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

**Board Meeting Minutes**

**Thursday May 30, 2024**

**UU Fellowship Hall**

**1738 North Sage Street**

**Los Alamos**

**Call to Order**

Felicia Orth called the meeting to order at 12:10 p.m.

**Board Members Present**

Felicia Orth, President

Ellen Mills, Second Vice President

Addie Jacobson, Treasurer

Barbara Calef, Past President

Rebecca Chaiken, Secretary

Akkana Peck, Director at Large

Lynn Jones, Voter Services

Becky Shankland, Director at Large

Jody Benson, Publicity

Bob Williams, Newsletter

Lisa Hampton, Community Health and Wellbeing

**Guest:** Leslie Wallstrom

**Minutes**

The April minutes were accepted as presented.

**Treasurer's Report**

The Treasurer's Report dated April 30, 2024, showed a checking account checkbook balance of $11,548.86, which includes total receipts of $2,996.69 and disbursements of $67.97. Receipts included transfers from PayPal, donations, dues, and interest. Disbursements were to Lisa Hampton. The savings account ending bank balance was $25,625.73, which includes $1.68 interest.

The Treasurer’s Report was accepted as presented. [Following the board meeting, it was learned that the checkbook figures were incorrect. A correct report for April will be issued for the July meeting.]

Addie said that this and future reports will be just for the month. The balance reflected does not include several checks which have recently been written but it does include the cost of the Voter Guide ($2,981). One check she tried to deposit was refused because it was improperly dated. She will work with the member to get it corrected.

**Biennial Review of Financial Records**

A review of our financial records is required every other year. This is not an audit. Addie said that Helen Carpenter has agreed to conduct this review. Barbara asked that this detail be included in the Treasurer portfolio.

**Lunch with a Leader**

Karyl Ann is absent today and there will be no Lunch with a Leader event in June.

**Membership Database**

Prior to the meeting, Bob presented his new membership database, which includes all membership demographic information, dues, and donations. The database also includes historical data and allows for filtering as needed. Bob said that any information needed can be extracted from this database. If the current design does not include what a board member needs, let Bob know and he will fix it. It is read-only, so no one can accidently mess it up. He will maintain the database and email changes to the board. After some discussion, it was agreed that the up-to-date version will be emailed every other week, the second and fourth Thursday of each month.

Bob described the filtering tool, which allows for printing and mail merge functions. He explained that the Fundraising Committee can extract any data they need. He obtained the data from several sources including Addie and Jean Dewart.

Lisa wants to compare the database she created and maintains with Bob’s database. Bob asked Lisa to use his database, including the filtering function, and let him know of any discrepancies or issues. Felicia asked that any questions or issue with the database be shared with Bob directly, and not the entire board.

**Contributions v. Membership Fees and Notifications**

Felicia said that she sent out dozens of thank you notes to our donors, including members who pay more than their dues amount. She plans to change the language in her thank you notes to reflect that “every penny is tax deductible.” If the contributor asks for the *Update* and other information, it suggests to Felicia that they want to be a League member. Still, it was agreed that we will not automatically make a contributor a member. Felicia will communicate with Jean about how it has been determined if someone wants to be a member or not. Bob said that he has communicated with Jean about transferring PayPal access to him. He said that PayPal does not include enough information on new members.

Leslie and Lisa both said that they need information on donors only. Bob reiterated that all the data is available in the new database.

**Fundraising**

Leslie said that we were promised a $3,000 donation from N3B, but they reneged on the promise after a review by their general counsel. Felica asked for an explanation, but she got no response. Leslie speculated that the donation was pulled because they think we are a political organization. She will call her contact and see if she can get more details.

We are still in the running for a donation from 100 Men/Women Who Care. We have yet to receive the promised check from Enterprise Bank. Otherwise, we have received nothing from our significant outreach to local small businesses, which included local doctors, dentists, and realtors.

The biggest financial impact has been from our Friends of the League. We received $800 from this group last fiscal year and over $2,000 so far this fiscal year. Our efforts focusing on this group have paid off.

Felicia noted that we will learn in August if we are to receive any funds from the Delle Foundation.

**IRS Guidance on Advertising v. Sponsorship by a 501(c)(3)**

Felicia said that the classic tension for all nonprofit organizations is advertising v. sponsorship. She provided the Fundraising Committee and the board with information she obtained from the National Council of Nonprofits. The bottom line is that we can have sponsors, and we need to refrain from using terms related to “advertising.” We are not endorsing our sponsors, but instead we are allowing them to support us. In response to a question posed by Akkana, Felicia said that we are responsible for policing the content of any copy received from our sponsors.

It was agreed that our attempts to sell space in the Voter Guide to our sponsors has been filled with issues and difficulties. We will proceed with this effort through the General Election (rather than refunding money already paid), but we may not continue this effort in 2025 and beyond.

**Candidate Forum**

Barbara said that the May 9 forum was a popular event, even though there are not a lot of choices for voters. The District Attorney panel was particularly ferocious, and both candidates had supporters in the audience.

The League played a surprise role in the decision by the School Board replacing Antonio Juarigue who recently resigned. Felicia moderated their forum and Barbara acted as timekeeper.

Leslie noted that the lighting in the foyer at Fuller Lodge is terrible, and it was agreed that we may need portable lights for future events. Jody said she prefers the space at UNMLA, but that was not available for the recent forum.

**LARSO Health Fair Review**

Lisa said the fair featured 34 vendors and it was attended by over 100 participants. A proclamation was issued honoring our seniors and Karyl Ann registered a couple of voters. The tangerines and granola bars we handed out were popular.

**Portfolios and Procedures**

Barbara said that we need to update our portfolios and procedures for succession planning. She has updated some of this information, but more details are needed for Treasurer, Lunch with a Leader, Forums (Barbara will do this), webmaster, Fundraising, Voter Guide questions, and Observer Corps.

**LWVUS Convention**

Lisa cannot participate in the Convention as previously planned. Jody will consider replacing Lisa.

**Miscellaneous**

Becky and Leslie volunteered to assist Felicia staff the League table at Chamberfest on Saturday.

Ellen will register the League to march in the Los Alamos County Fair parade the first weekend in August. It will be decided later if we want to participate.

June Fabryka-Martin needs assistance with covering some County Council meetings. Barbara emailed members who had expressed interest in this area, but she got no response. Lisa suggested using reports written by the specific boards (e.g., Planning and Zoning).

Bob provided a list of “expired” members to Becky. She will contact them to see if they want to remain members.

In response to a question posed by Leslie, Lisa said that the Health Care Forum will be scheduled for January.

Lisa would like to discuss the roles and responsibilities of Voter Services, Fundraising, and Membership as they relate to donations, as she sees some overlap in functions.

**Important Dates**

The deadline for the next newsletter is June 1, 2024.

The next board meeting will be July 11, 2024, from 12:00 to 2:00 p.m., at the Unitarian Church.

The meeting was adjourned at 2:16 p.m.

*Minutes submitted by Rebecca Chaiken*