



League of Women Voters of Diablo Valley

Annual Meeting Kit

ZOOM Meeting Saturday June 20th 2020 9:30am

Agenda

Time	Agenda Item & Action	Zoom support
9:30am	9:30am – Members join in on Zoom. <i>Zoom help to be provided through email.</i> Please do sign in at 9:30am (so we can start on time)	Janet Hoy Diane Bianchi
10:00am	10:00am — CALL TO ORDER Instructions and introductions Welcome! 100 year LWV Anniversary --LWVDV 67 years! 100 year anniversary of the passage of 19th amendment	Suzan Requa
10:10am	QUORUM COUNT, OFFICIAL BUSINESS CALL TO ORDER Note: 2019 Minutes approved by Committee in 2019 <ul style="list-style-type: none"> • Adoption of Agenda • Link: https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-kit • Adoption of Rules • Link: https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-rules • Bylaws Change Vote • Link: https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-proposed-bylaws-change 	Suzan Majority Vote Voice Vote
10:25am	LWV Annual Report Voter Service through Zoom <ul style="list-style-type: none"> • Voter Services Team Leads • Communications Team Lead • Membership Team Lead 	Suzan Martha Goralka LWVDV Leaders
10:45am	Treasurer’s Report https://drive.google.com/file/d/1c5mBbFkmH8LJ0i5TObulCM-3G83T67bU/view?usp=drive_web <ul style="list-style-type: none"> • Introduction of new members Paul Derksen, Treasurer and Ashia Derksen, Bookkeeper Discussion of Proposed 2020-2021 Budget • Motion for Adoption of LWVDV Budget https://drive.google.com/file/d/14gdwVs3OTEHA7Fi3UhRlclcd0lglk-h4/view?usp=drive_web 	Paul Derksen Majority Vote Voice Vote or Hands Raised



A quorum of 30 members is needed for this meeting. Your RSVP is very important!

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11:00am	100 year anniversary celebration!!! You won't want to miss the creation of our 100 year LWVDV anniversary team. Commemoration of Women in Leadership 100yr+	Take a break and watch our special presentation!
11:15am	Presentation of Proposed Program <ul style="list-style-type: none"> • Affirm Local Positions • Link https://my.lwv.org/sites/default/files/leagues/diablo-valley/manualsectionii-whatwestandforrev2015.pdf • Recommended Local Program Priority • Link https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-proposed-program-priorities • Discussion of Local Issues • <u>Motion to accept LWVDV Program Priority</u> 	Suzan Recommended Majority Vote Non- recommend 2/3ds vote Or Hands Raised
11:30am	Report of Nominating Committee <ul style="list-style-type: none"> • Nominations from the Floor (requires consent of the nominee) • Motion to Elect Officers, Directors, and the Nominating Committee 2020 • Introduction of all elected officers and directors • Link https://my.lwv.org/california/diablo-valley/lwvdv-2020-nominating-committee-report 	Gail Murray Majority Vote Voice Vote
11:40am	Directions to the New Board <ul style="list-style-type: none"> • Directions to the New Board, Message to membership including action for the coming year 	Suzan
11:45am	<ul style="list-style-type: none"> • Acknowledgments 	Suzan
11:55am	100 Year Anniversary team presents a tribute by a cast member of the Strange Ladies -Suffragists	Suzan Diane Bianchi
12:05pm	<u>Adjourn</u>	Suzan

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PROPOSED ANNUAL MEETING RULES

The purpose of these rules is to conduct an effective, understandable, and legal meeting. Parliamentary procedure will be governed by Robert's Rules of Order, Newly Revised Edition. The Bylaws of the League of Women Voters of Diablo Valley, 2011-revised edition, will govern where applicable.

DELEGATES: All voting members of the League of Women Voters of Diablo Valley as of the record date May 20, 2020 are delegates to this meeting and have the privilege of the floor when recognized by the Chair.

MOTIONS: All motions other than procedural shall be submitted in writing.

QUORUM: A quorum count will be taken at the opening of the meeting. The quorum is 15% of the membership as of the record date. This number must be present to conduct business.

VOTING: The Chair shall designate the method of voting: voice, hand, standing, or ballot/polling.

PROGRAM ADOPTION Prior to the annual meeting the Board considers suggestions from the membership to formulate a "Proposed Recommended Program" for the coming year. This proposed program, along with any submitted suggestions the Board does not recommend for adoption, is sent to members prior to the Annual Meeting in the Annual Meeting Kit.

1. A majority of those members present and voting shall be required for adoption of the recommended program.
2. Non-recommended items may be moved for consideration after the recommended program is presented; a member so moving may make a statement no longer than two minutes explaining the reason for the motion's consideration. Any non-recommended items moved for consideration must be submitted to the Board two months prior to the annual meeting. The motion considered is not debatable, shall be taken immediately, and requires a majority vote.
3. After presentation of both recommended and non-recommended program, discussion and vote on program will take place. Recommended program will precede non-recommended items. Non-recommended items will be voted on in the order of consideration voted. A two-thirds vote is required to adopt a non-recommended item.

DEBATE: During discussion periods, each speaker will be limited to two minutes. A delegate may speak to the same issue a second time for one minute after all other delegates have had the opportunity to speak.



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Proposed Bylaws Change

Add :

Article IX.

Section 7. Emergency Use of Conference Telephone or Electronic Meeting for Annual Meetings. If necessitated by an emergency that prevents physical participating in an Annual Meeting by a majority of the members and the LWV Diablo Valley board, the board may notify all LWVDV members that the Annual Meeting will be held remotely by use of conference telephone, online electronic meeting platform or other suitable mechanism.

Suitable mechanisms must ensure that all voting members are able to hear each other, view Annual Meeting materials while participating, and register their votes in a manner that can be recorded accurately for the minutes.

Notice of a remote Annual Meeting must be provided to all LWVDV members at least 10 days prior to the meeting, containing complete access information together with copies of all materials related to business to come before the Annual Meeting, including the nominating committee slate, proposed program, proposed budget, and any bylaws changes.

Re-number existing Sections 7 and 8 to Sections 8 and 9.

Proposed Budget 2020– 2021

	Income	Current 2019-2020 Budget	2019-2020 Projected Actual	Proposed 2020-2021 Budget	Comments
1	Annual meeting	500	0	500	Virtual Meeting
2	CCC Contract	5,000	5,000	5,000	Two-year contract, expires 12/31/2020.
3	Donations	9,000	7,378	10,000	Incl. \$75 scholarship donation
4	Dues	13,500	12,700	15,000	Increase to \$80 (Primary) and \$115 (Household)
5	E-scrip	120	1	0	
6	Interest Checking	2	2	2	
7	Interest Savings	2	2	2	
8	LMYA sub-lease	9,954	9,796	10,278	2.7% increase
9	Voter printed	250	120	120	
10	Miscellaneous Income	0	0	0	
11	Total Income	38,328	34,999	40,902	
	Expenses				
12	Annual meeting	500	0	500	
13	Communications				
14	Phone Service	1,932	1,691	900	Voicemail Service & Video Conferencing
15	Credo	120	12	0	Discontinued
16	Website	500	371	500	Hosting & Domain Renewal
17	Conferences & Meetings	8,600	1,520	3,500	2021 State Convention
18	Department Expenses				
19	Fundraising	300	172	200	Letter and publicity
20	Membership	550	247	600	Brochure and quarterly new member meetings
21	Program	2,100	1,993	2,000	\$150/mo. facility rent and \$200 materials

Proposed Budget 2020-2021

		Current 2019-2020 Budget	2019-2020 Projected Actual	Proposed 2020-2021 Budget	Comments
22	Office Expenses				
23	Equipment	700	0	700	New projector and signs
24	Insurance	2,000	1,645	1,800	Gen Liability + Director/Officer
25	Printer toner, etc.	400	0	200	
26	Postage	330	322	330	
27	Member Directory	100	0	0	Discontinued
28	Administration	400	354	400	Office supplies, incl. software
29	Pay Pal Fees	12	111	100	2.2% + \$0.30 per transaction
30	Per Member Payments (PMP)				
31	LWV-BA	390	501	540	165 primary and 29 additional household
32	LWV-CA	5,260	4,676	5,026	
33	LWV-US	5,984	5,344	5,744	
34	Rent-City of Lafayette	16,560	16,901	17,393	2.7% increase
35	Taxes & Fees	45	538	45	\$334 to be refunded once approved by State Board of Equalization
36	Voter Service				
37	CCC TV	325	110	325	3 lunches @75/each and materials
38	Materials	200	0	300	Pros and Cons, etc.
39	Voters Edge LWVC	800	507	800	VEC, bookmarks and business cards
40	Membership scholarship	0	150	0	Transferred from scholarship fund
41	Total Expenses	48,108	37,165	41,909	
42	Expenses in excess of Revenue	(9,780)	(2,167)	(1,001)	
43	Transfer from Savings	9,480			

Cash on Hand (Checking, Savings, PayPal) as of 6/30/2020 (est): \$6,657.05



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PROPOSED Revised Program Priority 2020-2021

Notice to all League Members:

Due to the tragic impacts of the Covid-19 pandemic, the LWVDV Board of Directors has taken the exceptional action of voting to approve a new program priority in place of the previous membership decision. This new program priority promotes a constructive membership volunteer response with some flexibility of choice within our County Social Safety Net policies and strong sense of purpose dedicated to meet dire community needs.

Program Priority Approved by the LWVDV Board of Directors May 14th 2020

Given the impact of Covid-19 on our community, the League of Women Voters Diablo Valley will educate & advocate for legislative and policy action of local governing bodies to ensure secure and equitable Social Safety Net Programs consistent with League Positions. These include, but are not limited to: health services, affordable housing and homelessness, and the climate emergency.

**Important Requests due to Zoom meeting support for member participation:*

***If you have any programs within the CCC Social Safety Net Programs where you have expertise and would like to see action/advocacy promoted, please respond by email in advance so we can prepare written information for the full membership.*

info@lwvdv.org

*** If you wish to adopt one of the issues discussed during Program Planning in January, please let us know by email that you will be proposing this non-recommended item. It will require a 2/3 vote. (see next page)*

If you would like to lead or co-chair this Program Priority, please call the LWVDV office 925-283-2235 and we can discuss this opportunity with you and answer any questions you may have.



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History of action before the Pandemic: At a membership meeting on **January 25th, 2020** these Program Priorities were approved by the membership. These were replaced by the Board and are now Non-Recommended Program.

January Approved Priorities:

1. Increasing the involvement in LWVDV Observer Corp for oversight of local government.
2. Delta, Water, Environment and Climate Change legislation.
3. Contra Costa County General Plan review and update.

Note: Envision Contra Costa 2040 is a comprehensive review and update of the County's General Plan. The process began in late-2018 and the final document will be adopted in 2020.

Other Issues discussed on January 25th 2020 which are also Non-Recommended Program:

Health Care for all will be considered at Annual Meeting.

Issue Resource Team is an option. Marian and Pat Snyder are the current team leads for our current Healthcare Program Priority.

To address mental health issues in schools and Gun Safety regulation (maybe including mental health issues/bullying) and mental health and homelessness connection. These issues were raised in discussion but could not be prioritized for lack of votes for needed support.

Program Priorities for National, CA State and Bay Area

LWVUS program for 2020-2022 will be adopted at its June 25th-28th 2020 Convention.

LWVC Issues for Advocacy and Education, 2019-2021:

Making Democracy Work in California; Natural Resources – water, climate change, land use/CEQA; Impact of Federal Policies on CA; Proposition 13 Reform Initiative.

LWV Bay Area Issues for Emphasis, 2020-2022:

The main priority that has been requested by local Leagues is housing/homelessness. Therefore, the "proposed" priority is housing/homelessness with the Convention vote to be held on June 6th this month. This information will be updated after June 6th based on decisions at the LWVBA Convention.

REPORT of the NOMINATING COMMITTEE

**The Nominating Committee of
Ashley Coates, Karen Dolder, Janet Berckefeldt,
Melanie Speir, Gail Murray, Fred Sullivan**

Nominates the following members

For Officers, Directors, and the Nominating Committee

OFFICERS

President: **Suzan Requa (2021-Continues existing term)****

First Vice-President: **Shawn Gilbert (2021-Continues existing term)****

Admin VP: Open

Secretary: **Karen Dolder (2022)**

Treasurer: **Paul Derksen (2022)**

DIRECTORS

Action/Advocacy Co-Director1: **Mary Schreiber (2022)**

Communications Co-Director1: **Elaisa Acosta (2022)**

Membership Co-Director1: **Cathleen Kirk (2021)****

Membership Co-Director2: **Open (2022)**

Program Co-Directors: **Diane Bianchi (2021) & Ann Flynn (2021)****

Voter Services Co-Director 1: **Martha Goralka (2021)****

Voter Services Co-Director 2: **Suzan Requa (2021)****

At Large Directors: **Janet Hoy & Sue Brandy (2021)**

At Large Director, East County: **Open (2021)**

NOMINATING COMMITTEE – NON-BOARD MEMBERS

Gail Murray, Chair; Melanie Speir, Fred Sullivan (2021)

***Upon approval by the General Membership, the aforementioned Nominees will join
the following current Officers and Directors *****

Want to consider self-nomination for any open role, on the board or non-board? You are most welcome to do so. Just call for further information: LWVDV Office 925-283-2235

Off-Board Leaders & Roles without a Board meeting commitment:

These are essential supportive roles to provide our Voter Services and support Action/Advocacy in our communities and provide organizational backbone for our growth and stability. You are welcome to join in making a difference!

- Bookkeeper: Ashia Derksen (2021)
- Office Manager: Karen Dolder (2022)
- Office Assistant: Barbara Coenen (2021)
- Program/Meetings Job Shadow: Nancy Bocanegra (2021)
- Action/Advocacy Co-Chair: Marian Shostrom (2021)
- Membership Assistants: Ling Ng (2022) & Annette Lewis (2022)
- Membership National Database: Ashley Coates (2021)
- Observer Corps Coordinator: Melanie Speir (2022)
- Communications Co-Director: Leslie Stewart (2021)
- Voter Registration Forms Contract Chair: Patti Bittenbender (2021)
- Voter Registration High Schools Chair: Shawn Gilbert (2021)
- Voter's Edge County Coordinator: Marian Shostrom (2021)
- Voter's Edge County Coordinator Job Shadow: Cindy Mataraso (2021)
- Pros and Cons Co-Coordinators: Kay James (2021) & Janet Thomas (2022)
- Co-Webmasters: Leslie Stewart (2021) & Kathi Bruce (2022)
- Voter Newsletter Editor: Leslie Stewart (2022)
- Social Media Manager: Stephanie Williams-Rogers (2021)
- Twitter, Instagram: Mary Schreiber, Stephanie Williams-Rogers (2021)
- News Releases: Gail Murray (2022)

Open Opportunities

Job Shadow Leadership to Learn Roles:

- President
- Action/Advocacy Team Leads
- Voter Services Team Leads
- High School Voter Registration Team Lead
- Voter's Edge County Coordinator
- Webmaster
- Voter Newsletter Editor

Open Roles:

- Membership Engagement Co-Director (2022)
- Email Platform support (2-3)
- Fundraiser Coordinator (2022)
- Meeting Hospitality (2 Volunteers) (2021)
- Voter Service Speakers Bureau Coordinator (2022)
- Liaison to LWV Bay Area (2022)
- Facebook Contributor (ongoing)