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**BOARD MEMBER FACTS AND TIDBITS**

**Initial Information by Caroline Punches, Past President 2020-2021**

**Branch Name:** AAUW Capital (NV) Branch

**Officially began:** May 24, 1944 – 76 years old!

**Fiscal Year:** July 1 – June 30

**Charitable Organization**: 501(c)4 (Membership Organization). Our branch Treasurer is responsible for filing our federal taxes through our National office. AAUW National is a 501(c)3 organization (donations are tax-deductible). AAUW is a non-partisan organization.

**Liability Insurance:** We do have insurance. If this is required by one of the organizations where we hold events, our Branch Treasurer can get the necessary paperwork for you.

**Bylaws:** Branch bylaws are provided by National AAUW. Some parts are required while other elements can be determined by the branch membership. Due to be updated sometime in 20-21FY. Final adoption of Branch Bylaws requires a vote of the membership. (<https://capital-nv.aauw.net/about/bylaws> )

**Policies & Procedures:** Operating guidelines of the branch. This document is to provide clarification of the duties, responsibilities and operational procedures that govern the AAUW Capital (NV) Branch *that are NOT addressed in the bylaws.* Changes can be approved by the AAUW Capital (NV) Branch Board.

(<https://capital-nv.aauw.net/about/policiesandprocedures> )

**Branch Budget:** An operating budget is approved by the Branch Membership at the April Business Meeting. The budget includes not only the branch operating budget but also a fundraising budget. Additionally, the Branch supports AAUW national *Greatest Needs* funds. The Linda Hiebert Sekiguchi Fund was established in 2018 with a $10,000 endowment completed by June 30, 2021. The fund code for this fund is #4455.

**Meeting Minutes:** Meeting minutes for regular Branch Membership meetings as well as Branch Board meetings since 2015 can be found on the Branch website <https://capital-nv.aauw.net/meeting-minutes/>.

**Branch Archives:** The archives are presently stored at the home of Jennifer Verive. There are meeting minutes books from the very beginning of AAUW Capital (NV) branch. There are also several scrapbooks with a variety of documents and information.

**Branch Gmail:** AAUW Capital Branch has a gmail account specifically for communicating with “all” branch members. It is: [aauwcapbr@gmail.com](mailto:aauwcapbr@gmail.com).

1. **Google Drive**: Contained here are some of the same organizational documents found on the website, along with job descriptions for the various Board positions, 5 Star documents, etc.
2. This account was set up by Lin Nary and is attached to her personal info. The two step verification process has been toggled “off”, but sharing the free account is usually problematic. The branch should consider purchasing a business Gmail account so that multiple users may access email.
3. The password for the Gmail account is not listed here for security. These members have access: Rita Osborne, Jennifer Verive

**Branch Website**: AAUW Capital (NV) Branch website is located at: <https://capital-nv.aauw.net> You can find copies of branch bylaws, policies & procedures, budget, goals, planning calendar and much more. There is a Members Only section which must be accessed by a password. Items in this section include our Newsletters, Branch Roster and Membership Directory. They typically include contact information, so the information is not available for public review. Our website also links to state and national AAUW websites.

* Lin Nary used to maintain the website and the login credentials are in her name. However, currently the position of Webmaster is OPEN..
* There must be information and a link to AAUW Work Smart on our website in order to maintain our 5 Star Status.

**Branch FACEBOOK Account:**  The AAUW Capital Branch utilizes Facebook (@aauwcapitalbranchnevada) to communicate a variety of branch-related information to members and other Facebook users. Monthly updates to FB are required to maintain our 5 Star Status with AAUW National.

* Cindy White formerly maintained the FACEBOOK account.
* Barbara LeBlanc will be maintaining in in FY(24-25).

**Branch Twitter Account:** Our X (Twitter) handle is @AauwCap which is called CapCityCarsonAAUW in the captioned name. A link to our chapter website is in the Profile. Tweets are sent out about branch events, the NCWSSL scholarship availability, and AAUW-relevant current events. Monthly updates to FB are required to maintain our 5 Star Status with AAUW National.

* Carly Page is our Tweeter-in-Chief.

**Capital News (AAUW Capital (NV) Branch Newsletter)**. Our newsletter is published monthly September through June. The newsletter is emailed to ALL members and is also posted on our branch website. Individual board members are responsible for sending their articles to the Editor for inclusion in the newsletter. The newsletter is typically distributed 10 days prior to the meeting date. Items and articles are due on the 10th of the month; with a request for information sent to Board members on the 1st of the month.

* Cindy White is the Editor.

**Elections and Endorsements:** AAUW is a non-partisan organization and is governed by the policies of AAUW National and AAUW Nevada. AAUW may not endorse or oppose candidates for partisan elective office.

Individual AAUW members may endorse candidates but may **not** use their affiliation with AAUW in the endorsement. More detailed information can be found in AAUW Policies and Procedures (Section 300). These limitations are also noted in our branch policies and procedures.

**Scholarship Awards:** Our branch traditionally provides scholarships to graduating senior girls at Carson High and Dayton High. The applications are provided to counselors at the high school. The counselors share the information and collect the applications. The Scholarship Committee chair collects the applications and meetings with a screening committee to determine the winners. We typically provide two scholarships to graduating senior girls. They must be attending college in Nevada.

An additional scholarship is also awarded to WNC – to a woman re-entering college. Our criteria is provided to the WNC Foundation and they select an appropriate candidate. Additional information can be found in our Policies and procedures.

**Membership Meetings (PROGRAMS)**: Our meetings have typically been held from September through May/June. The Program Vice-Presidents are responsible for identifying and recruiting of speakers for these meetings. Membership input is gathered from an Annual Survey each summer. Monthly meetings have been held on the 1st Tuesday of the month at the Ormsby Room at the Carson City Sheriff’s office. Members are encouraged to arrive around 5PM to allow for socializing and mingling. Business meeting begins at 5:30PM. The program/speaker runs from about 6 to 6:45 PM. The Meeting ends about 7:00PM. (See Monthly breakdown for more information)

* The 2024 Annual Survey was done via Google Forms, using a personal account. Future surveys could be linked to the Branch business Gmail account.
* Meetings are currently held at the WNC Library. It is free. Room use requires a WNC faculty or staff sponsor.
  + Jennifer Verive and Bridget Dillet are WNC Faculty members; they serve as co-sponsors to enable us to use WNC facilities.
* The Business Meeting involves updates on branch activities, announcements about upcoming events, gathering feedback from members, doing a vote (when relevant), etc.
* The Program VPs will then introduce the speakers. Speakers talk for about 45 min, reserving a few minutes after that for Q & A.

**Interest Groups:** Several groups have been established around members’ interests such as Great Decisions, Book Discussion (evening and day groups), Gourmet, Knitting and Crocheting, and Walking/Hiking. There is also an Informal Luncheon once a month, planned by the Interest Group Coordinator. Ideas for new interest groups are welcome; groups can be added.

* Iris Blaisdell is the Interest Group Coordinator.

**Board Meetings**: Our branch bylaws call for “at least three” meetings per year. Our board meetings include the elected officers as well as appointed officers. It is normal policy that any member may attend a board meeting if desired. A “Joint” board meeting is typically held in June/July to allow for communication between incoming and outgoing officers. Now with the elected officers being “co” and rotating responsibilities – this could vary. Other board meetings have typically been held in July, October, January and March. The board has met in several different locations over the years.

**Primary Agenda Focus:**

**June/July:** review of previous year. What went well? What could be improved? What should be continued? General brainstorming.

**July/August:** Develop a strategic plan for the upcoming year. Survey of members to provide input for strategies and also to provide opportunities for them to volunteer for branch support. Establish dates for fundraising activities so committees can begin planning and recruitment. Program chairs begin developing prospective topics and speakers for implementation throughout the year.

**October**: Review Scholarship guidelines and promotional efforts. Finalize Fall Fundraising Calendar and volunteer requirements. Develop promotional/social media announcements… Approve AAUW Financial Support (Greatest Needs Area) - Approve timeline and plans for the February fundraiser (FOC)

**January** – Appoint committee to review branch bylaws & P&P to determine what changes, if any, are needed. Report back to the Board in **March** – to see what needs to be voted on by the membership. Appointment of a nominating committee to identify and recruit members for elected positions. These will need to be voted on by the membership at the April Business Meeting (required in Bylaws). Appoint a budget committee to meet and develop a budget for the next FY (has to be approved at the April business meeting. Reports from fall fundraising effort. Final planning of February Fundraiser (FOC)

**March** - Review and approve any bylaws & P&P recommendations to go to the membership at the April Business Meeting. Review and approve a proposed FY Budget to be voted on by the membership at April Business Meeting.

**Late May/June (OPTIONAL):** This was the “Joint Board Meeting”, tho now with “co” positions, a “joint” meeting is less relevant. Still needed, however, is a Review of Strategic Plan – what went well, what could we do better?? Recommendations for next year?? Celebrate achievements!

**MONTHLY MEMBERSHIP MEETINGS:**

**Membership Programs** - Program Vice Presidents are responsible for identifying and recruiting of speakers for these meetings. Additionally, one of them shares information about the speaker and topic for the branch newsletter. The meeting topics are announced in the Branch Newsletter – and provides additional information. The meetings allow for some socializing – and updates on various AAUW Branch activities – interest groups, volunteer needs, public policy information and more. There is also a guest speaker who is speaking on topics related to our mission of equity for women.

**September** – Our membership event is designed to “kickoff” our year, welcome back members, provide info about AAUW to prospective members as well as to encourage members to become involved in a variety of AAUW opportunities. A variety of public policy and advocacy events as well as “socializing” opportunities are shared. The Branch President is responsible for creating the Program Agenda; the event is hosted (planned) by the Membership VPs.

**October and November** – Regular monthly meetings.

In **Election years**, AAUW Capital Branch collaborates with League of Women Voters, Sierra Nevada Forums and other organizations to provide a Candidate and Issue Forum – candidates are asked their opinions on issues important to our women’s equity agenda. Forums are typically held in October and before “early voting” begins”.

Our Fall Seasonal Pecan Sales take place in November – with a major push at the Carson High Craft Fair, typically held the weekend before Thanksgiving.

**December** – Traditionally – the December meeting is a “social” event which includes spouses and/or significant others if desired. Our branch members also participate in local community holiday giving programs benefiting children and/or seniors (names are drawn in November)

**January** – Monthly meeting is held – a push for February Fundraiser is done at this meeting. Recruitment of volunteers to serve on nominating committee and/or bylaws review.

**February** – Monthly meeting is held – our major “winter” fundraiser – formerly the FEAST OF CHOCOLATE was held during February. We now do a “virtual non-event”.

**March** – Monthly Meeting – Scholarship Committee begins review of applications for high school scholarships.

**April** – Business meeting – adoption of a budget for next fiscal year; election of officers for next fiscal year. Any changes to our branch bylaws would also be considered at this meeting. Depending on amount of business – this meeting could also have a speaker

**May-** Traditionally held on a Saturday at a local restaurant. Our scholarship recipients and a family member are invited to attend. This event has also featured the recognition of outgoing officers as well as other volunteers AND the installation of the incoming elected officers. Those members assuming roles in appointed positions are also recognized.