

**LWV of Delaware
PRE-BOARD REPORTS #1
Wednesday, April 15, 2020**

1. WHITE PAPER ON BIENNIAL BUDGET – Lester Stillson, Finance Committee Chair

The July 8, 2020 Finance Committee Meeting will focus on the process for developing the July 1, 2021 to June 30, 2023 biennial budget. Following the meeting we will be formally requesting guidance outlined below from the Board.

BOARD INPUT FOR JULY 1, 2021 TO JUNE 30, 2023 BUDGET

The Finance Committee is responsible for preparing the biennial budget. However, the Board needs to offer important guidance at the start of the process, and will be responsible for seeking approval of the final biennial budget at LWVDE Convention in 2021.

To begin, the Board should identify programmatic and financial objectives to support mission priorities that LWVDE would like to accomplish during the July 1, 2021 to June 30, 2023 biennial period covered by the budget. Input from the Office Manager and Committee Chairs by supplying anticipated budget needs for specific activities, programs and projects and anticipated revenue generation would be very useful.

Ideally, a Strategic Plan would be used to gain an understanding of a Board of Directors' priorities, where it will focus time, energy, and resources, and how it will strengthen operations. A strategic plan ensures that everyone is working toward common goals, establishes agreement around intended outcomes/results and assesses and adjusts the League's direction in response.

2. APRIL 1, 2020 FINANCE COMMITTEE NOTES AND ACTION ITEMS

Lester Stillson, Chair

1. Review status of December meeting Action Items:

- a.) Les will contact Beverly to secure relevant financial information.
[Done. Bank statements submitted via flash drive.](#)
- b.) Jill will contact Letty to obtain relevant financial information.
[Done](#)
- c.) Carol and Sue Claire will develop, for the June 2020 biennial Council, a session on Strategic Planning and a session on Understanding our LWVDE Budget.
[Change of plans; Council will be devoted to the LWV of Delaware program for diversity, equity, and inclusion \(DEI\) training.](#)
- d.) Jill will analyze the investment options available through Vanguard and recommend the optimal option(s).
[Done, Recommendation in action items below](#)

2. Discussion on how to conduct the review of the Books of the Treasurer prior to July 1, 2019

- a.) Bylaws: Article VI, Sec 5 states the books of the Treasurer shall be independently reviewed biennially at the end of each term.

[Pat volunteered to work with Jill and Letty to develop and conduct a review of the books of the Treasure for the July 2017 to June 2019 biennium. Also, Sue Claire will contact Alison Houck to enquire about the possibility of a pro bono review.](#)

3. Review the July 1, 2020 to June 30, 2021 Budget.

- a.) Powers of the Council includes amending the budget if needed.
(Article XI, sec 2)
[Finance Committee will submit a report for Council on budget status](#)

4. Discussion on July 1, 2021 – June 30, 2023 Budget Planning Process

- a.) What do we need from the Board in lieu of strategic planning?
[Will request Board to provide some guidelines on priorities.](#)

- b.) When and how should we “officially” initiate the actual budget development process?
Primary topic for July 8, 2020 quarterly Finance Committee meeting

5. Procedure for Supporting & Monitoring Treasurer functions including IRS Reporting Requirements

- a) From the February 2020 Board minutes:
...support of the Local Leagues’ 990 filings by the LWVDE Finance Committee.

Jill provided the table below documenting important Treasurer Functions to Monitor

FUNCTION	DESCRIPTION	DATES
E-postcard	Federal 990 form to retain 501-c rating	9/30 – perform in August
State Franchise*	State tax to retain nonprofit status	3/1 – perform in January
1099s	Federal tax reporting for contracted workers > \$600	1/31
Liability Insurance	League insurance	12/31
PMP	Payments from local chapters	7/1
Report Review	Review of monthly reports	Monthly
Officers Insurance	Officers insurance	3/1 – perform in January

*State of Delaware Corporate Annual Report

All active Domestic Corporation Annual Reports and Franchise Taxes for the prior year are due annually on or before March 1st and are required to be filed online. Failure to file the report and pay the required franchise taxes will result in a penalty of \$200.00 plus 1.5% interest per month on tax and penalty.

Annual Report Filing Fees:

Effective September 1, 2019, the fees for filing an Annual Report are below:

Exempt Domestic Corporations – \$25.00

Note: LWVDE is exempt from taxation under § 501(c) of the United States Internal Revenue Code

6. Process for Grant Review (added agenda topic)

Finance Committee will develop a procedure to verify whether or not proposed grants require League in-kind services or matching funds and report findings to the Board for approval of League technical and/or financial support.

Next meeting will be via Zoom on July 8, 2020 from 2 to 4 pm

See Action Items below.

ACTION ITEMS – April 2020 Meeting

Les:

- 1) Send Roberta Ray Board approved bequeath distribution to Jill
- 2) Review Treasurer functions monthly and submit pre-Board report
- 3) Request budget estimate from Ellen on State Candidates Forum
- 4) Develop grant review procedure
- 5) Prepare Finance Committee report for the 2020 Council

Jill:

- 1) Send Roberta Ray distribution to Local Leagues
- 2) Invest the \$3000 portion of the Roberta Ray bequest in the Vanguard Social Index Fund
- 3) Research need for technology line item in budget
- 4) Collaborate with Pat on the overdue biennial Treasure’s reviews

Pat:

- 1) Collaborate with Jill and Letty to develop a procedure to conduct the biennial review of the Treasurer
- 2) Conduct a review of the Treasurer's books for the July 1, 2017 to June 30, 2019 biennium

Sue Claire:

- 1) Check with LWVSC Treasurer on local procedure for reporting annual 990 filing
- 2) Contact Alison Houck, CPA, managing partner at Faw, Casson & Co. LLP of Rehoboth Beach office to enquire about a pro bono review of the books of the Treasurer

Carol:

- 1) Send electronic file of the current revision of Appendix 6 of the LWVDE Policies and Procedures to the Committee for review

3. LWVDE DEI REPORT – Gwendolyn Miller, Chair

Diversity, Equity, and Inclusion Awareness Program

The Diversity, Equity, and Inclusion Awareness Program a series of programs being design by the LWV Delaware Diversity, Equity, and Inclusion Committee. The **first** series, *Moving the Conversations Forward: is a facilitators guide that begins with an acknowledgment, introduction, and ground rules section. Next, it is divided into three sections, Moving the Conversations Forward on Diversity, Moving the Conversations Forward on Equity, and Moving the Conversations Forward on Inclusion. Each section contains the following:*

- Introductions
- Goal
- Objectives
- Agenda
- Ice-breaker
- Exercise
- Activity
- Action plan
- Journal exercise.

Participant handouts, materials list, video links, diagrams, and photos are included throughout every section. The glossary, resources (books, movies, and video), written evaluation, and bibliography are provided at the end of the entire document.

Moving the Conversations Forward PowerPoint

The PowerPoint closely follows the guide. It displays the key concepts mentioned above with notes for the facilitator.

Cost

There will be a cost associated with reproducing the materials for the participants. Also, Moving the Conversations Forward Guide should be printed for each facilitator.

Future Programs

The next series will include specific topics, such as racism, white privilege, gender identity, unconscious bias, and many more. Also, feedback from this series will direct the future of other programs.

4. ALTERNATIVE VOTING STUDY – Kim Wells, chair

The work of the LWVDE Alternative Voting Study team has been placed on hold indefinitely, pending resolution of the pandemic. The team leaders feel that folks won't be open to new ideas currently, and don't want to distract our intended interview subjects from more important matters at this time.

VOTE411

- Kim has been working with Megan Brown at LWVUS to make sure the Delaware election delays are reflected on the VOTE411.org website.
- The new target date to release Delaware school board candidate information on VOTE411 is May 4.
- The Delaware VOTE411 team will meet by zoom on Monday April 20 and will start a new round of candidate reminder calls that week. As of April 12, only eleven out of 43 candidates have responded to our survey questions.
- Sussex team leads have been identified; Denise Davis and Lori Yadin will tackle this role together. Also Sussex treasurer Marge LaFond is working with Suzanne Hain on a small grant request to Sussex County Council for VOTE411 promotional expenses (similar to the \$500 "NCC Cares" grant we got in New Castle County).
- Thank you to the LWVDE Board for allocating a portion of the Roberta Ray bequeathment to the 2020 VOTE411 project. We will carefully consider how best to use the funds.
- Like last year, we've prepared a graphic showing which school districts will hold elections this year. We'll use this as a public awareness tool online in the late May / early June time frame.



5. **UPDATE ON NATURALIZATION CEREMONIES** in Wilmington, Delaware – Lorraine Botticelli, Co-chair.

The Naturalization ceremonies held at the US District Court for the District of Delaware has cancelled April and May events. Currently there is no definitive plan for June. The team at the District Court will keep me informed of any future changes. For your information, here is the District Court's update from their website dated March 22, 2020:

FOR IMMEDIATE RELEASE

March 22, 2020

All Delaware Court facilities ordered closed to the public until April 15, 2020

Only limited exception is for 24-hour Justice of the Peace Court locations

Delaware Chief Justice Collins J. Seitz, Jr. today ordered all court facilities closed to the public as of Monday, March 23, 2020 until at least April 15, 2020 as part of the Delaware Judiciary's ongoing response to the COVID-19 outbreak.

In his order, the Chief Justice noted that the escalation of the spread of the COVID-19 virus now requires greater precautionary measures to protect the health and safety of litigants, practitioners, court staff and the public.

I will keep everyone posted as I learn of any changes. My thanks again to all the volunteers who play such an important role in these events. Stay healthy and stay home!

6. **LWVSCDE REPORT** – Gwendolyn Miller, LWVSC President

LWVSCDE Board Zoom Meeting

April. 3, 2020, 10:00 AM – 12:00 PM

Membership

Total membership – 153 (6 new) members in March.

Candidate Forums & Voter Services

All primaries have been delayed. No School Board Forums. Libraries are closed so no voter sign-up events. Suzanne pointed out that the Governor has allowed Absentee Voting for all. The Board recommended that we send out a reminder to our members.

Census 2020

Received material from Census Bureau. Unfortunately, received only copies, not posters, cards, etc. Expects that the response date will be extended. Rain pointed out that we are still posting on Facebook and Twitter. Connie wants to reach a broader audience. Rain suggested that we ask that our members "Share."

Observer Corps – BR Breen.

The County now uses teleconferencing, so now the public can comment using teleconference. The County website will include audio of meetings. The League will continue to observe. A lot of the county business is being suspended.

Drafting Policies & Procedures for LWVSC

Connie Jones and Sue Claire are revising the Policies & Procedures.

May Board Meeting via Zoom

Fri., May 1, 10 AM – 12 PM

Respectfully Submitted, Gwendolyn Miller, President of LWVSCDE

LWVNCC PRE-BOARD REPORT #6

MEMBERSHIP – Letty Diswood

1. As of March 31, we have **202 members**.
2. LWVUS database- I am in contact with the tech support as the system has prevented me from updating some contacts and deleting two people who have died. I have had no problems before this last week.
3. There are **two new members**:
Jillian Farley (New member March 23, 2020)
323 Mederia Circle, Newark, DE 19702
Cell phone: 302-593-2471

Email: jmfarley23@gmail.com

Jillian has marked nearly every interest category on the membership form. I will send it in a separate membership update memo.

Connie Cox (New members 3/30/2020)

23 Mimosa Drive, Newark, DE 19711

Cell 302-379-1311

Home: 302-368-8482

Email: mikeandcon@comcast.net

Connie has not marked any interest on her form.

4. The updated **Membership Roster 2020** has been emailed to all members.
5. April 3, the paper copy of the Membership Roster 2020 has been post-mailed to 22 members who had paid for it.

6. OFFICE MANAGER'S REPORT: Letty Diswood

I am **working from home now** with social distancing and am in regular communication with the Church administrative manager regarding **mail delivery and picking up supplies**, etc. from office.

6. The office is temporarily closed, however, message on answering machine has my cell phone listed for contact.
7. I am checking LWVDE and LWNCC **emails from home** on a nearly daily basis.
8. I have taken the LWVDE & LWVEF **old file boxes home** to sort and prepare for the audit review.
9. Also took home for sorting the LWVDE **Administrative old** files of the same Leagues. Hoping to have some time now to clean out the files and get them in order.
10. Emailed LWNCC April VOTER to members and friends.
11. Will send **email reminder about the TED XX TALKS** closer to the event to members and prospective members.
12. Email alerts were sent in the recent past to statewide membership
13. Have and will be taking part in a number of webinars, ZOOM leadership seminars, committee meetings, and board meetings this next week and throughout the months.

Here are some of the free training sessions and resources that you might want to review and participate: COVID (Coronavirus) Guidance for Leagues (from LWVUS)

As the COVID-19 coronavirus continues to affect more and more communities across the country, LWVUS offers these guidelines and resources for League work

The coronavirus outbreak is an ever-changing situation. LWVUS will continue to watch CDC recommendations and do our best to provide updates on this page in real time.

Resources

MEMBER RESOURCES

- [LWV Governance and Virtual Meetings](#)
- [Virtually Conducting League Business](#)
- [Voter Registration Activities During COVID-19](#)
- [How to Use LWVUS Positions for Advocacy in Light of COVID-19](#)
- [Talking Points for Leagues to Use with Voters During COVID-19](#)
- [Messaging guidance: How to Share Our Work During COVID-19](#)
- [Tips for Media Interviews](#)