League of Women Voters of Winchester

Minutes of Steering Committee Meeting - Thursday, April 2, 2015

Winchester Public Library

Attending: Susan Woodward, Facilitator; Vicky Coccoluto, Secretary; Jean Herbert, Leslie Kennedy, Rosemary Pye, Nancy Schrock, Juanita Zerda; guest, Judie Muggia.

The Minutes of March 5 were approved.

Juanita gave the Treasurer’s report for the year-to-date through March. The major remaining expenses for the fiscal year are the April 9th Town Center Hot Topic, the May 8th Civic Leadership award, and the June 13th Annual Meeting. Expenses have been running in line with budget, and there should be funds to send 1 or 2 members to LWVMA Convention in mid-May The Civic Leadership award wasn’t specifically budgeted for (estimated $550) but the Annual Meeting (budget $700) should be largely self-financed, so the two events offset each other.

Leslie reported a current membership of 67, up from the official year-end (January 31) tally of 61. Some of these were from recent events, with two new members joining at the March 19th Violence Against Women program. The Membership Challenge letter sent in early March prompted a dues payment online from a paid-up member; this will be converted to a donation.

On Voter Services, Leslie said 4 members volunteered to drive on Town Election Day, March 31st. We don’t know whether any drivers were called to serve by the Town Clerk’s Office. She also said the large downtown banner took considerable wear in the windy March weather. If there is a Town override election for the flood mitigation/remediation/playing field project--possibly to occur on June 9th--we will need to reserve for the banner placement soon.

* **Vicky** to contact Maryellen Lannon to determine when the election date is definite.

Program Discussion

Nancy reviewed the preparations for the April 9th Town Center Hot Topic program, 7-8:30 pm at the Sanborn House. We are receiving a reduced fee because Nancy has agreed to “house-sitting,” setting up and taking down.

* **Vicky** agreed to help **Nancy** set up on Wednesday, April 8th.
* **Nancy** will conduct the introductions of the speakers.
* **Judie** is our moderator for the discussion.
* **Nancy** will contact WinCAM for coverage and will post a notice on Facebook for additional publicity.
* **Nancy** will inquire of Maryellen Lannon how to email the Town Meeting Members for this event.
* **Leslie and Vicky** will set up a membership table; **Vicky** to bring banners.
* Who from SC will attend? -- Jean, Leslie, Susan, Vicky and Nancy

Sunday, April 12 -- Planning for 2015-16 Year -- 1 to 5 p.m.

* **Nancy** agreed to host the meeting at her home.
* **Juanita** will prepare an email inviting SC to sign up for refreshments, and a general email inviting the membership to attend from 2 to 5 during program planning. The SC will meet first from 1 to 2 to discuss nominations for SC positions.

Civic Leadership Award - Friday, May 8th - 7 - 8:30 p.m.Sanborn House

* **Jean** will acquire a photo of Caren Connolly, the award recipient, which can be used at the event and/or for publicity. She will ask Caren to suggest names of those, including students, who could speak about WFEE’s impact on their lives, or in our community. Caren will also be invited to make comments.
* **Juanita** will work with Susan and Nancy on the wording of an invitation.
* **Rosemary** will follow up with Susan Verdicchio for suggestions as to speakers and ask about the supply of wine from last year’s Annual Meeting for purposes of planning the refreshments. She will also contact the WHS superintendent to make comments or possibly introduce the award.
* Publicity**: Susan** will post on the Town website.

Annual Meeting - Saturday, June 13 - 10 - 12:30

Location: hearing no further word from Masa Restaurant, the SC decided to open up the location to other possibilities, still keeping to the Saturday “brunch” timeframe.

* **Leslie** will contact Café Dolce on Main Street as to their availability on that date. China Sky is another suggested venue.
* **Jean** suggested we consider a “phone tree” organized by the Steering Committee to augment the general email invitation for the Annual Meeting.

The Annual Meeting subcommittee--Marilyn, Leslie, Vicky and Jean--will meet on Friday, April 10 at 9 a.m. at Marilyn’s to plan the event.

Communications

Nancy has written a League description to add to the Town website for local organizations; she will circulate it to the SC before submitting.

The SC expressed the need for an explicit policy for publicity on our website, Facebook page, emails to our membership list, or otherwise endorsing other organizations’ events. After discussion, it was decided:

WE WILL PUBLICIZE ONLY THOSE EVENTS THAT WE CO-SPONSOR.

We have a policy on co-sponsoring--with organizations that have similar goals--and that role means that the League is involved in the development of the program, and works with the other co-sponsor(s), exercising some control over the content. Our posting policy should be aligned with that co-sponsorship policy.

The SC decided against another postcard mailing for the May-June events, which have already been noted in the latest one.

Calendar

* **Nancy** will post Day on the Hill -- April 28 -- and send an email blast.
* Next SC meeting - Thursday, May 7 at Jean’s; Vicky, facilitator; Susan, secretary

At this time, there are no volunteers to attend the LWVMA Convention from the SC on May 15-16.

Vicky Coccoluto, Secretary