

**League of Women Voters of Thurston County  
Board Meeting September 5, 2018 1:30-3:30pm**

Olympia Unitarian Universalist Church, 2315 Division St. NW, Olympia 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 Holroyde

Guest: Karen Verrill (arriving early for Membership meeting)

**1. Call to order** - President Sandra Herndon called the meeting to order at 1:40pm

Prior to the agenda, we acknowledged Marilyn Zuckerman Funk's sad passing. She was a long-time member and past president of the LWVTC. Marilyn's death is a difficult loss to our community and to many of us personally. Zena, Marilyn's sister, announced that her memorial service is scheduled on Saturday, September 29<sup>th</sup> from 11:00am -2:00pm at the Olympia County Club 3636 Country Club Rd NW, Olympia, WA 98502. <https://www.olygolfclub.com> Help with various tasks, such as the sign-in book table and other jobs may be filled by members of our league. Zena will keep us updated and will send Sue a tribute to be posted in the *Voter*. At the Ed Fund Luncheon on Saturday, 10/20, each place setting will have a memorial card in honor of Marilyn.

**Warm-up - Keeping it light**

Annie led us into a fun way to learn and remember everyone's names.

**2. Agenda review, announcements**

The agenda was approved by consent.

- Governor's Proclamation for Women's Equality Day - Sandra circulated the hard copy of Governor Inslee's signed proclamation officiating August 26, 2018, as Women's Equality Day.
- A/V update, we need 2-3 more volunteers. Mary recommended that the two program volunteers Annie & Carol be trained. They agreed.
- Sandra recommends working on succession planning—to refine, expand job descriptions – Moved to October meeting.

**3. Nominating Committee non-Board member selection**—Karen Tvedt has accepted Pat Dickason's invitation to be on the Nominating Committee. Sue moved to approve adding Karen, Mary seconded and everyone agreed. Karen joins Pat D., Darlene Hein, Board members Zena and Sue on the Nominating Committee. Refining job descriptions to help the Nominating Committee is postponed until October Meeting.

**4. Consent agenda for approval-** The minutes for 7/16/18 Board Retreat were accepted by consent. Carol asked for clarification of action to take should a board member overstep boundaries of the covenant approved at the retreat. Discussion occurred to establish that all members should feel empowered to address what may be violations of the covenant. Perhaps agree on a code word or the guidance (best practices) Shelley forwarded from the Shur Fellow Guidance/ MELD (Membership Engagement Leadership Development) for Boards in transition could also be applied to facilitating board meetings.

**5. Financial report, budget requests -**

**a. Sponsorship for Latinx Summit Youth Table \$100** - Shelley presented background on the Hispanic Round Table which has requested a \$100 donation to sponsor a student lunch table at the conference. Sue moved to support giving the \$100 to sponsor students. Julie seconded, all approved. The donation will come out of the Education Fund. Valerie recommended ways to raise league visibility at the conference such as league brochures and/or the book, "The State We're In."

Discussion ensued to clarify how reimbursements are processed. Sandra explained that a reimbursement form must accompany receipts and she would forward the form to all. Annie recommended that a Finance Committee be formed with 2-3 members to review expenditures and payments.

The committee would report to the board rather than take time during board meetings to work out reimbursements and other small budget related tasks. Mary and Annie volunteered to work with Cynthia to propose the FC.

**b. Support for Shoreline Management Plan representation** – Sandra explained the request for sponsoring the work of the SMP in coordination with 5 other organizations such as the Sierra Club and the Black Hills Audubon Society. Anne VanSweringen has worked tirelessly to research and comment on updates to the Shoreline Master Program on a pro-bono basis. The request to pay Anne would be approximately \$200-400 per group initially. While the board values Anne's work, concerns about setting a precedent for paying for research typically done on a volunteer basis, as well as the amount of money requested were expressed. As a result, the board declined the request and Sandra will respond to Anne and the other organizations with this decision.

Sandra requested \$750 from LWVWAEF grant to pay for the purchased A/V equipment which was not granted. However, following LWVWAEF Treasurer Peggy Smith's recommendation, LWVTC has reimbursed Sandra for the expense. Once LWVWAEF has established a different grant program more suitable for tech support requests, Peggy will resubmit LWVTC application; if granted, the funds will then replace LWVTC expenditure.

Cynthia presented the General Operating Budget for 2018-2019 and walked through line item details. She's working out formatting and other factors to make the budget more streamlined ... she received a round of applause for her diligence.

## 6. Committee reports

**a. Voter services—Budget plan and request.** Connie submitted a budget plan for voter services (other than items already listed in the budget) along with request reimbursement for the two items already purchased: Canopy tent; Crayons and children's voter coloring books; food for Candidate Forum. Totals = \$255.35. Connie's motion to cover these voter-related expenses was accepted by full board consent.

- Voter registration day 9/25 is being co-sponsored with the Auditor's office.
- Candidate Forum 9/29 + YouTube will have the Candidate's Forum sometime after the forum.
- Connie reported that it's been difficult getting volunteers for these projects.

**GOtv (GetOutTheVote) update**— *I Voted!* stickers and magnets are ordered from LWVWA and due in soon. Julie and Zena shared experiences with handing out "I Voted!" stickers at the Farmer's Market and Haggens which have had a very positive response.

**b. Communication—Voter, website** -Sue prompted us to submit (non-partisan) articles for the *Voter by 9/8*. Facebook articles go to Annie. If you use Facebook, please remember to "Like" what you're reading.

**c. Ed Fund Luncheon update** - Julie reported that 250 invitations are being printed and sent to non-members such as elected officials and others. Send Julie names and addresses for people to send invitations to by 9/13. Members have already received the "Save the Date" postcards. Julie asked for volunteers to be captains at luncheon tables. Luncheon payments can be done via check or by using Pay Pal. No need to have a PayPal account, you can use your personal credit card. Payment process and other information is on the LWVTC website under Ed Fund Luncheon tab.

**d. Membership/MELD/Roster** - Valerie explained that an orientation for members is planned for March or April. "Getting Engaged" is a 5-hour Orientation workshop for both new and returning members, tailored for a specific local League and offered without cost by Judy Deiro and Sarah Phillips. Sandra, Mary, and Valerie have agreed to work with Judy and Sarah to bring this workshop to Thurston in the spring of 2019 at a mutually agreeable time. Valerie is working with Judy on some specifics, such as locating a venue and other arrangements. More on this as things unfold.

Sue is working with Valerie, Darlene, Pat and Zena to update the roster by contacting expired members. One snag occurred when some renewing members paid the previous membership fee of \$60.00 instead of \$75.00 and were told that would carry over. Zena moved to have the membership committee follow-up with those who did not pay the correct amount to recoup the difference. Julie seconded and everyone approved. A new directory of updated membership is in the works.

Shelley, through MELD, has forwarded Shur Guidance practices to consider using as a tool to manage meetings. Due to the packed agenda, we decided to table discussing this topic in detail until the next meeting. Please review for board functioning and bring your recommendations to the October 3<sup>rd</sup> meeting.

#### **7. Events, programs, etc.**

**a. Update on Coffee with the League** - Paula had to leave during the meeting and left everyone with a written brief on Coffee with the League; Lobby Team Liaison & Water Study:

- Coffee w/LWVTC has been occurring most Tuesdays for 17 months with a range of attendees who are regulars and one timers. A historical tour of the Capital Campus by Marygrace Guddu occurred on 8/28 with help by Allyson Brooks. Another excursion to the Capitol for a workshop on the legislative process is planned for December. Paula wants to build support during the coffee meetings for the volunteer lobby team.
- **Lobby Team Liaison** meeting for the 2019 legislative session is planned for this Friday (9/8) in Seattle.
- **Water Study Steering Committee** (Karen Fraser, Betty Tabbutt, Karen Verrill & Paula) has met with representatives of the Thurston Regional Planning Council and a hydrogeologist. Due to the complexities of findings of the 2008 study and the current status of water in Thurston County, there are plans to meet with as many experienced water issue experts to narrow and prioritize the issues for the study.

**b. Update on events Sept.-Dec.** - Mary and Zena have confirmed meeting topics and dates have been posted on the league's website.

**8. Discussion of League history regarding race, YWCA Intercultural project**-Shelley and Sandra reported that the YWCA is overextended and not able to proceed with a project with the league in the foreseeable future. We will continue to review this development to determine if there are other projects or ideas to work on our commitment to diversity in the league.

**9. Long-range planning** - Planning was postponed until the next meeting.

**10. Adjourned at 4:10pm.**

Respectfully submitted by Carol Goss, Secretary

#### **Topics postponed until October 3<sup>rd</sup> meeting**

- Refining job descriptions to help the Nominating Committee
- Shur Guidance practices to consider using as a tool to manage meetings. Please review for board functioning and bring ideas for implementation
- Long-range planning