

**LEAGUE OF WOMEN VOTERS OF DANE COUNTY
2019-20 BOARD MINUTES**

December 11, 2019

Present: Paul Lindquist, Brook Soltvedt, Mary Anglim, Helen Horn, Marian Matthews, Mary Ellen Schmit, Joan Provencher, Sally Gleason, Maria Spinozzi, Mary Anglim, Aileen Nettleton, Marilyn Stephen, Christine Clements, guest Jean Jacobson (chair of Finance/Development Committee)

Absent: Donna Van Bogaert

Meeting called to order at 1:32pm by Aileen Nettleton. Aileen asked for a volunteer for our focus area for January. Aileen reminded us that anyone who has keys to the office needs to return them asap.

1. Approval of the minutes Joan Provencher

Approval of October minutes--**moved** by Horn, **second** Gleason, approved

Approval of November minutes--**moved** by Gleason, **second** Stephen, approved

2. Treasurer's report/Budget process Helen Horn

Portfolio reports were reviewed. Helen stated that there is nothing special to note this month.

On 12/8/2019, memorial contributions of \$550 and a \$5000 bequest were transferred from our general checking account to our money market account, in accordance with past practice. Later this year, the finance and development committee will make a recommendation about investing those funds. That is, they will recommend how much, if any, of the funds in the money market account, which come from bequests and memorial contributions, should be moved into the memorial fund and invested.

Jean Jacobson attended to present the budget planning for 2020. The budget subcommittee includes Jean Jacobson, Helen Horn, Brook Soltvedt, and Susan Dietzel. In the past, the budgets were done only by Soltvedt and Horn. The plan for this year is to involve more people— all committee members will be asked for input. After all information is compiled, adjustments and balances (revenue vs expenses) will be made.

TIMELINE

- November 21 – Board Retreat provides overall plan which guides budget process
- December 6-12 – Brook sends email and documents to Committee Chairs outlining steps to be followed in completing current year expense estimates as well as items to be budgeted in 2020.
- December 12-January 17 – Committees meet to develop their budgets
- January 21 – Budgets submitted by Committee Chairs to Treasurer
- January 21-24 – Budget data entered into budget presentation schedules
- January 27-29 – Budget Subcommittee reviews budget

- Week of February 3 – Membership & Fundraising Committees have opportunity to review the organization's expense budgets as compared to their Revenue budgets and make revisions
- February 10-12 – Update budget presentation schedules with changes
- February 14-19 – Finance Committee reviews budget
- February 20-25 – Finance Committee presents draft budget to Board
- March 11 – Board approves budget
- March 25 – Final budget due to Office (Cindy) for inclusion in Annual Meeting Packet
- April 13 – Annual Meeting packet mailed to members
- May 13 – Budget approved by Membership at Annual Meeting

Brook explained the Excel spreadsheet that will be used.

Discussion was held about how to budget for potential increased staffing. This will be discussed further as the budget process moves ahead.

3. Fundraising Christine Clements

Funds received since the last board meeting include \$1,650 in November (\$1,000 from an anonymous non-member) and \$300 for December.

Fiscal year totals are 7/1/19-12/5/19 = \$19,724.50.

Publicity director, Donna Van Bogaert, met with the fundraising committee in December. A follow up session will be scheduled to develop a fundraising communication plan with Donna's assistance.

Board members are asked to review the fundraising protocols presented at the October

4. Program Mary Anglim

Mary reported that the November Climate Crisis forum was a great success despite the weather. Live streaming went well and the room available at Capitol Lakes was very adequate.

Lively Issues Luncheon. Mary Anglim, Louise Robbins, and Bonnie Chang toured the Madison College South Unit and determined that it will be a suitable place for the Luncheon. Food will be available (buffet format) at 12:30 for a fee of \$19. Dee Sweet has been confirmed as the speaker and will begin at 1:30. Cindy created a flyer which was mailed on December 10. Brook created the web-site and on-line registration form. Madison College will help with publicity but we will need to work on outreach to organizations that might be interested.

February Events

The Making Democracy Work group had made initial arrangements for an informal public event on December 7 to discuss legislation and issues related to Unlocking the Vote (SB348/AB477 and SB538/AB400)). Board approval was requested to hold the event Saturday, February 1, 10:30 am - 12:30 pm, at Madison College South Unit. The main speaker will be Frank Davis, formerly the MOSES organizer and currently working with WISDOM, a state-wide organization, on criminal justice issues.

Motion: Soltvedt, **Second:** Clements, approved

Third Climate Crisis Forum. The Climate Crisis Subcommittee is planning to present a forum on Climate Crisis and Agriculture on Sunday afternoon, February 16, tentatively at the McFarland Public Library. Speakers and other details will be finalized December 11, 2019.

Motion to approve this event: Horn, **Second** Clements, approved

March/April Events Members of the Program Committee and the Making Democracy Work sub-committee will meet with David Olson the week of January 1 to discuss the March event. April forum will be the fourth Climate Crisis forum on Climate Change and Water

5. Bulletin Maria Spinozzi

Maria reported that she has enlisted a member, Lauren Surovi, to do detailed copy-editing prior to the Final Review stage for each Bulletin. This will help reduce the copy-editing load during final review and will allow Maria to continue to focus on coordinating and layout. It also provides an opportunity for Lauren to take on a more active role in the Bulletin publishing process.

Maria also reported that Lauri Egge has agreed to be our DEI Cafe coordinator. She will likely organize DEI cafes twice a year. Coordinating will include identifying hosts, venues, utilizing a sign-up system, and making sure the word gets out to members.

6. Membership Sally Gleason, Mary Ellen Schmit

Total Membership : 473

360 - Primary
33 - Additional (Joint Household)
53 - Student
27 - Life

November New Members = 8

New members so far in December = 7

Sally and Mary Ellen presented a proposal for a pilot project to provide a more thorough welcome for new members. It will be tested in January at the Lively Issues forum.

Mary Ellen discussed her and Helen Horn's proposal for LWVDC to provide stipends for members to attend the National Convention in Washington, DC June 25-28, 2020. Currently \$8,000 is budgeted. Our bylaws indicate who are prioritized to go, and timing is an issue due to board nominations for 2020. To be discussed further at future meetings.

7. Action Marilyn Stephen

Marilyn presented a proposal to establish a Lobby Corps in order to track actions taken in response to LWVDC, LWVWI and LWVUS Action Alerts. Members do not have to attend meetings to participate, but would need to use technology. The board approved the proposal by consensus.

8. Voter Service Paul Lindquist, Marian Matthews

Our sister organization, the Dane County Voter ID Coalition (<http://www.voteridwisconsin.org/>) which was formed jointly with the NAACP, has finalized its action plan for 2020 -

https://docs.google.com/document/d/1zRA2D_kwoFxiBu7r1BNG0ZfPSV5gXGruORkfGYxAmsQ/edit?usp=sharing. Paul and Marian requested that all board members review this.

The annual Outstanding Voter Service Award will be given this year to David Olson, Memorial High School teacher who has been instrumental in arranging and facilitating registration events at his school. The presentation of the award has been moved to the March forum to accommodate David's schedule.

9. Publicity Donna Van Bogaert

Donna was not in attendance but we reviewed her report.

As a member of the Board Nominating Committee, Van Bogaert recommended at the last Board meeting that a standard template be developed for director and chair positions. The proposed [template](#) is included in the "2020 Board Nominations" folder and is entitled "Draft-Position Description Template." All current Board members should have Position Descriptions posted to the "2020 Board Nominations" folder by January 6, 2020.

10. Website Brook Soltvedt

Brook reported that she is adding climate corner blog posts and events as they come up. She also added a piece about our move. On December 16, the site will update to make the new location a focus. Once Lively Issues details are finalized, she will post the Lively Issues Luncheon reservation form.

11. Vice President Brook Soltvedt

Brook reported that she is working on synchronizing Candidates' Answers and Vote411. A meeting to develop questions for candidates will take place December 16. Primary Know Your Candidates (if needed) will be recorded January 22. Isthmus insert is scheduled for March 19.

12. President's report Aileen Nettleton

Aileen gave an update on the Centennial committee which is planning the event at the Park Hotel on March 28, 2020. Earnestine Moss is the Committee Chair.

Invitations are ready to be printed; Early Bird invites will be sent to members at the end of January; other invites 2 weeks later. Board members were asked to review list of "others" to see who needs to be included—community partners, city/county officials, etc. A discussion was held about paid "congratulatory" messages for the Program Booklet: The plan is to charge \$500 half-page, \$250 quarter page (\$12,000 total). This is viewed as an opportunity to raise funds from businesses for LWVDC for future work and cover cost of the program booklet. There will also be a space in the booklet for "Friends of the League" with small donations.

Aileen proposed a date of May 13 for planning the Annual Meeting. This conflicts with a Board meeting date, so the board meeting will be rescheduled.

The retreat committee will be meeting to discuss needed follow up from the planning retreat, including how/when to plan for additional staff. A meeting will be held and results presented to board.

Old Business—We need to determine a focus presentations schedule for board meetings: (Budget, Action, DEI/Bulletin, Membership). DEI will be the focus for January, Membership in February.

New Business—Plans are being made for an open house at the new office on Feb 14th.

Brook participated in a national League webinar, where they encouraged all leagues to plan some type of action event on February 14th. Need to form a committee to plan this—Marilyn Stephen and Mary Ellen Schmit volunteered. We will ask Donna to work on publicity.

Sue Larson proposed we do a float in various community parades celebrating 100 years of the vote. A possible alternative is to have people march to represent the League. Jan Anderson and Sue Larson will be co-chairs for this project. They will be asked to bring a proposal to the February board meeting including a budget.

Motion to adjourn at 3:48pm: Moved by Clements, seconded by Matthews. All approved.

Respectfully submitted,

Joan Provencher

Secretary