

LEAGUE OF WOMEN VOTERS OF WINCHESTER

Steering Committee Meeting **AGENDA**
Wednesday, April 19, 2023 at 7:30p via Zoom

ZOOM HOST: Caroline Shamu
FACILITATOR: Kim Foley
SECRETARY: Caroline Shamu
Missing: Tra (on leave), Robin (vacation)

Call to order ~ 7:30p

Monthly Items

1. **Minutes** from February 15, 2023 SC meeting--approved
 2. **Treasurer's Report** – provided by Jean Herbert, Treasurer--approved
 3. **Membership report** - Kim mentioned that there have been only a few new members in the last few months. We are currently at ~94 members.
 4. **Voter Services** – Susan said that there are no new events to discuss.
 5. **Communications and Media (Cheryl and Elizabeth)**
 - a. Cheryl cleaned up the email forwarding from League email addresses (such as candidatequestions@lwvwinchester.org) in February.
 - b. Access to LWVW zoom account: We will discuss this summer whether to renew our League zoom account (only ~\$115/year).
 - c. Security upgrade for our LWVW site with GoDaddy (Cheryl)—completed several months ago.
 - d. We need to update the Steering Committee list on the LWVW website (About the League section); Cheryl will do this!
- B. Lessons Learned from Past Event(s)**
- a. March 15th Open Meeting collaboration with WHS: The Fight Over the ERA WHS case study –The organizers enjoyed working with the WHS teachers on this project. The event was co-sponsored by the Harvard Club of Boston, the Network for Social Justice and the Winchester Public Library. The community participants, Jean Herbert, Sonya Rao, and Pam Court, were excellent but it was disappointing that we had only 1 student participant (Georgia Evrigenis)—although she was extremely well prepared and a fantastic contributor to the discussion. The organizers were slightly disappointed by the audience turnout, but it was not terrible. It was noted that library is also having trouble getting people in the door for their events. When Marilyn and Jeannette do a lessons learned session with the teachers, they will ask about the low student participation this year. Our League is considering doing a session next year, if the WHS teachers are interested, on the Hobby Lobby case re: campaign financing. We would have to pay to license the case materials, but it will

likely not be too expensive. If we do run another case method event, we should send out the save the date notice earlier. We should also publicize the event on the Town calendar.

- b. Winchester Lived Experience Survey– Susan noted that LWVW announced this survey to members and that the survey is ongoing. It is also publicized on the NRSJ website, various Town web pages, and on lawn signs around town.
- c. March 2nd Select Board Candidate Forum – Leads Marie and Robin. One note that was raised for Leagues events is that organizers should follow the events check list from the SC binder. At this year's candidate forum we did not have the sign in sheets when the event started. They arrived a bit late. Kim noted that the LWVW sign in sheet template is in the shared Google Drive (Membership folder). The SC thought that the Town Meeting candidate meet and greet worked well. Ideas to consider for next year: if the venue will allow it, try to start the meet and greet at 7p, and push the debate start to 7:30p? We might also hold the event on a Sunday afternoon, if possible with the venue. Regardless of the timing of the debate(s), we might consider holding two TM candidate meet and greet events, also at Jenks, with one scheduled on a weeknight and one on a Sunday afternoon. Either could be held as a stand-alone event, but it was good to have one meet and greet as part of the debate event. Finally, the voter services group thanks Lynne B. for her guidance as we planned this event! Robin and Marie were reminded to complete the LWVMA data collection form which can be found on the State League website.
- d. Town Election and Voter Guide – Leads Caroline & Cheryl. The sequence and timing of the profile requests and reminders to candidates was good. It was very helpful to have solid templates for all requests and announcements. Communication with the candidates and transparency were good!. Thanks to Susan V. for help with formulating candidate profile questions.

C. Reports on Current and Future Events/Programs

- a. Jimmy Tingle Fundraiser Update Marilyn and Kim reported that all is going reasonably well. In terms of ticket sales, 10 ticket holders from 2020 had not asked for a refund, so LWVW gave them the option to buy 2023 tickets at \$75 (the 2020 price) and only two stayed at the \$75 price. Six of these 10 people so far have confirmed for May 10. To date, only thirty-four tickets have been purchased with only nine coming from members for the SC (one who is unable to attend). We are only 1/3 of the way there with only three weeks to go. How will we sell more tickets? Our goal is to sell 100! Marilyn stressed to the SC, as it's leadership, that all need to purchase tickets and talk it up. Ideas from the SC included: advertise via Wright Locke Farm and the Jenks Center. In addition, Marilyn informed SC members that they would receive a list of League members to call this week to sell tickets and solicit donations for those unable to attend. Jennie Ryan was excluded since she is a recent SC member. Note that the organizing committee already posted notices in school newsletters and sent invitations to the to Winchester Democratic and Republican Party Committees. To get the full update on the fundraisers, all were encouraged to read the fundraising minutes from April 21st and April 3rd that Marilyn shared. Caroline, Marie, Jen, Susan, and possibly Robin can help at the event (Elizabeth and Cheryl each had a conflict but said they would be purchasing tickets nevertheless). Marilyn will send out a sign-up sheet for help with tasks the evening of our event. Will not try to recruit new members there because there is limited space at the entrance for tables—it will be just a fun celebration. We also need help selling raffle tickets. It was noted that there were some bugs reported re: online ticket purchases. MM will ask Robin Wolf to join the planning committee meeting on Friday 4/21 to help trouble shoot.
- b. LWVW Town Day June 3rd - Susan will sign us up and organize the table with brochures etc., and recruit volunteers to staff the table in shifts. Cheryl will help.

- c. Civic Leadership Award –Award will be presented at our Annual Meeting. Elizabeth will take the lead planning this event and will reach out to Merry C to get the task/event checklists from previous years. A request to our membership for their suggested nominees needs to go out asap. A difference this year will be that the event will be in person. We will not be able to finalize the date of the Annual meeting until we have identified the awardee and confirmed their availability.
- d. June Annual Meeting –We will aim for the morning of Sat June 17. Venue, Lead, and planning group needed. By-laws stipulate a team works with the Treasurer to develop a budget etc, Caroline will help lead. She will contact Jean re: the budget. Marilyn will check the Sandborn house for availability and Elizabeth will check the Jenks Center.
- e. LWV MA Convention June 10th - LWVMA would like to create a slideshow to showcase the great work of all local leagues and is asking that we submit 1-2 photos with a short caption describing our top project from the past 2 years. Our League will feature the Jimmy Tingle fundraiser. We can send 4 delegates to the state convention. Marilyn and Kim would like to go. [After the meeting, the SC voted by email to send Marilyn and Kim to the convention and to announce the available delegate spots to all LWVW members to see if others might be interested in attending].

D. New Business

Elizabeth proposed change to by-law re: so that we do not require a CPA for our League audit. She will draft the change to by-laws., which will have to be approved at the Annual Meeting in June. Jen noted that that should be fine because our revenue is <\$200K and we are a 501-c-3. Thus there is likely no state requirement for an audit with a CPA.

A student inquired about a summer internship with LWVW. Cheryl will send around a few ideas to see what might work best. In the discussion, the Board agreed that the top idea would be to ask the intern to develop a communications plan for our League. She could also help with the Farmer’s market table over the summer. Other ideas included: interfacing with Winchester Housing Coalition re: website development for them and helping with evaluation/planning the LWVW website update project.

E. Other Future Programming Possibilities (None discussed)

F. Upcoming meetings

Date	Facilitator	Secretary	Host
Wed. May 17 at 7:30p	Caroline	Kim	
Wed: TBD (Annual Meeting)	Kim		

Adjourn 9:08p