

AAUW WESTCHESTER BOARD MEETING

June 17, 2020

Attendance: Marie McKellar, Lorrin Johnson, Cynthia Plater, Judy Walsh, Susan Gardner, Carol McMillan, Ellen Leuner, Susan Perko, Marjorie Kingsley, Roberta Michael, Elaine Weiss, Rene Parmar, Carol McMillian, Diona Koerner and Selena Barron.

The meeting was called to order at 10:36am via Zoom by Marie McKellar.

The May 6th Minutes had been previously accepted via email by the Board of Directors.

It was requested that since we were meeting via Zoom, each person identify yourself before speaking. The Recording secretary can't recognize individuals by their voice.

Membership Report: Cynthia reported that so far 81 members have renewed. Carol McMillan has received 3 additional renewals, for a total of 84. Last year, we had 99 renewals by June 30th. The preset procedures for membership renewals will continue as scheduled. We normally get a bump in membership each time we do a contact outreach.

Our membership for last year was 170 members.

Marie reported that Barbara Sarver will be sending out the new AAUW mast head listing the new board members. This is to be used for AAUW letters and correspondence.

Barbara Sarver is also the person to contact for mailing labels.

Treasurer's Report: Susan Gardner reported that the last financial report we received via email was at the end of May. The next June report will also be emailed to the board members at the end of the month.

A motion was made by Susan Gardner that "Every summer, we (AAUW Westchester) will have an informal review of our financial books. The goal is for our balance to correlate to our Bank Statement. In addition, we will review our book keeping process." The motion was seconded by Lorrin Johnson. The motion passed unanimously.

Policy Sheet had been previously approved by the Board via email.

The first part of the joint meeting was adjourned by Marie McKellar.

Lorrin Johnson open the second part of the joint meeting.

New Business: Lorrin reported that Barbara Lehman had resigned from her elected position as Program Co-Vice President due to health concerns. Citing our By-Law Provision that "If a vacancy in any elected office should occur..., the president with the approval of the Board of Directors, will appoint someone to fill the vacancy for the remainder of the year." Susan Perko made the motion that "That we would appoint Marie McKellar as Program Co-Vice President." Elaine Weiss seconded the motion. The motion passed unanimously.

Installation of the 2020-2021 Board of Directors: Diona Koerner graciously welcomed the incoming Board members and thanked those who have served. She imparted words of wisdom and the oath “As officers of the Westchester Branch of AAUW, you assume certain responsibilities and duties. Among these is your commitment to endorse, believe in, and work for the AAUW Mission to advance gender equity for women and girls through advocacy, education, philanthropy and research.” Diona introduced the officers who were elected to this year’s Board of Directors for AAUW Westchester: Co-Presidents: Lorrin Johnson and Ellen Leuner, Membership Co-Vice Presidents: Marjorie Kingsley and Judith Walsh, Program Co-Vice Presidents: Marie McKellar and Susan Perko, Recording Co-Secretaries: Roberta Michael and Elaine Weiss, Co-Treasurers: Susan Gardner and Cynthia Plater, and Corresponding Secretary: Rene Parmar.

Lorrin will send out:

- Conflict of Interest Contract for each Board member to sign and send back to Lorrin via email.
- The list with the days and times of our Board meetings. The board meetings usually meet after our early morning branch meeting or before the evening meetings.
 - Our **next Board Meeting** will be **Wednesday, August 12th**
 - If COVID-19 is in remission in our area, we might meet in a member’s home for lunch and our Board meeting. That had been the usual procedure for the August Board meeting. If it is possible, Ellen Leuner will offer her home. If not viable, Zoom will be our meeting site.
 - Due to the present circumstances, branch meetings will be done on Zoom until such time that we can go back to the Greenburgh Public library. We are in good standing with them and have given our traditional donation of \$300. They are looking forward to having our meetings there as soon as they reopen. We will have to make the decision month by month.
 - September’s Branch meeting, “Fall Fest,” is scheduled at Saint Andrews Golf Club for Wednesday, Sept. 16th, at 5:30 pm. We will decide at our August 12th meeting if this is our best choice.

Lorrin asked that two Board Members volunteer for the Nominating Committee for the upcoming 2021-2022 year. Please let Lorrin know you are willing to serve.

New York AAUW State Elections: This year our Branch had six members, serving as delegates, voting for the NY State AAUW Board. COVID-19 cancelled our NY State AAUW Convention, but these delegates voted via email. Janice Brown was re-elected as AAUW-NYS President and Carol Griffith was re-elected as Development Vice-President.

Lorrin thanked Jane Pendergast for serving on the New York State Board this past year.

Goals and Strategic Plan:

Goal: To retain current members and increase the number of new members.

Plan: Increase attendance by adjusting meeting times to accommodate working women as well as those retired. Increasing publicity and visibility. It was suggested that we ask new members to be part of a Publicity committee to tap into their perspectives. Jane Pendergast has agreed to continue as our Publicity chairperson.

Selena agreed to update our Strategic Plan.

AAUW Handbook: Our Handbook hasn't been updated since 2015. We are asking that **outgoing and current officers** to look at the write up in our Handbook that describes the position you just finished serving in. Please offer suggestions to update the Handbook. If you would write out the updates and send them to Ellen Leuner before our next Board meeting on August 12th, it would greatly be appreciated.

We discussed the Public Policy subdivisions of "Action Group" and the "Emails" positions, and agreed that they will be combined. The Action Group leader will ask members, via CHIPS, who are interested in receiving Action Group update emails and then keep them informed. The Public Policy Advocacy chair will write an abbreviated summary monthly for CHIPS, give a summary for the members at Branch meetings and determine that individuals who want "Alerts", to receive them. Jane Pendergast will fill this position.

Selena will continue her position of Awareness under Public Policy.

Zoom Recordings: Ellen recorded the Speakers' part of the June 10th Branch meeting. To increase our presence and accomplishments to the general public and our membership, we discussed the protocols for posting certain Zoom Recordings on our AAUW Website and Facebook page.

It was suggested that we ask the Speakers permission to upload and post their talks.

Lorin said that she will modify the permission slip that is used for EYO for a Zoom permission slip. It would be presented to the speaker(s) before the Zoom recording.

The posting length of videos was discussed. To ensure maximum viewing, shorter length increases the number of individuals who will actually watch the video. 15 minutes would be better than 30 minutes.

Lorin imparted that our speakers have made 3 minutes video recording about their accomplishments due to the AAUW Grants. She will look into them and see if we may be able to post them.

Marie requested that the Recording Secretary send cards to Marge DeJongh and Barbara Lehman, who are ill.

Ellen will update the Board of Directors Contact list.

Ellen and Lorin are working on the new 20-2021 Yearbook entries. It would be appreciated that any information that is requested of you, be returned as soon as possible.

Lorin adjourned the meeting at 11:50 am.

Sincerely,

Ellen Leuner

Out-going Recording Co-Secretary