



# League of Women Voters of Diablo Valley

## \*Annual Meeting Kit\*

ZOOM Meeting Saturday June 20<sup>th</sup> 2020 9:30am

### Agenda

Time	Agenda Item & Action	Zoom support
9:30am	9:30am – <b>Members join in on Zoom.</b> <i>Zoom help to be provided through email.</i> <b>Please do sign in at 9:30am (so we can start on time)</b>	Janet Hoy Diane Bianchi
10:00am	<b>10:00am — CALL TO ORDER</b> Instructions and introductions Welcome! <b>100 year LWV Anniversary --LWVDV 67 years!</b> <b>100 year anniversary of the passage of 19<sup>th</sup> amendment</b>	Suzan Requa
10:10am	<b>QUORUM COUNT, OFFICIAL BUSINESS CALL TO ORDER</b> Note: 2019 Minutes approved by Committee in 2019 <ul style="list-style-type: none"> <li>• <b>Adoption of Agenda</b></li> <li>• Link: <a href="https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-kit">https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-kit</a></li> <li>• <b>Adoption of Rules</b></li> <li>• Link: <a href="https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-rules">https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-rules</a></li> <li>• <b>Bylaws Change Vote</b></li> <li>• Link: <a href="https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-proposed-bylaws-change">https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-proposed-bylaws-change</a></li> </ul>	Suzan  Majority Vote Voice Vote
10:25am	<b>LWV Annual Report Voter Service through Zoom</b> <ul style="list-style-type: none"> <li>• <b>Voter Services Team Leads</b></li> <li>• <b>Communications Team Lead</b></li> <li>• <b>Membership Team Lead</b></li> </ul>	Suzan Martha Goralka LWVDV Leaders
10:45am	<b>Treasurer’s Report</b> <a href="https://drive.google.com/file/d/1c5mBbFkmH8LJ0i5TObulCM-3G83T67bU/view?usp=drive_web">https://drive.google.com/file/d/1c5mBbFkmH8LJ0i5TObulCM-3G83T67bU/view?usp=drive_web</a> <ul style="list-style-type: none"> <li>• <b>Introduction of new members Paul Derksen, Treasurer and Ashia Derksen, Bookkeeper</b></li> <li>• <b>Discussion of Proposed 2020-2021 Budget</b></li> <li>• <b>Motion for Adoption of LWVDV Budget</b></li> </ul> <a href="https://drive.google.com/file/d/14gdwVs3OTEHA7Fi3UhRlcLcd0lglk-h4/view?usp=drive_web">https://drive.google.com/file/d/14gdwVs3OTEHA7Fi3UhRlcLcd0lglk-h4/view?usp=drive_web</a>	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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### *Agenda continued*

11:00am	<b>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+</b>	Take a break and watch our special presentation!
11:15am	<b>Presentation of Proposed Program</b> <ul style="list-style-type: none"> <li>• <b>Affirm Local Positions</b></li> <li>• Link <a href="https://my.lwv.org/sites/default/files/leagues/diablo-valley/manualsectionii-whatwestandforrev2015.pdf">https://my.lwv.org/sites/default/files/leagues/diablo-valley/manualsectionii-whatwestandforrev2015.pdf</a></li> <li>• <b>Recommended Local Program Priority</b></li> <li>• Link <a href="https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-proposed-program-priorities">https://my.lwv.org/california/diablo-valley/lwvdv-2020-annual-meeting-proposed-program-priorities</a></li> <li>• Discussion of Local Issues</li> <li>• <b>Motion to accept LWVDV Program Priority</b></li> </ul>	Suzan Recommended Majority Vote Non- recommend 2/3ds vote Or Hands Raised
11:30am	<b>Report of Nominating Committee</b> <ul style="list-style-type: none"> <li>• Nominations from the Floor (requires consent of the nominee)</li> <li>• <b>Motion to Elect Officers, Directors, and the Nominating Committee 2020</b></li> <li>• Introduction of all elected officers and directors</li> <li>• Link <a href="https://my.lwv.org/california/diablo-valley/lwvdv-2020-nominating-committee-report">https://my.lwv.org/california/diablo-valley/lwvdv-2020-nominating-committee-report</a></li> </ul>	Gail Murray Majority Vote Voice Vote
11:40am	<b>Directions to the New Board</b> <ul style="list-style-type: none"> <li>• Directions to the New Board, Message to membership including action for the coming year</li> </ul>	Suzan
11:45am	<ul style="list-style-type: none"> <li>• <b>Acknowledgments</b></li> </ul>	Suzan
11:55am	<b>100th Anniversary Committee celebrates the passage of the 19th Amendment &amp; the founding of the League with a performance by suffragist Harriet from B8Theatre.</b>	Suzan Diane Bianchi
12:05pm	<b><u>Adjourn</u></b>	Suzan

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# **League of Women Voters of Diablo Valley**

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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

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

## Proposed Budget 2020-2021

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

**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 14<sup>th</sup> 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 25<sup>th</sup>, 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 25<sup>th</sup>-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 6<sup>th</sup> this month. This information will be updated after June 6<sup>th</sup> 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)