Winchester League of Women Voters Steering Committee Minutes (Draft)

Tuesday, May 27, 2014

At the home of Leslie Kennedy, 41 Lebanon Street, Winchester, 7 p.m.

In attendance: Maryann Haraldsen, Jean Herbert, Leslie Kennedy (host), Gloria Legvold (facilitator), Rosemary Pye, Nancy Schrock (secretary), Juanita Zerda

Unable to attend: Marilyn Mullane

**Communications Update**: Maryann led a discussion of ideas for improving communications with/outreach to members:

* Prepare the fall/spring calendar well in advance
* Look for opportunities for co-sponsorship with other groups
* More programs – need more volunteers (both direct and with allied groups) and direction from Steering Committee. Do we need a program committee? Perhaps working groups for short-term efforts on individual programs to involve more members

*A motion was made, seconded, and approved to allocate up to $100 from the Publicity budget to produce notecards with Maryann’s watercolor of Town Hall on the front and LWV logo on the back. These would be offered for sale.*

**Minutes:** *The minutes of April 22, 2014, were approved as presented.*

**Treasurer’s Report:** Juanita presented the end-of-year figures for FY2014, the proposed FY2015 budget, and a copy of the accountant’s review of the past three years prepared by Elizabeth Gohniem at no cost.

The accountant’s review notes that the financial figures are in order but that the record keeping is overly complicated (Google Docs, Excel, membership databases) and not coordinated. She recommends switching to standardized accounting software like Quicken and linking with bank statements, also reviewing how dues are tracked.

*Leslie, Nancy, and Juanita will review financial recordkeeping and division of tasks between the treasurer and membership during the coming year.*

Juanita discussed the YTD figures and requested that any outstanding bills for FY2014 be submitted in time for the annual meeting report. We had more income than projected, in part because of the Jimmy Tingle fundraiser, but also because we are not sending anyone to the national meeting (approved and offered, but no one is able to attend) and because we did not do all the activities we had projected.

*After a line-by-line review, the FY2015 budget was approved for submission to the membership at the Annual Meeting.*

Juanita noted that our budget does not capture the true costs of running the organization because so many of our members generously pay the costs of various things (e.g., paper goods, refreshments, services). It was suggested that the committee formed to look at financial recordkeeping also look into ways of recording in-kind contributions so that we have a more accurate record of true costs.

**Membership:** Leslie reported that our current membership is 64, which includes 3 available free memberships. The increase is well over our 15% goal.

We have booked banners for the fall. A new 4’ x 15’ banner will cost $415. After discussion, we agreed to remain with Fast Signs because of their willingness to repair and make patches rather than experiment with on-line services.

**Membership Leadership Development**: Rosemary and Marilyn, who participated in the Leadership Development Program, found that the monthly talking points for the trainers to discuss with the participants did not coordinate with the timing of the local chapter’s needs.  They did recommend that the written materials be made available on the Web as a resource to the full Steering Committee  and that the group leadership training at the beginning of the year for all participating local chapters be available as a freestanding activity

National and state issues, priorities will be available after the national convention.

**Upcoming Events:**

**June 2: Scharfman Citizen Education Grant –** will not be applying this year

**June 6-10: LWV National Convention** – not sending anyone this year. Juanita will notify State that this is the case.

**June 7: Town Day** – Jean and Gloria in charge. Leslie, Juanita, and Maryann can help.

**June 12 : LWVW Annual Meeting** –

1. Agenda, slate, reader – Jean (Nancy will take over when Jean leaves on vacation)
2. Logistics at Sanborn House – Nancy
3. Civic Leadership Award – Susan and Jean
4. Program, “Dotting the League Line,” Gloria
5. Marilyn to lead a membership exercise at the meeting, Nancy will assist as recorder

**Planning the League Year, 2014-2015**

Will follow the Annual Meeting so that members can have input on program content and priorities. We will also get a sense of level of interest in participating, volunteering.

Dates and responsibilities for preparation will be determined via email. The goal is to hold in July before people head off on vacation.

*Draft: N. Schrock, 6/16/14*