

## LWV Solano County Meeting Minutes

<b>Date and Time:</b> September 16, 2021	<b>Type of Meeting:</b> Board Meeting
<b>Location:</b> Virtual starting at 6:30pm	<b>Members Present:</b> Carole Paterson, Rami Muth, Maryanne Perlmutter, Sandy Coury, Janice Adams, Sarah Chapman, Alice Wilson-Fried, Judy Potter, Niles Medders (guest), Craig Paterson

### Standing Items:

- Review Norms – {Be present, and participate, Respect time, Others and their ideas, Assume positive intent, Suspend judgment}
- Approval of Minutes
- Are there any additions to the agenda?
- Approval of Agenda
- Treasurer’s Report - Quarterly
- Committee Updates

Agenda Item Discussion/Information/Action D/I/A	Facilitator	Time	Summary notes List who makes the motion, record the wording of the motion and any action taken. Record the vote.	Follow Up – Who is responsible? Timeline for completion
Approval of minutes Additions to the agenda? Approval of agenda	Carole	10	Moved by: Janice/Sarah      Vote: 8-0  Moved by: Rami/Janice      Vote: 8-0	
<b>New, Not New Board Member Handout – D and I</b> <ul style="list-style-type: none"> <li>• Decision making process</li> <li>• Zoom Vs Google Meets (A)</li> <li>• Brief discussion of archiving records - Niles</li> </ul>	Carole  Niles/Craig	30	Motion: Adopt Google Workspace as storage, archive space, and secondary virtual meeting platform... <u>and</u> maintain the Zoom account as primary virtual meeting platform. Moved by: Rami/Sarah      Vote: 8-0	Niles will meet with Sandy to develop a plan for archiving and organizing files
<b>Committee Reports (D/I/A)</b> <ul style="list-style-type: none"> <li>• <b>Adopt A Poll Update– Janice (I)</b></li> <li>• <b>Solano Youth Corps update (Alice)</b></li> </ul>	Carole and Committee Leads	40	<ul style="list-style-type: none"> <li>• Adopt A Pol... Janice shared an overview of the program... not all participants were League members... the publicity went to an extended list of people... not sure how</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Review Proposals Program and Events – (Craig)</b></li> </ul>			<p>much money will be raised</p> <ul style="list-style-type: none"> <li>• Alice is making contacts to increase civic education and engagement... Solano Youth Coalition voted to partner with LWVSC... terms of an agreement will be finalized soon... they are very enthusiastic and have a focus on environmental justice, social justice and voter registration</li> <li>• Craig shared notes from the Program Planning and Events Committee: the goal of our program sessions and events is the flow of information about each of our three identified priorities so interested members and members of the community can become involved</li> </ul>	<p>Alice will meet with Rebecca Flood to coordinate a meeting with Rami and/or Carole to identify term of the agreement within the next two weeks (by October 1)</p>
<p><b>General Meeting Agenda</b></p> <ul style="list-style-type: none"> <li>• <b>Rescheduled from 9/9 to 9/22 6:30 – 8:30</b></li> <li>• <b>Social Media – Sandy’s team</b></li> <li>• <b>Climate Change - Maryanne</b></li> </ul>	<p>Rami/Sandy/Maryanne</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Overview of 9/22: we reviewed the agenda and discussed the flow of the meeting. Craig will manage the Zoom link and Maryanne decided that 45 minutes will cover her portion of the meeting, including videos and PowerPoint slides. Sandy’s group will focus on social media and will take 15+ minutes. Carole will introduce the event and the segments.</li> </ul>	
<p><b>Financial Review – Action</b></p> <ul style="list-style-type: none"> <li>• Treasurer’s Report (A) – report on budget allocations to various departments</li> <li>• In Kind Donation Procedures – subscriptions, Discussion of pro/con of debit card (D/I/A)</li> <li>• Process for requesting funds (I)</li> </ul>	<p>Judy</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• Judy shared information on the Treasurer’s Report... she would like to present a fiscal update at every other meeting</li> <li>• Fundraising and other donations will be clarified in the future... our practices have changed so our bookkeeping will reflect these changes</li> <li>• Debit card protocols will be reviewed after the new bank signature card is signed by Carole, Rami, Sandy and Judy at Bank of the West on 9/17</li> </ul>	<p>Judy will share the procedures for use of the debit card in October</p>

			<ul style="list-style-type: none"> <li>A form for requesting funds has been created and will be shared on the Members Only part of the website</li> </ul>	Judy will work with Sandy to post the form on the website
<b>Directory (I)</b>	Judy/Sandy	5	<ul style="list-style-type: none"> <li>Ideas shared about a directory that would be digital primarily with the option that members could also print their own copy... will be important to poll members about how member information is published</li> </ul>	Rami will create a mock-up of the pages at the front of the directory

**Future Agenda Topics: October 21, 2021 (if needed)**

- 1. Bylaws committee update – DEI, non-partisan language, quorum, changes voted on regarding directors, meetings etc.**
- 2. Filling Vacancies on the Board**
- 3. Establishing standing rules and procedures**

**Dates for Upcoming Meetings: October 21, 2021**

Submitted by Craig Paterson and Rami Muth