

Administrative Annual Report

LWVSFC Annual meeting

May 13, 2023

- Monthly Board meetings were held throughout the year, by Zoom and in-person at SJUMC Bell Room (hybrid), and were very well attended with excellent participation.
- An Executive Committee was elected by the Board and included Debbie Helper, Stephanie Schlanger, Marcy Litzenberg, Sally Sabo and Suzanne Ronneau. The Budget and Finance Committee was elected by the Board and included Chair, Debbie Helper, Marcy Litzenberg and Suzanne Ronneau. One additional Director was appointed to the Board – Irene Epp as director of NMListens. She resigned in early 2023. The Nominating Committee was elected and included Chair Joann Volinski, Board members Kelly Davis, Debbie Helper and Off Board members Val Brooker and Donna Reynolds.
- Conflict of Interest forms were signed by Board members, collected and filed.
- Descriptions of Leadership Team (aka Job) positions were updated and posted on the website.
- We continue to store files, supplies and office equipment at ExtraSpace Storage on Rodeo Road. We were victims of a break-in wherein our computer monitor, a black and white printer, and a speaker were stolen. The storage facility compensated us for our loss (they are supposed to be secure) and gave us a better, more secure lock free-of-charge.
- Our contract with St Johns United Methodist Church for use of space in the Bell Hall for monthly hybrid Board meetings and the Gathering Hall for larger hybrid events has been renewed for a year.
- The State League now has a 501(c)(3) arm (Ed Fund) so we are no longer a pass-through for Thornburg grants. We have no grants at this time.
- Our General Liability and D&O insurance policies are up-to-date.

- We sent only 3 out of 7 allowed delegates (all Board members) to the State Convention in Los Alamos despite a notice on Constant Contact requesting membership participation.
- This year will be a State Council meeting with LWVUS national convention in June to which we hope to send more delegates. Although that will be held in June, delegates and attendees will need to register in May to get a discounted fee. Registration fees are paid by the League. National Convention will be held in late June so mark your calendars! It can also be attended remotely.
- There will also be a State Council meeting to which we would should also send delegates. That should be in April 2024. Again - registration fees are paid by the League.
- Goals for the upcoming year include:
 - Holding a robust orientation session for the new Board.
 - Holding a retreat (the orientation and retreat will be combined) for the Board to discuss our mission, how to accomplish it and specifically to address outreach and coordination efforts within Santa Fe County.
 - Recruiting a membership director and outreach director.
 - Continue maintaining office files, updating and saving League documents, responding to League communications – print and email, monitoring and answering phone calls, renewing/maintaining subscriptions, organizing board meetings and other events as needed, hosting Zoom meetings/webinars as needed, performing duties of membership director including maintaining the national database, updating local membership directory and sending out welcome and renewal letters as well as reminder notices for renewal.

Respectfully submitted,

Debbie Helper

VP Administration, LWVSFC