

LEAGUE OF WOMEN VOTERS OF CALIFORNIA  
LEAGUE OF WOMEN VOTERS OF CALIFORNIA EDUCATION FUND  
921 11<sup>th</sup> Street, Suite 700, Sacramento, CA 95814  
916-442-7215; 916-442-7362, Fax  
lwvc@lwvc.org / [www.lwvc.org](http://www.lwvc.org)

December 5 - STATE BOARD KIT  
**TABLE of CONTENTS**

**Annotated Agenda ..... 3**

**Materials Supporting Agenda Topics:**

1. Legislative Report (Chun Hoo) ..... 7  
2. Election Recap—Voter Service (Moon Goldberg/Doute) ..... 9  
3. Review of Schools & Communities First (Hutchison) ..... 10  
4. Participation with coalition addressing local media (Doute) ..... None  
5. Financial Report (Canfield) ..... 12  
6. Convention (Doute) ..... None  
7. Diversity, Equity, Inclusion (Chun Hoo) ..... 14  
8. Fundraising ..... None  
9. Nominating Committee Report ..... 15

**Materials Supporting LWVC Board Meeting:**

1. Agenda Adjustments ..... None  
2. Conflict of Interest Stated (de Llamas) ..... None  
3. Approval of Minutes (de Llamas) ..... 24  
4. Consent Calendar (de Llamas) ..... 33  
5. Treasurer’s Report ..... None  
6. Executive Director’s Report ..... None  
7. Program ..... None  
8. Membership ..... None  
9. Consideration of Motions  
    a. Motion to appoint Fran Carrillo to Board of Directors as Treasurer..... 38  
    b. Motion to amend extend waiver of PMP to student members ..... 40  
10. Items for Future Agendas ..... None  
11. Other Business ..... None

**Materials Supporting LWVCEF Board Meeting:**

1. Agenda Adjustments .....	None
2. Conflict of Interest Stated (de Llamas) .....	None
3. Approval of Minutes (de Llamas) .....	31
4. Consent Calendar (de Llamas) .....	33
5. Treasurer’s Report .....	None
6. Executive Director’s Report .....	None
7. Voter Service .....	None
8. Consideration of Motions	
a. Motion to adopt revised management budget .....	41
b. Motion to appoint Fran Carrillo to Board of Directors as Treasurer .....	38
9. Items for Future Agendas .....	None
10. Other Business .....	None

**Information Only**

Jacque Canfield .....	42
-----------------------	----

# LWVC/LWVCEF

## Board of Directors Meeting

### December 5, 2020

Location: Zoom conference  
<https://us02web.zoom.us/j/8024159091>

### **SATURDAY - December 5, 2020**

**9:30 Optional coffee/tea time to chat and catch up with each other. We'll create our own little icebreaker for this.**

#### **10:00 am: CALL TO ORDER**

1. 10:00 am - 10:50 am **Legislative Report** (Gloria & Dora)

Purpose: review of last year's work to find out what works, what doesn't; appropriate amount of issues to take on; how does League decide to get involved  
Outcome: Board begins to grapple with the issues of how to prioritize  
Level of discussion: strategic, tactical

2. 10:50 am - 11:30 pm **Election Re-cap--Voter Service** (Carol, Stephanie)

Purpose: A high level review of voter service and advocacy in the 2020 Nov. election  
Outcome: Board members informed and understand voter service work, and begin the process of discussing what goals LWVC is trying to accomplish in the work  
Level of discussion: generative, strategic

3. 11:30 am - 12:00 pm **Review of Prop 15 Schools & Communities 1st** and recommendation on future of LWVC staying with the SCF coalition (Helen)

Purpose: Inform board of the breadth & shape of the campaign and inform the board of thoughts on continuing viability of the coalition in the future  
Outcome: Board members understand potential for continuing the coalition  
Level of discussion: strategic

#### **12:00 - 12:30 pm: LUNCH**

4. 12:30 pm - 1:00 pm **Recommendation on participation with coalition addressing local media**

Purpose: Inform board of discussion with a coalition that is forming to find legislative or other ways to address lack of local and ethnic media in local areas and recommendation on pursuing it

Outcome: Board to understand status and potential for working together

Level of discussion: strategic

5. 1:00 pm - 1:30 pm **Financial Report** (Stephanie & Jacquie)

Purpose: Inform board of end of FY 19/20 status; look at current status

Outcome: Board members understand, offer response

Level of discussion: strategic, tactical

6. 1:30 pm - 2:00 pm **Diversity, Equity, Inclusion (Gloria & guest)**

Purpose: expand knowledge and understanding of Task Force ideas for implementing DEI

Outcome: Board discusses concepts and responds to suggestions

Level of discussion: generative, strategic

7. 2:00 pm - 2:45 pm **Convention**

Purpose: discuss and explore the 2021 convention; possible date change; award categories

Outcome: Board members offer opinions and responses

Level of Discussion: generative

8. 2:45 pm - 3:10 pm **Fundraising**

Purpose: status report & discussion

Outcome: Board understands status

Level of discussion: strategic

**3:10 - 3:25 pm: BREAK**

9. 3:25 pm to 4:00 pm **Nominating Committee Report** (Mony Flores-Bauer, Lianne Campodonico)

Purpose: Update Board on status of Nominating Committee, planned schedule, and recommendations

Outcome: Board gains understanding of process and requests

Level of discussion: strategic, tactical

10. Business Meeting--see agenda

**League of Women Voters of California  
Board of Directors Meeting - December 5, 2020**

**A G E N D A**

4:15 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 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 - August 1, 2020                         | (5 min) de Llamas     |
| 4. Consent Calendar - Routine Items                             | (5 min) de Llamas     |
| 5. Treasurer's Report   | (10 min) Canfield     |
| 6. Executive Director's Report                                  | (5 min) Doute         |
| 7. Program  | (15min)               |
| 8. Membership   | (0 min)               |
| 9. Consideration of Motions:                                    |                       |
| Adoption of revised management budget                           | Canfield              |
| Motion to appoint Fran Carrillo as Treasurer                    | Nominating Comm       |
| Motion to amend LWVC bylaws to conform with<br>LWVUS Article II | deLlamas              |
| 10. Items for future agendas                                    |                       |
| 11. Other Business  |                       |
| 12. Adjournment   |                       |

**League of Women Voters of California Education Fund  
Board of Directors Meeting - December 5, 2020**

**A G E N D A**

4:45 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 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     |
| a. Regular Meeting -- August 1, 2020              |                       |
| 4. Consent Calendar – Routine Matters             | (5 min) de Llamas     |
| 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. Motions: Adoption of revised management budget | (10 min) Canfield     |
| 9. Items for future agendas                       |                       |
| 10. Other Business                                |                       |
| 11. Adjournment                                   |                       |

LWVC Leaders Update Review

## Update and Report on Program and Advocacy Activities Gloria Chun Hoo

**Purpose:** Inform all Board members of work in Program/Advocacy area.

**Process:** Provide links to Program Planning and Legislative Interview Kits. Provide wrap-up of LWVC legislative activities as of end of November 2020. Provide update on Advocacy Team and background on two new candidates to the Leg Committee.

**Outcome:** Board is informed of work of the Legislation Committee and is made aware of programs we are asking local Leagues to take — and deadlines and webinars planned. Also, Board is informed about two additions to the Legislative Committee and prepared to vote on Consent Calendar appointments and is knowledgeable about some changes to Advocacy Team.

**Preparation:** Read background information prior to Board meeting.

### Background and Report

Please click through hyperlinks for materials.

#### Advocacy Wrap-Up Sneak Peek

We have shared the Advocacy Wrap-Up with local League leaders, and it's embedded in the Program Planning Kit, we will be sharing a less wonky version of the wrap-up with all of our subscribers later in December, so please keep this version for your own use. Thank you!

### Program Planning and Leg Interviews:

During the week of November 30 (a week ahead of schedule!) the LWVC will be providing these kits to all local Leagues.

1. Local League LWVC Program Planning Kit 2021-23

Local Leagues are asked to provide input by March 1. A webinar is planned for December 15 at 6:30 – 8 PM. To date, 53 participants have registered based on and early announcement made via Leaders' Update. These local League program planning reports will be considered by the LWVC Board as they craft recommendations on 2021-23 priorities. Those recommendations will be presented to delegates at the LWVC's biennial Convention.

2. Local League Legislative Interview Kit 2020-2021

Local Leagues are asked to conduct legislative interviews with state Assembly and Senate representatives between the end of December and mid-February, with a February 22 deadline for responses. Three online town halls are planned for early January. The town halls are designed to increase participation overall, and to broaden it to include younger members and more diversity.

Many thanks to Dora Rose, our deputy director and all-things Action/Advocacy, and Andrew Muse-Fisher, our Trudy Shaffer fellow, for their tireless and excellent work. Together, we are working to re-vitalize and restructure the Advocacy Team, with **Susan Rice** as the new Area Director for Social Policy and adding two deputy directors, **April Oquenda** and **Ashley Ravache**. We see these changes as adding some younger voices to our advocacy team!

I also would like to extend our thanks for six years of work as a member of the Legislation Committee to **Julie Cates**, from the Mountain View/Los Altos League. Julie will continue to be part of the Advocacy team as a key member reviewing legislation on Early Childhood Education.

We are adding two new members to the Legislation Committee who will bring their younger perspectives to our thinking. They are:

1. **Mia Villasenor** is a recent UC Berkeley graduate with a degree in Legal Studies & Public Policy. Mia currently works as the Legislative Coordinator for Planned Parenthood Federation of America. Mia worked as an intern for LWVC leading up to the November 2020 election. While at the League, Mia took on a multitude of tasks, including supporting our legislative and policy priorities, Voter's Edge outreach, and a brand-new initiative to reach young voters on TikTok and Snapchat. Mia has repeatedly proven herself as a quick study and a hard worker, and we are excited at the chance to welcome her back to the League in this new role.
2. **Brenda Rodriguez** is the new Director of Communications for the Alliance of Health Care Unions in Oakland, a job she just started in July 2020 after serving as the organizing director for the South Bay Labor Council in San Jose. Prior to moving to California, she worked for the Chicago Food Policy Action Council as a community partnership manager and as associate director for Centro de Trabajadores Unidos Immigration Worker Program. She completed her studies for her master's degree in public health from Johns Hopkins University in 2019. Her BA is from the University of Illinois at Urbana-Champaign in English/Philosophy with a minor in Latina Studies. She is a member of the San Jose/Santa Clara League but has recently relocated to Redwood City.



## **Voter Service Report**

### **Carol Moon Goldberg and Stephanie Doute**

The LWVC developed the following Voter Service strategy six years ago.

#### **LWVCEF Strategy**

##### **Purpose:**

We work to engage all Californians to participate in all levels of civic life and to make the electorate reflect our state's demographics.

##### **Vision:**

A healthy and thriving democracy is when all Californians have equal access to information and tools to actively participate in all levels of civic life.

In fulfillment of the strategy LWVC produced the Easy Voter Guide, the Pros & Cons of Ballot Propositions, an internal In Depth on the propositions plus offering Voter's Edge in partnership with MapLight, and a series of SnapChat/TikTok videos designed to reach 18-24 year olds (the cohort with the lowest turnout rates).

Local Leagues exhibited tremendous resilience in retooling their candidate forums into online candidate forums. The recent Voter Service survey has not been fully analyzed but it is apparent that most all of the 53 Leagues that responded offered one or more candidate forums online. Most of the forums featured city and special district contests. Most respondents said they would consider doing online forums in the future even if there were pandemic to contend with.

Specifics on the analytics of the LWVC presence online will be presented during the season. Please be aware that the analytics are still incomplete and will be for some time.

## November Election Recap – Prop 15

### Helen Hutchison

**Purpose:** Provide board members with update on Prop 15 campaign and discuss LWVC's future in the Prop 15 coalition.

**Process:** Brief presentation by Helen and Carol, followed by board discussion.

**Outcome:** Board agreement on continuing a role in Prop 15 coalition.

**Preparation:** Read background information. Be prepared to discuss the LWVC's role in a future coalition for Prop 13 reform.

### Conclusions

The loss of Proposition 15 is painful. That said, there is a lot to celebrate in the effort.

- The campaign is rooted in the grassroots activist communities in California, particularly groups representing traditionally underrepresented and underserved communities
- For the first time in over 40 years, the sanctity of Prop 13 was pierced; it is no longer considered untouchable
- The campaign established a broad coalition of organizations. These relationships will continue, keeping a diverse group of organizations connected, and working together on a variety of social reforms including redistricting at the state and local level

### Background Information

The LWVC involvement in what became Prop 15, Schools and Communities First began over six years ago when the idea of amending Prop 13 to change the frequency of reassessments of commercial and industrial properties to produce increased revenue that goes to schools and local governmental entities took form. At the time it was called Make It Fair. The LWVC combined with California Calls, itself an alliance of 31 community groups, and PICO California, a federation of faith organizations, to promote and support an initiative campaign planned for the 2018 ballot.

A strategic decision was made to improve the initiative and place it on the 2020 ballot. LWVC members gathered 7500 signatures of the 1.7 million submitted. This was a large well financed campaign that featured extensive background and opposition research, policy briefing, sophisticated polling, and a large advertising presence.

This was never simply an issue of labor vs. corporations. An unprecedented coalition of community, faith, parent, nursing, and other organizations provided the people power to take the campaign to voters. Many organizations saw this initiative as a chance to redress the disinvestment in low income, marginalized and under-representated communities. This was an equity issue, not just a method for increasing revenue. Much volunteer effort went into Get Out

the Vote work, as well as in simply educating voters about property tax. An ad campaign alone was never going to be sufficient to pass the Prop 15.

League members enthusiastically participated in the campaign, offering personal stories as to why they personally supported the campaign, joining the campaign's speakers bureau, sharing social media, writing letters to the editor or op ed pieces, and participating in phone and text banking. League staff spent hours handling the petitions, pushing out social media, and complying with Fair Political Practice Commission filings.

### **Proposal**

There has not yet been a deep dive campaign analysis, but the first cut indicated that almost all the organizations want to keep working on Prop 13 reform in some form, whether another initiative or something legislative.

We – Carol and Helen – recommend that the LWVC continue to be a part of these efforts. If legislation is involved, it would go through the usual approval process of staff review and Legislation Committee approval. If an initiative is involved, then the approval process would include the Board.

## Financial Reports

### Jacque Canfield

#### **LWVC/LWVCEF September 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. These reports can be found at <https://my.lwv.org/california/lwvc-board/december-5-2020>

#### **LWVC September 2020 Financial Report**

1. Beginning Balance Differences – With the 2019/20 year completed, the LWVC beginning balance is adjusted to the actuals. The budget assumed a beginning balance of \$188K. The actual beginning balance is \$220K. An increase of \$32K than planned. However, it is also important to point out that the budget assumed the Trudy Schafer Scholarship fund would be \$54K and the actual balance is \$30K a decrease of approximately \$24K.
2. Revenue Items – Unrestricted contributions total \$39K which is at 48% of budget level. Last September we had received \$18K in contributions. A fundraising appeal did go out to selected donors for the Trudy Schafer Fund with a matching appeal from the Schafer family of \$15K. Currently \$4K has been received.
3. Expenses Items –Legal costs of \$4K were incurred related to the Schools and Communities First project. The LWVUS members' at large annual payment has been made for the year at the budgeted level. Staff continues to clean-up the LEW accounts receivables and have written off \$784 as bad debt. As mentioned last month, travel expenses have been incurred yet since the board and staff has completed their work virtually this year so far. Most travel expenses in the budget are for the state convention.

## LWVCEF September 2020 Financial Report

1. Beginning Balance Differences – With the 2019/20 year completed, the LWVCEF beginning balance is adjusted to the actuals from a planned \$196K to the actual \$162K a decrease of \$34K.
  - a. Unrestricted beginning balance - The LWVCEF budget assumed a unrestricted beginning balance of \$74K and the actual beginning balance is \$11K a difference of \$63K. The budget also assumed the Payroll Protection Funds would have been recognized as a grant at year end. This would have equated to an additional \$53K. The August Financials Summary report includes this as a suggested budget revision for the Finance Committee to discuss and recommend to the LWVCEF board.
  - b. Restricted beginning balance – The LWVCEF budget assumed a restricted beginning balance of \$122K and the actual beginning balance is \$151K and increase of \$29K with \$28K of the increase for the Voters Edge project and \$1K for the CIVFR project.
2. Revenue Items –The LWVCEF has been awarded a couple grants that are reflected in the financial report. They include:
  - a. Unrestricted contributions total approximately \$42K which is approximately 50% of budget. . Last September we had received \$23K.
  - b. Easy Voter Guide – We have received \$17K of revenue from the sales of the Easy Voter Guide. This is \$7K more than budget.
  - c. Received \$60K from Haas Jr. Foundation Community Foundation for reaching out to young voters on different platforms such as Snapchat to help them understand the power of voting and increasing voter turnout in the 18-24 age range. **\$20K will cover existing expenses.**
  - d. Received \$20K from NextGen for the Elect Justice projects. **\$10K will cover existing expenses.** The Elect Justice CA is a non-partisan campaign designed to educate and empower California voters to make informed decisions this November about local candidates who have the power to directly impact the criminal justice system (e.g. Sheriffs, District Attorneys, Judges and Mayors).

In addition, recently the LWVCEF was awarded \$50K from the Craig Newmark Foundation that we have been awarded a \$50,000 grant to expand the support of the Snapchat/TikTok youth GOTV campaign **\$15K will cover existing expense bringing the total of \$45K to cover existing expenses. The budget assumed finding grants to support \$25K in existing expenses.**

3. Expenses Items – Next month's financial report should capture more of the election costs and will give a better picture on how we are doing compared to budget for the election related projects. No travel expenses have been incurred yet since the board and staff has completed their work virtually this year so far.

## Equity Task Force Update for December 2020 Board Meeting Gloria Chun Hoo

**Purpose:** To update the board on some actions and directions being considered by the Equity Task Force and to urge continued Board support for Diversity, Equity and Inclusion (DEI) focus at Board meetings and at Convention 2021.

**Process:** Presentation of report and brief comments by Task Force members Adena Ishii, who is past president of Berkeley, Emeryville, Albany League, and current law student at Santa Clara University; and Syeda Inamdar,, former LWVC Board member and current president of the Fremont Newark Union City League.

**Outcome:** Board continues to be informed of direction for DEI work, and supports continued strong focus on DEI at LWVC Convention

**Preparation:** Read the information and come prepared to ask questions and to respond to recommendations by the task force.

### UPDATE REPORT

The Equity Task Force re-grouped mid-year 2020 meeting committed to renewing work and League focus on DEI. The current group is tiny: just five-members are on the task force — myself, Adena and Syeda along with LWVC staffer Sharon Stone and Stephanie, who's just catching up with past DEI work. DEI is not a two-year program, but as long-discussed, must be woven into all of our League work. The team offers these modest Action Plans:

1 - CONVENTION FOCUS - Need to have continued DEI focus and presence at 2021 LWVC Convention: encouraging diversity among delegates, workshops and speakers attuned to our DEI commitments, and adding a category for DEI award.

2 - PROCESS TO SHARE DEI WORK - Create a mechanism for local leagues to share their experiences, successes and challenges, in doing more to bring diversity, equity and inclusion into League work, membership and leadership.

3 - KEEPING DEI A LONG-TERM OBJECTIVE - Work to ensure that DEI focus is not lost or diminished over time. We plan to meet with Local League Coaches to urge their help and get their input and ideas; curate articles and books for Leagues to consider using, possibly create a "tool kit" Leagues might consider using, offer ongoing tips and suggestions.

At our next meeting, we plan to discuss in greater detail ideas for Convention. We also encourage the Board at its quarterly meetings to continue to build greater understanding of race, equity, inclusion and diversity.

## Nominating Committee Report Mony Flores-Bauer and Lianne Campodonico

Dear LWVC Board Members,

The Nominating Committee will be making a presentation at the Board meeting on December 5th, which will include our recommendations for the Board and the next Nominating Committee. Joining us at the December 5th meeting, as observers only, several 2021-2023 Board applicants.

Included with this memo are new job descriptions for board members and board officers that the Nominating Committee has developed. We would ask that you please read them thoroughly ahead of the December 5th meeting.

A guiding principle for this Nominating Committee has been to consider the whole health of the LWVC going forward led by a governance focused Board of Directors. This principle and information you shared with us via assessments, surveys, and interviews informed our priorities and helped shape the set of recommendations for your consideration.

In the short timeframe we had to launch the nominating process, we have accomplished a great deal and are optimistic that we will be presenting an impressive slate of nominees after the new year. Diversifying and strengthening the Board's strategic capacity starts with robust and creative recruitment strategies. This Nominating Committee together with LWVC staff support amplified our outreach for applicants via recruitment messaging on the Nominating Committee webpage, social media posts, our recruitment letters, external volunteer matching resources, and our individual recruitment efforts. We looked for applicants who could advance the League's DEI goals, who have business competency, who have connections to academia, elected officials, the philanthropic landscape, who are experienced fundraisers and governance board members. All qualities that we understood from our early assessment of the needs and aspirations as expressed by Board and LWVC Executive Director.

Our recommendations are grounded in the one principle "addressing the whole health of LWVC Board Governance". We hope the Board considers these recommendations as we do ...a path to more LWVC success and a Board structure to support a dynamic and exciting future course.

We look forward to meeting with you at December 5th Board of Directors meeting. Thank you for sharing time on your agenda.

Mony Flores-Bauer  
Lianne Campodonico  
Co-Chairs LWVC Nominating Committee



## Board Member Job Description

August 2020

*The mission of the League of Women Voters of California is  
"Empowering Voters. Defending Democracy."*

### EXPECTATIONS OF THE BOARD AS A WHOLE

As the principal leadership body of the organization, the LWVC Board of Directors is required to satisfy its fiduciary duties, and is responsible for:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the CEO/ executive director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the League of Women Voters of California and LWVC Education Fund programs and services
- Enhancing LWVC's public image
- Speaking with "one voice" and supporting the decisions of the Board
- Assessing its own performance as the governing body
- Ensuring and enhancing the health and vitality of local Leagues

### EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- Have fluency with the LWVC's mission, policies, bylaws, programs, and needs



- Comply with all policies, including the non-partisan policy, and seek clarity when you do not have it.
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for LWVC and the LWVC Education Fund to advance its mission
- Bring perspectives and input from the constituencies served by LWVC and serve as liaisons to the wider LWVC community
- Give a meaningful, personal financial donation
- Identify and leverage personal connections, networks, affiliations to advance LWVC's fundraising, visibility and overall mission.
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees, as opportunities arise
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal or personnel matters relating to the League of Women Voters of California
- Advocate for LWVC policy and practices on diversity, equity, and inclusion.



## Officers Job Descriptions LWVC Board of Directors

September 2020

*The mission of the League of Women Voters of California is  
"Empowering Voters. Defending Democracy"*

### *League of Women Voters- California Bylaws*

ARTICLE VI OFFICERS Section 1. Enumeration and Term of Officers.

The officers of the LWVC shall be a president, a first vice president, a second vice president, a secretary and a treasurer. Such officers shall be elected at the convention by a majority vote of those eligible to vote and voting at the convention. They shall take office on July 1 after being elected at the convention and hold office for two years, or until their successors have been elected and qualified. The office of president may be held concurrently by more than one director.

If there are co-presidents, all references to the "president" LWVC Bylaws As amended June 2, 2019 Page 5 of 10 in these bylaws shall be interpreted in the plural. Co-presidents may act independently with the full authority of the office, but they must agree to this collectively in advance.

## Role and Responsibilities of President

### Board Management

- Develop board meeting agendas in partnership with the Executive Director
- Facilitate board meetings and encourage strategic discussion
- Engage the board in strategic planning and program evaluation
- Lead a comprehensive board self-assessment every two years

- Ensure that every member carries out the roles and responsibilities of board service within the context of their legal and ethical obligations (duties of care, loyalty, and obedience)
- Help to lead and facilitate fundraising efforts; ensure all members support the organization financially
- Serve as the contact for board members on board issues; ensure ongoing communication with the board

#### Relationship with Executive Director

- Cultivate a strong, working partnership with the Executive Director
- Understand and reinforce the key differences between the governance role of the board and the management role of the Executive Director.
- Oversee the hiring, support, and evaluation of the chief executive.

#### Additional Responsibilities

- Serve as ex-officio member of all committees, except the nominating and audit committees
- Preside over meetings of the organization or designate another person to preside over such meetings
- Cultivate relationships with individual donors, funders, and other key community stakeholders
- Groom and help develop the next board chair
- Speak for the board in the event of a controversy or crisis

#### Qualifications

- Strong knowledge of the League's work
- Demonstrated commitment to exceptional board practices
- Experience in group facilitation, encouraging open communication and in-depth discussion
- Ability to devote adequate time to board responsibilities

## **Role and Responsibilities of 1st Vice President**

#### Board Participation

- Attend all board meetings and encourage all board members to actively participate in strategic planning and program evaluation
- Facilitate board meetings in the absence of the President
- Ensure that every member carries out the roles and responsibilities of board service within the context of their legal and ethical obligations (duties of care, loyalty, and obedience)
- Promote and foster the growth of board members in their roles; ensure all board members' ideas are fairly considered before board decisions

#### Additional Responsibilities

- Perform the duties and role of the President in the absence, disability or death of the President
- Support the President as needed by participating in strategic discussions, helping plan board meetings, etc.

- Board liaison to the Advancement Committee. Ensure all members support the organization financially.
- Manage year-round Board governance function and leadership development.
- Liaison with the Nominating Committee.
- Liaison with the Executive Director on the oversight of the Strategic Plan of the organization.
- Serve on the Executive Committee

#### Qualifications

- Strong understanding of the League’s mission and board’s governance role
- Willingness to assume leadership position when necessary
- Time to devote to assisting President as necessary

## Role and Responsibilities of 2nd Vice President

#### Board Participation

- Attend all board meetings and encourage all board members to actively participate in strategic planning and program evaluation
- Facilitate board meetings in the absence of the President and 1st Vice President
- Support President and 1st Vice President in ensuring that every member carries out the roles and responsibilities of board service within the context of their legal and ethical obligations (duties of care, loyalty, and obedience)
- Promote and foster the growth of board members in their roles; ensure all board members’ ideas are fairly considered before board decisions

#### Additional Responsibilities

- Serve on the Executive Committee
- Perform the duties and role of the President in the absence the President and 1st Vice President
- Support the President as needed by participating in strategic discussions, helping plan board meetings, etc.
- Help to lead and facilitate fundraising efforts; ensure all members support the organization financially
- Oversee state advocacy and program, as described in Article XI of the [By Laws](#) and Section P of [Policies and Procedures](#). Relevant information: <https://my.lwv.org/california/programadvocacy>; [legislative interviews](#); [legislative analysis](#); [program planning process](#)

#### Qualifications

- Experience with governmental relations, particularly with the CA legislature.
- Strong understanding of the League’s mission and board’s governance role
- Willingness to assume leadership position when necessary
- Time to devote to assisting President as necessary

## Role and Responsibilities of Secretary of the Board

## Board Participation

- Attend all board meetings and encourage all board members to actively participate in strategic planning and program evaluation
- Facilitate board meetings in the absence of the President and Vice Presidents
- Support President and Vice Presidents in ensuring that every member carries out the roles and responsibilities of board service within the context of their legal and ethical obligations (duties of care, loyalty, and obedience)
- Promote and foster the growth of board members in their roles; ensure all board members' ideas are fairly considered before board decisions

## Additional Responsibilities

- Serve on the Executive Committee
- Keep, or cause to be kept, safely and accurately at the principal office in the State of California a record of minutes of all meetings of the board and its committees, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, the names of those present at board and committee meetings, and the proceedings thereof.
- Keep, or cause to be kept, safely and accurately at the principal office in the State of California minutes of the convention and council and shall sign with the president all contracts and such instruments when so authorized by the board.
- Keep, or cause to be kept, safely and accurately at the principal office in the State of California the original or a copy of the LWVC's articles and bylaws, as amended to date.
- Give, or cause to be given, notice of all meetings of the board and any committees thereof required by these policies and procedures or by law to be given
- Keep the seal of the LWVC in safe custody
- Have such other powers and perform such other duties as may be prescribed by the board.

## Qualifications

- Strong understanding of the League's mission and board's governance role
- Willingness to assume leadership position when necessary
- Time to devote to assisting President as necessary

## **Role and Responsibilities of Treasurer of the Board**

### Board Participation

- Chair and oversee the Finance Committee which meet on a monthly basis
- Work with Executive Director for creation of the budget for review by Finance Committee
- Stay in communication with Executive Director on major financial matters

### Additional Responsibilities

- Serve on the Executive Committee

- Review monthly financial reports prepared by staff for Finance Committee and Board
- Review and prepare written analysis of the financial position for Finance Committee and Board
- Work with Executive Director on cash needs, oversee and recommend investing League funds to Finance Committee for their approval
- Present budget and financial reports to the Board and at Convention
- Research financial compliance of local Leagues with government agencies
- Update Treasurer publications for local Leagues
- Assist local Leagues with financial questions
- Completed yearly tax filings for League working with Executive Director for review by Audit Committee and others before filing (Optional--saves the League quite a bit of money)
- The amount of time commitment for the treasurer duties varies 5-15 hours a month. The time varies due to duties that can be more time consuming (budget, year-end work, and 990 work). This time does not include required board time and other committee time (such as Advancement Committee, Board prep and Board meeting times.)
- Have such other powers and perform such other duties as may be prescribed by the board.

#### Qualifications

- Knowledge and experience of fiscal responsibilities of a nonprofit organization.
- Strong understanding of the League's mission and board's governance role
- Willingness to assume leadership position when necessary
- Time to devote to assisting President as necessary



The mission of the League of Women Voters of California is  
"Empowering Voters and Defending Democracy"

## Nominating Committee Member Job Description

- Primarily, select and present the board slate to the membership for consideration at convention.
- Spend approximately 8-10 hours per month on confidential nominating committee communication, meetings, and projects.
- Be available and be responsive to emails and phone calls, prepared, and participate on a regular basis using shared drives and virtual meetings.
- Work with the staff and board on leadership definition, recruitment of applicants, cultivation, retention, and assessment.
- Confirm with current board members about their interest to serve another term.
- Gather information about prospects, and conduct interviews with prospects and their references.
- Bring perspectives and input from the constituencies served by LWVC and serve as liaisons to the wider LWVC community.
- Leverage connections, networks, and resources to develop collective action to fully achieve LWVC's mission.
- Help identify personal connections that can benefit the organization's outreach to partners, allies, for recruitment of applicants.
- Prepare for, attend, and conscientiously participate in Nominating Committee meetings.
- Understand the board's role as the principal leadership body of the organization, along with its fiduciary responsibilities. In recruiting and selecting candidates for the Board:
  1. Support its goals of embedding diversity, equity, and inclusion into every board decision.
  2. Consider strategic and organizational planning skills.
  3. Consider financial management, fundraising and resource development skills.
- Know the LWVC's mission, policies, programs, and needs.
- Comply with all policies, including the non-partisan policy, and seek clarity when you do not have it.
- Follow the organization's bylaws, policies, and board resolutions.
- Maintain confidentiality about all internal matters relating to the Nominating Committee and the League of Women Voters of California.

## **APPROVAL OF MINUTES**

**Caroline de Llamas, Secretary**

**December 5, 2020 – State Board Kit**

### **Consideration/Approval of Minutes\***

- 1. LWVC Regular Meeting Minutes of August 1, 2020**
- 2. LWVC Special Meeting Minutes of August 5, 2020**
- 3. LWVC Special Meeting Minutes of September 9, 2020**
- 4. LWVCEF Regular Meeting Minutes of August 1, 2020**

### **\*Attachments**



**League of Women Voters of California**  
**Minutes of a Regular Meeting of the Board of Directors**  
**August 1, 2020 – Electronic Communication**

**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 3:54 p.m. on Saturday, August 1, 2020. 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 Debbie Fagen

Director Lori Thiel.

First Vice President Jacquie Canfield

Secretary Caroline de Llamas

Director Amanda Berg

Director Tracey Edwards

Director Helen Hutchison

**Absent:** None.

**Staff Present:** Executive Director Stephanie Doute.

**Guests:** LWVC 2019-2021 LWVC Nominating Committee Members, Mony Flores Bauer and Lianne Campodonico , Co-Chairs, and Carolina Goodman.

**CONFLICT OF INTEREST:** None stated.

**APPROVAL OF MINUTES:** The LWVC Regular Meeting Minutes of May 15, 2020 were approved as submitted. The Special Meeting Minutes of June 17, 2020 and July 15, 2020, were approved as submitted.

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

**Ratification of Special Meeting Actions**

- May 22, 2020 – Executive Committee Meeting - Personnel
- June 4, 2020 – Executive Committee Meeting - Potential Litigation
- June 8, 2020 – Executive Committee Meeting – Potential Litigation
- June 9, 2020 – Email Meeting – Representation/Electoral System
- June 23, 2020 – Email Meeting – Urgent Resolution – Racial Justice.

**Resignations**

- Aisha Piracha-Zakariya (LWV Palo Alto) as a Director of the LWVC Board of Directors, effective June 1, 2020
- Frann Shermet (LWV North Orange County) as a Local League Coach (LLC).

**Appointments**

- Mary Hanson (LWV San Diego) as a Local League Coach (LLC).

**TREASURER’S REPORT:** The LWVC May 2020 Financial Reports presented on Pages 23-25 of the August 2020 State Board Kit (SBK) were received and filed.

**FINANCE/BUDGET:** Former Treasurer Jacquie Canfield provided an overview of the Proposed LWVC Management Budget for 2020-2021, as reflected in the August 2020 State Board Kit (SBK). She responded questions. The following motion was offered for consideration.

**Motion:** Canfield/Finance Committee moved the LWVC approve the Proposed LWVC Management Budget for 2020-2021, as presented on Page 21 of the August 2020 State Board Kit (SBK). The motion carried unanimously.

**MEMBERSHIP:** First Vice President Jacquie Canfield updated the Board Member about the increase in local League coaches (LLCs), and their training. She commented on the status of local Leagues generally.

**NOVEMBER BALLOT MEASURES:** The board members reviewed particulars of the following ballot measures and agreed to the following actions.

Ballot Measure	Subject Area	Action of Board of Directors*
18	Elections: Voting Age – allow 17year-olds to vote in primary if they will be 18 by the general election.	Support.
24	Amends Consumer Privacy Laws. Initiative Statute.	Will reconsider position on August 5, 2020.

**CLOSED SESSION:** President Moon Goldberg called for a Closed Session for the discussion of personnel and potential/pending litigation matters. The Nominating Committee Members and the Executive Director exited the meeting at this time. The Closed Session convened with all Board Members in attendance.

**RECONVENE IN OPEN SESSION:** The meeting reconvened with all Board Members present. There was no reportable action.

**ADJOURNMENT:** There was no further business to come before the board. The meeting was duly adjourned by the Chair at 4:37 p.m.

**Submitted by:**

/s/

**Caroline de Llamas  
LWVC Secretary**

**League of Women Voters of California  
Minutes of a Special Meeting of the Board of Directors  
August 5, 2020 – 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) to order at 7:02 p.m. on Wednesday, August 5, 2020 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 Maxine Anderson  
Director Tracey Edwards  
Director Helen Hutchison

First Vice President Jacquie Canfield  
Secretary Caroline de Llamas  
Director Amanda Berg  
Director Debbie Fagen  
Director Lori Thiel.

Absent: Director Christina Dragonetti.  
Staff present: Executive Director Stephanie Doute.

**CONFLICT OF INTEREST:** None were stated.

**ADVOCACY/PROGRAM**

**Discussion/Action Regarding Propositions 24 on the November 2020 Ballot**

Second Vice President Gloria Chun Hoo advised that at the August 1, 2020 Board Meeting the LWVC Board rescinded its earlier position on Proposition 24. The Board agreed to reconsider the position this evening to allow time for the Board members to review new, relevant information.

Following discussion, there was unanimity of the Board to Oppose Proposition 24 on the November 3, 2020 ballot (Dragonetti absent).

Proposition/ Subject Area	Position of the LWVC Board
24 – Amends Consumer Privacy Laws	Oppose.

**Consideration of Proposed LWVC Homelessness Action Policy**

Director Helen Hutchison noted the proposed policy had been forwarded to all the board members prior to this evening’s meeting. She noted the item specifically includes the LWVC DEI Policy, and recommended approval. The Homelessness Committee indicated concurrence with the recommendation. The policy is effective immediately.

**Motion:** Hutchison/Edwards moved that the LWVC Board adopt the Homelessness Action Policy as presented this evening. The motion carried unanimously (Dragonetti absent).

## **GOVERNANCE**

**Board Skills Matrix:** President Moon Goldberg addressed the “Matrix” she had forwarded to the board members this afternoon and its applicability to the current and to potential board members. It will be put in survey form by the Executive Director, and also forwarded to the Nominating Committee.

**Court Decisions Update:** President Moon Goldberg provided an update on court decisions/challenges related to propositions on the November 3, 2020 ballot.

**Adjournment:** There was no further business to come before the Board. The meeting was duly adjourned by the Chair at 7:55 p.m.

**Submitted by:**

/s/

**Caroline de Llamas**  
**LWVC Secretary**

**League of Women Voters of California  
Minutes of a Special Meeting of the Board of Directors  
September 9, 2020 – 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) to order at 7:08 p.m. on Wednesday, September 9, 2020 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 Maxine Anderson  
Director Christina Dragonetti  
Director Helen Hutchison

First Vice President Jacquie Canfield  
Secretary Caroline de Llamas  
Director Amanda Berg  
Director Debbie Fagen  
Director Lori Thiel.

Absent: Director Tracey Edwards.  
Staff present: Executive Director Stephanie Doute.

**CONFLICT OF INTEREST:** None were stated.

**GOVERNANCE**

**Consideration of Appointment to the LWVC Nominating Committee 2019-2021:** After brief discussion, the following motion was offered.

**Motion:** Hoo/Dragonetti moved that Director Amanda Berg be appointed as a Board Representative to the LWVC Nominating Committee 2019-2021. The motion carried unanimously (Edwards absent).

**Overview of Amicus Brief Filings:** President Carol Moon Goldberg provided an overview of recent actions of the Executive Committee to file three (3) amicus briefs regarding the executive order announcing that undocumented residents will not be counted in the 2020 Census.

**FINANCE:** First Vice President Jacquie Canfield advised that the June 2020 Financial Summary Report was presented to the Finance Committee on September 8, 2020. The Report will be forwarded to the LWVC Board of Directors.

**VOTER SERVICE:** President Moon Goldberg related that some local League presidents inquired about the feasibility of assisting residents in elder living facilities with the return of their voted ballots to the appropriate election offices. Following discussion, there was a consensus of the Board members that the Board may suggest guidelines for local Leagues to work with election officials to provide such services.

**ITEMS FOR CONSIDERATION AT NEXT REGULAR LWVC BOARD MEETING OF DECEMBER 5,2020**

- Extension of the current suspension of PMP for student members
- Proposed change to LWVC Bylaws eliminating PMP for student members for action at LWVC Convention 2021
- Ratification of actions taken since the last regular meeting of August 1, 2020.

**ADJOURNMENT:** There was no further business to come before the Board. The meeting was duly adjourned by the Chair at 8:00 p.m.

**Submitted by:**

*/s/*

**Caroline de Llamas  
LWVC Secretary**

LWVC Special Meeting

**League of Women Voters of California Education Fund  
Minutes of a Regular Meeting of the Board of Directors  
August 1, 2020 – Electronic Communication**

**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 at 4:40 p.m. on Saturday, August 1, 2020. A quorum was present as follows:

**Responding Officers and Directors**

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

First Vice President Jacquie Canfield  
Director Maxine Anderson  
Director Christina Dragonetti  
Director Debbie Fagen  
Director Helen Hutchison

**Absent:** None.

**Staff Present:** Executive Director Stephanie Doute.

**CONFLICT OF INTEREST:** (1) Director Dragonetti noted she is employed by the *California Association of Nonprofits (CalNonprofits)*; and (2) Director Hutchison said she is a member of the Board of Directors of *Ed Source*.

**APPROVAL OF MINUTES:** The LWVCEF Regular Meeting Minutes of May 16, 2020 were approved as presented.

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

**Resignations**

- Aisha Piracha-Zakariya (LWV Palo Alto) as a Director of the LWVCEF Board of Directors, effective June 1, 2020.

**TREASURER'S REPORT:** The LWVCEF May 2020 Financial Reports presented on Pages 23-25 of the August 2020 State Board Kit (SBK) were received and filed.

**FINANCE MATTERS/BUDGET:** First Vice President and former Treasurer Jacquie Canfield provided an overview of the Proposed LWVCEF Revised Budget for 2020-2021, as reflected in the August 2020 State Board Kit (SBK). She responded to questions. The following motions were offered for consideration.

**Motion:** Canfield/Finance Committee moved the LWVCEF approve the Proposed LWVCEF Revised Budget for 2020-2021, as presented on Page 21 of the August 2020 State Board Kit (SBK). The motion carried unanimously.

**Motion:** Canfield/Finance Committee moved that \$6,000 from the Strategic Initiative Fund be utilized to support the payment bonus compensation as outlined in the Cook Silverman contract. The motion carried unanimously.

**Motion:** Hoo/Goldberg moved that the LWVCEF Board authorize Executive Director Stephanie Doute to execute an application to the Paycheck Protection Program offered via the SBA Cares Act upon approval by the Executive Committee. The motion carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Stephanie Doute advised that funding for the November *Easy Voter Guide* is in place.

**VOTER SERVICE REPORT:** President Moon Goldberg updated the Board members regarding the preparation of LWVC voter education materials for the November 3 election.

**ADJOURNMENT:** There was no further business to come before the board. The meeting was duly adjourned by the Chair at 5:02 p.m.

**Submitted by:**

/s/

**Caroline de Llamas  
LWVCEF Secretary**



**LWVC/LWVCEF Consent Calendar<sup>i</sup>**  
**Caroline de Llamas, Secretary**  
**December 5, 2020 – State Board Kit**

**Governance**

**1. Ratification of Special Meeting Actions\***

- LWVC August 25, 2020 – Executive Committee Meeting
- LWVC August 30, 2022 – Executive Committee Meeting
- LWVC August 31, 2020 – Executive Committee Meeting (Email)
- LWVC September 14, 2020 – Executive Committee Meeting

***Please note: A revised Consent Calendar will be distributed after the Thanksgiving holiday as some items could not be finalized by press time to include with these.***

**\*Attachments**

---

*<sup>i</sup>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  
Minutes of a Meeting of the Executive Committee  
August 25, 2020 – Electronic Communication**

**CALL TO ORDER:** President Carol Moon Goldberg called the Meeting of the Executive Committee of the League of Women Voters of California (LWVC) to order on Monday, August 25, 2020, at 6:08 p.m. to discuss 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:** Executive Director Jennifer Doute.

**CONFLICT OF INTEREST:** None were stated.

**CLOSED SESSION ITEM**

President Moon Goldberg convened a Closed Session at 6:10 p.m. to discuss potential litigation matters. Executive Director Doute was invited to join the Executive Committee Members in the Closed Session.

**RECONVENE IN OPEN SESSION**

The meeting reconvened in Open Session at 6:17 p.m. with the above-noted Members in attendance. The following action was taken.

**Motion:** Canfield/Hoo moved the LWVC file an amicus brief in the action titled Common Cause et al v. Donald Trump et al Case No. 1:20-cv-02023-CRC-GGK-DLF in U.S. District Court, District of Columbia regarding the executive order announcing that undocumented residents will not be counted in the 2020 Census. The motion carried unanimously.

**ADJOURNMENT**

There was no further business to come before the Executive Committee and the meeting was duly adjourned by the Chair at 6:18 p.m.

**Submitted by:**

/s/

**Caroline de Llamas  
LWVC/EF Secretary**

**League of Women Voters of California  
Minutes of a Meeting of the Executive Committee  
August 30, 2020 – Electronic Communication**

**CALL TO ORDER:** President Carol Moon Goldberg called the Meeting of the Executive Committee of the League of Women Voters of California (LWVC) to order on Sunday, August 30, 2020, at 5:00 p.m. to discuss 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:** Executive Director Jennifer Doute.

**CONFLICT OF INTEREST:** None were stated.

**CLOSED SESSION ITEM**

President Moon Goldberg convened a Closed Session at 5:02 p.m. to discuss potential litigation matters. Executive Director Doute was invited to join the Executive Committee Members in the Closed Session.

**RECONVENE IN OPEN SESSION**

The meeting reconvened in Open Session at 5:12 p.m. with the above-noted Members in attendance. The following action was taken.

**Motion:** Hoo/Canfield moved the LWVC file an amicus brief in the action titled: City of San Jose et al v. Donald Trump et al Case No. 5:20-cv-05169-LHK-RRC-EMC in U.S. District Court, Northern District of California, San Jose Division regarding the executive order announcing that undocumented residents will not be counted in the 2020 Census. The motion carried unanimously.

**ADJOURNMENT**

There was no further business to come before the Executive Committee and the meeting was duly adjourned by the Chair at 5:13 p.m.

**Submitted by:**

/s/

**Caroline de Llamas  
LWVC/EF Secretary**

**League of Women Voters of California  
Minutes of a Meeting of the Executive Committee  
August 31, 2020 -Electronic Communication**

**CALL TO ORDER:** President Carol Moon Goldberg communicated electronically with the LWVC Executive Committee to consider and vote electronically on the item noted below.

**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.

**CONFLICT OF INTEREST:** None stated.

**REASON FOR MEETING:** The Executive Committee is asked to approve the consolidation of a previously approved amicus brief as noted below.

**Motion:** Hoo/Canfield moved that the LWVC file an amicus brief in the action titled: City of San Jose et al v. Donald Trump et al Case No. 5:20-cv-05169-LHK-RRC-EMC consolidated with the State of California et al v. Donald Trump et al Case No. 5:20-cv-05169-LHK-RCC-EMC regarding the executive order announcing that undocumented residents will not be counted in the 2020 Census.

**BACKGROUND:** Subsequent to the August 30, 2020 action to file an amicus brief in the City of San Jose case, that case was consolidated with the State of California case.

**ACTION:** The motion carried unanimously.

**Submitted by:**

/s/  
Caroline de Llamas  
LWVC Secretary

**League of Women Voters of California  
Minutes of a Meeting of the Executive Committee  
September 14, 2020 – Electronic Communication**

**CALL TO ORDER:** President Carol Moon Goldberg called the Meeting of the Executive Committee of the League of Women Voters of California (LWVC) to order on Monday, September 14, 2020, at 3:30 p.m. for the purpose of discussing the item noted below. A quorum was present as follows:

**Responding Officers and Directors**

President Carol Moon Goldberg

First Vice President Jacquie Canfield

Second Vice President Gloria Chun Hoo

Secretary Caroline de Llamas.

**Absent:** None.

**Others present:** Executive Director Stephanie Doute.

**CONFLICT OF INTEREST:** None were stated.

**CLOSED SESSION ITEM**

President Moon Goldberg convened a Closed Session at 3:35 p.m. to discuss a potential election related litigation matter. Executive Director Doute was invited to join the Executive Committee Members in the Closed Session.

**RECONVENE IN OPEN SESSION**

The meeting reconvened in Open Session at 4:20 p.m. with the above-noted Members in attendance. President Moon Goldberg announced that there was no reportable action resulting from the discussion.

**ADJOURNMENT**

There was no further business to come before the Executive Committee and the meeting was duly adjourned by the Chair at 4:20 p.m.

**Submitted by:**

/s/

Caroline de Llamas  
LWVC/EF Secretary

# FRANCES V. CARRILLO

Operations/Finance Manager



## PERSONAL PROFILE

An experienced Operations Manager focused on creating healthy organizations and/or companies through strategic planning.

## SUMMARY OF QUALIFICATIONS

- MBA with 20+ years' experience in management positions
- Strong experience in fiscal management including budgeting and forecasting
- Excellent project based and human relations skills
- Business oriented; able to understand and execute a company's vision and policies

## TOP 5 CLIFTON STRENGTHS

1. Arranger
2. Relator
3. Maximizer
4. Individualization
5. Strategic

## CONTACT ME AT:

Mobile: 760-445-7355  
Address: 2510 Navarra Drive, Unit 515  
Carlsbad, CA 92009  
Email: chicamonkey@gmail.com

## PROFESSIONAL EXPERIENCE

### Fiscal Management

- Provide fiscal management services to not-for-profit and for-profit clients, ranging in annual budgets from \$200K to \$4M
- Manage reporting and correspondence with Accountants and CPAs for the completion of tax reporting, annual audits and audit reviews
- Exceptional experience with Quickbooks, setting up companies and managing AP/AR; including software integration with time management programs.
- Billing/invoice experience with stipulated sum contracts and billable hours
- Administered the management and reporting of federal, state and local contracts
- Managed contracts and special payment processes with school district clients including Los Angeles Unified School District, Long Beach Union and San Diego Unified School District
- Annual contract negotiations with business vendors and independent contractors
- Analyzed and computerized statistical data for purposes of budgeting and marketing

### General Management

- Responsible for the daily operations including staffing, customer/vendor relations, and marketing for organizations and companies
- Provided Board reporting at monthly board meetings and annual retreats
- Develop, research and write business plans for organizations and/or departments
- Participated in short- and long-term organizational and programmatic strategic plans
- Writer for corporate giving and foundation grants
- Coordinated and wrote local and federal grants for non-profits

### Human Resources

- Headed the revision of company's personnel policies
- Manages human relations issues including the hiring, training, evaluation, and termination of employees
- Responsible for employer and employee issues including benefits (i.e. Health, 401K plan)

Project Management and Marketing Experience provided upon request.

## EDUCATION

Pepperdine University  
Malibu, California  
The George L. Graziadio School of  
Business and Management  
Masters Business Administration, 2000

University of California at Irvine  
Irvine, California  
Bachelor of Arts, 1991

## TECHNICAL SKILLS

Advance knowledge of Excel, Microsoft  
Office, MSWord, QuickBooks,  
FilemakerPro, PowerPoint, ArchiOffice

Working knowledge of Bluebeam, Adobe  
Creative Suites

## REFERENCES

Contact Information provided upon  
request.

Mark W. Steele, President  
M.W. Steele Group  
ref: Current Employment

Diego Velasco, Owner  
CityThinkers  
ref: Personal and Professional Reference

Laurie T. Schell, Principal  
Laurie Schell Associates  
ref: Performing Tree & California Alliance  
for Arts Education

## EMPLOYMENT HISTORY

- 2007- Associate  
Business Manager  
M.W. Steele Group | San Diego, CA
- 2001-2015 Consultant (Project & Fiscal Management)  
Carrillo Consulting | Southern California
- Former Clients include: The Energy Coalition, National  
University, ARTS, Inc., San Diego Unified School  
District, San Diego Performing Arts League, Lux Art  
Institute, San Diego County Office of Education, Words  
Alive, Zoom Room-Encinitas, Tomiko Restaurant, Light  
Bridge Studio
- 2004-2010 Business Manager (part-time)  
Sushi Performance & Visual Art | San Diego, CA
- 2002-2004 Coordinator (short-term contract)  
San Diego Arts Education | San Diego, CA
- Collaborative project between City of San Partnership  
Diego and San Diego Unified School District
- 2000-2001 Interim Executive Director  
1994-2000 Associate Director, Finance & Artist Relations  
Performing Tree | Los Angeles, CA
- 1992-1996 Consultant  
Self-Employed | Los Angeles, CA
- Clients included: Plaza Development Center, Latino  
Unity Forum, Dr. David J. Jimenez, UCLA Graduate  
Film School
- 1992-1993 Assistant to Project Director - FEMA Project  
Plaza Community Ctr. | Compton, CA
- 1991-1993 Assistant to Public Affairs Director  
Kaiser Permanente WLA | W. Los Angeles, CA

## PROFESSIONAL & VOLUNTEER AFFILIATIONS

- SDA National, PR Committee Chair – 2018 to current
- LWV San Diego, Voter Empowerment Director, Marketing and Budget  
Committees – 2017 to current
- Women's March California, Treasurer, Executive Team -- 2019 to current
- Women's March San Diego, CFO, GOTV, Marketing – 2016 to current
- Project Wildlife volunteer, San Diego Humane Society – 2015 to 2017
- LWV, North Coast San Diego County, Board member – US/CA Action  
Director 2004 to 2007
- California Alliance for Arts Education, Treasurer -- 2004 to 2008
- Arts Commission, City of Carlsbad – appointed by Mayor -- 2005 to 2009
- Grant panelist for the Los Angeles County Arts Commission, City of  
Carlsbad, and City of San Diego Commission for Arts and Culture

## Motion

De Llamas moves to extend waiver of PMP payments for student members through June 30, 2021.



## **MOTION**

The LWVCEF Finance Committee moves to revise the LWVCEF budget as shown on the September Financial Summary Report to recognize \$53,000 in grant funds based on the assumption that the Payroll Protection Loan will be forgiven.

## Information Only

### Jacque Canfield

- 1) **Treasurer Items**
  - a. **Finance Committee Summary Notes**
  - b. **Recommend Board Approved Revised Budget for LWVCEF**
  
- 2) **Local League Coaches and Local League Support**
  - a. **LLC Local League Assignment Update for 20-21**
  - b. **Status of Local Leagues/MAS Units**
  - c. **LLC Tool Showing Assistance to Local Leagues**
  - d. **LLC Summary Notes August, September, October, November Meetings**

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

- Since the August board meeting, the Finance Committee met in October and November. We reviewed and discussed the July, August and September 2020 financials. The committee reviewed and approved recommending the LWVCEF budget be revised to recognize the PPP loan \$53K being forgiven in 20/21. This will be presented for the board's discussion and approval at the December board meeting.
- CD Renewal – The Finance Committee agreed with recommendation to allow the two six-month CD's to renew. The interest rates have really dropped. Below are the current CD's.
  - a. 1 year CD's renewed at 0.7% on July 22, 2020 (\$16K-LWVC). The old rate was 2.60%. As a reminder, we closed the CD for the LWVCEF due to the lower rate and possible cash flow needs during the next year.
  - b. Two six month CDs renewed September 6, 2020 at 0.65% - next maturity date is March 6, 2021(LWVC-\$33K, LWVCEF-\$82K). The old rate was 1.97%.

#### **Recommend Board Approved Revised Budget for LWVCEF**

**MOTION: The LWVCEF Finance Committee moves to revise the LWVCEF budget as shown on the September Financial Summary Report to recognize \$53,000 in grant funds based on the assumption that the Payroll Protection Loan will be forgiven.**

## Local League Coaches and Local League Support

1. **LLC Local League Assignment Update for 20-21.** All Leagues have a LLC. LLCs agreed to support two Leagues – some have more than that. The coordinators have a bunch of local Leagues that are pretty self-sufficient. We would like to have more LLC's to relieve the coordinators from having any local League responsibilities and be able to better support the LLC and fill in when a LLC needs to be away.
2. **Status of Local Leagues** – Now that each League does have a LLC, we are finding some Leagues that are struggling and a MAS unit that no longer exists. This shows the importance of having a LLC assigned to check in with the local Leagues. Some local Leagues/MAS units are not used to this support and not responding to their coach or providing the requested information. However, over time I am sure this will improve.
  - **Unfortunately, we must report:**
    - **High Dessert** – It appears that we have lost this MAS unit.
    - **El Dorado** – Membership has gotten low. The League has relied upon the same members to lead the group. The League is currently having trouble find members who want to lead the group. Assistance is being provided to try to drive up membership.
    - **Antelope Valley** – Still has low membership and we continue to have communication issues as well as lack of payment of per member payments to LWVC and LWVUS.
    - One LLC has put in a lot of hours assisting with personnel issues with a local League board for the past year. Recently, an agreement was reached and the local League is moving forward.
3. **LLC Tool Showing Assistance to Local Leagues** – We are making a little improvement on the documentation by LLCs. Hoping to have better data to inform the board on the work of the LLCs.
4. **LLC Summary Notes August, September, October, November Meetings** – The team continues to work to find additional LLCs, work on materials to assist local Leagues and LLCs and providing support to local Leagues. Below are brief notes from the August through November meetings.

### August LLC Meeting – 17 LLC attended

- **Support Local Leagues/LLC Items**
  - LLC agreed to the type of support that would be provided to the local Leagues.
  - **Letters of Introduction** - LLC agreed to send out letters of introduction to the local Leagues stating the purpose of the LLC, request to be copy on communications to the local board and general membership, and their prefer method of communication (email, phone, text).
  - **Getting to Know Leagues** - LLC discussed different options (several outline in the MTA Manual) to get to know a local League and talked about the importance of listening. Several LLC's said you can learn a lot by attending local League board zoom meetings.
  - **Zoom Account for LLC** - LLC requested a zoom account that could be used for them to initiate a meeting. An account has been established on a first come basis. In addition, the State League has an account that can be utilized again on a first come basis.
  - **Virtual Candidate Forums** - A sub-committee is working on writing up options for virtual candidate forums.

- **Reach Out to Local Leagues** - LLC agreed to send out an email to the local Leagues reminding them to fill out local League Leader information, upcoming deadline for Easy Voter Guides, Voters Edge going live, and to check out the Election Page that is getting updated regularly with new information to assist them for the Election

#### **September LLC Meeting – 17 LLC attended**

- **Support Local Leagues/LLCs Items**
  - **Check-in on Local League Responses to Letter of Introduction**
    - Most coaches received positive responses from their assigned Leagues. Some Leagues had some resistance or no response.
    - Coaches like the Zoom meetings it is helping them to connect.
    - Some Leagues that have not had a coach in a while thought they were being singled out on getting a coach.
  - **Nonpartisan Type Items**
    - Discussed elected officials on local boards. It was pointed out that that the nonpartisan policy can be used to define what will work for a local League.
    - Discussed with the upcoming election season when it is appropriate for individual League members to be actively supporting candidates. Again discussing the importance of the nonpartisan policy.
  - **Challenges or Items of Interest -**
    - The group discussed how to deal with local president that do not want to give up their position including options to help a nominating committee.
    - **Advocacy vs Voter Service** -The group discussed the importance of reminding local Leagues about not having individuals that are speakers/leaders on Prop 15 this election are not involved in voter service projects for the League.
  - **Reach Out to Local Leagues** – An email including information about upcoming LWVUS webinar, link to publication to assist Leagues on how to take action, and reminder that members involved in Prop 15 advocacy not be involved with public voter service activities.

#### **October LLC Meeting – 11 members Attended**

- **Support for Local Leagues/LLCS Items**
  - **Feature Local Leagues in Roundtable Zoom Meetings** -Discussed possibility of having a conversation with different local Leagues that held forums for them to talk about what went well and what could have been done better to help other League to feel comfortable with trying new things.
- **Challenges or Items of Interest –**
  - **Local League Election work** - Discussed all the good work either their Leagues were doing or observing other Leagues. Most Leagues are very busy and enjoying the work. How the outreach the League is having with these forums is reaching the same if not more than before the non-pandemic world
  - **Local League Taking Position on Local Measure** – Discussed how a local League took a position on a local measure and another organization calling them out and stated how they should not giving a pro/con presentation due their position. Suggestion how Leagues can hold an educational meetings before taking a position on local measures which helps with credibility of the League.
- **Reach Out to Local Leagues** – Reminder of the two google groups (presidents and voter service) and sharing the voter services source list the State Office created, the members only election page and links to the different pro/con presentations local Leagues produced and listed on the Voter Service google list.

## November LLC Meeting – 17 members attending

- **Support for Local Leagues and LLCs**
  - **Roundtable Zoom Discussions** – The LLC discussed holding two roundtable discussions featuring different Leagues 4 or 5 members. The goal is to help other gain more confidence and different ways to achieve the same objective:
    - **Candidate Forums** – suggested topics include – pre-planning, training, how questions handle, timing options, how to get incumbent candidates to participate, having people register for live event (and sending thank you email after event was over). Possible members could result
    - **Pros/Cons** – Talked about importance of having and getting Leagues to have the confidence to present local measures. Share different styles, collaboration with other Leagues
  - **Challenges or Items of Interest**
    - **LWVUS Image Violation Email** – The group discussed LWVUS and LLC's were requested to inform their Leagues on this matter. LLCs asked to be included on google list for presidents.
    - **How to do Study Powerpoint** –Jeanne will be working on to assist Mother Lode MAS unit.
    - **Redistricting** – The group briefly discussed the redistricting information Helen sent out. LLC are requested to include in their emails to the local Leagues.
    - **Membership and Finances** – Phyllis requested information she can share with West Contra Costa to increase membership and finances. Bonnie volunteered to share links to LWVUS membership materials
  - **Reach Out to Local Leagues** – LLCs were provide a communication to share with their Leagues that reiterates recent State and National communications including:  
Redistricting, completing Voter Service Survey, Legislative Interviews/ Program Planning information, Nominations to LWVC and LWVUS Image Violation email.