



The League of Women Voters of Santa Cruz County
Board Meeting Minutes
Wednesday, December 11, 2024

Call to order: President Barbara Lewis called the meeting to order at 10:02.

Board Members Present: Barbara Lewis, Marilyn Radisch, Geri McGillicuddy, Mindy Ryan, Laura Grossman, Stephanie Harlan, Lydia Nogales Parker

Others Present: Pam Newbury, Jan Karwin

Minutes of the November 13, 2024 meeting were approved as submitted.

Treasurer's Report: Geri McGillicuddy

The checking account ending balance is \$9,198.39. The savings account balance is \$2,518.43. The Bay Federal account is \$5,109.23. Total funds available is \$17,371.04. The total contributions balance is \$560.00.

President's Report: Barbara Lewis

Barbara attended a ChapterSpot webinar. She has been involved in the planning of the legislative interview scheduling. Barbara mentioned she has sent a link to Program Planning kits to Stephanie Harlan, Marilyn Radisch, and Lydia Parker and will send to others as requested. At the State Program Planning webinar held December 9, we were instructed to use the Program Planning kit as a guide and learned the state convention will be virtual, with online workshops during the week and plenary sessions on the weekend. The dates are June 17-22, and more details will be provided as known. There will be a report on ChapterSpot from Webmaster Pam Newbury with details on the membership transformation and the website at the end of the minutes for this meeting.

Membership Report: Laura Grossman

LWVSCC has 75 members. There are 68 primary memberships with six household memberships, and one lifetime membership. Laura has been the roster set up in ChapterSpot. She will send an updated roster to board members.

Program Report: Stephanie Harlan

Stephanie reported there will be a State Program Planning meeting January 28, 2025 at Sandy Warren's home from 1:00-3:00 in the afternoon. There will be a Local Planning meeting on March 4, 2025 at the same location and time. Stephanie is considering a February program with a guest speaker.

VOTER Report: Marilyn Radisch
Marilyn is working on a December VOTER.

Publicity Report: Mindy Ryan

Mindy had no updates at this time. She is waiting for the program schedule for 2025.

Unfinished Business:

Geri is investigating the membership check that went to the state but has not been received locally.

Webmaster Pam Newbury gave a report on the membership transformation process. She followed up with a written report that is appended to these minutes below.

New Business:

There was no new business.

Announcements:

The next meeting will be January 8, 2025 at 10:00 a.m.

The meeting was adjourned at 11:06.

Lydia Nogales Parker, LWVSCC Secretary

ChapterSpot report from Pam Newbury:
Webmaster report to LWVSCC Board December 2024

Here are some key points from the membership transformation training for webmasters that I attended this week.

ChapterSpot is the company selected by LWVUS to create and manage the new membership dues processing system that all Leagues will be required to use starting February 1, 2025. (There is a very good summary of what is happening here. It covers all aspects of the transformation, including the new dues structure, paying by check, and donations.)

The ChapterSpot membership system will be linked to our current website, replacing the current system where members renew or join through PayPal. Members will click a link and be directed to the ChapterSpot site to join, renew, or update their information. They will enter their email address and be emailed a code to use to login.

My understanding is that in January, webmasters will be sent two ChapterSpot links to insert on our website. They want us to activate the links on or as close to February 1 as possible. One link will be to join or renew. The other link will be for members to login to update their info.

In addition to the membership dues processing system, ChapterSpot offers a free website platform. I had hoped that we could use the Chapter Spot website for a more seamless experience (one site for joining and paying dues, membership rosters, website, and email).

Unfortunately, my initial look at the sample website is not encouraging, as it is meant mainly for Leagues that do not currently have a website, and is very basic and not comprehensive. There is no way to add additional tabs, so anything not covered by the basic tabs provided will need to be lumped under the "More" tab. This would mean that our current tabs for Newsletter, Articles, Videos, Local Positions, local officials, and our member page would all be under "more". The calendar function is simply a link to Google Calendar, and does not provide any opportunity to advertise upcoming programs on our home page.

The three options I am considering for dealing with our website after the membership transformation are:

1. Continue to use MyLO. I was hoping to step away from MyLO as it is difficult to use and is poorly maintained with frequent bugs.
2. Use the ChapterSpot website platform. For the reasons mentioned above, I don't consider this a viable option. We can choose to switch to the ChapterSpot website at any time in the future if things change.
3. Switch to a different website platform such as ClubExpress. This would be something I would investigate at a later point.

At the current moment, my recommendation is option 1: continue to use MyLO until things settle down. At that point, we can see how well ChapterSpot works with MyLO and how other Leagues fare with options 2 and 3.

Here are some of the things that need to happen before February 1 in order to implement the system.

- Sometime after Geri has set up a Stripe account, I will receive a URL from LWFVUS to facilitate connecting our website to the Stripe account. I have not yet received instructions on how to do this, but expect to receive them before February 1.
- We need to update our Membership form to reflect the new dues structure and the new process for renewing with a check. Of note, the check must be payable to LWFVUS and sent to our local League. We will send the checks to a lockbox (address TBA) for the LWFVUS. Note that new members will not be given the option to join by check.
- Notify members to expect an email from LWFVUS in early 2025 directing them to login to the national database and update their information; we should also clarify that this is not a renewal request. I expect most members will need some information on how to do this; I don't know if the email will provide that information, so we may need to provide guidance on how to do so. I will need to investigate more about what guidance to give.
- Decide if we will still offer some sort of subsidy for student memberships and how we would go about doing so (there is discussion of this on page 4 of the document I linked to above). All members, including students, will need to pay at least \$20 to join.

Since we are not going to use the ChapterSpot website platform, it looks like we will still need to contend with keeping a separate list for our newsletter and emails. This is a great disappointment, as I had hoped that the new membership system would eliminate this effort. My best understanding at this point is that the VOTER editor will need to download a file with the membership list and upload it to the newsletter platform (MailChimp). My question about how updates would be handled under this system was unanswered.

Pam Newbury
LWVSCC Webmaster