

**AAUW Littleton-South Metro Branch  
Minutes of the Board Meeting  
March 11, 2020**

**CALL TO ORDER:** The meeting was called to order at 2:00 by President Donna Zimmerman. In attendance were Susan Brodie, Peggy Hammersmith, Mary Lynn Korch, Jane Miller, Hayden Pigott, Ginny Sherr, Stacey Spaulding, and Donna Zimmerman. Absent were Rose Getty, Jill Smith, Gail Welde, Diane Steen and Mary Ann Travis.

**SECRETARY:**

- There were no corrections to the minutes of the February 12, 2020 Board meeting so those Board Meeting minutes were filed as written.

**TREASURER:**

- There were no changes to the financial reports.
- Donna had the brochures printed. The cost was \$157.94. If that amount is taken from Officers Expenses, it puts that line item over what was budgeted. Mary proposed that, since the brochure will be used as a membership recruitment tool, we take \$75.00 of the cost out of the Membership Fund and the rest out of Officers' Expenses. Board members agreed with this suggestion.

**MEMBERSHIP:**

- Four of the new members have already attended branch meetings so we'll wait to schedule a coffee when we get more new members from those who are interested. The coffee will likely be in April and possibly in a member's home rather than at a coffee shop.

**PROGRAM:**

- The March meeting this Saturday the 14<sup>th</sup> is at Southglenn, Rooms A/B. Susan is not bringing pies, but putting the mathematical pi sign on cookies.
- Saturday, April 18 – Koebel Library. The speaker is Elizabeth Garner, the CO State Demographer. Also, Donna will conduct the annual spring Business Meeting

**COMMUNICATION:**

- Proposed Revisions to Branch Bylaws and Operating Policies need to be sent to membership two weeks ahead of the April business meeting when they will be voted on. Given that the April meeting isn't until the 18<sup>th</sup>, including links to the documents in the March TWIGS (published the last week of the month) will provide enough prior notice.

**AAUW Funds:**

- No report this month.

**PUBLIC POLICY:**

- Stacey is looking into doing something for Women's History.

### **INTEREST GROUPS:**

- A mahjong group is starting. It meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays in the afternoon

### **BOOK BAGS:**

- No new report this month.

### **OLD BUSINESS – Echoes of Suffrage fundraiser:**

- The online box office was live, but only showed the \$25 ticket price, not the \$20 price for AAUW members. People must pick their seat first, then get the pricing options next. Staff will put a note on the seat choosing screen explaining that AAUW members will get a discounted price. We have access to the box office to see how many tickets have sold and to whom.
- In addition to base ticket price, there will be a \$5 processing fee and \$2 online ordering fee. So, a \$25 ticket becomes \$32, a \$20 ticket becomes \$27. Board members agreed people understand these days that they will encounter fees when ordering tickets to cultural events.
- Donna presented the marketing plan she and Hayden drew up. It shows promotional activities, target audiences/organizations, and dates for completion.
- There is concern about how the COVID-19 pandemic might impact the fundraiser. Donna will put something in TWIGS explaining that the Board is monitoring the situation for all AAUW events. Board members agreed that most likely it will be the Lakewood Cultural Center who will decide about closing the venue and canceling scheduled events.
- Regarding our idea to have a social event in the lobby before the show, Donna learned that the Lakewood Cultural Center won't open its doors more than 30 minutes before an event. Doors will open at 7:00 with concessions available. The show starts at 7:30.
- Regarding soliciting donations at the event, Donna learned that the "Donation" check box on the ticketing screen is for donations to the Lakewood Cultural Center. We can talk to the audience directly about giving donations to AAUW and Athena Project and have baskets at the doors. The event promo does mention that this is a fundraising event.

### **OLD BUSINESS – AAUW Regional/CO State Convention:**

- Susan showed the registration form. Organizers are concerned about the impact of the COVID-19 on the convention. Our contract with the hotel does specify that we won't lose all our money if we must cancel.

### **OLD BUSINESS – Women Powering Change tabling event:**

- Donna printed 250 tri-fold brochures. The event has been canceled because of the COVID-19. We have lots of supplies for future tabling events. Barb McDaniel made a large new sign for us. Maybe each state at the regional convention could have a table to promote their state initiatives. Susan will take this idea to the convention planning group.

### **NEW BUSINESS – Bylaws and Operating Procedures:**

- Donna emailed revised documents to the Board members last week for review.
- Operating Procedures pertain only to Board operations. Thus, this document can be changed by the Board and does not need to be voted on or approved by the branch membership.
- Bylaws. Donna explained that Articles 1-7 are supplied by AAUW National and cannot be revised by local affiliates. Articles 8 – 12 pertain to affiliates and can be revised by them. Donna led the Board through a review of current revisions to the Operating Policies and Bylaws. Note that AAUW National refers to branches as “Affiliates”, so that change has been made throughout.
- Membership approves of projects the branch will undertake. Once approved, the Board has the leeway to approve expenditures for the project. The Board doesn’t have to get the membership’s approval for specific expenditures.
- Mary Korch moved that the Board approve the Operating Policies with its current revisions. Susan seconded the motion. The Board approved the motion unanimously.
- Susan moved that the Board approve the Bylaws with the current revisions. Mary seconded the motion. The Board approved the motion unanimously.
- Donna will forward the revised Bylaws to Jill Smith, who is responsible at the state level for Bylaws. After Jill’s OK, a link to the revised Bylaws will be included in TWIGS. Members will vote on the Bylaws at the Annual Business Meeting in April.

### **NEW BUSINESS – Scholarships:**

- Donna will contact the principals at Littleton High School and Sheridan High School about our intentions to provide scholarships.
- We will discuss scholarships at the April Board meeting.

### **ANNOUNCEMENTS:**

- The next Board meeting will be April 8th, 2:00 – 3:30 pm at Koelbel Library (Living Room)
- The May Board meeting will most likely be May 13<sup>th</sup> at Koelbel Library. We will look at next year’s budget.

The meeting was adjourned at 3:45 pm.

Jane Miller, Recording Secretary

**Postscript:** In the week after this Board meeting, local, state, and national precautions for social distancing to prevent the spread of the COVID19 virus increased tremendously. The Arapahoe Library system closed, thus impacting our meeting spaces for the Saturday branch meeting and upcoming Board meetings. The closure of the Lakewood Cultural Center may impact the branch fundraiser.