

Board Meeting Agenda

League of Women Voters Dane County October 14, 2020 Board Meeting

1. Call to Order
2. Approval of Board Minutes - 5 minutes
3. Treasurer's Report - 10 minutes
4. Consent Agenda - 3-5 minutes
 - Financial Report
 - Governance
 - Fund Development
 - Communications
 - Program/Advocacy
 - Membership
 - Voter Service
 - DEI
 - Action
 - Bulletin
 - President's Report
3. Discussion Agenda
 - Moved from Consent Agenda
 - Programs (Topic and Speakers) - 10 minutes
 - Membership - 10 minutes
 - Other
 - Old Business
 - Executive Director (Joan) - 15 minutes
 - Communications Materials, Strategy, Brand (Chris) - 2-3 minutes
 - New Business
 - [Ranked Choice Voting](#) (Maria/Matt/Jaclyn) - 15 minutes (6:30)
 - Employee Handbook (Marilyn) - 15 minutes
 - Recording of Zoom meetings (Chris) - 10 minutes
4. Adjourn

LEAGUE OF WOMEN VOTERS OF DANE COUNTY

2020-21 BOARD MINUTES October 14, 2020

Meeting conducted remotely with Zoom

Present: Chris Clements, Joan Schwarz, Paul Lindquist, Marian Matthews, Mary Ellen Schmit, Joan Provencher, Maria Spinozzi, Marilyn Stephen, Linda Dietrich, Laura Grueneberg, Jean Jacobson, Georgiana Hernandez

Absent: Bonnie Chang

Guests at 6:30pm: Matt Szczepankiewicz and Jaclyn Jacobson

1. Meeting called to order at 5:35 pm by President Christine Clements

2. September 9, 2020 Minutes--Joan Provencher

Motion by Stephen to approve the September minutes. Seconded: Dietrich, approved

3. Treasurer's Report--Jean Jacobson

Jean reported that year to date Total Income is well ahead of the prior year (\$60K). This includes a \$42k billing to Dane County for expenses incurred plus a 5% administrative fee. Donations are \$13k ahead of prior year and includes \$8k in Making Democracy Work contributions. Membership is also running well ahead of the prior year, \$5k.

Year to date expenses are \$50k greater than the prior year. They include \$40k in expenses related to the Dane County Contract (spread across several account categories), \$2k in membership fees to the State and National Leagues, \$2k in fees to Kollath CPAs for the Quickbooks project and preparation of the 990 tax return. The remaining \$6k expense increase covers several smaller expense categories.

A final note, our cash position continues to be very strong, with \$122k cash in the bank and \$100k cash held in our Charles Schwab account.

4. Consent Agenda

No requests were made to move additional items from the Consent Agenda to discussion. See appendix for reports on these items

Moved by Jacobsen, seconded Schmit, approved

5. Discussion Agenda--Programs Topics and Speakers--Georgiana Hernandez

Motion by Hernandez to approve the topic (Reimagining Public Safety) and possible speakers from the newly established Civilian Oversight Board for our December forum, and Dr. Carolyn Jefferson-Jenkins as the speaker for the Lively Issues Luncheon on January 16, 2021. Seconded Schmit, approved

6. Membership--Mary Ellen Schmit and Joan Schwarz

Reminder about the LWVWI Community Alliance Committee DEI Survey (see links in October board packet) that if adopted will be consistent with other local LWV chapter surveys sent out to create a baseline for LWVWI as well as critical information for our LWVDC DEI efforts. Adopting the survey without modifications will allow data to be entered and maintained across local leagues and time. Communication to LWV members about this project will be done through the Bulletin as well weekly Enews.

7. Discussion agenda--Communications Materials--Chris Clements

This item has been put on hold until January 2021, possibly later as the board is considering hiring an Executive Director.

8. New Business--Ranked Choice Voting--guests Matt Szczepankiewicz, Jaclyn Jacobson and Maria Spinozzi

This group made a presentation on the concept of Ranked Choice Voting and is recommending that LWVDC establish a study group to research this issue and consider taking a position in support of Ranked Choice Voting for local elections in Dane County.

Motion by Spinozzi that LWVDC begin a local study of the following proposition with the goal of adopting a new position and subsequently educating and advocating local elected officials and governmental leaders to conduct elections in the future using Ranked Choice Voting. Seconded by Stephen, approved

The League of Women Voters of Dane County supports and encourages election systems that ensure majority-winner elections such as Ranked Choice Voting. Election systems should foster representative outcomes, prevent spoiler effects, allow for robust participation by third parties, and result in diverse representation. Election systems should incentivize voters to the greatest extent possible to vote based on their genuine preferences rather than employ tactical voting.

The use of RCV may also lower election and campaign costs when jurisdictions choose to eliminate primaries, while preventing costs incurred in potential separate runoff elections.

9. Executive Director--Joan Provencher

Prior to the meeting, board members were sent a draft job description. We began by asking for feedback and answering questions. A few edits will be

made. Expected salary is \$65,000 - \$75,000. With the addition of new benefits (Medical Reimbursement and Retirement match) total annual cost is estimated to be \$90,000. The goal is to have an Executive Director on board January 1, 2021. The next step will be to form a search committee.

Motion by Hernandez, seconded by Gruenberg that a search committee be created and a search begun for an executive director (as outlined in the job description) with a goal of filling the position by January 1, 2021. Approved

10. Employee Handbook--Marilyn Stephen

Board members reviewed the employee handbook that was drafted by Marilyn. Marilyn thanked the other board members who assisted with this effort. It was recommended that each revision of the handbook specify the revision date.

Motion to approve the handbook as currently written with the benefits sections to be revised as Marilyn obtains more information and presents it to the board for approval. Moved by Provencher, seconded Dietrich. Approved with one abstention.

11. Recording of Zoom meetings--Chris Clements

The board had a brief discussion about recording meetings now that we are using Zoom they could be recorded. No decisions were made.

12. Reminder of DEI goals due December 1st

REMINDER OF ACTION NEEDED: By December 1, domain chairs/co-chairs are requested to share their DEI-related activities with Lisa Janairo for incorporating into the vision plan for the DEI Committee. (Note: the deadline was extended from October 1 to accommodate busy schedules stemming from election-related work.)

The meeting was adjourned at 7:25pm

Respectfully submitted,
Joan Provencher
Secretary

APPENDIX

CONSENT AGENDA ITEMS

Finance / Development

Have been focused this month on creating a digital record retention system for all financial documents, including invoices, billings and supporting documentation for all monetary receipts. The intent is to have copies of all financial records residing in this digital system in order to create transparency. With a digital system the Finance Committee will have access to all documents and will be able to fully review the work of the Treasurer. In a small organization such as the League, it is critical to have this review function since it is not possible to have separation of accounting duties among several staff members. A secondary benefit of the digital system is that all financial records reside in one place and are backed up for long term retention.

Governance

My thanks to everyone who assisted with the Employee Handbook.

Planning for our Board Retreat has begun. We will not attempt a full strategic planning this year due to the press of other work. Instead, we will likely use the Board Retreat time, possibly two half days in February, for planning for the 21-22 board year. That may mean setting high level goals as well as thinking together about the budget. Hopefully we will have input from a new executive director and this will be a great chance for us to get to know her/him and vice versa. I have met virtually with Carin Schiewe from re:power, a consulting firm that Erin Grunze recommended. I expect to receive a proposal soon from her to assist in planning and to facilitate this year's retreat with the possibility of working together on next year's strategic planning. I'm very excited to say that a central value of this firm is racial equity and only one-third of the employees are white. Check out their terrific website at re:power.org.

Program

1. Summary of Recent Activities and Accomplishments

- We produced our third virtual forum of the year: *How Can We Ensure a Safe, Fair and Accessible November Election?* on September 22 (with 72 participants).
- The Book Group held the third and final session to discuss *The Untold Story of Women of Color in the League of Women Voters*.
- Since our last board meeting, we've published two *Swinging for the Fences* blogs as part of a series related to voting: *Election Concerns—Many Voices: What Are You Swinging for This November 3rd?*

- We partnered with EXPO (Ex-Incarcerated People Organizing) to produce a short “community conversation” video featuring EXPO representatives who shared their knowledge and stories about voting rights for formerly incarcerated individuals. League members Janine Edwards (project planning), Erin Nagy (public defender and participant in the video), Maria Spinozzi (video editing) and Georgiana Hernandez (project planning and production, conversation facilitator) assisted in this project. EXPO will distribute the video through their networks and we will distribute it through our League’s networks. This was a collaborative project between LWVDC and EXPO that builds on the forum the Program Committee produced last February, *Unlocking the Vote*.

2. Important Discussions and Decisions

The Program Committee discussed and investigated possible actions to educate and mobilize members about constitutional vulnerabilities that could affect the November election. Joan Schwarz prepared an analysis, *Electors and the Electoral College in the Presidential Election of 2020*. Ultimately our Committee decided that, besides distributing the analysis prepared by Joan through our usual communication channels, we won’t take on additional activities at this time but will pursue civic education for members as a longer-term strategy.

3. Activities in Progress and Upcoming Events

Both subcommittees are fleshing out the topics and speakers for forums addressing Making Democracy Work, the Climate Crisis, and Emerging Issues. Upcoming virtual forums, already approved by the Board, include:

- o *Check Your Ballot for Climate* (10/13/20), with speakers including: Jennifer Giegerich, Government Affairs Director for Wisconsin Conservation Voices and Stephanie Salgado, member of the Governor’s Task Force on Climate Change and co-founder of Wisconsin’s Youth Climate Action Team.
- o *Wisconsin’s Path Forward: Election and Redistricting* (11/12/20), with Dr. Charles Franklin, Director of the Marquette Poll; and Debra Cronmiller, Executive Director of LWVWI.
- o *Reimagining Public Safety* (working title), (Date in December TBD), with possible speakers to include members of the newly established Civilian Oversight Board.
- o Lively Issues Luncheon (virtual) – a Centennial Celebration (1/16/2021) with Carolyn Jefferson-Jenkins, author of *The Untold Story of Women of Color in the League of Women Voters*.

Bulletin

Articles and data for the November Bulletin are due in one week on 10/21. Publication date is Monday, November 2nd.

Fund Development

First Quarter Fundraising Results

Our first quarter (July 1 to September 30) fundraising goal was \$21,250, based on donations only, not donations and dues. By the end of the first quarter we received \$29,371.80 from 189 donors. That includes:

General donations	\$14,095.50	113 donors
Matching gifts*	\$ 7,942.21	64 donors (for the period 9/22/20-9/30/20)
Grants	\$ 7,109.09	4 grants
Memorial gifts	\$ 200.00	3 donors
Other	\$ 25.00	State Refund of Change Agent expedited fee

Overall, if we deduct MDW donations, we exceeded our Q1 goal by \$179.59.

The total for the time period, in both donations and dues, is \$56,074.80, from 553 people, an average of \$105 per person.

*The MDW campaign crosses two quarters. As of October 8, 78 donors gave \$10,247.21, not including seed money from our anonymous donor. Based on those numbers, the average donation was \$131.37.

Making Democracy Work Matching Campaign

The Making Democracy Work matching gift challenge, to run from September 22 to November 5, began with a generous donor who pledged a dollar-for-dollar match of up to \$8,000. On Friday, October 1, we officially exceeded the goal by \$217.21. Given the interest the campaign generated in 10 days, the donor graciously decided to extend the campaign by increasing the goal to \$10,000.

In a wonderful surprise, another anonymous donor has agreed to commit an additional \$4,000 to the match campaign, challenging us to raise \$14,000 by November 5!

Gift of Stock

Early in the first quarter a member donor made a gift of stock through the League's brokerage firm. We received an update from the brokerage house at the end of September stating that the value of the gift came to \$2,123.92, which will be credited to our first quarter total.

Fundraising Event

On September 21 the Young Professionals Coalition sponsored a drive-in showing of "On the Basis of Sex" at the Madison Mallards baseball stadium. The group raised \$766.29 on behalf of the League. Many thanks to Marian Matthews for facilitating the relationship.

Grant Opportunity

The UW-Madison School of Human Ecology offers a class focusing on grant making through the Philanthropy Lab, a joint project with the Morgridge Center for Public Service. Part of classroom experience is asking for and assessing applications for grant money through the program's Fueling Philanthropy grant program. One of the League's student interns is in the class and suggested they send us a grant application.

After carefully reviewing the grant application and deadline, and recognizing that the League is undergoing an in-depth organizational review, the Fund Development Committee voted to defer participation until a later grant cycle.

Why I Give

Feedback from readers of the latest "Why I Give" donor profile was very positive. We're looking forward to next month, and are inviting members to suggest possible profile candidates.

Membership

Total Members - 693 (23 new members in September)

- Primary - 545
- Additional HH - 54
- Student - 66
- Life - 28

Renewed - 533

Need to Renew (Will be inactive 11/1/2020)

- Regular - 114
- Student - 46

Cindy sent out renewal letters in June to the members who had lapsed the last 3 years. 22 people from that mailing renewed. An email reminder was sent at the beginning of the month to those who have not yet renewed. Calls will be made to those who have not renewed, starting with longest term members and moving forward. Volunteers will be requested to call a subset of nonrenewals.

The Membership Committee has held 4 sessions on New Member Volunteer Engagement Opportunities with between about 8 and 12 people attending each zoom, giving people the chance to identify more clearly their background and interest areas. Membership Committee does not have other zooms for new member orientation scheduled yet, but will do so in the future as new members sign up. We have now worked our way back to all new members from May through September. Also as new members have expressed

interest in certain areas on Zoom, we have been able to direct them to the chair of a committee and some have already participated due to the connections. We notify the chairs and also provide direct information to the new members about when meetings are occurring. It is important to keep Membership Committee informed about current events related to domains. The participants on New Member Volunteer Engagement Opportunities Zoom sessions have said that they much appreciate the meetings.

The Membership Committee is planning on having a zoom meeting for LWV members who checked the box for interest in helping with membership on Oct. 19. Joan Schwarz and Mary Ellen Schmit proposed that Amber Rottier be approved by the board for Membership Subcommittee Chair position, and she responded in the affirmative.

Engagement Opportunities that will be discussed at the October 19 meeting:

- Organizing member groups by neighborhoods, with zoom calls to touch base, get to know other LWV members
- Editing membership materials
- Graphic design of membership materials
- Telephone contact with current and lapsed members
- Engagement subcommittee - thank yous to volunteers and donors
- Recognition and connection with LWV members at important milestones
- Data management
- DEI committee liaison

LGL training is planned but not yet scheduled for Joan, Amber and Mary Ellen related to data management.

50 year member materials were delivered to Barbara Arnold by Sally Gleason and Marjorie Passman by Mary Ellen Schmit after much work done by Cindy Lindquist designing and organizing the materials.

A special thanks to Cindy Lindquist and all who helped organize and prepare for distribution of the Centennial packet that included the two 50 year biographies and list of 50 year lifetime members.

DEI Committee

The committee has added two new members since September, with several other new LWV members potentially interested. Lisa Janairo will reach out to the prospective members to share information and welcome their participation.

The committee met via Zoom on October 2 to share updates on progress with their tasks (researching past practices; reviewing current positions; and identifying community partners). Because of the November 3 election, most work is on hold until the election is over.

The position of DEI Café organizer recently opened up, which creates a good opportunity to revisit the purpose and structure of these events. Lisa will sketch out ideas for a set schedule (e.g., quarterly) and for connecting the discussions to other events, such as the LWVUS webinars on DEI topics and also the January 16 talk by Dr. Carolyn Jefferson-Jenkins. The committee will discuss the proposed new approach at its next meeting, which will take place in mid- to late November.

Action

The **Observer Corps** led by Laurie Egge held a virtual training session a few days ago. Laurie is considering referring interested members to the training materials on our website with questions directed to her instead of a meeting.

I'm looking for a volunteer to lead the **Advocacy Corps** which will be a team who responds when Action Alerts are received from the national and state leagues. Local issues may also prompt a call for action. This work can be done entirely from home as it generally involves emails and phone calls. If you know a member who wants to be active but needs to work on their own schedule, please let me know.

The **Quick Response Team** is actually a list of individuals who are willing to help us respond quickly to issues that arise in Dane County governmental entities. There are 15 people on this list, some of whom have responded quickly and reliably in the past and some who have special expertise in a particular area and agreed that we could contact them when the need arises. The goal is to know who to call for help when a vote is imminent or other action is being taken on a wide variety of topics.

The Speakers Bureau will be headed by Joan Schwarz, but she is currently very busy with several other projects for both our league and the state league.

Other: Joan recently drafted an extensive analysis of a potential constitutional crisis that could occur in the aftermath of the presidential election that involves the state's representatives to the electoral college. After a discussion with several concerned members, we decided to put together some short videos featuring people who can explain the complexities of the issues and some written materials to use to educate our community.

Voter Service

1. In-person events since restrictions were lifted:

- Gail Bliss and other volunteers, working with organizations that support people experiencing homelessness, have registered 29 people experiencing homelessness, visiting encampments and shelters. Four individuals were transported through our free cab rides program to the DMV to obtain photo IDs.
- We were invited by CBL Properties, the corporate owners of West and East Towne Malls to conduct registration events at each location. We held the outdoor event on Saturday, October 10 and registered a total of 8 voters. Twenty eight people obtained information, many of whom will likely register online on their own.
- We were invited by Willy Street Coop to conduct a voter registration event. The event will be held at the Willy Street and Middleton locations on Monday, October 12.(postponed to October 13 due to rain)

2. Other outreach activities:

- High School Team: By October 14, the high school team will have facilitated a total of 10 Zoom sessions at La Follette, Memorial and West high schools in Madison and at Verona high school.
- The UW-Madison Athletic Department conducted zoom registration events in September-October for almost all of their sports teams. LWVDC volunteers and our UW interns participated, providing expertise in the registration process.
- Senior centers are closed but Shirley Haidinger has continued to try to get up-to-date information to seniors by providing articles for their regularly scheduled newsletters.

3. Dane County Project

- The social media and publicity campaign promoting the Voter Helpline launched at the beginning of October. The media campaign has doubled the average number of calls to the Helpline per day.
- 250 yard signs promoting the Helpline (one side in English, the other in Spanish) have been distributed throughout Dane County

4. Candidates' Answers:

- 42,000 copies were published in the Wisconsin State Journal in the October 7 issue.
- 1900 were published in The Capital City Hues.
- 3000 copies are being distributed in food pantries, grocery stores, at DAIS, senior housing apartments, Union Cab, and other community locations throughout the county.

5. The Fitchburg polling place story continues...and what a community success! After the Fitchburg Common Council agreed to move the polling place to a more accessible location for residents, Dave Heide, owner of Liliana's Restaurant, offered the site of his new restaurant, Little John's, for the new polling place on November 3. Postcards were printed to

inform residents of the change (funded by our LWVDC donation) and are to be distributed by mail and neighborhood canvassing. The Voter ID Coalition is organizing the canvasses.

Communications

Vote Wisconsin has sold **28 products** and received \$5 in donations! Which means we made/raised \$123.36 by letting a t-shirt design sell on the internet. The money is currently still in/tied with Bonfire. ETA on arrival for shirts is 7-14 days.

The Girl scout project posting received several positive engagements about league work and our social media.

The Making Democracy work challenge is getting highlighted social media posts weekly - with progress updates and the like.

In general as a reminder - Events posted online FB page for all major league events. Instagram stories (24 hours) are also posted day of to remind folks. Press releases go out for candidates answers and all major league forums.

President

Executive Committee Actions/Communications

Government Responsibilities and Procedures

Email to Fitchburg Council in support of additional polling site September 3, 2020

Other (Social Policy and Natural Resources)

A decision was made to co-sponsor, with CRANES, a 'meet and greet' with Madison Metro's new GM Justin Stuehrenberg with an opportunity to ask the GM one question to be addressed in his initial presentation at the event. Caryl Terrell has volunteered to be the main point of contact for the League.

Other

We received a request from WISC TV's Jamie Perez to interview one of our interns, Angela Mahoney, about her experience and the work she is doing for the League. Angela has agreed to do the interview.

The individual the League nominated for the **Dane County Civilian Oversight Board**, Keith Findlay, has been appointed as an alternate.

Congratulations to Andrea Kaminski and Joan Schwarz who will serve as members of the **Dane County Redistricting Commission**.

From now until the November election is over, most board members and the office administrator, Cindy, are extraordinarily busy. Please be thoughtful about new requests for information or beginning new initiatives.

Thank you's

- All who drafted, edited and distributed Candidates' Answers.
- Susan De Voss and Caryl Terrell for providing access and representation for the Madison Metro Meet and Greet event.
- The anonymous donors who stepped up to expand the original challenge grant for the Making Democracy Work appeal.
- To the many members in Voter Service who have committed time and effort to getting voters registered from a variety of challenged populations and in multiple locations including virtually. While maintaining a full set of commitments, they continue to add opportunities for voter registration as requests come in. Particular thanks to Gail Bliss for her work to help homeless individuals register to vote.
- League members who supported the City Clerk's office efforts, in particular Democracy in the Park, and who continue to offer their support.
- Mary Ellen, Joan S. and Amber for their Zoom meetings with our new members, and their efforts to finish out the membership drive.
- Cindy for getting the Centennial materials out and the new members entered into multiple systems.
- The Fund Development Committee and all others who assisted with communications for their highly successful Making Democracy Work appeal. Special thanks to the anonymous donors who provided \$14,000 in challenge grants.
- The Program Committee for, not only offering a variety of relevant virtual programs, but also quickly pulling together a discussion about a possible election-related Constitutional crisis and, in particular, to Joan Schwarz for her research efforts.
- Members of the Executive Director Committee, especially chair Joan Provencher, Marilyn Stephen, for efforts to define the qualifications, responsibilities, compensation and benefits of a possible executive director.
- Marilyn Stephen and Joan Provencher for their work on the draft employee handbook.
- Maria for bringing together new members interested in exploring ranked choice voting.
- Laurie Egge for offering two DEI Cafes.
- Joan Schwarz, for agreeing to lead the speakers bureau.

Calendar

October

Deadline for November Study Materials

Deadline for *Bulletin*

Non-renewed memberships lapse

Planning for Lively Issues Luncheon

Planning for Board Planning Retreat

November

Final Planning for January Lively Issues Luncheon (date, time, location, speaker)

Deadline for early December mailing: Lively Issues Reservation Form

Fall General Election

Schedule Spring CA with Isthmus (?)

Formulate CA for candidates

Planning for Board Planning Retreat

December

Formulate CA questions for candidates

Mail Lively Issues reservation form

Nominating and Budget Committees begin deliberations

Spring CA preparations

(Planning for February General Meeting, if any)