

**AAUW Littleton-South Metro Branch
Minutes of the Board Meeting
May 12, 2022**

CALL TO ORDER: The meeting was conducted virtually on Zoom and called to order at 2:10 by President Donna Zimmerman. In attendance: Mary Lynn Korch, Jane Miller, Ginny Sherr and Donna Zimmerman. Susan Brodie joined at 3:00. Absent: Peggy Hammersmith, Barb McDaniel, Hayden Pigott, Stacey Spaulding, Diane Steen and Mary Ann Travis.

SECRETARY: There were no corrections to the April 7, 2022 board meeting minutes. The April Board Meeting minutes were accepted.

TREASURER:

- The Hospitality budget has \$54.00. Donna has ordered coffee and tea (\$40) from Koelbel library for Saturday's branch meeting and will purchase cookies.
- Ginny will send checks to Sheridan and Littleton high schools for the four \$1,000 scholarship recipients. Donna will get the names of the persons at the schools who are to receive the checks.
- Ginny cancelled the PayPal account used for the branch's Author Event in March because it was in her personal name. If we need a PayPal account in the future, the next branch Treasurer can open a new account.
- Ginny will hand off the financial files to Mary who is next year's Co-Treasurer.
- Jane asked about the transfer of electronic files and paper documents to the next Recording Secretary, and to the state archivist based on instructions in the job description. Donna explained that there hasn't been a state AAUW Archivist for many years. After the prior one left, no one has stepped into that position. Some branches store paper copies in local public libraries. Donna has all her electronic files organized by year and she prints those documents and stores them in her home. Jane said that she does the same. Board members agreed that current business practice leans toward saving electronic files, but not saving decades of print documents. There is no guidance from AAUW state or national on this issue. Jane said she will pass the current year's paper copies and a thumb drive with electronic files to the next Recording Secretary and will give prior years' paper copies to Donna for storage. Ginny will give Jane paper copies of the Financials documents for the past year.
- Jane has revised the job description for the Recording Secretary position. She will email it to Donna. Donna and Ginny have worked on revising the job description for Treasurer. Job descriptions should be simple and not mention any specific dates, as those can change.

MEMBERSHIP:

- Mary said there is still no date for a June in-person new member get together at Peggy's house.
- Mary and other membership VPs are working with AAUW National to write an email with instructions on how to renew a membership.

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- The branch Operating Policies need to be updated with new student dues amounts that were approved by National and by the branch membership at the business meeting in April. Donna will research the dues amounts and make a new table. The board will review it at the retreat in July before putting it in the Operating Policies and on the website.
- Donna noted that the Branch President job description includes the task of updating the branch's Operating Policies.
- Mary suggested giving a Shape the Future membership to Raissa Ames, one of the two National Conference for College Women Student Leaders (NCCWSL) attendees.

PROGRAM:

- Saturday, May 14 – Koelbel Library – 12:00-2:30. The speaker, Candice Smith, will give a presentation on Diversity, Equity, and Inclusion.
- Saturday, June 11 – Progress Park – branch picnic. Great Harvest doesn't have salads so Donna will look for other catering options. The June TWIGS should announce the picnic since members will need to RSVP with their order and send checks to Ginny. The two NCCWSL attendees, Jessica Brabham and Raissa Ames, might be able to attend the picnic and describe the conference. The keynote speaker was the founder of the New York Times 1619 project.
- Mary will send Donna the driving directions to the park so they can be in TWIGS.

COMMUNICATION:

- June TWIGS due date is May 23rd.
- Mary will follow up with Peggy to respond to Carolyn McNee about issues with the Short Story Interest Group.
- Donna will include a notice in TWIGS that author Pam Houston will be at Bemis Library on September 25th and will offer a Writers Workshop. Registration starts August 15th.
- Mary will write an article explaining how to renew memberships.
- Mary asked if TWIGS will include an article summarizing the results of Colorado's 2022 State Legislative Session. What was the outcome of bills that AAUW supported and did not support?

AAUW Funds:

- No report

PUBLIC POLICY:

- No report

Diversity, Equity and Inclusion (DEI):

- Susan said that the DEI interest group has exhausted the discussion materials. It is time to move to a committee that can take action with the branch.

INTEREST GROUPS:

- No report this month.

BOOK BAGS:

- No report this month.

OLD BUSINESS:

Scholarships

- Recipients from Littleton High School are Jen Zirkle and Sloan Smith. The awards night was May 11.
- Recipients from Sheridan High School are Emilze Lopez and Joseline Vazquez. The awards night is May 17.
- Donna is attending the awards nights and will try to get photos with the recipients to publish in TWIGS.

NEW BUSINESS:

Sunshine position

- Susan Jenkins will be a backup for Diane Steen. This is an appointed position.

Budget and Board Meetings:

- There is no board meeting in June. The usual time slot (June 9th, 2:00-3:30) will be used for the Budget Meeting. Ginny will prepare a document for board members to note their budget needs for next year. Donna will choose three branch members to sit on the Budget Committee.
- The Board Retreat will be July 9th. Donna has booked Room C (the "Living Room") at Koelbel library.

ANNOUNCEMENTS:

- The next board meeting will be the summer retreat, all day on Saturday, July 9th.

The meeting was adjourned at 3:30 pm.

Jane Miller, Recording Secretary