

LEAGUE OF WOMEN VOTERS OF DANE COUNTY

2019-20 BOARD MINUTES

May 13, 2020

Present: Aileen Nettleton, Paul Lindquist, Brook Soltvedt, Mary Anglim, Sally Gleason, Helen Horn, Maria Spinozzi, Christine Clements, Joan Provencher, Marilyn Stephen, Jean Jacobsen, Mary Ellen Schmit, Marian Matthews

Absent: Donna VanBogaert

The meeting was called to Order at 1:35pm by Aileen Nettleton

1. Welcome - Aileen -Procedure for Motions: Give name with motion, second, and vote by person giving name - 3 min.
2. Approve Minutes - March - - 5 min.
3. Approve Minutes - April
4. Treasurer Report - Helen - 5 min.
5. Finance Report and discussion - Jean - 10 min.
6. President Report: Focus - Centennial future? Transitions - 20 min.
7. Bulletin - Maria - 1 min.
8. Program - Mary (time?)
9. Voter Services - 8 min.?
10. Fundraising - Chris - 10 min.
11. Publicity
12. Web and VP - Brook - 1 min.
13. Action - Marilyn - 1 min.
14. Membership - Mary Ellen and Sally - 5 min.
15. Strategic Oversight Committee - Marilyn - 10 min.
16. Calendar -April, May, June - 5 min.
17. Old Business
18. New Business - New Board - Transitions of specific duties to new board members;
Orientation
19. Adjournment

Minutes--Joan Provencher

[April 8, 2020 Minutes](#)

Motion to approve March: Chris, 2nd Marian, approved. Brook abstained

Motion to approve April: Helen, 2nd Chris, approved

Treasurer's report--Helen Horn

Helen reported that income and expenses for the year are within a normal range, although somewhat less than they would have been without the 'safer at home' restrictions of the past two months. Disregarding the Ogg fund and Flad income this year, income is about 10% higher (~\$9K) than the year's budgeted income. Expenses are 82% of the year's budget. Not much more income is expected this fiscal year and Helen expects low expenses as well.

Finance / Development--Jean Jacobsen

Finance and Development committee finalized the proposal to change to QuickBooks Online with help from Kollath Associates. The agreement will be signed today.

A new Schwab account has been opened for our investments.

Revenue projections for next year's budget currently show an increase, but this could change due to covid19. Jean recommends we go back and look at it with several "what if" scenarios. Jean will put these together and take them to the finance committee, and then present to the board.

President--Aileen Nettleton

May 22 is our LWV of Dane County 100th Birthday!! Celebrate our Accomplishments!!

Thank yous

-Voter Services Team for working closely with City Clerk, County Clerk, LWVDC and WEC toward improving processes to get Absentee Ballots to voters for the August and November elections and addressing the changes for UW Interns.

-Sally, Mary Ellen and Strategic Planning Team for revising the Membership Interest Survey and the membership renewal letters.

-Marilyn for taking on developing a Board Orientation and Board Notebook and drafting revisions to the LWVDC Bylaws with the Strategic Planning Team.

Communications/Executive Committee:

-Executive Committee agreed to the Membership Committee proposal to eliminate half-year membership fees. Change in Policy:

VIII. B. Membership Renewal:

New memberships are valid through June 30 of the following calendar year

Annual membership renewals are due July 1.

Memberships not renewed by October 31 lapse.

-Prepared and sent information to LWV WI for the "Parade of Leagues" to highlight 3 of our "projects" for the LWVWI State Conference – June 13 Virtual Meeting (Bus Pass Registration, DEI Forum topics/Making Democracy Work, Month of Action/Birthday Open House)

-Executive Committee approved changes to city ordinance for "Stormwater" climate mitigation letter to City Engineering Department hearing, submitted by Caryl Terrel.

--Centennial Parades in Dane County - Sue Larson wishes to hold this for a possible future summer, may request budget for summer 2021.

Centennial Committee

Questions for Board Guidance:

1. What budget constraints will need to be considered for a future Centennial Celebration, given no budget was allocated toward the Centennial for the 2020-2021 budget?
2. What type of celebration might be feasible in the new environment?

After reviewing the background information, budget and current status, the board discussed the following:

Questions:

1. Should refunds for registrations be made to All who purchased tickets?
2. What type of event might be planned, after pandemic, to invite Speaker, include some Centennial aspects?

Motion: Do not automatically issue refunds to those who bought tickets. Instead offer members the option of a refund, or to consider the ticket purchase a donation.

Motion: Soltvedt, 2nd Clements, approved

Motion by Gleason--Cancel the centennial celebration concept but instead do a mailing of the historical document and the poem that were planned for the celebration. 2nd: Soltvedt, approved

Motion by Clements--Ask the program committee to consider an alternative for a different type of centennial event at a later date. 2nd: Stephen approved

Recommendations for a Diversity, Equity and Inclusion Committee Chair

Board members were asked by Aileen to share recommendations since Maria is stepping down. Chris will follow up and make a recommendation to the Board for approval in June.

Transitions

Meet/Mentor: If a new Board member is replacing your position: Reminder to be sure to meet/phone your successor to share roles, responsibilities and timelines; set up process to mentor during the first few months.

-Contacted off-board committee chairs/coordinators (or related board members) to set up chairs for the upcoming year:

-Unit Discussion Coordinator – Pat Kippert resigning. Wrote up Unit Discussion Coordinator Roles, Georgiana, incoming Program Director, will recruit new Coordinator

-Unit Discussion Leaders – All agreed to continue: Ingrid Rothe, Karen Gunderson, Laura Grueneberg, Kathy Johnson (move from Oakwood to LWVDC Office), Wally Brinkmann/Dorothy Wheeler, Gloria Meyer/Merilyn Kupferberg

-Adopt-a-Highway – Doug Johnson will continue

-Volunteer Coordinator – (Mary Ellen checking with Kathy Krusiec)

-Book Discussion Coordinators- Sally Gleason and Louise Robbins will co-lead

-Voter Services (Paul and Marian have lined up coordinators)

-Centennial Parade--all parades cancelled this summer

***Virtual Meetings** – Aileen asked the board to consider purchasing a license for Zoom or a similar product. It was noted that the State League expanded their license for GoToMeeting for locals to use. We also have Google Meet as part of our Google Office Suite. (Paul can send directions/training). All board members with their @lwvdanecounty.org email addresses may use Google Meetsto convene meetings, No final decision was made.

If board members wish to use their own or the free Zoom, the consensus is to use whichever works for the convener.

Motion to Approve Delegates to Virtual State Conference, June 13

Kathy Fullin, Mary Anglim, Chris Clements, Brook Soltvedt, Caryl Terrel, Marilyn Stephen, Helen Horn

Moved: Anglim 2nd: Gleason approved

Motion to Approve Delegates to Virtual National Convention, June 26-27

Marilyn Stephen

Motion: Nettleton to approve Marilyn Stephen, 2nd Brook, approved

Bulletin--Maria Spinnozi

June 8th - Articles due for Summer Bulletin

Publication June 19th, then September

Program--Mary Anglim

Nothing to report

Voter Service--Marian Matthews

1. Erin Grunze has agreed to be the Coordinator for Candidate Forum Moderators (replacing Gloria Meyer).
2. The VSC is working on a plan for virtual voter outreach
 - o Posting pre-produced short informational videos about relevant topics such as absentee voting, on public websites, e.g., Nextdoor.
 - o Powerpoint slides or videos to promote voter registration and/or absentee voting directed toward high school seniors
3. The VSC is proposing revisions to clarify the directions on the MyVote website for requesting an absentee ballot. The LWVWI will submit the suggestions to the WEC on our behalf.
4. As a result of a suggestion by the VSC, the Department of Corrections has agreed to make a wording change on the Discharge Certificate to refer felons to MyVote. Next we will advocate that the DOC help discharged felons to get a driver license or state ID.
5. We did not receive our Evjue Grant at this time (all funds were directed to projects related to COVID-19).
6. The LWVWI has asked us to submit to them recommendations about a redesigned Absentee Ballot Request form so they can give feedback to the WEC.

Fundraising--Jean Jacobsen and Chris Clements

April generated an additional \$1500 in Valentines/Centennial giving. As a result, the needed \$10,000 match for our Centennial gift has been achieved. Of the \$1500:

- \$25 came from a new member
- \$150 came as part of an Alliant Energy match from a non-member
- An additional \$300 came from non-member donors
- \$1025 was active member giving

The fundraising committee, working with Cindy Lindquist, Paul Lindquist and Jean Jacobson representing financial system needs examined a number of donor management/CRM systems. As an outcome of this work, a recommendation has been developed that optimizes functionality across areas of the organization at the lowest cost.

Motion by Clements to purchase the Little Green Light donor management software for non-profit organizations. Second: Soltvedt approved

Publicity--Donna Van Bogaert

Due to cancellation of our programs, there has been no publicity activity since our initial statement suspending activity in March.

Website--Brook Soltvedt

Nothing new to report

Vice President--Brook Soltvedt

Nothing new to report

Action--Marilyn Stephen

Marilyn reported that a new LWVDC member, Sandy Drew, has volunteered to join the OC and plans to follow the Dane County budget and financial management process. She was a legislative liaison in Wisconsin for many years. She is especially interested in the impact on our local area of the economic downturn that has resulted from Covid-19.

Membership--Sally Gleason

April new members = 8 (includes 2 students)

OTotal membership = 570 (includes 50 students, 26 Life)

Renewal letter with Interests & Activities Survey will be mailed ~June 25.

Strategic Oversight Committee--Marilyn Stephen

1. Notes from the meeting on May 11, 2020

Most of the meeting was focused on planning for orientation for the 20/21 Board. The meeting has not yet been scheduled because the deadline for election results hasn't passed, but the planning included creating an agenda that will include room for discussions of board culture and high-level principles, responsibilities and resources. The plan is for an interactive and enjoyable meeting. Additional training is also in the works to address specific topics such as technology, building a committee structure and finance.

The second topic that was discussed pertains to the survey of member interests and activities that will be sent out with the annual membership renewal letters. Additional work is underway so any decisions about this matter will be referred to the executive committee.

2. Board transition

The process of transitioning some tasks that are currently found in the Vice President's position has begun. Brook has taken on a number of responsibilities in her Vice President role to fill gaps and address needs. The next board's VPs will have different roles. We are using task maps to move those responsibilities to others. The two most notable examples are Webmaster responsibilities and E-News. Chris can answer any questions.

DRAFT BYLAWS

The draft Bylaws have been discussed at length by the Strategic Oversight Committee (Chris, Georgiana, Mary Ellen, Aileen, Jean and me) and several changes were made.

Because Program is addressed in the Bylaws, I added a section that states in general terms the work that is done by Voter Service. I shared that section with Paul and Marian for suggestions and they plan to ask their voter service team for comments later this week.

If any Board member would like to review the draft Bylaws, please let me know. Also, if you have suggestions for additional reviewers who are LWVDC members, I will be happy to share them. The more eyes on this process, the better!

Calendar

May

Annual Meeting

May Member Challenge appeal (if one is planned)

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

Updates to renewal/member interest sheet

Membership chair drafts renewal letter

New:

Reminder to set up Transitions from past to incoming Board members: email set up, plan shift of responsibilities

Plan for Orientation of new board members

June

(Mailing letters for CA questions to candidates in even years; KYC planning)
Due to the Isthmus no longer being available for hard copies, we will explore online options.
Outgoing and incoming Joint Board Meeting
Dues renewal/member interest survey mailing
June 30 fiscal year ends
File transfers from outgoing fiscal year

July

New fiscal year, new Board
(Know Your Candidates (KYC) interviews for Fall partisan primary - preparations)
Planning for September General Meeting/Forum
Program Calendar for fall finalized
By July 31: dues payable (Reply in July)
Summer Bulletin posted online

Meeting adjourned at 3:26pm
Respectfully submitted,
Joan Provencher, Secretary