



**Leadership Committee Meeting
Tahoe Yacht Club
May 9, 2019**

Meeting called to order at 10:22 am.

Quorum obtained with 10 members present: Patricia Watters, Ann Yuhas, Johnnie Lee Don, Cheryl Allen, Ginger Wilson, Dana Loury, Christine Madden, Meri McEneny, Ellen Magnani and Jan Potter.

Meeting minutes: Minutes from 4/9/2019 approved with 2 corrections:

- Tech Trek report: UC Davis camp in July, not June.
- Bylaws report: After the sentence "It was seconded by Meri", add "and the motion was approved".

Reports:

President's Report: See report from Patricia Watters.

Secretary's Report: See report from Linda Larish

- Linda will continue as corresponding secretary for 2019-2020 and will send out cards to members on behalf of branch.
- Pat Castellucci's surgery at UC Davis Med Center postponed until June 2 unless sooner if there's an opening. In hospital for 4 nights followed by 6-week recovery. Johnnie Lee circulated sign-up sheet for volunteers to support her when needed. Patricia suggested looking into CaringBridge.

Finance Officer Report: See report from Kym Pipkin

- Question about \$157.69 for postage from Jan.

Patricia explained amount includes postage for membership mailings (\$1/member with stamped return envelope) and also postage from finance officer and other officers. We want to encourage leaders to submit their receipts to reflect the real administrative costs of our branch.

Programs:

Interbranch luncheon: See report from Johnnie Lee Don

- Balance: -\$70.91 (due to AAUW-CA required mileage reimbursement and \$40 honorarium to speaker)
- Wines donated by Patricia. She received \$185 from members purchasing wines and donated to branch general fund.

June 6 meeting: Salad luncheon at Don's residence – 12 noon.

RSVP by May 31. Dana will send reminder a week before deadline.

Membership: See report from Cheryl Allen

- Need comments on membership renewal form by May 18.

- Suggestion from Christine to add Month/Day of birth on form
- Cheryl and Ginger will work with Patricia on re-wording document about member donations with respect to program suggestions and how to address donation checks

Communications:

Dana will send reminder to leaders on May 16 to submit articles for June newsletter by May 20.

AAUW-Fund: Nothing new to report from Nancy Cline.

Girls State: See report from Christine Madden.

On Budget, Christine asked that Girls State be allocated \$825 total: \$425 to ALA, and \$400 to delegate for travel & personal expenses. Proposed budget for 2019-2020 has \$850. A motion was not used to clarify the amounts allocated for Girls State.

Tech Trek and STEM Trek: See report from Meri McEneny

- 35 Girls: 15 North Tahoe, 9 Tahoe NV, 8 South Lake Tahoe, 3 Truckee Donner
- 31 Women, including presenters. Johnnie Lee donated Southwest miles to fly presenter Esmeralda Clark from Las Vegas to Reno.
- Will provide meals for presenters: 5 volunteer nurses & 5 speakers
- Johnnie Lee circulated sheet for leaders to sign up and/or buy lunch for girls

Funds:

Truckee Donner: \$300

South Tahoe: \$200

Tahoe NV: \$200 budgeted + \$100 proposed next week

North Tahoe: \$700 budgeted

Meri discussed menus from caterer. Johnnie will bring yogurt and milk to supplement breakfast menu.

Tahoe NV submitted article to Tahoe Tribune paper on May 3 to advertise STEM Trek Day and recruit interested girls to contact Meri. Dana will send article to membership.

<https://edition.pagesuite.com/html5/reader/production/default.aspx?pubname=&edid=dc82878f-5775-4078-9e73-9ff6b1594c7a&pnum=9>

Scholarship: See report from Ellen

- Candidate selected: stellar student majoring in STEM, with financial need; will attend UC Davis.
- Name announced at Awards ceremony on June 12, 6 pm, North Tahoe High school. Leaders encouraged to attend. Meri and Patricia will be there.

Bylaws: see report from Jan.

Unfinished Business

- a. Risk Assessment (see attachment of report from 12/12/18 meeting)

Dana made motion to set liquid cash reserves of \$5,600 (\$3,000 for scholarship and \$2,600 for admin expenses). Christine seconded, motion was approved.

b. Money market fund for higher yield on excess cash currently in checking account

- Recommendation from Patricia to keep excess cash in Vanguard Federal money market fund (VMFXX), with 2.36% APY and 0.11% exp ratio.
- Motion to authorize President and/or Finance officer to sign form to open VMFXX account, naming president and finance officer as access persons. Motion made by Ann, seconded by Johnnie Lee and approved.
- Motion to authorize transfer of \$10,000 from branch checking account to VMFXX. Motion made by Ginger, seconded by Ann and approved.

New Business

- a. TTCF Donor Advised Fund (DAF) to hold donations for scholarships, STEM Trek, Girls State. See attached Co-Presidents' report.
For STEM Trek, we need a fiscal sponsor with 501(c) 3 status. TTCF recommends asking TERC to be our sponsor.

b. Truckee Fourth of July parade entry

- Ann is trying to contact Patty Orlando for use of her convertible classic car in Truckee July 4th parade.
- Goal is to have publicity for AAUW. Ann asked for help in coordinating event.
- Suggestion to hand out Payday candy bars with labels stating AAUW's goals such as pay equality for women.

c. Request from Book group for meeting places

Mary Koons asked for support from Leadership team to secure meeting place for Book group because group size has outgrown space in members' homes.

Motion made by Ann to donate \$200 to Tahoe Yacht Club for their youth sailing program, in appreciation of having TYC available to use for member meetings. Motion seconded by Jan and approved.

Meeting adjourned at 12:40 pm

Respectfully submitted by
Dana Loury
for Linda Larish, recording secretary

Approved 6/4/19 by email vote

Co-Presidents Report – Leadership Meeting- May 9, 2019

Truckee Fourth of July Parade

Ann will entertain a motion (TBD). Questions to be addressed

- Vehicle
- Fee
- Handouts
- Walkers

Donor Advised Fund (DAF) established at Tahoe Truckee Community Foundation (TTCF)

- • in the name of *American Association of University Women North Tahoe (CA)*
- • This fund will accept *cash contributions* by mail or online.
- • *Stock and real estate contributions* may also be accepted.
- • Balances will receive *market returns* from investment in the Intermediate Pool managed by TTCF's financial advisor. Funds are invested in short-duration corporate and government bond funds.
- • *Distributions* will be authorized by the AAUW NT Branch President and Finance Officer, as advised by Leadership. Distributions may be directed to any qualifying non-profit organization, for example, Tahoe Truckee Community Scholarship Committee
- • Annual administration *fees* are 1.75%, billed quarterly on the current account balance. Services include annual financial statement audit, quarterly reports, access to online portal for contributions and distributions, acknowledgment of all contributions in writing to the donor.
- • *Restrictions*. The balance in the fund may not revert to AAUW NT. For example, if AAUW NT no longer wishes to make distributions to TTCSC, the DAF advisors may direct the balances to other non-profit organizations such as Balances may be "wound down" (spent)

Suggestion: Partner with TERC or some other non-profit organization with aligned mission(s) to act as "fiscal sponsor" to accept and distribute funds for STEM Trek Day or other branch mission programs.

Money Market Account(s)/Certificate of Deposit(s)

PW, Kathie Julian, and Nancy Cline report updated and addressed under "Unfinished Business".

Finance Officer's Report as of 5-3-2019:

NOTE: The Interbranch Luncheon revenue has not yet been deposited and some of the expenses have not yet been paid due to my travel schedule; the expense of the caterer has been paid already.

Bank Account:

\$13,644.64	current bank balance
-\$59.00	uncashed check #2037 to AAUW re: Ramsey national dues
\$13,585.64	true balance as of 5-3-2019

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

OPERATING REVENUE	Budgeted	Actual	
Membership Dues	\$2,108.00	\$2,139.00	69 paying members (74 total)
Social Events	\$1,000.00	\$15.85	Winter Luncheon
Directory Sales	\$0.00	\$190.00	
General Fund Donations	\$0.00	\$208.40	
Parent Tech Trek Contributions	\$0.00	\$250.00	not shown in original 2018-2019 budget as income
Donations for wine at April luncheon	\$0.00	\$185.00	not shown in original budget
REVENUE	\$3,108.00	\$2,988.25	
ADMIN EXPENSES			
Insurance	\$300.00	\$299.00	
Postage	\$50.00	\$157.69	membership mailing
Post Box Rental	\$68.00	\$64.00	
Meeting Supplies	\$300.00	\$177.97	October luncheon (\$54.56); Feb/Mar meeting expenses (\$69.56); installation expenses (\$53.85)

Meeting Speakers	\$0.00	\$65.00	September speaker (\$25); GOALS donation for April speaker (\$40)
Meeting Venues	\$200.00	\$100.00	Tahoe Yacht Club
Social Events	\$300.00	\$927.26	Summer Party (\$97.26); Interbranch Luncheon (\$830)
President's Pin	\$0.00		
Directory Printing	\$0.00	\$95.10	
Girls State candidate transportation/misc	\$100.00		
Miscellaneous	\$150.00		
STEM Trek	\$700.00		
Convention	\$500.00		
TERC-YSI	\$0.00	\$300.00	
EXPENDITURES	\$2,668.00	\$2,186.02	

NOTE:

SPECIAL FUNDS: For FY2018-2019, all the special funds have been more than fully funded by member contributions. We might consider asking members to contribute to the scholarship fund with the renewal notice, as Tech Trek is fully funded for five 2020 girls, if the rate is the same next year. The parent contributions, which have been received for the 2019 Tech Trek girls, are shown General Fund income.

	Anticipated Expense for 2019	Income as of 04- 05-2019	Potential Income from Other Sources
TECH TREK			
BUDGET: 5 Trekkers at \$900 @	\$4,500.00		
Carryover from 2018 TT		\$3,802.00	
Member Donations		\$2,989.00	

	Anticipated Expense for 2019	Income as of 04- 05-2019	Potential Income from Other Sources
Donation fr Shirley Allen Foundation		\$1,000.00	
Tahoe League for Charity		\$850.00	
Kiwanis			
Tahoe Rotary		\$850.00	
TOTAL	\$4,500.00	\$9,491.00	
SCHOLARSHIP			
BUDGET: \$1,000 for 2018 recipient & \$2,000 for 2019 recipient	\$3,000.00		
Carryover from 2018		\$0.00	
Member Donations this fiscal year		\$3,770.00	
Donations in memory of Helen Foster		\$145.00	
TOTAL	\$3,000.00	\$3,915.00	
GIRLS' STATE			
BUDGET: \$450	\$450		
NOTE: need an additional \$100 for candidate + travel NOT paid through ALA			
Carryover from 2018		\$50.00	
Member Donations		\$445.00	
TOTAL	\$450	\$495.00	

NOTE: AAUW Funds runs on a calendar year! One named grantee for each \$750 in donations	Anticipated Expense	Income for 2018 named grantee as of 12-31-2018
AAUW FUNDS	\$750	
Member Donations made either in the first half of the calendar year or made by a member directly to AAUW Funds		\$302.00
Member Donations made with 2018/19 Renewals		\$775.00
TOTAL		\$1,077.00

Interbranch Luncheon report - Johnnie Lee Don

HELD: Saturday April 13th, 2019 at The DJ Reynolds building in Incline village.
11:30 Social; 12:15 Lunch; 1pm Program

SPEAKER: Katy Dynarski, PhD, recipient of AAUW-CA Community Action Grant and co-founder of GOALS.

RENTAL: At that time; Arielle Patton Hall was the contact thru the Parasol Foundation, 948 Incline way, Incline Village, NV 89451, (775-298-0190) <arielle@parasol.org>

There is a \$100 deposit; need a Certificate of Insurance showing a minimum of \$1000,000 showing the Community Foundation as additional insured; and proof of tax-exempt status. There is also paper work from them to fill out.

CATERER: Sunshine Deli and Catering, owned by John and Debbie Sullivan, 919 Incline Way, Incline, 89451 (775-832-2253) <https://sunshinedeli.com/> <sunshinedelitalhoe@gmail.com>
He also needed to provide a certificate of Insurance.

MENU: Rolls/butter; salad; veggie lasagna; lemon chicken; Veggies on a skewer; Dessert; coffee/tea, plates, napkins, flatware.

NT AAUW: provided a complimentary glass of wine donated by the President from her winery; we provided two large water bottles on each table with plastic glasses, dessert paper plates and napkins.

CHARGE: \$35 and asked for checks to indicate menu choice

ATTENDEES: 4 from NV Incline Branch; * from SLT; rest our own NT Branch, 1 speaker.

We had RSVP's from 30 (speakers not charged) so 28 checks @ \$35= \$980.
Paid for 30@ \$23 plus \$140 for two servers. \$690+140=\$830.

PUBLICITY: Flyers with all info went out in February Newsletter which was sent to all Tahoe Branches; Flyer sent once more separately in February and reminder in March. Patricia did Programs for each table. Meri did flyers to advertise Stem Day for tables.

SET UP: We borrowed NV Incline's Tablecloths and Carol Eyre's Napkins. Centerpieces were simply \$2.99 vases with Hyacinth from Trader Joes with a 3-ft length of ribbon and Easter Eggs with hard candy and mints. Name tags were with butterflies.

We had 6 tables of 6. The Reynolds Building has audio equipment and a wireless Mike.

REVENUES: \$980 (28 @ \$35)

EXPENSES: \$1,050.91

- Caterer: \$830
- Water: \$9; Cheese: \$12.97; Eggs: \$4; Candy: \$5; vases: 6 @ \$2.99 = \$17.94 Total \$48.91

AAUW-CA requirements:

- \$132 travel reimbursement (132 miles * 2 * \$0.50) to speaker Katy Dynarski
- \$40 honorarium to GOALS program.

TOTAL = \$980.00 - \$1,050.91 = - **\$70.91**

Tech Trek/STEM Trek report - Meri McEneny

I've made no effort to hold an ice cream social in May for current and former Tech Trek campers and parents. However, Johnnie Lee has offered ice cream and toppings!
STEM Trek 2019 RSVP's are coming in. Counting the presenters, and the volunteers with the vital signs team, we have 30 women signed up, including our 2 teachers from North Tahoe School; and the 2 UC Davis Tech Trek coordinators. Tahoe Nevada branch efforts on recruiting girls is working; they have 9 girls signed up; total number of girls now is 25. Girls and women have until May 10 to RSVP, but space is limited. The room holds about 80 with the students seated at tables. Our medical presenters are working together to format the clinical case study for a younger student. The South Lake branch received a grant from Soroptimists which will purchase inexpensive stethoscopes. Our branch is waiting to hear from Kiwanis, Tahoe Sierra Board of Realtors and AAUW-CA SPF regarding grant funding. I did ask Kiwanis NLT to change their support to STEM Trek rather than Tech Trek. We have budgeted \$700 STEM Trek.

STEM Trek budget items for Medical equipment are:

- \$ 150.00 • Blood Pressure Cuff: \$15.00 approximately each
- \$ 200.00 • Pulse Oximeter: \$20.00 approximately each

Scholarship Report - Ellen Magnani

Kathie Julian and I have selected our 2019/2020 Scholarship candidate. She meets NTAAUW's criterion for our \$5,000.00 scholarship: She is a young woman who will be entering a STEM field, full time, at a four-year university in the Fall. She has been accepted to several top universities and is deciding which one she will attend.

The areas evaluated by the member of the Tahoe Truckee Community Scholarship Committee were: Financial Need, Personal Qualities, Community, School and Volunteer Activities, Scholarship and a Letter of Recommendation. Our candidate scored extremely high in all areas and appears to be very dedicated to her chosen field.

On May 7, 2019, we will meet with the TTCSC and select this girl as our candidate. She will be expected to continue in a STEM field of study and maintain a 3.0 grade point average for her scholarship to continue for the following three years. Her identity will remain confidential until it is announced on June 12th at 6p.m. at the North Tahoe High school Awards Assembly. This is open to the public, and members are encouraged to attend.

5-7-19 email: **Secretary report** – Linda Larish

One "thinking of you, recover quickly" card mailed to Pat Castellucci ahead of her knee surgery. Only card sent recently.

5-7-19 email **Membership report** – Cheryl Allen

Ginger and I will both be at the meeting. We don't have anything new to report. However, we will be creating and sending out the renewal letters during the week of May 19th. I have attached an example of our renewal form and membership letter. If anyone has changes they would like to see in either the form or the letter, please let Ginger or me know before May 18th.

5-7-19 email **Bylaws Report** – Jan Potter

We are on track to complete our Bylaws and Standing Rules update at the Annual meeting on Thursday afternoon May 9, 2019. I am sending out a "cheat sheet" to make it easier for members to see the changes. Also, we are in compliance with California law in regard to co officers.

5-8-19 email: **Girls State report** – Christine Madden

On May 1st, I delivered our \$400 check to Maya Wong, our 2019 American Legion Girls State representative at North Lake Tahoe High School. The check is to go towards transportation to Southern California and expenses while at Girls State. Jeff Ream, Counselor for North Tahoe was in attendance and thanked AAUW for presenting this opportunity for a girl each year. Maya was very pleased as well and thanked me again. She is very excited.



Branch Standing Rules approved September 13, 2018 by the Branch Leadership provide “A reserve fund to mitigate financial impact of the branch dissolution to be established, maintained yearly, and held until Branch dissolves.” These changes will be put before the Branch Membership for approval May 2019.

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.

Many of us have conducted a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for an organization. A risk assessment focuses on the Threats, or downside risks, associated with the organization. Risks are naturally associated with uncertainty about the future. In order to quantify risks, we start with a

RISK ASSESSMENT

- Vulnerabilities (What is at risk?) (inventory of assets)
- Internal and external threats (what could go wrong?)
- Potential business impacts and likelihood (Impacts) (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

(marks from 12/12/18 Leadership Meeting)

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
Other?		
Other?		

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
- insurance
- **annual financial statement review**
- **authorized signatories for checking account**
- restructure Leadership positions
- Leadership training
- Raise branch dues
- Dissolve branch
- Other?
- Other?
- **liquid cash reserves**
 - **12/12/18 Leadership meeting: Hold surplus funds of \$3,000 for Scholarships and \$2,600 for Administrative Expenses.**
 - **Confirmed \$5,600 liquid cash reserves at 5/9/19 Leadership meeting.**