**AAUW Torrance Branch Board Meeting Minutes**

**February 11, 2014**

**Attending: Athena C., Pat A., Indrani C., Susan N, Janice P.**

**Meeting called to order: 7:40 pm**

* + **Minutes** from the January meeting were approved with changes (Pat A. moved, Susan seconded)
    - Discussed creating an invoice system for anyone who requests one. Update Policies and Procedures to add an invoice system. Suggested Kathy Allen to update. The updates would be approved by the Board.
  + **Treasurer’s** **Report**
    - The report was for the month of January.
    - LACIC item was for the yearly membership dues.
    - Will include Earnings beginning in March. Will have Budgeted vs Actuals.
    - Invoices – anyone who pays $50. or more would receive a receipt from Treasurer. Will include Tax ID on the receipt.
      * Pat A. explained the prospective member outreach process. Whe (When?) requested a copy of new member’s application form; she uses the information for the Telegram Bio.
      * Pat A. to create a chart identifying the steps from prospective member to full member.
    - Inform Indrani when a prospect is going to join.
    - Audit has not been performed yet.
    - Tax ID –No forms to include the ID. (Susan moved, Pat A. seconded)
  + **Membership**
    - Convention – Torrance Branch to “woman” the Volunteer Room (Pat and Pat) and Meal Tickets (Kay)
    - Girls in Gear
      * Great speakers and attendance
      * Need an Educational Liaison between AAUW and School District/Education Community.
      * Need a dedicated PR person.
      * Suggested having the 2 day event 2x/month instead of 2 weeks in a row. Second day turnout not as good as first day’s.
    - Database
      * Could use iContact website to hold non-members (people, schools,…)
      * Would send Event notifications with a link to our website. A sample to be provided at March meeting.
  + **Programs**
    - Templates for business cards made available
    - February 22nd – film “Wadija” to be shown; 2pm to 4pm. Will provide popcorn, candies….
    - March Tea
      * Setup between 11am and 2pm. Need volunteers. Athena has a list of needs
      * Meeting from 2pm to 4pm
    - April – Woman from Rainbow Service organization
    - May – no Torrance Branch general meeting. The Beach Cities is having their Author lunch and PV also has an event.
    - June Installation Lunch
    - awaiting prices from Miyako Hotel and Depot Restaurant. Miyako would give attendees a “green” tour of the Hotel.
      * Request a Beach Cities board member to perform the Installation.
  + **Appointing a Nominating Committee** 
    - No one has accepted!
    - Pat C. – suggested having co-chairs.
  + **Newsletter**
  + **Website**
    - Financials and Board Meeting Minutes have been uploaded to the web.
    - Change website URL to “aauwtorrance.org”
  + **Fundraiser**
    - At March Tea, have 1983 AAUW book of history and recipes for sale. Jean Steensen has provided hers for us to make copies for sale. Will honor Jean S. at the Tea.
  + **Other** 
    - International Singing of Children’s Mass, April 13th at El Camino. (Pat A.)
      * Will send out email to members

**Adjourned: 9:25 pm**