**The League of Women Voters/Los Alamos**

**Board Meeting Minutes**

**Thursday December 7, 2023**

**Via Zoom**

**Call to Order**

Felicia Orth called the meeting to order at 12:05 p.m.

**Board Members Present**

Felicia Orth, President

Ellen Mills, Second Vice President

Barbara Calef, Past President

Addie Jacobson, Treasurer

Rebecca Chaiken, Secretary

Lynn Jones, Voter Services

Karyl Ann Armbruster, Lunch with a Leader

Jody Benson, Publicity

**Guests** – Jean Dewart and Wendy Swanson

**Minutes**

Jody moved to accept the October minutes and Barbara seconded this motion. All voted in favor.

**Treasurer's Report**

The Treasurer's Report for October 19 to December 6, 2023, showed a checking account checkbook balance of $3,730.52, which includes total receipts of $1,294.75 and disbursements of $4,013.23. Receipts included donations, dues, and interest. Disbursements were to Aspen Copies, Fuller Lodge, LA Daily Post, USPS, and LWVNM for PMP. The savings account ending bank balance was $26,835.41, which includes $1.76 interest.

Addie noted that the $13 difference between the bank balance and our checkbook balance remains unaccounted for. Beginning on January 1, 2024, she plans to ensure that the checking account has a starting balance of $5,000, which she hopes will be enough for 2024 expenditures. She will transfer the proper amount from savings per our bank’s requirement that there be activity.

We continue to have an issue with properly tracking donations because sometimes it is not clear if the amount submitted is for dues, donations, or both. Addie suggests that we wait to request donations until after dues are due on April 30. Jean said that if Addie receives a check and it is unclear what it is for, Jean can first determine if the payee is a member and if it continues to be unclear, Jean will call the payee and ask. Furthermore, Jean can check with Tracy McFarland to find out if the payee is already a donor. Still, we need to track donations made to the League and thank-you notes need to be sent. Jean confirmed that Tracy was asked to send the donor list to Felicia monthly. Barbara noted that we have two lists – one for individual donors and one for business donors.

In summary, Addie will report received monies to Jean. Jean will work with Tracy to determine if the monies are dues and/or donations.

**Lunch with a Leader**

Barbara suggested that Clay Mosely, the deputy utility manager in charge of gas, water, and sewer services, be invited to speak at our January Lunch with a Leader event. He can discuss the County’s lack of compliance with water flowing into the Rio Grande, according to the EPA.

**Membership**

Jean’s membership report indicated that we had 120 members, but shortly before the meeting she learned that two members have moved. We thus have 118 members. Since October 1, three or four new members have joined (Jessica Taylor, Ann Wells, Susan Krohn, and possibly Nancy Forest). Those members who have renewed since October 1 include Christina Olds, Madhavi Garimella, Susan and Galen Gisler, Cas Mason, and Judy and Don Machen.

**Legislative Preview**

The Legislative preview will be held on January 4, 2024, at Fuller Lodge. Speakers will include our legislators and Representative Susan Herrera, who will talk about modernizing the legislature. Margo Batha will be the moderator and she will secure student timekeepers.

Wendy has been in touch with two members of AAUW (Judy Prono and MaryAnn Lindahl), who will help with refreshments. Wendy expects that both AAUW and League members will be asked to bring a dessert to share. Wendy thinks we should serve only decaf coffee and water.

Barbara asked for a volunteer to confirm with Fuller Lodge the need for working microphones (both wired and lapel). Rebecca volunteered [and confirmed with Fuller Lodge the following day].

Jody said that we will need press releases in both newspapers, and she will have them included twice before the event. Karyl Ann will send out a Friendly Reminder on or before January 2, 2024.

Barbara said that, before COVID, we invited the speakers to have dinner with a few League members before the event. Karyl Ann has already inquired with Blue Window. She has tentatively scheduled dinner for 12 at 5:15. Karyl Ann will limit the menu choices to select from, and meals will be pre-ordered to be ready upon our arrival. Barbara suggested that Karyl Ann invite the speakers and find out if they will be bringing a partner. Once we know how many guests are coming, we can decide how many and who from the League and AAUW will join in.

Felicia moved that we ask Pac 8 to videotape the Legislative Preview and Jody seconded this motion. All voted in favor. Felicia will make the necessary arrangements with Pac 8.

**Program Planning Meeting**

Ellen offered to host this event at her home, and the date of January 29, 2024, was selected. It will begin at 5:30 and will be a potluck. Ellen will draft the invitation and send to Felicia for her review, after which it will be sent out via a Friendly Reminder and be published in the *Update*.

**Fund Drive Party**

Ellen offered to host this event at her home, and the date of February 26, 2024, was selected. It will begin at 5:30 and will be a potluck. Ellen said that in the past we have just done desserts, but dinner is more fun. The board agreed to a potluck dinner. Proper notices will be sent in January.

**Fundraising**

Ellen and Leslie attended a fundraising training event a few weeks ago, and Leslie won the drawing for a free consultation. Leslie wants to approach bigger donors, like the Thornburg Foundation. Felicia wants to participate in this consultation and, once we know the date, we can find out how many others can participate.

Donovan Price, from Enterprise Bank, asked Ellen if the bank can put an ad in the Voter Guides in 2024. Lynn said that we stopped doing ads because we didn’t get a lot of response in the past. It was agreed that we will try and resume ads. Previously, we charged anywhere from $50 to $700, depending on the size of the ad and whether the ad was printed for the primary election, general election, or both. Because 2024 will be a Presidential election year, it was agreed that we will charge more. Prospective advertisers will be told the ad must be non-partisan. They then create the ad and send it to Lynn.

**Annual Meeting**

Typically, our Annual Meeting has been held the third Thursday of April, following Lunch with a Leader. In 2024 that date is April 18. Barbara said that we need to create a Budget Committee, as well as a Nominations Committee. Last year the Budget Committee was made up of Julie Williams-Hill, Jeffrey Howell, and Rosmarie Frederickson. Addie will take Rosmarie’s place as treasurer and will be responsible for explaining the budget at the meeting. Barbara has asked Julie and Jeffrey to participate. Rebecca will not be able to attend, and Ellen offered to act as secretary.

Becky has agreed to chair the Nominating Committee and she will find two other members. Jody suggested that new member Jessica Taylor be asked to participate. The Nominating Committee will find out from current board members if we will serve again and will find nominees for any open positions.

We need an appealing speaker for the Lunch with a Leader which precedes the Annual Meeting. Barbara suggested that we invite Laura Paskus, from New Mexico in Focus, or Tom Solomon, who is leading the battle against blue hydrogen. (He is also involved in the effort to modernize the legislature.) Ellen and Jean both thought that Ms. Paskus would be a good speaker. Karyl Ann will invite her and find out if she prefers to appear in person or via Zoom.

**Voter Services**

Lynn created a trial calendar for the 2024 elections. The Voter Guide for the primary election will need to be published on May 2, just before early voting begins. Lynn would need any ads at least 10 days before publication. Ellen suggested that an April 5 deadline would provide ample time.

Barbara reminded the group that on the front page of the Voter Guide, we print the names of any sponsors who provided $50 or more towards the publication. Jean suggested that Lab contractors be contacted to advertise and/or donate. The Lab affairs office will know the top contactors.

Lynn, Jean, and the rest of the board agreed that soliciting League members to create the questions for the Voter Guides was a good idea, and that will be continued. Jean suggested that June and Craig Martin be tapped for creating questions for the County Council race.

**Miscellaneous**

The next scheduled board meeting needs to be rescheduled because it falls on the same date as League Day at the Legislature. Barbara suggested that we move the date to January 23, and Rebecca suggested that we move it to follow Lunch with a Leader on January 18. Rebecca agreed to check with Felicia (who had to leave this meeting early) which date she prefers. This was done immediately following the meeting, and Felicia selected January 18.

**Important Dates**

The deadline for the next newsletter is January 4, 2024.

The next board meeting will be January 18, 2024, from 1:00 to 3:00 p.m., at the Unitarian Church Fellowship Hall.

The meeting was adjourned at 1:26 p.m.

*Minutes submitted by Rebecca Chaiken*