

LEAGUE OF WOMEN VOTERS OF CALIFORNIA  
LEAGUE OF WOMEN VOTERS OF CALIFORNIA EDUCATION FUND  
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March 21 - STATE BOARD KIT  
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**Materials Supporting Agenda Topics:**

1. Legislative Report and Schools & Communities First (Hoo/Hutchison) ..... 7  
2. Financial Report (Canfield) ..... 9  
3. Fundraising ..... None  
4. Strategic Planning Exercise ..... None  
5. Local League Coaches (Canfield) ..... None  
6. DEI Discussion (Moon Goldberg) ..... 12

**Materials Supporting LWVC Board Meeting:**

1. Approval of Minutes (de Llamas) ..... To be sent later  
2. Consent Calendar (de Llamas) ..... To be sent later  
3. Treasurer's Report ..... 9  
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) ..... To be sent later  
2. Consent Calendar (de Llamas) ..... To be sent later  
3. Treasurer's Report ..... 9  
4. Executive Director's Report (Doute) ..... To be sent later  
5. Voter Service ..... None  
6. Other Business

**Information Only**

Jacque Canfield ..... 13

# LWVC/LWVCEF March 20, 2020

Location: Zoom Conference

<https://zoom.us/j/8024159091>

## SATURDAY - MARCH 20, 2020

### 10:00 am: Call to Order

1. 10:00 am - 10:45 am **Legislative Report** (Gloria) & **Schools & Communities 1st** (Helen)

Purpose: Inform the board of status of advocacy work and the proposal

Outcome: Board members understand what LWVC is doing in the legislative arena.

Level of discussion: tactical, strategic

2. 10:45 am - 11:15 am **Financial Report** (Jacquie & Stephanie)

Purpose: Understand current financial status

Outcome: Board gains knowledge

Level of discussion: (tactical, strategic, generative): strategic

3. 11:15 am - 12:00 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

### 12:00 -1:00 pm LUNCH BREAK

4. 1:00 - 2:00 pm **Strategic Planning Exercise --What if?**

Purpose: explore the possibilities of LWVC response

Outcome: Board discusses concepts and brain storms

Level of discussion: generative, strategic & tactical

5. 2:00 pm – 2:15 **Local League Coaches** (Jacquie)

Purpose: Inform board of status and future plans

Outcome: Board members understand and offer response

Level of discussion: strategic, tactical

6. 2:15 pm - 2:30 pm **Discussion of DEI**

Purpose: Applying DEI Lens to Our Work

Outcome: Board develops self knowledge and understanding plus some practice at applying the lens

Level of discussion (tactical, strategic, generative): generative

7. Business Meeting--see agenda

# March 20, 2020

## League of Women Voters of California Board of Directors

March 20, 2020

### AGENDA

2:30 pm 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 January 26, 2020

Special Meeting of February 12, 2020

Joint Executive Committee Meeting of February 26, 2020

4. Consent Calendar Items – Routine Matters (5 min) de Llamas
  - a. Special Meetings: none
  - b. Appointments and Resignations
5. Treasurer’s Report (10 min) Canfield
6. Executive Director’s Report (15 min) Doute
7. Program (0 min)

- 8. Membership (0 min)
- 9. Motions:
  - a.

Items for future agendas

Other Business

Adjournment by 2:50 pm

**League of Women Voters of California Education Fund Board of  
Directors Meeting - March 20, 2020  
A G E N D A**

2:50 pm 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 January 26, 2020

Special Meeting of February 12, 2020

Joint Executive Committee Meeting of February 26, 2020

4. Consent Calendar Items – Routine Matters (5 min) de Llamas
  - a. Resignations and Appointments
5. Treasurer’s Report (10 min) Canfield
  - a. Financial reports
6. Executive Director’s Report (5 min) Doute
7. Voter Service (10 min) Goldberg
8. Items for future agendas
9. Other Business

Adjournment by 3:15 pm

LWVC Leaders Update Review

## Legislation Committee Update and Report

### Gloria Chun Hoo

**Purpose:** Provide Board with information on recent work of the Legislation Committee during first quarter 2020 and note the cancellation of its March 10 annual in-person meeting in Sacramento. Also to introduce Board to League-sponsored legislation, the California Racial Justice Act (Kalra).

**Process:** Brief presentation by Gloria Chun Hoo with opportunity for the Board to ask any questions for clarification.

**Outcome:** Board is informed of work of the Legislation Committee, and is made aware of co-sponsorship of AB 2200 (Kalra), the California Racial Justice Act.

**Preparation:** Read background information and report and be prepared for discussion.

### Background and Report

**The Legislation Committee Annual In-Person Meeting Cancelled:** The Leg Committee usually conducts a one-day in-person meeting in Sacramento early in the Legislative season. (All other monthly meetings throughout the year are conducted via conference call/ZOOM.) This important meeting, set for March 10, 2020, was cancelled based on the California Department of Health statewide call to avoid unnecessary travel and large meeting due to the Coronavirus emergency and out of concerns of our League participants.

This in-person meeting, besides the ten members of the Legislation Committee, also includes by invitation several other members of the Advocacy Team, many of whom are our policy experts and legislative analysts focusing on particular areas in either Government, Social Policy or Natural Resources. All told, annually some 24-30 League volunteers and staff use this day to meet with key members of the Legislature, and representatives of related governmental entities. More than a dozen meetings had been scheduled by staff with members and staff of the Senate and Assembly, the FPPC, the Secretary of State's office, and key committees on budget, childcare, housing. It was a huge staff undertaking to set up these important meetings for our Advocacy Team to meet with and talk to Sacramento "insiders" to identify legislation planned and to better understand some of the background and issues confronting our Legislative process. Board should be aware of the effort and work by staff to pull this together, and the difficult decision to cancel, just two days before the scheduled meeting.

This year, we would also have had a chance to have a presentation of the Racial Justice Act, which the League is co-sponsoring, and had a discussion about Legislative priorities.

### **The California Racial Justice Act [AB 2200 \(Kalra\)](#)**

The League is co-sponsoring the California Racial Justice Act, which will prohibit race, ethnicity or national origin discrimination in convictions and sentences, and create a process to challenge racial discrimination at trial or following conviction. It identifies five kinds of discrimination that can be challenged:

1. Intentional discrimination aimed at the defendant by an attorney, judge, law enforcement officer, expert witness or juror in the case.

2. Racially-coded language used in court, for example, language that compares the defendant to an animal.
3. Racial discrimination in jury selection, such as removing all or nearly all Black or Latinx people from the jury.
4. Racial disparities in convictions.
5. Racial disparities in sentences.

Under the Act, when a violation is found, the court will be required to redo the case, without the taint of the racial discrimination. California has civil rights laws that prohibit discrimination in housing, employment and education. The California Racial Justice Act will extend our civil rights laws to the criminal legal system. AB 2200 was formally unveiled at a lobby day on March 11 and is now going through the legislative process and beginning to move through policy committees. There are eight co-authors in the Assembly and two in the Senate. More information can be found online in the [Fact Sheet](#) and [Racial Justice Act Background](#) document.

Another co-sponsored bill, the [Free the Vote Act, ACA 6 \(McCarty\)](#) to restore voting rights to people on parole, passed the Assembly on a bi-partisan vote in September and awaits referral in the Senate. Once passed by a 2/3 vote of the legislature, it will appear on the November 2020 ballot as an initiative for voters to decide.

You can find information about the many bills that we have taken positions on in the [Bill Status Report](#) that updates in real time.



## Treasurer's Report / Financial Reports

### Jacque Canfield

#### LWVC January 2020 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.

#### LWVC January 2020 Financial Report

- 1) Differences from planned 2019/20 Budget –
  - a. In August the LWVC board approved a contribution to the LWVCEF budget. The actual LWVC beginning balance is slightly lower than planned by \$10K.
  - b. The 2019/20 budget assumed \$11K to cover staff costs for the Schools and Communities First 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. The costs are being shared between the LWVC and LWVCEF organizations.
  
- 2) Revenue Items
  - a. Trudy Schafer Fellowship Fund – \$2K in donations as of January 2020 versus the budgeted donations of \$25K. A fundraising appeal will be completed later this fiscal year.
  - b. Schools and Communities First Fund – The budget did not assume any new funds. However, as mentioned above, the budget did assume \$11K in existing funds would carry over to this year to cover personnel costs. A donation letter was sent to selected individuals. As of January 2020 \$6,830 in donations has been received.
  - c. Amazon Grant – Staff was able to work with Amazon to increase the grant award to cover the server costs from the planned level of \$9K across both organizations to \$17.5K. The funds currently are shown in the LWVC financials.
  
- 3) Expense Items -
  - a. Personnel –The Executive Director was hired near the end of November. In addition, the part-time Accounting Manager was hired in January. The funds originally set aside for the accounting contract services will support this new position.

- b. Travel and Independent Contract Services – As a reminder, the costs for the Interim Executive Director from July through November are shown in the independent contract services and travel lines instead of the personnel costs.

## **LWVCEF January 2020 Financial Report**

### **1) Differences from planned 2019/20 Budget –**

- i. In August 2019, the LWVC board approved a contribution in fiscal year 2018/19 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. With this action and others, the LWVCEF 2019/20 beginning balance is higher than planned by \$17K.
- ii. The above increase are 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.
- iii. 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.

### **2) Revenues –**

- i. Redistricting Toolkit for Local Leagues – In October, the LWVUS EF awarded a grant of \$3K for creation of the redistricting tool. Helen Hutchison is working on creating this toolkit for local Leagues. The grant will cover the personnel time to review the toolkit. This grant was not planned.
- ii. CIVFR Project –
  - i. In January, the second year installment of a possible three year funding was received from the Silicon Community Valley Foundation totaling \$75K. This is the planned budgeted level of support.
  - ii. Goldman Grant Update - The Goldman Fund advised LWVC to begin the grant process again and submit a Letter of Inquiry before proceeding with the application. The new LOI was submitted March 4, 2020. The budget assumed a grant of \$50K with some costs to cover existing expenses and expand the capacity of the CIVFR project.
- iii. Easy Voter Guide and Library Grant – The 2019/20 budget assumed the California libraries would provide \$120K to cover both the primary and general election. The California libraries informed us the award will total \$80K for both elections and will be sending \$30K this fiscal year. Staff is working on providing the impact of this change to the libraries.
- iv. Voters Edge Project – The following focuses on funding sources and funding levels different than prior years.
  - 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. In January 2020,

we learned the Sacramento Bee is filing for Bankruptcy and as of now the revenue expected is TBD.

- iii. County Registrars – The budget assumed \$45K. Staff are working on some leads for additional funds from other counties. Last year actual received was \$24K.
- iv. TBD Grant – The budget assumes \$75K for Voters Edge/Easy Voter Guide.

3) Expenses –

- i. Personnel –The Executive Director was hired near the end of November. In addition, the part-time Accounting Manager was hired in January. The funds originally set aside for the accounting contract services will support this new position.
- ii. Easy Voter Guide – Due to the March elections only containing one proposition and lower funding by the libraries, the decision was made to only provide an online version for the primary election to lower costs.

## Discussion of Diversity, Equity, and Inclusion

### Carol Moon Goldberg

**Purpose:** Board to learn about using DEI as a lens to help decision making

**Process:** Discuss the DEI module and participate in an exercise

**Outcome:** Board understands what using the lens means so that decision making will be impacted. Board will be better prepared to explain what the concept is and can explain to local Leagues.

**Preparation:** Please review the view [“Applying a DEI Lens to our League work”](#) and [What to ask when examining your work through the DEI lens](#). Be prepared to relate the questions in the latter link to the Strategic Planning Exercise.

#### **Background Information**

As has been discussed during the LWVUS Transformation Process over the last 4 years, DEI is not just a fad, something to make League look modern. A representative democracy only works when all are represented. League must seek these things, because stronger better decisions are made when all voices are contributing.

As a League we are most effective and impactful in our voter service and advocacy work when the League looks like California.

The outside world, the voters we talk to, the legislators and elected officials that we meet with will know that we are not just a narrow group with parochial interests. League will be stronger and more effective.

## Information Only

### Jacque Canfield

- 1) **Treasurer Items**
  - a. **Finance Committee Summary Notes**
  - b. **Consent Item – Off-Board Finance Committee Member**
  - c. **Board Timesheet 2019-20**
- 2) **Local League Support**
  - a. **Consent Agenda – Appointment and Resignation of LLCs**
  - b. **LLC Summary Notes from February-March 2020 Phone Meetings**

#### **Finance Committee Summary Notes**

- Since the January board meeting, the Finance Committee met in March 2020 and reviewed and discussed the January 2020 financials. Please see the Treasurer's report for the latest financial report.
- Financial Procedures - Stephanie is currently updating the documenting/updating on the financial procedures and is planning on providing at next month's meeting. When the procedures are completed the results will be shared with both the Finance Committee and Audit Committee.
- Projections - Staff is working on projections for the 2019-20 year and is planned to be ready for the committee at their next meeting. Afterwards the information will be shared with board members.
- Local Leagues Financial Compliance with Outside Agencies – Attached is the latest report on local Leagues financing reporting to different agencies. While some could be timing of the websites not being updated, 18 local Leagues are behind in reporting to the IRS with Antelope Valley in need of getting their own ID number. The Franchise Tax board lists 3 Leagues as not being current. 5 local Leagues needing to complete forms for Sec of State and 37 local Leagues needing to complete at least one year of information with the Attorney General. We still have 5 local Leagues that are organized as a mutual benefit organization. Below are the planned follow-up actions:
  - Email follow up will be sent to treasurers and presidents checking in on this matter with emphasis on most important compliance matters first (IRS, State Franchise, and Attorney General/Sec of State).
  - Plan in recognize the Leagues that have completed all the necessary compliance in an upcoming Leaders Update.
  - Mutual benefit – pull together email we sent last year –see if we can revamp the steps needed to assist.

**Consent Agenda Item - Off-Board Finance Committee Member** - The consent agenda includes a request for the Board to approve Fran Carrillo as an off-board committee member. Fran has over 20 years of business management operations and has a MBA. She is from the San Diego League. See here resume for more details.

**Board Timesheet 2019-20** -Board members were provided with an excel spreadsheet to capture your time as a State Board member. Here are the individuals that have submitted time and through what date.

Time through January – Tracey, Jacquie

Time through October – Aisha, Carol, Caroline, Lori, Maxine

With more than 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.

Please let me know if you need any assistance.

### **Local League Coaches (LLC) Update**

**Consent Agenda Item – Appointment of Local League Coaches** - At this time we have five candidates for the LLC positions. We will be working on training them and at the same time working on which Leagues to assign them too. The plan is to give two Leagues to the LLCs. We will continue to work on getting more LLCs for the board's consideration. The applications are at the end of this SBK.

- **Nancy Mahr, Palos Verdes**
- **Kay Ragan, San Diego**
- **Fran Shermet, Orange County**
- **Sharon Wallace, Butte County**
- **Phyllis White-Ayanruoh, Oakland**

**Consent Agenda Item – Resignation of Local League Coach -**

- **Barbara Hopkins, Sacramento**

### **LLC Summary Notes February 2020 – March 2020**

#### **February Meeting**

**League Publications** – Group discussed new League only site does not contain publications. Staff requested that the League publications assessed for usefulness, and if updating is needed. A survey will be sent to LLC and State board members.

#### **Local League Coaches description/purpose –**

- Talked about how the State Board modified the current job description that is the MTA manual to keeping in touch with **presidents** to **local leaders** of assigned Leagues and changed **providing** training to **coordinating** training
- Emphasized the importance of communications is a two way street - from State office and board members to include LLC on communications to local Leagues --we need to figure out a good process so this can happen easily. LLC also need to make report out assistance so that State Board can see trends and have a better idea of what type of help is being provided to know if additional trainings or other actions need to happen at the State level for all local Leagues

- Lianne recommended the State Board list the top 5 take aways from the State Board meeting that LLC can emphasize besides saying read the State Update.

**LLC Tool Assistance to Local Leagues** –We did not discuss due to time limitations. We are still struggling with the majority of LLCs not completing.

**Potential LLCs** – Discussed current potential candidates and decided to reach out one more time to others that had not responded yet. Also requested LLC review the list of Local League Leaders Past Four Years was distributed and is attached to this email.

### **March Meeting**

**Potential LLCs** – Five LLC candidates will be brought forward to the State Board this month. Team members were asked to review and see if they could submit one name for a possible LLC.

### **LLC Training Introduction/Mentoring Process** –

- The team suggested a brief zoom meeting before the initial training to welcome the new LLC and briefly discuss what we plan to go over in the initial training.
- Suggested topics in addition to the outline in the detail agenda dealing with personal conflicts, mediation skills, and ensuring they know where to find the resources. Discussed the importance of an in-person meeting and need to create a webinar.
- Discussion on the nominating committee versus current board disconnect was also discussed.
- National has negotiated a deal with Board Source that every League member will be able to take advantage of their content.
- The group agreed to buddy up new LLC with an experienced LLC.

**Establish Struggling Leagues** – A sub-group of the committee will create a data list of information about local Leagues to assist with finding the local Leagues that are struggling so that we can prioritize which Leagues to connect with a LLC sooner than later.

**LLC Tool Assistance to Local Leagues** – The group agreed to keep track of the time they are providing this next month and we will discuss how we can make the tool easier to use to capture the different types of assistance given. This work will help us to see if there are trends happening so that can identify trainings/additional communications that the State League should provide to either LLC or to local Leagues.