

**League of Women Voters of Thurston County Board Retreat July 16, 2018 9:30-3:30
Carlyon Beach Clubhouse 2719 Island Dr NW, Olympia, WA 98502**

Present: Sandra Herndon; Mary Moore; Carol Goss; Annie Cubberly; Cynthia Pratt; Shelley Ferer; Julie Frick; Valerie Hammett; Zena Hartung; Sue Bredensteiner; Connie Christy; Paula Holyrode; & Peggy Smith (joined us at 11:00 to discuss LWVWA Ed Fund)

President Sandra Herndon called the retreat to order at 9:40 and opened with a brief letter from a Thurston County jail inmate praising the important work the league performs -including the 2018 TRY brochure.

Welcome and introductions. During introductions each member described their role on the board and shared a bit of their history. Sandra expressed an objective to engage veteran and new members, drawing interest from younger members. -Keeping the LWVTC relevant. Roles were identified – check out the Leadership Tab on LWV-TC website.

2. Setting the Stage. a. Our covenant with each other—Mary, facilitator. Described a covenant and the importance of treating each other courteously to work more effectively. The board developed the following:

- > Spelling doesn't count
- > Humor (is important)
- > Listen to all opinions
- > Kindness (also important)
- > Respect/Be on time
- > Please don't interrupt
- > Agree to disagree agreeably
- > (Give) time to reflect & consider
- > Build a community of inclusion
- > System for making decisions (and follow-up)
- > Support one another

[Side question from Secretary -What response should occur if members break the covenant? Perhaps clarify at Sept Meeting.]

b. Expectations of Members -

- +Check email on a regular basis (at least once every 2 days)
- +When there's a request for response, do so in a timely way to ensure that everyone is getting messages
- +If a reply is required, state by when a response is needed
- +Change the subject line in an email as topics change - Retrieving info is easier
- +Recommended: set up electronic files for messages, topics and documents for better organization
- +Let the board know if you'll be away for an extended time to keep everyone in the loop
- +If you use Facebook, review the League's content of postings –LWVTC public profile
- +Read and become familiar with Local www.lwvthurston.org; State www.lwvwa.org & National www.lwv.org League websites. Review the LWVTC website thoroughly to know what the League's positions are on various initiatives and issues, LWVTC works in coordination with other groups and studies. Review tabs and resources.
- +Read bylaws periodically

3. Being a Board Member

a. Boards in general; legal responsibilities; how Local Leagues work— Sandra

The League serves as a bottom-up leadership model. Sandra reiterated the Non-Partisan and Conflict of Interest Policies. To maintain our stature of credibility, we clarify when we're speaking for ourselves and when we're called on to speak for the League. The President and Chair of Voter Services cannot fund candidates to avoid the appearances of violating non-partisan policy.

Sandra proposed following a consent agenda, Board members weigh in on topics or issues addressed in monthly Board meetings. Sandra will send agenda out ahead of meeting (how long before mtg?) and members add items. Please read ahead to move agenda forward and avoid wasting meeting time.

After checking calendars, Board meetings will occur the first Wednesday afternoon of each month at 1:30 at the Unitarian Universalist Church located 2315 Division ST. NW for directions-
<https://www.uua.org/offices/organizations/olympia-uu-congregation>

4. Working with LWVWA

Ed Fund 101—Peggy Smith, LWVWA Ed Fund(c3) Treasurer

Peggy provided a tutorial on applying for project monies from the education fund, covering topics such as planning in advance and designating a project manager. Written instructions and sample forms are included in the Ed Fund Handbook that Sandra sent earlier. Funds can be spent on a range of ventures such as community meetings, TRY and other publications, studies, training and other plans. **See attached Power Point for briefing.**

Strategic Plan—Peggy Smith, LWVWA Strategic Planning Committee

The State League elected new board 3 years ago and developed the strategic plan with the following goal areas:

1. Increase Impact, Advocacy & Voter Services (Education & Action)
2. Facilitate local League work – expand National League priorities. Local League activities will be posted on the State League website under “Find your local league” to find newsletters, etc.
3. (Build) Capacity for State Leagues to better function – provide more funds for operations including office space and technology support.

Newsletter— Sue, *The Voter* Editor. Newsletter comes out (on website) after each Board meeting. All members should be prepared to write a newsletter article. Articles are due 8 days after Board meetings. Length ranges from 250-500 words. Sue recommended the League invest in MailChimp tech support over the free service. Cost is \$10.00 per month. Paula moved to subscribe to the enhanced newsletter software – all approved. Costs may come from education or operations funds.

MELD (Membership Engagement Leadership Development)—Shelley (Calendar NOTE: 2019 LWVWA Convention, June 6-9, Tacoma) Shelley has been reaching out as a liaison to other organizations and groups to bring diversity into the League. This includes attending the YWCA Racial Justice Summit: *Anti-Racist Accountability* workshops and the YWCA *Intercultural Foundations*, geared for growing cultural competencies and building an inclusive LWVTC. An update for how the League will be involved with the YWCA will be published September in *The Voter*.

5. Funding--Budget/Financials

a. Monthly financial reports/Forms and receipts—Cynthia. Fiscal Year 2018-19 is July 1 – June 30. A General Operating Budget was submitted by Cynthia. Discussion of cost savings by encouraging membership dues, ED luncheon payments and other items be paid by check whenever possible instead of using PayPal. Cynthia is making the transition from the previous Treasurer and will provide an updated budget at the September meeting.

Approval for purchases—Projector & screen, Board name badges

b. Paula moved to have the Board approve funds to expand the well-received Portrait of a Vibrant County picture project. Demonstration boards Esther Kronenberg, Paula Holyrode and other League members created to promote understanding about clean water and encourage citizen engagement. Forty-four photos of Thurston County residents accompanied by a related fact and a quote about aspects of the environment were posted in various locations. (See June Newsletter for more info.)

A discussion ensued approval for additional funds to cover printing costs to add photos to local buses. It was decided to postpone making a decision re: funding until we get more specific information from Esther at the September meeting. The project is worthwhile, but after raising a number of questions more specifics are needed before approving monies.

c. The idea of having magnetic name badges made for board members was discussed and it was decided that 4 board members who wanted this type of badge will be purchased. The remaining board members preferred to keep the pinned type. Business cards for board members was also discussed. Sandra will order a larger number for herself and other Board members who need just a few cards are accepting Zena's offer to print 10 each.

6. Dining/Ed Fund Luncheon

Lifetime Achievement Award nominee

Julie reported that the luncheon will be Oct 20th at Indian Summer Country Club. Kim Wyman, Secretary of State, has confirmed as Keynote Speaker. A "Save the Date" postcard is going out to members. No other invitations will be sent, but an Email Blast reminder will go out as well announcements in The Voter and on the LWVTC website. Paula requested donations of small vases for the luncheon tables.

It was M/S/A to give the 2018 Citizenship Award to Alison Brooks.

Silent auction and proceeds. Mary requested donations of nice items for the Silent Auction happening at the luncheon. Ideas for gift baskets and gift certificates from restaurants and local businesses were brainstormed. Proceeds from auction will go into operating funds.

7. 2018-2019 Nominating Committee

Sue and Pat have volunteered to be the Nominating Committee. Space will also be available in The Voter to recruit one more member.

8. Archiving. Carol has compiled a brief report on what records, documents, etc. are being stored in the Washington State Archive office downtown at 1129 Washington St SE. There are 12 boxes of materials which can be accessed by contacting the office a day ahead (360) 586-1492. Contact Carol if you want a brief list of the documents stored.

9. Reaching out--League Projects

TRY brochures—take many, many! Connie, Shelley and Cynthia will work together to identify the number of TRY brochures needed before the end of the year. New brochures are printed every year and leftover 2018's will need to be recycled. The League needs enough without having too many get tossed into recycling.

Coffee with the League—Paula. CWTL has changed venue from Phoebe's to Mudbay Coffee Co. located at 1600 Cooper Point Rd SW. Paula uses the Email Blast to put out reminders. Attendance has been steady since the beginning of "Coffee w/the League" last year.

Voter Services—Connie. With so many organizations and events promoting voter registration, focus on actually getting people to vote will be Connie's emphasis. In preparation for the General Election Candidate's Forum on 9/20, she asked for one question per candidate be developed (more to come). To view the Candidate's Forum, check out YouTube the following week.

Updated Water Study—Paula. A brief report and invitation by Paula was shared to join her and others to update the 2008 water study as step 2. The complete 2008 Water Study is found on the LWVTC website under Issues tab.

10. Program/Event Planning - Mary provided a draft calendar for September through April with some programs yet to be determined after January.

Current plans:

Sept. 10 – 5:30-7:00pm = Conversation Café – Mekong Restaurant. Program, “Implicit Bias” film moderated by Thurston County Superior Court Judge, Carol Murphy.

Oct.1 - 5:30-7:00pm 123 4th Building = Reception- Program, Meet the Candidates. Bring hors d’oeuvre and beverages

Oct. 20- EdFund luncheon = Indian Summer Country Club 5900 Troon Ln. SE Olympia
(<http://www.indiansummeregolf.com>)

Nov.—be thankful

Dec.3 -5:30-7:00pm 123 4th Building —Holiday party

Jan. 25 -7:00-9:00pm Olympia Community Center Program, TBA

Feb. 24- 6:30-8:00pm Conversation Café – Lacey Community Center Program, “Who is the League of Women Voters?”

March 24- 6:30-8:00pm Conversation Café – Yelm Community Center Program, “Who is the League of Women Voters?”

April 24- 7:00-9:00pm Program, TBA Olympia Community Center

May—annual meeting TBA

The retreat concluded at 4:00pm

Respectfully submitted,

Submitted by Carol Goss, Secretary