

AWG EXECUTIVE OFFICER REPORT

Secretary

Fiscal Year: 2009

Officer: Sara J. Welna

Summary of Officer Responsibilities: The secretary provides assistance to the Officers and Directors in the recording of information about the Association and in the conduct of business of committees and the Board. The secretary is responsible for providing general oversight of Membership Services of the Association, supervises the admission of eligible applicants to membership in the Association, and assists the Editor and Executive Director in communicating on a routine basis with the membership of the Association. The secretary has specific responsibilities regarding the recording of meeting minutes. She is also responsible for any changes to policy or the bylaws, which must be incorporated into the official Association documents. The secretary is responsible for ensuring that these documents are kept up to date and for coordinating with the Archivist.

Archive Activities:

- Fall 2007 Board of Directors' Meeting Minutes Archived. Tanya Zanish-Belcher is the Iowa State University Archivist who verified that electronic submission of data is acceptable. Tanya's contact information is as follows:

Tanya Zanish-Belcher, Associate Professor
Head, Special Collections & University Archive
Iowa State University Library
Ames, IA 50011-2140
515-294-6648
Fax: 515-294-5525
E-mail: tzanish@iastate.edu

- Spring 2008 Board of Director's Meeting Minutes Archival pending BOD approval.

Communications:

- Communicated with chapters & delegates for Annual Chapter Reports and Chapter Officer Reporting Forms
- Communicated with delegates for Fall 2008 delegate report

Bylaws Coordinator:

- Notice of proposed changes to Article XI, sections 4, 10 & 12 of association bylaws distributed to BOD on 9/13/2008 according to proper procedure as outlined in Article X, section 2. Potential amendment to bylaws will be discussed at fall BOD meeting:

BYLAWS OF THE ASSOCIATION FOR WOMEN GEOSCIENTISTS (AS AMENDED NOV. 2001)

ARTICLE XI. CHAPTERS

Section 4. Finances: A portion, as determined by the Board of Directors, of Chapter member dues is rebated to the chapter on a per capita basis at the request of the Chapter. **Chapters must request funds one month before the beginning of the fiscal year.**

Section 10. The Chapter Treasurer shall have custody of all funds of the Chapter. The Chapter Treasurer shall keep account of receipts and disbursements and submit this account to the Chapter Executive Committee and members affiliated with the Chapter. A Chapter Treasurer shall be required to send a financial report covering all income such as from dues, donations and grants, and expenses or other disbursements, **every six (6) months** to the Association Treasurer, **or as required by the Board of Directors.** A Chapter Treasurer shall be responsible for all income reporting and tax requirements of the jurisdiction under which

the chapter is organized. This requirement is met for US Chapters when the regular financial reports are submitted.

Section 12. The Chapter Executive Committee for chapters that request dues rebates shall submit an annual activity report to the Association Secretary **one month before the end of the fiscal year, or as required by the Association officers.**

- Pacific Northwest Chapter bylaws – revised as of 12/31/2007

Association Manuals:

Proposed changes to association manual to take place to pages 8, 18, 19 to reflect changes in the association bylaws.

Compliance of Dues–Rebate Earning Chapters:

- Chapter Activity Reports are due **September 15th** and Officer Reports are due **September 1st** of each year. Chapters that submit a complete Chapter Activity Report, Officer Report, and Financial Report, are in compliance with AWG and are able to a rebate from the dues their chapter submitted for the year.
- NOTE: clarification is needed for these submittal dates. Information displayed on website needs to be consistent. Regional delegates need to assist with obtaining reports from chapters.

Chapter Activity Reports and Officer Reports have been received from the following chapters:

A = Activity Report

O = Officer Report

Minnesota Chapter (A & O)
Osage Chapter (A & O)
Pacific Northwest Chapter (A& O)
Laramide Chapter (A & O)
Lonestar Chapter (A & O)
San Francisco Bay Area Chapter (A & O)
Sierra Chapter (A & O)
Sooner Chapter (A & O)

I did not receive a Chapter Activity Report or Officer Report from:

Austin Chapter
Delaware Chapter
Great Lakes Chapter – pending dissolution
Potomac Chapter
Salt Lake Chapter
South Florida Chapter

OTHER:

- Website Committee
 - Continued work with Laurie Scheuing, Janelle Gerry, and Cristie Valero on website changes/reorganization. Information for each page is slowly being revised and corrected. Conference calls are held approximately every other week to revise portions of website.
- Directors & Officers Insurance
 - D&O and EPL Policy obtained from Philadelphia Insurance for an annual premium of \$816. This provides \$1,000,000 in coverage. This will go into effect October 1st with AWG being billed October 1st of each year. Note that prior to each annual renewal, a questionnaire may be given to AWG to determine if there have been any significant changes in the organization.
- Chapters – the Great Lakes Chapter returned their chapter funds to the AWG office June 5, 2008 as the chapter will dissolve due to lack

of interest. Official dissolution will be discussed at the fall 2008 BOD meeting. Barbara Cooper out of Purdue University, Indiana, is the contact for this former chapter (bccooper@purdue.edu .)

Goal for FY 2009:

- Make necessary submittals to archive and revisions to spring 2008 Board of Director's Meeting Minutes.
- Continue to update Chapter Manual and Officer Manual as needed.
- Continue to work with webmaster to improve and update website.
- Assist with office management transition