



**Leadership Committee Meeting  
Fairway Community Center  
January 10, 2019**

**Call to Order:** The meeting was called to order at 11:35 by co-president Patricia Watters. In attendance were Jan Potter, Nancy Cline, Meri McEneny, Ann Yuhas, Cheryl Allen, Dana Loury, Rachael Swift, Kathie Julian, Johnnie Lee Don, Linda Larish, Christine Madden, Patricia Watters and Sharon Filardo.

**Meeting Minutes:** Nancy Cline asked that the Risk Assessment procedure be added to the December minutes as an attachment. Jan Potter reported that “Standing Rules” should be changed to “ByLaws”.

The Leadership minutes from December 12, 2018 were approved as corrected.

**Reports:**

**President’s Report** – Co-president Patricia Watters encouraged members to sign up for the “Work Smart” online workshop. Nancy Cline reported that a online “Finance” workshop would also be a good idea for our membership and community. See attached report submitted by Patricia Watters and Ann Yuhas for more details.

**Secretary’s Report** – No report.

**Finance Report** – See attached report from Kym Pipkin. Patricia Watters stated that \$300. for transportation for Girls State needs to be added to the finance report.

**Programs** – Johnnie Lee Don reported that the May 9<sup>th</sup> Placer County Search and Rescue program may have to be rescheduled. Johnnie Lee also stated that we need a Certificate of Insurance for future venues requiring proof of insurance and, that we needed a copy of our non-profit status for the Reynolds Building in Incline Village. Johnnie Lee reported that we have the opportunity to book the Truckee Tahoe Airport for the September program, which was agreed upon by the leadership team.

**Membership** – No report.

**Communications** – Dana Loury asked members for old directories that she could use to update the website and to create a list of members and positions they have held.

**AAUW Fund** – Nancy Cline requested that the completed submission forms for AAUW Fund Named Gift Honoree and North Tahoe Branch Service Award be emailed to her by January 11, 2019. See attached report for more details.

**Girls State** – Christine Madden reported that the review of Girls State candidates should be completed by the end of January. Ann Yuhas, Nancy Cline and Linda Larish volunteered to be on the interview team for 2019.

**Tech Trek** – Meri McEneny reported that North Tahoe Rotary was requesting a two-year financial report as part of their grant application this year. After a lengthy discussion, the leadership team decided to comply with the new request. Mary also reported that there are two new items that need to be added to the branch calendar: 1) Submitting the annual Tech Trek MOU between our branch and AAUW-CA in the month of September. 2) Submitting a form to AAUW-CA attesting to new TT committee member's compliance with Tech Trek Policies and Manuals in the month of February. See attached report for more details.

**Scholarship** – No report.

**Bylaws** - Jan Potter reported that Co-President Patricia Watters had reviewed and noted questions and corrections on the attached Bylaws. Due to time restraints, the leadership team did not complete its review discussion. This topic was tabled until the next leadership meeting.

**Nominating Committee** – Patricia Watters reported that she will be contacting leadership officers to see who would like to resume their positions next year

The meeting was adjourned at 12:54pm.

Respectfully submitted  
Sharon Filardo, Recording Secretary

Approved 3/14/19



### Winter Party

Ann Yuhas, Shirley Hale, Rachael Swift, and Johnnie Lee Don coordinated the Dec 13 luncheon at Jake's. A small number of people attended (20), due in part to TLC holding their annual luncheon at Jake's earlier in the week. Revenue was \$15.85 (as reported in Kym Pipkin's finance report) because Jake's charged less than collected from attendees.

### Nominating Committee

PW will call current leadership team members to determine their willingness to serve in their current positions or pursue another position.

### Work Smart Online

Sign up for the 1 hr 10 min workshop online with your own username and password. This is a program offered at no cost to members and college/university members. We should promote this at Sierra College and Sierra Nevada colleges.

<https://courses.aauw.org/learn/lp/1/AAUW%2520Work%2520Smart%2520Online>

Finance Officer's Report as of 1-7-2019:

**Bank Account:**

\$14,356.70	current bank balance
-\$25.00	Outstanding check to TTCSC for donation made by a member with her renewal (member sent only one check to us indicating \$25 of it should go to TTCSC, rather than issuing a separate check to TTCSC)
USD14,331.70	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	\$15.85	Winter Luncheon
Directory Sales	\$0.00	\$190.00	
General Fund Donations	\$0.00	\$208.40	
<b>REVENUE</b>	<b>USD3,108.00</b>	<b>USD2,460.25</b>	
<b>ADMIN EXPENSES</b>			
Insurance	\$300.00	\$299.00	
Postage	\$50.00	\$157.69	membership mailing
Post Box Rental	\$68.00		
AAUW Fund Assessment	\$0.00		
Meeting Supplies	\$300.00	\$54.56	October luncheon
Meeting Speakers	\$0.00	\$25.00	September
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>USD2,668.00</b>	<b>USD882.46</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 \$94.90 on the sales of the Directory so far.

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:**

The only change in Special Funds (all of which are more than fully funded for this FY) is a donation made by Helen Leve in memory of Helen Foster.

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.

	<b>Anticipated Expense for 2019</b>	<b>Income as of 11- 01-2018</b>	<b>Potential Income from Other Sources</b>
<b>TECH TREK</b>			
BUDGET: 5 Trekkers at \$900 @	\$4,500.00		
Carryover from 2018 TT		\$3,802.00	
Member Donations		\$2,989.00	
Donation fr Shirley Allen Foundation		\$1,000.00	
Tahoe League for Charity		\$850.00	
Parent Contributions			\$250.00
Kiwanis			
Tahoe Rotary			
<b>TOTAL</b>	<b>USD4,500.00</b>	<b>USD8,641.00</b>	<b>USD250.00</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		\$3,790.00	
<b>TOTAL</b>	<b>USD3,000.00</b>	<b>USD3,790.00</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>USD450</b>	<b>USD495.00</b>	

<b>NOTE: AAUW Funds runs on a calendar year!</b>	<b>Anticipated Expense</b>	<b>Income for 2018 named grantee as of 11-1-2018</b>	<b>Potential Income from Other Sources</b>
<b>AAUW FUNDS</b>	<b>\$750</b>		
Member Donations on deposit		\$152.00	
Member Donations made with 2018/19 Renewals		\$725.00	
<b>TOTAL</b>		<b>USD877.00</b>	



## **AAUW Fund Named Gift Honoree and North Tahoe Branch Service Award – January 2019**

**AAUW Fund** - Every year we like to recognize a Branch Member or Community Organization for their outstanding service in promoting the programs and goals of our Branch and National AAUW. This is the highest honor we can bestow. We accomplish this via an AAUW Named Gift. For each \$750 a branch contributes, we are allowed to name one Named Gift Honoree.

We have met the \$750 requirement thanks to generous donations from many of our members. It is now up to the Leadership committee (elected and appointed only) to nominate our candidate. You may choose a Branch Member or a Community organization that you identify as one who has provided extraordinary service to the mission and goals of our Branch and National AAUW. Do you know someone or an organization who has worked tirelessly for equity for all?

We will be discussing your nominees at the Leadership meeting on January 10. Please come prepared with your candidate's name and a short written description as to why you feel that person or organization qualifies for the award.

**AAUW North Tahoe Branch Service Award** – We have many members who contribute a great deal of time and energy toward our branch. This award was created a few years ago to complement the AAUW Named Gift honoree especially when we have more than one outstanding candidate and can only name one Named Gift honoree or did not have the funds to nominate a Named Gift honoree. Whereas the Named Gift Honoree is a AAUW National award, the Branch Service award is managed within the North Tahoe Branch.

To qualify for the Branch Service award, the candidate must have:

- a. been a member for at least 5 years
- b. made significant contributions in terms of time, mentoring, leadership, recruiting
- c. held at least one elected or appointed board position
- d. performed as a chairperson of an interest group.

We will also be discussing your Branch Service Award nominee at the Leadership meeting. So please come with the name and a brief description as to why you feel that member qualifies.



The Award recipients must receive a majority support from all members of the Leadership Committee. If you share a position with another member, there is only one vote for the 2 of you so please work that out before the meeting. In the event the nominees for the awards are part of the leadership team, I will ask you to submit your names to me personally. In the event of a tie, we will hold a vote via email in order to maintain confidentiality.

There is a form following for you to use to document your candidates' names and descriptions. Here are links to the website to view prior honorees:

<https://northtahoe-ca.aauw.net/branch-awards/aauw-named-gift-honoree/>

<https://northtahoe-ca.aauw.net/files/2018//09//Branch-Service-award-list.pdf>

Thanks for your support.

Respectfully submitted,

Nancy Cline – AAUW Fund Chair

---

**Submission form for AAUW Named Gift Honoree and North Tahoe Branch Service Award – January 2019**

**AAUW Named Gift Candidate -**

**Name -** \_\_\_\_\_

**Brief Description supporting your nomination:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**North Tahoe Branch Service Award Candidate –**

**Name -** \_\_\_\_\_

**Brief Description supporting your nomination:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Leadership Team report for Tech Trek and STEM Trek January 2019

- The 2019 Tech Trek nominating packet was delivered to our North Tahoe School 7<sup>th</sup> grade Science and Math teachers before they left for their Christmas holiday.
  - Our branch TT committee has been busy reading new manuals and policies from AAUW-CA TT on Diversity, Bullying Prevention & Sexual Abuse Awareness. Before we conduct interviews in February, we must submit a form to AAUW-CA, signed by our interview committee attesting to complying with these manuals and policies.
  - Two new items for the branch calendar are: Submitting the annual Tech Trek MOU between our branch and AAUW-CA in the month of September; and, in February, submitting a form to AAUW-CA attesting to new TT committee member's compliance with Tech Trek Policies and Manuals.
  - UC Davis camp dates are July 21-27, 2019, with Visit day on Thursday July 25. Please mark your calendars for July 25!
- Former TT campers from the years 2012-2017 were contacted regarding interest in the Junior or Senior Counselor positions at this year's camps. Seven girls responded, asking to receive applications, and their names were submitted to the TT counselor coordinator.
- Branch coordinators for UC Davis camp met in Sacramento on Sunday, January 6 (what a storm day!). Besides clarifying this year's protocols, we discussed:
1. allowing nominated girls to answer the "essay" question as an interview, journal, poem or traditional essay; whichever allows them to express themselves best;
  2. to better track girls after camp, ask members of our interview team to track a specific girl to stay in contact with through school;
  3. to increase local knowledge about Tech Trek, invite a local news source to interview the girls after camp; and
  4. ask for volunteers from our branches. From Linda Stinebaugh, TT State Coordinator, [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org),  
"Are you looking for something worthwhile to do in your spare time? We are looking for motivated individuals to volunteer for Tech Trek, our wonderful STEM program for girls. We have ten camps scattered throughout the state, so there is probably one located near you. If you have interest and skills appropriate for Tech Trek and would like to join us, please contact me. Our camps are looking for dorm moms, teachers, workshop presenters, on-site volunteers, future Camp Directors, web editors, a Financial Liaison, and a new State Coordinator, as I am termed out at the end of this camp season". Many opportunities exist to help for one or even half a day at camp, for first day registration or last day packing up, for instance, or Professional Women's Evening, if that's the time you have, or you want to experience "getting your feet wet" with the wonderful women and girls involved in camp. Talk to Meri or Patricia with your questions.
- A letter was sent to Rotary requesting their continued sponsorship of one girl to Tech Trek, and they now require a more formal, 3-page application including 2 years of financial statements and a list of branch officers; which will be prepared and submitted after our leadership meeting on January 10.
- Only thing new to report for STEM Trek day, June 8, 2019 is a change in the working title: Women Solving Medical Mysteries & Exploring Space.

Respectfully submitted, Meri McEneny