

AAUW Board Meeting  
Monday July 18, 2016  
Pennsylvania Highlands Community College

Present: President Patricia Grzybicki, Program VP Paulette Solomon, Membership VP Linda Messer, Fund-raising VP Barbara Zaborowski, Treasurer Doris Leidy, Secretary Kathy Howanek, AAUW Funds Chair Ann Furlong, Communication Chair Deanna Haddle, Book Sale Co-chair Georgia Yeager.

President Pat Grzybicki called the meeting to order at 1:06 pm. The minutes of the January, 2016 board meeting were read and amended to read "two student affiliate members" rather than three. The minutes were then approved as amended following a motion by Deanna Haddle, seconded by Barb Zaborowski.

President's Report: Pat Grzybicki distributed the board list and branch organization chart. discussion followed on whether a calling committee is necessary. The communication chair will organize this committee again this year.

In order to keep the annual yearbook a reasonable size, only the names of officers, committee chairs, and special project chairs will be published. Listing of award recipients and past presidents will be eliminated as these have been placed on the Johnstown Branch website. Also, paragraphs to describe STEM and Books for Babies will be added. Only regular business and Program Meetings will be listed. Optional social events and fund raisers will not.

Pat also gave a report from the summer retreat. Four members attended: Pat Grzybicki, Kathy Howanek, Georgia Yeager and Barb Zaborowski. The morning session on membership was helpful and yielded some good ideas for consideration including the printing of business cards; t-shirts saying "ask me about AAUW" or "Ask me about our book sale;" the development of "elevator speeches;" and "speed orientation"--similar to speed dating. Barb Zaborowski will look into business cards and t-shirts, while Linda M. will consider the other suggestions.

The Western Regional Meeting is scheduled for Saturday October 15, 2016 at the Cranberry Campus of Butler Community College. Details will follow.

Pat would like to review the document: Johnstown Branch Officer and Committee Responsibilities with a committee of volunteers.

Treasurer's Report: The budget spreadsheet was reviewed and explained. Discussion ensued regarding insurances. Crime insurance (bonding) is renewed every three years. Our commercial liability insurance is good through January, 2017. Doris believes that we should explore other carriers in order to reduce costs. Ann Furlong made the following motion: Once the present commercial liability policy comes due, the treasurer is authorized to negotiate an identical policy and if there is a substantial savings, to purchase the lower cost policy. Linda Messer seconded the motion which passed.

Program VP Report: Paulette presented the program schedule and asked for discussion and input. The availability of programs for December and April are being negotiated with the proposed presenters. A Shape the Future event will be held October 24. Other than the branch meetings, Paulette reported on additional social events. Checks for the September play at Mountain Playhouse are due August 15. The checks should be made payable to Johnstown Branch AAUW and sent to Paulette. There was no interest in a trip to the PA Gift Show, Boscovs is offering the AARP drivers class this fall, so we will not duplicate the program. The date for the Holiday Open House at the Nationality rooms at Pitt conflicts with the Madrigal at Mt. Aloysius which

had more interest, so Paulette will advise members of details on the Madrigal. Paulette was congratulated by the Board on a fine job.

Paulette also reported on the Write-Read-Write Program. The coming year's program will be held at Conemaugh Valley with 67 fourth graders. The Board asked that specific written guidelines be given to members.

Membership VP Report: Linda reported that the Wine tasting/glass painting event has been given to the Fund-raising VP.

As of this date, 41 members have renewed, there are three free memberships and 25 members dues are outstanding. Board members will contact those members individually to encourage renewal.

Linda would like to give members their name tags to keep and have "sticky" name tags on hand for those who forget.

After contacting several venues, Linda recommended that the Shape the Future event be held at the Bottle Works this year. Their rental fee includes chairs, tables, tablecloths and centerpieces. The Board directed Linda to proceed with that plan.

Linda is planning New Member Coffees and will be looking for members to volunteer to meet over coffee with new members.

Discussion ensued around recruiting and involving members. Not all new members are comfortable jumping right in while others are looking for more involvement--it is a fine line that all members should be aware of.

Fund-raising report: Barb is negotiating with Natalie regarding the Wine Testing/ Glass Painting event. The 501 C-3 update was given during Old Business.

Education Committee: The Board directed that three scholarships be awarded in April, 2017.

Communication Report: If committee chairs require a response to an email, they should send the email themselves so that responses go to the proper person. To facilitate this process, Deanna will send each committee chair an email list of the entire membership. Deanna and Barb reviewed the responses to the Epic Journey trip survey that have been received thus far.

Discussion ensued, but no recommendations made as there is still time for more surveys to be completed and suggestions considered.

Book Sale: Georgia reported that the book sale profits listed in the Newsletter are over by \$18.00. The profit is \$4,720.43.

The Branch currently pays a combined amount of \$1,500 over a year for storage. Book sale committee members are looking for alternate space. A donation of 19 boxes of books (mostly fiction) were donated by St. Francis University's Student Services Division.

## OLD BUSINESS

Barb reported on the status of our 501 C-3 application. She is investigating whether we need a new EIN number. Apparently the State board advises branches not to become 501 C-3 claiming it is a difficult process to apply and maintain. Several branches are 501 C-3 and report no problems. Barb has monitored the status for other non-profit groups and anticipates no problem. This status will help us with fund-raising and allow donations to the Branch to be tax deductible. We will probably have to pay an attorney to review and approve the application. The Board directed Barb to pursue this status.

Georgia reported that the Goodwill Tea is still in the discussion phase.

#### NEW BUSINESS

Pat asked for volunteers to assist her in reviewing the Branch Officer and Committee Responsibilities document. Deanna and Barb volunteered.

Discussion ensued over whether we need to review the By-Laws. Pat will contact Dotty Glass. Doris submitted the Branch financial report for audit.

Ann Furlong made a motion to adjourn and it was seconded by Paulette Solomon. The meeting was adjourned at 4:03 pm.