

**Minutes**  
**League of Women Voters Dane County**  
**February 8, 2023 Board Meeting (via Zoom)**

Attendees: Barb Feeney, Lili Crane, Jill Jokela, Sue Jennik, Sue Fulks, Jean Jacobson, Marjorie Schuett, Wendy Hathaway

Guests: Helen Horn, Courtney Dean, Sally Carpenter, Caroline Liedtke, Julie Allen

- A. Call to Order by Feeney at 5:33 p.m.
- B. Approval of Agenda. **Motion to Approve Agenda**, made by Jacobson and seconded by Fulks. All are in favor, none opposed. **Motion carries.**
- C. [Treasurer's Report](#) (Jacobson)

See report below. Revenue dropped off after Fall Campaign. Typical rent and payroll expenses. Payment of Strategic Planning costs.

- D. [Approval of Minutes](#)

**Motion to Approve Minutes** made by Jacobson and seconded by Jokela. All are in favor, none opposed. **Motion carries.**

Link to Minutes:

[https://docs.google.com/document/d/1krh\\_zmcni6prfuNTRZ7wc0j6ni2CmzYShdj7JIFWQhw/edit](https://docs.google.com/document/d/1krh_zmcni6prfuNTRZ7wc0j6ni2CmzYShdj7JIFWQhw/edit)

- E. Other Continuing Business

- 1. **Annual meeting** (Feeney)

Elver Park shelter reserved for June 4, 10 AM - 3PM. Business meeting between 12:30 p.m. and 3:00 p.m. Wendy will work on prep for business meeting and Barb will recruit an events team to handle the rest. We will set a Zoom backup meeting in case of heavy rains, dangerous wind etc.

- F. Presentation by E-cio. (Courtney Dean) Presentation link:

 [eCIO\\_Feb 2023\\_2022-12-30.pdf](#)

- G. Move into Closed Session/Return to Open Session

- H. Continuing Business

- 1. [Finance](#) (Jacobson)

**Budget Brainstorming Discussion**

- Community Partnerships (DEI) - sponsorships, underwriting initiatives
- Staffing - Hire, outsource, volunteers
- Capitol Assets - replacement of copier
- External Training Opportunities - staff and key volunteer positions
- Strategic Planning - ongoing annual costs
- Revenue Diversification - Sales of LWVDC branded merchandise

High level Summary of proposed budget - Regular Board Mtg - March 8

Finance Committee Budget Review- Thursday, March 9

Board Detail Review and Approval - Wed.March 22 - 5-7:30pm

2. [Executive Director](#) (Hathaway)

Additional budget items: Communications intern (\$6,000), Copier (\$6,000), Annual Report costs, Board/staff training and conferences.

3. [Governance/Vice President](#) (Eisch)

- a. Proposed by-laws change: Officer positions are elected for two years, all other positions are nominated for 1 year terms. Need for staggered terms for continuity. Need to determine why By-Laws were recently changed. Send comments to Mara.
- b. Proposed by-laws change: select a consistent title, domain or committee.
- c. Proposed by-laws change: select a consistent title, Director or Chair.

4. [Programs/Advocacy](#) (Jennik)

**Motion to Approve potential speakers for March 9th forum**, made by Jennik and seconded by Fulks. All are in favor, none opposed. **Motion carries.**

I. Adjourn. **Motion to Adjourn**, made by Jennik and seconded by Jacobson. All are in favor, none opposed. **Motion carries.**

# Reports Section

## Minutes

### [Minutes January 11, 2023 Board Meeting](#)

#### Treasurer's report

##### [January 2023 Financials](#)

**Balance Sheet:** Net Assets total \$715k of which the Memorial Trust Fund constitutes \$669k or 93% of the total. Our investments rose \$28k during January due to stock market gains. Cash declined \$6k from December due to less revenue and the payment of the invoice (\$3.5k\_ to related to the Status Evaluation/Gap Analysis carried out by the UW Madison.

**Income Statement:** Revenue is \$5k for the month and totals \$109k thru January. Our budget revenue for the year is \$158k requiring revenue of \$48k to be raised over the balance of the budget year. A Valentine's Appeal will kick off within the next week. Appeals targeted to non members and members at membership renewal are planned for later this spring.

Monthly Expenses remain fairly consistent with prior months, totalling \$16k. Rent, payroll, and the strategic planning expenses account for \$14k of the total.

**Summary:** Program, Advocacy, Voter Services and Operations reviewed their budgets and offered funds to fully cover the remaining strategic planning expenses. The offered reductions exceeded funds needed, but the surplus will be held to cover possible overages in other areas. Thank you to all who have offered to redirect their budget dollars.

#### Executive Director

##### Strategic Planning

- External Analysis (UW-Madison Center for Community and Nonprofit Studies/Co-Create) STATUS: COMPLETE. [Documentation and presentation here](#).
- [Strategic Planning 2022-23 \(UW-Extension\)](#)
- Many thanks to everyone who participated in the first Strategic Planning Retreat January 29! The next two retreats are scheduled for:
  - Monday, February 13, 2023 | 9 a.m.-1 p.m. - UWEX Offices
  - **NOTE THE NEW DATE AND TIME**—Monday, March 27, 2023 | 10 a.m.-2 p.m. - Location TBD

As reported at the close of last month's meeting, UW-Madison's Center for the Humanities has accepted our proposal for a **Civic Engagement & Community Partnership Fellow** in the '23-24 academic year. Timeline:

- Publicity begins 1/25
- Info session for interested students in early February

- Applications due March 3
- Interviews March 13-17 and/or March 20-24

A copy of the [position description](#) is included in the Board Packet.

Mara Eisch and I joined graduate student McKenzie Zdrale at a workshop presented **Board Development and Succession Planning: Building the Leadership Pipeline for Your Nonprofit**, offered by the Center for Community and Nonprofit Studies.

I also joined Voter Service Steering Committee co-chair Beth Fultz and BadgersVote intern Amanjot Kaur at the UW Public Service Fair—a great chance to talk about the work of the League (and free student memberships!) with UW-Madison students interested in volunteering in the democracy space.

#### Office/Staff

HOURS: the LWVDC office will be closed on Monday, Feb. 20 for President's Day. Kerry is for the most part back to regular office hours. If you need to come in, and don't have a key, it's still not a bad idea to check with us first just to make sure one or both of us will be here.

This spring, Kerry, Kimmy, and I are going to be reviewing and updating New Member Packets (mailed to all new members) with input from the Membership Committee.

In addition to regular duties and the above projects, Kerry's priorities for February include: preparing the bulk mailing and processing gifts for the February fundraising appeal, finalizing and documenting gift acknowledgment procedures, and support on Candidates' Answers and the Spring Elections as needed.

Thank you to everyone who submitted feedback in support of Kerry Helmer's annual review!

FYI on this change in office procedures: LWVWI informed us that effective February 1, Local Leagues no longer need to provide the names of any new or renewing members to LWVWI. They will pull that information directly from the National Roster (which reduces the data entry needed on our end.)

#### **ED Priorities for Q3 (January-March)**

- Strategic Planning (logistics)
- Center for Humanities Fellowships
- Fund Development strategy
- Budget season '23-24
- Annual Meeting logistics and planning
- Office volunteer recruitment and training
- Member data project (process and training)

## **President's Report**

Survey sent to members to get input on annual meeting format.

## [LWVUS Reports 2022-24](#)

### **Governance/Vice President (Mara Eisch)**

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### **Finance Committees**

[The Financial Review](#) (as required by the bylaws) for Fiscal Year 21-22 has been completed.

The process took much longer than expected. Two persons were initially identified to perform the work but both subsequently declined the engagement. Julie Allen, a CPA and League Assistant Treasurer volunteered to perform the work. The Finance Committee discussed this option and determined that conflict of interest was nominal given that Julie had not been involved in any of the accounting work for that fiscal year. The final report was reviewed by the Finance Committee and is available for your review.

The [FY 23-24 Budget File](#) is now available for Domain Chairs to access. It is requested that each Domain Chair share all documentation supporting their budget in the appropriate [sub folder](#) of the Budget Drive. It is very helpful not only to me but to all the Board as we review, discuss and approve the budget. Please contact me if you would like me to attend any budget meetings you have with your committees. I am happy to provide guidance, explain the various [Accounting Reports](#) that I have downloaded for your benefit, etc.

All budget information is to be input in the Master Budget File by the end of February. The Finance Committee will review the budget on March 9 and the Board will review and hopefully approve the budget at a special Board meeting on March 22.

### **DEI Report -**

The DEI Committee is meeting online on March 2.

### **Fund Development**

The February fundraising appeal will kick off next week with a letter to members, supported by an email, social media, and mentions in Enews. The goal of this Valentine's Day/League Birthday campaign is \$3500.

A smaller campaign to non-members in May is also being discussed.

The committee is meeting February 8 to continue discussions about short- and long-term strategy in the area of Fund Development. Wendy is currently working on a few grants, which includes setting up meetings to learn more about local funders.

ED Wendy Hathaway is currently acting as interim chair of the Fund Development Committee. I encourage the Board and membership to think about who might be a candidate to run for Fund Development Director 2023-25. Please also connect with Wendy if you know someone who would be a good fit to participate in this committee or ad hoc work groups.

## **Program/Advocacy**

### **Forums:**

February 9 - [Wisconsin Supreme Court: Why Your Vote Matters](#)

The State League has assisted in publicizing this event. As of Sunday morning, there are 165 registered, which is a very high number for our forums.

March 9 - Should Judges Decide Cases Involving their Campaign Contributors?

May - Neighborhoods for Social and Racial Equity

## **Discussion Units**

The Discussion Units will meet to discuss the February forum. All Discussion Units meet via zoom, except for Prairie Ridge which meets in-person:

### **Unit: Prairie Ridge (Only open to residents at this time)**

Time: 3:30 p.m., third Monday of the month

Location: Perennial Learning Center, Oakwood Village Prairie Ridge, 5565 Tancho Dr.

### **Unit: West / Middleton**

Time: 6:30 p.m., third Monday of the month

### **Unit: Central West**

Time: 12:45 p.m., third Tuesday of the month

### **Unit: Northeast Side**

Time: 3:30 p.m., third Wednesday of the month

### **Unit: Downtown (Capitol Lakes)**

Time: 5:30 p.m., third Wednesday of the month

### **Unit: Outside Madison**

Time: 6:30 p.m., third Thursday of the month

## **Advocacy Corp Report**

February 6, 2023

Advocacy Webpage was launched. It is great! Thank you Wendy!

Advocacy groups are working with LWV WI in preparing information for Forums in February and March and documents for posting on State and LWVDC webpages

Awaiting printed materials from State League for distribution and postcards for sending out for the WI Supreme Court election.

Next meeting February 7, 2023

**Book Discussions**

*On the Line: A Story of Class, Solidarity, and Two Women's Epic Fight to Build a Union* by Daisy Pitkin, [Book Discussion — League of Women Voters® of Dane County](#)

February 11, 10-11:30 a.m. via zoom

February 14, 10-11:30 a.m. in person at Pinney Branch Public Library in Madison

**Member Survey**

Each year the Program Committee surveys the members to determine the topics to be addressed in our education program in the following fiscal year. Aileen Nettleton is leading a work group which will prepare the survey, subject to approval by the Board.

Here is the link to the draft of the survey for your review and approval: [2023 Survey](#)

The results of the survey will be presented to the Board and to the Annual Meeting for approval.

**Lively Issues Luncheon**

A work group has been recruited to plan the in-person Luncheon which will be held on April 29 at the Madison College Truax Campus from noon to 2:00 pm. The room we will be using is near Anderson Road and has its own parking lot which should accommodate most of our attendees. We are now reaching out to the potential speakers from the list you approved by email. We are also planning the catering and many other details for the luncheon.

**Membership - Barb Feeney**

- The Membership team met on January 12.
- An email or letter went out to lapsed members on February 9, [inviting](#) these people back with the opportunity to have their membership go until June 30, 2024. A new member Zoom will happen on February 23.
- Outreach will continue to new members who indicated an interest in serving or leading on their survey.
- The committee is working to recruit Member Advocates that will work with the domains to connect members to opportunities.(See January 27 email to all Board members from [President@lwvdanecounty.org](mailto:President@lwvdanecounty.org))

Please add the names of any volunteers new to your work in January

New Volunteers in January 2023	
Name	Domain/what they did


**\Voter Service**

**Voter Outreach Commitments** planned to-date:

- Voter Outreach at the DMV - February 22-March 15
- Madison College Truax Campus - March 6
- Epic - March 10
- Girl Scout Day at the Capitol 2023 - March 11

**High School Voter Outreach Grant:** ~~Four~~ Five high schools have signed on to-date. We will train student teams in voter registration and students will plan and implement two registration or election literacy events.

LWVWI has activated [Vote 411](#) for the Spring Primary. Candidates' Answers for the Spring Primary is posted on our webpage. We estimate there will be 90 profiles to publish for the April election. We are planning to eliminate many of the long explanations about the offices which should allow us to increase the font size without increasing the length of the publication.

**Bookmarks:** We printed 2500 bookmarks with information about the supreme court races and QR codes to Vote 411 and Candidates Answers on our website.

One of our UW interns is not enrolled in class this semester and her contract has been terminated.

Future **LWVWI Community Conversations** (12:00-1:00 PM on Tuesdays)

[Here is the link to join the zoom call.](#)

Feb. 21	Courts Elections - focus on supreme court
March 21	Nonpartisanship in a Hyper Partisan World
April 18	Infusing DEI into voter services work
May 16	Social Media monitoring/combating mis/dis information
June 20	Voter Services Materials Show and Tell
July 18	Utilizing election observation data in our Voter
Services work	

**Communications**

(Wendy Hathaway, Interim Communications Lead)



Coming up:

- Will be working with the Lively Issues Luncheon work group and Program Director Sue Jennik on a communications plan to publicize the event.
- Continuing to work with Advocacy on web page; presenting training on LWVDC website at Advocacy Corps meeting on Feb. 7.

Kudos to Amanda Hingst, who did a great job as lead editor of her first issue of Bulletin (Winter 2023). As the year moves on, we'll also be working together to expand the editorial team with some more copyediting and/or graphic design help. We're also exploring some new options for design and delivery. If you have questions, please email Amanda at [bulletin@lwvdanecounty.org](mailto:bulletin@lwvdanecounty.org).

Bulletin

MARCH 2023 Bulletin Deadlines				
Tuesday	31-Jan		Email Contributors/Editors	(Bulletin Editor)
Tuesday	7-Feb	5pm	Article Commitments Due	Please confirm by this date what you plan to submit for the Bulletin. Email commitment to <a href="mailto:bulletin@lwvdanecounty.org">bulletin@lwvdanecounty.org</a>
Tuesday	14-Feb	5pm	Articles & Data Due	Please email articles to <a href="mailto:bulletin@lwvdanecounty.org">bulletin@lwvdanecounty.org</a>
Wednesday	15-Feb	8am	Editing & Layout Begin	Layout & Editing
Tuesday	21-Feb	5pm	Editing & Layout End	
Wednesday	22-Feb	8am	Copy Editing & Board Review	Copy Editor Edits (Simultaneous Board Review for Content)
Monday	27-Feb	5pm	Copy Editing & Board Review End	
Wednesday	1-Mar	8am	Final Updates	Final Updates
Wednesday	1-Mar	5pm	Pre-publication	Editor will send Webmaster an email confirming the bulletin is finalized and ready for publication.
Thursday	2-Mar		Publication Date	Webmaster to publish