

Administrative Annual Report

LWVSFC Annual meeting

May 11, 2022

- The Board held an in-person Retreat on June 13th to better introduce members to each other, discuss issues related to the mission of the local League and communication amongst Board members. This was well attended and successful.
- Monthly Board meetings were held throughout the year, mostly by Zoom, and were very well attended with excellent participation.
- An Executive Committee was elected by the Board and included Debbie Helper, Chris Furlanetto, Marcy Litzenberg, Jody Larson and Suzanne Ronneau. The Budget and Finance Committee was elected by the Board and included Chair Marcy Litzenberg, Berit Leonard, Judy Williams, Debbie Helper and Suzanne Ronneau. Two additional Directors were appointed to the Board – Irene Epp as director of Civil Discourse and NMListens and Sally Sabo as Director of VoterGuides/Vote411. The Nominating Committee was elected and included Chair Berit Leonard, Board members Kelly Davis, Debbie Helper and Off Board members Val Brooker and Donna Reynolds.
- The League offices were forced to move in November when the New Mexican sold its building and moved. We rented and moved the office materials and files to a storage space, maintained our PO Box and bought a mobile phone. There is no longer a physical office.
- A contract was signed in April 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.
- The Board agreed we will continue to be fiscal sponsors for the state league's Thornburg grants. This will continue until the state league receives its 501(c)(3) status.
- Our General Liability and D&O insurance policies are up-to-date.
- Delegates are still being sought for the LWVUS 55th National convention in Denver on June 23-26th (3).

- Two delegates were sent to LWVNM State Council on April 30th in Albuquerque.
- Goals for the upcoming year include:
 - Holding a robust orientation session for the new Board.
 - Holding a retreat to continue to discuss our mission, how to accomplish it and specifically to address outreach and coordination efforts within Santa Fe County.
 - Recruiting a membership director, events director and outreach director.
 - Perfecting hybrid meeting format to allow for continued remote participation while encouraging in-person attendance for the purpose of getting to know one another, networking and sharing of ideas.
 - 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