

**League of Women Voters Dane County**  
**August 10, 2022 Board Meeting Minutes**

Attendees (All on Zoom)

Barb Feeney, Wendy Hathaway, Marjorie Schuett, Sue Jennik, Jean Jacobson, Mara Eisch, Lisa Hassenstab, Lili Crane, Sue Fulks.

1. Call to Order by Feeney at 5:30 p.m. **Motion to Approval of Agenda** made by Fulks, seconded by Eisch. All in favor, none opposed.
2. Approval of Minutes. Schuett notes error in August Minutes. **Motion to Approve August Board Minutes, as amended by deletion of paragraph 5e at page 6.** Motion made by Jennik, seconded by Eisch. All in favor, none opposed.
3. Consent Agenda (Review and Approval of Committee Reports) to be discussed after the Verbal Reports.
  - a. Finance
  - b. Governance/Vice President
  - c. DEI
  - d. Fund Development
  - e. Communications
  - f. Program/Advocacy
  - g. Membership
  - h. Voter Service
4. [Treasurer's Report](#). (Jacobson)
  - a. July Revenue totaled approximately \$28,000, largely due to membership renewals and \$4,600 in accompanying donations.
  - b. July Expenses totaled approximately \$24,000. The major expenditures were \$13,000 in Membership Payments to LWVWI, rent and payroll.
  - c. Capital Gains of approximately \$37,000 brought the Memorial Trust Fund balance to \$679,000.
5. [Executive Director's Report](#)
  - a. The second session of Board Onboarding training was held August 1, 2022 with guest speaker Maria Douglas, LWVWI Senior DEI Specialist.
  - b. Purchase Request procedures have been developed by Jacobson, Helmer, P. Lindquist and J. Allen.
  - c. Technology Use Policy has been developed by P. Lindquist, Sousa and J. Allen.
6. Verbal Reports on Domain Highlights and Requests for Action (add under Domain Report)

- a. [Finance](#) (Jacobson) Requests action on checking account signatories.
- b. [Governance/Vice President](#) (Eisch) No report.
- c. [DEI](#) (Hassenstab) Registration for trip to American Black Holocaust Museum will be out soon.
- d. [Fund Development](#) (Hathaway) See Report.
- e. [Communications](#) (Hathaway) See Report.
- f. [Programs/Advocacy](#) (Jennick, Crane).
  - i. Two forums coming up at Madison College South Campus: Why Vote? Reproductive and Civil Rights 9/13/22 and Protect Your Right to Vote: Proposed Election Laws 10/10/22. Working on publicity and tables for voter and membership outreach.
  - ii. Advocacy Corps is distributing the LWVWI Judicial Integrity brochure at the downtown farmers market.
- g. [Membership](#) (Hathaway)  
Members who have not renewed will be called. Next event: Beer Garden at Olbrich Park, October 6, 2022 from 5 p.m. to 7 p.m.
- h. [Voter Service](#) (Fulks)
  - i. Voter registration at Union South August 29-September 16th.
  - ii. Sue Fulks taught 6 registration trainings for 100 enrollees (including individuals who signed up for multiple trainings). Sue is concerned that trainees have not been signing up for upcoming events.

7. [Next Bulletin](#)

- a. There is a need for articles. Others will help write, if requested.

8. Old Business

- a. Update on Strategic planning (Hathaway) See ED report.
- b. Partner with UW NonProfit Board Leadership Class (Feeney/Eisch)

**Motion to submit an application to partner with the UW Center for Community and Nonprofit Studies to host a student taking the course “Nonprofit Board Leadership”. The student will attend Board meetings as a participating, non-voting member and work with VP Eisch on projects related to developing the LWVDC governance function.** Motion by Feeney, seconded by Jacobson. All in favor, none opposed. Motion passes.

9. New Business

- a. Co-sponsor candidates’s forum (Feeney)

**Motion to co-sponsor candidates forum for Senate district 15 with the Beloit and Janesville LWV chapters and the Beloit chapter of the NAACP.**

Motion by Fulks, seconded by Jennik. All in favor, none opposed. Motion passes.

b. New Technology Policy.

**Motion to approve the [Technology Policy \(Proposed\)](#).** Motion by Fulks, seconded by Jacobson. All in favor, none opposed.

Motion passes.

c. Purchase Approval Process. **Motion to adopt the Purchase Approval Process.** Motion by Jennik, seconded by Eisch. All in favor, none opposed. Motion passes.

d. Costs of outreach at community events.

**Motion to approve up to \$1,000 for costs of outreach at community events.** Motion by Schuett, seconded by Crane. All in favor, none opposed. Motion passes.

e. Signatory cards.

**Motion to approve the following persons as signatories on the Old National Bank Checking Account: Barbara Feeney, President, Wendy Hathaway, Executive Director, [Jean Jacobson](#), Treasurer, Julie Allen, Asst Treasurer.** Motion by Schuett, seconded by Eisch. All in favor, none opposed. Motion passes.

f. Consent Agenda.

**Motion to approve the Consent Agenda and accept all of the committee reports.** Motion by Fulks, seconded by Jacobson. All in favor, none opposed. Motion passes.

10. [President's Report](#) (Feeney) See report.

11. Adjourn.

**Motion to Adjourn.** Motion by Jennik, seconded by Crane. All in favor, none opposed. Motion passes.

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## Minutes

LINK: [2022-07 \(July\) Board Minutes](#)

## Treasurer's report

[July 2022 Financial Statements](#)

The July Financial Statement reports include a Budget Overview statement which outlines in one document the Budget Profit and Loss Statement for each Domain by account. It is a handy tool.

There are several P&L reports in the folder Month End Board Reports. Each serves a different purpose as each provides a different comparative period, whether that be the budget, the prior year, classes. The intent is to provide several ways to review and compare the results.

Regarding the July Domain P&L summary reports, if you would like to have a detailed report for your Domain which outlines each invoice paid by account number please contact me and I will provide that statement.

## **Month Comments**

### **Income Statement**

Our revenue for the month totalled \$28k, largely due to membership renewals and the donations accompanying those renewals. The New Citizens Grant which was received last quarter was recognized as income in this new fiscal year when the expenses will be recorded. Membership revenue is slightly behind July 2021 levels.

Expenses for the month were \$24k vs \$22k last year. The overage reflects the addition of the ED position. Membership Payments to LWVWI are based upon membership counts at January 2022. As we progress into the fall we should expect to see expenses incurred in the Community Engagement area as voter registration and forum activity ramps up.

Finally, as the stock market has improved the past month, unrealized gains of \$37k were recorded. See Financial Advisory Comments later in the packet.

### **Balance Sheet**

The Balance Sheet continues to be strong. Monthly activity is simple and uncomplicated. The same type of activity will drive fluctuations from month to month.

The Memorial Trust Fund balance will fluctuate as the stock market advances/declines, although the upcoming monthly withdrawals will cause the balance to decrease.

Undeposited Funds were monies recorded as memberships/donations revenue but not deposited until August 1. Once we get past the large number of renewals there will be little activity in this account.:

Accounts Payable reflects the recording of the LWVWI Membership billing which will be paid in quarterly installments. The expense is recognized in one month, July. The account also includes an accrual for the 2 week payroll period at the end of July which is paid in August.

### **Administrative**

With the changeover in the Board Positions and the addition of an Assistant Treasurer position, it is necessary to update the signature cards at Old National Bank.

**Action Required:**

A motion to approve the following persons as signatories on the Old National Bank Checking Account: Barbara Feeney, President, Wendy Hathaway, Executive Director, [Jean Jacobson](#), Treasurer, Julie Allen, Asst Treasurer

## **Executive Director**

The second session of **Board Onboarding** training was held August 1 at the Fitchburg Public Library. Our guest speaker was Maria Douglas, LWVWI Senior **Diversity, Equity, and Inclusion** Specialist. Thanks to everyone for your focused and enthusiastic participation! Please watch for additional training sessions through the fall and winter and reach out to Wendy directly for 1:1 training as needed.

To be discussed and voted on tonight: thank you to the teams who collaborated to develop LWVDC's new **Purchase Request** procedures (Jean Jacobson, Kerry Helmer, Paul Lindquist, and Julie Allen) and the **Technology Use Policy** (Paul Lindquist, Ben Sousa, and Julie Allen, with helpful feedback from Kerry Helmer and the Executive Committee). **Action Required: The Board will be asked to vote on these two procedures/policies.**

[Technology Policy \(Proposed\)](#)

[Spending Request Tip Sheet](#)(Proposed)

**Strategic Planning:** We received a design proposal from UW-Extension and are continuing to develop the process for strategic planning, which we hope to kick off in November and involve the full Board in in-depth participation early 2023. I'm also exploring the possibility of working with Co-Create (a program of Center for Community and Nonprofit Studies at UW-Madison's School of Human Ecology) to design and implement a research study, interviewing our external stakeholders/partners and conducting a landscape analysis.

*Coming Up:*

Our **Leadership Development Fellow**, Kimmy Rooney, will start at the end of August with onboarding likely to stretch over the first few weeks of September. Watch for invitations to meet with her!

## Finance

The Finance Committee did not meet in July, but will meet August 25. Board members, Barb Feeney and Lisa Hassenstab will be joining the committee along with Gordon Ridley, a retired finance/business professional with the UW Foundation.

Julie Allen, Asst Treasurer, is leading the effort to set up the League Retirement Plan which is open to all employees who meet the Plan's criteria. The start date of the plan would be January 1, 2023.

- **F. Retirement Plan:** Employees will be eligible to enroll in the LWVDC's 401(k) Plan upon completion of one year of employment. The LWVDC will match 100% of the employee's contributions up to 3% of the employee's salary. An employee may choose not to participate. Both the employee's contribution and the LWVDC contribution are immediately vested.

It is our intent to establish a Simple IRA account(s) through Charles Schwab. The individuals themselves would be responsible for choosing the investments and managing those investments. Decisions which we are finalizing include the following:

- Full Eligibility vs Limited Eligibility (\$5,000 wage limitations)
- League Contribution (Flat 2% vs 3% match)
- Frequency of Employer Contribution (monthly or annual)
- Frequency with which Employee can change deferral amount (monthly, quarterly, etc)
- Election to allow Employees to do Catch-Up Contribution after age 50

The Financial Advisory Committee met with eCIO representative Phil Warra on July 18 to get an update on our investments. At the end of June our investments were down 10.6%; at the end of July performance had improved to a negative 5.4%. During this meeting we discussed the need to withdraw monies to fund the first year salary of the Executive Director. The group decided it would be better to take monthly withdrawals rather than a lump sum in the down market. We plan to start those withdrawals (\$6,000 est) in August.

## Governance/Vice President

### DEI Report

Field trips to the [America's Black Holocaust Museum](#) with multiple Leagues across SE Wisconsin will be held September 10 and 17. The visits are scheduled for 10 AM both days with a max of 40 people for each visit. Arrangements have also been made for lunch on both days at [Mi Casa Su Cafe](#), also in the Bronzeville neighborhood, on their outdoor patio. More information on registration and other logistics will be available within the next week or two.

### Fund Development

FY22-23 Appeals. ED Wendy Hathaway is informally chairing the Fund Development Committee and is looking for help! Please connect with Wendy if you know someone who would be a good fit to co-lead this committee.

The Fund Development Committee kicked off planning for the Fall Appeal. This will consist of a mailed annual report to members and non-members, followed by two emails. The campaign will run early-mid October through end of November and we will coordinate with LWVWI to make sure timing doesn't overlap too much (which could cause confusion among members/donors). Barb Feeney is leading an effort to create a donor pool that could be used for a matching gift promotion.

The committee also discussed appeal plans for the rest of the year. We will put out the Valentine's Day appeal as usual but will forgo the May Challenge and instead focus on additional donations during membership renewal in June & July 2023. We may do 1-2 email-only appeals (e.g., in the spring, around graduation, for our internship program) but agreed that the emphasis will be on storytelling, not the ask.

### Grants

With support from our grant consultant, Angie Wright, we have submitted a Letter of Inquiry to Madison Community Foundation for a \$5,000 capacity-building grant that would help fund strategic planning in FY22-23. If invited to submit a full grant application, we would receive a final decision in December.

Wendy is working with members of the Voter Service Steering Committee (VSSC) to write a grant proposal to the Evjue Foundation to help fund *Candidates 'Answers*, a grant that LWVDC has received several times in the past.

### Membership Renewal - Additional Donations

*Updated 08/03/22:*

Since June 1, 2022, 93 members made an additional donation with their renewal dues for a total of \$5,604.

Past performance, for reference:

- June 1-July 30, 2020 (renewal for FY20-21)
  - 74 gifts / \$5,700
- June 1-July 30, 2021 (renewal for FY21-22)
  - 118 gifts / \$8,615

### **Communications**

ED Wendy Hathaway is informally chairing a developing Communications Domain and is looking for help! Please connect with Wendy if you are interested in either helping to build out the committee structure (e.g., recruitment, identifying strengths and challenges) or if you know of anyone who would be a good fit to join this committee.

Several new volunteers (new members and renewing members) have expressed interest in helping out with Communications in various ways; Wendy is currently evaluating the structure of the new Communications Domain and will be reaching out to all of these members to figure out the right fit for their skills and interests.

A new Communications & Publicity web page is now live on our website at <https://www.lwvdanecounty.org/communications>. There, you'll find contact information, resources (such as our official Editorial and Publication Guidelines; thanks to everyone who worked so hard on that over the past year!), volunteer opportunities, photo release templates, and more.

Communications is working with Program Advocacy to continue to evolve and improve promotion of Forums and other events; this included creating a new Google Form to request publicity for events and discussing other tactics such as invitations to community partners, "upcoming events" posters at voter outreach tabling, fliers, and more.

Wendy Hathaway spoke on behalf of the League Wednesday, Aug. 3 on the WORT-FM radio program "A Public Affair" [https://www.wortfm.org/voter-information-august-2022/?fbclid=IwAR1f-tumRvKYt5SK-Jij\\_ymL6yoW1tCdLDiEgT8FNYIGjZ5Pxf-ILKAFI](https://www.wortfm.org/voter-information-august-2022/?fbclid=IwAR1f-tumRvKYt5SK-Jij_ymL6yoW1tCdLDiEgT8FNYIGjZ5Pxf-ILKAFI)

## **Program/Advocacy**

### **Program - Sue Jennik**

**Forums** - Two forums are planned for the fall:

#### **1. Why Vote? Reproductive and Civil Rights**

September 13, 2022, 6:00-7:30 pm

Madison College South Campus, Room 207 and on zoom

##### **Panelists:**

**Cynthia Lin**, Vice President of the WMF Wisconsin and Deputy Director of Movement Building at the National Network of Abortion Funds

**Katrina Morrison**, Director of Policy, Advocacy & Outreach at The Foundation for Black Women's Wellness

**Nicole Safar**, Executive Director of Law Forward

**Amy Williamson**, Associate Director of the UW Collaborative for Reproductive Equity

**Joy Cardin**, League member and former Wisconsin Public Radio host, will moderate

#### **2. Protect Your Right to Vote: Proposed Election Laws**

October 10, 2022, 6:30-8:00 pm

Madison College South Campus, Room 207 and on zoom

##### **Panelists:**

**Barry Burden**, Director, UW Elections Research Center



**Ruben Anthony**, President and CEO, Urban League of Greater Madison  
**Barbara Beckert**, Director of External Advocacy, Disability Rights Wisconsin  
**Andrea Kaminski**, League member of State Legislative Committee and former State League Executive Director will moderate

The Committee has decided that given the importance of the November election and the work being done around that election by many League members, there will not be a November forum. There will be a virtual forum presented in December on the topic of Economic Opportunities for All.

**Unit Discussions** will take place in the week following the forums. A new coordinator, Karen Michael, will be meeting with Unit Discussion leaders in August.

### **Book Discussions -**

September Book Discussion: In September, the book discussion will be about *Policing the Womb: Invisible Women and the Criminalization of Motherhood* by Michele Goodwin. This book is available through Madison Public Library (and the South Central Library System through Linkcat: <https://www.linkcat.info/>). In addition, five copies have been ordered for the LWVDC Office and should arrive soon. A copy can be reserved by writing to Kerry Helmer at [office@lwvdanecounty.org](mailto:office@lwvdanecounty.org).

Thursday, September 15: 7:00-8:30pm, via Zoom and moderated by Louise Robbins

Saturday, September 17: 10:00-11:30am, via Zoom and moderated by Louise Robbins

October Book Discussion: In October, the book discussion will focus on elections, with *Thank You for Voting: the Maddening, Enlightening, Inspiring Truth About Voting in America* by Erin Geiger Smith. This book is available through Madison Public Library (and the South Central Library System through Linkcat: <https://www.linkcat.info/>).

Saturday, October 22: 10:00-11:30am, via Zoom and moderated by Janine Edwards

Thursday, October 27: 7:00-8:30pm, via Zoom and moderated by Janine Edwards

**Civic Education Seminar** - Joan Schwarz has advised that due to surgery she has scheduled for the fall, the seminar will be presented beginning in January, 2023. The State League has indicated that it is interested in co-sponsoring this seminar.

### **Advocacy Corps - Lili Crane**

July was a busy month for me, mostly getting up to speed on various aspects of the LWVDC and the Advocacy Corps. The Advocacy Corps held a meeting via Zoom on July 18, 2020. The members voted to approve the creation of Work Groups: Voting Rights, Judicial Integrity, Climate-Environmental Justice, Reproductive Freedom and

Campaign Finance Reform. Members then chose which Work Group they wanted to work in. Proposed activities for the Work Group were also discussed and approved.

The Climate-Environmental Justice Work Group met during July as the group already has in-person meetings scheduled. The letter writing campaign group has also met and is organizing its work.

Judicial Integrity: Janine Edwards did the organizing to obtain a Saturday Farmers Market spot for the Judicial Integrity (Fair Courts) campaign. A pamphlet was created by the WI League. Supplies were obtained and organized. Janine and I staffed the table on July 30, 2020. The volunteer opportunity has been advertised and sign-up is available. Unfortunately, thus far, we have not had many sign-up.

Articles for the Bulletin have been solicited.

### **Membership**

Volunteers will begin to call people who have not renewed their membership soon. The team has had some preliminary talk about how to enhance our current process for connecting new members and tracking them until they are connected to League activities (if they seem to want that). We talked about the possibility of having some short profiles of League members who are volunteering on the website and/or in the Bulletin.

One Pop-up event was held at the Capitol Brewery and was very successful, with about 10 attendees. Two more events are scheduled.

### **Voter Service**

We are partnering with UW Madison and the Morgridge Center to staff a voter registration table next to the Union South location where students pick up their Madison Metro bus passes. August 29-September 16 (10-5 each day)

Upcoming Voter Outreach events:

- Luna's Block Party - August 20 (Wendy)
- Magic Pride Festival - August 21 (Barb)
- Orton Park Festival August 27-28 - (Sue & Mary Detert)
- Madison Night Market - September 8 (Marjorie)
- Good Neighbor Gathering at Brittingham Park - Sept. 11 (Barb)
- UW Fall Public Service Fair - Sept. 15 (Beth, Wendy)
- UW Medical School - September or October (Marjorie)
- Epic - October 14 (Marjorie)
- Oregon Public Library - liaison planning with Barb

Several Voter Outreach trainings were held this fall with a total enrollment of about 100 (including duplicates). Very few of the participants are volunteering to work at our events. This is becoming a serious problem which will need to be addressed if VSSC is going to continue to offer this service.

## **Bulletin**

### **Writers**

In preparation for the **September** Bulletin, please let me know what articles to expect by **Sunday, August 14.**

Articles and information to be included will be due on **Sunday, August 21.**

**Note for Writers:** Please keep in mind the League guidelines that request **all submissions to be kept at 500 words maximum.**

**Writers: When you submit your articles, please include a title, your full name as you would like it to appear in the *Bulletin*, your email address, and your pronouns.**

**We are always soliciting Book Reports!** For this contribution, members can submit short summaries (think: ~200 words) on nonfiction writing that is consistent with League priorities and/or current news and events. Interested writers can submit a proposal during the usual call for articles (and please spread the word through other channels as well, calling for contributors outside our usual Bulletin email groups). **If you would like to contribute a Book Report (or know someone who would), please let me know!**

**Upcoming Events / Articles Needed:** I am looking for Writers to write a contribution about the following:

- **Committee Reports**
- **Possible recap of the August Primary election**
- **Book Report? (review of book of one's choosing)**
- **other events?**

### **Editors**

As articles come in, I will send them out for editing to individual editors during or before the layout and editing period. **Please let me know if you are interested in assisting in the editing process for this upcoming Bulletin and I will send articles to you individually. We are low on active editors, so if you know of someone who would like to get involved in this area of the process, please let me know!**

**Schedule below.**

September Bulletin Deadlines				
Sunday	14-Aug	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>
Sunday	21-July	8pm	Articles & Data Due	Please email articles to <a href="mailto:bulletin@lwvdanecounty.org">bulletin@lwvdanecounty.org</a>
Monday	22-Aug	8am	Editing & Layout Begin	Layout & Editing
Thursday	25-Aug	8pm	Editing & Layout End	
Friday	26-Aug	8am	Copy Editing & Board Review	Copy Editor Edits (Simultaneous Board Review for Content)
Monday	29-Aug	8pm	Copy Editing & Board Review End	
Tuesday	30-Aug	8pm	Final Updates	Final Updates to be made to Bulletin
Wednesday	31-Aug	5pm	Pre-publication	Editor will send Webmaster an email confirming the Bulletin is finalized and ready for publication.
Thursday	1-Sept		Publication Date	Webmaster to publish

**President’s Report**

**Calendar**

Please check the LWVDC Calendar to make sure your domain events are listed.

<https://www.lwvdanecounty.org/calendar>

**Thank yous/kudos (anyone can add)**

**New Volunteers (please add new volunteers who have stepped forward)**

- Erin Everett - Apartment Outreach team
- Margaret Odell - Apartment Outreach Volunteer

Kelly Smithback- Apartment Outreach Team

Cindy Lindquist - Membership Team

Whitney Cook - Graphics help Laura Jasper- AO volunteer (has also gotten connected to

Wendy, Brook S and MaryEllen S)

Mary Strait - VS, Program, Advocacy, Communications

Pat Summataro - Apartment Outreach

### **August**

### **September**

- Discussion of ED priorities for fourth quarter

### **October**