

AAUW Board Meeting Minutes
September 1, 2022
Zoom Meeting

Members present: Board – Bonnie Auchincloss, Marge Barton, Mary Ann Boylan, Beth DeFiglio, Maria DeWald, Barbara Durniak, Betty Harrel, Marcine Humphrey, Diane Jablonski, Pat Luczai, Margaret Nijhuis, Mary Scalise-Annis, Celia Serotsky. **Non-Voting members:** Barbara Van Itallie

President **Celia Serotsky** called the meeting to order at 7:02.

Secretary **Beth DeFiglio** presented for approval the May minutes and the June Annual Meeting minutes, both generated by **Margaret Nijhuis**. **Betty Harrel** made a motion to approve the May minutes with editorial comments and the motion was approved. Several people suggested that if there are no content corrections, the minutes do not need a motion nor a vote in order to be approved. The Board approved the June minutes as presented with editorial comments.

Beth thanked members who have already returned the **Conflict of Interest** form, and urged the remaining members to do so. She also reminded members who need Zoom access to return the **Zoom access form** to her. **Margaret Nijhuis** has made both forms writable. **Barbara Durniak** confirmed that a new form is not needed yearly, nor if a person's role has changed. Margaret added that, because of Zoom security, if a new computer or location tries to access the account, a code will be sent to Margaret and the code must be entered within 10 minutes. Thus, anyone in this position must ensure Margaret is available and can communicate the code. This will only happen the first time access is tried.

President's Report

Celia Serotsky welcomed the new Board and is excited to be back. She thanked everyone for the work that continued over the summer. She invited each Board member to introduce herself and her involvement in AAUW as reports were given. A goal of Celia's as President is to increase awareness of AAUW Poughkeepsie in the greater community. The Public Relations Chair is newly filled after a vacancy, which will help towards this goal. Another goal is to re-establish dormant committees such as Live Your Dream Girls conference and the International Committee – "food for thought" at this point. She has been attending meetings of Community Service Initiatives, and expressed how impressive all the good work is.

Celia also invited Board members to participate in the NY Equity Conference, sponsored by PowHer, on October 13 from 3-6pm.

Treasurer's Report

Diane Jablonski reported that since the Board meeting is on the first, the final bank reconciliation had not been completed, but the report was accurate and up to date as of August 31, 2022.

Diane noted that the Statement of Financial Position (first page, equivalent to a Balance Sheet) shows that the overall financial picture is good. There is money in non-operative initiatives that the Board should re-allocate at some point. In Budget vs. Actuals (second page), the only overage is insurance which is due to a new liability policy. There is a \$400 payment coming up. In addition, we will have a premium for our officers and directors insurance in May. There was nothing of note in the Statement of Activity (third page), which basically shows where money comes from and where it goes.

Diane also mentioned her written report about taxes:

There has been correspondence with IRS regarding our taxes. Pat Luczai has been handling communications with the IRS regarding the situation and has provided this summary:

The initial filing of our 2020 taxes contained an error (Pat failed to check a box indicating that a detailed listing of large donations was not required). Due to the backlog in the IRS, we were not notified of the error until a year

later by which time the 2021 taxes had been filed containing the identical omission. A correction to 2020 was filed. Roz Werner recommended that no action be taken with respect to the 2021 taxes until we were notified of that error. When this occurred, a correction to 2021 was filed. The IRS subsequently sent a letter claiming that we had not filed for 2021 and were levying a fine of \$20 per day. Once again, Pat consulted Roz who recommended that she send a letter explaining the situation and asking that the fine be forgiven. This was done.

The most recent letter indicates that they have now recognized that we did file our taxes for 2021 and are processing the return.

Indications are that we are eligible to file a simplified 'postcard' form for 2022, which should minimize the opportunities for errors in the future.

The transition has gone well, and she has been working with Pat Luzcai and Sue Doyle. Credit and debit cards, along with bank account access, were changed over. Diane also noted that she cannot process reimbursement requests without a completed reimbursement form, which can be found on the website.

Program

Program VP **Marcine Humphrey** reported that the following programs are planned:

October (in-person) – Peter Lopez, Executive Director of Policy, from **Scenic Hudson** will discuss clean air and water in our area.

November (in-person) – Planned Parenthood, including discussion of life after the Supreme Court decision and what we can do to advance fair and equal treatment for women's health care.

December (in-person) – storyteller

January (Zoom) – Financial Security for retired women

Program VP **Maria DeWald** reminded the Board that in-person program meetings used to have an Initiative presentation (10 minutes or less) between the President's comments and the program. The Board liked this idea; Maria and Marcine will discuss and bring a recommendation back to the Board.

Maria DeWald noted that the meetings will be at Freedom Plains United Presbyterian Church, and that AAUW is getting a very good deal. She thanked Beth DeFiglio for her help as a member of the church in securing the contract.

Membership

Membership VP **Mary Scalise-Annis** reported on the **campaign for renewals**. On April 15, the new website deployed and many members renewed online. Mary and Bonnie sent personalized reminder e-mails to 100 people who had not renewed. Eleven people have left, but there are seven new members. Renewals will end in mid-September, and then they will purge the list by mid-October.

Mary reported that they have been busy planning and organizing for the **Open House** on September 8 at Freedom Plains Church. **Pat Luzcai** has made beautiful nametags to identify new members so each one can be personally welcomed. She asked that members stay afterward to help put away chairs and tables.

Bonnie Auchincloss reported on the **Membership Database**. For the past two years, Claudette Hennessy has been designing a new DB after access to the old one was lost when Mary King's husband died. Claudette did not want to attend the Board meeting, but asked that Bonnie convey several items to the Board:

- Claudette has been developing the database on her own computer and has a backup copy on BlueHost.
- Now that it is complete, the official copy should not be on her own computer. Claudette recommends using BlueHost, and it will cost \$345 for 3 years of hosting and initial migration services. This also includes a new domain name.
- The backup copy is used for testing updates. For data safety reasons, it needs to be on a different server in cloud storage.

- At the end of December, Amazon is changing the existing Cloud storage account that AAUW uses. Amazon has suggested that photos and videos move to Amazon Photos, and documents (including the database) move to Amazon SWS (a new service launching in January).
- Claudette would like an additional person to help her and Darlene Yeardon and to start learning the Database, with the goal of Claudette eventually stepping down.
- The Cloud storage platform chosen must be compatible with the database software.

Discussion ensued:

- A list of requirements is essential. For example, do Board members need access to the DB?
- Both Bonnie and Claudette are in contact with Amazon to investigate compatibility with the database software, fees, etc. The Committee does not have a solid recommendation yet, but Claudette wanted the Board to know in case money is needed before the next Board meeting.
- There are two issues concerning cloud storage – the DB, and Photo storage. Photo storage is a function of the Communication committee.
- Communication tailored the revised membership form to match the Database fields, so it should be easy to identify people with technical/database skills.

The discussion concluded with **Bonnie Auchincloss** making a **motion** that the Board approve \$345 for hosting the Database, dependent on committee approval. The motion was seconded and approved.

Membership Treasurer

Sue Doyle submitted the following report:

At this time we have 216 members who have renewed
 There are 6 new members included in that number
 We have 60 who have not responded to renewal correspondence
 There are also 11 others who have let us know they won't be renewing for various reasons.
 Thanks to all who have renewed!

Development Vice President

Mary Lou Davis could not attend, but Celia noted that a fundraiser is planned at the Beekman Arms on November 5.

Honors & Awards

Margaret Nijhuis announced that Cyd Averill, Barbara Hespeneide, and Barbara Van Itallie have joined the Committee and will meet on November 1. There will be an article in the October Branch explaining the awards and soliciting suggestions.

AAUW Funds Named Honorees:

These awards have been funded by branch contributions to National, with local money, if needed, bringing the amount to \$3000 (allowing six awards to be presented). This process has resulted in a lot of last minute work in December by the Treasurer and Committee. After discussion, the Board decided that it was still meaningful to tell the awardee that “a donation has been made to AAUW National in your honor”, but that it does not have to be a specific amount, and can have a new name. Six awards should still be given. The Committee will discuss and come back to the Board with a recommendation.

Communications VP

Barbara Durniak discussed her submitted report:

Amazon will no longer support Amazon Drive effective December 31, 2022. This means that before that date we will need to find another cloud solution to store the branch's photo and archived documents. Our subscription to Amazon Cloud was renewed in March of this year (\$19.99 for 100 GB, which is much more space than we need). Margaret has already identified some low-cost options; she, Bonnie and I, along with perhaps a few others, will be reviewing them and will come back to the board at a later date with a recommendation.

At the meeting, Barbara Durniak thanked everyone who reviewed the website, and especially **Margaret Nijhuis** and **Joanne Scolaro** for making all the necessary updates. She also thanked **Margaret** for moving all the archived information to the cloud.

Since the old cloud storage will not be accessible in January, the committee wants to back up everything from the cloud to an external hard drive. It would cost about \$60-70 for two terabytes. **Maria DeWald** made a **motion** to authorize up to \$100 for the purchase of an external hard drive. The motion was seconded and passed.

Community Service Initiatives Liaison

Celia informed **Mary Ann Boylan** that Days for Girls might have a wider focus.

Interest Groups Liaison – Linnea Masson - No report.

Diversity, Equity and Inclusion – Gwen Higgins - No report due to illness.

Public Relations

Betty Harrel is investigating ways to expand public awareness, perhaps tabling at events or a booklet. An article in the Northern Dutchess or Southern Dutchess News is a possibility.

Public Policy – Patricia DeLeo - No report

Nominating Committee Chair

Pat Luczai will be looking for suggestions.

Newsletter Editor

Cyd Averill submitted the following report:

I would like to remind everyone that the deadline for newsletter articles is the 10th of the month prior to publication. That is Sept 10 for articles to appear in the October newsletter. There is no word limit for submissions, but I reserve the right to edit for length and clarity. Please send articles directly to my email (averillc@optonline.net). I prefer they are single-spaced in MS Word, or sent in the body of the email. No formatting is necessary. If possible, name your attachment with your position (or some other identifier) and the month the article should appear. For example: Program_Oct.docx; FundraiserOctNov.docx. Including a subject line that calls my attention to your article, e.g., NEWSLETTER ARTICLE FOR (MONTH) would be very helpful. I don't want to miss anyone! Thank you all for faithfully providing articles to the newsletter. I look forward to another wonderful year.

Historian

Marge Barton reported that she is working with **Barbara Hesperheide** to get oriented.

State/National Liaison

Barbara Van Itallie reported that Carol Griffin is the new State President and wants to reach out to branches. Program Zoom meetings can be put on the State calendar to give them more visibility. NY grants up to \$500 per year for Branch programming are available. PowHer is an income equity event in October.

Much of the discussion in the National meeting concerned the national database (called the Community Hub) and how long it took to get it working correctly. Barbara recognized the enormous amount of work **Sue Doyle** has put into entering branch information into the National database.

No Old Business

No New Business

The meeting was adjourned at 8:52pm.

Respectfully submitted,

Beth DeFiglio, Secretary

(Draft until approved by Board)