

Board Meeting Agenda

League of Women Voters Dane County May 12, 2021 Board Meeting

1. Call to Order
 - A. Announcement
2. Approval of Board Minutes - 5 minutes
 - A. Minutes of April Board Meeting
3. Treasurer's Report - 10 minutes
4. Consent Agenda - 3-5 minutes
 - A. Executive Director Report
 - B. Governance
 - C. Programs/Advocacy
 - D. Fund Development
 - E. Communications
 - F. Voter Service
 - G. DEI
 - H. Bulletin
 - I. President's Report
5. Discussion Agenda
 - A. Move from Consent Agenda
 1. Membership
 - June social (Mary Ellen) - 5 minutes
 2. Finance (If time allows)
 - a. Endowment (Jean) - 10 min.
 - B. Old Business
 1. Ad hoc Planning Committee Recommendations (Kate) - 15-20 min.
 2. [New Member Survey](#) - group review (Mary Ellen and Kate) - 15-20
 3. Annual Meeting Agenda Review - 5 min.
 - C. New Business
 1. Kate's departure (Chris and Kate) - 1 hour

May 12, 2021 Board Meeting Minutes
Conducted remotely using Zoom

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

Meeting called to order by President Chris Clements at 5:36pm

Minutes--Joan Provencher

Motion to approve the April minutes with 2 minor revisions by Provencher, seconded by Lindquist, approved

Treasurer's report

The League had a strong month financially with revenue of \$21.6k and expenses of \$14.3k, resulting in Operating Profit of \$7.3k. Year to date Operating Profit stands at \$20.2k; Net Income including investment performance totals \$117.9k.

Contributions included \$10k from one donor as seed money for an expanded internship program in the 21-22 fiscal year. In addition there were two other gifts of \$3k and \$1k each. A bequest of 85 shares of Verizon stock with a value of approximately \$5k was received from a former member.

Office Rent and Salaries accounted for \$11.4k or 80% of the month's expenditures. Other expenditures of note include Voter ID Coalition expenses, D&O insurance premium payment and postage for the annual meeting mailing.

The Balance Sheet continues to be very strong with assets of \$816k and liabilities of \$21k.

Consent Agenda

No additional items were moved from the Consent Agenda to discussion. See appendix for reports on consent agenda items.

Approval of consent agenda moved by Hernandez, seconded Jacobson, approved

Discussion Agenda

Moved from Consent Agenda

1.Membership-- June social-- Mary Ellen Schmit

Mary Ellen shared the plans for a Board social at Wingra Park on June 13 from 11am to 1pm. A sign-up form will be sent out.

2. Finance--Endowment-- Jean Jacobson

Jean shared the Finance Committee's discussion and research about the pros and cons of establishing an endowment fund. At this time, there appears to be little difference between an endowment and our current Memorial Trust Fund. Their recommendation is to not establish an endowment. The board will revisit this at a later date.

Old Business

1. Ad hoc Planning Committee Recommendations--Kate Vickery

Kate facilitated two sessions of the Ad Hoc Planning Committee, which included Georgiana, Chris, Jean J, Maria, Mary Ellen, Linda D, and Joan S. The committee drafted and subsequently revised a set of six [recommendations](#), all focused in the realm of communications, for the board's consideration. The board reviewed the recommendations and discussed that some actions will need to be pushed back due to Kate's departure. The recommendations will be revisited at a future board meeting, however the liaison project and the web re-design will get started now.

2. [New Member Survey](#) - Mary Ellen Schmit and Kate Vickery

Mary Ellen and Kate presented the [Membership Survey modifications](#). The recommended changes will emphasize broad categories to enable the same survey to be used multiple years as program and committee structures change. Details of volunteer opportunities will be communicated through Program and Voter Service and other domain onboarding processes. Liaisons and Volunteer Coordinators within each domain will be responsible for the onboarding processes.

3. Annual Meeting Agenda Review

There will be an Annual Membership Meeting (via Zoom) after ballots are returned and counted. Ballots are due May 26. The meeting will be June 2, 2021, 5:30 pm

New Business

1. Kate's departure--Chris Clements and Kate Vickery

Kate shared a checklist of the items she plans to complete prior to her departure on May 27th. A discussion was held about whether and when to hire a replacement for Kate, or possibly considering alternative leadership models. A decision was made to dedicate the June 2021 board meeting to an in-depth discussion about this topic. An outside facilitator will be engaged to help structure the discussion.

Meeting adjourned at 7:39pm

Respectfully submitted
Joan Provencher, Secretary

APPENDIX A

CONSENT AGENDA ITEMS

Finance

The Finance Committee reviewed the recently completed budget process. Several members felt they had learned a lot about the Domains they worked with which was a decided benefit. We felt our role was to look for reasonableness. Did feel a tone for the budget should be established at the beginning of the process. The Strategic Planning Process should help to set the guidelines for the budget in the future. Suggested we survey the Domain Chairs for their thoughts on the budget process; this survey will take place in May.

The Committee reviewed the summary report on the recently completed Endowment Fund research begun in January. The recommendation of the Committee was to continue with the existing Memorial Trust Fund, a quasi endowment fund, but to revisit the topic of a formal Endowment Fund as needs or desires of the League change. Follow this link to the [final report](#).

We discussed the recent Verizon Stock bequest which was deposited to the Memorial Trust Fund. Our policy is to sell stock and invest the proceeds in a mutual fund. We voted to hold the sale proceeds as cash in light of our future needs to withdraw cash from the MTF in fiscal year 21-22 to fund operating expenses.

Executive Director

May 8th Day of Action

At the April board meeting, I was authorized to endorse the May 8th John Lewis Act Advancement National Day of Action on behalf of LWVDC and then to determine exactly what that would mean in practice. Earnestine Moss had begun putting together a planning committee for the Madison event even before we endorsed the event, and I decided that I should join the committee in order to add capacity and get experience working with Earnestine and members of the Voter ID coalition. My role was primarily to be the media liaison. Many, many hours, went into planning the event, which was held on May 8th from 12:30-4:00 pm at the Labor Temple. Formally, the event was put on by a coalition of organizations including the Wisconsin State Conference of Branches - NAACP, Nehemiah Center for Urban Leadership Development, Voter ID Coalition, Indivisible Madison, LWVDC and Urban League of Greater Madison. Practically speaking, the planning committee consisted of League members and a very helpful volunteer from Indivisible, who provided all of the on-site logistical framework for the event. Speakers included Lt. Gov. Mandela Barnes, Dr. Ruben Anthony (Urban League of Greater Madison), Alder Joe Maldonado (Fitchburg), Mayor Satya Rhodes-Conway (Madison), and Matt Rothschild (Wisconsin Democracy Campaign). The event urged Congress to immediately pass S1, the For

the People Act; H.R. 4, the John Lewis Voting Rights Advancement Act; H.R. 51, the Washington, D.C. Admission Act; and to eliminate the filibuster. The event also called on attendees to oppose pending legislation in Wisconsin that would restrict voting. There were approximately 100 attendees and 40-50 cars and bikes for the vortocade. The press release is available [here](#). Press coverage can be found [here](#), [here](#), and [here](#). The League spent about \$1300 (pending final receipts) to support the event and will be reimbursed by the Urban League for \$500 of that total.

Annual Meeting planning:

I worked with Chris and Cindy to ensure that members got their annual reports and ballot materials by mail, and that there is an easy place to register for the annual meeting and to find all of the materials electronically. Details:

<https://www.lwvdanecounty.org/forums/2021/6/2/lwvdc-2021-annual-meeting>

Departure check-list:

As you know, my last day with the League will be Thursday, May 27th. I will not be attending any committee meetings (unless asked to do so) between now and then, and will focus my time on completing the following list of projects, which has been discussed with the Exec Committee:

- May 8 Day of Action - complete
- May Fundraising Appeal - complete
- Grant Report to Wisconsin Public Education Network - due June 1
- June membership renewal letter and survey (with Membership leadership)
- Communications Map & Recommendations
- Cindy's 2020-2021 Annual Review
- Plan for June DEI Board Meeting
- Board self-evaluation survey
- Sample nominations process docs for future consideration

I am very happy to have any exit interviews that the board wants me to do before I leave. I am also willing to help on-board any new staff you hire over the next few months. I am grateful for the opportunity to have been part of this organization, even for a short time.

Governance

Bylaw updates are currently being voted on with the annual meeting materials. Members who attended the Q&A held on the 6th had good questions about bylaw changes and the process followed to develop them. There was concern that they could only vote yes or no to the whole lot of changes rather than voting on each change individually.

Program/Advocacy

SUMMARY OF RECENT ACTIVITIES AND ACCOMPLISHMENTS

Planning and Evaluation

In April, the Program/Advocacy Committee's Planning Team defined its scope of work for the summer and will spend the next three months preparing for the 2021-22 calendar of activities.

Education

We hosted our last climate series forum for the year, [Watts Ahead—Financing Our Energy Future](#), on Tuesday, April 13, exploring the logistical, legal and financial realities of the electricity sector and our clean energy future.

ACTIVITIES IN PROGRESS AND UPCOMING EVENTS

- The LWVDC Working Group on Fair Maps is working to organize a rally on **May 17, 12:00-12:45 pm** at the Capitol when two bills for a nonpartisan process of drawing redistricting maps are introduced in the legislature. Janine Edwards, who is coordinating this effort, will try to ensure wide participation from LWVDC membership.
- Several Committee members are working with Alternative Voting Systems study team leader, Maria Spinozzi, to plan the culminating event of this nearly yearlong study of alternative voting systems. The virtual Study Summit is planned for **June 3, 7:00 pm**.
- Our planning team will hold two information sessions for members who are interested in volunteering in program/advocacy activities. These virtual sessions will be held **Wednesday, June 9 at noon** and **Thursday, June 10 at 5:00 pm**.
- During June, July and August, Discussion Unit Coordinator Pat Patterson will be meeting with unit leaders to assess the past year and to plan the discussion unit calendar for 2021-22.
- During the summer months, the Planning Team and subcommittees will be developing their education/advocacy campaigns for 2021-22. This will include six educational forums to support the work of the MDW, climate change, and social equity campaigns.
- Joan Schwarz is currently working to develop a civics education seminar series that will be piloted in the fall 2021.
- Book Group coordinators Sally Gleason and Louise Robbins are preparing the fall lineup, offering members the opportunity to read and discuss Heather McGhee's new book, *The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together* (September) and *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants* by Robin Wall Kimmerer (November).

RECOMMENDATIONS TO THE BOARD FOR DECISION/DISCUSSION

No recommendations at this time.

Advocacy

See Program/Advocacy report above.

Fund Development

Fundraising Summary: July 1, 2020 - May 8, 2021

<i>Gift category</i>	<i>\$ received</i>	<i>% of total</i>
General Donation	\$35,626	37%
Grant	\$10,184	11%
Matching Gift	\$20,488	21%
Matching Gift Seed Money	\$24,000	25%
Memorial	\$6,496	7%
Sustaining Donation	\$45	0%
Grand Total	\$96,839	100%
Goal	\$90,000	108%

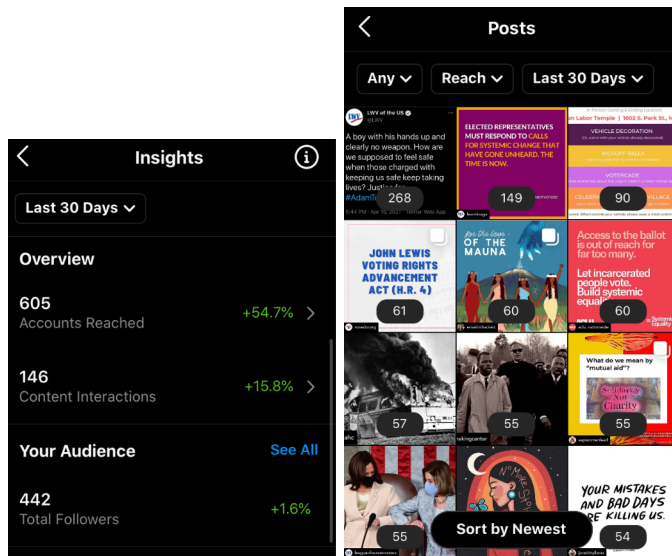
Outstanding grant applications

- Digital Dream Grant (American Family Insurance -- DreamBank, administered through Social Media Breakfast Madison). This is a \$2000 proposal to cover costs of a new LWVDC website, to be integrated with digital advocacy campaigns.

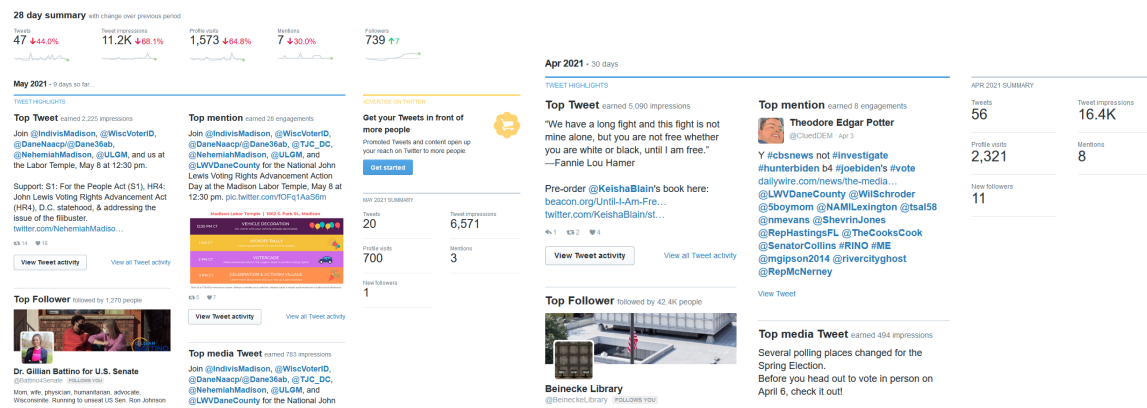
Current Appeal

- The May Challenge Appeal has gone out, targeting non-member donors and folks who have attended past events but who have never donated before. The appeal went to 200 non-member donors by mail on May 7th and to 753 non-member subscribers by email on May 10th. It was also included in the Bulletin, and is on the website here: <https://www.lwvdanecounty.org/may-challenge>
 - As of May 10th, \$800 has been received

Communications



This month's postings focused on the April election, information regarding voting absentee or in-person, and the John Lewis VRA Action Day on May 8. The Instagram post with the highest interaction was the repost of LWVUS' on CPD's murder of Adam Toledo.



The 2 new senate candidates follow LWVDC socials.

LWVDC live streamed the May 8 event on Facebook which was shared on the National Committee's broadcast via Zoom. The event collaborated with the NAACP of Dane County, the Urban League of Greater Madison, Nehemiah, Indivisible Madison, and the Dane County Voter ID Coalition. May 2 - 8 was also WI Municipal Clerk Appreciation week which all LWVDC socials posted on M-F.

Membership

Member Type	Number
Life	26
Student	27 (2 new in April)
Additional	55
Primary	527 (3 new in April)
Total	635

- The Board Picnic is planned for June 13th at Wingra Park. Time has not yet been established, but a doodle poll will be sent. An idea is to have an initial social hour with new and old board members, followed by an open invitation to membership to meet the board the following hour.
- Amber has developed the Volunteer Hours form to be used with the Membership Committee Pilot Project.
- The Membership Committee met with Ellen Penwell from LWVWI to learn more about membership initiatives from other local leagues.
- Thank you cards went out to election clerks around the state for their work during the fall 2020 and spring 2021 election cycles. LWVDC's contribution was spearheaded by Amber Rottier.

Voter Service

- We are developing plans for our interns for Summer 2021 to include the following options:
 - 5 hours per week in June and July dedicated to Morgridge Center civic engagement projects under the direction of Zachary Holder
 - 10 hours per week in August-early September dedicated to voter engagement and education

Specific activities and scheduling will be based on our interns availability, interests and priorities

- Betty Cohen and Susan Latton have now officially assumed the leadership responsibilities from JoAnn Boushon for the Apartment Project
- The VS committee has created an information card for formerly incarcerated individuals about obtaining an ID for voting that we are arranging to distribute at the Dane County Jail, Nehemiah and other groups serving this population - https://drive.google.com/file/d/1KrNgBdbB0QGus12UVP_5c5G7NzVTY6zB/view?usp=s haring

DEI Committee

- Committee chair Lisa Janairo is revising the committee's draft recommendations to incorporate input received from members both in writing and during discussion at the April 15 meeting. She is also writing up a summary of the DEI Self Assessment that the committee has been conducting. The committee will next meet in mid- to late May to review the documents in preparation for presenting them to the Board for discussion at the meeting on June 9.
- The April book discussions and DEI Café on *The Color of Law* were well attended and generated a great deal of conversation. Lisa submitted a recap of the events as an article in the May [Bulletin](#). A total of 18 people participated, including Lisa and Louise Robbins as co-hosts. The next DEI Café will take place in July. The café will give members an opportunity to engage in discussion about their own learning and self-reflection after viewing videos and other resources available through the LWVUS DEI website.

Bulletin

The May Bulletin was published May 3.

The Summer Bulletin is planned for early August. Look for the planning email in late June/early July for the Summer Bulletin.

President

Report from Executive Committee meetings

April 21

- The EC discussed the April board meeting and agreed that “group brain” discussions contribute positively to board meetings. We discussed other group brain discussions for the future, including the nominating process.
- The EC considered the possible 2021-22 onboarding schedule (primarily July) and topics, including Board 101 (governance, finance), League (history, culture, nonpartisanship) and Tech Tools (Google drive, Zoom, LGL).
- Kate asked the EC to approve a request for LWVDC endorsement for the MMSD Bleed Shamelessly campaign, which it did. Discussion clarified the considerations for signing onto letters:
 - Does the advocacy advance one of our positions?
 - Does the advocacy help us build a strategic partnership with a constituency?
- The Membership Survey and letter will be going out in early June and should be with Cindy by the end of May. Domain chairs will be asked to review the survey.

- Kate shared and the EC approved utilizing LWV messaging re: the Chauvin conviction: <https://www.lwv.org/newsroom/press-releases/lwv-joint-statement-derek-chauvin-trial-verdict>
- Tentative plans for Roses and Thorns and DEI discussion at the June board meeting were considered.

May 5

- The EC discussed Kate's departure, process and messaging.
- The agenda for the May board meeting was prioritized and finalized with an option to bump those items of lower priority. It was agreed that the Board should have some time to process and discuss Kate's departure and plans for making this transition. Board input will be sought on whether to bump the June meeting agenda or have an additional, separate and possibly facilitated meeting in June to develop our transition plan.
- All the input has been received for Cindy's annual review. Kate will meet with Cindy next week and share her final report and recommendations at the EC meeting on May 19th.
- Final preparations were made for Thursday night's Q&A on this year's annual meeting ballot.

EC Communications since the March Board meeting

Letter to Mayor Satya Rhodes-Conway and members of the Madison Common Council to support Sustainable Madison Committee's recommendation to address PFAS contamination and associated health risks.

<https://static1.squarespace.com/static/53d95b0fe4b067a0ec1d9115/t/609a9d043f4ef448df106645/1620745476503/5-6-21+LWVDC+PFAS+Recommendations+Support.pdf>

Other (Recent Activity)

- The Annual Meeting and Ballot related Q&A took place on Thursday, May 6th. At its largest, attendance was 13, including board members speaking on behalf of their domain's ballot items. The session lasted 1.5 hours. There were many questions on the 2021-2022 Budget, particularly in regard to items whose funding was contingent upon the receipt of grants (i.e., strategic planning and board training). More explanation of the MFT withdrawal was also sought. Additionally, there were bylaws questions, and Marilyn Stephen joined Maria in responding to them. One member was frustrated by not being able to vote individually on bylaws changes. Related to the budget, several individuals sought clarification on the justification for having an ED and the proposed funding behind the position. The session ended on a friendly note, with gratitude expressed by attendees for having the opportunity to ask more in-depth questions.
- **One-on-ones** are currently being scheduled between Chris and individual board members. The purpose of the meetings is to review the past year and find ways to enhance the experience of individual board members. Please schedule your meeting to discuss satisfaction and suggestions for improvement of your board member experience.

- I attended a LWV webinar on the **Semi-annual Survey**, which will be sent out on May 10th and be open until June 11th. Information is requested for time from the end of the last survey (Nov. 4, 2020) until May 9, 2021. Many of the data requests will remain the same, but some have been altered based on feedback. In addition to national level data and awareness of favored projects at the local League level, the data is meant to keep local Leagues informed of what others are doing with an option of collaborating with others. Some technology enhancements have been added, including the ability to enter data in increments without having to start over. They have asked that only one person input the data, so I will be collecting responses from the relevant areas and inputting the data. A pdf of the survey may be found at:
<https://www.lwv.org/sites/default/files/2021-05/Summer%202021%20Semi-Annual%20Survey%20%281.2%29-%20DRAFT%20Version%20.pdf>

Thank you's

- Waltraud Brinkmann and Caryl Terrell for their work on PFAS action and for drafting the LWVDC letter of support for Sustainable Madison Committee's recommendations to the Mayor and Madison City Council
- Volunteers Joan Lundin, Pat Summataro, Marilyn (Lyn) Mussalem and Janine Edwards and Cindy for getting the annual meeting materials mailed and into the hands of our members
- Members of the May 8th Day of Action planning committee, especially Marian Matthews, Ingrid Rothe, Earnestine Moss, Wendy Hathaway, and Ruth Ann Burkholtz for putting countless hours into the event's execution. And a special thank you to Paul Lindquist for supporting the planning through the VoterID Coalition's communication tools.
- Participants of the Ad Hoc Planning Committee: Georgiana Hernandez, Jean Jacobson, Maria Spinozzi, Mary Ellen Schmidt, Linda Deitrich, and Joan Schwarz

Calendar

June

Annual Membership Meeting June 2, 2021, 5:30 pm

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

Review of 2020-2021 Activities

Outgoing and incoming Joint Board Meeting

Dues renewal/member interest survey mailing

June 30 fiscal year ends

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)