



**Leadership Meeting  
November 8, 2018  
Dana Loury's Home**

**Members Present:** Patricia Watters, Ann Yuhas, Dana Loury, Johnnie Lee Don, Ginger Wilson, Jan Potter, Sharon Filardo, Christine Madden, Meri McEneney, Pat Castellucci, Rachel Swift and Linda Larish

Co-president Patricia Watters determined we had a quorum then called the meeting to order at 1:50pm.

**Approval of Minutes:** The minutes from the September 13<sup>th</sup>, 2018 Leadership Committee meeting were approved as submitted.

**Reports:**

**President:** See attached report submitted by email prior to the meeting. Also, Patricia reported that our branch did not receive the \$5,000 grant that we applied for. Ann Yuhas will have a report on the Truckee July 4<sup>th</sup> parade at the next meeting.

**Secretary:** Sharon Filardo reported that a thank you note was sent to our speaker from the September general meeting.

**Finance Officer:** See attached report. Kym Pipkin requested whether or not to add a line item for monies collected for directories. Discussion whether to charge \$10, \$5 or provide free to all. tabled until the next meeting. All programs are funded for the current year. Our checking account balance as of 11/1/18 is \$13,966.21. Patricia spoke on risk assessment and stated if our branch was to dissolve for any reason, the only expenses at risk are administrative costs of \$2,568.

**Programs:** See attached report. Johnnie Lee reviewed the programs and much discussion ensued. In March, along with the video presentation, a speaker, the female CEO of Northstar, may be added. Ann Yuhas will follow-up. In April, our branch hosts the interbranch luncheon. Johnnie Lee will check with TERC (Tahoe Environmental Research Center) to see if a room and the ability to provide lunch is available 4/13/19. She will verify the cost. Patricia Watters will see if the AAUW Grant Recipient can speak at the luncheon. At the 5/9/19 meeting all members will be able to vote on the election of officers, the 2019-2020 budget, By-law changes and Standing Rules changes. Search and Rescue (SAR) will speak at the May meeting. A short meeting, possibly with a speaker, and installation of officers will end the year in June (date to be determined). Another leadership meeting will be scheduled in December and Patricia Watters will send out dates to be considered. It was recommended that each interest group provide light snacks for one meeting. Johnnie Lee will send a memo to the interest group leaders.

**Membership:** See attached report. Ginger Wilson reported that we have 70 members. She said that the letter that goes to all members in the spring will be edited to reflect an increased need for scholarship monies.

**Communications:** Dana Loury will send out the newsletter after Thanksgiving this month and will send a reminder that articles be sent to her by 11/23/18. She also reminded members that the hard-copy directory is not updated as new members join but those updates are on the web.

**AAUW Fund:** Nancy Cline submitted an email prior to our meeting stating that she had nothing to report.

**Girls State:** Christine Madden will report under new business.

**Tech Trek & STEM Day:** Meri McEneny reported that there is no report on Tech Trek. STEM Day will be held on June 8, 2019 at TERC. Some speakers are already confirmed. See attached report. Some costs that we will incur are for the room (TERC is renting us the room for \$188 rather than the usual fee of \$800), printing and possible computer rentals for the girls to use.

**Scholarship:** Ellen Magnani submitted an email stating there was no report as yet.

**Unfinished Business:** Neither Nancy Cline nor Martha Cirata were present. Standing Rules proposed changes will be discussed at the December Leadership Meeting.

**New Business: Girls State** - Christine Madden reported that the reservation for one girl has been received and confirmed by ALA (American Legion Auxiliary). *Since our branch has contributed funds to ALA in excess of the \$425 required for the branch Girls State delegate and since our ALA contact advised that excess funds are difficult for her to hold, Christine recommended that our branch holds members' future contributions in our general fund (operating) account to pay for transportation and personal expenses for our delegate(s). Leadership agreed that the 2019-2020 membership renewal letter prepared by Membership co-VPs should direct members to make contributions for Girls State delegate to AAUW NT general account.*

Christine moved that \$300 be taken from the checking account and provided as a travel stipend. Ann Yuhas seconded the motion and it was unanimously approved. The budget already contains a line item for \$100 spending money.

**Other Business:**

**Calendar Review** – It was reviewed during the course of the meeting.

**Timeline Review** – The following changes were made: The selection of a nominating committee will be moved from January to December. At the February Leadership Committee meeting, we will develop a proposed budget, present a proposed slate of officers and present By-law and Standing Rules changes. These will be voted on by all members at the general meeting in March. Interviewing Tech Trek candidates and making selections will be moved from March to February.

**Adjournment:** The meeting was adjourned at 3:52 pm by Patricia Watters.

**Announcements:**

Truckee Tahoe Community Choir (TTCC) will give concerts at Squaw Creek Resort on 12/8/18 at 7pm and 12/9/18 at 2pm

*Annie* will be presented by the Boys & Girls Club of Kings Beach on 12/14/18 and 12/15/18.

*Taming of the Shrew* will be presented by the Truckee Community Theatre from 12/16/18-12/18/18.

RSVP to Shirley Hale by 12/6/18 if you can attend the Holiday Party on December 13th.

Respectfully submitted by  
Linda Larish, Recording Secretary  
Approved as corrected on 12/12/2018



Co-Presidents Report  
Leadership Meeting  
November 8, 2019

Scholarship

Patricia invited Brianna Kissmann to attend our Winter Party Luncheon Dec 13. Brianna is taking final exams through Dec 14 and cannot attend. Connected her with Ellen Magnani and Kathie Julian by email.

College/University Partners

Ann requests members interested in mentoring students submit interest statement to her.

Non-profit tax status

Patricia sent responses by certified mail to IRS request for further information dated 9-28-18. Faxed signed Bylaws and other documents requested by IRS by phone 10-29-18. Expect determination in November 2018.

Truckee Fourth of July Parade

Ann contacted Truckee-Donner AAUW President who will bring the idea of joint participation in the parade to the branch membership.

Truckee-Donner Branch

The Truckee-Donner Branch president contacted PW and others about possible closure of branch. She asks if NT branch is interested in continuing the Truckee-Donner's Tech Trek program. She will return with additional information about process.

Winter Party

Ann, Shirley Hale, and Rachael Swift are coordinating the Dec 13 luncheon at Jake's.

Interbranch meeting, April 2019

PW completed AAUW Fellow/Grant Recipient Speaker form and transmitted 10/10/18. Fellows/grant recipients will discuss their research or programs.

PW also inquired about AAUW-CA Leader on Loan program speaker for meeting.

Notify AAUW-CA with information about date, time, location, number of attendees, preferred topic

<b>Leader on Loan Topics:</b>
Activism
Communication and Technology
Conflict Resolution
Consultation (other leadership challenges)
Diversity, inclusion, and intersectionality
AAUW Fund Fellow or Grant Recipient
The AAUW Fund
Governance/Bylaws
History of AAUW and the Mission

AAUW Lobbyist
Meeting Management
Membership growth, engagement, retention
Motivational speaker
Recent AAUW research
Sexual harassment, Title IX, Pay equity
Strategic Planning

Costs may include mileage at \$.50/mile; meal; overnight accommodations.

### Finance Officer Report as of 11-1-2018:

11-1-2018 Report: Attached please find the following documents:

FY 2018-19 Approved Budget vs. Actual Revenue/Expenditures as of 11-1-2018  
Special Funds accounting for Tech Trek, Scholarship, Girls' State and AAUW Funds.  
(We have surpluses for all);  
a Reconciliation of the Balance Forwarded from FY2017-18 (which adjusts the carry-over balance previously reported); and  
FY2018-19 Dues Collection and Disbursements

As of 11-1-18, we have \$13,966.21 in the bank and 70 members.

#### Summer Party Final Accounting:

The final accounting for the Summer Party: We collected \$450 for extra guests, and the expenses came to \$547.26.

#### Tax Filings:

Federal Form 990-N: On October 13, Patricia graciously filed the Group Tax Exemption (990-N) with AAUW National for our federal taxes while I played hooky in Italy.

California Form 199N: I filed this form on November 1 with the Franchise Tax Board.

#### Questions to Consider/Items to be Resolved:

Address Book Sales: I added a line for this under operating revenue (we haven't deposited any money earned yet—Cheryl is holding it with the hope that we'll sell a few more at the November meeting).

Girls' State: We always pay \$100 for the extra expenses for our candidate, which comes out of the General Fund, not our contributions to the American Legion Auxiliary. We also need to discuss whether/how we want to contribute to the transportation costs of our candidate from Tahoe to Claremont. Could someone contribute miles? What stipend are we willing to take from the General Fund for gas money or airfare?

Stem Trek 2019 Budget: I believe this should be a budgeted item.



FY 2018-2019 Approved Budget vs. Actual Revenue/Expenditures as of 11-1-2018

	Approved Budget for FY 2018-19	FYTD Operating Revenue & Administrative Expenses as of 11-1-18	Explanations
Reconciled Balance from 2017-2018	\$12,813.11	\$13,966.21	Current bank balance is \$14,369.21. Outstanding checks: \$299 for insurance, \$59 dues to AAUW; \$20 dues to CA AAUW. Holding \$25 for TTCSC.
			NOTE: [balance from last year \$12,813.11] + [FYTD Revenue of \$2,465] - [Expenses of \$1,252.90] = \$14,025.21. Deduct the outstanding checks to arrive at \$13,966.21 as the current true balance. There is a \$59 difference, and I discovered I overpaid \$59 to AAUW for Sullivan, who did not owe national/state dues. Will ask national for a credit, as they don't do refunds.
<b>OPERATING REVENUE</b>			
Membership Dues	\$2,108.00	\$2,015.00	65 paying members @ \$31 (no dues from 4 life members & 1 who jointed late in previous FY. See separate tables for total dues received and payments to AAUW & CA-AAUW
Social Events	\$1,000.00		
Address Book Sales	\$0.00		
<b>Revenue</b>	<b>\$3,108.00</b>	<b>\$2,015.00</b>	
<b>ADMINISTRATIVE EXPENSES</b>			
Insurance	\$300.00	\$299.00	
Postage	\$50.00	\$157.69	membership mailing
Post Office Box	\$68.00		
AAUW Fund Assessment	\$0.00		
Meeting supplies	\$300.00		
Meeting Venues	\$200.00	\$100.00	Tahoe Yacht Club
Social Events	\$300.00	\$97.26	summer party income (\$450) - expenses (\$547.26) = -\$97.26. [expenses were \$64.99 + \$87.01 + \$59.44 + \$50.04 + \$285.78]
President's Pin	\$0.00		
Miscellaneous	\$150.00	\$148.95	\$95.10 for address book printing; \$53.85 for installation expenses
<b>Expenses</b>	<b>\$1,368.00</b>	<b>\$802.90</b>	



## SPECIAL FUNDS

	Anticipated Expense for 2019	Income as of 11-01-2018	Potential Income from Other Sources
<b>TECH TREK</b>			
BUDGET: 5 Trekkers at \$900 @	\$4,500.00		
Carryover from 2018 TT		\$3,802.00	
Member Donations		\$2,989.00	
Tahoe League for Charity		\$850.00	
Parent Contributions			\$250.00
Kiwanis			
Tahoe Rotary			
<b>TOTAL</b>	<b>\$4,500.00</b>	<b>\$7,641.00</b>	<b>\$250.00</b>
<b>SCHOLARSHIP</b>			
BUDGET: \$1,000 for 2018 recipient & \$2,000 for 2019 recipient	\$3,000.00		
Carryover from 2018		\$0.00	
Member Donations already paid		\$3,680.00	
Member donation included in dues check—will cut check from General Fund and pay soon		\$25.00	
<b>TOTAL</b>	<b>\$3,000.00</b>	<b>\$3,705.00</b>	
<b>GIRLS' STATE</b>			
BUDGET: \$450	\$450		
NOTE: need an additional \$100 for candidate + travel NOT paid through ALA			
Carryover from 2018		\$50.00	
Member Donations		\$445.00	
<b>TOTAL</b>	<b>\$450</b>	<b>\$495.00</b>	

11-01-2018



## SPECIAL FUNDS

[illegible]



# Reconciliation of Forward Balance from FY 2017-18

6-30-18	\$16,423.73	bank balance on 6-30-2018
6-14-18	-\$4,208.00	deposit of dues for FY 2018-19
7-17-18	\$924.14	PETRA dinner proceeds
7-11-18	-\$351.26	STEM Tech 6/9/2018 costs (paid to Meri McEneny check #1923)
7-25-18	\$24.50	credit for overpayment of national dues during FY 2017-18
	<b>\$12,813.11</b>	<b>TRUE CARRY-OVER BALANCE FROM FY 2017-18</b>

# DUES COLLECTION and DISBURSEMENTS:

Date	Dues Deposits into Bank of the West account
6-14	\$4,208.00
7-10	\$1,041.00
7-17	\$440.00
8-20	\$110.00
8-27	\$471.00
8-30	\$161.00
9-4	\$169.00
9-21	\$110.00
11-1	\$110.00
<b>TOTAL</b>	<b>\$6,820.00</b>

Date	Dues to AAUW National	Dues to CA AAUW	ACR #
7-24	\$2,925.50	\$1,040.00	1808061656
8-29	\$472.00	\$160.00	1808291528
9-4	\$59.00		1809041215
9-22	\$59.00	\$20.00	1809221500
10-31	\$59.00	\$20.00	1811010113
Totals	\$3,574.50	\$1,240.00	\$4,814.50

I discovered several errors on 11/1 when trying to reconcile everything.

1. We had a \$24.50 credit with national for an overpayment in FY 2017-18. In the initial dues report, instead of paying \$2,950, I deducted the credit amount of \$24.50 and sent national a check for \$2,925.50 on July 24. I then showed the \$24.50 in the Reconciliation of the Forward Balance from FY 2017-18.



2. Jean Luckhardt sent in a check for \$56 and wrote in the memo "\$25 scholarship plus dues." I should have returned the check to her for two separate checks, a \$25 to TTCSC and \$31 to our branch, but I didn't catch this one. Instead I deposited it into the general fund in the first large deposit of member checks. I then compounded my error when I failed to write a \$25 check from the branch's checking account to TTCSC. I'll do this the next time I get a donation to the scholarship.

3. I erroneously paid national dues for Janet Sullivan (\$59) on August 29, when her primary branch is Pleasant Hill/ Martinez and no national or state dues were owed. I will seek reimbursement/credit from national (already caught the error with CA AAUW).

SO, to sum up:

I should only have paid national \$3,515.50, not \$3,574.50. So our balance is \$59 lower than it should be.



## **Programs report- September 2018-2019**

Sept. 13<sup>th</sup>: new co-chair, Rachael Swift will be in charge so please give her a hand.

It will be at the Fairway Community Center 330 Fairway Dr. Tahoe City @ 1pm

Carol Eyre will introduce speaker April Shackelford on Defensible Space.

Meri McEneny will set up sound system.

Rachael will set up light refreshments, a table for nametags, see to chairs, have the key, have a sign-in book for members and present a Thank You with a Starbucks Gift Card inside to show our appreciation to April (as we discussed at previous board. . .not that it will always be a gift card but a token of some sort to speaker).

Friends and Families of AAUW NT members are welcome

Oct. 11<sup>th</sup>: Lunch with The Tech Trekers of 2018 and their families.

It will be at the Fairway Community Center 330 Fairway Dr. Tahoe City @ 11:00am-2

Leadership is being asked to provide for a Taco Bar and Salad bar (see attached list)

Jlee and Rachel will have the key, will see to tables, chairs, set up, paper products, utensils, presentation of food and drink. Meri will set up sound system.

Patricia has invited some outstanding guests and certificates may be given the girls as they were last year.

Girls and families to arrive by 11:30am, eat and then speak.

Friends and families of AAUW NT members are invited with an RSVP a week prior to event in order to have enough food. Members, Trekers and Guests will all be asked to sign our book.

Nov. 8<sup>th</sup>: A Private Docent Tour of Tahoe Environmental Research Center (TERC) on the Sierra Nevada Campus- 291 Country Club drive, Incline Village @ 10:30am- featuring a 3-D Movie of Tahoe In Depth. There is a \$5 donation per person. Lunch is available afterwards at an All You Can Eat Buffet for \$13.54. Fall Menu to be available at a later time.

Jan. 10<sup>th</sup>: Video Presentation by Cheryl Allen on her experience with Global Volunteers in the Cook islands while on vacation @ Fairway CC 1pm

Light refreshments served.

Feb. 14<sup>th</sup>: Member Appreciation Valentine Soup Party @ Fairway CC noon

March 14<sup>th</sup>: Video Presentation of: A Rethinking of the Past, Present, and Future of Women in Power. A Meeting for the future of NT AAUW- FCC 1pm

April 11<sup>th</sup><sup>1</sup> No General meeting/ Interbranch- TERC w lunch??brunch? Search and rescue?

May 9<sup>th</sup>: Maritime Museum and then bag lunch @ Gatekeepers with Installation of Officers:

JUNE 8<sup>TH</sup>: STEM DAY

## **REPORTS**

### **TECH TREK/STEM DAY**

Dear Leadership,

There is no report for Tech Trek this month.

For STEM Trek day, a few important notes: our committee now has a representative from the Truckee-Donner branch, Phoebe Landre, so each of the 4 local branches are represented on the committee; the outline for the day on June 8, 2019 looks like the Medical Mystery in the morning, and aerospace in the afternoon. The Nevada Tahoe branch has recruited a young woman who works for NASA, and I am hoping to recruit a former NT Tech Trekker, who works in jet propulsion. More to follow! Meri McEneny

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Report from Ginger and Cheryl

#### **Membership Report**

Cheryl and I are submitting the following report for membership. Our annual renewal process is finally complete, at least we hope so. Officially we have 70 members. On October 28, Cheryl and I hosted a New Members Wine and Cheese event. It was the second year for this event and one we recommend continue each year. We had 22 members attend and believe it was an enjoyable event for everyone in attendance.

Respectfully submitted

Cheryl and Ginger

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### **AAUW Fund**

I have no report for AAUW Fund.

Since the proposed changes to the standing rules are listed under unfinished business and the fact I cannot attend, please either move the item to the next board meeting or invite Martha Cirata to attend in my stead. Either works. Thanks.

Change to the timeline:

Please move the selection of the branch service award to February and include the selection of the AAUW named grant recipient.

Nancy

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### **SCHOLARSHIP**

Report from Ellen Magnani

There is no report for Scholarships at this time.

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