

**Minutes**  
**League of Women Voters of Thurston County Board-Held via Zoom**  
**November 8, 2021, 4:00pm-6:00pm**

**Present:** Laurie Craig, Julie Frick, Carol Goss, Shelley Kneip, Kelsey Monaco, Karen Tvedt, Kathy Varney, Leslie Williamson, Tony Wilson, and Nathaniel Jones

Shari Silverman and Susan Fiksdal were away.

**Call to Order and Welcome:** Karen called the meeting to order at 4:00pm.

**Consent Agenda:** The October 11 Board Meeting Minutes and October 31 Financial Report were unanimously accepted.

**Proposed Expenditures:**

- Holiday Party – Julie provided the board with an update on planning for the December 11 in-person gathering. We will hold the event at the Ovation at Oaktree Pavilion in Lacey. Due to safety considerations we will not have a potluck so the cost of food, beverages, and supplies will be around \$250-\$300. This expenditure can come from the “Meetings and Events” budget line.

The committee will be inviting elected officials to this event so we can meet them & thank them for their work. There was discussion of committees setting display tables highlighting the work they do. This will be a good opportunity for new & returning members to connect with some the projects the League is involved with on a local level.

The venue includes an outside space that is covered and heated. It has a capacity of about 130. We are planning for about 75 people. We will ask for RSVPs to help the committee with planning. Vaccines will be required for attendance.

Board members appreciated the committee’s planning and approved the proposed expenditure. There was support for the display tables and the idea that they are an opportunity for committees, not a requirement. There was discussion of how best to select the elected officials that will be invited, and a suggestion that there are supplies and paper goods in the storage area. Julie will take these suggestions back to the committee.

- Olympian Reporter on Homelessness – Julie discussed her proposal that the League provide a \$100 donation to support the "Report for America" staffer at the Olympian who covers homelessness and housing affordability. There were concerns with the size of the donation, given the limited capacity of the budget line associated with this sort of action and the for-profit status of the Olympian.

Tony moved to reduce the donation amount to \$75. But the motion failed for lack of a second. After further discussion, Julie moved and Laurie seconded a motion for an expenditure to donate

\$100 for this purpose. The motion passed.

- Thurston County Media – Karen did not ask for a League expenditure to support the work of TCM but rather, reminded members that many local organizations are actively engaged in end-of-the-year fundraising. She encouraged everyone to consider supporting the important work that these groups do in Thurston County.

#### **Follow-up Issues:**

- Land Statements – Karen said that she was not looking for a decision on land statements from the board at this meeting, but rather, to create an opportunity to follow-up on the discussion that began at our October meeting. She also reported that the Tribal Position Update Team is considering Land Statements as a part of their work.

Karen, Nathaniel, Shelley, Carol and others offered personal perspectives on the topic. Discussion included:

- a desire for culture awareness and inclusivity,
  - a sense that these statements can be personal and spiritual,
  - a report that the Nisqually tribe has suggested that land statements are one way that non-native people can help build relations,
  - the importance of choosing language that will not trigger divisions, and
  - the significance of an indigenous perspective that land is a living thing that does not belong to anyone.
- Interfaith Works Affiliate Membership – Karen introduced the concept of affiliate membership and asked for input. In response, she was asked why she thinks that it is a good idea. She spoke of the opportunity for a better connection with some 40 local faith communities and the organization's alignment with the League's work on issues of homelessness. She also suggested that IW could serve as a co-sponsor for future candidate forums and she reminded members that an affiliate membership does not necessarily include a financial relationship.

Carol moved and Leslie seconded that the League become an Affiliate Member of Interfaith Works. The motion passed.

- Fair Campaign Pledge – The board decided to table this item until their next meeting because Susan was not in attendance. The Voter Services Committee is actively working on this topic.

#### **Proposals for Board Consideration:**

- Operating Policies and Procedures – Karen and Shelley provided an overview of the proposal to translate some of our by-laws into more operational language to guide their implementation. This idea came out of the recent by-laws update process, recognizing that further interpretation of the by-laws is needed for continuity through time and ease of implementation. See the attached November 4 working paper on how and why operating policies and procedures are needed.

Discussion included the benefit of a common template for proposed policies and procedures to help committees and others develop a consistent approach to this task. Shelley volunteered to

develop such a template. Board member discussion was favorable toward the proposal and Karen was asked to communicate with committee Chairs, asking that they bring draft policies and procedures to the February board meeting for consideration. The goal is to have these documents ready for consideration at the annual meeting.

- Local Good Governance Coalition Mission Statement – Karen reported on the progress of the new coalition on local government that is still in the formative stage. She reminded the board of January’s program planning process, the annual meeting that approved the League’s role in the coalition, and past discussions about League policies on multi-party coalitions. Currently, the coalition has drafted a mission statement and, in accordance with board direction, has brought it forward for our review and comment.

There was considerable discussion regarding the tone and content of the draft statement and a sense that the coalition has moved away from the original proposal, which focused on local government transparency and processes. Members expressed concern that the coalition appears to be pursuing an ideological mission rather than an approach that seeks to help local governments effectively perform their functions with greater representation and careful consideration of citizen input.

After discussion, it was decided to invite members of the coalition to attend the December board meeting for further dialogue.

- Speak Out for Equity (SO4E) – Karen provided a an overview of the committee’s work including building connections with Olympia’s newly formed Social Justice and Equity Commission, researching Lacey’s Commission on Equity, and exploring the City of Tumwater and Tumwater School District’s upcoming “21 Day Racial Equity Challenge.

Carol reported that the Speak Out for Equity Committee would like to work with the DEI & J committee to offer to our committee members and the LWV Board members the opportunity to participate together in the 21 Day Racial Equity Challenge. Board members were encouraged to see Carol and Peggy Smith’s monthly report for more complete information.

#### **Calendar:**

- Program Planning – Karen provided an introduction to the program planning process. In January of 2020 we focused on local and state-level proposals for the annual work program. This January we will focus on local and national-level proposals. Because our local action agenda is still quite full she suggests that we use planning process to review our progress on local programs.

After discussion, the board selected Saturday, January 22, as the date for our annual program planning meeting.

- Annual Meeting and Future Forums/Meetings – In the interest of time these agenda items were deferred until December.

### **Committee Reports:**

- Membership – Carol reported that the Committee is hosting a mini Meet & Greet on Thursday, November 18th from 3-3:30pm for new members. This is just before the Membership Committee meeting from 3:30-5:00pm. The purpose of the zoom meeting is to recruit more committee members and provide a chance for new members to meet each other and give input for the New Member Orientation. A second mini Meet & Greet is planned for December 1.

She also clarified that, after consultation with both the state and national League offices, a person cannot technically be a member of two Leagues. This is because they can't appear in the roster system twice. Members do split their time between two areas and want to support the League in both places, but they need to pick one to be an official member of (pay member dues, be a voting member, etc.)

- Communications – Kathy reported that the current focus of the committee is the transition to Club Express. The new website will be central to much of the committee's activities in the future so the current effort to get it right is worthy of the effort. In addition, Kathy spoke of the roles of content creators and content distributors and the inter-relatedness of their distinct functions.
- Club Express – Tony spoke of the great work of the committee members including Miriam Hewitt a new member with web design experience. In January, Club Express will begin uploading our local membership data to the national league automatically. This is just one of the automated functions provided by the new website.

Club Express will be providing a "boot camp" for anyone who will be engaging with the website in the future. Tony is looking for participation from board members and committee representatives. [KAREN – did you get this date?]

- MELD – Tony is stepping back from MELD and is looking for a new volunteer to work with Carol on this important state-level committee. Shelley volunteered and with the board's agreement will work with Carol on this initiative.
- The Voter – Laurie reported that the theme for the December issue is a recap of 2021. She is planning for "feel-good" articles, an introduction to the Program Planning process, the holidays, and new members. There was discussion of how to include committee meetings and activities in the calendar section of The Voter. It was decided that adding this information is a good idea but it should be contained in a separate section of the newsletter than the main activities calendar.

### **For the Good of the Order:**

Karen asked that board members see the calendar at the end of the agenda, including the last section that includes ideas for future meetings that came from the October 13 Membership Meeting breakout groups.

We adjourned at 6:00 pm.

Policies and Procedures-November 4, 2021

Operating Policies & Procedures: Article V-Board of Directors, Section 4-Powers and Duties (c) The Board shall develop and maintain a set of operating policies and procedures. These shall include how the conflict of interest-nonpartisanship, and diversity, equity and inclusion policies apply to board members and off-board chairs.

Topics Where Policies & Procedures might be Considered:

- Communication (external/internal): purpose of League communication vehicles; branding; limited to League business, positions and activities; review and approval process for publications/major posts; guidelines around representing the League; copyright considerations; when notices/events from other organizations may be published/posted; use of contact information; form for communication plans?
- Fiscal & Investment: budget development process (role of committee chairs in budget); contract/expenditure thresholds; credit card policies; reserves; audits; voucher form for submission of bills; development?
- Membership: contact information for League purposes only; membership categories and periods (grace period?); people who participate in two leagues; donated memberships; associate members?
- Voter Services: statement of appearance of nonpartisanship? Write-in, unopposed, empty chair, cancellations
- Administrative: job descriptions (draft exists); guidelines on coalitions, co-sponsorship, activities appropriate for the League, board approval process; speaking with one voice (perhaps part of nonpartisanship, conflict of interest policy?); policies reviewed annually at board retreat? Records retention? Succession checklist? Record keeping
- Policies identified during bylaw update as being needed:

By law Section	Policy Needed		
Art. II, Section 2 b	Nonpartisan;		
DEI	Done – handbook		
	Done – handbook		
Art. III, Section 2 b	Associate Members – what qualifies	Membership committee	Membership
Art. V, Section 4 c	Operating policies and procedures	Board (umbrella for all policies)	
	Administrative		
Art V, Section d	Powers and duties – annual	Criteria or procedures (?)	Administrative
Art. VI, Section 2	Dues	Grace period policy; scholarships	Membership
Art. VI, Section 3	Budget Policy for shifting money around		Fiscal & Investment
Art X Section 4	Member Action	Speaking for the league	Administrative

Outline/Template:

- Purpose
- Provisions; reference to overarching national or state policies?
- Forms as appropriate/Process
- Conclusion