

**LEADERSHIP TEAM REPORTS FOR ANNUAL MEETING
MAY 8, 2019**

ADMINISTRATION REPORT; submitted by Marcy Litzenberg

ADMINISTRATION ACCOMPLISHMENTS IN 2018/2019

- Ensured “systems” compliance with the requirements for 501(c)(3) IRS status
- Established tax-exempt CRS status with the NM Taxation and Revenue department and set up tax-exempt accounts with local vendors to avoid being charged GRT on purchases
- Worked with the Leadership Team and Website Consultant to analyze and simplify the LWVSFC Website structure - and to assign specific responsibilities for website maintenance
- Planned and conducted Board meetings; developed and distributed BOD packets; created an official record of BOD meetings; and maintained our official BOD files.
- Worked with the Treasurer and Finance Committee to revise the accounting and reporting systems in order to become more transparent and allow for better Board oversight
- Coordinated fundraising activities, resulting in \$7,700 in revenue from donations; all officially acknowledged as per 501(c)(3) requirements
- Worked with the Board to review and revise the LWVSFC Leadership Team structure, Job Descriptions, and General Policies.

ADMINISTRATION GOALS FOR 2019-2020

- Plan and conduct Board Meetings and other Leadership Team activities, such as Board Orientation, Board Member Training, and Strategic Planning.
- Consolidate and store all official LWVSFC files in the office, ensuring compliance with the LWVSFC’s Records Retention Policy and IRS requirements for financial accountability
- Consolidate and store LWVSFC’s digital files on the office computer; ensure routine backup of the digital files
- Work with the Treasurer and Finance Committee to further streamline our accounting and reporting systems and implement appropriate internal procedures
- Work with the Office Manager to support the work of the Leadership Team and encourage their use of our office space and the New Mexican’s conference rooms, as appropriate
- Work with the Development/Fundraising Chair, the Treasurer and the Office manager to streamline the systems for tracking and acknowledging donations to ensure full compliance with IRS requirements
- Work with the Webmaster to evaluate the current website, revise it as appropriate, and assign responsibility for maintaining it in the future. PR/Communications Committee Report

PROGRAM/MEMBERSHIP REPORT; Submitted by Laura Atkins and Debbie Helper

PROGRAM:

Four general meetings with excellent speakers:

September 12: Rebecca Kilburn on early childhood education

December 12: Holiday luncheon with Julie Ann Grimm, editor of the Santa Fe Reporter

January 9: Legislative Preview Luncheon with 9 legislators in attendance

March 19: Sunshine Week luncheon with Mayor Alan Webber

Three public forums:

November 10 and January 12: National Popular Vote public information forums

April 27: Public forum on Immigration

Unit meetings:

November 10: Unit meeting on the state study, Transfer of Public Lands. Consensus was reached.

January 29: Program planning meeting approved changes to positions:

Position on The Medically Indigent Fund was changed to Health Care for the Indigent.

The position was changed to read: The League supports local government funding of health care for the medically indigent.

Other:

League libations was held the fourth Thursday of each month and continues to bring members together for informal conversation.

The non-fiction book club met in October and March.

Our members participated in the LWVNM legislative session prep meeting, the citizen advocacy workshop and League day at the legislature.

MEMBERSHIP:

The new member and member renewal process was streamlined on the website. We developed a new and simpler form that can be completed online or printed and mailed to the office. A standard procedure for welcoming new members was developed. We migrated to the new LWV national database.

Pat Hawkins hosted a new member coffee on August 25, 2018. Five new members attended along with several board members. We plan to hold these events every six to nine months.

Membership as of January 31, 2019, was 129, with 108 primary members, 17 second members in a household, and 4 lifetime members.

ACTION & ADVOCACY REPORT; Submitted by Hannah Burling

- Beginning in December, 2017 and continuing through July, 2018, the committee corresponded and met with the county staff on the proposed Pilot Flying J just south of I-25. We wrote an op-ed and testified at public meetings along with several other groups.
- In November, 2017 the committee wrote an op-ed opposing proposed changes to the city's campaign finance code. Those changes were withdrawn and in August, 2018, the LWVSFC joined an amicus brief defending the city's campaign finance code.
- Members of the committee were invited to give feedback on the city's website and had several meetings with city staff. At this point, the project is stalled.
- Residential Behavioral Health services for children and youth

- We began to examine the issue of civility in public discourse in the fall of 2017 and continue to do so.
- We have been looking for a way to be involved in the Midtown Campus Project but the MCP appears to be on hold.
- The Matrix was reviewed and updated; water issues have been raised to high priority.
- We were asked to find volunteers for the County 2020 Census Complete Count Committee and are waiting for the county to begin work.
- The committee continues to monitor city council meetings, finance committee meetings, public works, the county Health Policy & Planning Commission, the Santa Fe Public School Board and the Santa Fe Community College Board of Trustees.
- Renny Ashleman gave a report on the city's bonds.
- Committee members have been following proposed changes to the county's Sustainable Land Development Code, attended public meetings, written a letter to the county and continue to monitor the situation.
- There was great interest in the effect of short-term rentals on the city and the LWVSFC will be holding a public forum on the issue, tentatively scheduled for June 8th.
- There will be a new water conservation plan coming from the city. It's due out in September so the committee would like to hold another public forum before the plan is finalized.
- We have between 12 and 16 members at each meeting.

PR/COMMUNICATIONS REPORT; submitted by Donna Reynolds

PR/COMMUNICATIONS ACCOMPLISHMENTS IN 2018/2019

- Added Member as a LWVSFC Facebook Administrator to Increase Posts
- Recruited and mentored a new VOTER Editor and Publisher
- Reintroduced Member Profiles and Implemented Lifetime Member Profiles in VOTER
- Strongly encouraged Members to provide VOTER content
- Continued to provide regular and accurate Member Messages with the support of Constant Contact
- Supported the RGB Film premiere and Santa Fe NOW's local women's film series
- Recruited Social Media Helpers
- Attended Website training to support PR/Communications website posts
- Updated VOTER Editor/Publisher and VP of PR/Communications Job Descriptions

PR/COMMUNICATIONS GOALS FOR 2019/2020

- Update Website to support PR/Communications activities
- Develop Social Media and Constant Contact job description
- Recruit and mentor Social Media and Constant Contact Volunteers
- Mentor and develop relationships with new Social Media Helpers
- Provide Technical Support to Website
- Encourage regular Website updates by Leadership Team
- Explore budgeting funds for Social Media advertising
- Strongly encourage more & varied content for the VOTER publication from both members and other sources.

VOTER SERVICES REPORTS; submitted by Suzanne Ronneau and Kelly Davis

VOTER INFORMATION REPORT; submitted by Suzanne Ronneau

Voter Guides: LWVSFC published a Voter Guide for the 2018 Primary Election, plus the Voter Guide for the 2018 General Election. The Guides were published in the *Santa Fe New Mexican*, and 800 copies of the Primary Voter Guide and 700 copies of the General Election Voter Guide were distributed throughout the County. In addition, the Voter Guide was available on our website, and there were links to the General Election Voter Guide from the State League's website and the Secretary of State's office.

We included info re the Bonds Issues and Constitutional Amendments on our website; there was not enough paper space to include these in the print version.

For the General Election, the State League used a new online service, BallotReady, which provided a great deal of additional info about candidates, such as endorsements by organizations and copies of previous issue statements. However, there were production difficulties and this service did not turn out to be as useful as hoped.

The State League also published separate Voter Guides for the Pueblos. This was a State-wide effort and was done at the request of the Secretary of State. The LWVSFC Voter Info chair assisted in this effort to a limited extent.

Candidate Forums: We held three candidate forums before the General Election: one in Eldorado for the local candidates for the State Legislature, one at SFCC for the candidates for Secretary of State and Land Commissioner, and one at HEC for the candidates for US Congress. We had good participation by the candidates of all three major parties.

Other: As usual, we covered our office phone on election days so voters with a question such as where to vote could get an immediate answer.

The Who's Who Roster of Elected Officials has been updated and is available on our website. We update the voter information portion of the website as needed.

Change in League Policy: We became concerned about the lack of civility and false and/or defamatory statements by some candidates, both in their responses for publication in the Voter Guide and at Candidate Forums. After considerable debate locally and at the State level, the State League Board adopted a new policy, that we will not knowingly publish any false or defamatory statement in the Voter Guide. We will advise candidates of this policy when we send out requests for responses.

VOTER REGISTRATION REPORT; submitted by Kelly Davis

Voter Registration (Adult and High School) Activities;

- Registered 439 adult and high school students to vote. Of the 439, 189 were registered at League sites and 250 were students registered by League members at high schools.
- Developed 23 voter registration sites in Santa Fe of which 16 were at nonprofit organizations and for profit business; 7 were at high schools and one (1) at Warehouse 21 event for youth.
- Provided voter registration services at sites for a total of 40 days at nonprofit and for profit organizations/businesses and 8 days at high schools and a Warehouse 21 event with a peak number of sites open in September
- Provided training for 19 League members that included requirements for voter eligibility, how to interact with the public, and the legal responsibility that apply to voter registrars. Clifford Reese, an attorney, was the trainer. He is known for his in depth knowledge of the voting registration

process. The training was in addition to the required voter registrar certification process provided by the County Clerk.

- Highlighted three voter registration sites on September 25th in recognition of National Voter Registration Day. The sites included Mercado del Sur/Farmers Market Southside, Chavez Community Center and Whole Foods Market on Cerrillos.

Voter Services-Education Activities

- Started the planning process for a high school Civics Project to include: recruitment of teachers and students as voter registrars and civic events in high school selected and organized by students.
- Provided training for teachers/students registrars focuses on specific areas of concern when registering students to vote.
- Recruited two teachers to attend the Harvard Case Study Civics Workshop Program in August sponsored by the Greenwich League of Women Voters. The Workshop is will be at Harvard University. This Workshop is offered at no cost to the teachers.
- Provided a Voter Education/Information table at the Saturday Santa Fe Farmer's Market starting the first Saturday, October 13, 2018 after voter registration closed and continuing every Saturday through November 3rd. There were over 125 individuals who requested voter information.

Voter Services-Administration Activities

- Restructured Vice President Voter Services Chair. Voter Services Chair was divided into Vice President Voter Services Chair-Voter Registration/Education, and Voter Services Chair-Voter Information. High School Voter Services Chair continued as is.
- Developed Job Descriptions for Voter Registration, Voter Information and High School Voter Registration positions.
- Revised League's Voter Registration Protocol
- Developed data system for collecting statistics on number of voters that were registered and number of voters who only requested voter information.
- Coordinated with other entities providing voter registration to maximize site locations in Santa Fe. All entities are nonpartisan when registering voters.
- Appointed by the Board of Directors the new Voter Services Chair in September 2018.

Voter Registration Proposed Activities for 2019-2020

- Expand voter registration sites in preparation for the 2020 election cycle.
- Recruit League members to become voter registrars.
- Work with other organizations conducting voter registration to coordinate site development and to assure voter registration sites are represented in all area of the county.
- Organize and schedule voter registration training for League voter registrars.
- Expand high school voter registration sites in conjunction with the League Civic Project established at two high school pilot sites.

Voter Education Proposed Activities

- Continue to implement League's High School Civic Project at two pilot schools. Emphasize teacher/students as voter registrars and student identified and organized civic events.
- Support the inclusion of the Harvard Case Method of teaching history in pilot high schools and the community.
- Provide training for teacher and student voter registrars.
- Mentor high school students by having them attend Board meetings, observe voter registration sites, conduct voter registration and other related activities that promote an interest in civic engagement.
- Begin expansion of the League's High School Civic Project to other schools in Santa Fe.

- Explore feasibility of providing Voter Education/Information tabling as an on-going activity throughout the year.

Administration Activities

- Maintain League website-voter services page to assure information is current and accurate.
- Develop an on line system for announcing voter registration and education volunteer opportunities that includes a volunteer commitment component.
- Compile an instruction manual for Voter Services Chair that includes: site recruitment process with timelines, listing of voter registration sites, contact information, number of days at site and number of individuals served.