\$ 917.38	\$ 4,782.77
ENDING BALANCE		0				344.42
CD #9926, 4% APY Due 5/07/25						
CD #2289, 4% APY Due 06/13/25						
*Total Dues paying Membership is approximate and will be refined with additional HUB & Branch research						
1) Dream Host		Maintains the domain names				
2) Tech Triad Get You Found		Maintains our NC website				
3) Zoom		Annual fee				
4) Google		Monthly fee for cloud storage				
5) Mail Chimp		Email service				

AAUW NC Board Meeting

April 16, 2025

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 and introduction of guests (Pat)

II. Meeting minutes February 19, 2025 (Elizabeth)

III. Treasurer's Report (Millie)

IV. Board Appointment for 2025-2026 vacancy in VP position (Pat) V.

Committee Chair Reports (including any update on 24-25 goals)

- a. Executive Committee (Pat)
- b. Public Policy —(Pat)
- c. STEM Ed (Laura)
- d.. Diversity, Equity and Inclusion (Tiffany)
- e. *Connect* newsletter (Mary Ann)
- f. Website update (Mary Ann)
- g. Programs (Kathy)
- h. AAUW Carolinas Fund Chair (Sandy)
- I. Membership (Lena)

VI. NCCWSL update and budgeted \$3000 for registrations for branches

VII. Recap/comments of Annual Meeting (Pat)

VIII. Guidelines and Procedures Review Process (Mary Ann and Pat)

IX. Other business

Connect Newsletter

• March 2025 Newsletter

- Open Rate: 34.9% (443 opens) - including Apple Mail Privacy Protection data
- 17 bounces total (14 soft, 3 hard)
- Most Clicked Links
 - Link with most clicks: https://us02web.zoom.us/join/zoom/register/cVRob7_SR7eC9Ubbb1Q8KA#/registration (for Annual Meeting Registration)
 - 2nd web link clicks: <https://www.aspirations.org/be-inspired/student-award-recipients> (NCWIT 2025 Award Recipients)

• April 2025 Newsletter (as of April 15th)

- Open Rate: 45% (572 opens) - including Apple Mail Privacy Protection data
- 11 soft bounces
- Most Clicked Links
 - Links with most clicks: <https://www.aauwnc.org/> (AAUW NC website) and <https://ncsciencefestival.org/> (NC SciFest)
 - 2nd web link clicks: <https://www.youtube.com/watch?v=6VKhuzgneb4> (AAUW: Standing Strong Against Attacks on Equity in Education video) and <https://my.aauw.org/event-information?ceid=959509&emci=ed3be517-e704-f011-90cd-0022482a9fb7&emdi=a709f112-d605-f011-90cd-0022482a9fb7&id=a0lQr000001F84jIAC> (Building a Stronger AAUW: Tips for Branch Fundraising Success webinar registration)
- Added text about the AAUW NC website and Facebook account to standard Connect newsletter template. Here is the drafted text.

Visit the AAUW NC Website and Facebook Account

We encourage our AAUW NC members and Connect newsletter readers to visit the AAUW NC website at: <https://www.aauwnc.org/>. You can learn more about our leadership, strategic goals, branches, events and programs.

AAUW also has a Facebook account at: <https://www.facebook.com/aauwnc>. If you are a Facebook user, please check out our account and periodic posts. You can join this FB group or simply Like our site.

AAUW NC Website

- Added April STEMEd Newsletter to News and STEM webpages • Removed Annual Meeting info from the Events webpage • Corrected reported issue with Board of Directors webpage • Sent note to Pat suggesting that we ask Get You Found to make updates to website theme to replace the AAUW NC logo and some coloration with the theme

AAUW NC Facebook Presence Info

- AAUW NC Facebook Account/Page
 - Kathy Pearre, Laura Tew and Mary Ann are meeting since early March to review account Administration Permissions
 - Current Admin permissions for Kathy, Laura, Mary Ann and Nancy Shoemaker
 - 14 posts were made since January 1, 2025
 - Plan to post a notice about the Connect newsletters when each issue is distributed to members
 - Plan to draft some basic content to add to the AAUW NC Guidelines & Procedures
- AAUW NC and Branches Accounts/Pages Summary

	A	B	C	D
	State/Branch	FB Account/Page Link	Content Current	Admin/Moderator
1	AAUWNC - North Carolina	https://www.facebook.com/aauwnc	Last post in 2025	
2	Asheville	https://www.facebook.com/AAUWinAsheville	Last post before 2025	
3	Brevard	https://www.facebook.com/AAUW.Brevard.NC	Last post in 2025	
4	Charlotte Area	https://www.facebook.com/groups/767009107482813	Last post before 2025	Kathy Johnson
5	Gaston Regional	https://www.facebook.com/groups/1619645804989613	Last post before 2025	Jane Kaylor (Stubblefield)
6	Greensboro	https://www.facebook.com/aauwgreensboro	Last post in 2025	Laura Tew
7	Hendersonville	https://www.facebook.com/groups/1003446184329357	Last post in 2025	Cathy Cousins Veal
8	Jacksonville Regional	<none>		
9	Orange, Durham, Chatham (ODC)	https://www.facebook.com/aauwodc	Last post in 2025	
10	Raleigh / Wake County	https://www.facebook.com/groups/aauw.raleigh	Last post before 2025	Treka Spraggins
11	Salisbury	https://www.facebook.com/SalisburyNCAAUW	Last post in 2025	Send email to: salisburyncaaauw@gmail.com
12	Tar Heel Statewide Virtual	https://www.facebook.com/groups/137592626280975	Last post in 2025	Nancy Shoemaker
13	Western Carolina Univ	<none>		
14	Winston-Salem	https://www.facebook.com/aauwwinstonsalem/	Last post before 2025	
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16	DISBANDED BRANCHES			
17	Cape Fear - branch disbanded	https://www.facebook.com/groups/192010712737345	Last post in 2025	Jean D'Addario
18	Sandhills - Southern Pine	branch discontinued <none known>		
19	Twin Rivers	branch discontinued <none known>		
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AAUW Cape Fear FB Account Removal - message sent to Jean D'Addario on April 16, 2025 requesting that she remove this account

- Recommend follow-up with branches to identify FB account admins for additional accounts where the branch person with this role could not be determined •
- Recommend follow-up with branches with FB account content that is not current to identify whether the account should be retained. If not, it is suggested that the FB account be removed

Appendix D

AAUW NC Guidelines and Procedures Documentation - 2025 Review & Updates

- Schedule for Review and Update of AAUW NC Guidelines & Procedures (All 5 Parts) - Most were last updated in April 2023
 - Distribution of Responsibilities by G&P Editor (M.A. Bents): By May 1st
 - Distribution of Current Documents for Review & Edit (MS Word format): By May 1st
 - Responsible Parties Review and Provide Feedback to G&P Editor (M.A. Bents): Due by May 30 - includes report of no recommended updates if applicable
 - Updates Made and Forwarded to AAUW NC President for Review & Final Approval: Incrementally during June
 - Updates Made to Website and Google Docs Archive: By end of June
- 2025 • Responsible Parties Summary (blue text - same individuals; red text - new individuals)

Part 1: Key Roles and Responsibilities – General Information – Elected Officers and Executive Committee & Board of Directors

- **President/Administrator**
 - Content Manager Title (Reviewer): President (Ashe)
- **Vice President**
 - Content Manager Title (Preparer): Vice President (Larson – New: Murrill-Chapman)
- **Treasurer (Finance and Budget)**
 - Content Manager Title (Preparer): Treasurer (Bunger and Ashe – New: Hoffer-Foushee)
- **Branch Advocate**
 - Content Manager Title (Reviewer): Branch Advocate (Bunger – New: Ashe)
- **Past President**
 - Content Manager Title (Preparer): Past President (Ashe)
- **Executive Committee**
 - Content Manager Title (Reviewer): President (Ashe)
- **Board of Directors (BoD) and Director of BoD**
 - Content Manager Title (Reviewer): President (Ashe)

Part 2: Key Roles and Responsibilities – General Information – Appointed Committee Chairs and Task Leads

- **Communications Chair**
 - Content Manager Title (Preparer): Communications Chair (Pearre – New: Bents)
- **Zoom Meeting Coordinator**
 - Content Manager Title (Preparer): Communications Chair (Pearre)
- **CONNECT Newsletter Editor**
 - Content Manager Title (Preparer): CONNECT Editor (Bents)
- **Diversity, Equity and Inclusion Lead**
 - Content Manager Title (Reviewer): DEI Lead/Chair (Jacobs)
- **Guidelines and Procedures Manager**

- Content Manager Title (Reviewer): Guidelines and Procedures Manager(s) (Bents and Sherrill Jamison – **New: Bents**)
- **Programs Chair**
 - Content Manager Title (Reviewer): President or Programs Chair (Ashe – **New: Pearre**)
- **Public Policy Chair**
 - Content Manager Title (Reviewer): Public Policy Chair (Pincura – **New: Ashe and Magid**)
- **Secretary**
 - Content Manager Title (Reviewer): Secretary (Stuckey – **New: Pou**)
- **STEM Chair**
 - Content Manager Title (Preparer): STEM Chair (Whitworth and Tew – **New: Tew**)
- **AAUW Carolinas Funds Chair**
 - Content Manager Title (Preparer): Funds Chair (**Bernard**)

Non-elected Board positions are appointed by the President and the individual serves for the term of the President. After the end of a President's term, the new President may reappoint that individual.

The back up for any open position is at the discretion of the President. The position may be filled by a new appointment to the board, duties may be appended to another board member, or the position can be left unfilled.

Part 3: Key Roles and Responsibilities: Process Checklists, Procedures and Additional Resources

- **AAUW NC Nominating Committee Checklist**
 - Content Manager Title (Reviewer): Branch Advocate (Bunger and Pincura – **New: Ashe**)
- **AAUW NC CONNECT Newsletter Creation and Distribution**
 - Content Manager Title (Preparer): CONNECT Editor (**Bents**)
- **AAUW NC CONNECT Newsletter MailChimp Audience Group Maintenance**
 - Content Manager Title (Preparer): CONNECT Editor (**Bents**)
- **AAUW NC Zoom Meeting Coordination**
 - **Note:** It has been determined that this content is sufficiently documented in the Part 2 and Part 4 Zoom related Guidelines and Procedures documentation. Updates to this section is, therefore, discontinued.
- **AAUW NC Document Retention**
 - Content Manager Title (Preparer): President (**Ashe**)
- **AAUW NC Important Bank and Treasurer Information**
 - Content Manager Title (Reviewer): Treasurer (Bunger – **New: Hoffler-Foushee**)
- **Additional Resources (AAUW, AAUW NC and External)**
 - Content Manager Title (Preparer): President and Guidelines/Procedures Manager

(Ashe) Part 4: Meetings

- **Meetings: General Information – Information, Rules/Guidelines and Responsibilities**
 - Content Manager Title (Reviewer): President and Vice President (**Ashe**)
- **Meetings: Annual Meeting Coordination**
 - Content Manager Title (Preparer): President (**Ashe**)
- **Meetings: Zoom Meeting Coordination**
 - Content Manager Title (Preparer): Vice President/Communications Lead (**Pearre**)
- **Meetings: Coordinating and Hosting Online Programs/Meetings**

- Content Manager Title (Preparer): President ([Ashe](#))

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- **Meetings: American Association of University Women of North Carolina Annual Conference Planning Guidelines** ([SAMPLE document – not to be updated; publish PDF version only](#))
 - Content Preparer: [P. Ashe](#)

Part 5: Mission Related Activities

- **Young People’s Literature Award Selection**
 - Content Manager Title (Preparer): Past-President or President (Ashe and Terwillegar – **New: Ashe**)
- **Grants to Branches (Mini-grants)**
 - Content Manager Title (Reviewer): President ([Ashe](#))
- **5 Star Program**
 - Content Manager Title (Preparer): President ([Ashe](#))

