CALL TO THE
ANNUAL MEETING

2019 LWVSFC Annual Meeting

Wednesday, May 8, 2019
11:00 to 1:30 PM
Hotel Santa Fe

Your 2018/19 Leadership Team is excited to report on our progress this year and to update you on the status of our two-year experiment with shared leadership. Join us to:

- Review 2018/19 activities and accomplishments
- Review 2019/20 organizational goals
- Approve the 2019/20 Budget
- Approve the 2019/20 Program
- Choose your 2019/20 Leadership Team

Keynote Address:

Marsha Pincus, Creative Consultant

“Recovering Persephone: How Your ‘Inner Girl’ Can Be a Powerful Catalyst for a Creative Third Act”

For more about Marsha, click on this link: https://marshapincus.com/

Register to attend the Annual Meeting on our website: www.lwvsfc.org

or mail a check for $25 to: LWVSFC, PO Box 31547, Santa Fe, NM 87594
2019 ANNUAL MEETING PACKET

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League of Women Voters of Santa Fe County
Annual Meeting, Wednesday, May 8, 2019
11:00 AM - 1:30 PM
AGENDA

Call to Order — Laura Atkins, Program/Membership Chair

Approval of Minutes from May 9, 2018 — Susan Haase, Secretary
-Additions or corrections to Minutes as published
-Motion from floor to approve


Budget Report — Marcy Litzenberg, Finance Committee Chair
-Presentation of 2019/20 Budget
-Motion to approve Budget

Approval of 2019/20 Program — Laura Atkins, Program Chair
-Review changes to local and state positions

Annual Reports — 2018/19 Leadership Team Members
-Administration Report – Marcy Litzenberg
-Program and Membership Report – Laura Atkins and Debbie Helper
-Action & Advocacy Report – Hannah Burling
-PR/Communications Report – Donna Reynolds
-Voter Services Report – Kelly Davis and Suzanne Ronneau

Nominating Committee — Pat Hawkins, Chair
-Introduction of nominees
-Nominations from the floor, if any
-Motion to approve slate—Pat Hawkins
-Departing board members

Adjourn for Luncheon
Keynote Address, Marsha Pincus, Creative Consultant
“Recovering Persephone: How Your ‘Inner Girl’ Can Be a Powerful Catalyst for a Creative Third Act”
League of Women Voters of Santa Fe County  
Annual Meeting, Wednesday, May 9, 2018  
11:00 a.m. - 1:00 p.m.  
Hilton Santa Fe Historic Plaza  
Laura Atkins, LWVSFC Program Director, Presiding  

MINUTES  

Call to Order: Presiding Director, Laura Atkins, called the Annual Meeting to order at 11:00 am. A quorum was present. Laura welcomed everyone to the 2018 Annual Meeting.

Approval of Minutes. Laura asked for additions and corrections to the May 5, 2017 Annual Meeting Minutes as published. There being none, Marcy Litzenberg moved to approve, Donna Reynolds seconded. Minutes approved.


Report: We will be ending the fiscal year just barely in the black but with comfortable reserves. Member contributions, while a major portion of our income, do not cover our operating expenses because of the per member payments (PMP) we forward to both the National and State Leagues. More on that subject to come from the Finance Committee Report. 

Treasurer’s Report accepted.

Budget: Marcy Litzenberg, Chair, Finance Committee. Marcy introduced Laurie Glaze and John Hufnagle, members of the Finance Committee, to present the Budget.

Presentation of Proposed Budget for FY 2018-2019 and 2019-2020: John Hufnagle referenced the zero-based budgeting process the Committee used, and reiterated Berit’s point that membership dues come with strings attached because of the per member payments due to the State and National Leagues.

Because of this, the Committee recommends an increase in individual membership dues from $54 to $60, and in household membership dues from $80 to $100 ($40 per secondary member), with the caution that dues, even with an increase, will still not keep the organization afloat.

To illuminate, Laurie Glaze referred to the $8300 in dues budgeted for the next year. Of this, LWVSFC will retain only $1700 after paying the PMP to the State and National Leagues. This will not cover our operational expenses and will result in a projected $4800 deficit at the end of FY 2018/19.

Our fixed expenses include rent, utilities, and insurance, as detailed in the budget handout. Other major expenses are for the VOTER, events and Voter Services. We’re only spending $3,000 now on Voter Services, but that will increase if the New Mexican ever stops printing our Voter Guide.

Thus, we need to begin looking at ways to increase revenue. Luncheons, for instance. We barely break even now. Do we want to raise the cost and try to make money on the luncheons? AND/OR? Perhaps develop fundraising projects which correspond to our mission? Action: (Motion to approve budget): Marcy moved, Berit seconded, motion to approve passed with 3 opposed.
State PMP #s: Discussion ensued about the accuracy of the numbers being used for the State PMP. It was pointed out that the State PMP is actually $13 per individual member and $6.50 per secondary member. Agreed that corrected numbers would be published in the upcoming issue of the VOTER. Action: (Motion to approve publishing corrected numbers in VOTER): Marcy moved, Lynn Gary seconded. Motion passed.

Program: Laura Atkins, Program/Membership Chair. Laura reported that there were no formal studies proposed at the January program planning meeting this year. She encouraged members to bring ideas forward for next year’s meeting. In June, she will be soliciting ideas for calendar events for the year and looks forward to suggestions from the members.

Discussion ensued about the issue of City Finances and the interest of several members in pursuing this subject. Agreement that this would fall into the category of a “non-recommended study.” Action: (Motion “Members approve non-recommended study of City Finances subject to formal approval of the Board at the next meeting”): Jody Larsen moved, Adair Waldenberg seconded. Approved.

Reaffirm Local League Positions: Laura reported that there were no amendments proposed to our local Positions at the Program Planning meeting. Action: Motion by Marcy, Second by Adair. Approved.

Nominating Committee: Donna Reynolds, Chair. Introduction of Nominees:
Laura Atkins, Vice President, Program & Member Services
Ann Coulston, Vice President, Voter Services
Marcy Litzenberg, Vice President, Administration
Donna Reynolds, Vice President, PR/Communications
Secretary – Susan Haase
Treasurer – Berit Leonard
Board Member – Hannah Burling (Action & Advocacy)
Board Member – Debra Helper (Program & Member Services)
Board Member – Miriam Ries (The Voter)
Board Member – Vacant (Development)
Nominating Committee Chair – Patricia Hawkins
Member – Jody Larson
Member – Lindsay Robinson
Action: Motion to approve the Slate by Lindsay Robinson, Second by Adair. Approved.

Announcements: State Council in Albuquerque on the 19th.

Meeting Adjourned at: 12:15 pm
Lunch
Keynote Address, Mayor Alan Webber, “Building the Most User-friendly, Eco-Friendly, and Family-Friendly City in America”
LWVSFC
Balance Sheet
As of March 31, 2019

ASSETS
Current Assets:
Checking/Savings
LANB 7,085
Synchro Bank 23,462
Petty Cash 40
Total Checking/Savings 30,578
Total Current Assets 30,578
TOTAL ASSETS 30,578

LIABILITIES & EQUITY
Equity:
Unrestricted Net Assets 32,762
Temp. Restricted Net Assets
Scholarship Fund 2,000
Total Temp. Restricted Net Assets 2,000
Net Income (4,185)
Total Equity 30,578
TOTAL LIABILITIES & EQUITY 30,578

LWVSFC
Revenue and Expense - Last Month and YTD
March 2019

Income
Membership Dues
Individuals 240 5,874
Primary Household 0 900
Secondary Household 0 500
Total Membership Dues 240 7,374
Donations/Members 50 4,931
Fundraising/Contributions 0 2,872
Luncheons/Registrations Fees 775 4,244
Interest/dividends 0 122
Total Income 1,065 19,542

Expense
Program
Luncheons 969 5,399
Voter Services 0 2,897
VOTER Newsletter 54 423
Development/Fundraising 0 159
Total Program 1,014 8,878
Organizational
National PMP 0 3,728
State PMP 0 1,515
Insurance 0 1,278
Conventions/Council Mtgs 0 44
Network/Website 0 2,127
Total Organizational 0 8,692
Operating
Rent 459 4,950
Stripe Fee 29 383
Supplies, Postage, Copying 134 845
Total Operating 613 6,157
Total Expense 1,627 23,727
Net Income (562) (4,185)
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.
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 nine 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 events were held the fourth Thursday of each month and continue 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 four 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.

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 and 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 information about 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 information 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 Information 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 businesses; seven were at high schools and one was at a 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 eight 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 teacher/student registrars focusing 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. Over 125 individuals requested voter information.

Voter Services-Administration Activities
- Restructured Vice President of Voter Services Chair. Voter Services Chair was divided into two positions: Vice President of 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 who 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 as the new Voter Services Chair in September 2018.

**Voter Registration Proposed Activities for 2019-2010**

• 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 areas of the county.

• Organize and schedule voter registration training for League voter registrars.

• Expand high school voter registration sites in conjunction with the League civics 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 teachers/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.
NOMINATING COMMITTEE REPORT

Submitted by Pat Hawkins, Chair

Officers

VP – Program/Member Services – Laura Atkins
VP – Voter Services/Voter Registration -- Kelly Davis
VP – Administration – Marcy Litzenberg
VP – PR/Communications – Donna Reynolds
Secretary – Susan Haase
Treasurer – Suzanne Ronneau

Directors

Action and Advocacy Chair – Hannah Burling
Membership Chair – Debra Helper
Voter Services/Voter Information – Patricia Hawkins
Development/Fundraising Chair – Vacant

Off-Board

Arrangements – vacant
Office Manager – Patricia Victour
High School Voter Registration – Sharon Starkey
Voter Publisher – Stephanie Schlanger
Webmaster – Stephanie Schlanger

Nominating Committee

Chair – vacant
Member – Chris Furlanetto
Member – Berit Leonard
League Nonfiction Book Club
Foreign Policy Selections

We’re taking on a couple of foreign policy books for the summer! Please consider reading one or both of these selections and come to our July Book Club ready to discuss.

Selection #1: The Hell of Good Intentions: America’s Foreign Policy Elite and the Decline of U.S. Primacy, by Stephen M. Walt. "Walt's book should be recommended reading for all those who work on US foreign policy, even if it may, on occasion, make some of us a little uncomfortable."
—Financial Times

Selection #2: How To Hide an Empire: A History of the Greater United States, by Daniel Immerwahr. "Consistently both startling and absorbing . . . Immerwahr vividly retells the early formation of the [United States], the consolidation of its overseas territory, and the postwar perfection of its 'pointillist' global empire, which extends influence through a vast constellation of tiny footprints." —Harper's

Our next Nonfiction Book Club will meet on Thursday – July 18, 2019 at Collected Works Bookstore and Coffeehouse located at 202 Galisteo Street. Get Reading!
**Calendar 2019**

**May**
May 8, 11:00-1:30: Annual Meeting (Hotel SF)  
May 15, 10-12: LWVSFC Board meeting  
*May 17-19, LWVNM Convention, Los Alamos*  
May 19, 12-2: LWVNM board meeting, Los Alamos (after convention)  
May 23, 5-30-7: League Libations - Hilton Hotel

✉ Check www.lwvsfc.org for locations and updates.  
*LWVNM and other organization functions in italics*

**Regular meetings:**  
Action-Advocacy 1st Thursday of each month  
LWVSFC Board meetings 3rd Tuesday of each month  
10-12 at NM Bank & Trust, 1592 St.  
League Libations: Last Thursday of each month @ the Hilton Hotel  
Ortiz Café & Bar

League Libations  
April 25, 5-7:30 p.m.  
May 23, 5 to 7:30 p.m.  
Hotel Santa Fe  
Ortiz Bar and Grill

Catch up with League members.  
Bring a friend and make new friends.  
Discuss books and movies.  
Share ideas and get inspired!

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**Public Form on Immigration**  
April 27, 2-4 pm  
Unitarian Universalist Church  
107 Barcelona Rd