

AAUW Board Meeting Minutes
May 8th 2024, 4.00 PM
Greenburgh Public Library

Present: Abby Hirsch, Diana Lennon, Thea Jacobs, Mary Schenck, Judy Kessler, Susan Appel, Lorrin Johnson

1. Call to Order: Abby Hirsch The meeting was called to order at 4:02 PM.

2. Old Business: Abby Hirsch

2a. Minutes of the Board: The April 10th 2024 Board meeting minutes, submitted by Susan Appel, were approved.

2b. Membership: Thea Jacobs, Mary Schenck

- Updates – Renewals are due by June 30, and must be received by July 31, for names to be included in the yearbook. The fee is \$108 for old members, \$98 for new members, and \$36 for lifetime members. Extra donations are optional.
- Available communications channels (FB, website, newsletter, email blasts) will be used to for notification of Branch meetings.
- Membership will be notified re renewal of membership. This will also be published in the June edition of Chips.

2c. Treasurers: Susan Gardner and Judith Kessler

- *Budget 2024-2025 has been approved*
- Funding for the *Girls for STEM* event was covered by \$15.00 fees, donations from members, and grants for the events. The donations and grants enabled us to cover the fees for girls from Title I schools.
- IRS status is current.
- Crime Insurance Status is current.
- Other Items

2d. WCC Scholarship Luncheon on April 11, 2024 went as planned, collected funds of about \$1820 and paid the cafe \$396 Marilee Scheuneman reports .

2e. Diana Lennon, Teresa Neal: Calendar of Meeting Dates 2023 -24

- May 8th SCR/Board 4-5PM; MPR 5:30-6:30 PM
- June 12th Spring Fling , St. Andrews Golf Course, 5:00PM to 8:00 PM,
Money for the tip will be taken from the treasury.
- June 14th 10:30 AM Joint Board Meeting -Home of Sue Lambert
- Possible Summer Events :
 - A tour of the recycling center off Rte. 87.
 - A tour of Untermeyer Gardens
 - Helping at Ronald McDonald House
 - A field trip to Black Rock Forest

2f. Recommendations Emerging from the Engagement Survey prepared by Diana Lennon and Marcia Keizs are being executed. We need additional volunteers to assist with this effort.

- Car Pooling by Zip Code
- Provide tech help for members (Zoom)
- Activate methods of re-energizing membership to step into leadership.
- Re-engage membership with “Meet and Greet after Branch Meeting” Diana and Teresa executed this in September 2023.
- Diana and Teri will consider the above again in September 2024
- Additional ideas to engage membership at Branch meetings (Abby)

New Business

3a. Programs: Lorrin Johnson et al report a highly successful Girls for STEM, on April 13, 2024, at University of Mount Saint Vincent and in collaboration with Mercy University and Fordham University. Please see the Addendum at the end of the minutes, which contains the update from Lorrin.

3b. Programs : Joni Sims reports a highly successful **Running and Winning, on April 18, 2024 at Manhattanville University .**

3c. Committees and Task Groups

- Nominations and Elections Slate was Published in CHIPS; elections have been held and new officers have been elected for the 2024-2025 year.
- Task Group recommended and Board approved the adoption of Constant Contact as a main communications platform. It is already budgeted. Sue Lambert, Marcia Keizs, Abby Hirsch and Rene Parmer are actively working on this transition.
- A second recommendation that we begin to utilize more broadly Google docs to manage database of membership. Is pending action. All involved will need to be trained and a schedule will need to be established.
- Additional recommendations regarding re-alignment of job descriptions and a suggested reporting structure are included in a memo to the Board dated February 2024 . Abby and Marcia will continue to report on status. Hard copies were made available at the February meeting. Discussion of these recommendation will continue into the 2024-2025 year.
- Transition in the role of Branch Record Keeper from Barbara Sarver to Raquel Bennet has started .
- Transition in the role or CHIPS Editor from Sue Lambert to Susan Goodwin is on the way as well.
- Sue Lambert is continuing to give serious consideration to continuing to serve as Board Liaison and Branch Email Coordinator using Constant Contact platform.

- Raquel Bennet will now be responsible along with the Co Presidents and Membership Co- VPS for the production of the Yearbook.
- Carolyn Lyall will not continue as Website Coordinator and is willing to assist in the transition during the summer with whomever takes this on. Diana Lennon is also willing to assist.
- Jean Havens will help with publicity
- Continued thanks to all, Barbara, Sue , Carolyn who have served in important roles on the board and elsewhere in the past . Thanks to all who continue to serve on the Board and all who are assuming new roles or continuing in existing roles this upcoming

year. Thanks to Mary Schenck who will step down from her role as Membership Co- VP and will continue as leader of the Poetry Group. Thanks to Marcia as well for her service as Co-President. She will continue to be active in any way possible and especially in the executing of some of the items emerging from the Engagement Survey and the Task Group.

- Abby and Marcia have been in contact with existing leadership in the various areas of Branch activity and programs to assure there will be continuity of leadership in the upcoming year 2024-2025. We are asking for the Board's assistance in identifying new talent to some of the roles. To date, most leaders have said yes. Meghan Marrero and Maria Ellis have asked that Mercy University be listed as Co -Sponsor of the Education Awards and Girls for STEM of course. We have agreed that that collaboration as well as others should be acknowledged in the Yearbook (Greenburgh Library, Mercy University, Mount Saint Vincent University , Manhattanville University, Fordham University ,Westchester Community College/ SUNY , League Of Women Voters) .
- We are in need of the following leaders for 2024-2025: Public Policy , Publicity, Nominating Committee, Website Coordinator . Also we will need to give close attention to the effort for Girls For Stem as Lorrin Johnson has indicated her desire to step down from that role in the near future after so many years of outstanding leadership . The Branch will need to give this effort more thought and attention as there is at present no obvious leader to step in.
- Susan Ferris, Barbara Sarver and Karen Travato have summed up the technology / planning processes for Girls For Stem that will need our attention in the upcoming year 2024-2025. That fuller summary is included as an attachment here and is also part of the expanded webmaster job description that was reported out from the Task Group Report of January 2024. Please refer to that document for the details and use both documents in tandem with each other.
- Let's plan a two - three hour hands on session in July (set date now) for all Board members as well as other key persons to review, understand, and get working details of tools we need to smoothly transition into our various roles for 2024-2025.

3d. Information from NYS-AAUW

>Marcia continues to represent us here. The NY State Chair of Public Policy, Sandy Camillo has set an agenda that includes the following public policy issues to pursue this year: Book Banning, ERA New York Nov 24 Vote, Human Trafficking, Women in Leadership, Social Security .

>The AAUW New York State Branch will hold the annual meeting (face to face) June 28, 2024 (Friday 4:30 to 8) and June 29, 2024 (9-5) at the Double Tree by Hilton Poughkeepsie Grand Hotel. No registration fee; Saturday includes Breakfast and Lunch. If you plan a night stay, please make your own reservation with the hotel. No Blocked rooms, for AAUW .Please use your own hotel discounts.

3e. Information from National AAUW, vote to expand membership to women without College degrees. Status , yet unknown .

Addendum: Notes from Lorrin Johnson regarding the Explore Your Opportunities/Girls for STEM event

This was the 20 th time we presented the Explore Your Opportunities – Girls for STEM conference. It was inperson and successful. It was conducted at the University of Mount Saint Vincent on Saturday, April 13. Theconference was sponsored by AAUW Westchester, AAUW NYC Empire Branch and the University of Mt SaintVincent.

The Co-Directors were Lorrin Johnson, Westchester and Marial Ellis, New York City. The University PresidentSusan Burns enthusiastically encouraged this conference and welcomed all at the start of the conference.

This conference was conducted in person. The AAUW chapters both sent out invitations to school inWestchester and New York City for 7-8 grade female students. The response was not good and the invitationwere repeated and some more were that included other local institution such as YWCA. The total studentattendance was 40 students.

Preparations were made for 75 attendees in advance that included students, workshop leaders, workshopassistants, parents and volunteers based on last year's attendance. The University provided labs, classrooms,computer classrooms, registration space and the gym for meals. AAUW committee members also interactedwith college personal – biology laboratory assistant, computer department advisor and college activities representatives.

The cost of the conference was \$15 that included 2 workshops, light breakfast and a boxed lunch.

The committee met on a regular basis to discuss the preparation for the conference. Since there have beenmany changes in committee members, there was much to discuss. Of key importance was the computercommunications and updates that included advertising, contact with institution and record keeping. With thechange-over in positions it was difficult to get the details in place. Previously, each person was assigned to take care of each part of the conference e.g. computers, registration, finances etc. We now have some writteninformation on procedure for each task. We have a QR code now!!

Our active committee members included Karen Travato, Susan Ferris Right, Laurie Austin, Raegan Sealy, Jenny Liben, Abby Hirsch, Susan Gardener and Joni Sims along with a few others who helped us along. We thank them immensely for all their work in making this a successful event. Jenny Liben coordinated the workshop leaders and the workshop attendee. Susan Ferris Right has composed a method of approaching the pre-set up for advertising, our website and email address. Karen Travato worked on our communications on the website and coordinated the Mystery Woman. Raegan Sealy has produced a wonderful had out for the day of the event.

We also worked with Mercy College to advertise through their STEM program.

Forty-five students actually registered and 40 students attended. There were a few students who did not attend because of illness, sport events and other excuses. The schools that participated were

KIPP STAR COLLEGE Prep introduced by Ellen Leuner

St Margaret-St Gabriel School introduced by Lorrin Johnson

Our Lady of Grace School introduced by Lorrin Johnson

ALMS New Rochelle advertising

PS MS 3 (title one) previous attendance

Ursuline School advertising

Fordham STEP Program Previous attendance

St Augustine Cortlandt Manner Previous attendance

White Plains YMCA Advertising

Mt Vernon schools did not participate because they got the paper work too late. However, we have learned the paper work needs to be submitted to the schools early – Fall in order to participate and can now easily pass on that information. Advertising in late September will help schools to put this event on their calendar and request events.

There were 10 parents who attended along with 3 chaperones. They participated in meeting with the Mystery Women for the first workshop and during the second workshop did an interactive activity with Abby Hirsch about how to get their students into college.

Raegan Sealy organized the student assistant and there were 3-4 assistant in each class. This was wonderful for them and they got to meet the workshop leaders.

The workshop leaders did an outstanding job with the students. These are the workshops that were presented

Session 1 Session 2

Brain Games Design Thinking 101

Grow Fish Hands-on Cosmetic Chem

How popular is your name? Make your own website

DNA Lab Medical Laboratory Science

The 9 Mystery women organized by Karen Trovato were active at the beginning of the conference and during lunch. The students worked hard trying to identify them with the Mystery Woman booklets. Those who found and introduce themselves to all 9 Mystery Women got Prizes. The first 20 girls got a box prize donated by Takeda Pharmaceutical Company Limited – Karen Correa, PhD attended the conference and interacted with the girls. All other students got Explore Your Opportunity compasses on key chains and EYO pens. These were things left over from previous conferences. The Mystery Women got EYO coffee cups.

Some student came who were not properly registered but we allowed them to come because they were with a school counselor and we got their emergency information. Some were replacing students who could not come.

Payment records are not clear. Most of the parents who attended did pay. PS/MS3 school which a Title 1 school did not pay, Fordham STEP did pay. Students from Our Lady of Grace were offered a free entrance to be paid for by Susan Ferris Rights. Ellen Leuner paid for the 4 students from the KIPP school.

For future discussion we need to discuss payment options for schools. At this time, we have a good budget because donation made before COVID were so generous and the number of students has decrease we were able to pay out of our budget for the Title I school.

We paid for the food from our budget. We thank Susan Appel for helping to get the payment to the College and for providing her home for the committee to the last-minute coordination of the project.

Both Maria and I would like to thank everyone for all their help.

Lorin Johnson 5/8/2024

Adjourn: The meeting was adjourned at 5:00 pm.

Respectfully submitted,

Susan Appel

Co-Recording Secretary