

LWV Board Meeting Minutes

July 13, 2022

In attendance (all on Zoom)

Barb Feeney, Marjorie Schuett, Jean Jacobson, Wendy Hathaway, Mara Eisch, Lisa Hassenstab, Susan Jennik, Lili Crane, Sue Fulks.

1. Call to Order. (Feeney)
2. Approval of Minutes. No quorum of persons who attended the June meeting.
3. Treasurer's Report (Jacobson) (Written report attached)
 - The LWVDC's financial position is stable and solid.
 - As expected, the year-end operating loss was approximately \$50,000.
 - The LWVDC did not meet its revenue goals and therefore had to cut back expenses. Expenses were lower in part because there were no in-person events due to COVID and because of the unplanned vacancy in the Executive Director position.
 - Although the Finance Committee is authorized to pay the Executive Director's salary from the Memorial Trust Fund (MTF), they have not taken a withdrawal. Instead, they used cash on hand.
 - The reduction in the MTF balance reflects changes in the market value due to stock market fluctuations. The MTF has a balance in excess of \$600,000.

MOTION to accept the Treasurer's Report made by Jean Jacobson and seconded by Mara Eisch. All in favor, none opposed.

4. Consent Agenda
 - a. Finance. (Jacobson)
 - The ByLaws require that two Board members be members of the Finance Committee. Contact Jean if interested. The Board will vote on these new Finance Committee members in August.
 - Julie Allen and Jean Jacobson met to review the Finance policies and procedures that Julie has been working on for the past 6 months. The documents are being finalized and should be in service by the first of September.
 - Jean Jacobson expects to meet with a potential candidate to perform the annual financial review required by the Bylaws.
 - b. Executive Director. (Hathaway)

- Office administrator Kerry Helmer is busy processing membership renewals and responding to increasing requests for voter outreach materials.
- Board members should review their committees. This includes reviewing their Google Groups (who has access to folders, who is receiving emails), reviewing the website (<https://www.lwvdanecounty.org/committees>) and sending website updates to Wendy, Kerry or Webmaster Brook Soltvedt.
- Board Onboarding Training Session will be August 1, 2022.
- Board members must sign and return the Whistleblower Policy and the Conflict of Interest Statement.

c. Bulletin (editor's written report)

- On a monthly basis, consider if your domain has something to contribute to the Bulletin. Bulletin editor is Lauren Surovi: bulletin@lwvdanecounty.org
- In preparation for the Summer/August Bulletin, let Lauren know what articles to expect by Friday, July 15. Articles and information to be included will be due on Friday, July 22. Submissions to be kept at 500 word maximum.
- Lauren is always soliciting Book Reports. This is different from reports on the Book Club Discussions, although those are welcome, too. With Book Reports, members can submit short summaries (~200 words) on nonfiction writing that is consistent with League priorities and/or current news and events.
- Articles needed on topics such as: upcoming events, news and updates from June's Annual Meeting, forum reviews, August Primary election.

d. DEI (Hassenstab)

- Field trip to American Black Holocaust Museum in Milwaukee in the planning stages. Considering buses from Madison on Saturday morning 9/10 and/or 9/17/22, possible coordination with other Leagues and availability of neighborhood food truck.

e. Fund Development (Hathaway)

- The LWVDC submitted a letter of intent to the Madison Community Foundation.
- Since June 1, 2022, 57 members made an additional donation with their renewal dues for a total of \$2,871.05. This number is short of expectations, though we hope the amount will continue to climb as renewals roll in. Past performance:
 - June 1-July 30, 2020 (renewal for FY20-21) 74 gifts / \$5,700
 - June 1-July 30, 2021 (renewal for FY21-22) 118 gifts / \$8,615

- In August, the Fund Development committee will kick off planning for the Fall Campaign as well as continue work on reevaluating its structure, goals, and more for the coming 2022-23 year. We encourage anyone interested in and/or experienced with fund development to join.

f. Communications. (Hathaway)

- Wendy is informally chairing a Communications Domain and seeking help.
- **Motion: The Executive Director shall begin developing a Communications Committee and report to the Board regarding her progress on a monthly basis.** Motion made by Mara Eisch, seconded by Sue Jennik. All in favor, none opposed.

g. Membership. (Feeney)

- Feeney will chair Membership until another person is appointed.
- Link to Dashboard: <https://datastudio.google.com/u/0/reporting/c566b341-0199-42d6-b0e6-1a5dcbc51194/page/fLPcC?s=vBxtyjWmr-A>

5. Verbal reports on Domain Highlights

a. President's Report - (Feeney)

- Request approval of Lili Crane as Director of Advocacy. **Motion to appoint Lili Crane as Director of Advocacy** made by Sue Jennik and seconded by Sue Fulks. All in favor, none opposed.
- Request Approval of Executive Committee Appointments Jean Jacobson, Sue Jennik and Mara Eisch. **Motion to appoint Jean Jacobson, Sue Jennik and Mara Eisch to the Executive Committee** made by Marjorie Schuett and seconded by Sue Fulks. All in favor, none opposed.

b. Program. (Jennik)

- Two forums to be presented in the fall:
 - Why Vote? Reproductive and Civil Rights will be presented in-person and virtually on September 13, 2022 at 6:00 pm at Madison College - Goodman South Campus. The confirmed speakers are:
 - Moderator Joy Cardin
 - Katrina Morrison, Director of Policy, Advocacy, & Outreach at the Foundation for Black Women's Wellness
 - Cynthia Lin, Women's Medical Fund Board Vice-President
 - Nicole Safar, Executive Director of Law Forward
 - Amy Williamson, Associate Director, UW Collaborative for Reproductive Equity
 - Protect Your Right to Vote: Proposed Election Laws, will be presented in-person and virtually on October 10, 2022 at 6:30 pm at Madison College - Goodman South Campus. The confirmed speakers are:
 - Moderator Andrea Kaminski; LWVWI Legislative Committee

-Barry Burden, Professor of Political Science at UW-Madison
and Director of the Elections Research Center

-Ruben Anthony, President/CEO Urban League of Greater Madison

- The Book Discussions will be coordinated with these forums discussing *Policing the Womb: Invisible Women and the Criminalization of Motherhood* by Michele Goodwin; in October the book will be *Thank You for Voting: the Maddening, Enlightening, Inspiring Truth about Voting in America*, by Erin Geiger Smith.
- Karen Michael is the new Discussion Unit Coordinator and is planning a meeting of all Discussion Unit Leaders in August. She also would like to create an all-virtual Unit for those who live in Dane County but out of the Madison area.
- Program Committee Action items:
 - Approval of speaker. After the State Supreme Court's decision banning drop boxes, the work group for the forum on election laws decided that we should include a speaker to discuss how this decision, and other proposed laws, would affect the disabled community. Therefore, the committee proposes Barbara Beckert as that speaker. She is Director of External Advocacy, and Milwaukee Office Director, for Disability Rights Wisconsin (DRW), the federally mandated Protection and Advocacy system for Wisconsin. **Motion to add Barbara Beckert as a speaker at the forum on elections laws.** Moved by Sue Jennik, seconded by Lisa Hassenstab. All in favor, none opposed.
 - Approval of Proposed Civic Education Seminar. The Committee also proposes a civic education seminar to be presented by LWVDC member Joan I. Schwarz entitled "Restoring the Guardrails of our Democratic Republic." **Motion to develop a civic education seminar to be presented by Joan I. Schwarz.** Motion by Sue Jennik, seconded by Mara Eisch. Discussion concerning costs and length of seminar. All in favor, none opposed.

c. Advocacy. (Crane)

- Meetings will be once per month, scheduled at a time that all can attend, even non-retirees.
- Create Work Groups: Based on issue "Pillars" - Voting Rights, Judicial Integrity, Climate-Environmental Justice, Reproductive Freedom and Campaign Finance Reform. All of the "Pillars" are based on Preserving Our Democracy and Upholding Racial and Social Equality. The work groups will plan the advocacy work for each issue, including:
 - Coordinating observers of relevant government agencies.
 - Letter writing training and editing.
 - Coordinating participation in events around areas of interest.
 - Reporting back to full Advocacy Corp at monthly meetings.

- Identifying action steps and preparing research & talking points.
- Participating as resource person for Discussion Units.
- Outreach table at downtown Farmers Market.
- Technology Challenges:
 - Training in Google docs for those who need it.
 - Zoom access – determining who will have access
 - Creating Google docs files for each issue.

d. Voter Service (Fulks)

- The VSSC is transitioning our focus from “Voter Registration” to the more expansive concepts within “Voter Outreach”.
- *Candidates’ Answers* for the August election have been published online on the LWVDC website and in VOTE411. Press releases were emailed to Dane County newspapers.
- We have been invited to join the Wisconsin Disability Vote Coalition in their booth at the Disability Pride Festival. Other planned voter outreach events include:
 - St. Vincent de Paul Food Pantry Outreach
 - Live on King Street
 - Urban League Unity Picnic
 - The Road Home picnic
 - Oregon Public Library
 - Orton Park Festival August 27-28
 - Apartment Outreach - Middleton Center & others
 - Downtown and Westside Farmers’ Markets
- Voter Outreach SignUp Calendar - <https://www.lwvdanecounty.org/outreach-sign-up-calendar>
- UW Madison Bus Pass Voter Registration - on hold for now (ASM has not settled on exact dates & times as fall semester begins extremely late this year; concerns about keeping student volunteers safe)
- LWVWI Voter Service is sponsoring *Community Conversations* for interested members. [Here is the link to join the zoom call.](#)
 - July 19 Relational Organizing and other GOTV Strategies
 - August 16 Youth Engagement/High School Voter Services
 - Sept. 20 Election Protection/Election Observation
- Kudos to Sue for leading excellent training sessions for LWVDC members who want to be voter outreach volunteers

e. Vice President (Feeney)

- We have no Vice President at this time.

6. New Business

- Member Gatherings. The Executive Committee recommends that in the next couple months in-person events be held to get people together outdoors at a park or an outdoor restaurant/beer garden, etc. These events could be sponsored by a domain, an ad hoc events team or an individual League member or several members. The responsibilities of the host are: advertise the event in enews, recommend and/or make contacts to committee members, provide name tags and a LWV table sign and to make sure there are not people standing alone feeling awkward. Personal invitations should be extended to new members. If the event is to be held at a park, hosts would decide how to handle food and beverages. No money is provided in the 2022-23 budget.

Mara Eisch is organizing events at Capital Brewery on 8/5 from 5-8 p.m. and in Paoli on 9/8 from 5-8 p.m.

- Discussion of Board meetings (in-person or hybrid or all Zoom?)
- The UW Center for Community and Nonprofit Governance has offered the LWVDC the opportunity to host a student. Board members encouraged Barb to pursue this opportunity.
- Report from National Convention

7. Next Board meeting is August 10, 2022 5:30-7:30 p.m.

Attachment

Treasurer's report

[Preliminary June 2022 Financials](#). Adjustments may be recorded as late bills are received or corrections are made to recorded activity.

	June Actuals	Total Year	FY Revised Budget	FY Original Budget
Revenue	\$2,997	\$137,010	\$143,036	\$215,050

Expenses	\$15,666	\$187,776	\$197,249	\$334,092
Operating Loss	(\$12,668)	(\$50,766)	(\$54,213)	(\$119,042)

June Activity

All membership renewals were recorded as Deferred Income and will be recognized as income in the July financials. Any donations received with those renewals were, however, recognized as income in Fiscal Year 21-22. Expenses for the month are primarily composed of payroll expense (\$9k). Office rent (\$2K), Grant Consultant Services, (\$1.5k) and Contract Technology Services (\$1.2k). Our operating loss for the month is \$12.6k. Unrealized losses of \$48.2k were recorded resulting in a net loss of \$45.6k for the month.

Total Year Activity

We did not meet our budget revenue (\$215k) which included stretch goals of \$48k in new grants and \$10k to fund an expanded internship program. Both of these items were eliminated from the revised budget(\$143k). The revised budget was also adjusted downward to reflect the decline in membership from the previous year (a presidential year) as well as the trend of donations in the first half of the year. A strong response from the May Challenge brought us quite close(\$137k) to the revised revenue budget.

Revised Budget expenses (\$197k) were reduced \$137k from the original budget (\$334k). Lack of grant funding contributed to the elimination of plans for strategic planning and DEI training/outreach. Other contributors to the reduced spending included the unplanned vacancy in the Executive Director position and the continued effects of COVID on in person events. All of these factors continued to impact operations through the end of the fiscal year resulting in a further reduction of expenses as compared to the Revised Budget. Our net operating loss for the year was \$50k versus the Revised Budget Loss of \$54k and the Original Budget Loss of \$119k.

Balance Sheet

The significant changes in the Balance Sheet from June 2021 are the reduction of Cash on Hand (\$53k) and the change in total Memorial Trust Fund Assets (\$86k). As planned in the FY 21-22 budget, cash to support the first year costs of the newly hired Executive Director position was to be withdrawn from the Memorial Trust Fund. However, it was decided to use the Money Market account to support the position for the short term rather than reduce investments in a down market. Thus, the reduction in Cash.

The reduction in the Memorial Trust Fund balance reflects changes in market value due to stock market fluctuations.