



Queen Anne's Lace *Daucus carota*



**League of Women Voters of Queen Anne's County**  
**Board Meeting Minutes**  
**September 13, 2021**  
**Centerville Library**

**Attending:** Patricia Jamison, Mary Campbell, Gina Crook, Jinny Guy, Pat Sommers, Barbara Sharkey, Julie Ranelli, Liz Hammond, Lorie Andersen-Petrie, Sue Goldberg (non-Board member)

Patricia Jamison called the meeting to order at 6:35 p.m.

**Prior Minutes:** Barbara Sharkey moved to approve the May 20, 2021 minutes and Jinny Guy seconded. Jinny Guy moved to approve the Retreat minutes and Mary Campbell seconded. Both sets of minutes were approved unanimously.

**Treasurer's Report:** Barbara Sharkey presented the Treasurer's Report. The Education Fund has a balance of \$9,452.93, and the Operating fund has a balance of \$4,917.06 for a total of \$14,369.99. That compares to the balance of \$13,827.23 on September 14, 2020.

Liz Hammond moved to approve the Treasurer's Report and Gina Crook seconded. The Report was approved unanimously.

**Membership Report:** Before the membership renewal request was sent out June, LWVQAC had 48 paid members. As of September 10, there have been 29 renewals. A renewal reminder will be sent at the end of September to those who have yet to renew. The By-Laws state that "any member who fails to pay dues by December 31 shall be dropped from the membership rolls and will no longer receive League minutes."

**OLD BUSINESS:**

- **LWVMD Liaison:** Patricia Jamison announced that Katherine Larrabee will be the new LWVMD liaison. Katherine is expected to attend the October Board meeting.

- **New Logo:** Barbara Sharkey reported that the Logo Committee met several times over the summer to discuss options for a new logo that would conform to LWWUS standards. The Committee recommended that the new logo should continue to use a picture of Queen Anne's Lace. The League announced a contest to members to submit photos of Queen Anne's Lace that could be used, and the winner would receive free membership for a year. However, no one submitted a photo. Mary Campbell had taken some pictures and offered them, one of which was used in the logo.

After reviewing several options, the Committee is recommending two versions – one for general use, and one specifically for social media uses.

Liz Hammond moved to approve the use of the two logos as recommended by the Committee, and Lori Andersen-Petrie seconded. The motion was approved unanimously.

- **Database and Calendar:** Pat Sommers reported that the database of members has been reviewed and is updated as of June. It will be reviewed based on the renewals reported by the Treasurer each month.

It was requested by the Board that Pat Sommers update the calendar for the next Board meeting in October. Liz Hammond stated that when she updated the calendar in the past she looked at the State League's website for event ideas.

- **Social Media: Facebook and Webpage:** Patricia Jamison reported that the website is looking very impressive and that Barbara Sharkey is doing a great job. Gina Crook has agreed to help maintain the Facebook page, and it was agreed that Board members should send ideas to her about what should be posted. Barbara Sharkey will work with Gina to get her access to the Facebook page.

- **Progress on Records/SOP for Secretaries:** Patricia Jamison reported that the Committee on Archiving Records/Consolidating Materials met several times over the summer. The Committee noted that there has been no guidance given to Secretaries about what records to keep and how to keep them. The Committee agreed on the make-up of an ideal Secretary's binder, and is reviewing binders to ensure that the ones for the last couple of years conform to that, as they will going forward. Older binders will be left alone. Pat Sommers developed a Standard Operating Procedure (SOP) for Secretaries, which was shared with the Board.

An issue that required discussion with the Board concerned when the Secretary should send out minutes to the membership – only after the Board approves them at the next meeting, or after they are reviewed by the Board and approved through an email process. The pros and cons of waiting for the next month to send them out were discussed.

Gina Crook motioned that the Secretary wait to send out the meeting minutes after the Board approves them at the next meeting. Jinny Guy

seconded it. The motion carried unanimously. Barbara Sharkey confirmed that she would not post the minutes to the website until they have been approved by the Board.

Pat Sommers will update the Guidance for Secretaries accordingly.

- **Meeting on Voter Registration/Education Material Consolidation:** The Committee met to brainstorm ideas for where LWVQAC could hold voter registration/education events. Pat Sommers distributed the list developed at the Board meeting and asked the rest of the Board to send other ideas. The list is not intended to indicate that the LWVQAC will definitely participate in each event; it simply gives ideas to choose from.

One event we identified was Corsica River Day, which was a little over a week after the Committee meeting. We made an effort to participate in the event, but with so little time to get organized we decided we could not make it happen. We are hoping to participate in that event next year.

September 28 is National Voter Registration Day. Pat Sommers spoke with the QAC Board of Education and with both county high schools so that we can set up tables and register new voters. Patricia Jamison is working with Mark Berry at Chesapeake College on a collaborative voter registration effort on the same day. Pat Sommers will send around a request for volunteers for tables.

The QAC Board of Elections requires people registering voters to be trained every two years. The last time the League sponsored training was in September 2019 so we need updated training. Pat Sommers has arranged for training on September 20 at 6:30 pm at the Board of Elections for LWVQAC members.

- **Student League:** Patricia Jamison reported that Mark Berry, at Chesapeake College, is really taking responsibility for the student voters' league and that we should continue to offer to help in any way possible.
- **Final Outcome of Annual Meeting Mailing for Members:** Barbara Sharkey prepared an updated version of those whom voted in our Annual Meeting mailer (in lieu of an actual meeting, because of COVID restrictions). Twenty-eight members responded, and for the slate of Board of Directors and Annual Budget all voted yes. On the By-Laws revision, one voted no.
- **Voices and Votes on Main Street, Smithsonian Exhibit:** Mary Campbell reported that the persons who put the Exhibit on at Kennard Cultural Center were pleased with the outcome. There wasn't an overwhelming response from the public, but those who visited thought it was a good exhibit, and quite a few children came. LWVQAC donated \$500.00, and some of the Board members acted as docents for the exhibit.

- **Retreat:** At the Retreat, we had identified members for standing committees. Patricia Jamison had sent them out, and they were included in the minutes that were sent out by the Secretary. Patricia Jamison asked if we needed to send the list out again, but the consensus was no.

### **NEW BUSINESS:**

- **Centreville Town Council Forum:** Mary Campbell reported on the current status of the upcoming Forum for the Centreville Town Council election. It will be held on Wednesday, September 22 in the QAC Planning and Zoning Room, but will also be simulcast on Facebook and QACTV. All three candidates will attend, although one will be attending virtually. Patricia Jamison will provide introductions, Barbara Sharkey will introduce the candidates and be moderator, and Mary Campbell will be the timer.

The candidates have been notified that there will be one question we want all candidates to answer. Then it will be open to the public to ask questions. The questions from Facebook will need to be screened.

As this will be held in a County building, all attendees will be required to wear a mask.

- **Possible Voter Registration Events:** See above
- **Printing Updated By-Laws and other Materials:** Patricia Jamison has contacted Marion Grier who has the software to print the By-Laws, but missed her. Patricia and Barbara Sharkey will follow up with Marion. The Guide to Government Officials for Citizens of Queen Anne's County will be updated after the upcoming Centreville Town Council election and other town elections.
- **Voter Registration Training for League Members:** See above
- **Sending Minutes to Membership:** See above

### **Other:**

- **"Meet and Greet" at Symphony Village:** Candidates for Centreville Town Council attended a "meet and greet" at Symphony Village. Patricia Jamison reported that it was a well-organized event. Sue Goldberg said that it was interesting to hear from the audience afterward.
- **Reminder, LWVMD Fall Virtual Workshop 09/25 at 9:00 am:** The Workshop will be from 9-12 am. The Keynote Speaker will discuss Civic Engagement.

- **Location for Meeting on October 11:** The next meeting is scheduled for Columbus Day, and the Library will be closed. Julie Ranelli will check with the Library to see if we can still use the meeting room. [Update – she did, and we will be able to use the meeting room.]
- Pat Sommers raised the issue of updating the tri-fold poster about the League that we use with our Voter Registration/Information tables, as had come up in the Committee meeting. Liz Hammond, Lorie Andersen-Petrie, Jinny Guy, and Patricia Jamison agreed to work together to develop and more professional looking poster.
- Jinny Guy reported that she is working on the annual appeal letter, and wanted to be creative. The Board tossed around some ideas, including something other than dense written paragraphs, and agreed that Jinny should be creative.
- **Adjournment:** Liz Hammond made a motion to adjourn the meeting, Gina Crook seconded the motion, and the meeting adjourned at 8:10.
- **Next Meeting:** The next meeting will be held on October 11 at the Centreville Library.