

## League of Women Voters Dane County

### April 13, 2022 Board Meeting Minutes

Conducted remotely using Zoom

**Present:** Chris Clements, Jean Jacobson,, Barb Feeney, Amber Rottier, Joan Provencher, Bonnie Chang, Laura Grueneberg, Joan Schwarz, Sue Jennik, Elizabeth Kanne, Mary Ellen Schmit

**Absent:** none

**Meeting called to order by President Chris Clements at 5:33pm**

### **Group Norms**

[Group norms.pdf](#)

Chris started the meeting by reviewing the group norms. These will be reviewed at the start of each meeting from now on. Domain chairs are encouraged to follow the same practice at committee meetings.

### **Minutes**

**Motion to approve the April minutes by Provencher, second Jacobson, approved**

### **Treasurer's report**

### **INCOME STATEMENT**

	March Actuals	March Year to Date Actuals	April - June Estimate	FY 21-22 Estimate
Revenue	\$4,507	\$107,044	\$35,992	\$143,036
Expenses	\$19,271	\$141,845	\$55,404	\$197,249
Operating Loss	(\$14,765)	(\$34,800)	(\$19,412)	(\$54,213)

March revenue was quite similar to that of both January and February. March expenses however were greater due to two large bills - the annual renewal of our insurance policies (\$2k) and the cost of Candidate;s Answers (\$3.6k) for the spring election. The loss for the month, \$14k, would have been comparable to the past two months if not for the two expenses noted above.

LWVDC had to change its insurance carrier and premiums increased. ECIO has been adjusting the portfolio. Value of the fund has been stable, but we had \$160K in realized gains due to sale of some funds.

The chart above is presented to provide a sense of the estimated revenue and expenses for the next three months in order for us to achieve the estimated loss of \$54k. Comparing these estimates to last year's history it would appear the operating loss of \$19k is achievable for the last quarter. While this year's revenue estimates are slightly more aggressive than last year (\$32k) the expense estimates appear comparable to last year when adjusted for an additional month of the ED's salary, the inclusion of a grant consultant contract and taking into account the timing of expenditures for such items as Candidates' Answers. Jean also expects that expenses could be less than expected in last quarter

## **BALANCE SHEET**

eCIO, our new investment management firm, completed the transition of our investment portfolio, realigning the makeup of the portfolio to meet the objectives of the recently adopted investment policy. Capital gains of \$161,721 were realized as a result of these transactions and are reflected in the income statement.. The total value of the Investment portfolio has increased to \$717,310 as compared to February's balance of \$716,177.

All other accounts within the balance sheet reflect normal monthly activity.

## **Consent Agenda**

**Motion to approve the Consent Agenda by Feeney, second Jennik, approved**

## **DISCUSSION AGENDA**

### **Governance-**

Chris Clements gave an overview of her thoughts for the Governance function in 2022-2023. The Executive Committee recommends the Vice President assume governance domain responsibilities. As part of these duties, it is suggested that a governance committee be developed, possibly including the following responsibilities:

## 12 Key Tasks for the Governance Committee

1. Develop a board member, committee\* member, and officer\*\* recruitment strategy, taking into account desired skill sets and diverse perspectives
  2. Continually identify and recruit candidates for the board, committee and officer positions consistent with such strategy
  3. Develop, and ensure appropriate implementation of, a board, committee, and officer orientation and onboarding strategy, which emphasizes appropriate respect of diversity, inclusion, and equity
  4. Develop and implement a plan for continually educating the board, committees, and officers, and continually strengthening the bonds among such individuals to encourage independent expression of ideas and collaborative decision-making
  5. Periodically review the defined and adopted mission and vision statements of the organization and whether they are consistent across documents and activities
  6. Periodically review the governing documents of the organization and whether they are consistent with applicable laws and actual or desired organizational practices; amend such governing documents, as necessary
  7. Develop and review other governance policies to guide effective oversight and thoughtful planning
  8. Review the performance of the board and committees, including the effectiveness of meetings, and make recommendations, as appropriate
  9. Review the performance of, and any perceived or actual conflicts involving, individual board members
  10. Ensure timely and compliant elections of board members and officers
  11. Recommend retention and re-election of incumbent board members, as appropriate
  12. Recommend the request for resignation or removal of a board member, as appropriate
- (<https://nonprofitlawblog.com/governance-committee/>)

The board discussed these responsibilities and noted that many are related (or perhaps overlap with) to duties of the nominating committee. Those items will be reviewed. There was also a suggestion that the VP be added as one of the board members on the nominating committee.

## **President**

### **EC Approved Official Communications Since the Last Board Meeting**

LTE approved yesterday and submitted to WSJ thanking all involved in the operation of the election, with plans to send it to other Dane County press. [Letter to city clerk April 2022.pdf](#)

### **EC Approved Actions**

March 17 phone conversation with City Attorney Mike Hass about access for disabled voters and absentee ballots

**Motion to ratify by Jacobson**, second Schmit, approved

## **Old Business**

Quarterly Review of DEI Recommendations  
[DEI Recommendations - updated April 22.pdf](#)

Each of the recommendations, and progress made/not made were reviewed and discussed. The board will continue to review these quarterly.

Community Partner Guidelines - (Barb, Sue and Wendy)  
[Community outreach.pdf](#)

[Community Orgs Database Tip Sheet.pdf](#)

### **Annual Meeting**

Ballot  
[DRAFT LWVDC Ballot 2022 V3.pdf](#)

### **Defender of Democracy Details**

The board discussed plans to notify the recipients and also to be sure they are at the annual meeting. Nominee(s) remain confidential at this time.

### **Land Acknowledgement–Schmit**

[Land Acknowledgement Guidance Document 2021-1112.pdf](#)

Mary Ellen reviewed the updated document with the board/

## **New Business**

### **Executive Committee Member Approval**

**Motion to add Sue Jennik to the Executive Committee by Feeney, second Provencher, approved**

### **Parade of Leagues**

This event takes place at the State Meeting. Discussion was held on who will attend and what to present for LWVDC.

### **Spending Requisitions – Jacobson, Hathaway**

Jean and Wendy are working with Paul Lindquist on a purchase requisition form. The form and plans for implementing it were shared with the board.

**Meeting adjourned at 7:31pm**

**Respectfully submitted**

**Joan Provencher  
LWVDC Secretary**

## CONSENT AGENDA

### Finance

The Finance Committee reviewed the budget on March 16. It was the consensus of the committee that the budget after considering estimated withdrawals from the Memorial Trust Fund be reduced closer to a zero balance budget. Suggestions from the Committee on how to address the deficit were presented to the Board for their consideration.

### Executive Director

*Currently working on*

Staff (Kerry Helmer and myself) are full steam ahead in planning for this year's **Annual Meeting** of the membership. There are a lot of moving parts and I'm learning so much about the League's traditions and practices! We'll be back on Zoom again this year, due to uncertainty around COVID-19 safety precautions expressed by members when surveyed in February. Voting will be done live and online during the meeting this year (instead of by mail-in ballot) to more closely align with bylaws and standard practice. Finally, we are going (nearly) paperless! Members will receive a sample ballot in the mail, as well as a letter explaining how to access Annual Reports and Ballot Materials online. (Printed copies will be made available upon request, either by mail or to be picked up in the office.)

I was excited to meet with several members of the **Membership Committee** over the last month to discuss expanding new member orientation and outreach; the membership renewal process and communication around how fees are distributed (which also ties in to Fund Development; and working to create a new brochure that highlights the League, the benefits of membership, and more. I'm also continuing to work on the "Job Board Project" presented last month (please keep sending me your "help wanted" ads!) and considering the many ways to share this with membership (e.g., Enews? website? video?)

Many thanks to Maria Spinozzi and Lauren Surovi for participating in the process to interview and hire our new **Leadership Development Fellow**! Kimberly Rooney is a UW-Madison PhD candidate in French and Italian; she's been very involved both on campus and in the community and we believe her approach to developing a more sustainable and inclusive leadership model combining both academic research and personal storytelling will be a great fit for LWVDC.

I've been working Barb Feeney, Sue Fulks, and a few other people from the **Voter Service** area on projects that include: bringing back regular email communications with volunteers (as well as an interest survey specific to VS activities); community outreach guidelines (see 4/13 agenda above); and taking the first steps to establish a pilot Neighborhood Group in my own community of Fitchburg. Kerry Helmer and I are working together with folks from VS to create a catalog of Voter Service materials that can be accessed in person or online. The goal is to help streamline the entire process, from knowing which flyers to request for which activities, to making sure there's plenty of stock available, to smarter spending. Several terrific volunteers from VS came into the office more than once to reorganize the Voter Service Central room.

### *What's ahead*

The Fund Development Committee is working on communication and production for the **May Challenge** appeal to members and non-member donors. (See more below.)

We received two proposals for the **Grant Consultant** position and a hiring committee of Jean Jacobson, Sue Jennik, and myself will be reviewing these over the month of April.

Barb Feeney, Sue Jennik, Jean Jacobson, and I continue to develop a plan to **onboard new and returning board members** starting in June and continuing through the fall.

### **Program/Advocacy**

Since the last Board meeting, two forums have been held. "Depolarizing Within" sponsored by Braver Angels and organized by the Advocacy Corps was held in March and "Low Income Housing: Where Do We Go Next?" organized by the Social and Racial Equity subcommittee was held on April 12<sup>th</sup>. The Program/Advocacy Steering Committee continues to meet to complete the year's events and begin to plan for next year's programs. There will be some changes in the various committees as some members are moving and others are reducing their time commitment due to changes in their personal lives. New members are being recruited.

1. On March 16<sup>th</sup> Braver Angels moderated "Depolarizing Within" for Dane County League members. There were 71 registered; 45 attended the 2 ½ hour workshop.
2. A forum, Low Income Housing: Where Do We Go From Here?" organized by the Social and Racial Subcommittee was held on Tuesday April 12<sup>th</sup>. There were

97 registrants as of Friday April. 8<sup>th</sup>. It is the last Program forum of the 2021-2022 program year.

3. The Climate Change Subcommittee has events planned for April and May in connection with the transportation challenge. In April, campaign participants will ride the city bus with Madison Transit personnel. In May they will ride b-cycles with representatives of the company.

4. The Making Democracy Work Subcommittee continues to work closely with the Advocacy Corps to develop tools for letter writing and other advocacy activities. They will soon begin to plan for next year's programs within 3 areas: election integrity, judicial integrity and campaign finance reform.

5. The Observer Corps coordinator Laurie Egge is working with the Advocacy Corps to recruit members and develop ideas for dissemination of timely information to members from the city/county committees, councils and boards.

6. The Advocacy Corps is developing its first campaign of letter-writing on election integrity issues to newspapers and government and elected officials. We are recruiting members to be letter writers and will be providing a training session for all those who want to engage in this campaign.

7. The Book discussion held 2 book discussion groups on April 7<sup>th</sup> and 9<sup>th</sup>. The book was "*Maid: Hard Work, Low Pay and a Mother's Will to Survive* by Stephanie Land. Sixteen League members attended both discussions. Leaders are evaluating possible books for next year.

8. The Discussion Units did not hold formal meetings in March but encouraged their members to participate in the break-out sessions held during the Braver Angels Workshop. They will hold a meeting after the April Forum and may hold meetings after the DEI presentation by Reggie Jackson. Three unit leaders and the Coordinator have resigned from their positions after many years of service. We are seeking to recruit their replacements.

9. The Program/Advocacy Committee wishes to thank all the members who have served on the Steering Committee, the Making Democracy Work, Climate Change, and Social and Racial Equity subcommittees; the Advocacy Corps and the members of all the many smaller working groups:

Steering Committee Members:

Pat Patterson, Program Co-Chair

Sue Jennik, Domain Director

Joan Schwarz, Advocacy Chair

Barbara Arnold



Joy Cardin  
Janine Edwards  
Meg Gordon  
Aileen Nettleson  
Ralph Petersen  
Louise Robbins

Making Democracy Work subcommittee

Pat Patterson, Chair  
Barbara Arnold  
Lili Crane  
Janine Edwards  
Joan Schwarz  
Caryl Terrell

Working Group on Redistricting

Janine Edwards, Chair  
Lili Crane  
Shirley Smith  
Tom Poppe  
Caryl Terrell  
Joan Schwarz

Climate Change subcommittee

Meg Gordon, Chair  
Carol Barford  
Sue Larson  
Cara Lee (Sam) Mahaney Braithwait  
Pat Patterson  
Ralph Petersen  
Caryl Terrell

Social and Racial Equity subcommittee

Aileen Nettleton, Chair  
Sue Dottl  
Sue Jennik  
Gloria Meyer  
Pat Patterson  
Louise Robbins  
Nancy Scherr

Discussion group leaders

Pat Patterson – Co-ordinator

Karen Gunderson Northeast Unit co-leader  
Kathy Johnson: Central West co-leader  
Helen Horn: West Unit co-leader  
Gloria Meyer: West Unit co-leader  
Ralph Petersen: West Unit co-leader  
Ingrid Rothe: Downtown Capitol Lakes co-leader  
Dorothy Wheeler: Prairie Ridge co-leader

#### Book Groups

Sally Gleason, Co-coordinator  
Louise Robbins, Co-coordinator  
Louise Eisch

#### Writing for Swinging for the Fences blog

Meg Gordon, Coordinator  
Sue Dottl

#### Civic education seminar

Joan Schwarz

#### Observer Corps

Laurie Egge, Coordinator  
Wally Brinkman  
Lili Crane  
Sue Dottl  
Tyler Patterson

#### Advocacy Corps

Joan Schwarz. Chair  
Barbara Arnold  
Lili Crane  
Janine Edwards  
Meg Gordon  
Jill Jokela  
Pat Patterson  
Ralph Peterson  
Tyler Peterson  
Marjorie Schuette  
Marti Stamper  
Caryl Terrell

#### Forum Resource materials

Sue Dottl, Coordinator

Carol Barford  
Sue Jennik  
Pat Patterson  
Joan Schwarz  
Caryl Terrell

Moderators for Forums

Carol Barford  
Joy Cardin  
Sue Jennik  
Joan Schwarz

Legal Analyses for the Bulletin

Joan Schwarz

Help with Publicity Materials

Meg Gordon  
Caryl Terrell

Forum Tech Working Group

Julia Gilden, Coordinator  
Amanda Kruger  
Tyler Peterson

**Bulletin**

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May Bulletin Deadlines				
Sunday	10-Apr	8pm	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	19-Apr	8pm	Articles & Data Due	Please email articles to <a href="mailto:bulletin@lwvdanecounty.org">bulletin@lwvdanecounty.org</a>
Wednesday	20-Apr	8am	Editing & Layout Begin	Layout & Editing
Sunday	24-Apr	8pm	Editing & Layout End	

Monday	25-Apr	8am	Copy Editing & Board Review	Copy Editor Edits (Simultaneous Board Review for Content)
Friday	29-Apr	8pm	Copy Editing & Board Review End	
Saturday	30-Apr	8pm	Final Updates	Final Updates to be made to Bulletin
Sunday	1-May	5pm	Pre-publication	Editor will send Webmaster an email confirming the Bulletin is finalized and ready for publication.
Monday	2-May		Publication Date	Webmaster to publish

## DEI Report

May campaign planning- Defender of Democracy Award will be presented at the Annual Meeting on June 2nd. An article related to this award will be included in the May Bulletin. The theme for the month will be on “Owning Our Past, Charting Our Future”. Work continues at the Community Alliances Committee to develop a Land Acknowledgement guidance document, as well as Addressing Incidence of Bias guidance. Louise Robbins offered to consult with tribal members regarding our work on Land Acknowledgements. LWVWI Webinar March 28 Land Acknowledgement Training was very instructive (and is available via the LWVWI website). Budget reductions for next year are necessary, but with increased emphasis on decentralization of DEI efforts and utilizing free online resources. Braver Angels workshop sponsored by the Program Committee received positive reviews from participants. LWVDC is concerned about disability rights and difficulty returning absentee ballots. New Member Welcome slides were modified to increase DEI understanding, with DEI representation at the March 21 and 24 zoom sessions and follow up with new members.

- Reggie Jackson from Nurturing Diversity Partners, will present on [How We Got Here: The Hidden History of Diversity in America](#). **May 12 at 6 pm** for the 2-hour session. The event will be the highlight of our month of DEI-related activities in May.

## Fund Development

The Fund Development Committee is working on communication and production for the **May Challenge** appeal to members and non-member donors. The campaign plan will

include a mailed letter, followed by email, Enews, Bulletin, and social media. We set a goal of \$25,000; this includes a \$10,000 matching seed gift donated by a very generous anonymous League member.

Campaigns planned for the 2022-2023 year include a fall/end-of-year appeal and possibly an appeal focused on *Candidates' Answers* in August.

We received two proposals for the **Grant Consultant** position and a hiring committee of Jean Jacobson, Sue Jennik, and myself will be reviewing these over the month of April.

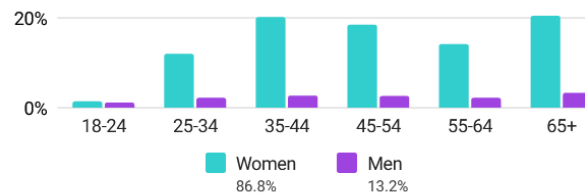
## Communications

### Audience ⓘ

#### Facebook Page Likes ⓘ

1,317

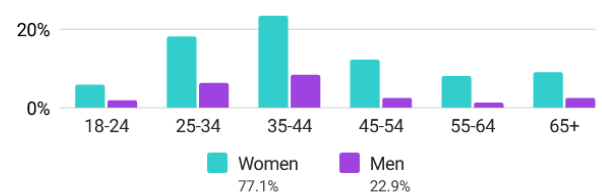
#### Age & Gender ⓘ



#### Instagram Followers ⓘ

614

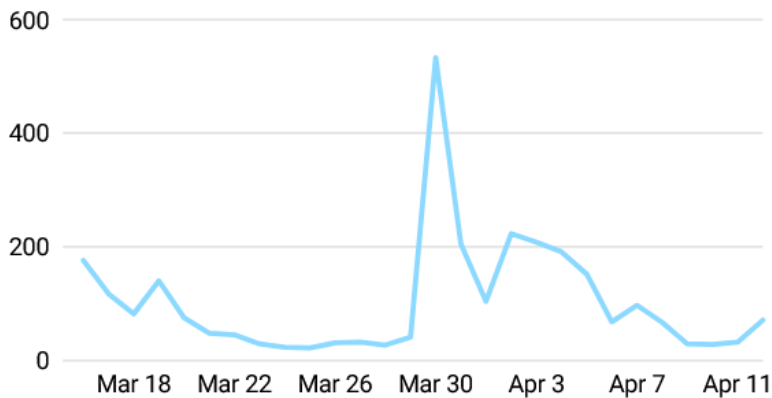
#### Age & Gender ⓘ



## Reach

#### Facebook Page Reach ⓘ

2,079 ↓ 20%



Reminder - Events are posted on the LWV Dane County's Facebook page for all major League events. Reminders are posted an hour before the event. Press releases are sent for Candidates's Answers and all major League forums.

Publicity continues to request any and all press releases & publicity requests be sent in a timely fashion (per long-standing policy) to [publicity@lwvdanecounty.org](mailto:publicity@lwvdanecounty.org) **at least 4 weeks ahead of the event**, following all Editorial Guidelines.

## Membership

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Member Type	Active Member Count ▾
Primary [L1V] or [L2V]	439
Secondary [L3V]	54
Life [L4V]	27
Student [S1V]	19
<b>Grand total</b>	<b>548</b>

### [Link to Membership Dashboard](#)

Total Members: 548

New Members in March: 7

New Members in 2022: 32

Membership had a busy March! We provided two member orientation sessions for all members, with great presentations by Voter Service, Program, Advocacy & DEI. We shared information about the League, got to know a bit about the members who joined and provided information about upcoming volunteer opportunities. We recorded the session and sent it to new members who could not join us.

We also had our second member hangout in March, which was a fun social hour where we learned more about each other. We plan to continue to host these social sessions.

We also finalized the 2022-23 annual activities and interests survey, which incorporated feedback from the domains and membership committee members. Thank you to all who

provided feedback on the survey. This month we began working with Wendy on a membership brochure as well.

We are beginning to plan an in person event to be held near the annual meeting date. This will be an opportunity for members who are comfortable gathering in person to get together informally.

### **Voter Service**

Voter registration events were held at Epic, YMCA and at various area high schools.

Plans for training of voter registration volunteers and coordinators are underway.

*Candidates' Answers* was distributed around the area. There were some frustrations with the new Vote411 platform that will hopefully be resolved by Fall.

LWVDC will be participating in the Madison Night Markets in 2022.

Wendy and Barb and Susan Dietzel met with the Catholic Multicultural Center to discuss the New Citizens Grant. CMC is very interested in a collaboration.

Wendy and Sue and Barb are working on rejuvenating communications with our Voter Service volunteers. We have a long list of people but don't have a good grasp of how many on the list want to be involved. An email is planned that will include a survey for people to share specifics on how they want to be involved (or not).

We have submitted a funding request to Scott McDonnell (Dane County Clerk) for funds to cover all the expenses of the Voter Helpline, and other Voter ID Coalition expenses. He seemed receptive to giving us some amount of funding.

The UW's search for a replacement for Zachery Holder has been reopened as the favored candidate declined the position. Sue and Barb met with our two interns. One is graduating in May and the other hopes to continue next year. They suggested that a LWVDC Campus unit be established that would hold events for LWV members on campus (students and staff) - it could be a way to recruit new student LWV members.

Wendy is preparing to launch the new Fitchburg team.

### **Vice President**

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No VP report. See comments under Governance.

## **Report from the Executive Committee Meetings**

### **March 16**

- Reviewed the February Board Meeting.
- Discussed Board approval for the 22-23 Program Survey request from Aileen Nettleton for March 14-18 (Board Approval window). In order to meet all deadlines, board approval of the program options to go to membership for a vote took place electronically.
- Nominations - Brainstormed names to send to Jan VanVleck.
- Responsibilities of Domain Directors - Going forward, it is important that Domain Directors know that they need to attend Board meetings AND play the main leadership role for their domain.
- Discussed Annual Meeting survey. Given the large number of members requesting hybrid or online and the complications involved with setting up a hybrid format for this type of meeting, a decision was made to go online this year with the hope next year can be in person.
- Timelines will be tight so the budget will have to be approved at the March 23rd meeting; otherwise not enough time to get it ready for printing.
- Time for quarterly board review of DEI recommendations; needs to be added to March agenda. Discussed whether or not to have the DEI committee review the last set of board comments and respond before the next review.

### **April 6**

- Discussed the agenda for the April Board Meeting
- Review of DEI Recommendations - Lisa/Mary Ellen cleaning up the document from the last set of feedback
- Wendy, Barb & Sue have been working on Community Partner Guidelines to better coordinate this work across LWVDC; will be presented for discussion at the Board meeting.
- Discussed the need for a Land Acknowledgement Statement to be read at the Annual Meeting
- Need to identify who will be presenting the Defender of Democracy award(s) at the Annual Meeting; deadlines for submission of nominations materials
- Reviewed last year's annual meeting program and discussed possible changes for the June Annual Meeting
- Submission of Sue Jennik's name for Executive Committee approval
- Each League presents in the Parade of Leagues at the State Member Meeting; board discussion to identify which highlights (and learnings) we would like to share from LWVDC



- Jean and Wendy have been working on a process for spending approval and requisitions so no one is blindsided by expenses
- The EC reviewed the current slate of officers and directors to be shared with the Board at the April Board Meeting. Discussed bylaws and which positions might be board-appointed by the 2022-2023 Board in July.
- Discussion of the civics course, which Programs will be bringing to the Board for approval at the May meeting; request to see evaluations from the last course

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## **Other**

- Phone calls with possible nominees for board positions
- Continued preparations for the June annual member meeting
- Budget meetings and approval of the draft board budget
- Regular meetings with ED, Wendy Hathaway,
- Meeting with the Exec Comm twice each month
- Over the next month, hope to work on Codes of Conduct for board and committee members and a formal complaint process, as well as new board onboarding with Wendy

## Goals for 21-22

1. Assure that the Planning Goals approved by the Board from the Winter 21 planning meeting are met. (#3,4,5 below)
2. Hire a new executive director - *Complete*
3. Provide recommendations to improve the nominations process; increase awareness of and opportunity to participate as a board member and/or officer - *Complete*
4. Review and revise if necessary, partnership policy - *Complete*
5. Build Communications infrastructure to reduce conflicts and enhance effectiveness:
  - a. Develop a Communications Domain and Committee - *In process*
  - b. Develop editorial guidelines around communication tools - *Complete*
  - c. Redesign web pages for greater effectiveness - *on hold, with plans to move forward with this project next year.*
  - d. Complete planning process for 22-23 - Sessions will take place in January, with February board discussion and March budget discussion and decision - *complete*

## Thank You's

- To all of our members who worked so diligently as Chief Inspectors, poll workers or election observers to make sure the April elections were as accessible and fair as possible.

- To the entire board for your diligent development and thorough discussion of the 2022-23 budget and for your promptly submitted and outstanding reports on the work of your domains over the past year.
- All those who put so much time and effort into publishing and distributing Candidates Answers, including Kathy Fullin, Brook Soltvedt, Sue Fultz and many others.
- Wendy and Kerry for excellent work pulling together the Annual Meeting and support materials and all Board Members for their promptly submitted and outstanding reports on the work of their domains. The process has been exceptionally smooth this year.

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## **Calendar**

### **April**

Annual Meeting preparation

Annual Meeting materials must be provided to members 30 days in advance of meeting

Deadline for new 50-year-member survey answers

Deadline for Defender of Democracy

Deadline for May Bulletin, if any

Formulate questions for fall CA in even years

Develop, print, and mail May Member Challenge letter

### **May**

Annual Meeting, June 2, 2022.

May Member Challenge appeal

Updates to renewal/member interest sheet

Membership chair drafts renewal letter

Dates for Summer Bulletin

### **June**

**Annual Membership Meeting June 2, 2022, 5:30 pm**

(Mailing letters for CA questions to candidates in even years; KYC planning)

Confirm list of project coordinators, non-board committee chairs, and Unit Discussion leaders for next fiscal year

Review of 2021-2022 Activities

Outgoing and incoming Joint Board Meeting

Dues renewal/member interest survey mailing

June 30 fiscal year ends

