

2015 End of the Year Report – AAUW Membership Treasurer

The Primary responsibility of the Assistant Treasurer is to receive the dues and information related to membership and to process them properly. The second major responsibility is to manage the National Database. These responsibilities and others were met by the following:

I received the annual dues for 2014-2015 from all but 59 members of the Branch from April until November 2014.

I prepared the Branch Dues Report (BDR) in June with 320 renewals, meeting the deadline date and mailing it to AAUW National and AAUW NYS with corresponding checks. I sent additional copies to the Membership VP, the Local Database Manager, the Newsletter Editor, the Interest Group Coordinator, The President, the Treasurer, and I filed a hard copy in the Membership Treasurer's records.

I followed up in July to see that all changes were done properly by National, as I do after every report that I submit to National.

I prepared an Additional Dues Report in August for 24 delinquent renewing members and again in September for 4 more and again in October for 1 more, following the same process as with the BDR.

I prepared a total of 7 reports involving new members with Guest Referral Forms prepared and attached, following the same process as with the BDR. We processed a total of 31 new members for the 2013-2014 campaign.

I maintained a Membership Treasurer's database for incoming renewal dues and new member dues, identifying the amount of money for national, state and local, the member classification and the date received. I maintained a record of all deposits. I maintained an additional database of the changes of member's contact information and other changes. I, promptly, notified National of all changes of member information as they occurred.

December 2, I reviewed the purging of the National Database and found it in excellent order. This continuing improvement has been due to a differently designed process of recording the member's payment of dues that Angela Cooper, at National, and I carefully worked out.

I worked closely and continually with the Local Database Manager to assure that both the Local and National Databases were accurate and identical, forwarding all member applications to her, as they were processed, as well as the member profiles. The Local Database Manager and I had been working on a glitch in the join dates where there were some minor dissimilarities, and a few major ones, with National. We have developed a process to correct the existing dissimilarities, and several safeguards to prevent them from happening in the future.

In March, the Newsletter Editor and I updated the “renewal dues” form for 2014-2015.

On March 16, 2015, I met with Mary Ann Hogarty, to begin a process of training and a transfer of the Membership online database and copies of the paper records. All went smoothly and, on that date, Mary Ann assumed the duties of Membership Treasurer. I have since communicated by phone and e-mail to respond to any help that might be needed to continue proper care of the records.

In April, I assisted the Membership VP in the mailing of the renewal dues forms and continued any information sharing that would be helpful to both the new Membership Treasurer and the new Membership Vice President.

Last year In the month of May I checked the status of our local colleges regarding the AAUW College/University Partnership Program. There were 4 in Dutchess County (Vassar, Marist, Bard, & DCC) and 2 in Ulster (Mt St. Marys and SUNY NP) that currently participate in the program. Only 2 of the CU Representatives belong to our Branch as a member, which is Marist and DCC. We had only 3 e-SAF students collectively from these 6 colleges. They attended Marist and SUNY NP. As of June 1, 2015, we have only one e-SAF student, as the other two graduated in May. In recognition of their loyalty as e-SAF students we are entering them in the “Give a Grad a Gift program, which gives them free membership for one year. These two students should be followed up by the Membership VP to encourage them to continue AAUW membership next year.

I continued to monitor the e-SAF student’s eligibility for the collection of their \$3 dues, and speak with them personally for the lack of anyone else picking up this responsibility.

I continued to work on the Membership Committee headed by the Vice President of Membership, working closely with the Vice President to assist in whatever way possible to ensure a smooth operation. I relieved her of all responsibility of collecting applications at the Open House. I formed my own committee to accomplish this, in order to free her committee for other duties.

It has been my pleasure to perform the duties of Membership Treasurer for the last 3 years.

**Jeanette Cantwell
June 1, 2015**