## TABLE of CONTENTS

**Accommodations and Food (Stone)** ................................................................. 3

**Annotated Agenda** .......................................................................................... 6

**Materials Supporting Agenda Topics:**

### Saturday
1. Personality Compass (Moon Goldberg) .............................................. None
2. Governance Board (Moon Goldberg) ................................................. None
3. Overview of Advocacy (Rose) ................................................................. 12
4. Overview of Voter Service (Moon Goldberg/Muse-Fisher) .............. 14
5. Social Media (Leslie) .............................................................................. None
6. Fundraising Report (Hutchison/Alexander) ........................................ 17

### Sunday
1. Budget and Financial Reporting (Canfield) ............................................. 19
2. 100th Anniversary (Moon Goldberg) .................................................. None
3. DEI Task Force (Chun Hoo) ................................................................... 21

**Materials Supporting LWVC Board Meeting:**

1. Approval of Minutes (de Llamas) ............................................................ 22
2. Consent Calendar (de Llamas) ................................................................. 41
3. Treasurer’s Report ................................................................................ None
4. Executive Director’s Report (Hutchison) ............................................... 46
5. Program .................................................................................................... None
6. Membership (Canfield) ......................................................................... 48
7. Other Business
Materials Supporting LWVCEF Board Meeting:

1. Approval of Minutes (de Llamas) ................................................................. 22
2. Consent Calendar (de Llamas) ................................................................. 41
3. Treasurer’s Report ................................................................................. None
4. Executive Director’s Report (Hutchison) .......................................... 46
5. Voter Service ......................................................................................... None
6. Other Business

Information Only
Jacquie Canfield ....................................................................................... 49
Elizabeth Leslie .......................................................................................... 52
Carol Moon Goldberg .................................................................................. 53

Post Board Summary Report Form .............................................................. 55
Board Meeting Accommodations and Food
Sharon Stone

**Meeting Location:**
Schoolhouse Room
Embassy Suites Riverfront Promenade
100 Capitol Mall
Sacramento, California 95814

**Parking:** The hotel parking is $24/day. If you are not staying at the hotel, the better place to park is the Tower Bridge Garage right across the street. Weekend rates are $10/day.

**Shuttle To/From Airport:**
Shuttle departure times will vary each month. The first departure time starts at 6:15AM and ends at 10PM. Please keep in mind the hotel’s complimentary airport shuttle is never guaranteed and is based on availability. In the event the Hotel shuttle is not available alternative transportation will be at the guests’ sole discretion. The Embassy Suites by Hilton Sacramento will not be liable for extra expenses accrued. The Hotel Shuttle seats up to 9 guests at a time so we encourage guests to call the hotel immediately upon landing at Sacramento International Airport to help minimize wait times.

All guests are required to call the hotel directly at (916) 326-5000 upon landing. The hotel will provide an estimated pick up time. Please keep in mind, wait times will vary based on the shuttle’s current location.

Return trips to the airport must be scheduled with the Front Desk at the time of check-in. Guests are encouraged to plan ahead and be flexible with their return time, as departure times will vary.

**Terminal (A) Pick-up Locations for:** American Airlines, Air Canada, Delta, JetBlue, United Airlines, US Airways
After exiting the plane proceed to the baggage claim area by taking the stairs or escalator to the ground floor of terminal A. After claiming your bags exit the North end doors of the terminal and look for the staging area with white taxis and blue Super Shuttle vans. Our white Ford Embassy Suites van with a BIG green “E” on the side will be there to pick you up. **Do not go to Center Island.**

**Terminal (B) Pick-Up Locations for:** Aeromexico, Alaska Airlines, Hawaiian Airlines, Horizon, JetBlue, Seaport Airlines, Southwest, Volaris
After exiting the plane, take the tram to the main building and use the elevator or escalator to proceed to the baggage claim area on the ground floor of Terminal B. After claiming your bags exit DOOR 1 and walk to the center island. Once you are at the center island, look for the sign that says “Shuttles” Hotel Shuttles, Airport Shuttles. Our white Ford Embassy Suites van with green and black lettering on the side will be there to pick you up.
**Breakfast:**
Guests staying overnight at the hotel will receive free breakfast. Coffee and tea is provided in the meeting room all day.

**Saturday Lunch, Mexican Themed**

**Starter:**
Chilled Romaine with Jack Cheese, Roasted Anaheim Peppers, Fresh Haas Avocados & Creamy Cilantro Lime Vinaigrette

**Entrees:**
Cheese Enchiladas with Roasted Poblano Peppers & Melted Jack Cheese  
Grilled Adobo Skirt Steak  
Mesquite Grilled Chicken with Fresh Tomatillo Sauce

**Sides:**
Vegetarian Spanish Rice & Vegetarian Black Beans  
Warm Flour & White Corn Tortillas,  
Grated Cheese, Shredded Lettuce, Guacamole,  
Jalapenos, Pico de Gallo, Mild Roasted Tomato Salsa, and Javier’s Hot Salsa  
Fresh Tortilla Chips

**Served with:**
Churros  
Tazo Iced Tea Station

**Saturday Dinner:** at the home of Carol Moon Goldberg

**Hotel Room Accommodations:**
The hotel rooming list is on the next page. If you have questions or issues about the rooming list, please notify me immediately.

The room expense will be charged to the credit card you give them when you check in.

Room mates are: Amanda & Aisha, Jacquie & Debbie
## Sort By Guest Name

### Selection Criteria
- **Filter By:**
  - Group Code (Jul 28, 2019 LW2 League of Women Voters)
  - Guest Status ([All])
  - Print Confirmation (Yes)
  - Print Room Rate (No)
  - Compound ID ([All])
  - Building ID ([All])
  - Floor ([All])
  - Rate Plan Code ([All])
  - Print Individual Receipt Balance (No)

### Guest Status Codes
- **AR** = Arrived
- **CS** = Cancelled Share
- **SNS** = Share No Show
- **SX** = System Cancelled
- **DP** = Departed
- **NA** = Not Arrived

### Report Details
- **Business Date:** 7/25/2019
- **System Date:** 7/25/2019
- **Time:** 5:02 pm
- **Report:** GPRMLSTS
- **Group Member Status Report**

### Data Table

| Guest Name         | Confirmation # | Room | Type | DCI | DK | EST ARR | Rate Plan Code | Total RM Rate | Guest Balance | Guest Status | Guest Arrival | Guest Depart |
|--------------------|----------------|------|------|-----|----|---------|----------------|---------------|---------------|--------------|--------------|--------------|--------------|
| Anderson/Maxine    | TDBN 313       | N N  | 1 , 0| C-LW2|    | $0.00   | N CS | NA 8/2/2019 | 8/4/2019      |
| Berg/Amanda        | TDBN 314       | N N  | 2 , 0| C-LW2|    | $0.00   | N CS | NA 8/2/2019 | 8/4/2019      |
| Canfield/Jacquie   | TDBN 315       | N N  | 2 , 0| C-LW2|    | $0.00   | N CS | NA 8/2/2019 | 8/4/2019      |
| De LLamas/Caroline | TDBN 312       | N N  | 1 , 0| C-LW2|    | $0.00   | N CS | NA 8/1/2019 | 8/4/2019      |
| Draggonetti/Christina | TDBN 325 | N N  | 1 , 0| C-LW2|    | $0.00   | N CS | NA 8/3/2019 | 8/4/2019      |
| Edwards/Tracey     | TDBN 316       | N N  | 1 , 0| C-LW2|    | $0.00   | N CS | NA 8/2/2019 | 8/4/2019      |
| Fagen/Debbie       | TDBN 315       | N N  | 2 , 0| C-LW2|    | $0.00   | N NA | 8/2/2019    | 8/4/2019      |
| Hoo/Gloria         | TDBN 316       | N N  | 2 , 0| C-LW2|    | $0.00   | N CS | NA 8/2/2019 | 8/4/2019      |
| Hoo/Stan           | TDBN 316       | N N  | 2 , 0| C-LW2|    | $0.00   | N NA | 8/2/2019    | 8/4/2019      |
| Hutchison/Helen    | TDBN 327       | N N  | 1 , 0| C-LW2|    | $0.00   | N CS | NA 8/2/2019 | 8/4/2019      |
| Piracha-Zakariya/Aisha | TDBN 314 | N N  | 2 , 0| C-LW2|    | $0.00   | N NA | 8/2/2019    | 8/4/2019      |
| Thiel/Lori         | TDBN 317       | N N  | 1 , 0| C-LW2|    | $0.00   | N CS | NA 8/2/2019 | 8/3/2019      |

**Group Master Receipt Balance Total:** 0.00
**Guest Receipt Balance Total:** 0.00
**Total Report Names:** 12
**Total Rooms Assigned:** 8

**End of Report**
SATURDAY - August 3

Note: Dora Rose will attend from 10:45 on. The remainder of staff will attend from 12:00 till the end of the day.

10:00 am: call to order

1. 10:00 am - 10:45 am: Personality Compass
2. 10:45 am - 11:45 am: Governance Board
   Purpose: Introduce board to roles & responsibilities
   Outcome: Board knows & understands the role of a nonprofit board
   Level of discussion (tactical, strategic, generative):

11:45-1:00 pm LUNCH
Staff will join us for lunch and for Bingo playing (seriously) during lunch

3. 1:00 - 2:00 pm: Overview of Advocacy--Dora Rose
   Purpose: To inform the board of the structure & process of League advocacy and to explain its priorities—increase impact consistent structure & communications
   Outcome: Board knows and understands League advocacy.
   Level of discussion (tactical, strategic, generative): strategic

4. 2:00 - 2:30 pm: Overview of Voter Service--Carol, Andrew
   Purpose--To inform the board of the voter service projects & plans for the future
   Outcome: Board knows and understands voter service
   Level of discussion: (tactical, strategic, generative): strategic

5. 2:30- 3:00 pm Social Media--Elizabeth
   Purpose: elections plans for 2020 elections and advocacy
   Outcome: Board knows and understands social media strategy
   Level of discussion: (tactical, strategic, generative): strategic

3:00-3:15 pm BREAK & photo time

6. 3:15 pm - 4:00 pm: Fundraising report--Helen & Dustin
   Purpose: Learn status of fundraising projects and efforts; generate discussion and
brainstorming
Outcome: Board knows and understands current fundraising projects and brainstorms possible future projects
Level of discussion (tactical, strategic, generative): generative

7. 4:00-5:00 pm: **Follow up on Convention Related Issues and Tasks**
Purpose: Learn status of Education (charter school) update; homelessness & housing committee; responses to the 2 resolutions; response to paperless workbook and convention rules
Outcome: Board understands status and seeks consensus on how to proceed with the update, committee, convention workbook and convention rules
Level of discussion (tactical, strategic, generative): generative & strategic

**Prosecco hour**

6:30 pm DINNER at CMG house--(about 20 minutes south on I5) carpool arrangements will be made

**SUNDAY - August 4**

*Note: Staff will not attend unless they have been requested by a board member, who has made special arrangements with our Executive Director.*

Continental breakfast will not be provided.

*Note: This day will run differently from most board meetings in that there is still some basic training and information to be shared.*

9:00 - 9:45 am **Budget & Financial Reporting --Jacquie**
Purpose: Learn how to read the budget and financial reporting
Outcome: Board gains knowledge
Level of discussion (tactical, strategic, generative): strategic

9:45-10:00 am **100th Anniversary**
Purpose: Determine what the LWVC will do for the 100th anniversary of women’s suffrage and the founding of the LWV
Outcome: Plans for 100th anniversary celebration
Level of discussion (tactical, strategic, generative): generative

10:00-10:15 am **DEI Task Force--Gloria**
Purpose: Update on the work of the Task Force  
Outcome: Board understands status and brainstorms potential members of the Task Force  
Level of discussion (tactical, strategis, generative): generative

8. 10:15-11:00 am: **LWVC Board Meeting**
9. 11:00 - 12:00 pm: **LWVCEF Board Meeting**
League of Women Voters of California

Board of Directors Meeting - August 4, 2019

A G E N D A

10:15 am Call to Order

Moon Goldberg

Roll Call:

President Carol Moon Goldberg
First Vice President Jacquie Canfield
Second Vice President Gloria Chun Hoo
Secretary Caroline de Llamas
Director Maxine Anderson
Director Amanda Berg
Director Christina Dragonetti
Director Tracey Edwards
Director Debbie Fagen
Director Aisha Piracha-Zakariya
Director Lori Thiel

Staff: Interim Executive Director Helen Hutchison

1. Agenda adjustments (3 min) Moon Goldberg
2. Conflict of Interest Stated (2 min) de Llamas
3. Approval of Minutes - (5 min) de Llamas
4. Consent Calendar Items – Routine Matters (5 min) de Llamas
   a. None to date
   b. Appointments and Resignations
5. Treasurer’s Report (10 min)
   c. Financials
6. Board discussion of nonpartisan policy (10 min)
7. Report on Executive Director Search
8. Executive Director’s Report (30 min) Hutchison
9. Motions: (10 min) Moon Goldberg
   a. Resolution to set number of directors on the Board of Directors
   b. Partnership of University of San Diego Jane Ellen Bergman Memorial Lecture Series on
Women, Children and Human Rights celebrating the 100th Anniversary of Women’s Right to Vote.

Moon Goldberg

c. Recognition of Davis MAS
   Canfield
d. Disband West Sacramento MAS
   Canfield
e. To appoint Executive Director Search Committee

Items for future agendas

Other Business

Adjournment by 11:00 am
League of Women Voters of California Education Fund

Board of Directors Meeting – August 4, 2019

A G E N D A

11:00 a.m. Call to Order

Moon Goldberg

Roll Call:

Moon Goldberg
de Llamas

President Carol Moon Goldberg
First Vice President Jacquie Canfield
Secretary Caroline de Llamas
Director Maxine Anderson
Director Amanda Berg
Director Christina Dragonetti
Director Tracey Edwards
Director Debbie Fagen
Director Gloria Chun Hoo
Director Aisha Piracha-Zakariya
Director Lori Thiel

Staff: Interim Executive Director Helen Hutchison

1. Agenda adjustments (3 min) Moon Goldberg

2. Conflict of Interest Stated (2 min) de Llamas

3. Approval of Minutes - December 2, 2018 (2 min) de Llamas

4. Consent Calendar Items – Routine Matters (5 min) de Llamas
   a. None to date
   b. Resignations and Appointments

5. Treasurer’s Report (10 min)
   a. Financial reports

6. Executive Director’s Report (30 min) Hutchison

7. Voter Service (10 min) Moon Goldberg

8. Items for future agendas

9. Other Business

Adjournment by 12:00 p.m.

12:00 - 12:15 pm - LWVC Leaders Update Review

LWVC/EF State Board Kit, August 2019
Overview of Advocacy  
Dora Rose

This update includes a brief review of advocacy materials and processes, and an update on the bills we’re working on this cycle.

**Advocacy Materials and Processes**

The [LWVC Advocacy Dashboard](#) houses the materials used by the advocacy team and were developed in the context of last fall’s in-person trainings.

- The [LWVC Advocacy Process](#) PowerPoint PDF (with notes) offers a broad understanding as to how the League’s advocacy process works.
- To get a sense of how the Dashboard is structured, we recommend watching [this webinar](#) which can also be found on the homepage under the section *New to the Advocacy Dashboard?*
- [This webinar](#) offers for a detailed review of how to read and analyze bills. Along with the webinar there is a [Legislative Analyst Checklist](#) and related documentation on the Dashboard under “More Tools to Help Decode and Analyze Bills.”
- Documentation related to [League positions](#) that are found within the “Learn” section of the Dashboard.
- Team roles are described [here](#).
- A deeper dive on California’s state legislative process is available in the “Learn” section.
- Technical questions about how to use the Dashboard may be directed to our Civic Engagement Coordinator, [Andrew Muse-Fisher](#).

**Advocacy Portfolio**

The League’s current advocacy portfolio is recorded in the [Bill Status Report](#) located online under Legislation/Bills. We have taken positions on 87 bills this year and are co-sponsoring four.

**Co-sponsored Bills**

- [ACA 6 (McCarty)](#) is a constitutional amendment which would restore voting rights to people on parole. It requires a 2/3 vote of the legislature to be placed as an initiative on the November 2020 ballot. Passage would bring California into line with 16 other states and DC, and address the disenfranchisement of a disproportionate number of Black and Brown Californians. Our [letter of support](#) and the [coalition’s letter to Assembly Appropriations](#) explain our position. Legislative staff bill analysis can be found [here](#). The coalition has a [Free the Vote website](#) that will become more active once the ballot campaign begins. ACA 6 has passed through Assembly Appropriations and will be heard on the Assembly floor in mid-August. We then have to move it quickly through the second house. Currently, we are lobbying targeted legislators in Sacramento and organizing local League members to advocate for the bill, in tandem with other coalition members, at in-district legislative visits.
- [SB 72 (Umberg)](#) would require that Conditional Voter Registration (aka Same Day Registration) be available at every polling location in every county. It is intended to provide meaningful access to Californians' ability to register and vote at the same time, all the way through Election Day. This [Co-Sponsor Letter of Support to Assembly](#)
**Appropriations** explains our position. More detailed information about the bill can be found in the most recent legislative staff bill analysis. The bill is currently in the second house and awaiting an Assembly Appropriations hearing date.

- **SB 139 (Allen)** would require certain counties, above a threshold number of residents (currently 250,000), to establish an independent redistricting commission to draw lines for the county’s supervisorial districts. Our support letter is here and more detailed information can be found in the most recent legislative staff bill analysis. The bill is currently in the second house and awaiting a hearing date in Assembly Appropriations.

- **AB 849 (Bonta)**, the FAIR MAPS Act, revises and standardizes redistricting criteria, procedures, and requirements that counties and cities must follow when they adopt or adjust the boundaries of electoral districts. Modeled off the requirements for state redistricting, it creates standardized, fair redistricting criteria, prioritizing intact neighborhoods and diverse communities and prohibiting partisan gerrymandering. It also requires local governments to engage communities in the redistricting process by holding public hearings and doing public outreach, including with non-English-speaking communities. Our letter of support and legislative staff bill analyses provide more information. The bill is scheduled for hearing in Senate Appropriations on August 12. After that, the bill will go to the Senate Floor, then back to the Assembly floor for concurrence, most likely in September. If all goes well, the bill will get to the Governor’s desk, and he will decide whether to sign or veto in October.
Overview of Voter Service
Carol Moon Goldberg

Voter Service Strategy

Purpose:

*We work to engage all Californians to participate in all levels of civic life and to make the electorate reflect our state’s demographics.*

Vision:

*A healthy and thriving democracy is when all Californians have equal access to information and tools to actively participate in all levels of civic life.*

While the voter turnout rate in the November 2018 election bounced upward in many age and ethnic groups, California voters still tend to be older and white. The lowest turnout rates was in the age category of 18-24 year olds. See [CA Civic Engagement Project Figure 3](#) Population trends show that California voters will be increasingly Latino and Asian in the coming years. If LWVC is to fulfill its mission of encouraging the informed and active participation of people in government, it must reach out to young and ethnically diverse voters who live in California.

What is coming in 2020

The overall strategy is to give voters the information they need in a format they understand and to engage with youth and groups of underrepresented ethnic groups. The strategy has two components. One is based on LWVC’s online presence and its traditional publications on a statewide basis. The other, an ever evolving component, is to be based on using local League’s connections to their own communities to reach out to young people and those who are of diverse ethnicities who are not registered to vote and/or not voting.

LWVC’s Statewide Vehicles

LWVC has a number of vehicles for reaching the electorate at large. The intent of the projects is to give people the non-partisan information needed to become active knowledgeable voters. Voter’s Edge California, the Easy Voter Guide and the Pros & Cons are those vehicles.

1. **Voter's Edge California**, a partnership that combines LWVC’s expertise in bringing information about candidates and statewide ballot propositions to voters with MapLight’s ability to mine and organize campaign finance disclosures in a format that makes it useful to voters. This website is easily readable on mobile devices to reach young and lower income voters who routinely turn to the Internet for information and who don’t necessarily have Internet access via a lap or desktop. In the 2018 November general election season 1.7 million users consulted VEC.
In recent years Voter’s Edge partnered with various public radio stations to promote use of the site. Voter’s Edge widgets appear on library websites and public radio station websites. Each election season staff strives to ask other organizations to feature the VEC widgets.

Voter’s Edge requires both staff and volunteer work. LWVC monitors the project, sends out initial invitations to candidates to participate, and sends frequent followups and status reports. Local League volunteers take on the task of following up with candidates to urge them to upload information. Ideally each League has one or more persons who do this work. LWVC also seeks county coordinators and even regional coordinators to try to cover as many electoral contests as possible.

Voter’s Edge California is a conduit to other resources. It is linked to the Easy Voter Guides and the Pros & Cons. Plus, it will have links to CAVotes.org, the LWVCEF site. In addition there are links to newspaper articles, editorials, and videos about ballot propositions. In addition, there is space for local Leagues to offer pros & cons on local ballot measures, a calendar of voter service events, video of local candidate forums.

2. The Easy Voter Guide (translated in Spanish, Chinese, Vietnamese, and Korean) is designed for the new voter, those with some limitations in understanding English, and for the busy voter. It covers basic information about voting including a description of the Top Two Primary and the Electoral College, as well as ballot propositions.

Easy Voter, a long time League partnership with the California State Library is both online and distributed in hard copy to a variety of outlets, including libraries. The State Library system is the source of funding for the production of this publication. Easy Voter is used by local Leagues to introduce voters to basic, concise information. Its many translations aids local Leagues in making contact with under represented populations.

Due to the costs of production of Easy Voter Guides when there are many propositions on the general election ballots, an online only version is contemplated for the primary elections. This is not a final decision.

3. Pros & Cons, another long time League project reaches voters both online and through local Leagues that give presentations based on the publication. Pros and Cons are written and produced by League volunteers. The publication gives a more comprehensive view of the ballot propositions, including anticipated financial impacts on the state and arguments both in support of and in opposition to the propositions. In addition an In Depth is prepared to provide more detailed information on how and why a proposition is on the ballot.

As always dedicated, disciplined and editable writers are needed for this project. An additional editor is also desired.
**Local League component**

In general, the statewide strategy for the local level is to provide Leagues with quality, easily accessible information with which to reach out to their communities and to encourage them to continue efforts to reach out beyond their comfortably established relationships. Reaching people where they are, whether it is online or in person in culturally sensitive ways is crucial.

1. Leagues are encouraged to reach out to organizations that exist within their jurisdictions for potential partnerships, training of volunteers to do voter registration, sponsorship of candidate forums and candidate related events. The 2019 Convention workshop **Great Ideas! Voter Service** featured some of the work of local Leagues that reached diverse communities. Other Leagues can use the ideas to spark their own work.

2. Voters Choice counties are encouraged to work closely with their county elections officials to both help with siting vote centers and to offer consistent education material. **Voter’s Choice California** offers good basic information. See **San Mateo County’s site** for a good example of what can be done. Leagues are urged to talk about the new voting systems at all League events.

3. **Complete Count California** is the source for information on census in California. Leagues are urged to cooperate and coordinate with their county governments on this important project. The website contains information on training sessions and materials to be used.

4. Candidate related projects are also excellent ways of conveying nonpartisan information. Information regarding candidate forums, meet and greet and candidate speed dating are being developed and will be available to help local Leagues create events that serve their communities that desire contact with candidates. It may not always be in person; short interviews with candidates placed on League Facebook or Youtube pages reach people who do not attend events.
Fundraising Report  
Helen Hutchison and Dustin Alexander

**Purpose:** Provide board and staff update on past and current fundraising efforts, and engage board members in fundraising projects.

**Process:** Short introduction, followed by brainstorming and discussion.

**Outcome:** Board members understand variety of potential fundraising projects.

**Preparation:** Read background material.

**Background**
Board members have a responsibility to provide support for, and engage in, fundraising for the organization. The past board developed a variety of fundraising projects, led by Advancement Committee members. Board members were expected to engage in at least three of the projects.

Within the scope of each main strategy, the Development Manager analyzed a number of potential action items for return on investment (ROI), and then categorized the suggestions into priority one and priority two items, designating project managers (or team leaders).

FY20 fundraising priorities:

**Development Priorities** as follows:

- Increase Active Donors as Quickly as Possible
  - Build a donor base separate from membership.
  - Set a goal to grow Active Donors by 3,000 to 4,000 in the next three years.
- Improve Donor Cultivation
  - Organize donor trends to identify potential major giving targets.
  - Build up the donor pipeline to solicit donors.
  - Improve our acknowledgment system to create more donor touch points to help work towards donor solicitation.
- Build a Stronger Sustainer Program
  - Create automated email ask based donor giving history.
  - Create an annual monthly match donor campaign.
- Infrastructure
  - Update Donor Database/CRM
  - Create automation to help better cultivate donors
- Low Hanging Fruit
  - Start some zero to no cost options
Advancement Committee priorities are as follows:

- House/giving parties
- Local League fundraising for Voter’s Edge California
- Convention fundraising for sponsoring convention and revenue raising at convention
- Reacquisition, including fundraising calls – engagement, less direct income
- Thank you program (thank-a-thons) – not focused on direct income
- List building – increasing our list of contacts for mail, email, and/or social media.

At the meeting, we will spend some time talking about each of these programs, and also do some brainstorming about what other potential projects board members are interested in working on.
**Budget and Financial Reporting**

**Jacquie Canfield**

**May 2019 Financial Reports**

The Financial Summary provides a one-page report showing both organizations financial information which includes the LWVC Summary, LWVCEF Summary, LWVCEF Unrestricted Summary, and LWVCEF Restricted Summary. In addition, two informational only combined reports are included showing the two organizations in totality and a combined unrestricted report of the LWVC and LWVCEF funds. The report shows the actual income and expenses through April and the current budget.

**LWVC May 2019 Financial Report**

1) **Revenue Items**
   a. Next Gen Grant – As mentioned in prior months, the LWVC was awarded a grant from Next Gen. for voter registration work. The new grant award amount is $36K. All pass through funds to local Leagues are reflected $9.75K. The balance of the funds $26K will help the overall financial position of the LWVC.
   b. Trudy Schafer Scholarship Fund – The budget assumed $10K in new donations. To date over $39K has been received this year. These funds will be designated.
   c. Amazon Web Server grant – Amazon awarded a total of $11.3K toward the League’s server costs. These grant funds defray costs for LWVC and LWVCEF.
   d. Convention – The May financials show revenue from the convention- $120K.

2) **Expense Items**
   a. Personnel – There continues to be some savings in personnel due to a vacant position. These savings also generate savings for expenses by the aggregate payroll percentage (such as rent, telecom, and supplies).
   b. Mini Grants – As mentioned above the LWVC received a grant for voter registration. Approximately $9.75K was passed on to local.
   c. Redistricting Grant – These funds are now showing as spent for the year.
   d. Convention – We will need to wait for the June financials to see how the convention costs impacted the fiscal year.
   e. Schools/Communities First – A payment of $10,000 was provided to the campaign.

**LWVCEF May 2019 Financial Report**

1) **Revenue Items**
   a. Grant Revenues – The budget assumed a new grant of $75K which should cover $30K in existing expenses in future years. We learned that the Silicon Valley Community Foundation has awarded us $75,000 one year grant. If we met the actionable items this could be a multi-year grant for three years. This grant will help the projections but by a lesser amount since the work is starting in June.

2) **Expenses**
   a. Personnel costs are projected to be over budget by $15K. The budget assumed two positions funded for half a year.
b. Irvine Grant – As mentioned previously, the Irvine Grant expenses were lower than budget. These funds may be used for any purpose within the education fund. Projections assume $70K will be able to assist with other expenses including Easy Voter Guide, Voters Choice Act and Community Education programs.

c. Contribution from Unrestricted Education Fund – As we moved to the end of the year, I removed the transfer. The accountant only records expenses as restricted for available grant funds the remainder will impact the unrestricted side, however, it will not show as a contribution.
DEI Task Force Update  
Gloria Chun Hoo and Sharon Stone

**Purpose:** To update the board on continuing work of the Equity Task Force and plans for the year ahead.

**Process:** Presentation of report (below) and brief discussion at Board meeting.

**Outcome:** Agreement on direction for the Equity Task Force and continued Board engagement and commitment to keep DEI a Board priority.

**Preparation:** Read the information and come prepared to ask questions.

**UPDATE REPORT**

The Equity Task Force and the Board should be proud of progress made to elevate and highlight importance that the State League places on working toward greater diversity, equity and inclusion: 1) Sizable increase in diversity among delegation - nearly 24%. 2) Sold-out participation at the pre-convention training; 3) election of a state Board with more diversity than ever 4) strong and positive participation at the task force’s DEI Workshop and brown-bag lunch.

**Proposed Next Steps:**

1. TEST DRIVE DEMOGRAPHIC DATA COLLECTION - Urge local Leagues to begin collecting demographic data so we can measure growth in diversity in League membership. We propose asking 12-15 local leagues throughout the state of varying sizes to begin to asking their membership for data relating to race, gender, and age. This can be done in a number of ways, and the DEI Task Force is ready to help the Leagues begin this process.

2. INCREASE SIZE OF TASK FORCE - With the departure of Dawna Williams, the task force has been small and needs to grow. It is currently composed of northern, Bay Area league members. At Convention during the DEI Workshop, we publicly urged individuals who are interested to apply to join the Task Force and shared the online application. We will also proactively seek candidates from other parts of the State and also hope to include a Latinx and African American member.

3. KEEP CHANNELS OPEN - Given the strong interest at Convention, and the frank and open discussion at the brown bag luncheon where much sharing occurred, we recommend establishing a Google Group for local League members to share resources, help one another with ideas, and exchange of thoughts about building DEI in their local leagues.

4. CONTINUING TO FOCUS ON DEI IN ALL OUR WORK. Finally, the Board needs to continue to provide demonstrated leadership in its own work on building diversity, equity and inclusion in our state work.
Consideration/Approval of Minutes

LWVC Regular Meeting Minutes of March 17, 2019*
LWVC Regular Meeting Minutes of June 2, 2019*

LWVC Special Meeting Minutes of April 10, 2019*
LWVC Special Meeting of May 1, 2019*
LWVC Special Meeting of May 19, 2019*
LWVC Special Meeting Minutes of June 12, 2019*

LWVCEF Regular Meeting Minutes of March 17, 2019*
LWVCEF Regular Meeting Minutes of June 2, 2019*

LWVCEF Special Meeting Minutes of June 12, 2019*

*Attachment
CALL TO ORDER: President Helen L. Hutchison called the Regular Meeting of the Board of Directors of the League of Women Voters of California (LWVC) to order at 10:05 a.m. on Sunday, March 17, 2019. A quorum was present as follows:

Responding Officers and Directors
President Helen L. Hutchison
Second Vice President Joanne Leavitt
Treasurer Jacquie Canfield
Director Jeanne Brown
Director Sarah Diefendorf
Director Carol Moon Goldberg

Absent: None.

Staff Present: Executive Director Melissa Breach.

CONFLICT OF INTEREST: None stated.

APPROVAL OF MINUTES: The LWVC Regular Meeting Minutes of December 2, 2018, and the LWVC/EF Joint Special Meeting Minutes of February 6, 2019 and March 6, 2019, were approved as presented.

CONSENT CALENDAR: By unanimous consent, the LWVC Board acted as follows:

Ratification of Special Meeting Actions

- January 9, 2019 Special Meeting – Board of Directors and Executive Director formalized goals for 2018-2019.

Resignations

- Accepted the resignation of Michelle Dennis (LWV Los Angeles) from the LWVC Finance Committee
- Accepted the resignation of Dawna Williams (LWV Oakland) from the LWVC Equity Task Force.

TREASURER’S REPORT: No report was presented for this meeting. See budget motion in the Board Recommendations for Convention that follows.
LWVC BOARD RECOMMENDATIONS TO CONVENTION

Budget

**MOTION:** Canfield/Finance Committee moved the LWVC board approve the proposed biennial budget 2019-2021 as presented in the SBK addition provided to the board on March 12, 2019 for presentation to the Convention 2019 Delegates. The motion carried unanimously.

Program

**MOTION:** Leavitt/Hoo moved the LWVC board approve the 2019-2021 Recommended Program based on program planning results from the membership for presentation/consideration by the Convention 2019 delegates. It also includes a recommendation to retain all current positions, and a recommendation to replace the Elections Systems position with the Electoral Process position. The motion carried unanimously.

Bylaws Amendments

Proposed Amendment No. 1

**MOTION:** Hutchison/Dragonetti moved the LWVC board recommend the Convention 2019 delegates approve an amendment to Article VII, Section 2(a) to delete the requirement that two of the appointed members of the nominating committee members be directors. The motion carried unanimously.

Proposed Amendment No. 2

**MOTION:** de Llamas/Cox moved the LWVC board recommend the Convention 2019 delegates approve an amendment to Article VII, Section 2(a) by adding a new subsection (3) to provide that any LWVC member may make suggestions for nominations to the nominating committee for any of the offices to be filled, and to renumber accordingly. The motion carried unanimously.

Convention Rules and Procedures

President Hutchison noted the draft Convention Rules and Procedures were included in the SBK materials. The review committee asked for suggestions from the board before they are finalized for the convention workbook.

POLICIES & PROCEDURES UPDATES

P-1 – Legislation Committee

**MOTION:** Hutchison/Leavitt moved the LWVC Board approve updates to Policies & Procedures P-1 – Legislation Committee – as discussed and revised during the meeting of Saturday, March 16, 2019. The motion carried unanimously.
POLICIES & PROCEDURES UPDATEs (continued):

CC-2 – Campaign Policies for Candidates for LWVC Office

MOTION: de Llamas/Cox moved the LWVC/EF approve revisions to Policies & Procedures CC-2 – Campaign Policies – as presented in the SBK of March 17, 2019. The motion carried unanimously.

EXECUTIVE DIRECTOR’S REPORT: Executive Director Melissa Breach updated the board members with respect to the Department of Motor Vehicles (DMV) Report; ACA 6 – Amending the state constitution to restore voting rights to certain individuals; and the Redistricting Commission application process.

ADJOURNMENT: There was no further business to come before the board. The meeting was duly adjourned by the Chair at 11:20 a.m.

Submitted by:

/S/

Caroline de Llamas
LWVC Secretary
CALL TO ORDER: President Helen L. Hutchison called the Regular Meeting of the Board of Directors of the League of Women Voters of California (LWVC) to order at 2:00 p.m., on Sunday, June 2, 2019. A quorum was present as follows:

Responding Officers and Directors
President Helen L. Hutchison
First Vice President Gloria Chun Hoo
Second Vice President Joanne Leavitt
Secretary Caroline de Llamas
Treasurer Jacquie Canfield
Director Amanda Berg
Director Jeanne Brown
Director Martha Cox
Director Christina Dragonetti
Director Carol Moon Goldberg
Director Karen Vanderwerken.

Absent: Director Sarah Diefendorf.
Staff Present: Executive Director Melissa Breach.
Guests: Directors-Elect Maxine Anderson, Tracey Edwards, Debbie Fagen, Aisha Piracha-Zakariya, and Lori Thiel

CONFLICT OF INTEREST: None stated.

APPROVAL OF MINUTES: Consideration of the Minutes was deferred.

GOVERNANCE AND ADMINISTRATION

Resignations/Leaves of Absence: By general consent, the LWVC Board took action as follows:

- Accepted the resignation of Melissa Breach as Executive Director, effective June 6, 2019
- Accepted the resignation of Helen Hutchison as President of LWVC, effective immediately
- Approved a leave of absence for Helen Hutchison from the LWVC Board, effective immediately.

Election of President: First Vice President Gloria Chun Hoo assumed the Chair and called for nominations for President.

MOTION: Dragonetti/Cox moved to appoint Carol Moon Goldberg as President of the LWVC for the unexpired portion of the term through June 30, 2019. The motion carried unanimously (Diefendorf absent).
GOVERNANCE AND ADMINISTRATION (continued):

President Carol Moon Goldberg assumed the Chair at this juncture.

Personnel Matters: The board designated Carol Moon Goldberg, Gloria Chun Hoo, Jacquie Canfield and Christina Dragonetti to negotiate a contract with Helen Hutchison for the Interim Executive Director position.

LWVC Representatives to LWVUS National Council: President Moon Goldberg advised that the LWVC is permitted to send three delegates to Council. There was a consensus to designate the President and Interim Executive Director to attend. Due to personal schedules, a third designee was not immediately available.

FINANCE

The Chair advised that due to changes in officers and directors, new signatories are needed on the LWVC accounts.

MOTION: Dragonetti/Brown moved the LWVC board authorize Carol Moon Goldberg, Jacquie Canfield, and Helen Hutchison as signatories for the LWVC transactional and investment accounts, and to remove Melissa Breach from the accounts, both actions effective immediately. The motion carried unanimously (Diefendorf absent).

ADJOURNMENT: There was no further business to come before the board. The meeting was duly adjourned by the Chair at 2:15 p.m.

Submitted by:

/S/

Caroline de Llamas
LWVC Secretary
CALL TO ORDER: President Helen L. Hutchison called the Special Meeting of the Board of Directors of the League of Women Voters of California (LWVC) to order at 6:32 p.m. on Wednesday, April 10, 2019 for the purpose of discussing the items noted below.

Responding Officers and Directors
President Helen L. Hutchison  First Vice President Gloria Hoo
Second Vice President Joanne Leavitt  Secretary Caroline de Llamas
Treasurer Jacque Canfield  Director Amanda Berg
Director Jeanne Brown  Director Martha Cox
Director Christina Dragonetti  Director Carol Moon Goldberg
Director Karen Vanderwerken.

Absent: Director Sarah Diefendorf.
Others present: Executive Director Melissa Breach.

CONFLICT OF INTEREST: None were stated.

LEGISLATIVE PRIORITIES FOR 2019
Second Vice President Joanne Leavitt presented the California Legislative Priorities 2019 for consideration. She added Homelessness as a second item under Housing/Homelessness to the document sent out in advance of this meeting. The following motion was offered.

MOTION: Leavitt/Legislation Committee moved the LWVC Board adopt the California Legislative Priorities 2019 as indicated below. The motion carried unanimously (Diefendorf absent).

California Legislative Priorities 2019

Making Democracy Work

• Voting rights
• Voter protection and service
• Election reform
• Money in politics
• Redistricting
• 2020 Census

Climate Change

(continued on next page)
Housing/Homelessness
- Housing supply – availability and affordability
- Homelessness

Other Legislative Issues, As Time and Resources Permit
- Support requests from local Leagues and inter-League organizations (ILOs) for advocacy on bills of specific interest to their jurisdictions
- Take action as appropriate on other core issues: Redistricting, Initiative and Referendum Process, and Reproductive Choices
- Consider Program Director recommendations for action on the highest priority bills in their program areas.

CLOSED SESSION
President Hutchison called for a Closed Session at this time to discuss pending personnel matters. President Hutchison left the meeting at 7:00 p.m. and did not return. Director Jeanne Brown left the meeting at 7:10 p.m. and did not return.

RECONVENE OPEN SESSION AND ANNOUNCE ACTION
The Special Meeting reconvened in open session at 7:20 p.m. with all the board members in attendance except for Hutchison, Brown, and Diefendorf.

There was no action to announce at this time.

ADJOURNMENT
There was no further business to come before the Board and the meeting was duly adjourned at 7:20 p.m.

Submitted by:

/s/

Caroline de Llamas
LWVC Secretary
CALL TO ORDER: President Helen L. Hutchison called the Special Meeting of the Board of Directors of the League of Women Voters of California (LWVC) to order at 6:02 p.m. on Wednesday, May 1, 2019 for the purpose of discussing the items noted below. A quorum was noted as follows:

Responding Officers and Directors
President Helen L. Hutchison  Second Vice President Joanne Leavitt
Secretary Caroline de Llamas  Director Amanda Berg
Director Jeanne Brown  Director Martha Cox
Director Christina Dragonetti.

Absent: First Vice President Gloria Hoo, Treasurer Jacquie Canfield, Directors Sarah Diefendorf, Carol Moon Goldberg, and Karen Vanderwerken.

Others present: Executive Director Melissa Breach.

CONFLICT OF INTEREST: None were stated.

LWVC CONVENTION SITE – 2021
President Hutchison noted the meeting was called to consider a site for LWVC Convention 2021. Staff has negotiated a very favorable bid with the Park Central Hotel in San Francisco. The dates will be May 5-9, 2021. The room rate is set at $189/per night, plus tax. A decision is required this evening in order to lock in the dates and rates for this hotel.

MOTION: Dragonetti/Cox moved the LWVC Board select the Park Central Hotel in San Francisco as the site for the 2021 LWVC Convention from May 5-May 9, 2021, with a room rate of $189/per night, plus tax. The motion carried unanimously (Hoo, Canfield, Diefendorf, Moon Goldberg, and Vanderwerken absent).

ADJOURNMENT
There was no further business to come before the Board and the meeting was duly adjourned by the Chair at 6:13 p.m.

Submitted by:

/s/

Caroline de Llamas
LWVC Secretary
CALL TO ORDER:  President Helen L. Hutchison called the Special Meeting of the Board of Directors of the League of Women Voters of California (LWVC) to order at 6:05 p.m. on Sunday, May 19, 2019 for the purpose of discussing the items noted below. A quorum was noted as follows:

Responding Officers and Directors
President Helen L. Hutchison       Secretary Caroline de Llamas
Treasurer Jacquie Canfield       Director Jeanne Brown
Director Martha Cox        Director Christina Dragonetti
Director Carol Moon Goldberg    Director Karen Vanderwerken.

Absent:  First Vice President Gloria Hoo, Second Vice President Joanne Leavitt,
         Directors Amanda Berg, and Sarah Diefendorf.

Others present:  Executive Director Melissa Breach.

CONFLICT OF INTEREST:  None were stated.

LWVC CONVENTION SITE – 2021
President Hutchison advised that the date initially set for the 2021 LWVC Convention conflicts with Mother’s Day on May 9, 2021. Staff was able to renegotiate the bid at the same hotel, with the same rates, to be held May 14-16, 2021.

MOTION:  Cox/Brown moved the LWVC Board change the dates of the 2021 LWVC Convention to be held at the Park Central Hotel in San Francisco to May 14-16, 2021. The motion carried unanimously (Hoo, Leavitt, Berg, and Diefendorf absent).

EXECUTIVE SEARCH FIRM
The transition team members, Jacquie Canfield, Christina Dragonetti, Helen Hutchison and Carol Moon Goldberg updated the board members regarding the selection of the firm of Cook Silverman to conduct the Executive Director search. The process is in accord with the LWVC Procurement Policies, M-7.

ADJOURNMENT
There was no further business to come before the Board and the meeting was duly adjourned by the Chair at 6:13 p.m.

Submitted by:

/s/

Caroline de Llamas
LWVC Secretary
CALL TO ORDER: President Carol Moon Goldberg called the Special Meeting of the Board of Directors of the League of Women Voters of California (LWVC) to order at 6:03 p.m. on Wednesday, June 12, 2019. A quorum was present as follows:

Responding Officers and Directors
President Carol Moon Goldberg     First Vice President Gloria Chun Hoo
Second Vice President Joanne Leavitt    Secretary Caroline de Llamas
Treasurer Jacquie Canfield      Director Amanda Berg
Director Jeanne Brown      Director Martha Cox
Director Christina Dragonetti.

Absent: Directors Sarah Diefendorf and Karen Vanderwerken.
Staff Present: None.
Guests: Directors-Elect Maxine Anderson and Tracey Edwards.

CONFLICT OF INTEREST: None stated.

APPROVAL OF MINUTES: Consideration of the Minutes was deferred.

UPDATE ON INTERIM EXECUTIVE DIRECTOR: President Carol Moon Goldberg noted the terms of employment with Interim Executive Director Helen Hutchison have been agreed upon. Ms. Hutchison started working in the office last week. This included time with Melissa Breach who left League employ on June 6, 2019.

RESOLUTION TO AUTHORIZE SIGNATORIES – WELLS FARGO: President Moon Goldberg presented the following resolution for consideration to change signatories for the Wells Fargo accounts as noted.

LWVC RESOLUTION FOR DEPOSITORY AND BROKERAGE
WELLS FARGO ADVISORS ACCOUNT NO. 205 2522-8545

MOTION: Moon Goldberg/Cox moved the LWVC Board adopt the above-captioned Resolution for Wells Fargo Account No. 205 2522-8545 to authorize the President, Treasurer and Interim Executive Director to be signatories on the accounts. And, further moved the Board specifically designate President Carol Moon Goldberg, Treasurer Jacquie Canfield, and Interim Executive Director Helen Hutchison as those signatories. The motion carried unanimously (Diefendorf and Vanderwerken absent).
APPLICATION FOR LEAVE OF ABSENCE – HELEN HUTCHISON

**MOTION:** Hoo/Dragonetti moved the LWVC Board approve Helen Hutchison’s request that her leave of absence from the LWVC board of directors be extended from June 30, 2019 until her term as Interim Executive Director is completed. The motion carried unanimously (Diefendorf and Vanderwerken absent).

**ADJOURNMENT:** There was no further business to come before the board. The meeting was duly adjourned by the Chair at 6:14 p.m.

Submitted by:

/S/

Caroline de Llamas
LWVC Secretary
CALL TO ORDER: President Helen L. Hutchison called the Regular Meeting of the Board of Directors of the League of Women Voters of California Education Fund (LWVCEF) to order at Sunday, March 17, 2019, at 11:20 a.m. A quorum was present as follows:

Responding Officers and Directors
President Helen L. Hutchison  First Vice President Gloria Chun Hoo
Second Vice President Carol Moon Goldberg  Secretary Caroline de Llamas
Treasurer Jacquie Canfield  Director Amanda Berg
Director Jeanne Brown  Director Martha Cox
Director Sarah Diefendorf  Director Christina Dragonetti
Director Joanne Leavitt  Director Karen Vanderwerken.

Absent: None.
Staff Present: Executive Director Melissa Breach.

CONFLICT OF INTEREST: (1) President Hutchison advised that she is a member of the Board of Directors of Ed Source. (2) Director Dragonetti noted she is employed by the California Association of Nonprofits (CalNonprofits).

APPROVAL OF MINUTES: The LWVCEF Regular Meeting Minutes of December 2, 2018, and the LWVC/EF Joint Special Meeting Minutes of February 6, 2019 and March 6, 2019, were approved as presented.

CONSENT CALENDAR: By unanimous consent, the LWVCEF Board acted as follows:

Resignations
- Accepted the resignation of Michelle Dennis (LWV Los Angeles) from the Finance Committee
- Accepted the resignation of Dawna Williams (LWV Oakland) from the Equity Task Force.

TREASURER’S REPORT: There was no report.

EXECUTIVE DIRECTOR’S REPORT: Executive Director Melissa Breach updated the board regarding the Voter’s Choice Act; voter registration increases in five California counties; and anticipated grant income.
Policies & Procedures Updates

P-1 – Legislation Committee

MOTION: Hutchison/Leavitt moved the LWVCEF Board approve updates to Policies & Procedures P-1 – Legislation Committee – as discussed and revised during the meeting of Saturday, March 16, 2019. The motion carried unanimously.

CC-2 – Campaign Policies for Candidates for LWVC Office

MOTION: de Llamas/Cox moved the LWVCEF Board approve revisions to Policies & Procedures CC-2 – Campaign Policies – as presented in the SBK of March 17, 2019. The motion carried unanimously.

Adjournment: There was no further business to come before the board. The meeting was duly adjourned by the Chair at 11:55 a.m.

Submitted by:

/S/
Caroline de Llamas
LWVCEF Secretary
CALL TO ORDER: President Helen L. Hutchison called the Regular Meeting of the Board of Directors of the League of Women Voters of California Education Fund (LWVCEF) to order on Sunday, June 2, 2019, at 2:15 p.m. A quorum was present as follows:

Responding Officers and Directors
President Helen L. Hutchison
First Vice President Gloria Chun Hoo
Second Vice President Carol Moon Goldberg
Secretory Caroline de Llamas
Treasurer Jacquie Canfield
Director Amanda Berg
Director Jeanne Brown
Director Martha Cox
Director Christina Dragonetti
Director Joanne Leavitt
Director Karen Vanderwerken.

Absent: Director Sarah Diefendorf.
Staff Present: Executive Director Melissa Breach.

CONFLICT OF INTEREST: (1) President Hutchison advised that she is a member of the Board of Directors of Ed Source. (2) Director Dragonetti noted she is employed by the California Association of Nonprofits (CalNonprofits).

APPROVAL OF MINUTES: Consideration of the Minutes was deferred.

GOVERNANCE AND ADMINISTRATION
Resignations/Leaves of Absence: By general consent, the LWVCEF Board took action as follows:

- Accepted the resignation of Melissa Breach as Executive Director, effective June 6, 2019
- Accepted the resignation of Helen Hutchison as President of LWVCEF, effective immediately
- Approved a leave of absence for Helen Hutchison from the LWVCEF Board, effective immediately.

Election of President: First Vice President Gloria Chun Hoo assumed the Chair and called for nominations for President.

MOTION: Dragonetti/Cox moved to appoint Carol Moon Goldberg as President of the LWVCEF for the unexpired portion of the term through June 30, 2019. The motion carried unanimously (Diefendorf absent).

President Carol Moon Goldberg assumed the Chair at this juncture.
CONSENT CALENDAR:  By unanimous consent, the LWVCEF Board took action as follows:

- **Approved the Proposed LWVCEF Budget for 2019-2021, as it appears in the LWVC Convention 2019 Workbook, Page 80, a copy of which is attached.**

- **Elected the following individuals to serve on the LWVCEF Board of Directors for the 2019-2021 term:**

  **Officers**
  - President: Carol Moon Goldberg (LWV Sacramento)
  - First Vice President: Jacquie Canfield (LWV Fresno)
  - Second Vice President: Open (Voter Service Chair – Per LWVCEF Bylaws)
  - Secretary: Caroline de Llamas (LWV East San Gabriel Valley)
  - Treasurer: Open

  **Directors**
  - Maxine Anderson (LWV San Francisco)
  - Amanda Berg (LWV San Diego)
  - Christina Dragonetti (LWV San Francisco)
  - Tracey Edwards (LWV Cupertino/Sunnyvale)
  - Debbie Fagen (LWV Pasadena Area)
  - Gloria Chun Hoo (LWV San Jose/Santa Clara)
  - Helen Hutchison (LWV Oakland)
  - Aisha Piracha-Zakariya (LWV Palo Alto)
  - Lori Thiel (LWV San Diego).

**FINANCE**

The Chair advised that due to changes in officers and directors, new signatories are needed on LWVCEF accounts.

**MOTION:** Dragonetti/Brown moved the LWVCEF Board authorize Carol Moon Goldberg, Jacquie Canfield, and Helen Hutchison as signatories for the LWVCEF transactional and investment accounts, and to remove Melissa Breach from the accounts, both actions effective immediately. The motion carried unanimously (Diefendorf absent).

**ADJOURNMENT:** There was no further business to come before the board. The meeting was duly adjourned by the Chair at 2:20 p.m.

Submitted by:

/س/

Caroline de Llamas
LWVCEF Secretary
## Proposed LWVCEF Budget 2019-2021

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>$18,172</td>
<td>$18,800</td>
<td>$628</td>
<td>3%</td>
<td>In Lieu of PMP payments</td>
</tr>
<tr>
<td>Contributions</td>
<td>303,246</td>
<td>471,100</td>
<td>167,854</td>
<td>55%</td>
<td>Increase in donations both budget years Unrestricted and Voters Edge Irvine grant of $400,000 in 2016/17, $339K 19/20, $240K 20/21</td>
</tr>
<tr>
<td>Restricted Contributions/Grant</td>
<td>250,000</td>
<td>579,400</td>
<td>329,400</td>
<td>132%</td>
<td>Increase participation of County Registrars</td>
</tr>
<tr>
<td>Earned Revenues</td>
<td>129,079</td>
<td>145,000</td>
<td>15,921</td>
<td>12%</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>1,449</td>
<td>10,570</td>
<td>9,121</td>
<td>629%</td>
<td>CD Investment Income</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$701,946</strong></td>
<td><strong>$1,224,870</strong></td>
<td><strong>522,924</strong></td>
<td>74%</td>
<td>Addlt hours for Fundraising/Program Support, COLA/Merit</td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$538,982</td>
<td>$578,942</td>
<td>$39,960</td>
<td>7%</td>
<td>Higher Board travel reimbursement</td>
</tr>
<tr>
<td>Travel</td>
<td>38,924</td>
<td>63,508</td>
<td>24,584</td>
<td>63%</td>
<td>% &amp; New Grant implementation</td>
</tr>
<tr>
<td>Services/Professional Fees</td>
<td>250,045</td>
<td>430,071</td>
<td>180,026</td>
<td>72%</td>
<td>Includes funds for TBD grants</td>
</tr>
<tr>
<td>Office and Occupancy</td>
<td>109,196</td>
<td>125,166</td>
<td>15,970</td>
<td>15%</td>
<td>Implementation of new grants</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$937,147</strong></td>
<td><strong>$1,197,687</strong></td>
<td><strong>$260,540</strong></td>
<td>28%</td>
<td></td>
</tr>
<tr>
<td>Net Ordinary Income</td>
<td>$(235,201)</td>
<td>$27,183</td>
<td>$262,384</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>$455,948</td>
<td>$220,747</td>
<td>$39,727</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$220,747</td>
<td>$247,930</td>
<td>$(148,484)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Ending Balance Components:

<table>
<thead>
<tr>
<th></th>
<th>Projected 2017/19</th>
<th>Proposed Budget 2019/21</th>
<th>Diff 2019/21 vs 2017/19</th>
<th>% Diff</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporarily Restricted</td>
<td>117,329</td>
<td>$80,479</td>
<td>$(36,850)</td>
<td>-31%</td>
<td>Planned used of grants received in prior years</td>
</tr>
<tr>
<td>Board Designated Funds</td>
<td>39,047</td>
<td>$39,047</td>
<td>-</td>
<td>0%</td>
<td>Reserve for strategic one time needs</td>
</tr>
<tr>
<td>Operational Reserves</td>
<td>39,371</td>
<td>$128,404</td>
<td>$89,033</td>
<td>226%</td>
<td>Continue to increase reserve by meeting/exceeding budget</td>
</tr>
<tr>
<td>Undesignated Funds</td>
<td>25,000</td>
<td>-</td>
<td>$(25,000)</td>
<td>-100%</td>
<td>Utilize funds for Voters Edge</td>
</tr>
</tbody>
</table>
CALL TO ORDER: President Carol Moon Goldberg called the Special Meeting of the Board of Directors of the League of Women Voters of California Education Fund (LWVCEF) to order at 6:14 p.m. on Wednesday, June 12, 2019. A quorum was present as follows:

Responding Officers and Directors
President Carol Moon Goldberg     First Vice President Gloria Chun Hoo
Second Vice President – Open     Secretary Caroline de Llamas
Treasurer Jacquie Canfield      Director Amanda Berg
Director Jeanne Brown      Director Martha Cox
Director Christina Dragonetti     Director Joanne Leavitt.

Absent:    Directors Sarah Diefendorf and Karen Vanderwerken.
Staff Present:    None.
Guests:    Directors-Elect Maxine Anderson and Tracey Edwards.

CONFLICT OF INTEREST: Director Dragonetti noted she is employed by the California Association of Nonprofits (Calnonprofits).

APPROVAL OF MINUTES: Consideration of the Minutes was deferred.

UPDATE ON INTERIM EXECUTIVE DIRECTOR: President Carol Moon Goldberg noted the terms of employment with Interim Executive Director Helen Hutchison have been agreed upon. Ms. Hutchison started working in the office last week. This included time with Melissa Breach who left League employ on June 6, 2019.

RESOLUTION TO AUTHORIZE SIGNATORIES – WELLS FARGO: President Moon Goldberg presented the following resolution for consideration to change signatories for the Wells Fargo account as noted.

LWVCEF RESOLUTION FOR DEPOSITORY AND BROKERAGE
WELLS FARGO ADVISORS ACCOUNT NO. 205 7813-1546

MOTION: Moon Goldberg/Brown moved the LWVCEF Board adopt the above-captioned Resolution for Wells Fargo Account No. 205 7813-1546 to authorize the President, Treasurer and Interim Executive Director to be signatories on the accounts. And, further moved the Board specifically designate President Carol Moon Goldberg, Treasurer Jacquie Canfield, and Interim Executive Director Helen Hutchison as those signatories. The motion carried unanimously (Diefendorf and Vanderwerken absent).
APPLICATION FOR LEAVE OF ABSENCE – HELEN HUTCHISON

MOTION: Hoo/Cox moved the LWVCEF Board approve Helen Hutchison’s request that her leave of absence from the LWVCEF board of directors be extended from June 30, 2019 until her term as Interim Executive Director is completed. The motion carried unanimously (Diefendorf and Vanderwerken absent).

ADJOURNMENT: There was no further business to come before the board. The meeting was duly adjourned by the Chair at 6:20 p.m.

Submitted by:

/S/

Caroline de Llamas
LWVC Secretary
Governance

Resolution No. 2019-1*- LWVC
- Adopt the attached Resolution No. 2019-1 fixing the number of board members for the 2019-2021 biennium, pursuant to the LWVC Bylaws.

Request to Change the Boundary and Name of a Local League*- LWVC
- Approve the attached request of the LWV Benicia to: (1) expand its service area to include the entirety of Solano County; (2) change the name from LWV Benicia to LWV Solano County; and (3) forward the request to the LWVUS with a recommendation that the changes be granted. Benicia is the only local League in Solano County.

Legislation Committee - LWVC
- Appoint Linda “Diz” Swift (LWV Berkeley/Albany/Emeryville) to the Committee.

Finance Committee – LWVC and LWVCEF
- Accept the resignation of Kristin Chu (LWV San Francisco) as a member of the Committee.

Name Change for Management Training Advisors - LWVC
- Approve a change of name for the Management Training Advisors (MTAs) to Local League Coaches (LLCs). Local League Coach more accurately reflects the role of these individuals.

Local League Coaches (LLCs – formerly known as MTAs) - LWVC
- Accept the resignation of Margo Reeg (LWV Whittier) as LLC for the local Leagues of Mt. Baldy Area and Pasadena Area
- Accept the resignation of Lynda Hungerford (LWV Oakland) as LLC for the local Leagues of Marin County, Napa County, and Sacramento County
- Accept the resignation of Alice Fried (LWV Alameda) as LLC for LWV West Contra Costa County.

*Attachments

Please note that the Consent Calendar items are intended to be enacted by one motion. Any board member may request removal of an item for individual consideration at the meeting. Report any additions/corrections to the LWVC/EF Secretary prior to the board meeting.
RESOLUTION NO. 2019-1


WHEREAS, the League of Women Voters of California (LWVC) met at its biennial convention on May 31-June 2, 2019;

WHEREAS, the convention delegation considered and adopted a program, budget, bylaws amendments, and elected officers and members of the board of directors for the 2019-2021 biennium; and

WHEREAS, consistent with Article V, Section 1 of the LWVC Bylaws, the board is required to adopt a resolution at the beginning of the board term fixing the exact number of authorized board members to serve.

NOW, THEREFORE, BE IT RESOLVED that the LWVC Board of Directors hereby fixes the number of board members for the 2019-2021 term at 13. This number includes both officers and directors.

PASSED, APPROVED AND ADOPTED this 4th day of August, 2019.

____________________________________
Carol Moon Goldberg, LWVC President

Attest:

_______________________________
Caroline de Llamas, LWVC Secretary
APPLICATION FOR CHANGING THE ORGANIZATIONAL BASIS OF A LOCAL LEAGUE

1. Current name and file number of League(s):
   League of Women Voters Benicia
   CA099

2. Name, mailing address and telephone number of president(s):
   Niles Medders
   200 Brighton Drive
   Vallejo, CA 94591
   707.205.9137

3. Who will be president of merged LWV? or, presidents of the new LWVs?
   Niles Medders
   200 Brighton Drive
   Vallejo, CA 94591
   707.205.9137

4. Name Change - Approved at LWV Benicia Annual Meeting of May 16, 2019
   Proposed new name of League(s):
   League of Women Voters Solano County

5. Boundary Change - Approved at LWV Benicia Annual Meeting of May 16, 2019
   Current basis of organization (e.g., county, area):
   City of Benicia, California
   New basis of organization (please attach a map):
   Solano County, California
   League annual membership count(s) as of most recent January 1:
   LWV Benicia membership approximately 45
   Population in current area(s) of organization:
   City of Benicia 27689 (January 2015)
   Population in proposed area(s) of organization:
   Solano County California = 429552 (January 2015)
   Congressional district(s):
   Third and Fifth.

6. Rationale for Change

   Why is change beneficial? What will be the effect on membership recruitment and retention, fundraising, program and voters service? Attach additional sheets if necessary.

   In early 2019 the LWVB board was approached by a group representing approximately 20 people living in northern Solano County, Fairfield, Vacaville and the surrounding area. They were seeking assistance in establishing their own chapter of the
League of Women Voters. The LWV of Benicia was happy to assist and suggested they might join with us until such time as they were ready to create their own chapter. At this point all are agreed that the experience of LWVB and economies of scale argue strongly for redefining our current chapter, changing the name to accurately reflect our new identity and the area we serve. The addition of these new members (which has now doubled our membership) has brought new energy and greatly increased the level of service we can provide the community.

From a historical perspective the Benicia League has had more demands for informational forums and voter service events, than it has the resources to meet. We have been addressing the question of increasing our membership for some years now (five or six). Related to that we noted the need for similar activities in nearby communities, e.g. Vallejo, Fairfield.

Our Voter Service committee began contacting local high schools to register new and prospective voters approximately 4 years ago. What was initially focused on local schools came to include the nearby communities of Vallejo and then Fairfield and Vacaville. Over the last two years our Voter Service Committee has registered over 1200 students in schools of Solano County communities, affirming the need for service to the northern part of Solano County.

[Signature]

[Signature]

Local LWV President's signature

State League President's signature

Date

July 1, 2019
County Population (January 2015): 429,552

- Benicia: 27,689
- Dixon: 19,158
- Fairfield: 111,891
- Rio Vista: 8,193
- Suisun City: 28,888
- Vacaville: 94,702
- Vallejo: 119,683
- Unincorporated Solano: 19,348
Executive Director’s Report
Helen Hutchison, Interim ED

Staff Updates
Dustin Alexander joined the staff at the beginning of June as our Fundraising Manager. You’ll get to meet him at the board meeting. His enthusiasm and energy for the League are joined with great experience in nonprofit fundraising.

In recognition of their increasing responsibility and great work, both Amaris LeBron and Andrew Muse-Fisher have new job titles (promotions). Amaris is our new Operations & Projects Coordinator, Andrew the Civic Engagement Coordinator.

Elections Preparation
The whole staff is preparing for the coming elections. There are a number of local election in November, as well as the statewide primary in March. The significant preparation for the March primary will start in early November, and continue through early January.

Grants
See the separate fundraising report.

CIVFR Project
See the attached project description.
The problem: Nonprofit organizations lack a practical way to capture, analyze, and report on the civic engagement activities their staff and volunteers conduct in the field. This limits their ability to:

1. **Understand what is happening across all levels of the organization** - While nonprofits may receive periodic reports from the field, these data are often qualitative, incomplete, and not in a form that allows for aggregation and analysis. Particularly for nonprofits that are “federated”—i.e. they have both statewide and local/regional chapters—there may be inconsistency in what data are collected and shared among the various chapters.

2. **Make decisions about strategy and activities** – Nonprofits are frequently called upon to make decisions about where and how to prioritize resources and what policy positions to advocate based on limited information—often based solely on the partially-reported experience of their own staff and volunteers. Lacking comprehensive insight into their own activities and experiences—and that of other organizations working in the field—they are prone to making decisions based on assumptions or unrecognized biases.

3. **Demonstrate impact to funders and stakeholders** – Lacking comprehensive, hard data makes it hard for nonprofits to fully communicate the breadth of their impact and value, and thus to raise real money. Likewise, funders are unable to discern the collective impact of their civic engagement investments.

The solution: Better data via a simple, real-time data collection process. A tool (e.g. an app) that allows staff and volunteers to quickly and easily register their civic engagement activities in the field in real-time. The data are stored in a relational database that any organization can use to easily analyze their own activities, compare against what others are doing and experiencing, and identify trends over time.

Example usages:

- Voter engagement – e.g. capturing event and participation information about your organization’s voter education, voter registration and GOTV activities.
- Constituent input and government oversight – e.g. capturing your organization’s experiences when observing or testifying at city council, commission, and committee meetings, public hearings or meetings with government officials.

The premise: Nonprofits that gather and share data in an integrated fashion up and down the organization are better able to articulate who they are and what they are accomplishing, leverage that to bring in money, and make better investment decisions based on an understanding of where they are succeeding and where they are falling short in the context of what others are doing in the field.
Membership Action Items  
Jacquie Canfield, First Vice President

Motion: I move that the West Sacramento MAS of the League of Women Voters of California be dissolved.

Background: In September 2017 the LWVC board approved West Sacramento to become a MAS. In subsequent meetings, Susan Morris Wilson was approved to be their MTA. While help was provided by multiple people, differences of opinion caused the unit to not work effectively.

Motion: I move that the LWVC Board of Directors approve the application of the Davis group to become the Davis Area MAS/MAL Unit of the League of Women Voters of California.

Background: This group has completed all the necessary steps to be recognized as a MAS/MAL unit. They have received membership dues from 29 people. The first meeting was in May 2019. Their application requested their jurisdiction be Yolo County minus Woodland. However, this is not possible since Woodland is a local League. This is why we are recommending the group be the Davis Area MAS/MAL unit. This does not stop them from accepting memberships from other areas in the county. We will have the LLC work with the unit. During this time, they can get a more realistic idea from which they will be drawing members. Also, they can forge a relationship with the Woodland League and both can assess their commonalities among their memberships and possible form a single League for the whole county.

Application of the Davis group can be found on the August Board Meeting Page: http://archive.lwvc.org/lwvonly/meetings/2019-08-board-meeting/2019-08-meeting.html
Information Only

Jacquie Canfield

1) Treasurer Items  
   a. Finance Committee –Purpose, Members, Update on Financial Procedures  
   b. Audit Committee-Purpose, Members  
   c. Board Timesheet 2019-20  

2) Local League Support  
   a. LLC Purpose/ Update on LLC Annual Training  

3) Membership  
   a. Update on Possible New Leagues

Finance Committee

Since the State Convention, the Finance Committee met in June 2019 and July 2019. During these meetings the committee reviewed and discussed the April 2019 and May 2019 financials. Please see the Treasurer’s report for the latest financial report.

For the benefit of the new members and refresh for the old board members, the purpose of the Finance Committee is to review the League’s financials on a regular basis (monthly), oversee the investing of Leagues funds and develop the LWVC and LWVCEF budget for consideration for the delegates and LWVCEF board. In addition, the committee has been working on ensuring all local Leagues are compliant with their financial reporting and working with the State Office to Update Financial Procedures.

On the financial reports themselves, the committee focuses on the summary reports that provide six different views of the financials for the LWVC and LWVCEF and the written report on the financials. In addition, the Finance Committee members review the following detailed reports:

- LWVC/LWVCEF Functional Report –prepared by Treasurer
- LWVC/LWVCEF Statement of Financial Position –prepared by League’s accountant

The committee is also provided the following QuickBooks reports run/prepared by League’s accountant:

- LWVC/LWVCEF Statement of Activities Budget vs. Actual
- LWVC/LWVCEF Statement of Activities Budget vs. Actual by Class
- LWVC/LWVCEF A/P Aging Report
- LWVC/LWVCEF A/R Aging Report
- LWVC/LWVCEF Profit/Loss 12 Month Report
- LWVC/LWVCEF Balance Sheet 12 Month Report
- LWVCEF YTD Summary – Statement of Activities
- LWVCEF Restricted Money Report
The current off board members on the Finance Committee are Mary Beth Armstrong from San Luis Obispo, and Katherine Gavzy from Pasadena.

This past month Helen and Sharon started working on updating the financial procedures with a goal of completing before a new ED came in so that we could at least document the current practices at this time.

Audit Committee

Per the LWVC bylaws the board appoints an audit committee to oversee the LWVC’s financial controls and procedures on behalf of the board. The committee has reviewed the 990 reports (federal tax report) for LWVC and LWVCEF. The Audit Committee members since September 2016 are Marjorie Bailey-chair (San Francisco), Elizabeth Ralston (Los Angeles) and Wanda Ginner (South San Mateo).

Board Timesheet 2019-20

Board members will be provided with an excel spreadsheet to capture your time as a State Board member. Please do not include time for other roles you complete for your local League or other duties such as Voters Edge of LLC. Please complete the timesheet and submit to me by each SBK deadline with data completed for the full month completed. For example, the time period for the October board meeting you will submit time through September. Time is place in hours, Partial hours are .25 – 15 minutes, .50 – 30 minutes, .75 – 45 minutes. Time will be split 50/50 for most cases.

Local League Coaches (LLC) Background and LLC Annual Training

The State League has utilized the LLC position for many years. They are the liaison for the State League. Their job description as outlined in the MTA Handbook (available on the League Only website under publications) on pages 1-3 includes four main areas:

- Keeping abreast of the local League activities through their publications including bylaws, policies and nonpartisan policy
- Keeping in touch with the local League Presidents
- Keeping in touch the State Coordinator for LLCs which including report out issues and successes
- Providing or arranging training including offering annual board orientation.

Currently, there are seventeen LLCs (formally MTAs) with Crownie Billik as the Northern California Coordinator and Caroline de Llamas as the Southern California Coordinator. Most of the LLC have had state and some have also had national board experience and all are long time League members. Some are newer to the role and one has been involved for almost 30 years. LLC oversee anywhere from one local League to as many as seven local Leagues. The most common number is two or three Leagues. 45 local Leagues/MAS units have a LLC. 20 local Leagues or MAS units do not have a specific LLC at this time. When a League does not have a specific LLC the northern and southern coordinator as well as I will assist.

The LLC annual training was held in San Jose on July 13. Twelve of the seventeen LLC were able to attend. In addition, Sharon Stone from the State Office and I were in attendance. Susan Wilson was the facilitator of the meeting. Topics including:
• DEI training for themselves
  o Ideas local Leagues can do to assist with getting more diverse and inclusionary
• Different types for trainings local Leagues need
  o Creating a library for LLC to use for training local Leagues
    ▪ Several LLC has developed their own, all will be sending in and a sub-committee was create one common source for all to use
• Updating the LLC handbook
• Different ways of providing training for local Leagues
  o Webinars, regional workshops, phone meetings, Zoom
• Local League finances
  o Discussed if local Leagues might want to also create 2 year budgets
• Creating a library of existing tools and develop new ones to train new LLC
• Necessary skills, process, and training for a LLC
• Status of new local Leagues that are forming
• Pilot Washington States liaison method to local Leagues
  o Monthly phone calls with local Leagues geographically close to provide training and opportunity for sharing ideas between Leagues
  o Potentially could change how local Leagues are assigned to LLC
  o Will pilot with Orange County Leagues and possibly two other areas
• Changing 15 step process to form a League to Texas four step process

Update on Members around the State (MAS) Units

In recent years we have several new potential Leagues start to form. The State League developed a list of 15 steps for a group to become a League. This list also includes steps for a group to become a MAS Unit. Groups can choose to stay a MAS Unit. In fact, Plumas has been a MAS Unit for quite some time. Below is a list of the current MAS Units.

• High Desert – Lancaster area
• Plumas
• Santa Clarita
• MotherLode – Sonora and surrounding areas
• West Sacramento – (no longer a formal MAS Unit)

We have several groups that are in different stages working to be recognized as a MAS Unit
• Davis
• Palm Springs
• Yosemite
• Yuba City
MyLO Project Update - August 2019

The My League Online website project is progressing at a steady pace since our announcement that LEW will be ending in 2020. Converting LEW sites and conducting outreach to state LWVs is our current project priority.

By the numbers:

- 128 new MyLO sites total have been created
- 3 currently in paid content migration

Webinars

- We are hosting info webinar on 7/17 with over 41 attendees
- MyLO Office Hours sessions (live help) are offered monthly
- In collaboration with LWVUS this August we are offering a Google Analytics webinar

Support

- 156 users have joined our MyLO Support Google Group
- Rain is donating her time to create all of the help and support videos and documentation
- Rain is donating her time to create and maintain the LWVL A new MyLO site
- Our tech team at Stauffer is performing a security audit in response to some suspicious activities and in advance of the elections
- The UX General Assembly conducted a pro bono user audit of our sites earlier in May/June and we are working on implementing their suggestions.

LWVUS

- We are actively working with LWVUS on improved content sharing and security upgrades
- We are regularly included in their Leader’s Update and listed online as a recommended service

Looking to share info about MyLO?

We regularly share info about MyLO in several social media groups, list serves and via email. You can find extensive info about MyLO including webinar sign ups, pricing, and help resources on our special webpage: www.lwvc.org/mylo
Information Only

Carol Moon Goldberg

Background
On the last day of LWVC Convention 2019 delegates:

“Approved one not recommended item - LWVC update of the PreK-12 Education position to include charter schools’ accountability.”

The update was proposed by LWV of Fresno County. The League conducted a study of the issue that resulted in a position.

The approved item seeks an update of the existing LWVC position; something that appears to be a request for a new or additional language. The most obvious way to develop such language is to review the Fresno study and to determine whether the Fresno position’s language is appropriate to use. In essence this is a request for a concurrence of sorts.

The following describes a concurrence:

Begin quote

Policies and Procedures P-12

Concurrence

The definition of concurrence in In League is:

Concurrence is the act of agreeing with—or concurring with—a statement of position. A decision-making technique used by the League for some time, concurrence can work several ways. Groups of League members or League boards can concur with 1) recommendations of a resource committee or a unit group; 2) decision statements formulated by League boards; or, 3) positions reached by another League or Leagues…

End quote

The policy goes on to discuss the process including:

“The local League or individual members who plan to move for adoption of a new position by concurring with a current position of another League or ILO must notify all local League presidents of this not later than 30 days prior to the start of the convention…”

The Fresno League notified local League presidents of their intent via email in a timely manner.
Proposal for consideration

Appoint a committee of 5-7 people to examine the Fresno study and to determine what if any language from the Fresno position be used to update the LWVC position. Joanne Leavitt, long time education education consultant to LWVC, has agreed to serve as consultant.

The committee is to make a recommendation to the LWVC Board of Directors within the next 3 months. This is following the definition of concurrence 1) quoted above. The delegates at convention have already given the go ahead to update the LWVC position to include language about charter schools.

This proposal is to be a springboard for discussion and potential decision.
POST BOARD SUMMARY REPORT FORM

Name ______________________________________  Meeting Date: ____________________

Portfolio ____________________________  Agenda Item _______________________________

INFORMATION FOR THE POST BOARD SUMMARY

Please write a few sentences for the Post Board Summary after your board report is completed and give to the secretary upon adjournment. Thank you.

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