

AAUW Littleton-South Metro Branch and Business Meeting

September 19, 2020

The fall AAUW Littleton-South Metro Branch Meeting was held on September 19 via the Zoom platform since public library meeting rooms are not available due to the COVID-19. President Donna Zimmerman opened the Branch meeting at 1:00. The business meeting was called to order at 2:00. Thirty-four members were present so a quorum (at least 15% of the membership) was established.

Announcements: Donna thanked Mary Korch, Membership Chairperson, for her efforts in bringing in four new members. Donna thanked the Board for their work over the summer, for planning the budget, and working on the Branch's Strategic Plan.

Program: Susan Brodie announced upcoming Branch programs. On Oct. 10th Branch member Jane Miller will give a presentation on the ballot signature verification process and League of Women Voters (LWV) member Jo Feder will review a selection of ballot initiatives. On Nov. 14th, Bethany Orozco from EnCorps Stem Teachers Program will discuss a program that trains STEM professionals to teach. Also, Dr. Dena Samuels, author of *The Mindfulness Effect*, will discuss her work. On Dec. 12th Rachel McClinton of the Athena Project will introduce the Hear My Voice video. We'll stream the video for branch members to view synchronously and then watch a talk-back with one of the actors. Members will be encouraged to send donations for our scholarship fund. The YouTube video will be available to all Branch members for 30 days.

In today's program, member Carolyn Cooley led attendees through a tutorial on using the Zoom platform. Peggy Hammersmith described the Branch's Interest Group and encouraged members to join.

AAUW National Update: Donna encouraged members to watch the fabulous webinars that have been produced by AAUW National and to visit their newly designed website. The website has excellent information about the upcoming election. The website also includes voting records of the presidential candidates on issues supported by AAUW National.

AAUW Colorado State Update: Paula Munger of Colorado Springs Branch is the new state president as of July 2020. The State newsletter has a new look and new name – *Connects*. The State Board is working with branches to help with strategic plans around the four key areas: Education and Training, Economic Security, Leadership, and Governance & Sustainability. Each month the state newsletter will highlight a branch. The Littleton-South Metro Branch will be the focus of December's *Connects*.

AAUW Littleton-South Metro Update: Our Branch has earned a star in the Advancement category for Membership renewals and for our AAUW Funds contribution to National.

Branch Bylaws and Operating Policies: Donna noted that per the Branch Bylaws revisions to Bylaws can only be voted on by the Branch at the spring business meeting. So, we won't vote on those revisions at today's meeting.

Carolyn Cooley shared the Branch Operating Policies on her screen for attendees to see. Donna explained that the revisions aim for consistency and clarity. Since our Bylaws use the word "Affiliate" the Operating Policies have been revised to use "Affiliate" instead of "Branch". This document describes governance guidelines for the Board, not the Branch membership, so statements on page four about how the Branch votes have been removed.

Jill Smith noted that when Operating Policies are accepted by the Branch, it is only for the Board to maintain them.

Jill Smith moved that members accept the revisions to the Operating Policies of the Littleton-South Metro Affiliate. Peggy Hammersmith seconded the motion. Donna called for a vote by raising of hands. The motion passed unanimously. The revisions to the Branch Operating Policies were accepted.

Branch Budgets: Donna thanked members Linda Pihlak, Marilyn Hansen and Linda Joseph for serving on the Budget Committee. Their goal was to make the financial documents more efficient so Branch funds could be managed better.

Carolyn shared the Proposed Operating Budget on her screen. Donna noted some concern after last year's budget about relying on the cash carry over to do the business of the Branch. Now the Operating Budget tracks only what we need to operate the Branch and is based as much as possible on income from membership dues - our main source of funding. Unfortunately, the Branch is not at a point where we can rely solely on member dues, so the budget committee included only enough "raised" funds to balance the budget. It is the hope of the Board that with each future year, we can rely less and less on raised funds to operate.

Regarding specific line items: 1) Funds remain for the State/Regional Convention in case there is an in-person convention next year. 2) Hospitality and Membership Coffees funds were reduced because of limited in-person meetings but some funds remain in case in-person meetings resume. 3) Communication/Marketing is a new line item to fund activities for recruiting new members. 4) IT/Subscriptions is a new line item for running Branch programs via Zoom. 5) Some funds remain for fees or honorariums for speakers who present Branch programs through Zoom.

Carolyn shared the Community Projects Budget which is now separate from the Operating Budget. This budget is funded by Branch fundraisers whose primary objective is scholarships. This budget includes a line item for renting venues for fundraising events.

The budget includes \$3,400 which was raised in the past and designated for community projects but was not spent. The Branch wasn't able to award scholarships last year due to COVID-19 school closures. We'd like to resume awarding scholarships this year to at least two Littleton High School students and maybe add scholarships for students at Sheridan High School.

Mary clarified that the \$400.00 in the "Venue / Deposit" line item was designated to cover the cost of access to the *Hear My Voice* video for the December Branch meeting, given that it is unlikely the Branch will be able to hold any in-person fundraising events this year due to the COVID-19 pandemic.

Budget Committee members Marilyn and Linda Pihlak had no additional comments for the budget discussion. Members had no additional questions.

Mary Korch moved to approve the two budgets as presented. Susan Brodie seconded the motion. Donna called for a vote by raising of hands. The motion passed unanimously.

New Business: Donna noted that some branches manage their own scholarship application process instead of leaving it to the school administration.

Diane Steen thanked Donna and the Board, Carolyn and Susan for setting up the Zoom meeting.

Donna shared a quote from Bill and Melinda Gates about Ruth Bader Ginzburg who passed away this week.

The meeting was adjourned at 2:40 pm.

Jane Miller, Recording Secretary