**AAUW WESTCHESTER BOARD MEETING**

**April 1, 2020**

Attendance: Marie McKellar, Lorrin Johnson, Cynthia Plater, Judy Walsh, Jane Pendergast, Susan Gardner, Carol McMillan, Ellen Leuner, Mary Logan, Cheryl Larsen

The meeting was called to order by Marie McKellar at 4:30 p.m.

The minutes of the March 6th meeting were accepted.

Treasurer’s report. Members will be asked to renew online or send their annual renewal checks to Carol McMillan who is handling membership until the end of the year. The Board approved a $2.50 surcharge to be applied to online renewals in order to cover costs. The Annual Funds Campaign raised more than $6,000 from 45 members to support the mission of the organization. During the year, an additional amount of $2,000 was sent directly to National by members. In total just over $8,000 was raised, a generous showing by our Branch.

Membership. Currently we have 169 members including 4 new members who have joined since the beginning of the year.

May Branch Meeting, Summer Programs and Spring Fling. The Board approved the cancellation of all summer programs and of the May Branch meeting. The Board agreed to try to reschedule the spring fling in the fall. Ellen Leuner contacted St. Andrews and they agreed to a rescheduled date of September 16, 2020 pending any continuing health concerns related to the coronavirus. A meeting of the program group will be held on May 14th at 2:00, probably by conference call, to discuss next year’s programs.

AAUW NYS The NYS convention was cancelled but efforts are being made to determine how and when the annual meeting may be held; hopefully by the end of summer.

Induction of New Board Members Induction of new Board members will take place at the 17 June Board meeting at 10:30 a.m. Lorrin will ask Diona Koerner to conduct the induction ceremony.

Running and Winning The Running and Winning event scheduled for March 16th was cancelled. More than 50 student and 20 legislators had agreed to participate. The attendees were sent voter registration forms with their cancellation notices. SUNY Purchase has deferred a funding decision on their contribution towards obtaining a 3-year license for Start Smart workshops until the fall.

Website updating A comprehensive proposal (see attached) to update the current AAUW Website and the AAUW Google Drive was submitted by Ellen Leuner. The purpose of the initiative is to create one central location where all needed AAUW Westchester Branch information is kept and to ensure that vital information is not lost or neglected.

There will be a reach-out to members who might have critical documents to enable templates and documents to be saved permanently to Google Drive. Branch and Board minutes will no longer be password protected and will be saved to Google Drive as well as being posted on the website. The year-end financial statement will also be available on the website. The efforts of Ellen Leuner, Cynthia Plater, and Carolyn Lyall in redoing the website and developing the Google Drive are greatly appreciated.

EYO report The College of Mount Saint Vincent cancelled prior to the EYO event. All participants and workshop leaders were contacted. Several people donated to EYO; the donors were contacted and all agreed that the donations be used for the next EYO.

Scholarship Report Marilee Scheuneman requested that a message be put in the next CHIPS thanking donors for their contributions. The most recent total of contributions was $840. It was recommended that the notice should include advice to members that additional contributions were needed and appreciated as it is hoped that we might be able to give 3 scholarships of $1000 each to students. The notice might read as follows. To continue awarding three annual scholarships to female students at Westchester Community College who have shown leadership qualities and concern for women’s issues, earned a grade point average of 3.0 or higher, and will go on to a four year college or university, we need your help. You may make your **check payable to WCC Foundation with AAUW on the memo line**, and **mail it to: Marilee Scheuneman**, 27 Hillside Drive, Yonkers, NY 10705.

The meeting was adjourned at 5:30 p.m.

Submitted by Cheryl Larsen, Co-Recording Secretary

Website and Google Drive Guidelines

March 31, 2020

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**PURPOSE – To have one central location where all needed AAUW Westchester Branch information is kept. To ensure that vital information is not lost or neglected. Legal documents [minutes and financial reports] will be kept for 7 years and informational documents kept for 3 yrs. To aid in the new leaders’ transition each year.**

Google Drive is a password protect storage area. This is an ideal place for all major documents to be stored. The password to enter the Google Drive should be given to the following people:

Webmaster, Assistant Webmaster, Co-Presidents, EYO Web Coordinator and others on a need to know basis.

Items that need to be copied and transferred from the Webpage to the Google Drive are:

WORK SMART

ABOUT US - All categories listed under it.

ACTIVITIES: Those listed are EYO, INTERESTS GROUPS, FUNDRAISING (note: When one clicks on Donation Form 2019-2020, nothing comes up. Maybe the Donation Form should be eliminated from the website and the Co-Treasurers will send a Donation Form those to who donate.) and (Taking out Summer Activities until we have some.),

NEWSLETTER: CHIP’s templates. Current and last two years. (Don’t think we need to save them longer than that.)

MEMBER CENTER: Move the Treasurer’s Reports to the Google Drive. Take off the password protection for this section. The current year Board Minutes and the yearly General Membership minutes concerning our April voting, will be on our AAUW website. Every member should be able to read our minutes to know what is going on.

The length of time the Minutes should be kept on Google Drive should be 7 years. AAUW could be audited by the US Government and we will need those records if that ever happens.

TREASURE’S REPORTS: The length of time the Treasurer’s Reports should be kept on Google Drive should be 7 years. AAUW could be audited by the US Government and we will need those records if that ever happens.

Other items that should be saved on the Google Drive:

EXPLORE YOUR OPPORTUNITIES (EYO) committee notes, financials, EYO Google email account, etc. We don’t want the program to fall apart if the leadership changes and individuals decide for some reason not to share pertinent information with others.

YEARBOOK: Final version that is sent to printer; copy of all the headshots. Templates used to create the yearbook.

FACEBOOK: Whatever is needed to be kept.

PICTURES/VIDEOS: All pics & videos: put each event in subfolder with date info

PROGRAMMING: From the Program VP’s

PUBLICITY: all pertinent info including flyers, brochures, etc.

SPECIAL EVENTS: Such as Spring Fling, Holiday Luncheon

CORRESPONDENCE: Corresponding Secretary’s important letters. The template for general letters with Mast Head.

Webmaster: Carolyn Lyall

Assistant Webmaster: Cynthia Plater