

February 10, 2021 Board Meeting Agenda

1. Call to Order
2. Approval of Board Minutes - 5 minutes
3. Treasurer's Report - 10 minutes
4. Consent Agenda - 3-5 minutes
 - A. Financial Report
 - B. Governance
 - C. Program/Advocacy
 - D. Fund Development
 - E. Communications
 - F. Membership
 - G. Voter Service
 - H. DEI
 - I. Action
 - J. Bulletin
 - K. President's Report
3. Discussion Agenda
 - A. Move from Consent Agenda
 - 1.
 - B. Old Business
 1. Executive Director (Joan, Chris) - 5 minutes
 2. Budget Questions (Jean) - 10 minutes
 3. Board Planning Meeting (Marilyn) - 5 minutes
 4. Nominating Committee Slate of Officers & Directors
 - C. New Business
 1. Amendment to Employee Handbook, Section 2 (Marilyn) - 10 minutes
 2. Advocacy (Chris, Georgiana, Joan) -10 minutes
 3. VP Governance Appointment - 5 minutes
 4. Annual Meeting (Chris) - 5 minutes
 5. Communications Guidelines - 10 minutes
 6. Carrie Chapman Catt Award [CCC Award Procedures](#) - 10 minutes

February 10, 2021 Board Meeting Minutes
Conducted remotely using Zoom

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

Absent: none

Meeting called to order by President Chris Clements at 5:32pm

Minutes--Joan Provencher

Motion to approve the January minutes by Hernandez, seconded by Schmit, approved

Treasurer's report--Jean Jacobson

Balance Sheet: No major items to note in the Balance Sheet. Received the final payment of \$475 from Dane County contract.

Income Statement: We had a net operating loss for the month, \$1.8k. This compares to a loss of \$2.2k last month and a loss of \$6.5k in January 2020. Despite operating losses for the last two months, we continue to be on solid footing for the year with operating income of \$32k versus \$26k last year. All of the above comparisons exclude the Ogg Fund Distribution of \$195.7k received in January 2020.

Our Investments have contributed \$92k to our Net Income for the year compared to \$32k last year. YTD Net Income is \$124.6k as compared to \$58k last year (excluding the Ogg Fund Distribution).

We continue to perform well as compared to the Budget. Operations have generated income of \$32k whereas an operating loss of \$20.6k was budgeted.

Consent Agenda

One governance item was moved from the Consent Agenda to discussion. See appendix for reports on remaining consent agenda items.

Moved by Provencher, seconded Dietrich, approved

Discussion Agenda

Move from Consent Agenda--Chris Clements

Chris read a Proclamation of Recognition and Honor for Marilyn Stephen (see appendix B)

Marilyn received a round of applause from all board members. She will be greatly missed.

Old Business

Executive Director--Joan Provencher, Chris Clements

Kate's first official day with LWVDC is Saturday Feb 13th. She will join the board planning session mainly as an observer. Board members and committee chairs are beginning to schedule meetings with her. All were asked to be respectful of her time as she settles in. One-on-one meetings are being scheduled on her calendar.

Budget Questions--Jean Jacobson

Jean stated that she really appreciated having one contact person for each area's budget. She asked that those submitting the budgets please include comments as appropriate. At this point, DEI initiatives will be integrated into each domain's budget. Lisa has indicated that she wants to add more DEI training for the board.

Board Planning Meeting--Marilyn Stephen

The main topic for the upcoming planning meeting is onboarding for Kate. Board members were reminded to please complete the worksheets prior to the meeting.

Nominating Committee Slate of Officers & Directors--Marilyn Stephen

[Slate of Officers & Directors](#) are here. In the past when annual meetings were in person, we accepted nominations from the floor. With this year again being virtual, there was a discussion about an open call to members who might want to run for open seats. A decision was made to put an announcement in the March bulletin.

New Business

Amendment to Employee Handbook, Section 2--Marilyn Stephen

Marilyn proposed a change to the definition of Regular Full Time in our Employee Handbook. She proposed that we define it as: *employees who are scheduled to work a total of 32 to 40 hours in each workweek, exclusive of overtime. The original definition was 40 hours.*

Motion to approve the change by Stephen, seconded Spinozzi, approved

Advocacy--Chris Clements, Georgiana Hernandez, Joan Schwarz

Historically Program and Advocacy have been combined as one domain. Discussion was held about whether we need a separate Advocacy Chair. Joan Schwarz is interested in filling this role. This will be further discussed at an upcoming board meeting. Joan will continue in her role as Membership co-chair until that time.

VP Governance Appointment--Chris Clements

We were notified at the January meeting that Marilyn Stephen is resigning her position due to her relocation to Michigan. Chris recommended Maria Spinozzi to fill out the rest of Marilyn's term. Maria is also running for the position for a full 2 year term. That vote will take place at the annual meeting.

Motion by Hernandez, seconded Stephen, approved

Annual Meeting--Chris Clements

The annual meeting will be virtual this year on May 26th. Information and ballots will be mailed. Preparation of the Annual Report will begin soon.

Communications Guidelines--Chris Clements

Because of the proliferation of types and volume of communications, the development and/or redevelopment of communication protocols will begin to be discussed among and across parts of the organization. I expect guidelines will emerge this spring. In the meantime, the **communications guidelines** below should assure publication of materials in a smooth and timely manner:

- All materials sent to Cindy for publishing must have gone through all reviews before being sent.
- All publications to be sent out to membership by Cindy are to be submitted 2 weeks in advance.
- All domains referenced in any communications must have been allowed to review the material for their respective domains before publishing.
- Reviews should take place in the areas submitting the material, the areas referenced in the material, the president, and by any of the cadre of media-identified reviewers (Bulletin reviewers, Program reviewers, Web page reviewers, e-News reviewers)

Carrie Chapman Catt Award

Chris is seeking nominations per the guidelines [CCC Award Procedures](#) . Request for nominations will be emailed by March 1st .

The DEI Committee has asked us to consider re-naming the award.

Meeting adjourned at 6:50pm

Respectfully submitted
Joan Provencher
Secretary

APPENDIX A
CONSENT AGENDA ITEMS

Finance

The budget process kicked off February 1. Members of the Finance Committee have been assigned to each Domain area. They are available to attend Committee meetings or assist in any other manner in the development of Domain budgets. Reports containing details of expenditures for both the current year and prior year have been made available to all Domain Chairs. The budget schedules are to be completed by February 28. All files reside in the Shared Drive [LWVDC 21-22 Annual Budget and 990 Returns](#).

Linda Syth, a licensed insurance broker and FC member, is reviewing our insurance policies for adequacy of coverage as two of the policies (property and worker's comp) renew in March. In addition we are evaluating the benefits of consolidating our coverage with one insurance agency rather than our current practice of using two agencies.

The Finance Committee and Fund Development Committees continue to gather information and perspectives regarding the topic of Endowment Funds. Jean Jacobson and Linda Dietrich met (via ZOOM) with representatives from the UW Foundation to discuss endowment funds and how they might work for LWVDC. It was a very informative discussion and was followed up with a second discussion with representatives of UW Health. The committee has also solicited information from Madison Community Foundation. Finally, we think it is important to get a sense of how donors/potential donors feel about endowments. We plan to assemble a focus group to get first-hand input.

The Financial Advisory Committee is exploring the possibility of having an outside investment professional review our portfolio and offer thoughts as to our investment strategy and for non profits in general. We are not looking for specific investment recommendations but rather a general overview as to the level of risk we should consider.

Governance

1. The following amendment to the Employee Manual will be discussed during the New Business position of the agenda:

DRAFT
LWVDC Employee Handbook

Section 2 Employees, Wages and Hours

Employment Categories: Jobs are defined by classification, hours worked (full or part time) and by expected duration of employment (regular or limited term).

A. Exempt Employees - Exempt employees are exempt from the overtime pay requirements of the law. Exempt employees are paid on a salary basis and are in executive, administrative or professional positions.

B. Non-Exempt Employees – Non-Exempt employees are paid either on a salary or on an hourly basis and receive overtime pay for time worked in excess of 40 hours per week.

C. Regular Positions

1. Regular Full Time includes exempt employees and non-exempt employees who are scheduled to work a total of 32 to 40 hours in each workweek, exclusive of overtime.

2. Regular Part Time positions are those in which the employee is scheduled to work fewer than 32 hours in each workweek.

2. I am working on the transition of the VP and Governance files on the drive to Maria. Hopefully, I'll be able to figure this out with Paul's gracious assistance. I strongly recommend that documents be saved in your LWVDC account and not in your personal drive to avoid this issue!
3. I have submitted two more articles about the amendments to the Bylaws to Maria for publication in March and April.

My last official day with the LWVDC Board is Saturday, Feb. 13. It has been a tremendous honor and a great pleasure to be able to work with all of you on the board. I've served on several boards, but I've never seen a group that works as hard as you do and that is so honestly devoted to the effort. And so smart and great fun to work with! Thank you so very much for your support and encouragement.

Marilyn

Program

Summary of Recent Activities and Accomplishments

- We produced our seventh virtual Public Issues Forum for the year: [Lively Issues Conversations: Centennial Challenges](#), with Dr. Carolyn Jefferson –Jenkins and Madison Poet Laureate Fabu on January 16, 2021. 115 individuals attended, including LWVDC members, League members from other chapters statewide, and people with other affiliations.
- Our Dane County Working Group on Fair Maps distributed more than 2,500 brochures in English and Spanish within Dane County, including in small towns, to offer information about the fight for transparency and fairness in redistricting.
- Since our last board meeting, we've published two *Swinging for the Fences* blogs: "[Carbon Junkies One and All – Can We Collectively Kick the Habit?](#)" written by Meg Gordon (1/18/2021) and "[Climate Change Drama with a Roll of the Dice](#)" written by Ralph Petersen (1/31/2021); as well as an analytical legal piece, "[Does the Senate Have Constitutional Authority to Convict Donald Trump for Impeachment Now That He is No Longer President?](#)" by Joan Schwarz (2/5/2021).

Activities in Progress and Upcoming Events

The Book Group is inviting members to participate in discussion sessions of *Bring the War Home: The White Power Movement and Paramilitary America* by Kathleen Belew. The book reports activities from the 70's and 80's; however, it provides insights into recent occurrences and explains the perspective of the "radical right."

The LWVDC Working Group for Fair Maps is mobilizing League members and others to testify at an upcoming Fair Maps hearing on March 11.

The Member Input Planning Team is close to finalizing an online survey that will be sent to all LWVDC members in early March requesting their input into the 2021-22 program. At the end of March, we intend to hold several focus groups with members as another means of gathering input.

The Making Democracy Work subcommittee and the Climate Crisis Subcommittee continue their planning for upcoming virtual Public Issues Forums already approved by the Board:

- [C'Mon – Wisconsin Needs Clean Energy!](#) - - Exploring win-win aspects of an alternative energy transition to be held Feb. 9, 2021
- [Crisis Cops: Creating Communities of Care](#), to be held Feb. 18, 2021 with a special screening of the HBO documentary, [Ernie and Joe: Crisis Cops](#), and guest panelists crisis cop Joe Smarro, Sgt. Sarah Shimko (Madison Police Dept.)

Patrolman Joel Zietsma (McFarland Police Dept.) and Nikyra McCann (mental health crisis lived experience)

- o [How Does a Divided Wisconsin Move Forward?](#) – March 9, 2021, with UW Professor Kathy Cramer; Philip Chen, Asst. Professor of Political Science, Beloit College; Masood Ahktar, We Are Many United Against Hate; Julie Keown-Bromar, Executive Director of the Wisconsin Farmers' Union; and Angela Lang, Executive Director of Black Leaders Organizing for Communities (BLOC)

Bulletin

Articles and data for March Bulletin is due Feb 20th.

March Bulletin will be published on March 2nd.

RCV Study Committee

The study committee is hosting 4 one hour info sessions on different topics of the study including the current state of voting systems in Wisconsin, approval voting, RCV, and proportional representation. These will be held online on Sundays at 4pm starting on Feb 21st. Information was sent out in the February Bulletin and will be included in the ENews for the next few weeks.

Fund Development

Fund Development Report

Year-to-Date fundraising	
General donations	\$26,871.31
Matching gifts*	19,487.68
MDW seed money	14,000.00
Grants	9,184.09
Memorial gifts	1,375.00
Other	<u>25.00</u>
Year-to-Date Total	70,943.08**
FY 2020/21 Goal	\$90,000.00
Difference	\$19,056.92

**Total as of 2/4/2021

**Gifts of note: Two gifts received in December were acknowledged this month when they were matched by Google. The total of both gifts and their matches was \$1,639.80.*

Going forward the Fund Development Committee's monthly Board report will refer to Making Democracy Work and third-party matching gifts under the umbrella term "Matching gifts."

Endowments

Research on the feasibility of endowments for the LWV-DC continued on 2/2/21 with a fact-finding conversation with two senior fundraisers at the UW Foundation.

Valentine's Day Solicitation

The initial letter to League members went out February 1, accompanied by an appeal in the February Bulletin and one in the e-newsletter. Each week this month the e-newsletter will carry a reminder highlighting the work of specific LWV programs. These appeals will also appear in our social media outlets. Emails went out to non-member donors.

Alliant Grant Opportunities

Last week the League received a notice from Alliant Energy announcing a change in their approach to philanthropy. They now have two funds with different giving levels and very specific definitions of what they will support. The Fund Development Committee will be assessing the options and how they might overlap with League goals and programming.

Membership

Thanks to Cindy Lindquist, Membership totals reported to LWVUS on January 31st that LWVDC will pay national dues on = 610.

Non-dues members totals:

Life members = 26

Student members = 23

Additional members that pay less dues = 55.

as of Feb-9-2021:

614 total members

10 new members in January

1 death

1 student transfer to St Paul (HS to College)

February 1st begins the new membership policy of dues paid in the next 4 months being applied through June 2022. In other words, LWVDC no longer has a half year membership rate.

New Member Volunteer Opportunity meetings are held every 4-6 weeks where we introduce the new members to all the activities in the League. We have prepared slides that provide contact information. Then we have discussions with the new members and their interests and link them up with committee chairs. Our next New Member meetings are scheduled for Monday, February 8th at noon and Wednesday, February 17th at 5:00 PM.

Sally Gleason has been contacting members who have expressed interest in leadership positions on their Interest and Activity Survey. Two to three weeks after new members join Sally makes contact first by email, then talking on the phone and then connecting the new members with leaders in areas of interest. This system is a joint effort with Cindy Lindquist who provides vital information to identify survey responses indicating leadership potential. Sally has also engaged with those who have attended the New Member Volunteer Opportunity meetings.

Oral History Project is progressing thanks to Margaret Fuguitt and her team. Margaret has sent follow up letters to potential interviewees. There are approximately four members who have volunteered to interview 50 year participants.

A Zoom Membership Party was held on January 7th, meeting both new members and those who had been members for a while but have not been engaged with the League. Committee chairs and Board members participated in explaining their involvement and contributed so much to the meeting. As promised in the invite to the membership party, gift bags were distributed to participants (except for those who opted out of gift swag).

CAC Demographic Survey is now closing. We received 180 responses that are also shared with LWVWI. Lisa Janairo, Wendy Hathaway and Mary Ellen Schmit are in the CAC working group tasked with community connections, and Mahr Malik is connecting with Ellen Penwell regarding youth engagement. Please see the DEI Committee report for details about CAC, LWVWI DEI and LWVDC DEI.

We are now working on the Annual Report and Budget.

DEI Committee

- The first quarterly DEI Café of 2021 took place on January 30, co-hosted by Lisa Janairo and Aileen Nettleton. The event attracted 12 other members from Dane County and outside the Madison area; two of the participants decided to join the LWVDC DEI Committee. Participants shared what their reactions to Dr. Carolyn Jefferson-Jenkins' talk at the January Lively Issues Conversation. The group expressed interest in exploring what it means to be “transformational” versus “transactional.” There was also agreement that it would be a good idea to consider renaming the Carrie Chapman Catt award. The DEI Committee will follow up on the suggestions raised during the café. The next quarterly event will take place in April and will be paired with a book club discussion. Lisa Janairo is reviewing *The Color of Law: A Forgotten History of How Our Government Segregated America* by Richard Rothstein for consideration as the featured book.
- Lisa Janairo joined other members of the DEI Committee on the Community Alliances Committee (CAC). The CAC has organized three subgroups to develop recommendations on specific tasks:
 - Provide peer learning opportunities for white League members as a forum to discuss self-reflections and learning from peer members.
 - Help League members understand expanded definition of DEI through CAC's continued exploration of age and education barriers to participation in League.
 - Build and deepen trust among League membership and between League and community partners-current and/or potential. Examine our partnership building and retention efforts with communities of color and other organizations in order to achieve membership diversity in our respective geographic communities.

All three subgroups will be wrapping up their work in time to bring their recommendations to the next CAC meeting on February 25.

- The new DEI Committee for the LWV of Wisconsin held its first meeting on February 2. The committee will meet weekly in February as the members discuss the need for a state-level DEI Coordinator, the specific roles and responsibilities for the position, and the wording of the position description. The committee also will refine the state's DEI Action Plan. Members from Dane County asked for time at the February 9 meeting to discuss how the new state DEI Committee, the existing local DEI Committees, and the CAC all relate to one another and fit into the DEI Action Plan.
- The DEI-related submission Lisa Janairo wrote for the February Bulletin recapped the Lively Issues Conversation. Next month, she'll submit an article sharing ideas generated during the January DEI Café and look ahead to the April café.

Action

Laurie Egre sent a recruiting email to members who may be interested in joining the Observer Corps on January 26. Marilyn has moved the action committee files, Observer Corps, Advocacy and Quick Response Team files on the drive to Joan S.

Voter Service

1. Committee restructuring

- a. Betty Cohen and Susan Latton have agreed to serve as co-coordinators for our Apartment Project. They will begin transitioning to their new roles with help from the current coordinator, JoAnn Boushon, after April 1.
- b. Brook as the new coordinator for the VS Communications Subcommittee is establishing procedures to facilitate creation of our printed voter outreach flyers. The new procedures will make communications more efficient between project coordinators and our volunteer, Julia Pooler, who is helping with graphic design and layout. Julia is also the recipient of this year's Outstanding Voter Service Award that will be presented at the forum on March 9.

2. Proposed improvements to MyVote

We are working with Eileen Newcomer (LWV-WI) to suggest improvements to the MyVote website:

- a. more efficient and timely inclusion of addresses of new construction so the residents are able to register online
- b. clearer messaging to voters when requesting an absentee ballot

3. Request for forum moderators

We received a request from a media outlet to provide moderators for candidate forums in Monona.

4. Banners

The Voter ID Coalition (with funding from the LWVDC) has a voter outreach banner hanging on the pedestrian walkway, in-bound on Park Street.

5. Latinx voter turnout

Ingrid Rothe reported through Bianca Tomasini (Voces de la Frontera) that turn out of Latinx voters in the November election was up significantly in Wisconsin:

- a. Latinx turn out increased from 43% (2016) - 74% (2020)
- b. there were 62,000 new Latinx voters in 2020

6. Coordination with the Voter ID Coalition

Brook met with the Voter ID Coalition Steering Committee to share and glean ideas for the Membership and DEI committees on working more actively with community groups and organizations representing more diverse populations.

7. **Google ads promoting the Voter Helpline**

We have contracted with Tori Dexter to help us run Google ads promoting our Voter Helpline when people search for voting information on the internet. In light of the recent violence at the US Capitol, Google has taken a hard stance about voting related advertising. Tori is appealing the refusal by Google to run our ads.

8. **Voter outreach flyers**

- a. We have revised/created 3 election related flyers recently. Two of the three have Spanish language versions on the back.
- b. We are distributing about 1000 flyers (mostly via a network created by Ruth Ann Berkholtz) at food pantries throughout Dane County

Communications

28 day summary with change over previous period



Information about vote411 (and candidates answers) has been very prevalent in our social media engagement during late Jan/Feb. During the month of Feb. we are also highlighting black women of color who have been integral to our democracy historically.

Reminder - Events are posted on the LWV Dane County's Facebook page for all major league events. Instagram stories (24 hours) and Twitter are also posted the day of to remind folks. Press releases are sent for Candidates's Answers and all major League forums.

Characteristics you and your peers share

Industry

Non-Profit

Your industry was either self reported or predicted using natural language processing techniques. You can update it in [your settings](#).

Audience demographics

Over 65% Female, from 55 and up

Audience size

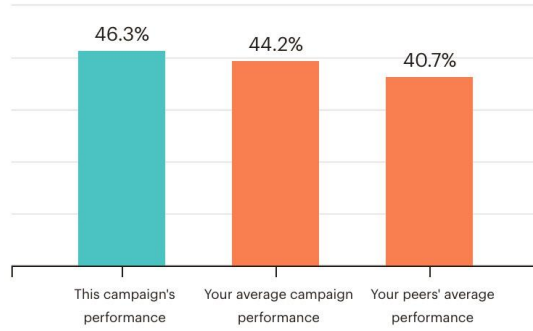
200 - 2,000

How your email campaign compares

Open Rate

Click Rate

Unsubscribes



Well, this is exciting. You're doing great!



392

Opened

95

Clicked

0

Bounced

0

Unsubscribed

Successful deliveries	846 100.0%	Clicks per unique opens	24.2%
Total opens	761	Total clicks	165
Last opened	2/9/21 4:40PM	Last clicked	2/8/21 9:16PM
Forwarded	0	Abuse reports	0

Traffic

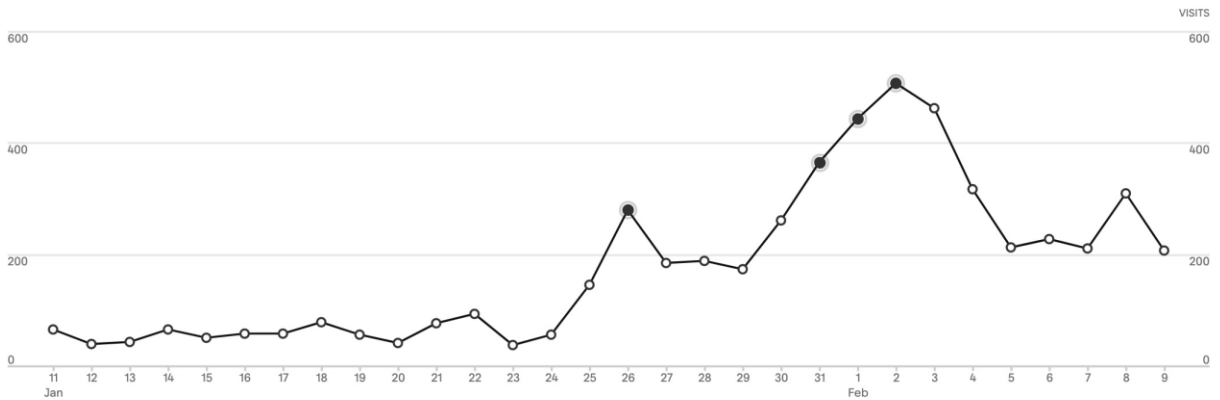
Last 30 Days

\$ USD

Visits

Jan 11–Feb 9, 2021 • 5,309 Total **+265% mo/mo**

Daily



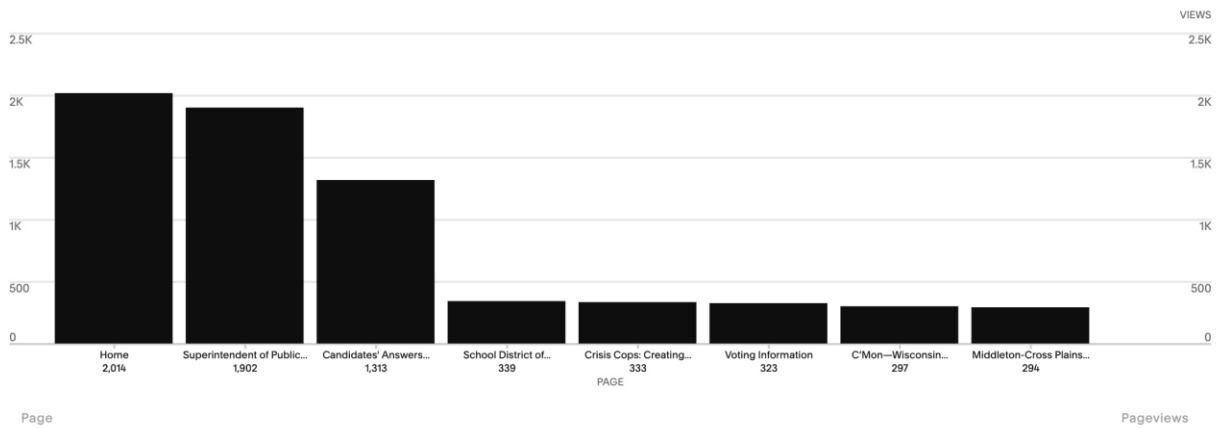
Popular Content

Last 30 Days

\$ USD

Top Pages by Views

Jan 11–Feb 9, 2021 • 10,434 Total



Website engagements this past month:

2,014

Superintendent of Public Instruction

1,902

Candidates' Answers Spring Primary 2021

1,313

School District of Belleville Board Member

339

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Board 2018-2019

5

Connecting the Dots . . .

5

Middleton-Cross Plains Area School District

5

Observations on 2020 Election

5

Planned Giving

5

Policies and Procedures

5

Proof of Residence, Photo ID, and Other Resources

5

President

Executive Committee Actions/Communications

Oral statement to WI Supreme Court in opposition to rule change petition 20-03

<https://www.lwvdanecounty.org/government-responsibilities-and-procedures;>

Other Communications

An email was sent to all members announcing the hiring of Kate Vickery as LWV Dane County's first executive director. <https://drive.google.com/file/d/1sub--MMYLr11AIHyfiQpxXgZRU5VrtcB/view>

Thank you's

- To all who made the Lively Issues Forum a tremendous success, including Centennial Committee members (Earnestine Moss, Aileen Nettleton, Jan

Anderson, Brook Soltvedt, Melanie Ramey, Cindy Lindquist, Kathy Krusiec, Margaret Fubuit) and Joy Cardin and Georgiana Hernandez

- Joan Provencher for her impressive leadership of the executive director committee and search processes, and committee members Marian Matthews and Maria Spinozzi for their commitment and effort to the hiring process
- Linda Dietrich, the Fund Development Committee, Cindy Lindquist and volunteers for getting the Valentines Appeal out
- Nominating Committee members Jan Van Vleck (Chair), Elizabeth Kanne, Gail Krc, Marian Mathews and Joan Schwarz for developing the 21-22 slate of officers and directors
- Joan Schwarz for testifying to the State Supreme Court on behalf of Fair Maps
- Joan Schwarz for developing an explanation for membership on the legality of impeaching a former president and Brook Soltvedt for her editing efforts
- Aileen Nettleton and Georgiana Hernandez for developing the work plan for the upcoming annual meeting
- Jean Jacobson for her efforts to prepare for the 21-22 budget discussions, including development of the budget spreadsheets
- Brook Soltvedt for many hours of organizing and editing related to web page postings and e-News
- Brook Soltvedt for a very long weekend dealing with technology issues related to the publishing of Vote 411
- To all who got Candidates' Answers published and out, including Kathy Fullin, Ingrid Rothe, Brook Soltvedt and others. This remains one of our most visible contributions to the community in supporting fair and informed elections
- To Paul Lindquist for his ongoing custom programming to Little Green Light to make it a database tool to support many organizational needs. Most recently, this applies to the DEI area.

Activity in the president's office has been focused on the **hiring of our new executive director and preparing for her onboarding**. An onboarding matrix is included in the Board planning retreat materials, to be discussed at the retreat on Feb. 13th. Our new executive director will attend the meeting, primarily as an observer. She has asked that we use general timeframes in any requests for meetings, that she can then work into a calendar after she starts. Specific dates should only be included for meetings that are already on her calendar.

A **second DEI survey** from LWV US was sent out with a request that it be completed at the leadership level. Following a trend, this year's survey is 10 times longer than last years (4 questions to 42 questions) The data for the survey was collected from DEI chair, Lisa Janairo, Maria and Aileen (who completed last year's survey) and Cindy.

An Executive Committee meeting discussion took place on the **VP transition**, as Marilyn prepares to step away. She has already prepared a majority of materials for the Bylaws change for the Annual Meeting. A request will be made at the February meeting to appoint Maria Spinozzi as VP Governance to complete this year's term. Maria is on the nominated slate of directors to fill this role in 2021.

The Annual Meeting will be held on May 26th. Georgiana and Aileen Nettleton developed an initial task map, which has been reviewed by Chris and Cindy. Requests for reports from the individual areas with examples of past reports and timelines will be going out soon.

Additional activities over the last month include supporting the Lively Issues Forum, taping the VS Service Award presentation for inclusion in the March forum and discussion of the slate of 21-22 directors and officers. Over the next month, the primary focus will be on assisting the Executive Director onboard and Annual Meeting preparation.

Calendar

February

Second Board Planning Meeting
Reserve meeting space for next year's Issues Forums
General Member Meeting
Deadline for March Bulletin
Member Valentine/Birthday Fund Drive
Annual Meeting Preparation
Changes in dues rates must be approved by Board 2 months in advance of Annual Meeting
Spring Primary Election, non-partisan
CA online; prepare CA text for *Isthmus*
KYC interviews recorded

March

Final Planning for April General Meeting
Board approves budget for upcoming year (Must be approved by Board 1 month before Annual Meeting)
Board selects Carrie Chapman Catt award winner
Due date for Annual Report, Annual Meeting materials

Bulk mailing of CA to all candidates and to members who request it
Deadlines for April *Bulletin* (including call for self-identifying 50- year members), study materials
Deadline for Annual Meeting documents
Annual Meeting Agenda must be mailed 1 month before Annual Meeting
Fundraising chair begins soliciting seed money for May Member Challenge, *if one is to be conducted*

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 Carrie Chapman Catt Award
Spring Election-nonpartisan
Deadline for May Bulletin, if any
Formulate questions for fall CA in even years
Develop, print, and mail May Member Challenge letter, if one is planned

APPENDIX B

Proclamation of Recognition and Honor for Exiting Board Member Marilyn Stephen of the 2020-2021 League of Women Voters of Dane County Board of Directors on the Occasion of Her Move Back to Michigan

WHEREAS Marilyn Stephen, having served for the last eight months as our first Vice President of Governance; and

WHEREAS Marilyn Stephen served for the year prior as the inaugural Action Committee Chair, developer and trainer of our Observer Corps and first Board Director in the Action and Advocacy area; and

WHEREAS Marilyn Stephen also served as a member of the Program Committee and of the Strategic Oversight Committee in 2019-2020, where

she participated in and provided valuable insights at nearly weekly meetings over an 8-month period; and

WHEREAS Marilyn Stephen completely rewrote LWV Dane County Bylaws for possible adoption at the 2021 Annual Meeting, along with a series of Bulletin articles to introduce the changes to members and the accompanying Policies and Procedures, should the Bylaws be adopted; and

WHEREAS Marilyn Stephen has gifted us with equanimous, openhanded and thoughtful leadership, a heretofore unseen enthusiasm for creating and refreshing bylaws and policies and procedures, a curious and analytical approach to problem solving, and both kind and wise counsel, being ever gracious and generous in spirit and time;

BE IT THEREFORE RESOLVED that the 2020-2021 League of Women Voters of Dane County Board of Directors is forever grateful for her dedicated efforts and appreciative of her impactful contributions and the solid foundation she has provided.

BE IT FURTHER RESOLVED that the 2020-2021 Board wishes her satisfaction in her accomplishments, joy in her newly acquired freedom and an abundance of happy hours with her family.

Empowering Voters. Defending Democracy.