



**American Association of University Women
Lake/Sumter Branch**

**General Meeting Minutes
2018-19**

**Lake / Sumter AAUW Board Meeting
Sumter County Sheriff's Annex
Tuesday, September 11, 2018
Minutes**

Members in attendance: Judith Bonn, Linda Carpenter (co-Secretary), Dorothy Dobbs (co-Program), Linda Ferens (co-President-elect), Linda Fogg, Diane Geach, Beth Hicks, Diane Jacobson (co-chair Membership), Carolyn Johnson, Connie Konatsotis, Jacquie Latzer, Kathy Mason (co-President), Linda Macleod, Bea Newell (co-chair Finance), Diane Reichert (co-chair Programs), Liz Schweers (co-President), Mary Ann Swisher (co-chair Membership), Sharon Squires, Anne Wilkins (co-Secretary)

Liz Schweers called the meeting to order at 10:00 a.m. At that time she announced that Linda Fogg would assume the position of Director of Public Policy. *A vote was taken to approve Linda Fogg to this position and passed unanimously.* She also directed the attendees' attention to yellow sheets entitled Civic Engagement Activities which would be addressed during the meeting.

Affirm Quorum

1. Four offices are the majority
2. All six elected offices were represented
 - *Co-President: Kathy Mason, Liz Schweers
 - *Co-President-elect: Linda Ferens
 - *Co-Program: Diane Reichert, Dorothy Dobbs
 - *Co-Membership: Diane Jacobson, Mary Ann Swisher
 - *Co-Finance: Bea Newell
 - *Co-Secretary: Linda Carpenter, Anne Wilkins

Old Business

1. Linda Carpenter moved, Diane Jacobson seconded: that the Board of Directors approve the minutes of the August 7, 2018 meeting with the following corrections:
 - a. list of members: Diane Jacobson is co-chair of Membership
 - b. under item 4, last discussion point: there are two donations, one for Holiday Programs \$50 to Dulcimer musicians and one for January STEM meetings
 - c. term Christmas needs to be changed to Holiday
 - d. under item 10: Judy Bonn's development duties will be to raise money for AAUW Supporting Foundation and not for Tech Trek.
2. Minutes were approved unanimously.

New Business *(note corrections have been made in italics)*

1. Preliminary budget for 2018-19 was presented. *
 - a. Sharon Squires questioned the designation of \$150.00 for Hospitality /Sunshine. *Sharon Squires reported that Linda Clark and she requested \$45.00 for a functioning Sunshine Fund. Sharon did ask Linda Macleod at the meeting if an estimate of #8-\$10 a month was sufficient funding for Sunshine.* She had requested. Linda Macleod gave an estimate of amount spent on Sunshine (cards/postage) and pointed out that \$45.00 had already been spent. Sharon then listed the various items (such as napkins, utensils, cups, etc.) needed for Hospitality at meetings which demonstrated the lack of adequate funding for supplies. She stated that the budget did not include food. We would either need to have less food or buy it. Diane Jacobson indicated that people could donate it. Sharon suggested that a voucher form should be completed by those donating food, so we could get an idea of what the cost of food would be.

Dorothy Dobbs moved and Linda Carpenter seconded a motion to increase the Sunshine/Hospitality budget to \$445.00. Motion carried unanimously.
 - b. The cost of mailing newsletters was discussed. The \$20.00 budgeted was insufficient and \$40.00 was decided upon for this item.
 - c. Linda Carpenter requested \$100.00 for the Diversity Committee. Linda Carpenter moved and Diane Reichert seconded a motion to approve \$100.00 for the Diversity Program. Motion carried unanimously.
 - d. Mary Ann Swisher moved and Linda Macleod seconded the motion to accept the budget as revised.
2. Bea Newell presented the Income statement for 7/26/18-8/27/18. *
3. The Report on the 2017-18 Budget Actuals; review is postponed.

4. Linda Carpenter was appointed as *Chair* of Diversity and approved unanimously.
5. Tech Trek update: Connie Konatsotis announced that some changes were being made to Tech Trek; there will be two sessions in 2019. She indicated that more information would be forthcoming and that grants were being pursued.
6. Carolyn Johnson announced that Gold-in-Art Jewelers was once again donating a piece of jewelry for our fundraising. She showed the Board the gold necklace with opal pendant.
7. Diane Jacobson moved and Linda Carpenter seconded the motion to donate \$50.00 (each) in memory of two past members, Susan Christenson and Patti Weasel. Motion was passed unanimously.
8. Kathy Mason requested members complete the form for Civic Engagement Plans.
*
9. Diane Reichert requested ideas for observation of Hispanic Heritage month.

Other

1. Linda Ferens announced that tickets for the Belk Charity sale would be available in October. She also suggested that we might explore a similar arrangement with Patchington and some other stores and asked that ideas be forwarded to her.
2. Diane Reichert announced that she has submitted a grant to AAUW Florida for \$455.00 to cover the cost of the LAF speaker.
3. Appreciation was expressed to member as follows:
Beth Hicks for an outstanding newsletter
Carmel Leese for updating the Data Base and Neighborhood lists
Diane Reichert, Diane Jacobson, and Mary Ann Swisher for the Branch Directory
Beth Hicks for the Report on the Equality Tea
Diane Reichert on the Report on the Human Trafficking Symposium.
4. Judy Bonn reported on the State Strategic Plan which suggests
 - a. reviving regional meetings
 - b. establishing counterpart phone conferences,
 - c. increased communication to and with branches.

Announcements

1. NEXT BOARD MEETING: Tuesday, October 2, 2018 at the Sheriff's Annex.
Agenda reports due Tuesday, September 25
2. General Meeting: Saturday, October 20, 2018, at Allamanda Recreation Center.
9:15 to 10:00 a.m. is social time, followed by short business meeting. The program will be a presentation by League of Women voters on Florida ballot amendments.
3. Judy Bonn announced an AAUW Florida Leadership Conference in April in Ocala. She is forming a committee and is welcoming volunteers.

4. Carolyn Johnson announce that the drawing for the gold necklace will be February 16, 2019.
5. October newsletter deadline: September 20. Send articles to Beth Hicks at aauwlsnews@gmail.com (case sensitive – all lower case)

Meeting adjourned at 11:58 a.m.

Respectfully submitted,
Anne Wilkins, co-secretary

* Report previously sent

**Lake / Sumter AAUW
Board of Directors Meeting
Minutes
October 2, 2018**

Present: Judy Bonn, Linda Carpenter, Linda Ferens, Diane Geach, Beth Hicks, Diane Jacobson, Carolyn Johnson, Connie Konatsotis, Jacquie Latzer, Carolee Litwinka, Diane Reichert, Ginny Rivera, Liz Schweers, Sharon Squires, Mary Ann Swisher

Liz Schweers called the meeting to order at 10:00 a.m.

Welcome/Introduction—Liz Schweers

Kudos

- Beth Hicks for her presentation to the Civil Discourse club on the amendments that will be on the ballot in November
- Linda Fogg and Char Griffin for their voter education and registration at Beacon College on September 24

Announcements

- Jo Ann Kelch has a language translator program for 14 languages – available for use
- Beth Hicks made the local paper this morning about the League of Women Voters' presentations about the election and the meet and greet scheduled for Saturday.

Affirm Quorum

Voting members present:

- Co-Presidents: ~~Kathy Mason~~, Liz Schweers
- Co-Presidents-elect: Carolee Litwinka, Linda Ferens
- Co-Program: Diane Reichert, ~~Dorothy Dobbs~~
- Co-Membership: Diane Jacobson, Mary Ann Swisher
- Co-Finance: ~~Bea Newell~~, Vacant
- Co-Secretary: Linda Carpenter, Anne Wilkins
- Communications: Jacquie Latzer
- Public Policy: ~~Linda Fogg~~

Old Business

1. Review/approve Board Minutes September 11, 2018, meeting
 - Anne Wilkins distributed changes she received.
 - Anne Wilkins moved to accept minutes as corrected; Linda Carpenter seconded.
 - Motion passed unanimously.
2. Clarify method to submit changes to Board Minutes
 - We will no longer be sending attachments before the meetings with the agenda.

- If you have a written report, send it to both co-secretaries and both co-presidents
 - Reports will be uploaded to WeTransfer.com by co-secretaries
 - Board members will have the choice of downloading to read them prior to a meeting
 - If you have a lengthy report, summarize it orally at the meeting vs reading the entire long report
 - Any reports submitted will be attached to Final Minutes for the official version.
3. New procedure for editing minutes
 - Liz presented the new process, which is described in the attached document
 - That document will be sent with Draft Minutes
 - The Executive Board will discuss future changes to the process
 4. Barbara Fisler conducted a Financial Review **for fiscal year 2017-18** as required in the By-laws. Barbara provided verbal approval of the review.
 - In the future, this review should be documented in writing.
 5. Liability when transporting members to AAUW-sponsored events
 - Carolee Litwinka consulted her car insurance agent from All State and learned that her policy covers passengers. Before you put people in your car, make sure your insurance covers passengers.
 - Diane Reichert re-affirmed the original intent behind checking on insurance was to explore renting a bus for day trips because enough people are now going on these trips.

New Business

1. Vote on selection of Nominating Committee
 - Proposed committee members: Jacquie Latzer, Carolee Litwinka, Linda Macleod, Barbara Jones
 - Linda Carpenter moved approval of proposed committee members; Anne Wilkins seconded.
 - Motion carried unanimously
2. Vote on Co-Chair Finance
 - Anne Wilkins moved to approve Peg Tabor as co-Chair of Finance; Jacquie Latzer seconded.
 - Motion carried unanimously
3. Vote on Eleanor Roosevelt Fund donation
 - Diane Geach moved that we send \$50 to National in memory of Irma Benner; Diane Reichert seconded.
 - Motion carried unanimously.

4. Newsletter
 - Deadline is October 20 for copy for the November newsletter.
 - Use aauwlsnews@gmail.com to send articles to Beth Hicks.
 - Now and into the future the newsletter will go out a day or two after the Board meeting
 - Beth asked that we remind groups to send in reports.
5. Report from Diversity Committee on recommendations:
 - The committee has modified the timeline from previous reports.
 - Actions are on hold until the committee meets on October 24 to discuss the contact list that they are developing.
 - As the list is developed those impacted will be contacted.
 - ***Independent of the list, a committee representative will meet with Membership co-Chairs to develop a buddy system for new members.***
6. Membership
 - Mary Ann Swisher followed up with the seven people who attended our September General Meeting as guests. One requested a membership application and two others might join in the future.
 - For future meetings, have guests sign in with name, phone, email, and how they heard about us.
 - Linda Carpenter noted that she participated in an AAUW FL conference call on September 29 that focused on recruiting and engaging members. During the call, Karen Zalkin, AAUW FL Membership Chair, announced that half-year memberships will not be offered in 2019. However, if people join on or after March 16, they will be members for the remainder of 2018 and all of 2019.
7. Tech Trek
 - Connie Konatsotis reported that information is just coming from state.
 - There will be two sessions in 2019, with slightly more girls total but slightly less at each session.
 - The sessions will not be simultaneous.
 - No information is available yet on the cost/girl.
 - The committee is not set yet; Connie is working on that now.
 - Connie raised questions:
 - How much are we willing to fund?
 - Where do we put our resources?
 - How far to reach out in Lake and Sumter Counties?
 - Jacquie Latzer suggested that we follow up with girls that have gone to Tech Trek in the past and develop a questionnaire to learn what they have been doing since they were at camp.

8. Scholarship

- Carolyn Johnson reported that tickets are now available for the jewelry drawing.
- Carolyn talked with Rosella Valentine about memorials for Patti Weasel. The address for sending donations in her memory was incorrect. Carolyn has put a correction in the newsletter.
- Carolyn invited all four scholarship recipients to the October meeting; three of the four plan to be there and each will speak briefly.
- Carolyn emailed Richie Kleusener to thank him for the jewelry and invite him to the October meeting. She also put in the newsletter the new address of Gold-in-Art.

9. Programs

- Diane Reichert reported.
- Beth Hicks and Jeannie Hamilton will be the presenters at the October General Meeting. They will be speaking about the amendments that will be on the ballot in November.
- Carolyn Johnson will introduce scholarship winners.
- Dorothy Dobbs will introduce the speakers.
- December meeting
 - Meet-and-Greet will start at 10:00
 - Sharon Squires, Hospitality Chair, will consult with Diane Reichert to provide table decorations.
 - Scholarship winners also will be invited to holiday party.

10. Fundraising

- Belk Charity Sale
 - Tickets are available today and will be available at the General Meeting.
 - Each ticket is \$5.00.
 - Linda Ferens should hold all funds collected for submission at one time when the sale is over.
- Suggestions for mini-fundraisers
 - Tea & Spice Exchange in Brownwood
 - They could do a tea for us in April.
 - The price quoted was \$25/person but we need to find out how much we would net at that price.
 - Gay Birchard will follow up.
 - Jacquie will contact the owner of the Tea Spice Exchange regarding a percentage of sales coming to our branch.
 - Wine & Paint classes
 - Diane Reichert knows a woman in Santiago who does these classes in her home.
 - The price quoted was \$25/person.
 - As a fundraiser, she would only charge us for supplies (~ \$5.00)
 - Fashion Show
 - Mentioned in passing

- There was an extensive discussion about the role of the co-Presidents-elect in fundraising.
 - They would prefer having a fundraising chair rather than providing oversight of this function.
 - Anne Wilkins suggested announcing the need at the General Meeting and publish in the newsletter.
- Diane Jacobson volunteered to chair a major fund-raiser for January of 2020

11. Neighborhood Get-together Report

- Carolee Litwinka and Linda Ferens raised the question of whether Neighborhood Coffees should continue in the format that has been used in the past.
- The point was made that people in older neighborhoods already know each other and that in general, people like to meet new people.
- A brief discussion of some alternatives ensued including having small group activities that people could sign up for.

12. 40th Anniversary report

- Anne Wilkins reported that the Committee had met.
- The committee agreed that the tickets for the breakfast/brunch event would be \$25.00.
- The doors will open at 9:15 a.m. and the Welcome will occur at 9:45

13. Public Policy report

- No report given

14. State Liaison

- Judy Bonn reported that Lobby Days will be March 12-13, 2019.
- Some colleges will be taking on the responsibility of digitizing the paperwork and records.
- For information about the publication AAUW's *Mission & Action* e-bulletin, see the AAUW FL website. Liz Schweers asked if anyone was currently receiving this newsletter. There were no responses.

15. September General Meeting feedback

- There was no discussion of the General Meeting.

Announcements

- Newsletter deadline: October 20, Saturday
- Call for November Agenda reports: Tuesday, October 30
- Next Board meeting: November 6, Tuesday
- Jacquie Latzer has reserved the private room at Perkins for Tuesdays next summer.

Liz adjourned the meeting at 11:45 a.m.

Respectfully submitted,

Linda Carpenter and Anne Wilkins
Co-Secretaries

Attachment to minutes of October 2, 2018, Lake / Sumter AAUW Board Meeting

PROCEDURES TO AMEND AAUW BOARD MINUTES

Draft Minutes will be sent to Board members within five days of the meeting.

Please do the following:

- Read the Draft Minutes.
- Send changes directly to both co-secretaries within three days of receiving them.
 - Linda Carpenter (linda.j.carpenter@gmail.com)
 - Anne Wilkins (ancwilk@yahoo.com)

The co-Secretaries will correct Draft Minutes, indicating changes in italics.

Final Minutes, with changes in italics, will be sent to Board members to keep for reference within two weeks of the meeting date.

10-2-18

**Lake / Sumter AAUW
Board Meeting
November 6, 2018
Minutes**

Present: Judy Bonn, Linda Carpenter, Dorothy Dobbs, Linda Ferens, Diane Geach, Beth Hicks, Diane Jacobson, Carolyn Johnson, Jacquie Latzer, Carolee Litwinka, Kathy Mason, Bea Newell, Diane Reichert, Ginny Rivera, Liz Schweers, Sharon Squires, Peg Tabor, Anne Wilkins

Voting Members

Co-Presidents: Kathy Mason, Liz Schweers
Co-Presidents-Elect: Carolee Litwinka, Linda Ferens
Co-Program: Diane Reichert, Dorothy Dobbs
Co-Membership: Diane Jacobson, ~~Mary Ann Swisher~~
Co-Finance: Bea Newell, Peg Tabor
Co-Secretary: Linda Carpenter, Anne Wilkins
Communications: Jacquie Latzer
Public Policy: OPEN
Fundraising: OPEN

Liz Schweers called the meeting to order at 10:03 a.m. and affirmed a quorum. A quorum is defined as “majority of offices.” A majority is five of the nine voting offices. Eight of the nine voting positions were represented; a quorum was affirmed.

OLD BUSINESS

1. Review/approve Board Minutes from October 2, 2018, meeting
 - Anne Wilkins moved to accept the final draft minutes, Bea Newell seconded. Motion passed unanimously
2. Drop box procedure for agenda attachments
 - Kathy Mason described Dropbox.com, a website and app for sharing files
 - We have created a Dropbox folder for “AAUW Lake Sumter Branch,” which contains three subfolders
 - Board Meeting Agendas and Reports
 - General Meeting Agendas and Reports
 - Position Descriptions
 - Each board member will receive an email invitation to access the Dropbox
 - Board members will need to download the Dropbox app for their phones and/or open the Dropbox.com website, depending on their planned use

NEW BUSINESS

3. Public Policy Chair

- Linda Fogg has moved from The Villages, leaving the Public Policy Chair position vacant
 - Judy Bonn has agreed to take over until Pat DeWitt's term with State ends in May
- Anne Wilkins moved to nominate Judy Bonn for Public Policy Chair, Jacquie Latzer seconded. Motion passed unanimously
- Reminder of Judy Bonn's new email address: judybonn1942@gmail.com

4. Finance Report—Bea Newell

- See report distributed prior to the meeting and now uploaded to Dropbox.com
- Bea Newell explained the structure of the financial report for October
- Peg Tabor is now fully installed as co-treasurer
- Bea requested that members submit checks each week, so they can be deposited in a timely fashion. She provided stamped, self-addressed envelopes for members to submit checks at the end of each week when we don't meet.
- Bea also distributed a reimbursement form that she asked members to fill out when they are requesting reimbursement, so she will know which committee to charge. This includes in-kind donations.
- Bea needs to know who next-of-kin are for Irma Benner to notify of the branch donation in her honor.

5. Girl Scouts' request—Kathy Mason ACTION

- Kathy Mason reported that the Girl Scout Alumnae Silver Trefoil Group of The Villages has asked if their chair could come to our November General Meeting to announce their pajama collection.
- This request came out of a Diversity Committee contact for our distribution list.
- We might be invited to a Girl Scout festival at New Covenant Church in January, where scouts have a booth. We could have a booth there.
- Peg Tabor moved to permit a representative from the Girl Scout group to make an announcement and promote their pajama drive at the November General Meeting, Diane Reichert seconded. Motion carried unanimously.

6. Updated job descriptions

- Liz Schweers thanked members who submitted descriptions; they are uploaded to Dropbox.com
- Down the road we will have an Executive Committee meeting to finalize descriptions.
- They will be turned over to the Nominating Committee to help develop a slate.

7. Conference Call on Public Policy

- Liz participated in state-sponsored conference call

- AAUW Florida's 2018 Voter Guide and a State news release are uploaded to Dropbox.com
- Pat DeWitt has started a blog on public policy; co-presidents will forward those messages as they come in. They are available to all members of AAUW, but you must go to the blog site
- She urged others to participate as opportunities are made available

8. Committee Reports

a. Scholarship

- Carolyn Johnson reported \$940 in current ticket sales for the jewelry drawing; \$100 of that was from Lamont Management as a result of Patti Weasel's death
- Carolee Litwinka will send out the flyer electronically for members to print if they wish
- Diane Jacobson will post the flyer at Curves

b. Programs

- LAF speaker
 - Diane Reichert has not received information from State re: funding the LAF speaker
 - Speaker is scheduled for April; will move to next year due to rescheduling of installation of new officers in that month
- Floor plan layout for General Meetings
 - Floor plan will change monthly
 - Decision has been made re: food location
 - Only 19 tables allowed for people sitting and eating
- Christmas luncheon
 - Ticket sales are slow, because we are requiring checks
 - Tickets will be available at November 17 meeting
- Change in spring election schedule
 - Candidates will be nominated at the March General Meeting
 - Officers will be elected and installed at the April General Meeting
 - The Annual Meeting will still be in May
- Diane Reichert requested that the doors not be opened for the General Meetings before 9:15 a.m. People will be setting up; those doing displays need to be there by 8:30 a.m.

c. 40th Anniversary

- See report distributed prior to the meeting and uploaded to Dropbox.com
- Tickets will be available at the November General Meeting
- Tickets are \$25 each; cash or checks accepted
- It will be on our March 16 meeting
- Enter at 9:15; short business meeting at 9:45 a.m. for nomination of officers
- Full breakfast buffet, catered by La Hacienda Catering, being served at 10:00 a.m.

- Program will begin around 11:00 a.m. or sooner if people are finishing
- d. Fundraising
- Belk Charity Sale
 - Linda Ferens reported that we made \$270 from tickets sold ahead of time
 - She doesn't know yet how much we will get from the store
 - Tea & Spice Exchange December sale—Jacquie Latzer
 - Jacquie Latzer announced that the store will donate 10% of sales from the week of December 2-8, 2018, to Lake / Sumter AAUW
 - Jacquie provided flyers to distribute to friends
 - Fundraising Update
 - Meeting with Executive Board to discuss finances needed
 - Participants offered numerous fundraising ideas that will be developed further
 - Will meet again at the end of November to further explore ideas
 - Will return to Board when with concrete information
 - Board approval of established fundraising proposals
 - The Board needs to approve initiatives even if not spending money
 - Diane Jacobson proposed a major fundraiser: An Elegant Gala Evening
 - Description
 - Dance band: Shades of Blue – local band; pre-dinner music; back-up for entertainment
 - Dinner: La Hacienda catering – 3 course meal
 - Professional entertainment – Lindy & Greg Pendzick
 - Samples of work on YouTube
 - Currently work on cruise ships
 - Made soft commitment for January 2020
 - Savannah Center venue with the stage
 - Alternative: Savannah Center side rooms
 - Need at least 300 seated people
 - Ticket price and cost: \$75/person
 - Diane Jacobson moved that she be allowed to proceed to develop a committee and to plan an Elegant Gala Evening fundraiser. In January 2019 she may reserve the venue and date with Pendzicks and report back at a future Board meeting with an update; Judy Bonn seconded. Motion carried unanimously.
 - Tea & Spice Exchange Events
 - Gay Birchard arranged a light lunch for 24 at Tea & Spice Exchange on April 5 @ 11:00 a.m.
 - Diane Jacobson moved that we accept both T&S events (December sale; April light lunch), Anne Wilkins seconded. Motion carried unanimously.
- e. Membership
- We now have approximately 141 members
 - New Member Coffee at Barbara Jones' home

- 25 new members were invited; 10 attended
 - 13 veteran branch members attended
 - Diane Jacobson thanked Susan Gold and Joan Irwin for help with the Membership Committee, Sharon Squires from Hospitality and everyone who brought a dish, and Barbara Jones for opening her home.
- f. Newsletter
- Beth Hicks asked if committee chairs and those working on projects please respond to her messages for updates on articles. If she doesn't hear from them, their piece will not be included in the newsletter.
 - Upcoming issue is for December/January
 - In January, she'll put together an abbreviated newsletter with a blast of January dates
- g. Neighborhood Coffees
- Peggy Best hosted a coffee for about five people
 - Linda Ferens and Carolee Litwinka were not aware of any others scheduled

ANNOUNCEMENTS

- Newsletter deadline: Tuesday, November 20, for December/January combined newsletter
- Call for agenda items for December Board meeting: November 26, Monday
- Next Board Meeting: Tuesday, December 4
- Great Decisions
 - 33 people are interested in being involved
 - Books ordered at end of October
 - Money from books and from non-member participation is a fundraiser
 - Books are \$32; non-members pay \$20 donation to participate
 - Group will meet every Monday in January and February; starts first Monday in January: 1/7/19
 - ***There will be two groups: The first will start at 8:30 a.m. and the second will start at 10:05 a.m.***
- Do a 50/50 in November and not in December

The meeting adjourned at 11:32 a.m.

Respectfully submitted,

Linda Carpenter & Anne Wilkins
Co-Secretaries

**Lake / Sumter AAUW
Board Meeting
November 6, 2018
Minutes**

Present: Judy Bonn, Linda Carpenter, Dorothy Dobbs, Linda Ferens, Diane Geach, Beth Hicks, Diane Jacobson, Carolyn Johnson, Jacquie Latzer, Carolee Litwinka, Kathy Mason, Bea Newell, Diane Reichert, Ginny Rivera, Liz Schweers, Sharon Squires, Peg Tabor, Anne Wilkins

Voting Members

Co-Presidents: Kathy Mason, Liz Schweers
Co-Presidents-Elect: Carolee Litwinka, Linda Ferens
Co-Program: Diane Reichert, Dorothy Dobbs
Co-Membership: Diane Jacobson, ~~Mary Ann Swisher~~
Co-Finance: Bea Newell, Peg Tabor
Co-Secretary: Linda Carpenter, Anne Wilkins
Communications: Jacquie Latzer
Public Policy: OPEN
Fundraising: OPEN

Liz Schweers called the meeting to order at 10:03 a.m. and affirmed a quorum.
A quorum is defined as “majority of offices.” A majority is five of the nine voting offices. Eight of the nine voting positions were represented; a quorum was affirmed.

OLD BUSINESS

9. Review/approve Board Minutes from October 2, 2018, meeting
 - Anne Wilkins moved to accept the final draft minutes, Bea Newell seconded.
Motion passed unanimously

10. Drop box procedure for agenda attachments
 - Kathy Mason described Dropbox.com, a website and app for sharing files
 - We have created a Dropbox folder for “AAUW Lake Sumter Branch,” which contains three subfolders
 - Board Meeting Agendas and Reports
 - General Meeting Agendas and Reports
 - Position Descriptions
 - Each board member will receive an email invitation to access the Dropbox
 - Board members will need to download the Dropbox app for their phones and/or open the Dropbox.com website, depending on their planned use

NEW BUSINESS

11. Public Policy Chair

- Linda Fogg has moved from The Villages, leaving the Public Policy Chair position vacant
 - Judy Bonn has agreed to take over until Pat DeWitt's term with State ends in May
- Anne Wilkins moved to nominate Judy Bonn for Public Policy Chair, Jacquie Latzer seconded. Motion passed unanimously
- Reminder of Judy Bonn's new email address: judybonn1942@gmail.com

12. Finance Report—Bea Newell

- See report distributed prior to the meeting and now uploaded to Dropbox.com
- Bea Newell explained the structure of the financial report for October
- Peg Tabor is now fully installed as co-treasurer
- Bea requested that members submit checks each week, so they can be deposited in a timely fashion. She provided stamped, self-addressed envelopes for members to submit checks at the end of each week when we don't meet.
- Bea also distributed a reimbursement form that she asked members to fill out when they are requesting reimbursement, so she will know which committee to charge. This includes in-kind donations.
- Bea needs to know who next-of-kin are for Irma Benner to notify of the branch donation in her honor.

13. Girl Scouts' request—Kathy Mason ACTION

- Kathy Mason reported that the Girl Scout Alumnae Silver Trefoil Group of The Villages has asked if their chair could come to our November General Meeting to announce their pajama collection.
- This request came out of a Diversity Committee contact for our distribution list.
- We might be invited to a Girl Scout festival at New Covenant Church in January, where scouts have a booth. We could have a booth there.
- Peg Tabor moved to permit a representative from the Girl Scout group to make an announcement and promote their pajama drive at the November General Meeting, Diane Reichert seconded. Motion carried unanimously.

14. Updated job descriptions

- Liz Schweers thanked members who submitted descriptions; they are uploaded to Dropbox.com
- Down the road we will have an Executive Committee meeting to finalize descriptions.
- They will be turned over to the Nominating Committee to help develop a slate.

15. Conference Call on Public Policy

- Liz participated in state-sponsored conference call

- AAUW Florida's 2018 Voter Guide and a State news release are uploaded to Dropbox.com
- Pat DeWitt has started a blog on public policy; co-presidents will forward those messages as they come in. They are available to all members of AAUW, but you must go to the blog site
- She urged others to participate as opportunities are made available

16. Committee Reports

b. Scholarship

- Carolyn Johnson reported \$940 in current ticket sales for the jewelry drawing; \$100 of that was from Lamont Management as a result of Patti Weasel's death
- Carolee Litwinka will send out the flyer electronically for members to print if they wish
- Diane Jacobson will post the flyer at Curves

h. Programs

- LAF speaker
 - Diane Reichert has not received information from State re: funding the LAF speaker
 - Speaker is scheduled for April; will move to next year due to rescheduling of installation of new officers in that month
- Floor plan layout for General Meetings
 - Floor plan will change monthly
 - Decision has been made re: food location
 - Only 19 tables allowed for people sitting and eating
- Christmas luncheon
 - Ticket sales are slow, because we are requiring checks
 - Tickets will be available at November 17 meeting
- Change in spring election schedule
 - Candidates will be nominated at the March General Meeting
 - Officers will be elected and installed at the April General Meeting
 - The Annual Meeting will still be in May
- Diane Reichert requested that the doors not be opened for the General Meetings before 9:15 a.m. People will be setting up; those doing displays need to be there by 8:30 a.m.

i. 40th Anniversary

- See report distributed prior to the meeting and uploaded to Dropbox.com
- Tickets will be available at the November General Meeting
- Tickets are \$25 each; cash or checks accepted
- It will be on our March 16 meeting
- Enter at 9:15; short business meeting at 9:45 a.m. for nomination of officers
- Full breakfast buffet, catered by La Hacienda Catering, being served at 10:00 a.m.

- Program will begin around 11:00 a.m. or sooner if people are finishing
- j. Fundraising
 - Belk Charity Sale
 - Linda Ferens reported that we made \$270 from tickets sold ahead of time
 - She doesn't know yet how much we will get from the store
 - Tea & Spice Exchange December sale—Jacquie Latzer
 - Jacquie Latzer announced that the store will donate 10% of sales from the week of December 2-8, 2018, to Lake / Sumter AAUW
 - Jacquie provided flyers to distribute to friends
 - Fundraising Update
 - Meeting with Executive Board to discuss finances needed
 - Participants offered numerous fundraising ideas that will be developed further
 - Will meet again at the end of November to further explore ideas
 - Will return to Board when with concrete information
 - Board approval of established fundraising proposals
 - The Board needs to approve initiatives even if not spending money
 - Diane Jacobson proposed a major fundraiser: An Elegant Gala Evening
 - Description
 - Dance band: Shades of Blue – local band; pre-dinner music; back-up for entertainment
 - Dinner: La Hacienda catering – 3 course meal
 - Professional entertainment – Lindy & Greg Pendzick
 - Samples of work on YouTube
 - Currently work on cruise ships
 - Made soft commitment for January 2020
 - Savannah Center venue with the stage
 - Alternative: Savannah Center side rooms
 - Need at least 300 seated people
 - Ticket price and cost: \$75/person
 - Diane Jacobson moved that she be allowed to proceed to develop a committee and to plan an Elegant Gala Evening fundraiser. In January 2019 she may reserve the venue and date with Pendzicks and report back at a future Board meeting with an update; Judy Bonn seconded. Motion carried unanimously.
 - Tea & Spice Exchange Events
 - Gay Birchard arranged a light lunch for 24 at Tea & Spice Exchange on April 5 @ 11:00 a.m.
 - Diane Jacobson moved that we accept both T&S events (December sale; April light lunch), Anne Wilkins seconded. Motion carried unanimously.
- k. Membership
 - We now have approximately 141 members
 - New Member Coffee at Barbara Jones' home

- 25 new members were invited; 10 attended
- 13 veteran branch members attended
- Diane Jacobson thanked Susan Gold and Joan Irwin for help with the Membership Committee, Sharon Squires from Hospitality and everyone who brought a dish, and Barbara Jones for opening her home.

l. Newsletter

- Beth Hicks asked if committee chairs and those working on projects please respond to her messages for updates on articles. If she doesn't hear from them, their piece will not be included in the newsletter.
- Upcoming issue is for December/January
- In January, she'll put together an abbreviated newsletter with a blast of January dates

m. Neighborhood Coffees

- Peggy Best hosted a coffee for about five people
- Linda Ferens and Carolee Litwinka were not aware of any others scheduled

ANNOUNCEMENTS

- Newsletter deadline: Tuesday, November 20, for December/January combined newsletter
- Call for agenda items for December Board meeting: November 26, Monday
- Next Board Meeting: Tuesday, December 4
- Great Decisions
 - 33 people are interested in being involved
 - Books ordered at end of October
 - Money from books and from non-member participation is a fundraiser
 - Books are \$32; non-members pay \$20 donation to participate
 - Group will meet every Monday in January and February; starts first Monday in January: 1/7/19
 - ***There will be two groups: The first will start at 8:30 a.m. and the second will start at 10:05 a.m.***
- Do a 50/50 in November and not in December

The meeting adjourned at 11:32 a.m.

Respectfully submitted,

Linda Carpenter & Anne Wilkins
Co-Secretaries

**Lake / Sumter AAUW Board Meeting
Tuesday, December 4, 2018
Minutes**

Present: Judy Bonn, Linda Carpenter, Dorothy Dobbs, Linda Ferens, Diane Geach, Susan Gold, Beth Hicks, Diane Jacobson, Jacquie Latzer, Carolee Litwinka, Linda Macleod, Kathy Mason, Bea Newell, Diane Reichert, Liz Schweers, Sharon Squires, Mary Ann Swisher, Peg Tabor

Kathy Mason called the meeting to order at 9:59 a.m.

AFFIRM QUORUM

Voting Members in bold were present. Quorum affirmed.

Co-Presidents: **Kathy Mason, Liz Schweers**

Co-Presidents-elect: **Carolee Litwinka, Linda Ferens**

Co-Program: **Diane Reichert, Dorothy Dobbs**

Co-Membership: **Diane Jacobson, Mary Ann Swisher**

Co-Finance: **Bea Newell, Peg Tabor**

Co-Secretary: **Linda Carpenter**, Anne Wilkins

Communications: **Jacquie Latzer**

Public Policy: **Judy Bonn**

Fundraising Coordinators: **Carolee Litwinka, Linda Ferens**

OLD BUSINESS:

1. Linda Carpenter moved to approve the Board minutes from November 6, 2018, meeting, with changes; Judy Bonn seconded. The motion carried unanimously

NEW BUSINESS:

1. Income/Expense statement

Bea Newell reported; see financial statement distributed prior to the meeting via email and Dropbox. She explained the new layout she has devised, which will help Board members keep track of their committee expenditures.

2. General Meeting—December

Diane Reichert reported plans for the party.

- The floor plan is posted to Dropbox
- Approximately 70 people reserved seats
- The doors will open at 10:00 a.m.
- The Greeters – Carolyn Pasquale and Joan Irwin – will arrive at 9:30 a.m. They will keep people at bay until the doors open
- Membership is helping with check-in
- E-blast reminders already have been sent
- Tickets will be given to people who requested special lunch; others will not need a ticket
- The dulcimer group will be performing
- A program document is in Dropbox

- Diane will open the meeting to introduce the dulcimer group at 10:30
- Kathy and Liz will welcome everyone at 11:15, after the dulcimer group performs
- A short entertainment by the program committee will follow
- Lunch will be served at noon
- We must be out of the room by 1:45 p.m.

3. Diversity Committee

- Diverse Groups Roster
 - Linda Carpenter distributed the Diverse Groups Roster that the committee developed for various purposes such as programming, fundraising, and other collaborations.
 - She also distributed a sub-list of groups that expressed interest in learning about our monthly programs. The committee will take responsibility for maintaining the list and sending messages.
 - We will track response for January and February, because those meeting programs seem most appropriate for listed groups to attend; we will evaluate whether to continue in the next program year.
 - Linda will make sure the 40th Anniversary Committee receives the sub-list to decide if they will send invitations to groups listed
 - Both lists will be uploaded to Dropbox
- Martin Luther King, Jr., Scholarship Breakfast
 - It's too late to attend this year as all tickets have been sold.
 - For the 2020 breakfast, we will try to get a table of 10 together.
 - The table would not be designated officially as an AAUW group; individual members will be choosing to attend.
- International Potluck Dinner with entertainment
 - This proposed event responds to the committee's Action 5: The Diversity Committee will develop a plan for branch and individual member participation in a community event that highlights diversity once each year starting with January 2019.
 - Each attendee/couple will bring one dish from any international cuisine, enough to serve 8
 - Entertainment will include the International Folk Dancers, the Chinese Asian Dance Performance Group, and the Chinese Culture Dance Group
 - The Board approved going forward with planning International Potluck Dinner w/ entertainment and returning to next month's Board meeting with a concrete plan

4. Conflict of Interest form—Diane Reichert ACTION

- State of Florida requires elected officers to sign forms and have them on file.
- Officers signed forms and returned them to Diane Reichert.

5. Proposed by-laws change for nominating elected directors

- Diane Reichert suggested staggering terms so there are not two new officers each year.

- This could/might be implemented for the 2020-2021 year because we need to change by-laws before changing the process.
 - We will continue to explore.
6. LAF speaker update
- Diane Reichert reported that we got a grant from State AAUW to fund Paul Thein from National to come and speak at our April meeting about LAF.
7. Title IX Letter to the Editor
- Jacquie Latzer suggested sending a letter to editor of Daily Sun regarding Title IX to let people know what is going on with Title IX and ask that they contact OCR to express their views.
 - Should go out over names of co-presidents, but Jacquie will write it.
 - Jacquie will send it to the *Daily Sun*, Leesburg paper, Lake edition of *Orlando Sentinel*, The Villages News online. If she chooses to approach the Ocala newspaper, check with Ocala branch of AAUW first to make sure they are not submitting a letter to their local paper.
8. Fundraising
- Carolee Litwinka and Linda Ferens reported for the committee
 - Linda Ferens has not yet heard from Belk regarding our share of store-based ticket sales
 - There was a meeting at Carolee's on 11/27/18; she is still waiting for news from people who were not at the meeting
 - New member Teruko Okuda used to have an art gallery; has art inventory in her home; is willing to donate at least one to our organization; donate for anniversary celebration – silent auction – have her get in touch with Anne Wilkins...maybe donate some art for Leadership Conference in April. Judy Bonn will follow up.
 - Next meeting of the committee is January 15
 - Mah Jong Fundraiser
 - Linda Carpenter proposed a Farewell to the Old Card Mah Jongg Celebration
 - Tentatively scheduled for late March or early April
 - To be held in a “card room” at a recreation center with space for 72 players; we will need to rent the room at \$30 per hour for 3 to 4 hours
 - Players will register ahead of time at \$20 per person
 - We will provide mah jongg sets and light snacks and coffee; attendees can BYOB if they want something else to drink
 - There may be a chance drawing for a special mah jongg table cloth.
 - It is anticipated that this event will raise approximately \$1,000
 - Linda Carpenter moved approval of this fundraising event; Jacquie Latzer seconded. The motion carried unanimously
 - Woman of the Villages Community: A Rotary event
 - We learned of this through Bea Newell because her husband is a member of evening Rotary
 - Rotary will invite 30 clubs to participate in fundraising

- Rotarians have done it elsewhere successfully for all participants
- To register, each organization needs to pay \$1,000; Bea and her husband have offered to pay that sponsorship fee
- Rotary takes 25% of whatever we raise
- What we get in return
 - Fundraising and name recognition
 - Advertising blitz for our project
 - People pay to vote
 - Top 3 groups that raise the most money get cash prizes
- The timeline may be too short for us to participate this year, but we should revisit after it's been done a couple of years
- Tea & Spice Exchange shopping
 - Reminder: shop this week: December 2-8
 - Send messages to neighbors
- Mt. Dora Trust update
 - Our letter of intent was accepted, and we have been given permission to apply for grant.
 - We will request \$5,300: 1 scholarship (\$2,000) and 3 Tech Trek (\$3,300)

9. Branding and Recognition: Girl Scouts Good Stuff Festival

- See the informational flyer uploaded to Dropbox
- We would like to have a table at the Festival on January 26 at New Covenant United Methodist Church
- We will use our two, existing tri-fold posters, our table banner, and our easel-board mission-vision statement for our display
- We will also use book marks, pens, and brochures that we have on hand
- Board members who have any of these materials should get them to Jacquie Latzer
- Judy Reinhardt will oversee this event through the Diversity Committee
- Linda Carpenter and Jacquie Latzer will staff our table at the Festival; all other members are invited to attend
- Jacquie Latzer moved that the Board approve participation in the Good Stuff Festival; Linda Carpenter seconded. The motion carried unanimously

10. Membership update

- Mary Ann Swisher reported that the branch now has 149 members

11. National AAUW Membership Matters

- Liz Schweers shared information about this publication
- It shows that National focuses on recruiting members, which is not so much a focus for us in terms of a membership drive
- But all our activities will lead to new memberships

12. Florida AAUW Conference Call for Directors of Membership

- Reminder of the call, scheduled for Tuesday, December 4 @7:00 p.m.

- 712-432-3900, Access Code: 596285#
- Liz, Kathy, and Susan Gold will participate

13. AAUW State Survey

- Liz distributed the surveys that the State is doing to see if they are doing what they said they'd do and how they can help the branches.
- Liz proposed that each Board member complete it before the January Board meeting.
- We can then get together informally to synthesize/consolidate and send in a single branch response.
- In two weeks, Liz will send out email reminder to complete the survey.
- We will get together after the January Board meeting for lunch and to synthesize our responses.

Announcements

- Synthia Fletcher will be presenting at our February meeting. The Board will take her to lunch after the meeting.
- Kim Fowler wants to have a neighborhood coffee; Linda Ferens will give her a copy of the neighborhood roster. Char Griffin will have a coffee in January. Karen Pickelsheimer may also host one in January.
- Next Board Meeting: Tuesday, January 8, 10:00 A.M.

The meeting adjourned at 11:36 a.m.

Respectfully submitted,

Linda Carpenter
Co-Secretary

**AAUW Board of Directors Meeting
Lake/Sumter AAUW
Minutes
Tuesday, January 8, 2019**

Present: Liz Schweers, Beatrice R. Newell, Beth Hicks, Diane Reichert, Diane Geach, Linda Macleod, Judy Bonn, Linda Carpenter, Anne Wilkins, Kathy Mason, Linda Ferens, Diane Jacobson, Mary Ann Swisher Pat Tabor, Jacquie Latzer, Dorothy Dobbs, Linda Clark

Welcome/Affirm Voting Quorum

Liz Schweers welcomed everyone and affirmed voting quorum. The following voting members were present: Co-President: Kathy Mason, Liz Schweers; Co-Presidents Elect: Carolee Litwinka, Linda Ferens; Co-Program: Diane Reichert, Dorothy Dobbs; Co-Membership: Diane Jacobson, Mary Ann Swisher; Co-Finance: Beatrice Newell, Pat Tabor; Co-Secretary: Linda Carpenter, Anne Wilkins; Communications: Jacquie Latzer; Public Policy: Judy Bonn; Fundraising: Carolee Litwinka, Linda Ferens

Liz Schweers called the meeting to order at 10:00am

Old Business

- 1. Review/Approve Board Minutes** with changes for November 6, 2018, meeting. Diane Reichert moved to accept the minutes; Anne Wilkins seconded; minutes were approved unanimously.

New Business

- 1. Budget:** Bea Newell presented the current state of the budget and provided the following information:

\$100.00 profit was realized from Christmas Luncheon.

\$176.00 was realized from in-store participation in the Belk Charity fundraiser.

Bea also announced that she will be resigning as co-Director of Finance as of the end of this year for personal reasons.

- 2. January General Meeting**

Diane Reichert reported that a presentation on **4-H Organization** will be made and that we are making a \$100.00 donation to the organization.

Linda Ferens reported on the question of individual tax deductions for Tech Trek donations, suggesting that those interested consult the Tech Trek website.

3. Fundraising

BELK – Linda Ferens reported that we realized a total of \$446.00 from our participation in the Belk Charity fundraiser program. The consensus was that this is a profitable project. Some discussion ensued regarding greater participation on the selling floor by members. However, it was concluded that this would not necessarily result in greater profit for us.

Mah Jong – Linda Carpenter reported that a room has been secured for March 21 at the Bradenton Recreation Center at no charge, and only AAUW Village residents and guests with guest passes will be attending. The room is secured from 6:30-10:00 with playing time to be established. Players will need to present either a Villages ID or guest pass. The charge to each person is \$20.00 and 76 slots are available. Linda expressed a need for the formulation of a committee to manage this project. The following was also noted: prizes will be donated; possibility of a 50/50; rules and the registration form will be posted on our website; individual tables may not play for money as this would be in violation of Florida State statutes.

- 4. Diversity** – Linda Carpenter announced an International Food Tasting and Dance Performance to be held on Tuesday, April 2 at Fish Hawk recreation center from 5:30-9:30. This event is open to members and their significant others and friends. The cost will be \$10.00 per person. Members providing food dishes will be asked to submit recipes for their dishes two weeks ahead. These will then be duplicated and assembled into a booklet. Dorothy Dobbs has many international flags which she will provide as decoration. The International Folk Dancers will perform.
- 5. Branding: Good Stuff Festival** – Linda Carpenter reported we will have a table at this event to be held from 11:00 A.M. – 2:00 P.M. on January 26 at The New Covenant United Methodist Church. We will have a table with information about AAUW.
- 6. Women's Suffrage 2020** – Beth Hicks reported that Jill Moss Greenberg, formerly of the Heritage Center, now living in The Villages, would be a good choice as a speaker for Equality Day, an event to be conducted by our Branch and the League of Women Voters.
- 7. Membership State Conference Call** – Liz Schweers reported that this call was an opportunity to share ideas with other Branches. However, she did point out that most branches represented were small and very socially oriented. Liz also mentioned that we need to send our newsletter to the State.

- 8. NCCWSL Scholarship** – Diane Jacobson reported that we have participated in this project previously. Kathy Mason will speak with Susan Gold to obtain more information.

Announcements

- Great Decisions Classes—Starts Monday, January 7, 8:30 and 10:00 A.M.
- Martin Luther King Breakfast—Saturday, January 12, 9:00 A.M.
- Fundraising Committee Meeting—Tuesday, January 15, 10:00 A.M., Carolee Litwinka's home
- AAUW General Meeting—Allamanda Recreation Center, gather at 9:15 A.M.; meeting starts at 10:00 A.M.
- Newsletter Articles Deadline: January 20—if possible, please use Georgia font size 12 when submitting articles.
- Next Board Meeting: Tuesday, February 5

The meeting was adjourned at 11:37 A.M.

February 2019 Board Meeting minutes are not available.

**AAUW LAKE SUMTER
BOARD MEETING MINUTES
March 5, 2019**

IN ATTENDANCE: Co: Presidents: Kathy Mason ,Liz Schweers; Co-Program: Diane Reichert; Co-Membership: Diane Jacobson, MaryAnn Swisher: Co-finance: Bea Newell: Co-Secretary: Anne Wilkins; Communications: Jacquie Latzer; Public Policy: Judy Bonn
Also in attendance were Carolyn Johnson, Connie Konatsotis, Beth Hicks, Sharon Squires, Linda MacCleod

A quorum was affirmed

OLD BUSINESS

1. The November 6, 2018, Board Minutes with changes were approved unanimously.

NEW BUSINESS

1. Budget - Bea Newell reported: the balance as of 2/01/2019 was \$20,675.64 and \$20, 585.39 as of 2/28/2019
2. Tech Trek Report – Connie Konatsotis reported that 12 students were nominated to attend Tech Trek but only six filed applications. She also reported that Mt. Dora Bank will only allow their funds to pay for Mt. Dora students. Discussion was held regarding how many students the Branch would fund this year @ 1100 per student. Discussion was also held regarding whether we should continue with STEM Awards for the most improved students in the area of Math/ Science. This topic was tabled for discussion at a later date.
3. Program: Diane Reichert announced that the April speaker will be Paul Thein, LAF Plaintiff. At this meeting LAF fundraising materials will be distributed with the expectations that donations will be mailed to addressee on envelops. Our branch should be indicated on checks. It was also noted that members could complete information at meeting and hand information and checks to Diane who would then send them to LAF National.
The May meeting will begin at 11:00am. Each individual must choose one of the lunches on the sign-up sheet.
4. Scholarships: Carolyn Johnson asked the Board to award \$2000 to each of the two women who will be in their second year. Jacquie Latzer made the motion that two women who received \$2000 scholarships last year be awarded \$2000 this year. The motion was passed unanimously. Carolyn also

reported that she has sent a questionnaire to former winners regarding their current status. Discussion was held regarding requirements for scholarship applicants. It was decided that the requirements for application will be discussed by the Scholarship committee.

5. 40th Anniversary Celebration: Anne Wilkins reported that everything was in place for the celebration and that approximately 70 people would attend.
6. Discussion regarding becoming a 501 c3 branch was not held since Carolee Litwinka was not present.
7. Judy Bonn encouraged the Board to attend Lobby Days.
8. Diversity – Linda Carpenter was not available. However, it was noted that the International Foods event only had two people sign up and that the program may need to be rescheduled. Liz will discuss this further with Linda. An announcement was also made that we had been contacted by the DAR regarding Portrait of a Bride, an exhibit that group is having. Discussion focused on whether this activity is in keeping on our mission. Diane Jacobson moved we not advertise for outside events. Kathy seconded the motion which passed unanimously. Several members suggested we have a section in the newsletter for activities of interest sponsored by outside organizations.
9. Fundraising – It was reported that the Tea and Spice Exchange luncheon is completely sold out. The Mah Jongg event has 9 tables registered to date.
10. Kathy Mason has received information on the WORK SMART program and will send further information to the Board members.

Other Diane Reichert announced that since Allamanda is a voting site we will not be able to meet there in November. An alternate site will be sought.

Kathy Mason presented information shared on a national conference call on economic security. She will follow up and send the website link to take the Start Smart course to board members.

Kathy also discussed Pay Equity by 2030.

Beth Hicks reminded that the newsletter deadline is the 20th of the month.

Adjourn...meeting adjourned at 11:35

**AAUW Board Meeting
Tuesday, April 2, 2019
Minutes**

Present: Marianne Bender-Powers, Linda Carpenter, Diane Geach, Katie Haviland, Connie Konatsotis, Jacquie Latzer Carolee Litwinka, Linda Macleod, Kathy Mason, Sharon Squires, Bea Newell, Diane Reichert, Ginny Rivera, Peg Tabor, Mary Ann Swisher, Diane Jacobson, Linda Ferens, Liz Schweers, Anne Wilkins

Liz Schweers called the meeting to order at 10:00 a.m.

- Liz reminded us that only members of the executive board vote on action items.

Quorum was affirmed

Co-Presidents: Kathy Mason, Liz Schweers

Co-Presidents-Elect: Carolee Litwinka, Linda Ferens

Co-Program: Diane Reichert, ~~Dorothy Dobbs~~ represented by Marianne Bender-Powers
Co-Membership: Diane Jacobson, Mary Ann Swisher

Co-Finance: Bea Newell, Peg Tabor

Co-Secretaries: Linda Carpenter, Anne Wilkins

OLD BUSINESS

Linda Carpenter moved to approve the minutes from the March 5, 2019 Board Meeting; Anne Wilkins seconded. The motion carried unanimously.

NEW BUSINESS

Bea Newell reported the following about branch finances.

- The financial statement is in Dropbox but it's called "distribution." In the future, it will be called "financial statement distribution"
- Our account had an opening balance of \$20,585.39 and an ending balance of \$21,249.94; overall cashflow is \$10,246.40, which does not include funds from the 40th anniversary.
- We are at almost 50% of what we thought we'd spend: We made more than we anticipated and spent less. Our most expensive area is venue rental; we may run over budget in this area because we already put deposits down for next year,
- We had budgeted \$8,000 for scholarships, but that value will go down to \$7,000 because new winners will receive a total of \$3,000.
- We have budgeted \$4,400 for Tech Trek. Tuition for a fifth girl will come from the Mt. Dora Trust Foundation grant.

- Instead of paying for her hotel room last month, Pat Ross suggested we donate to Tech Trek. Anne Wilkins moved that we contribute \$100 to Tech Trek; Linda Carpenter seconded. The motion carried unanimously

INFORMATION/UPDATES

1. Report on Perkins Breakfast

Liz reported some confusion at the restaurant about the room, but 14-15 people attended. It was suggested that we re-consider continuing this activity every spring. We should also re- consider the location.

Liz created and distributed a sign-up sheet for hosting summer breakfasts. This procedure will allow people to travel and not have full responsibility of the breakfasts on one person. The job entails being there early, providing name tags, verifying location, and facilitating conversation with ice breakers.

2. Election Nominees

Liz reminded us that we will be voting for the following officers at April

General Meeting: Co-Presidents:

Linda Ferens and Carolee Litwinka

Co-Presidents-elect: Katie Haviland and Anne Wilkins

Co-Membership: Susan Gold and Liz Schweers

Co-Secretaries: Gretchen Lewis and Sharon Albrecht

Although new officers will be installed in May, outgoing officers are active until June 30.

3. Candidates for 2019-2020 Board Appointment after July 1, 2019

Liz reminded us that the following officers will be appointed to fill positions vacated by previously-elected members

Ellen Thompson to complete Bea Newell's co-finance term

Marianne Bender-Powers to complete Diane Reichert's co-programs term

Diane Jacobson moved, Anne Wilkins seconded: Today the board approved these two new appointees, effective July 1, 2019. The motion carried unanimously.

4. Report on 40th Anniversary Celebration

Anne Wilkins reported. The event went well: the speakers were good, we had approximately

\$200 left over and did not have to dip into budgeted funds, there was a good feeling in the room, the caterers did a good job, and the decorations were lovely. The board extended kudos to the committee with special recognition for the presentation about branch history. Overage funds will go to Tech Trek.

5. Plans for April and May General Meetings

April

Paul Thein will be our presenter. Diane will send out background information/pointers to encourage questions and discussion. We will be distributing envelopes to send tax- deductible donations to LAF directly at National. We will not be doing a 50/50 drawing.

May

The meeting will feature presentation of scholarship winners and an indoor picnic with pre- paid box lunches

6. Tech Trek Update

Five of our nominees were selected: four from The Villages Charter Middle School and one from Mt. Dora Middle School. The girl from Mt. Dora will be funded by a grant from the Mt. Dora Trust Foundation.

The board will need to decide soon how many campers to fund next year and what outreach will be because the committee approaches superintendents and principals in August.

7. \$50 STEM Award

Diane Jacobson moved to discontinue these awards beginning this year; Anne Wilkins seconded. The motion carried unanimously; one non-voting member opposed.

It was suggested that next year's board set a goal to discuss/develop alternative ways to use these funds.

8. Scholarship Committee Update

Kathy Mason reported for Carolyn Johnson. As of yesterday, we have 11 applicants.

The committee will meet 4/10 at 3:00 p.m. to start the review process.

9. Diversity Committee Update

The International Food Tasting and Dance Performance has been postponed until Friday, October 25. The Diversity Committee sent an electronic survey to determine interest in the event and received responses from close to 40% of our members. At least 50% of people who responded agreed or strongly agreed with statements about their interest in the event. Given this support, the Diversity Committee will meet on April 19 to discuss planning for the fall.

10. Fundraising Committee Update

- April 5, 11:00 a.m., Spice and Tea Exchange Luncheon \$20/per person
Connie Konatsotis took the extra ticket.

- Diane Jacobson is planning a Gala for February; she needs a committee.
- Belk Fundraiser this spring will be Saturday, May 4. Linda Ferens and Liz Schweers are overseeing the Belk sale; tickets will be available at the April General Meeting. It was suggested that we make broader efforts to sell tickets next year so more than one person sells them.
- Mah Jongg Celebration
The event raised \$1,482.35 and was well-received. It is recommended that we do it again in the future.

One concern is that it was exclusive vs inclusive. In future we should be prepared to rent the room to permit members from outside The Villages to participate.

For clarification: this event comes under fundraising not diversity.

ANNOUNCEMENTS

- Newsletter Deadline: April 20
- Next General Meeting: Saturday, April 20, Allamanda Recreation Center, 9:15 - 10:00 a.m. social time
- Next Board Meeting: Tuesday, May 7, 10:00 a.m. Sheriff's Annex
- No June, July, or August Board meeting; there will be a financial planning meeting on April 10 for next year
- Annex Room is booked for next year's Board meetings. September meeting will be in the afternoon.

The meeting was adjourned at 11:15 a.m.

Respectfully Submitted
Linda Carpenter
Co-Secretary

**Lake / Sumter AAUW
Board Meeting
May 7, 2019
Minutes**

Present: Sharron Albrecht, Marianne Bender-Powers, Judy Bonn, Linda Carpenter, Barbara Fisler, Diane Geach, Susan Gold, Katie Haviland, Beth Hicks, Carolyn Johnson, Connie Konatsotis, Gretchen Lewis, Kathy Mason, Bea Newell, Diane Reichert, Liz Schweers, Mary Ann Swisher, Peg Tabor, Ellen Thompson

Kathy Mason called the meeting to order at 9:56 a.m.

Liz Schweers welcomed everyone, including new board members. She and Kathy thanked everyone for their help this year. She also introduced incoming board members: Katie Haviland, co-President-elect; Ellen Thompson, co-Finance Director; Sharron Albrecht and Gretchen Lewis, co-Secretaries

Quorum affirmed (majority of offices present)

Voting Members present

Co-Presidents: Kathy Mason, Liz Schweers

~~Co-Presidents-Elect: Carolee Litwinka, Linda Ferens~~

Co-Program: Diane Reichert, ~~Dorothy Dobbs~~

Co-Membership: ~~Diane Jacobson~~, Mary Ann Swisher

Co-Finance: Bea Newell, Peg Tabor

Co-Secretary: Linda Carpenter, ~~Anne Wilkins~~

Communications: ~~Jacquie Latzer~~

Public Policy: Judy Bonn

~~Fundraising Coordinators: Carolee Litwinka, Linda Ferens~~

Old Business

1. Board Minutes from April 2, 2019, meeting

Changes: two girls from Mt. Dora rather than one. Judy Bonn moved to accept the minutes, as amended, from the April 2, 2019, Board meeting; Peg Tabor seconded. The motion carried unanimously.

2. Speaker's Bureau

Linda Carpenter drew board members' attention to the draft plan for a speakers' bureau that she posted to Dropbox.

She and Jacquie Latzer are developing a set of PowerPoint slides about AAUW and our branch, and she and Susan Gold are developing a set of slides about the VPK project. Both will be ready for presentation to interested groups through the speakers' bureau.

She included a brief article in the newsletter, calling for interested members to serve on a speakers' bureau committee.

New Business

1. Income/Expense statement

Bea Newell reported. This month's statement is posted on Dropbox. She is mentoring Peg Tabor into the role.

Our account balance as of 4/30/19 was \$23454.35. We have received some funds, particularly grant from Mt. Dora, and the actual balance in the account as of 5/7/19 is \$24,732.96

Bea urged members to cash checks from AAUW so the statement balance is accurate.

Bea needs new scholarship recipients' names for their student membership. Student memberships are free for branch and state; we pay national dues for scholarship winners. This will be clarified after the meeting. Non-winners will need to pay their own national dues.

2. New board members need to sign conflict of interest forms for AAUW FL. Three current board members also need to sign.

3. Program/May General Meeting

Dorothy Dobbs is handling the luncheon and the scholarship portion of the program. Program co-chairs will share information with the Scholarship Committee chair.

50/50 will be done at the meeting.

Kathy Mason moved that the half of 50/50 proceeds that we keep, rather than send to LAF, we keep for scholarships. Katie Haviland seconded. Discussion: Kathy learned at the leadership conference that LAF now has all the money they need. If we send funds to national, we can specify that they go to "greatest need" or "economic security" funds, instead of LAF. Some of the discussion focused on whether LAF really does have all the money they need. Most of the discussion supported using those funds for scholarships, because this is the core of what we do. Another point was that we increase fundraising and seek sponsors for scholarships (and camperships) to dues will be able to cover operating costs. The motion passed unanimously.

Diane Reichert confirmed keeping the General Meeting arrangements for the coming program year. The General Meeting will continue to be on the third Saturday, except for December; the 45-minute social time prior to the start of the meeting will also continue. Diane has also changed most permit times to begin at 8:30 a.m. instead of the original request of 9:00 a.m. to facilitate set-up; this change increases the cost of the room rentals.

4. Carolee Litwinka's report

Kathy Mason presented the report in Carolee's absence.

- The Board voted last month for Marianne Bender-Powers to replace Diane Reichert as Programs co-chair.
- Dorothy Dobbs and Marianne Bender-Powers are working on programs for next year and will be done with planning by July 1. That will leave plenty of time for inclusion of programs in the membership directory. They will assume responsibility for room permits in July.

Linda Ferens will be here in July. The Board urged the Executive Board to meet in July to approve programs in July before handbook is printed. Meeting could be via conference call.

- The new board will be informed of the new programs at the September Board meeting and vote on budget for any expenses.

5. Mini-Grant Report

Diane Reichert reported that the report for AAUWFL about the mini-grant awarded to support Paul Thein's presentation is in the Dropbox.

6. Public Policy

Linda Carpenter moved that Diane Reichert be appointed Public Policy chair; Judy Bonn seconded. The motion passed unanimously.

7. Scholarship Committee

Carolyn Johnson reported. The committee received 10 applications; they interviewed four applicants and selected three. The committee recommended that we fund five girls this year, rather than four, and that all awardees would receive \$2,000.

Kathy Mason moved to support three new girls for \$2,000 each for next year; Mary Ann Swisher seconded. Discussion: If passed this would require a total of \$10,000, while \$7,000 was budgeted for this year. Discussion focused on the importance of using our funds for scholarships and finding the extra \$3,000 somewhere versus not spending funds we don't have and honoring the earlier Board decision to award \$1,500 to new girls this year. Vote: 1 in favor, 4 opposed; motion failed.

Kathy Mason moved to award \$1,500 for each of three new winners; Mary Ann Swisher seconded. Discussion: The Board had previously voted to award \$2,000 to each of the continuing winners. This motion would add \$1,500 to the budget for a total of \$8,500 for five girls versus the \$7,000 budgeted for four girls. Vote: 1 in favor, 4 opposed; motion failed.

This series of actions resulted in awarding four scholarships: two continuing students at \$2,000 each and two new students at \$1,500 each.

8. Tech Trek

Connie Konatsotis reported.

Five girls will be going to camp in June. Last year, one girl left early because she was sick; the entire camp closed two days early due to illness. The funds were given back to Tech Trek at state vs to the branches. This year, the camp will be held at two different locations during two different weeks with two different staffs. In two of the schools we worked with, none of the parents applied; this will be an issue going forward this year. Tech Trek camp sent certificates of nomination – all nominees are given a certificate that must be signed by the teacher; AAUWFL would like us to present them at an award ceremony. Connie expressed concern that the process AAUWFL is following puts us at a distance from girls, and parents are not as involved in learning about the camp.

If people want a tax deduction for donations, the funds must go to state, designating they are for Tech Trek and our branch. The branch should send a personal reminder to state to apply the funds to our girls. Donations sent directly to the branch are not tax deductible.

9. Communications

Jacque Latzer was not at the meeting, but her report is in the Dropbox.

10. Membership

Mary Ann Swisher reported. She gave out all renewal letters at April meeting and collected many at that meeting. Some have been sent to Susan Gold, too. There will be a meeting of incoming and outgoing membership co-chairs on May 28. At that time, all materials will be turned over to Susan and Liz Schweers. Remaining letters will be distributed at the May meeting; after that, all remaining letters will be sent by ground mail.

11. Fundraising

- Spice & Tea Exchange Luncheon

Gay Birchard submitted a report. The maximum the store will serve is 24 persons, and the event was sold out. The store charges \$12.00 per person for lunch; each ticket was \$20.00. Gay took in \$480.00 and paid the store \$288.00, with the event raising \$192.00 for the branch. The store also will give us 10% on the sales for that day, but Gay has not yet learned the amount.

- Belk's Sale

Liz Schweers reported. We sold \$145 worth of tickets before the sale. Due to timing, we didn't get them out soon enough to raise more. We don't know amount from Belk yet.

12. Leadership Conference

Kathy Mason reported and described the conference as better than last year with more workshops responsive to what we do. Nine people from our branch went, and Judy Bonn was elected to the state nominating committee.

Workshops: Tech Trek; membership; Work Smart; Equality Day; technology. AAUW National VP for advancement and partnerships, Kendra Davis, gave a presentation on fundraising and strategies to approach donors.

Kathy urged Board members to go online and do the Work Smart program. We need to reach out to colleges as the program will be helpful to college students.

13. Grant-Writing Committee

The Board had previously approved establishing a committee to submit grants. This task is left over from this year and needs to be promoted next fall.

14. Perkins Breakfasts

Liz Schweers reported. The breakfasts will start the first Tuesday in June and run weekly until the last Tuesday in August. Liz will send reminder to the hostess for the coming week.

She will also meet again with the manager who oversees this to make sure they have our reservation correct. We will also put out a collection jar for proceeds to go to branch scholarships if we don't need to pay the restaurant for use of the room.

Closing Announcements

- Newsletter

Beth Hicks reported that the newsletter is done for the summer. The next deadline will be August 20 for a September issue.

Kathy adjourned the meeting at 11:52 a.m.

Respectfully submitted,

Linda Carpenter
Co-Secretary