

LEAGUE OF WOMEN VOTERS OF CALIFORNIA
LEAGUE OF WOMEN VOTERS OF CALIFORNIA EDUCATION FUND
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January 25-26 - STATE BOARD KIT
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Materials Supporting Agenda Topics:

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1. Check-ins (Moon Goldberg) None
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3. Schools & Communities First (Hutchison) None
4. Financial Report & Training (Canfield) 10
5. Fundraising None
6. Local League Coaches (Canfield) 24
7. Discussion of DEI & Podcast None
8. LWVC Vacancies None
9. Mission Statement (Moon Goldberg / Doute) 12
10. Strategic Planning (Moon Goldberg) 13

Sunday

1. Reconvene/Check-in (Hutchison) None

Materials Supporting LWVC Board Meeting:

1. Approval of Minutes (de Llamas) 14
2. Consent Calendar (de Llamas) 19
3. Treasurer's Report None
4. Executive Director's Report (Doute) To be sent later
5. Program None
6. Membership None
7. Other Business

Materials Supporting LWVCEF Board Meeting:

1.	Approval of Minutes (de Llamas)	14
2.	Consent Calendar (de Llamas)	19
3.	Treasurer's Report	None
4.	Executive Director's Report (Doute)	To be sent later
5.	Voter Service	None
6.	Other Business	

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Board Meeting Accommodations and Food

Sharon Stone

Meeting Location: Sheraton La Jolla, 3299 Holiday Court, La Jolla, CA 92037

Saturday:

Coffee and tea will be provided in the morning.

Lunch: Deli Buffet

Mixed greens, diced cucumber, red onions, shaved carrots, shredded cheddar cheese with ranch dressing

Pasta salad

Sliced fresh fruit

Smoked turkey breast, honey cured ham, roast beef, swiss, & cheddar cheese

Assorted locally sourced breads & rolls

Mayonnaise, mustard, aioli spreads, vinegar & oil

Onions, pickle spears, sliced tomatoes, & pepperoncini

Lemon bars & cupcakes

Coffee refresh and sliced fresh fruit in the afternoon.

Dinner: TBA

Sunday:

Coffee and tea will be provided in the morning.

Lunch will not be provided, as we will adjourn the meeting by noon.

Parking: For those who are coming for the day and are NOT staying overnight, there is a complimentary parking lot. Hotel staff says it is the lower lot and is actually closer to where our meeting is on the first floor. Here are the directions:

- At Villa La Jolla (light) make u-turn
- Make second right into Mobil gas station
- Enter parking lot

LWVC/LWVCEF January 25-26, 2020

Location: Sheraton La Jolla
3299 Holiday Court
La Jolla, CA 92037

SATURDAY - January 25

10:00 am: call to order

1. 10:00 am - 10:30 am **Board Check In**
2. 10:30 am - 10:45 am **Legislative Report** (Gloria) and **Proposal of Climate Change Task Force to ask LWVUS to include Climate Emergency within their Making Democracy Work advocacy**
Purpose: Inform the board of status of advocacy work and the proposal
Outcome: Board members understand what LWVC is doing in the legislative arena and understand what the Climate Change Task Force is requesting
Level of discussion: tactical, strategic
3. 10:45 am - 10:55 am **Schools & Communities First** (Helen)
Purpose: Inform the board of the status of the work on SCF
Outcome: Board members understand status and
Level of discussion: strategic
4. 10:55 am - 12:00 pm **Financial Report & Training** (Jacquie & Stephanie)
Purpose: Understand current financial status and learn how to read the budget and financial reporting
Outcome: Board gains knowledge
Level of discussion: (tactical, strategic, generative): strategic

12:00 -1:00 pm LUNCH

5. 1:00 - 1:30 pm **Fundraising**
Purpose: To inform the board of status of fundraising and future plans Outcome: Board members understand plans & reactions to plans
Level of discussion: tactical, strategic

6. 1:30 pm - 2:00 **Local League Coaches** (Jacquie)
Purpose: Inform board of status and future plans
Outcome: Board members understand and offer response
Level of discussion: strategic, tactical
7. 2:00 pm - 2:30 pm **Discussion of DEI & podcast [When Civility is a Cudgel Against People of Color](#)**
Purpose: Continued learning of issues
Outcome: Board develops self knowledge and understanding
Level of discussion (tactical, strategic, generative): generative
8. 2:30 pm - 3:00 pm **Needs to fill Treasurer, Nominating Committee Chair, Voter Service persons, Local League Coaches**
Purpose: Flesh out our needs and brainstorm possible people to fill these positions
Outcome: Board members made suggestions of personnel or of how to get personnel
Level of discussion: generative, strategic, tactical

3:00 - 3:15 pm Break

9. 3:15 pm - 4:15 pm **Mission Statement** (Carol & Stephanie)
Purpose: Explore the possibility streamlining the LWVC Mission statement
Outcome: Board members
Level of discussion: generative, strategic
10. 4:15 pm - 5:00 pm **Strategic planning**
Purpose: Consider the need for defining what LWVC should accomplish in the next 100 years
Outcome: Board discusses concepts and brain storms
Level of discussion: generative

Prosecco time

6:30 pm DINNER TBA

Sunday January 26, 2020

**League of Women Voters of California Board of Directors
January 26, 2020
AGENDA**

9:30 am Call to Order

Moon Goldberg

Roll Call:

de Llamas

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 Helen Hutchison
Director Aisha Piracha-Zakariya
Director Lori Thiel

Staff: Executive Director Stephanie Doute

1. Agenda adjustments (3 min) Moon Goldberg
2. Conflict of Interest Stated (2 min) de Llamas
3. Approval of Minutes -
 LWVC – Regular Meeting of October 20, 2019 (2 min) de Llamas
4. Consent Calendar Items – Routine Matters (5 min) de Llamas
 - a. Special Meetings: October 24 & 30, 2019; November 13 & 25, 2019
 - b. Appointments and Resignations
5. Treasurer's Report (10 min) Canfield
6. Executive Director's Report (30 min) Doute
7. Program (0 min)
8. Membership (0 min)
9. Motions:
 - a. Motion to Reinstate Helen Hutchison to Director Position
 - b. Motion to Present Proposal to LWVUS to include Climate Emergency in its Making Democracy Work program

Items for future agendas
Other Business

Adjournment by 10:30

**League of Women Voters of California Education Fund Board of
Directors Meeting - January 26, 2020
AGENDA**

10:30 am Call to Order Moon Goldberg

Roll Call: de Llamas

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 Helen Hutchison
Director Aisha Piracha-Zakariya
Director Lori Thiel

Staff: Executive Director Stephanie Doute

1. Agenda adjustments (3 min) Moon Goldberg
2. Conflict of Interest Stated (2 min) de Llamas
3. Approval of Minutes - (2 min) de Llamas
Regular Meeting October 20, 2019
4. Consent Calendar Items – Routine Matters (5 min) de Llamas
 - a. Special Meetings: October 24 & 30, 2019; November 13 & 25, 2019
 - b. Resignations and Appointments
5. Treasurer's Report (10 min) Canfield
 - a. Financial reports
6. Executive Director's Report (30 min) Doute

7. Voter Service
8. Items for future agendas
9. Other Business

(10 min) Goldberg

Adjournment by 11:00 a.m.

11:00 am- 11:15 am - LWVC Leaders Update Review

Proposal of Climate Change Task Force to ask LWVUS to include Climate Emergency within their Making Democracy Work advocacy

Gloria Chun Hoo

Purpose: Board deliberation of the request by the Climate Change Task Force described below.

Process: Discussion of the reasons for the request.

Outcome: Board makes a decision by vote in Sunday meeting.

Background Information

The below is what the Climate Change Task Force wants to request of LWVUS.

At its 2019 Convention, LWVC passed a resolution declaring a 'Climate Emergency' calling for urgent relevant action by state and local governments. On behalf of our members and local Leagues, LWVC requests that LWVUS add "Climate Emergency" to the "Making Democracy Work" program.

This topic should be included as part of the program to emphasize the need to take action because of the critical importance of climate change to our democracy. Topics in the "Making Democracy Work" agenda rise to the highest level of action for Leagues across the country. Including "Climate Emergency" in the program sends a strong message for urgent action.

Climate Emergency clearly falls within the general framework of "Making Democracy Work." World leaders and the US military warn that the impacts of climate disruption have become increasingly severe and frequent. The resulting climate chaos will have devastating effects on the US economy, the lives of individuals and all levels of government. These effects pose a serious threat to the civil liberties and freedoms upon which our democracy rests.

"Making Democracy Work" must include work on solutions to the climate crisis that are responsive to equity and climate justice. Tragically, those least responsible for climate change suffer the greatest consequences of environmental degradation and pollution – lack of clean air and water, reduced access to safe, healthy food, illness, dislocation or death from extreme weather events. Democracy only works when all of its citizens have a voice at the table and are assured of a safe, sustainable, and healthy environment in which to live and contribute.

Many Leagues are working diligently on climate issues at the local and state level, but it is now time for "All Hands on Deck," leadership, and unity of purpose at the national level.

Financial Report

Jacquie Canfield

November 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.

Financial spreadsheets can be found here: <https://my.lwv.org/california/lwvc-board/january-2020>

LWVC November 2019 Financial Report

- 1) Differences from planned 2019/20 Budget –
 - a. Assuming the LWVC board approves a contribution to the LWVCEF budget, the LWVC beginning balance is slightly lower than planned by \$10K.
 - b. The 2019/20 budget assumed \$11K to cover staff costs for the Make It Fair campaign.
 - c. The Trudy Schafer beginning balance is higher than planned \$57K versus the planned \$51K
 - d. The costs for the Executive Director search were not anticipated when the budget was developed and are currently being assessed as to the impact to the LWVC and LWVCEF budget. The search costs are over three years (2018/19-2020/21) and some costs are offset by the interim director position being part-time.
- 2) Revenue Items
 - a. Trudy Schafer Scholarship Fund – The budget assumed \$25K in new donations. We received \$190 this year.
 - b. Schools and Communities First Fund – The League has received \$6,705 towards this purpose. The budget did not assume any new funds, however, the budget did assume \$11K in existing funds to cover personnel costs.
 - c. PMP – Is on par with last year's activity for this time of the year.
- 3) Expense Items -
 - a. Personnel – Savings in personnel are being generated by the interim executive director being part time and new executive director hired in November.
 - b. Services – Costs are higher than planned. Some related to ED search and some costs for interim executive director are in the services line in the board classification.

LWVCEF November 2019 Financial Report

1) Differences from planned 2019/20 Budget –

- a. The LWVC board approves a contribution to the LWVCEF of \$15K to ensure the strategic funds and operating reserve funds remain intact. \$39K for the strategic funds and \$8K for the operating reserve funds.
- b. With this action, the LWVCEF beginning balance would be higher than planned by \$17K.
- c. This increase is with restricted funds with Voters Edge having a beginning balance of \$105K versus \$64K. This change should allow the program to be self-supporting for the 19/20 year and not need the \$25K in support as planned in the budget.
- d. The Silicon Community Valley Foundation funds have a beginning balance of \$70K versus \$53K which will allow staff to adjust their time during the 19/20 year to assist the Unrestricted General Fund.
- e. At the end of the year, the district received \$15K in redistricting funds. These funds have been released and are assisting the unrestricted EF budget, due to the work being completed by volunteer time.

2) Revenues –

- a. New Grant -The November financials include a grant from LWVUS for \$3K. This is to create a toolkit for local Leagues on redistricting. The toolkit is being developed by Helen Hutchison. The funds will pay for staff's time to review the toolkit.
- b. Report on Grants in Budget –
 - i. Silicon Valley Community Foundation grant for the second year has been approved.
 - ii. Goldman – The budget assumed \$50K. The next grant cycle is in the month of March. The League will submit their proposal. Reminder, 50% of funds were assumed to cover existing expenses.
 - iii. TBD – We still have one grant of \$75K that is in TBD status. Reminder, 50% of funds were assumed to cover existing expenses.
 - iv. Library Grant – The Library will be sending \$30K to support the March election. At this time they plan on sending \$80K in November for a total of \$110K The budget assumed \$125K.
- c. Specific Voters Edge Revenue
 - i. Public Radio – The budget assumed \$35K from the public radios to support both elections. We learned this past fall, that they will be using another group for their election information.
 - ii. Newspaper – Staff is currently working with The Sacramento Bee to provide election coverage for the March and November election. Income will be shared with Maplight. Estimated amount is around \$4,500.
 - iii. County Registrars – The budget assumed \$45K. Last year actual received was \$24K.

3) Expenses –

- a. Personnel costs are lower due to the opening of the executive director and hired in November.
- b. Services costs are higher due to costs for interim executive director are showing in the board classification. The management classification includes payments for the executive director search.

Mission Statement

Carol Moon Goldberg

Purpose: Explore the possibility of streamlining the Mission Statement

Process: Examination of LWVUS's formulation followed by generative discussion of whether this is something that should be done and discussion of possible formulations of LWVC's own

Outcome: No specific decision is to be made at this time. This is simply a brainstorming session.

Preparation: Review the [LWVUS webpage](#). See questions posed below. Think about answers or more questions that should be asked.

Background Information

Since the 1950's LWVC (and all of LWV) has used the following statement (or some variation on it) to describe what LWV is:

"The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy."

Recently LWVUS added the following:

Our Mission, Vision, and Value

Mission

Empowering voters. Defending democracy.

Vision

We envision a democracy where every person has the desire, the right, the knowledge and the confidence to participate.

Value

We believe in the power of women to create a more perfect democracy.

The questions posed to the Board are:

- Should LWVC use something like that described above?
- What use is a shorter statement to LWVC? An elevator speech for LWVC? Other uses.
- The Vision section used by LWVUS seems more applicable to voter service work. Should a separate but similar set of statements be developed for LWVC advocacy work?
- What benefit would such a change give to LWVC?
- What downside is there?

Strategic Planning

Carol Moon Goldberg

Purpose: Gather input from the Board on starting a strategic planning process to help determine priorities for the next 100 years of existence.

Process: Brief presentation of idea followed by brainstorming sessions. No decision to be made at this time.

Outcome: Board brainstorms about the future

Preparation: Think about the following questions:

- What does LWVC do better than any other?
- What if \$5 million landed like manna from heaven? How should it be spent, and why?
- What are the risks facing LWVC?
- What is the headline you would most like to see about your LWVC's work three years from now?
- What headline would you least like to see?
- What are 3 big things you'd like to see LWVC accomplish?

Background Information

The LWVC DEI policy contains this sentence:

“Diversity, equity, and inclusion are central to the organization’s current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.”

How will LWVC engage with those listed and create a more perfect democracy? This is a good question to ask as the League moves deeper into its next 100 years. What will/should LWVC do to pursue its mission?

Strategic planning does not have to end up in a binder filled with multiple goals sitting on shelf, never to be looked at again. The mere act of planning requires thorough exploration of options and contingencies. The knowledge gained during this process is crucial to the selection of appropriate actions as future events unfold.

APPROVAL OF MINUTES

Caroline de Llamas, Secretary

January 26, 2020 – State Board Kit

Consideration/Approval of Minutes

LWVC Regular Meeting Minutes of October 20, 2019*

LWVCEF Regular Meeting Minutes of October 20, 2019*

***Attachment**

League of Women Voters of California
Minutes of a Regular Meeting of the Board of Directors
October 20, 2019 – San Jose

CALL TO ORDER: President Carol Moon Goldberg called the Regular Meeting of the Board of Directors of the League of Women Voters of California (LWVC) to order at 10:30 a.m. on Sunday, October 20, 2019. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg
Second Vice President Gloria Chun Hoo
Director Maxine Anderson
Director Christina Dragonetti
Director Lori Thiel.

First Vice President Jacquie Canfield
Secretary Caroline de Llamas
Director Amanda Berg
Director Aisha Piracha-Zakariya

Absent: Directors Tracey Edwards and Debbie Fagen.

Staff Present: Interim Executive Director Helen Hutchison.

CONFLICT OF INTEREST: None stated.

APPROVAL OF MINUTES: The LWVC Regular Meeting Minutes of August 4, 2019, and the LWVC Special Meetings of August 20, 2019 and September 21, 2019 were approved as presented.

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

Ratification of Special Meeting Actions

- August 20, 2019 – Approved joining the LWVUS People Powered Fair Maps Campaign.
- September 21, 2019 – Approved an Amendment to the Contract for Interim Executive Director Services.

Appointments

- Janis R. Hirohama (LWV Beach Cities) – Reappointed to the California Commission on Access to Justice (CCAJ) through July 2021.
- Maxine Anderson (LWVC Board and LWV San Francisco) – Appointed to the LWVC Legislation Committee.

Membership

- Approved the dissolution of the West Sacramento MAS/MAL Unit, per the recommendation of Membership Chair Jacquie Canfield.

TREASURER'S REPORT: Former Treasurer and current First Vice President Jacquie Canfield reviewed the June 2019 and August 2019 Financial Reports included in the October State Board Kit (SBK). The reports were received and filed.

TREASURER'S REPORT (continued)

The following motions were offered for consideration.

MOTION: Canfield/Finance Committee moved to recommend that the LWVC approve a contribution of \$15,734 to the LWVCEF for the 2018/2019 fiscal year. The motion carried unanimously (Edwards and Fagen absent).

MOTION: Canfield/de Llamas moved that the LWVC approve increasing the operating reserves by \$10,649 to a total of \$115,000 for the 2018/2019 fiscal year. The motion carried unanimously (Edwards and Fagen absent).

DISCUSSION OF NONPARTISAN POLICY: President Moon Goldberg advised that this item was held over from the previous meeting to allow everyone additional time to review it. There were no questions.

MOTION: de Llamas/Hoo moved to reaffirm the Nonpartisan Policy, Governance G-1, as it appears in the Policies & Procedures. The motion carried unanimously (Edwards and Fagen absent).

INTERIM EXECUTIVE DIRECTOR'S REPORT: Interim Executive Director Helen Hutchison updated the Board regarding the Civic Project, upcoming Legislative Interviews, changes with MyLO, grants, and the Schools and Communities First petitions.

LWVUS is encouraging all Leagues to participate in a *National Day of Action* on February 14, 2020.

ACTION/ADVOCACY: Second Vice President Gloria Hoo reviewed and discussed with the board members the Legislation Committee's review/recommendations regarding the Public Preschool, K-12 and College Health & Safety Bond Act of 2020 (AB 48).

MOTION: Hoo/Legislation Committee moved that LWVC support the Public Preschool, K-12 College Health & Safety Bond Act of 2020 (AB 48). The motion carried with Anderson dissenting (Edwards and Fagen absent).

MOTION: Dragonetti/Thiel moved that LWVC Support the Public Preschool, K-12 and College Health & Safety Bond Act of 2020 (AB 48) at a low level. The motion carried unanimously (Edwards and Fagen absent).

RECOGNITION OF CAL CHANNEL AND ITS PRESIDENT JOHN HANCOCK: President Moon Goldberg commented on LWVC's long-time association with Cal Channel and Mr. Hancock, and presented the Resolution for consideration.

MOTION: Moon Goldberg/Hoo moved to adopt "A RESOLUTION HONORING JOHN HANCOCK." The motion carried with Dragonetti abstaining (Edwards and Fagen absent).

MEMBERSHIP REPORT: First Vice President Jacquie Canfield reported on the status of the Local League Coaches (LLCs), and efforts to improve the program and service to the local Leagues. The coaches have a monthly call and meet once annually in person. Work is underway to improve both training and training materials.

She advised of the LLC Survey taken by the local League coaches. She then presented the survey to the board members and asked for their input in an effort to reconcile the goals of the coaches with the board members.

CLOSED SESSION: President Moon Goldberg called for a Closed Session at this juncture for the discussion of personnel and litigation matters. The present board members convened in Closed Session at 11:54 a.m. (Edwards and Fagen absent).

RECONVENE IN OPEN SESSION: The board members reconvened in Open Session at 12:17 p.m. with all members in attendance (Edwards and Fagen absent).

MOTION: Canfield/Dragonetti moved to authorize President Carol Moon Goldberg to enter into negotiations to hire an Executive Director consistent with the previously agreed upon terms and conditions. The motion carried unanimously (Edwards and Fagen absent).

MOTION: Thiel/Anderson moved to support LWVC intervention in US District Court, Eastern District of California Case No. 2:19-cv-01985-MCE-AC, and to authorize execution of a contract for legal services following review of the contract language by Carol Moon Goldberg, Gloria Chun Hoo, Dora Rose, and Helen Hutchison. The motion carried unanimously (Edwards and Fagen absent).

ADJOURNMENT: There was no further business to come before the board. The meeting was duly adjourned by the Chair at 12:30 pm

Submitted by:

**Caroline de Llamas
LWVC Secretary**

**League of Women Voters of California Education Fund
Minutes of a Regular Meeting of the Board of Directors
October 20, 2019 – San Jose**

CALL TO ORDER: President Carol Moon Goldberg called the Regular Meeting of the Board of Directors of the League of Women Voters of California Education Fund (LWVCEF) to order on Sunday, October 20, 2019, at 1:00 p.m. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg
Secretary Caroline de Llamas
Director Amanda Berg
Director Gloria Chun Hoo
Director Lori Thiel.

First Vice President Jacquie Canfield
Director Maxine Anderson
Director Christina Dragonetti
Director Aisha Piracha-Zakariya

Absent: Directors Tracey Edwards and Debbie Fagen.

Staff Present: Interim Executive Director Helen Hutchison.

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

APPROVAL OF MINUTES: The LWVCEF Regular Meeting Minutes of August 4, 2019 were approved as presented (Edwards and Fagen absent).

TREASURER'S REPORT: The LWVCEF Financial Reports for June 2019 and August 2019 were Received and filed.

INTERIM EXECUTIVE DIRECTOR'S REPORT: Interim Executive Director Helen Hutchison updated the board members regarding staff assignments, grants, civic engagement, the Voter's Choice Act, Voter's Edge, and the redistricting tool kit.

VOTER SERVICE REPORT: President Moon Goldberg talked about changes to the Easy Voter Guide, noting it will be made available online only. She is working with Mony Flores-Bauer on webinars that will be available in December.

ADJOURNMENT: There was no further business to come before the board. The meeting was duly adjourned by the Chair at 1:20 p.m.

Submitted by:

**Caroline de Llamas
LWVCEF Secretary**

LWVC/LWVCEF Consent Calendarⁱ
Caroline de Llamas, Secretary
January 26, 2020 – State Board Kit

Governance

Ratification of Special Meeting Actions*

- LWVC/EF – October 24, 2019 Executive Committee – Executive Director Recruitment
- LWVC/EF – October 30, 2019 – Hiring of Executive Director Stephanie Duote
- LWVC/EF - November 13, 2019 – Fundraising
- LWVC/EF – November 25, 2019 – Changing of Signatories on Financial Accounts

***Attachments**

ⁱ 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.

League of Women Voters of California
League of Women Voters of California Education Fund
Minutes of a Joint Special Meeting of the Executive Committees
October 24, 2019 – Electronic Communication

CALL TO ORDER: President Carol Moon Goldberg called the Joint Special Meeting of the Executive Committees of the League of Women Voters of California (LWVC) and the League of Women Voters of California Education Fund (LWVCEF) to order at 5:00 p.m. on Thursday, October 24, 2019 for the purpose of discussing the item noted below. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg

Second Vice President Gloria Chun Hoo

First Vice President Jacquie Canfield

Secretary Caroline de Llamas.

Absent: None.

Others present: None.

CONFLICT OF INTEREST: None were stated.

CLOSED SESSION ITEM

President Moon Goldberg called for a Closed Session to discuss personnel matters related to the current recruitment of an Executive Director. All present officers noted above convened in Closed Session at 5:05 p.m.

RECONVENE IN OPEN SESSION

The meeting reconvened in Open Session at 5:20 p.m. with all the officers present.

MOTION: Hoo/Canfield moved to adjust the salary of the Executive Director consistent with prior board discussions. All other terms and conditions will remain the same. The motion carried unanimously.

ADJOURNMENT

There was no further business to come before the Executive Committees and the meeting was duly adjourned by the Chair at 5:20 p.m.

Submitted by:

/s/

Caroline de Llamas

LWVC/EF Secretary

**League of Women Voters of California
League of Women Voters of California Education Fund
Minutes of a Joint Special Meeting of the Boards of Directors
October 30, 2019 – Electronic Communication**

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) and the League of Women Voters of California Education Fund (LWVCEF) to order at 7:08 p.m. on Wednesday, October 30, 2019 for the purpose of discussing the items noted below. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg
Second Vice President Gloria Chun Hoo
Director Amanda Berg
Director Tracey Edwards

First Vice President Jacquie Canfield
Secretary Caroline de Llamas
Director Christina Dragonetti
Director Aisha Piracha-Zakariya

Absent: Directors Maxine Anderson, Debbie Fagen, and Lori Thiel.

Others present: None.

CONFLICT OF INTEREST: None were stated.

CLOSED SESSION ITEM

President Moon Goldberg called for a Closed Session to discuss personnel matters related to the current recruitment of an Executive Director. All present officers and directors convened in Closed Session at 7:08 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ACTION

The Special Meeting reconvened in Open Session at 7:15 p.m. with all the board members in attendance. The following motion was offered for consideration:

Motion: Hoo/Dragonetti moved the LWVC/EF hire Stephanie Duote as the Executive Director, effective November 18, 2019, pursuant to the agreed upon terms and conditions of employment. The motion carried unanimously (Anderson, Fagen, and Thiel absent).

ADJOURNMENT

There was no further business to come before the Boards and the meeting was duly adjourned by the Chair at 7:17 p.m.

Submitted by:

/s/

**Caroline de Llamas
LWVC/EF Secretary**

**League of Women Voters of California
League of Women Voters of California Education Fund
Minutes of a Joint Special Meeting of the Boards of Directors
November 13, 2019 – Electronic Communication**

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) and the League of Women Voters of California Education Fund (LWVCEF) to order at 6:00 p.m. on Wednesday, November 13, 2019 for the purpose of discussing the items noted below. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg
Second Vice President Gloria Chun Hoo
Director Christina Dragonetti
Director Tracey Edwards
Director Lori Thiel.

First Vice President Jacquie Canfield
Director Maxine Anderson
Director Debbie Fagen
Director Aisha Piracha-Zakariya

Absent: Secretary Caroline de Llamas and Director Amanda Berg.

Others present: Interim Executive Director Helen Hutchison and Fundraising Manager Dustin Alexander.

CONFLICT OF INTEREST: None were stated.

DISCUSSION

President Moon Goldberg noted the meeting would be dedicated to the discussion of fundraising for the LWVC and LWVCEF.

Fundraising Manager Dustin Alexander was present. He discussed with the board members the status of fundraising efforts and expectations for the ensuing year.

No action was taken at the meeting.

ADJOURNMENT

There was no further business to come before the Boards and the meeting was duly adjourned by the Chair at 7:00 p.m.

Submitted by:

/s/

**Caroline de Llamas
LWVC/EF Secretary**

League of Women Voters of California
League of Women Voters of California Education Fund
Minutes of a Joint Special Meeting of the Executive Committees
November 25, 2019 – Electronic Communication

CALL TO ORDER: President Carol Moon Goldberg called the Special Meeting of the Executive Committees of the League of Women Voters of California (LWVC) and the League of Women Voters of California Education Fund (LWVCEF) to order at 7:09 p.m. on Monday, November 25, 2019 for the purpose of discussing the item noted below. A quorum was present as follows:

Responding Officers and Directors

President Carol Moon Goldberg

Second Vice President Gloria Chun Hoo

First Vice President Jacquie Canfield

Secretary Caroline de Llamas.

Absent: None.

Others present: None.

CONFLICT OF INTEREST: None were stated.

AUTHORIZATION OF SIGNATORIES

President Moon Goldberg noted that due to recent personnel changes, the authorization of signatories needed updating. The following motion was presented for consideration.

Motion: Hoo/de Llamas moved that the LWVC and LWVCEF Executive Committees authorize Carol Moon Goldberg, Jacquie Canfield, and Stephanie Duote be named as signatories for the LWVC and LWVCEF transactional and investment accounts, and to remove Helen Hutchison from the accounts, both actions effective immediately. The motion carried unanimously.

ADJOURNMENT

There was no further business to come before the Executive Committees and the meeting was duly adjourned by the Chair at 7:20 p.m.

Submitted by:

/s/

Caroline de Llamas
LWVC/EF Secretary

Information Only Jacquie Canfield

Treasurer Items

Finance Committee

Since the October board meeting, the Finance Committee met in November 2019 and January 2020. During these meetings the committee reviewed and discussed the September 2019 and November 2019 financials. Please see the Treasurer's report for the latest financial report.

Stephanie is currently updating the documenting/updating on the financial procedures. When the procedures are completed the results will be shared with both the Finance Committee and Audit Committee.

2018-19 Form 990 Report

The 2018-19 financial reports (990 for federal and 199 for state) were filed with the proper agencies by November 15.

Board Timesheet 2019-20

Board members were provided with an excel spreadsheet to capture your time as a State Board member. **To date, I have not received very many for this year.** With half of the first year already completed, I wanted to be sure all board members take a few minutes to capture her board time. As a reminder, 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 January board meeting, time through December should be captured. 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 Support

Local League Coaches (LLC) Update

As mentioned at the October board meeting, we have reestablished monthly calls with the LLC. Since the October meeting we have had three phone meetings. The meetings are recorded to allow others not able to attend to view the meeting. On the next page are the topics that were discussed. **At the January State board meeting, I would like to continue our discussion on how best to utilize the LLC to help support the local Leagues.**

LLC Phone Meetings Topics November 2019 – January 2020

November meeting

1. MTA survey from July 2018 - Questions 13-35
2. LLC survey results from State Board and LLC - October 2019
 - a. Review results and discuss how this might assist with framing LLC's work
3. LLC Worksheet Tool

- a. Discuss Purpose of tool
- b. Review tool and get feedback
- c. LLC Tool Completion Schedule

December Meeting

- 1. LLC Worksheet Tool - Created as a google document
- 2. Suggested Email Message from Local League Coaches to Local Leagues
- 3. Finding new LLC's -
 - a. We discussed the importance of having a LLC application and providing training for LLCs which we will need to refine,
 - 1. How many local Leagues should each LLC have? Should there be a max number served?
 - 2. Discuss ideas for how to get more LLCs

January Meeting

- 1. LLC Worksheet – Still underutilized at this time. Some are due to technology struggles. The spreadsheet was turned into a google sheet for all to update their sheet.
- 2. Possible LLC Candidates -
 - a. LLC provided names of individuals they thought would make a good LLC. It was noted that the potential candidates do not have much diversity in this group which is due to the suggested requirement to have state experience. The group did discuss that while some state experience is preferred and perhaps we could consider individuals with only local League leadership and pair them up with another experienced LLC to ensure proper background/training is provided.
 - b. If State board members have a suggestion of an individual they this would make a good LLC, please forward the name, email and phone number to me.
 - c. An invitation message, application and job description will be sent to them.
- 3. Brainstorming Data Points for Identifying Struggling Leagues
 - a. Membership going down
 - b. Not attending State Convention
 - c. Not participating in Program Planning
 - d. Not participating in Legislative Interviews
 - e. Not ordering Easy Voter Guides or Voters Edge bookmarks
 - f. Not being able to fill all board positions
 - g. Number of events they have monthly, quarterly, etc.
 - h. LLC observing local meeting and noticing participation, body language, etc.

The group discussed how to get this information - some could be from State office itself, others we could include in the yearly request from the State Office to capture activity that happened in the prior year. We will discuss more at a future meeting.

