

**AAUW March 4, 2019 Board Meeting Minutes**

**Downtown Cedar Rapids, Public Library**

**5:30-7:30 P.M.**

Attendance: Sarah Swayze, Carletta Knox-Seymour, Sue Jorgenson, Sue Pearson, Linda Topinka, Linda Armitage, Jennifer McNabb, Renee Penalver (via Skype)

Excused Absences: Mary Lawrence, Carole Bernard, and Carol Hills

Secretary report: Sarah Swayze

February Minutes were accepted as distributed.

**President's report: Carletta Knox-Seymour**

Carletta submitted the budget report that was composed after meeting with Mary Lawrence, finance officer. Since there was not a clear understanding of where the monies came from or how much money was brought in from the Holiday Brunch, Carletta felt it was better to table this discussion until she had time to connect with Penny Foy a previous finance officer. The budget was tabled because additional information is needed. Once more information is added to the budget report, Carletta will send out an email so board members can approve the budget.

Carletta also spoke with Susie Green from GWAEA about an opportunity for AAUW to collaborate with GWAEA and Coe College for the College for Kids academic enrichment summer program. Susie stated that more children of color need to be involved. College for Kids has operated for 32 years. It provides skills enrichment for middle school boys and girls. There are two sessions throughout the summer. Currently, there are 400 applicants for the June 17, 2019 session. The next session starts on July 8, 2019. The cost per child is \$250.00. If AAUW agrees to collaborate, the branch would start its involvement in 2020. And in staying with the mission of AAUW, the branch would only sponsor girls to attend this program. Susie will provide more details and submit an informal proposal for sponsorship.

**Finance Report: Mary Lawrence. Submitted by email**

Checkbook balance \$4146.49 - Farmers State Bank balance \$4596.76

Holiday Brunch money received \$465.00 - Holiday Brunch expenses paid to Carol Bernard \$38.14

Expense paid to Sodexo Catering: \$372.63 - Dues received from Della Caldwell: \$50.50

Dues paid to AAUW National: \$29.50 - Dues paid to AAUW State dues: \$10.00

**Public Policy Report: Linda Topinka**

Linda shared information regarding an event Ms. Iowa is doing in Iowa City recognizing Women's History month. Ms. Iowa has an extensive background in Mental Health so she will be addressing mental health as it relates to young women.

Linda also submitted through email a detailed report on AAUW Fundraising Policies Guidelines.

**Membership Report: Linda Armitage**

National records show that the IA6004-Cedar Rapids Area Branch earned three free memberships for FY 2018 and all three Shape the Future Free memberships were redeemed for FY 2018.

Currently, the IA6004-Cedar Rapids Area Branch has 2 free memberships available for FY 2019. The available free memberships must be redeemed before June 30, 2019. Also, thus far National has not received a Shape the Future Redemption form for Tiffany Flowers or Renee Penalver.

Information sent to Linda Armitage by Alix Brice  
Senior Specialist, Connect  
AAUW, 1310 L Street NW, Washington, DC 20005-411

**Program Officer: Carole Bernard**

No new report

**Newsletter Editor Officer: Sue Jorgensen**

League of Women Voters event will be on Saturday, March 16<sup>th</sup>. AAUW is co-sponsoring the event. Additional funds are needed to cover the price of the beverages and baked goods because the number in attendance has doubled. Oakland Road Hy Vee will be catering the beverages (coffee, tea and water).

A bill was submitted for \$50.00 for the February Program of the tour of the History Center.

**Website Officer/Manager: Jennifer McNabb**

No new report

**Renee Penalver: Appointed Fundraising Director**

No new report

**Charitable Funds Appointed Chair: Sue Pearson:**

Sue P. read from the fundraising guideline and informed the board that AAUW local branch is an affiliate of AAUW National branch. As an affiliate, we can use the letterhead, logo, etc. The branch is an affiliate because it is a 501c4; the Charitable Fund is an affiliate because it is a 501c3 (tax deductible). She also shared that we are not allowed to say that we are "partnering" with an organization. Instead of partnering, we are 'collaborating' or 'sponsoring' with other organizations.

Discussions were held on the review questions drafted by Sue Pearson concerning the Charitable Fund and 501c3. Sue shared that the bylaws concerning the Charitable Fund requires two directors. She has been acting as the director of finance. She recommends that two people be named as directors based on the branch's plan to raise additional funds. This approach would be for check and balance purposes. Sue highly recommends that the branch does not allow the 501c3 or Charitable Fund to expire. All board members agreed to continue our 501c3 status and the Charitable Fund.

The history of the 501c3 and the Charitable Fund was shared. The 501c3 and Charitable Fund goes back to 2004. According to Sue, given the fact that the branch is planning to add additional projects and revisiting the Charitable Fund, it is apparent that we were/are on the right track to start the 501c3 and the Charitable Fund. This became very clear after reading the Guideline for Fundraising policies submitted by Linda Topinka. Sue provided two reasons for keeping the 501c3 and the Charitable Fund. The reasons are (1) When she and Carletta visited the Greater Cedar Rapids Foundation website, they learned that the organization only accepts applications from organization with 501c3 status and (2) When placing an ad in the Gazette last year for the branch's 90-year anniversary celebration, a 501c3 EIN number was needed.

Submitted by Sarah Swayze on 3/07/2019

