

AAUW Long Beach Executive Committee Meeting
November 16, 2020
Motions

A. Motion for *Vantage* Advertising – Patricia Ferrer: I move that AAUW Long Beach accept paid advertisement for the *Vantage* newsletter.

Background: Up until recently, we used a non-public bulk mail permit to mail the *Vantage*. Due to the small number now mailed (11), and we use first class postage, we can now accept advertising. Advertising revenue could be used to offset the cost of printing and mailing the *Vantage*. “Profit” could be used to fund other Branch projects.

Process: Ads will be for businesses only. Size will be limited to business card size. No political ads, partisan or non-partisan, will be accepted. If there is a question as to the appropriateness of the ad, it will be elevated to the President for a decision. The Treasurer will receive the check for the advertisement, review the appropriateness of the ad (submitted as a jpg file), and if acceptable, forward the check to the Financial Secretary for deposit and forward the jpg file to the *Vantage* Editor for publication. Ad rates would be \$120 for a full fiscal year or \$15 a month. If this is kicked this off for the remainder of the year, the rate would be \$10 a month.

Seconded by Linda Westman. Motion passed 8-0-0.

B. Motion to update Audit Chair by Patricia Ferrer: I move that Policies and Procedures, Section 16, Audit Chair, be replaced in its entirety with the wording below:

b. Audit Chair will:

i. Determine if the Branch's financial records and reports were materially misstated due to error or malfeasance and recommended corrective action as necessary

ii. Perform these actions:

a. review branch policies and procedures to ensure that the treasurer duties were performed in accordance with requirement.

b. review minutes of executive committee, board of directors, and branch meetings to ensure that direction provided to the treasure was performed as directed.

c. verify that all branch accounts were reconciled at least annually and the year-end balance in the accounts match that of the bank statement(s) and that reports provided at year end match those accounts

d. verify that all transactions of \$2,000 or more were recorded accurately and processed in compliance with Branch policies and procedures

e. select ten (10) percent of the transactions under \$2,000 to verify that they were recorded accurately and processed in compliance with Branch policies and procedures

f. take additional measures deemed necessary

g. initiate the review after the treasurer has compiled the needed records for review, but no later than three months after the fiscal year end. If circumstances warrant, reviews may be performed during the fiscal year.

h. issue a report to the outgoing President, incoming President, and Treasurer. If there are findings that require corrective action, a draft report will be provided to the treasurer for review, comment, and action. If corrections are agreed upon and made, the audit chair will verify that the corrections were made and new fiscal year end reports were prepared and distributed. If the corrections were not made, the final report will state the needed corrections and the reasons why they were not made. If no material misstatements or malfeasance were found in the review, the report will be issued without providing a draft report.

Motion postponed until February.

C. Motion to amend Bylaws, Section IX.1.a by Denise Montoya: I move that Executive Committee recommend that Membership approve the revision of Article IX.1.a as noted, as follows, with the addition of text in boldface and the text deleted as noted by strikeover.

Section 1. Nominations.

a. There shall be a nominating committee of at least five members, consisting of the Immediate Past President as advisor with remaining four members **and a committee Chair** appointed by the President ~~who will convene the first meeting~~. The first meeting shall occur no later than October 1 each year.

Seconded by Patricia Ferrer. Motion passed 8-0-0. It will go to the Branch for approval in January.

D. Motion to amend Policies and Procedures, Section 12.a by Denise Montoya: I move that the Executive Committee approve the updating of P&P 12.a. Nomination Committee as noted with boldface below:

1. Nominations Committees

a. The President shall make appointments to the nominating committee by no later than August 1. **The President shall appoint the committee Chair.**

Seconded by Patricia Ferrer. Motion passed 8-0-0.

E. Motion to amend Policies and Procedures, Section 14.a.ix and add Section 14.a.x. By Denise Montoya moved to amend P&P Section 14.a.ix by deleting the text shown below in strikeover, and adding text shown in boldface. Additionally, text is added in new sub-section x. as shown in boldface.

1. Other Duties of Officers a. President. The President of the Branch shall:

a. ~~Serve as the Chair of the nominating committee, in the year immediately following her term's completion.~~ **Shall appoint members to the nominating committee.**

ix. **Serve as an Advisor to the nominating committee in the year immediately following her term's completion.**

Seconded by Linda Westman. Motion passed 8-0-0. Jeane Caveness asked if both immediate co-presidents serve. No answer at this time.

F. Discussion of Need for Fundraising Policy: Stelet Kim recommended that it would be wise to codify policies regarding fundraising that would include proposals with timelines, goals, descriptions of the projects, targets, outline of activities, strategies, and the possibilities for contributions to be tax deductible.

Jeane Caveness stated that this subject should be a topic for the finance committee.

Linda Patten shared that in the past fund raising activities were decided spontaneously with casual agreements. Now that funds, particularly for scholarships, require drawing down from the investment dividends, the Branch should be involved in the decisions.

Creating fund raising policies are especially crucial relating to Gov Trek. Further discussion is needed with the finance committee and project chairs.