

Annual Administrative Report

LWVSFC 2024

- 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, Ellen Stelling, Kelly Davis, Cathy Harvey and Jody Larson. The Budget and Finance Committee was elected by the Board and included Chair, Debbie Helper, Marcy Litzenberg, Sally Sabo, Ellen Stelling and Cathy Harvey. The Nominating Committee was elected and included Chair Joann Volinski, Board members Kelly Davis, Marcy Litzenberg and Off Board members Val Brooker and Donna Reynolds. Andrea Slade was appointed to the Board as the Events Director.
- Conflict of Interest forms were signed by Board members, collected and filed.
- We continue to store files, supplies and office equipment at ExtraSpace Storage on Rodeo Road. The rates continue to climb but are still currently cheaper than rented office space. Although we can continue to look for cheaper space, I suspect the same (rate creep) will happen and moving entails its own costs.
- 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 was renewed for the year.
- Our General Liability and D&O insurance policies are up-to-date.
- We sent 2 delegates (both Board members) to the State Council Meeting held on Zoom.
- This year will be LWVUS national convention in Washington, DC June 27-30. We hope to send more delegates than two years ago. Delegates and attendees will ideally register in May to get a discounted fee. Registration fees are paid by the League. Please let me know if you wish to attend as a voting delegate. State Convention will be held in late April 2025 so mark your calendars! Both can be attended remotely.
- A grant proposal for \$5000 written by Kelly Davis was submitted to the Santa Fe Community Foundation and we are waiting to hear the outcome. An interview has been scheduled for April 30th.
- Our biggest news is the migration of our website to WordPress with local firm StudioX as our consultant and host. An exploratory committee composed of Cathy Harvey, Stephanie Schlanger and Ellen Stelling was formed which compared Weebly (whose rates had gone up dramatically in one year prompting the exploration) to MyLO (used by many Leagues) to WordPress. It was decided that WordPress was most flexible and portable. We were also pleased to utilize a local service provider (Studio X) which should make communication and advice more accessible and convenient. We hope to have the new website up and running in the next few months.

Annual Administrative Report LWVSFC 2024 (cont'd)

- Goals for the upcoming year include:
 - Complete the website migration
 - Reach out to Santa Fe Community College regarding student and/or faculty tech help for hybrid meetings and social media presence.
 - Establish robust backups for each Leadership position
 - Recruit members for Leadership positions throughout the year by reaching out to current and new members with various skill sets and interests either as mentored “back-ups” or co-directors.
 - 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, mentoring the new 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 as needed.
 - Continue to provide support as needed to all members of the Leadership team.

Respectfully submitted,

Debbie Helper

VP Administration, LWVSFC