

AAUW – PENNSYLVANIA
Winter Board Meeting
January 17 and 18, 2009
Comfort Suites, Carlisle, Pennsylvania

The winter board meeting of AAUW-PA was held in Carlisle, Pennsylvania on January 17 and 18, 2009. Saturday was spent in committee meetings and board discussions. The business meeting was held on Sunday, January 18, and was called to order by Co-President Kate Sweeney at 8:06 a.m.

Those present for the business meeting were Co-Presidents Deb Roney and Kate Sweeney, Kate Berrigan, Rosemary Baker, Toni Hoffman, Sabina Howell, Stephanie Johnson, Suzanne Kerlin, Margaret McGrath, Dot McLane, Louise McLeod, Kathy Quinn, Kathy Thrush Shaginaw, Linda Haigh Tozier, and Barbara Wheatall.

SECRETARY – Kate Berrigan

The minutes of the September 28, 2009 fall board meeting were reviewed. Toni Hoffman made a motion that the minutes, amended to note that Toni Hoffman was not an attendee at the business meeting and to add that in District 1, a Let's Read Math workshop had been scheduled for Saturday, November 8, 2008 in Butler (end of page 4), be approved. Seconded by Sabina Howell. Motion carried.

FINANCE OFFICER – Margaret McGrath

Attached reports by McGrath include the following:

- Finance report
- January 2009 financial status notes
- Final July 1, 2008-June 30, 2009 fiscal year budget as of January 15, 2009
- Tally of AAUW-PA branch members paid as of January 16, 2009

Discussion emphasized the finance report's note of the need to reconcile AAUW-PA figures with Association's membership count as of February 1, 2009. For example, a discrepancy with the Butler Branch number appears to be tied to the count of an honorary member, and Kathy Shaginaw is not listed as a dual member of a branch where she has held dual membership since 2004. District representatives should check the national site using the branch member tally, and check with branch finance officers on questions such as who are honorary and dual members. The membership vice president may need to contact branches from which no response has been received. If there still is no response, the disbandment process should be started.

Barbara Wheatall indicated that Punxsutawney Branch would continue another year despite having just five members, and that the Fayette County Branch apparently is not considering disbandment.

The branch member tally shows that some expected dues payments still have not been received for the 2008-2009 year.

AAUW-PA should end the 2008-2009 year close to budget, with the only risk tied to the board's action on Stephanie Johnson's and Sebronette Barnes' requests to fund proposed public policy and diversity activities.

Copies of the audit have been submitted to Kate Sweeney and Deb Roney, and Margaret will coordinate with the 2009-2011 finance officer on the audit.

During Saturday discussions, the board determined it would defer the decision to opt in on the Association's member payment pilot (MPP) program until the April board meeting. Margaret expressed concerns regarding the MPP program in a January 12, 2009 e-mail (attached). AAUW-Maryland is participating in the program.

CO-PRESIDENTS' REPORT – Deb Roney and Kate Sweeney

Co-Presidents Kate Sweeney and Deb Roney supplied documents including the attached winter meeting agenda, Conversations 2009, AAUW-PA Every-Member Survey, the co-presidents' AAUW letter and guide on the proposed Association bylaws changes, notes on the state Annual Meeting (set for April 25, 2009, as part of the April 24-26, 2009, Board Meeting weekend), and a tentative calendar for AAUW-PA-relevant events in 2009 (all attached).

Deb Roney will e-mail an updated copy of the board contact list to the board (attached). She said that for board nominations at the 2009 AAUW National Convention set for June 25-28 in St. Louis, AAUW-PA can use all 17 delegates, that AAUW-PA will have maximum voting power if it sends 147 people to the convention, and that an AAUW-PA member college/university can appoint an AAUW member as a delegate. On Thursday night of the convention, Pennsylvania attendees may meet for dinner.

Kate Sweeney, who has been reviewing Association's briefings, will be forwarding those briefings to Toni Hoffman, who in turn will communicate to the board on any briefing content of special import to the board. Kate will summarize the outcome of Saturday board conversations on the value of the state board.

The 2009 calendar attachment does not yet identify the dates of meetings for each of AAUW's four districts that are planned for summer and fall 2009. Announcements regarding district meetings will be made at the April annual meeting before and after lunch and signage will be posted regarding the meetings. While the district meetings replace the July leaders meeting held in Lewisburg for all AAUW-PA members in recent years, the board still will hold its July board meeting in Lewisburg. Discussion topics at that board meeting are expected to include state bylaws changes, college and university payments, and the AAUW-PA financial audit.

Deb Roney and Dot McLane, reporting on the Association Bylaws Proposals and Every Member Survey (EMS), said AAUW-PA's rationale table regarding Association's proposed bylaws changes and the EMS were developed for distribution and for posting online. The survey can be accessed at surveymonkey.com.

MAR – Linda Tozier

Her report is attached. Linda also noted that Sara Barron responded to the state survey distributed by the program committee of the National Conference for College Women Student Leaders (NCCWSL) that is set for June 4-6, 2009. Our co-presidents will check whether Davorka Sabljak (or perhaps Brigid Heydt) will answer the NCCWSL membership committee survey.

NOMINATING COMMITTEE – Kate Berrigan

Her report is attached.

PROGRAM VICE-PRESIDENT – Sara Barron

Annual Meeting cost/fees. In discussion of Annual Meeting costs, consideration was given to whether the state should subsidize part of the registration fee if the amount exceeded \$20 per attendee. It was expected that the meal and handbook costs could be held, respectively, to \$20-\$25 per person and \$4 per book, with room rental expected to be \$400. The fee to attend without lunch will be \$5.

Annual Meeting agenda. The tentative agenda from Saturday's board discussions was presented and minor modifications made.

9:30 a.m.	Optional workshops: Robert's Rules role-play (Kate Sweeney will provide Sara Barron with speaker information.) Emerging Leader Interns (ELIs)/attracting younger members
10:30 a.m.	Annual meeting begins - seating anywhere (Seating will be designated for voting after lunch.) Introductions Results of PA Every Member Survey
11:00 a.m.	Association representative (Sally Chamberlain VP, AAUW Educational Foundation, to speak on Proposed Bylaws Changes.)
11:45 a.m.	Q&A session
12:15 p.m. Break	Intro on state's survey results of AAUW-PA Every Member Survey
12:30 -1:15 p.m.	Lunch in a private room, with Association representative and board members seated among members. Discuss content of morning session. (Announce that district meetings follow lunch, noting that attendees will be seated by district. Two groups will be seated in main room and two in the Brosius room.)
1:20-1:40	District meetings (Choose who will be on nominating committee.)
1:45	Business meeting State of the State report - Business matters - Election of officers

(Minimize reports by having most in handbook. Won't need to do resolutions, public policy.
Cover bylaws changes, co-presidents/vice presidents, finance and MAR reports.
Susan Nenstiel will be asked to serve as parliamentarian.)

2:45-3:30 Awards

(PA STARS, Outstanding Woman, Emerging Star, Susan K. Nenstiel LAF/EF, Membership,
Legacy Circle, and Gateway to Equity. Includes opportunity for members to chat.)

Closing remarks

3:30 (later adjusted to 3:15) Optional workshops:
Robert's Rules role-play (Kate can provide Sara info on speaker),
ELIs/attracting younger members

Annual Meeting handbooks. Enough handbooks were expected to be produced to allow one for every registrant, with two handbook copies assured per branch (attending or not). The handbook and awards book, published separately in previous years, is to be combined for the 2009 annual meeting. Kathy Quinn will consider with Suzanne Kerlin how to streamline the document, investigate printing options, and format the document. After the March 20, 2009 deadline, minor revisions will be accepted through the drop-dead date of April 3, 2009.

During the Saturday board discussion, Suzanne Kerlin summarized the committee recommendation on the handbook changes, noting the theme would be advancing equity for women and girls; that the design would be simple, use less white space, and employ the new AAUW logo; and that the handbook would be organized to include sections on participation, key state activities, recognition (awards, anniversaries), and overall information.

Other Annual Meeting details. During the Saturday board discussion, Suzanne Kerlin said that:

- The meeting registrar is Sherry Crassweller (State College).
- There is \$1,600 in the budget for the annual meeting.
- The Brosius room is rented for the entire weekend.
- Minimal travel costs will be incurred for speakers and board members Dot McLane, Brigid Heydt, Deb Roney, and Sabina Howell have volunteered to take care of most AV needs.
- There will be a lunch menu rather than a buffet.

During Saturday meetings, Sara Barron said that given the annual meeting's time constraints, she was not certain whether a PowerPoint presentation should be used for awards announcements as in the past. If necessary awards can be announced during a break perhaps at 2:30 PM.

Outstanding Woman and Susan K. Nenstiel Awards. Three outstanding women applications have been received to date. Blurbs are needed that tell what the emerging leader award winners have done to earn the awards. Davorka Sabljak can supply text on the membership award winner and Marjie Mowery can be asked to provide text emphasizing the humanitarian aspects exhibited by the winner of the Susan B. Nenstiel award.

PA-STARS judging. Sara Barron anticipated much work on the PA-STARS awards program during the coming weeks, with the volume depending on the number of STARS applications received. Application form paper copies will be received by Deb Roney, who will transmit these to Sara, who will scan the forms and transmit them to judging committees by e-mail. The judging deadline is March 15, 2009. Rubrics to be used for judging were discussed and judging subcommittees composed of board members were identified (attached). Applications will be received under the categories of Membership, Public Policy, Mission-Based Branch Project or Program, Internal/Branch Communications, and Community Visibility.

Dot McLane recalled the PA-STARS award amounts as \$100 to be awarded for each of four branches that are top in the categories -- Membership, Public Policy, Program, and Community Visibility -- with an additional amount reserved to acknowledge striving branches by awarding them honorable mentions; award amounts to striving branches could be \$25 or more. The Committee Work on State Awards report attached to the September board meeting minutes had recommended \$400 of the total \$800 in budgeted grant money be awarded to fragile branches "in amounts of \$25 or higher per grant to recognize their efforts and encourage those that are trying to carry out the AAUW mission "despite obstacles such as low member numbers, aging members, etc."

Sara will send an e-mail to board members with clarification, noting also the steps for application judging and who is on each judging category committee. Any judging rubrics not yet available were to be located and distributed.

Kathy Shaginaw looked for clarification regarding what was expected of branches under the "special projects" category. (Clarification: While the PA-STARS application form mentions the categories Project Unique to Your Branch and Community Action Project, there are not applications for these categories.)

2010 AAUW-PA convention. After the April 2009 business meeting, Sara will focus on preparation for AAUW-PA's 2010 convention, which will be held in late April 2010 in Carlisle.

LEADER ON LOAN – Barb Wheatall/Kate Sweeney

Based on review of the attached committee report and Saturday committee discussion, Kate Sweeney said that a downsized Leader-on-Loan flyer could be ready for the April 2009 annual meeting and would provide a sampling of speakers, with topics ranging from AAUW vitality, what's new for younger members, ELIs, NCCWSL, branch organization and streamlining, the new Association bylaws, and diversity, to a choose-your-own-topic option.

Dot McLane recommended adding a topic on pay equity, noting that an update to AAUW's *Where the Girls Are* study could be drawn from Association information.

Data corresponding to the brochure will appear on aauwpa.org's Leader-on-Loan web page. (Working copy of web page elements attached.) Speaker's biographies can be made available but will not be posted online.

MEMBERSHIP VICE-PRESIDENT – Davorka Sabljak (not present)

No report. Brigid Heydt will ask Davorka to provide the board with ELI program information.

YOUNGER MEMBERS – Brigid Heydt (not present)

Her report is attached.

INTERNATIONAL RELATIONS LIAISON - Camille Macdonald-Polski (not present)

Camille has been forwarding by e-mail announcements by other organizations of relevant activities. Toni Hoffman will forward these emails to Sara Barron and Stephanie Johnson.

DISTRICT COORDINATOR'S REPORTS

District one Coordinator (West)

Barbara Wheatall

Her report is attached. Barbara said also that a district meeting may be held in September 2009. The meeting program could include a session on using technology in your branches, a speaker from Butler Community College, a talk by Kate Sweeney or Deb Roney on AAUW-PA topics, and perhaps a presentation on diversity by Sebronette Barnes

District 2 Coordinator (North)

Chriss Schultz (not present)

Her report is attached. During Saturday board discussions, Chriss also noted the positive outcome of the State College Branch-sponsored *Where the Girls Are: Gender Equity in Education* event at Penn State. State College campus Vice President for Outreach Craig Widemann is interested in collaborating on more projects with AAUW.

District 3 Coordinator (East)

Kathy Thrush Shaginaw

Her report is attached. Kathy also noted that Makefield Area Branch's Sunday, February 8, 2009 buffet/brunch (\$30) would feature a female barbershop quartet and that the expected interbranch council meeting in February would not occur, though Brigid Heydt's younger member pilot program might energize the Interbranch Council. Regarding the district meeting tentatively scheduled for Saturday, October 17, 2009. Dot McLane suggested that Kathy might receive some help from the Lansdale Branch.

District 4 Coordinator (South)

Toni Simmers (not present)

No report.

ADMINISTRATIVE REPORT – Toni Hoffman

Some deadlines and assignments were discussed.

FYI items should be submitted to Toni by February 2 for posting by February 7-8, 2009. Toni will e-mail an assignment list.

Conversations 2009. February 20, 2009 is the deadline. The Conversations question list dated January 18, 2009 is attached. Kate Sweeney will e-mail an assignment list (attached).

Annual Meeting Handbook. February 20, 2009 is the deadline for submissions to Toni Hoffman for inclusion in the annual report, except that board officer reports can be submitted by March 20, 2009. Kate Sweeney will e-mail an assignment list, and Kathy Quinn and Toni Hoffman will get printer estimates.

Keystoner. The placeholder deadline date for the annual meeting issue is January 23, 2009. Content will be much the same as in 2008, less some convention information. The issue also is expected to include announcement of AAUW-PA's bylaw change, mention of NCCWSL, a save-the-date notice for district meetings, and a reminder of the Every-Member-Survey

PUBLIC POLICY – Stephanie Johnson

Her attached report includes a proposal for a May 2009 workshop at Chatham University titled (tentatively) Effective Legislation for Women Around the World and responses to questions posed by Kate Sweeney regarding the proposal.

The proposal had been adjusted to limit the number of locations to two. Costs considered for approval were limited to those expected to be incurred in the 2008-2009 program year. For the first of the proposed events, Stephanie is coordinating with Allyson Lowe of Chatham University, the location for the first of two proposed events. Costs for a later event could be considered if and when an eastern Pennsylvania organization is found that will provide the level of support shown by Chatham University in the 2009-2010 program year.

AAUW-PA's Pittsburgh Branch already has committed \$300 to support the event. The suggested registration fee is \$5 for AAUW members and \$10 for others. The university would be asked to pass on only food costs (as the event must be catered by the university).

Stephanie Johnson moved that a budget supplement to public policy of \$150 be approved, for a total public policy budget of \$350. This will provide \$300 for the international program at Chatham, matched by Pittsburgh Branch, and include publicity. Dot McLane seconded. Motion passed.

Deb Roney recommended that Stephanie periodically (perhaps once per month) e-mail to branch public policy chairs listing notable public policy topics in Pennsylvania. The e-mail can provide a link to more information at the aauwpa.org public policy page.

AAUW-PA will not be generating a "two-minute activist" web site posting or e-mail, though we may consider establishing an action network.

EDUCATION FOUNDATION – Rosemary Baker

Her report is attached. As of the end of third quarter 2008, about \$500 less was contributed than in 2007. Total contribution amounts and named gift honoree information is not yet available. Year-end contributions per branch are determined after the national organization releases its membership count as of February 1, 2009.

AAUW-PA will not opt in as a state on the Local Scholarship Clearinghouse Pilot at this point. However, nothing prohibits branches from doing so; the State College Branch already has signed up, although the application form will not be available online until August 1, 2009.

LEGAL ADVOCACY FUND – Sabina Howell

Her report is attached. Sabina said also that she served as an unofficial Leader-on-Loan for the Lebanon Valley Branch in 2008. Year-end contributions per branch will be determined after the national organization releases its membership count as of February 1, 2009.

DIVERSITY – Sebronette Barnes (not present)

Sebronette recently served as a speaker at the Valley Forge and Philadelphia branches. She has asked for funding to attend district meetings to present her “Diversity – the Tie that Binds” topic. Consideration of Sebronette’s proposed budget was tabled for consideration at the April board meeting as part of district meeting planning.

COLLEGE/UNIVERSITY – Graham Boose (not present)

Her report is attached. Graham is chairing AAUW-PA’s NCWSSL committee. Scholarships of up to \$450 each will be awarded. The timeline (preceding the national convention) is to be determined. Graham, Sabina Howell, Stephanie Johnson, and Dot McLane will review the applications.

WEB SITE – Louise McLeod

Board members were asked to consider what features would be desirable in an aauw-pa.org member center. For example, the center might include postings such as information on nominations and board office descriptions, and access to board only information might be controlled with passwords.

Kathy Quinn’s November report provides formatting tips for *FYI* items to be posted at aauw.org. Since the first electronic issue was posted, requests for hardcopy versions of the newsletter have fallen off; however some who do not have access to the Internet or still use dial-up access still request a hard copy.

KEYSTONER – Kathy Quinn, editor

Her report is attached.

Kathy hopes to get at least 100 people signed up to receive the *Keystoner* newsletter online. While this will result in postage savings, we will have a better sense of how much less we must pay next year. Kathy indicated that it will be easier for members to sign up without complication of spamming as happened with a form used previously.

In Saturday board discussions, it was noted that the *Keystoner* will include a general article by Sara on the business meeting including mention of the optional workshops, Association bylaws, AAUW-PA board elections, and the Association representative’s biography.

OLD BUSINESS

Governor’s Conference 2009. The conference is set for Thursday September 17, 2009 in Philadelphia. Deb Roney will follow up on a previously submitted request regarding the potential of AAUW-PA’s provision of a speaker for the 2010 convention.

Caucus in a Box. Board members were asked to submit any content to Deb Roney within the next several days for the aauwpa.org-posted Caucus in a Box, that is, a list of materials and links to Association materials to help branch leaders facilitate discussion of and elicit feedback on the proposed bylaws changes.

Gateway to Equity Award in a Box. Although most of the content has been compiled, examples of past projects still must be identified and incorporated. (Chriss Schultz and Toni Simmers are responsible for this.)

ELI generic application form. Deb Roney will forward the nomination form to the AAUW-PA executive committee. Deb Roney mentioned a Huntingdon Branch intern candidate who may have the potential to serve at the state board level.

State financial records audit. Sara Barron volunteered to assist Margaret McGrath with the financial records audit.

NEW BUSINESS

Dot McLane noted that the WAGE project actively seeks presenters for workshops, several of which are planned for Pennsylvania campuses this year.

AAUW-PA's bylaws will be updated to remove the following sentence from Article V:

Section 7. A college or university within the state which is a College/University member of the Association shall also be a college/university member of the state.

No vote on the update is required at the state level as the change is required by Association.

Graham Boose wishes to propose that Association fund College/University membership and plans to receive input on this recommendation through a conference call with College/University representatives throughout the state. The recommendation might be made at the national convention as a resolution from the floor, perhaps along the lines of a question such as, "Can National please clarify what support for College/University membership is expected from the state, and if so, in what amount?"

The April board meeting weekend starts Friday April 24, 2009 at 7 p.m., with the business meeting to be held Sunday morning, April 26, 2009.

The meeting was adjourned at 12:05 p.m.

Respectfully submitted,



Kate Berrigan
AAUW – Pennsylvania Secretary