

## AAUW MISSOURI BOARD MINUTES

Saturday, July 11, 2020

Zoom Call 2 pm

### Attendees

Sue Barley, Linda Berube, Jane Biers, Patricia Burroughs Bishop, Shirley Breeze, Jolene Cerveny, Lois Domsch, Karen Francis, Marianne Fues, Nancy Hutchins, Mary Jermak, Marsha Koch, Pam Kulp, Diane Ludwig, Debra McArthur, Deb McWard, Kay Meyer, Lynne Roney, Sue Shineman, Joanie Shores, Pat Shores

### Call to Order: Sue Shineman, President

The virtual meeting of the AAUW Missouri State Board was called to order by President Sue Shineman at approximately 2:00 pm using Zoom. Sue welcomed and thanked everyone for their willingness to serve on the Board. She asked that all board members check their email and texts regularly and make timely responses as well as check the national website weekly for important news. Sue announced that as of last night, Finance Officer Patt Braley is in the hospital.

Sue asked each board member to introduce herself and answer two questions. The answers are listed here.

“What AAUW work are you most excited about?”

- public policy work; feel that our work is starting to bear some fruit
- Inclusion and equity committee; proud that AAUW was on the I&E track before it became national news and that we were not caught flat footed
- working with Sue; our leadership, Sue
- getting students involved
- start of a new biennium
- Work Smart (multiple people said this)
- all the resources for the newsletter
- more non-teacher members

“What are you most concerned about for AAUW?”

- keeping members engaged and connected with each other
- not able to set up hospitality rooms before board meetings
- declining membership and getting CU partners to renew
- that we keep enough funds at National to do the work we need to do
- members who do not contribute to AAUW
- members, finance
- getting out the vote during COVID season
- need to communicate our message to university women
- how we can become more diverse and with more young people
- programming, trying to keep the branches going and helping branches
- no legacy fun at Regional

Sue welcomed new board members Mary Jermak as MO in Motion Editor, Joanie Shores as Public Policy Chair, Jolene Cerveny as KC IBC Chair, Debra McArthur as Zoom Call Host, and Lois Domsch as Sue’s Administrative Assistant. Sue said that she and Lois met 48 years ago when their children were very young. They have played bridge since that time and also know each other from AAUW. Lois is a retired teacher and will help keep Sue on track.

Quorum: Linda Berube, Parliamentarian

There is a quorum with 8 of the 9 voting members present and a total attendance of 20 Board members on the call. Voting members and those who can make motions are Sue Shineman, Lynne Roney, Marianne Fues, Marsha Koch, Patt Braley, Sue Barley, Diane Ludwig, Karen Francis, and Joanie Shores. All others have voices but cannot make motions.

Sue asked for additions to the Agenda; there were none.

Approval of Board Minutes: Marsha Koch, Secretary

Sue asked for volunteers to proof the minutes of today's meeting; Pat Shores and Kay Meyer volunteered. There were no corrections to the April 25, 2020, minutes; those minutes will be filed as submitted.

Finance Officer Report / 2020-21 Approved Budget: Patt Braley, Finance Officer

There were no questions or changes to the financial report or budget. The financial report will be filed for audit.

President Report: Sue Shineman

Sue's focus during her presidency is on communication, transparency, and inclusion. She plans to visit each branch by July 1, 2021, and hold monthly focus meetings (by Zoom) with branch presidents to which board members will be invited to share AAUW focus areas. The first one will be July 21 at 1-2:30. Marianne Fues and Sue Barley will lead a discussion on membership and will recommend 1) to retain members and build relationships, implement Each 1, Call 1 and 2) to recruit new members with Each 1, Bring 1 to a branch meeting.

There are 13 branches represented on the board and committees. Eight branches have agreed to share AAUW issues on their FB pages. The College and University committee has 4 members, Public Policy has 16 members, and the Inclusion & Equity committee has 12 members.

Sue asked if anyone had questions about her expectations for board members and communication. Diane Ludwig asked about sharing our newsletters on Facebook. Sue suggested that our newsletters are mostly about issues and not personal information. Patricia Burroughs Bishop will discuss privacy issues during her report. Mary Jermak clarified that the *MIM* is not posted to Facebook, but it is posted on the state website.

Sue thanked the state board for purchasing the Zoom account, which Sue was able to purchase for \$130. She feels that we have already gotten our money's worth. Some branches are asking if she will open meetings on Zoom for their meetings, which she will do.

Since officer and committee reports were distributed via email, we will only cover highlights, action items, and discussion points.

National Liaison Report: Karen Francis

Karen stressed that we should check the national website weekly so that we are aware of AAUW statements and press releases. For example, when the new Title IX information came out, she got information about it from every other organization she belongs to but not from AAUW. She was disappointed to not receive information from National about their position on it. However, there was information on the website, so always check the website.

A new *Washington Update* was emailed recently. Action Alerts are back.

Work Smart is still viable, and there will be a task force meeting to discuss how we can promote it. Before COVID, we had planned to do more programs with the libraries. Now we can only do those by Zoom, but they are not scheduled yet. The University of NE Medical School is doing a Work Smart program having people sign up and then do hands-on interactive interviews. The staff at the Medical School have come up with their own scenarios. This will be a program that we can take on the road. People who took Work Smart through the library also asked for more interactive interviewing. This could be a big advantage when talking with college/university partners.

The Regional planning committee will meet after the election to plan alternative programming opportunities for spring 2021. People were very disappointed that we had to cancel the 2020 Regional. We know what our members want, and we have the leadership and knowledge to put together a great Regional.

Sue Shineman asked for the link to the 2020 Convening Series website. Karen will send the links to Sue, and Patricia Burroughs Bishop will add it to our state website.

Sue Barley described Equity Network, a new pilot program kicked off this summer by National, which is based on findings from focus groups with men and women under 50. It is not a membership organization but offers people a way to participate in AAUW programs for \$50. The women in the focus group believe that this program will not succeed without men belonging to it. There is nothing that branches need to do. Patricia Burroughs Bishop added that there is a link on our state website to the Equity Network through "Advocate."

Membership Vice President: Marianne Fues

Marianne is particularly concerned about retaining membership in the branches. There are 6 branches with no members renewed yet. Every branch has officer information in the member database. We need to focus on individual members of our branches using call lists. It is hard to keep in touch with each other during this pandemic, and we need to connect with members personally by talking with them. Since we are not sure how branches will be having meetings (by Zoom or social distancing on a parking lot), we need to follow the "Each 1 Call 1" idea to invite members to whatever type of meeting the branch is having. At least half of the members at large have already renewed. We should try to interest them in joining branches. Both Jane Biers and Sue Barley shared that the members at large they have previously contacted did not want to be in a branch. Sue Shineman also shared that one 40-year branch member she talked with was very disappointed that only one person had contacted her since the COVID social distancing started.

Karen Francis volunteered board members' help to reach out to members at large.

Sue Barley said that AAUW Fund is also having Zoom meetings with branch AAUW Fund chairs and that we should communicate with each other the dates of Zoom meetings.

Program Vice President: Lynne Roney

**Future of the State Meeting:** Lynne asked if we should plan to do a virtual or conference call conference. She shared that Oklahoma had Zoom speakers every day of the week with their business meeting on Saturday. Perhaps we could do a smaller version with speaker sessions and a business meeting. South Carolina did two breakout rooms each with a speaker and then one session for everyone for their business meeting. Marianne Fues asked if it is possible to have a face-to-face conference that is also projected on Zoom. Patricia Burroughs Bishop added that you can assign a co-host who can spotlight the speaker; and the screen can be split to show the speaker with the participants shown along the top and bottom.

Can we wait until later in the year to reserve a facility? Lynne is in favor of waiting to make a commitment but would like to go ahead with planning speakers. She does not want to wait past January. Sue will put this on the agenda for the October meeting. We should plan for some sessions to be by Zoom, especially the business meeting. Lynne will start looking for speakers.

**Programming for Branches:** Lynne would like to have a Zoom call with branches about programming similar to the other monthly focus calls. Mary Jermak shared that Ballwin-Chesterfield has had a good acceptance rate from the speakers they have asked to do Zoom programs and that people are understanding that the situation could change at any time.

**MO Star Award Application:** Lynne presented the updated Application and explained that it was changed to bring it in line with changes in the way branches are meeting and programs. Sue Shineman and Marsha Koch helped with the revisions. She reviewed the changes with the Application on the Zoom screen and asked everyone to look at the document on Google Docs. Kay Meyer added that the resource mapping exercise is a component of the National 5-Star Award and that there is now a good video of how to complete the exercise. It was agreed to award points for activities that recruit new members. Sue Barley suggested increasing the per capita giving requirement to \$50; it has been \$30 since 1980. She also suggested requiring completion of 3 of the 5 items under Advancement: AAUW Fund. Based on input at this meeting, Lynne will finalize and distribute a revised Application by July 31.

AAUW Fund & Legacy Circle: Sue Barley

Sue urged everyone to read AAUW's financial report, audit report, and tax forms to learn about the worrisome financial situation of AAUW. There are now only about 45 people working there; 2 years ago there were over 125.

In our policies, state board officers are expected to donate to AAUW, and this is tracked by fiscal year (July 1-June 30). Pam Kulp asked that board members be reminded by email to give within the fiscal year they serve on the board. Sue said she will list the members who have given in each of her quarterly reports.

Sue plans to hold 3 Zoom meetings with branch AAUW Fund chairs and will send quarterly statements of giving to branches this fiscal year.

The Named Gift Honoree program started in 1976, and a gift of \$500 by the branch equaled 1 named gift. We are doing almost exactly the same thing in 2020. This past year there were 67 opportunities to honor members, but only 29 were honored by 7 branches. Three branches chose not to name anyone. Some of the branches are very small now. It was originally a fundraising program. If a branch wants to honor anyone, they can do their own thing. Sue suggests raising it to \$1,000 and also asks if it is a desirable program. It is a state program whereas it used to be a national program, and most of the states do not do this. Pam Kulp asked Sue Shineman to survey the branch presidents during their Zoom call. Diane hates to take away this program if it is a fundraiser. We have 17 branches; some give hardly anything. Sue Barley thinks it is no longer important as a fundraiser. Sue Shineman and Sue Barley will survey the branch presidents on the July 21 Zoom call and make suggestions for changes at the October board meeting.

National's job description for a branch AAUW Fund position was different from ours. One big difference is that the position is to send quarterly giving reports to each branch. Sue Barley has created a new job description and would like for ours to be changed as stated in her report.

**MOTION** by Diane Ludwig and seconded by Lynne Roney "that the recommended changes to the AAUW Fund job description be accepted." **CARRIED.** Linda Berube will work with Sue Barley on the final change.

Sue Barley works with 6 states to promote Legacy Circle and thanked members for joining the Legacy Circle. Joanie Shores became a Legacy Circle member this past year. Sue encourages everyone to consider becoming a member.

#### Public Policy: Joanie Shores

Joanie listed the members of her committee and thanked them for their invaluable input and expertise. They have had 3 state public policy meetings. There are so many issues we could be involved in and do from home. Priorities are #1 Get Out the Vote, #2 Voting Issues, and #3 Promoting AAUW Member Participation and Activism.

Karen Francis will send the universal absentee ballot request form to each branch. Nancy Hutchins has put it on our Facebook page, and Patricia Bishop will put it on our website. As soon as we know if ballots do not have to be notarized, Karen will let us know.

#### Committee Reports

##### **Branch Incentive Grants:** Pam Kulp

Shirley Breeze has joined the committee. Pam asked Sue Shineman to feature the committee at one of the branch focus meetings.

##### **College University Relations:** Karen Francis/Deb McWard

Deb reported that they are meeting at 10 on Tuesday to develop a plan for approaching colleges and universities, especially those whose memberships have lapsed, to market the benefits of membership to them, their students, and our branches.

#### **Communications**

##### **Directory:** Diane Ludwig

Diane plans to publish the 2021 directory before October.

##### **MO in Motion:** Mary Jermak

Mary will email the board with deadlines for submitting items for *MIM*; the deadline for the July issue is July 21.

##### **Webmaster:** Patricia Bishop

Patricia explained that if we lock pdf files of the *MIMs* before putting them on the website, the *MIM* will not be scrapable by automatic programs that gather contact information to sell. Our website is at 97% storage capacity mainly due to some very large newsletter files. We will need to remove some of the newsletters or change them to digital format. Patricia asked which we would rather have on our website, photos or older newsletters. We can scan the newsletters and store them on our Google Docs. It was agreed that keeping 4 years of *MIMs* on the state website is sufficient.

Patricia will submit an article for *MIM* explaining how to store documents on websites so that personal contact information cannot be gathered by automatic programs that “scrape” data from online documents.

##### **Historian:** Jane Biers

Jane has been printing and filing newsletters and *MIM's* for archival. She has received historical reports for 2010-2020 from quite a few branches and will work with Patricia on the digital archival of newsletters. She will write a 10-year history of the state.

**Facebook:** Nancy Hutchins

Nancy reported that Patricia has been wonderful about putting advocacy items on the website and that Pat Shores and Karen Francis keep her updated about issues that she can put on Facebook. Nancy requested that items for Facebook be sent to her.

**Inclusion & Equity:** Nancy Hutchins

Nancy's co-committee team leader is Mable Davis. This program is a work in progress. Their next meeting will be after the August 4 primary and will be a book discussion of Waking Up White. Nancy is the liaison between Public Policy and I&E. They will be offering the "implicit bias test" (results of the test will not be shared).

**Missouri History Day:** Betty Takahashi

Members asked Betty if she will find out if we can use the videos of the national winners' videos for branch programs. Diane suggested that the Missouri Historical Society may have already had students and parents sign release forms.

**National 5 Star Recognition Project:** Kay Meyer

Kay congratulated the Ballwin-Chesterfield branch for receiving the 5 Star National Award. The state needs to have 90% participation from branches in order to receive a state star, and she will encourage branches to apply for the award in the July 21 Zoom meeting. She will also submit an *MIM* article about it. She also mentioned sharing the resource mapping tracking program created by Marsha Koch on Google Docs with all branches. Pat asked if we know why they are notifying us of the results of our national star award applications one section at a time. Both Kay and Marianne saw on the website that Ballwin-Chesterfield was awarded 5 stars before Ballwin-Chesterfield was notified. This will be a topic of the monthly focus groups with branches.

**19<sup>th</sup> Amendment Task Force:** Pat Shores for Ellen Irons

Pat reported that the 100th Anniversary celebration is extended through 2021. She urged branches to 1) watch The Vote, 2) ask local mayors to support the anniversary with a proclamation, 3) use Zoom for programs, and 4) share branch plans and area events with the task force.

**K – WG 19<sup>th</sup> Amendment Yard Signs:** Marsha Koch

Marsha shared the screen and showed the 100th Anniversary of the 19th Amendment yard sign that Kirkwood-Webster Groves is planning to distribute to its members and other women's groups in St. Louis. Members corrected "suffragettes" to "suffragists" and felt that the sign would be well received by branches.

**Parliamentarian/Bylaws/Governance:** Linda Berube

Linda will review bylaws and policies to check for updates/changes that need to be made. She is asking everyone to suggest changes to policies for review at the October meeting. Bylaw changes will have to be voted on by members at the May business meeting. Kay Meyer said we need to add policies for electronic voting and Zoom meetings. National has a statement on their website that we could use.

**Work Smart – Start Smart:** Karen Francis

Karen passed along that as she has been working with regional committee members, AAUW MO women have been praised for their leadership.

**KC IBC (Interbranch Council):** Jolene Cerveny

KC IBC is in the process of being resurrected.

**STL IBC:** Deb McWard/Barbara Johnson

Deb reported that STL IBC is transitioning officers and has nothing to report at this time.

**Woman of Distinction:** Sue Shineman

The May 2020 award has been postponed until the May 2021 annual meeting. Sue received 4 applications for consideration this year. The committee will review those nominations, and the award(s) will be made at the May 1, 2021, Annual Meeting. Additional nominations will be requested as well.

New Business

**2020-2022 Strategic Plan:** Diane Ludwig and Pat Shores

Using board meeting minutes, committee meeting minutes, and *MIM's*, Diane and Pat will be monitoring how well we meet the goals of the strategic plan.

**New National Board Director:** Sue Shineman

Sue will invite new board director Jeanie Latz to a Meet & Greet for KC IBC and possibly to a statewide event. (Jeanie teaches in the Bloch School of Management at the University of Missouri–Kansas City.)

**Use of Google Docs, Drive, and Groups:** Lynne Roney and Marsha Koch

This was tabled until a special Zoom meeting can be scheduled. In the meantime, Marsha will send branches instructions for using Google Docs.

**Woman of Distinction:** Sue Shineman

This award is presented every other year. Sue asked if this should be an annual award. Discussion was tabled until the October meeting.

**Consider adding a STEM Committee to the Board:** Sue Shineman

Sue reported that Chris Nobbe (K-WG) has agreed to help lead this committee. Five branches list STEM on their Board. Kay suggested adding Sandra Murdoch to this committee as she has a lot of experience doing this.

**Dates for Board Meetings:** Sue Shineman

October 24 - will be a Zoom meeting

January 23 - will be a Zoom meeting

May 1 Annual Meeting

Meeting adjourned at 5:05 p.m.

Respectfully submitted,

*Marsha Koch*

Marsha Koch

**MO AAUW Zoom Board Meeting July 11, 2020, 2 – 5 p.m.**  
**Action Items prepared by Lois Domsch**

**Pat Shores** and **Kay Meyer** will be readers for the minutes from today's meeting.

**All board members:** Check national website weekly for important news.

**All board members** will check email/text at least every other day to make timely responses.

**Sue Shineman** will visit each branch before the end of June 2021.

**Sue Shineman** will have monthly "Focus Group" Zoom calls with branch presidents and other branch board members to share AAUW focus areas. The first one is July 21 from 1-2:30.

Membership VP, **Marianne Fues**, will recommend to branches: To retain members and build relationships: Each 1, call 1. And to recruit new members: Each, 1 bring 1 to a specific program the branch is hosting.

Karen Francis volunteered **board members** to help Membership VP in reaching out to Members At Large to join a branch.

**Lynne Roney** will keep open the plans for the State Meeting (to be revisited at the October board meeting), whether it be in-person, on Zoom or a combination, but she will begin contacts with speakers and programming.

**Lynne Roney and her committee** will finalize the Star Award Application based on input from our meeting and distributed to the branches, the directory and the website by July 31.

**Sue Shineman** will talk with branch presidents on their July 21 zoom meeting to get a feel for the recommendation from AAUW Fund chair, Sue Barley, to set \$1000 as the contribution amount for a branch to honor a Named Gift Honoree.

Sue Barley reminded **board members** that they are expected to give to the national AAUW Fund.

**Sue Barley** will convene 3 Zoom conference calls with branch AAUW Fund chairs this year.

**Sue Barley** will send out quarterly statements to branches on what they have given to the AAUW Fund.

**Patricia Burroughs-Bishop** will put a link for the Convening Series and Equity Network on our website.

**Karen Francis** is working with the Regional Committee to develop alternate programming opportunities for spring, since we will not have a Regional Conference in 2021.

**Karen Francis** will send to the board a copy of the Universal Absentee Ballot Request.

The **Public Policy Committee** will promote these specifically: Get out the vote, Voting Issues (i.e., voter registration, deadline dates, absentee ballots, reaching disabled and elderly communities for voting), and AAUW Members' Participation and Activism.

The **College University Relations committee** will make a marketing plan to expand on what we can offer and how the partnership can benefit the branches, too. Contact needs to be made with lapsed C/U memberships to renew.



**Patricia Burroughs-Bishop** will “clean off” newsletters from the web site, keeping only the last 4 years’ worth. The rest will be saved on google docs and/or printed on acid-free paper and stored with the State Historical Society on the MU campus.

**Patricia Burroughs-Bishop** will provide branches information via the next newsletter about a safety measure to “lock” the newsletter documents to protect personal contact information of members.

**Diane Ludwig** will prepare the new State Directory for the October board meeting.

**Jane Biers** will request branches to submit to her their annual reports and their history supplements, if they have not already done so.

**Jane Biers** will write a ten-year history of the state and the historian’s annual report 2019-2020.

The **Inclusion & Equity committee members** will educate themselves with current literature to be able to recommend actions for the state and branches.

**Betty Takahashi** will contact the Missouri History Day honorees about sharing videos of their performances for an AAUW event.

**Pam Kulp** will, at some point, be on one of the Zoom conference calls to invigorate branches to apply for grants.

**All board members** are encouraged to submit articles and photos to Mary Jermak for *MiM* by July 21.

**Kay Meyer** will encourage branches on the July 21 Zoom call to participate in the National 5 Star Recognition Project and will recognize Ballwin-Chesterfield for their 5 Star recognition.

The **19<sup>th</sup> amendment Celebration Project/Task Force** will extend the project and celebration through 2021 and suggests these actions to branches: Watch “The Vote,” create a proclamation, convert any programs to Zoom, and share branch plans and area events with the task force.

**All board members** will review the policies and suggest possible changes. (Two suggested at meeting: electronic voting and Zoom meetings.)

**Diane Ludwig and Pat Shores** will monitor the progress of the AAUW MO strategic Plan.

**Sue Shineman** will contact Jeanie Latz, newly elected National Board Director, for a Meet & Greet for the KC IBC and possibly a statewide event.

**Marsha Koch** will finalize the design and price for yard signs for STL IBC and the rest of the branches in the state to purchase to publicize the 19<sup>th</sup> amendment: Thank You Suffragists 100<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment - Celebrate Women’s Right to Vote. **Board:** Let her know if you want one or more signs.

**Marsha Koch** will send out to branches a document with instructions in using Google Docs.

**Sue Shineman** will add these items in the October meeting agenda: Use of Google Docs, Drive, and Groups; Woman of Distinction: should this be an annual award; consider adding a STEM committee to the board.