



**Leadership Committee  
Meri McEneny's Home  
December 12, 2018**

**Call to Order:** The meeting was called to order by President Patricia Watters at 2:11 PM. In attendance were Ann Yuhas, Kathie Julian, Ellen Magnani, Carol Eyre, Kym Pipkin, Johnnie Lee Don, Nancy Cline, Meri McEneny, Christine Madden, Martha Cirata, Sharon Filardo and Jan Potter

**Meeting Minutes:** The Leadership minutes from November 8, 2018 were corrected as seen below and then approved.

**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.

**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 our branch hold 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.

**Unfinished Business:**

**Standing Rules Proposed Changes** – Nancy Cline reported that there were no changes to the three proposed standing rules and, that these proposed standing rules would be voted on at the same time the new budget is voted on by the general membership.

Patricia Watters led the leadership team through a Risk Assessment exercise to help members become aware of how much money would be needed to meet our branch's financial obligations in case our branch had to close down. This amount will be determined when the new budget is planned. See attached Risk Assessment procedure for more information.

**Reports:**

**Presidents Report** - See attached report.

**Secretary's Report** - Sharon Filardo reported that sympathy cards had been sent to Susan Foster, Helen Foster's daughter and to Linda Larish and her family.

**Finance Report** – Patricia Watters made two corrections to the attached report. P.O. Box fee should be added to Expenditures and the Girls State expenditure for transportation should be moved to Girls State Special Projects.

**Programs** – Johnnie Lee Don reported the following upcoming programs: January 10, 2019 video presentation by Cheryl Allen on her experience with Global Volunteers in the Cook Islands. February 14<sup>th</sup> Member Appreciation Valentine Soup Party. March 14<sup>th</sup> video presentation A Rethinking of the Past, Present, and Future of Women in Power. April 13<sup>th</sup> Inter branch luncheon at the Parasol Building in Incline Village. May 9<sup>th</sup> presentation by Placer County Search and Rescue plus, election of officers. June 6<sup>th</sup> Installation of Officers/Thank You Outgoing Board Luncheon. June 8<sup>th</sup> STEM Day. For more details, see attached report.

**Membership** – No report.

**Communications** – No report. Newsletter articles are due December 19, 2018.

**AAUW Fund** – Nancy Cline reported that the AAUW Fund report from National indicated that our branch has donated \$877 which is enough for a Named Grant Award. Nancy thanks all who have contributed to AAUW Fund.

**Girls State** – Sharon Filardo reported for Christine Madden that a sign-up flyer was delivered to Jeff Ream, the school counselor at North Tahoe High School, on November 30<sup>th</sup>. Jeff Reams will be coordinating the interview process.

**Tech Trek & STEM Day** –Meri McEneny reported that a “Memorandum of Understanding” must be signed and submitted to AAUW CA Tech Trek in order to participate in the upcoming Tech Trek camps. A motion was made and passed to sign and return the “Memorandum of Understanding”. See attached report for more details.

**Scholarship** –Ellen Magnani reported no report at this time.

**Bylaws** – See Jan Potter’s report below:

*I spoke with Sue Cochran the chair of Governance Committee for AAUW California a few days ago. She stated that as of now there are no mandatory Bylaw changes coming from California. She also stated that as of now California is no longer doing Bylaws Certification, that it is done with AAUW National.*

*She said that we should use her as a review advisor before changing the Bylaws. Our current Bylaws have been accepted by national.*

*We can and should update our standing rules as needed.*

**Other Business:**

**Nominating Committee** – Patricia Watters announced that JoAnn Cobb, Johnnie Lee Don, Kym Pipkins, and Ann Yuhas would be working with her to select next year's officers.

**Truckee 4<sup>th</sup> of July Parade** – Ann Yuhas announced that she will receive details about entry fees by email from the Truckee Chamber of Commerce.

The meeting was adjourned at 3:50 pm.

**Announcements:**

1. Nancy Cline announced that the December 19<sup>th</sup> meeting of In Stitches will be at the home of Carol Eyre.
2. Meri McEneny announced that a movie on the life of Justice Ruth Bader Ginsburg has been released.
3. Patricia Watters announced that Carol Eyre has volunteered to host guest Katy Dynarski and her colleague.

Respectfully submitted  
Sharon Filardo  
Co-Recording Secretary

Approved January 10, 2019

## Co-Presidents Report Leadership Meeting December 12, 2018

### Non-profit tax status

Effective November 8, 2018, 501c4 tax-exemption status for the branch was restored by the IRS.

### Truckee Fourth of July Parade

Truckee Chamber of Commerce will notify interested parties by email in January 2019 of the costs and other arrangements for Parade entries. Ann Yuhas provided her email. She will report to Leadership when she receives the information.

### Truckee-Donner Branch

The Truckee-Donner Branch president emailed that the branch will continue to operate.

### Winter Party

Thanks to Ann and Shirley Hale for coordinating the Dec 13 luncheon at Jake's. Twenty-one people registered and paid \$45.80 to attend. This amount covered the cost of the meal and service. No additional revenues were generated.

### Interbranch meeting, Saturday, April 13, 2019

*Venue:* Parasol Foundation in Incline Village.

*Meal:* Lunch catered

*Speaker(s):* Katy Dynarski, a UC Davis professor who labels herself a biogeochemist, and a colleague will be our guests. Dr. Dynarski will tell us how she developed the Girls Outdoor Adventure in Leadership and Science (GOALS) program for Sacramento area high school girls or gender nonconforming students from backgrounds underrepresented in STEM fields. GOALS won an AAUW Community Action Grant and a Nevada County AAUW Branch Diamond Jubilee grant to fund this project.

[www.biogeokaty.com](http://www.biogeokaty.com)

[girlsoutdoorscience.com](http://girlsoutdoorscience.com)

*Hosting overnight.* Will someone host Katy Dynarski and her colleague overnight? Costs may include mileage at \$.50/mile; meal; overnight accommodations.

*Invitations.* AAUW branches Truckee-Donner, Tahoe Nevada, South Lake Tahoe. Others?

### March program (Women's History Month)

Ann Yuhas will correspond with the Northstar CEO to request she speak at the branch's member meeting.



Finance Officer's Report as of 12-10-2018:

**Bank Account:**

\$15,351.41	current bank balance
-\$59.00	outstanding check to AAUW for national dues
-\$20.00	outstanding check to CA AAUW for national dues
-\$25.00	hold for TTCSC (member included with her dues check)
-\$870.20	19 Winter Luncheon payments collected, not yet paid Jake's
\$14,377.21	actual balance

**FY 2018-19 Approved Budget vs. FYTD Revenue and Administrative Expenses**

<b>OPERATING REVENUE</b>	<b>Budgeted</b>	<b>Actual</b>	
Membership Dues	\$2,108.00	\$2,046.00	66 paying members (71 total)
Social Events	\$1,000.00		
Directory Sales	\$0.00	\$180.00	
General Fund Donations	\$0.00	\$200.00	
<b>REVENUE</b>	<b>\$3,108.00</b>	<b>\$2,426.00</b>	
<b>ADMIN EXPENSES</b>			
Insurance	\$300.00	\$299.00	
Postage	\$50.00	\$157.69	membership mailing
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
President's Pin	\$0.00		
Directory Printing	\$0.00	\$95.10	
Girls State candidate transportation/misc	\$100.00		
Miscellaneous	\$150.00	\$53.85	Installation expenses
STEM Trek	\$700.00		
Convention	\$500.00		
<b>EXPENDITURES</b>	<b>\$2,600.00</b>	<b>\$802.90</b>	



### **Explanation of Tweaks to Line Items in Revenue and Administrative Expenses:**

Two categories have been added to Operating Revenue: Directory Sales and General Fund Donations, as we recently received several General Fund donations.

Two categories have been added to Administrative Expenses: Directory Printing and Girls State candidate transportation/miscellaneous.

Directory Printing expenses were previously shown under Miscellaneous. I thought it might be clearer to isolate the expense vs. income on the Directory Printing. Bottom line, we cleared \$84.90 on the sales of the Directory.

The branch contributes \$100 to our Girls' State candidate toward her miscellaneous expenses. Some thought needs to be given as to whether we want to also contribute to the candidate's transportation expenses.

### **SPECIAL FUNDS:**

Contributions to special funds are made by individual members, who may take a charitable tax deduction for their donations. The branch collects the donations and sends them to the appropriate charity. The one exception is the \$100 expense money contribution to the Girls' State candidate and, perhaps for the 2019 candidate, transportation expenses.

Only in the event that members did not make contributions sufficient to cover the obligation to the special funds, the branch would make up the difference. **For FY2018-2019, all the special funds have been more than fully funded by member contributions.**

Please see the attached Special Funds report for an update to all special funds.



SPECIAL FUNDS

	Anticipated Expense for 2019	Income as of 11-01-2018	Potential Income from Other Sources
<b>TECH TREK: 5 Trekkers at \$900@</b>	\$4,500.00		
Carryover from 2018 TT		\$3,802.00	
Member Donations made		\$2,989.00	
Donation from Shirley Allen Foundation		\$1,000.00	
Tahoe League for Charity		\$850.00	
Parent Contributions			\$250.00
Kiwanis			
Tahoe Rotary			
<b>TOTAL</b>	<b>\$4,500.00</b>	<b>\$8,641.00</b>	<b>\$250.00</b>
<b>SCHOLARSHIP: \$1,000 for 2018 recipient + \$2,000 for 2019 recipient</b>	\$3,000.00		
Carryover from 2018		\$0.00	
Member Donations made		\$3,770.00	
Member donation included in dues check		\$25.00	
<b>TOTAL</b>	<b>\$3,000.00</b>	<b>\$3,795.00</b>	
<b>GIRLS' STATE: \$450 (2018 cost)</b>	\$450		
Carryover from 2018		\$50.00	
Member Donations		\$445.00	
<b>TOTAL</b>	<b>\$450</b>	<b>\$495.00</b>	
<b>AAUW FUNDS (uses calendar year)</b>			
Member donations made 7/1/18 - 12/10/18		\$775.00	
member donations made directly to AAUW or through the branch prior to 7/1/18		\$302.00	
<b>TOTAL</b>		<b>\$1,077.00</b>	

12-01-2018

## **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

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.

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 . . .possibly in conjunction with Gourmet.

March 14<sup>th</sup>: Video Presentation of: A Rethinking of the Past, Present, and Future of Women in Power. Possibly Northstar speaker (check with Ann) Fairway CC 1pm?

April 13<sup>th</sup> No General Meeting/ Interbranch @ Parasol Building (Reynolds Bldg.) catered by Sunshine bakery- \$22-25 Veggie and chkn- wine-8/4 @ \$15-18 per bottle. Tablecloths napkins glasses silver paper/ tea/coffee.Soup or salad. Go thru line ourselves and sit. Two checks. . .two weeks notice of attendees and menu choice.Kathy Dynarski, an AAUW CA speaker. Check for Bio. Check with Nicole.

May 9<sup>th</sup> Placer County Search and Rescue. Election of Officers. FCC 1pm/ Truckee restaurant?

June 6<sup>th</sup> Installation/Thank You Outgoing Board Luncheon at a home or Gar Woods Deck or Tahoe Queen

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



## Leadership Team report for Tech Trek and STEM Trek December 2018

The 2019 Tech Trek camp packet has arrived in time to get it to our 7<sup>th</sup> grade nominating teachers for their Christmas holiday. All branches participating in the Tech Trek program are now required to have their boards enter an annual Memorandum of Understanding with AAUW CA to codify existing procedures for the Tech Trek program. New requirements are codified for auditing, and data collection, of our camper's experiences. Branch Tech Trek committees are required now to follow guidelines from AAUW National and California, by reading Manuals for Diversity and Inclusion, Policy and Procedures, and a Staff and Volunteer Manual. Also, the selection committee is required to participate in Tech Trek sexual abuse awareness training, and to read anti-bullying documents.

2019 camp dates at UC Davis are not determined yet. Once the dates are determined, we can send Junior Counselor applications to interested former campers. The branch coordinators for UC Davis camp will meet in Sacramento on January 6 to confirm camp dates, schedules, Jr. counselors, and other camp issues.

Our 3<sup>rd</sup> annual STEM Trek day is June 8, 2019, at TERC in Incline Village, with participation by 4 local branches. In addition to the Medical Mystery in the morning, we are planning to showcase two young women in the afternoon from the Aerospace industry, including a former NT Tech Trekker who works in jet propulsion!

Respectfully submitted, Meri McEneny



## Risk Assessment Procedures

Branch Standing Rules approved \_\_\_\_\_ by the Branch Members provide “A reserve fund to mitigate financial impact of the branch dissolution to be established, maintained yearly, and held until Branch dissolves.”

Branch Leadership will incorporate a risk assessment exercise to determine a reasonable reserve fund when drafting the annual budget to be presented to Members for approval.

Following is a general outline of a risk assessment procedure. The procedure’s inputs and outputs will vary from year to year.

In order to manage risks, we start with a

### RISK ASSESSMENT

- Vulnerabilities (inventory of assets)
- Internal and external threats (what could go wrong?)
- Potential business impacts and likelihood (Impacts) (need to estimate probability of an event when dealing with uncertainty)

#### Example:

##### Branch Assets

Operating revenues and expenses

Cash in Branch checking account

Speaker system

Legacy documents

##### Impacts and likelihood of various threats

What could go wrong?	Impact? (high/medium/low)	Likelihood? (high, medium/low)
Critical leadership positions not filled	H	L
Fraud	H	L
IRS or AAUW violation	H	L
No special program contributions	L	L
Membership declines	M	L

### RISK MANAGEMENT

What controls/solutions might mitigate/reduce adverse impact(s)? Measures applied should be appropriate for the threats. In other words, the resources or techniques used to manage high risks will be stronger than those used to manage low risks.

#### Examples of controls/solutions:

- budgeting for expected operating and special program revenues and expenses
- membership approval of annual budget and for non-budgeted items >\$500
- curtail and/or expand certain special programs

- liquid cash reserves
- insurance
- annual financial statement review
- authorized signatories for checking account
- restructure Leadership positions
- Leadership training
- Raise branch dues
- Dissolve branch