

League of Women Voters of Santa Fe County



The Voter

P.O. Box 31547, Santa Fe, NM 87594-1547
Phone: 505-982-9766

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Leadership Team

Officers

Laura Atkins, *Program*
Kelly Davis, *Voter Services*
Marcy Litzenberg, *Administration*
Donna Reynolds, *PR/Communications*
Susan Haase, *Secretary*
Suzanne Ronneau, *Treasurer*

Directors

Hannah Burling, *Action/Advocacy*
Debra Helper, *Membership Services*
Pat Hawkins, *Voter Information*

Off-Board

Danis Kelly, *Arrangements*
Patricia Victour, *Office Manager*
Randi Lowenthal/ Anne Culp,
High School Voter Registration
Stephanie Schlanger, *Voter Editor*



CALL TO MEETING!

2020 LWVSFC Annual Meeting
Wednesday, May 13, 2020
11:00 am to 12:00 pm
(save the date and time)

Your 2019/20 Leadership Team is excited to report on the LWVSFC's accomplishments this year: events, action and advocacy, voter registration activities, election coverage, collaborations, and community outreach. The LWVSFC has had a big impact on Santa Fe County this year, and we want to share our success with all of you who helped to make that happen.

Figuring out how to conduct an Annual Meeting during a pandemic is not an easy task, though. The Board has decided to have a virtual Annual Meeting this year, either by videoconferencing or Zoom, but we are still working out the details of how we will do that. Once the decision is made, you will receive a meeting confirmation and detailed instructions for attending it.

Please plan to join us at 11:00 am on May 13 to:

- Review 2019/20 activities and accomplishments
- Review 2020/21 organizational goals
- Approve the 2020/21 Budget
- Approve the 2020/21 Program
- Choose your 2020/21 Leadership Team

Please review the meeting packet included in this issue and have it at hand for the meeting.



VOTE411 is LIVE!!

**Find all your candidates and races
in one place at VOTE411.**

**Go to [VOTE411.org](https://www.vote411.org),
enter your address
and see your sample ballot
for the June 2020 Primary.**

For more information about voting
in the primary, go to
[Voter Services](https://www.vote411.org) on our website



LWVSFC 2020 ANNUAL MEETING PACKET

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AGENDA

Call to Order – Marcy Litzenberg, VP/Administration

Approval of Minutes from May 8, 2019 – Susan Haase, Secretary

- Additions or corrections to Minutes as published
- Motion from floor to approve

Financial Report – Suzanne Ronneau, Treasurer

Budget Report—Marcy Litzenberg, Finance Committee Chair

- Presentation of 2020/21 Budget
- Motion to approve Budget

Approval of 2020/21 Program -- Laura Atkins, Program Chair

- Review changes to local and national positions
- Motion to approve

Annual Reports – 2019/20 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 – Pat Hawkins and Kelly Davis

Nominating Committee – Judy Williams, Chair

- Introduction of nominees
- Nominations from the floor, if any
- Formal vote, if needed
- Motion to approve slate
- Departing board member

Adjourn

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

Call to Order -- Laura Atkins, Program/Membership Chair

Meeting called to order at 11:15

Approval of Minutes from May 9, 2018 – Susan Haase, Secretary

There being no additions or corrections to the Minutes as published,

Motion from floor to approve

Motion: Meredith Machen

Second by: Mary Schruben

Approved

Financial Report -- Berit Leonard, Treasurer

Berit distributed a written report summarizing the year-end status. She called attention to the withdrawal of \$2,000 from a reserve account and the shortfall of almost \$5,000, adding this would be addressed in the Budget Report.

Berit announced this would be her last year after 6 years as Treasurer.

Budget Report -- Marcy Litzenberg, Finance Committee Chair

Presentation of 2019/20 Budget

Marcy presented the proposed budget for 2019/2020 and 2020/2021, calling attention to:

-Increase in price of luncheons to cover actual costs

-Anticipated deficit at the end of the year

She noted that fundraising efforts in the past had contributed to the reserve fund, but the absence of a person dedicated to fundraising in the past 3 years had resulted in the organization having to use reserve funds to cover expenses. She has sent out the end of year mail solicitations annually, and this year succeeded in bringing in \$7,000. However, this is an area needing attention. The Board will be meeting this summer to discuss strategies, with the goal of raising at least \$10,000/year to begin to replenish the reserve fund.

The question of carrying insurance to cover the Board Members (D&O Insurance) was raised. A motion to remove this item from the budget was made by Meredith Machen and seconded by Adair Waldenberg. Discussion followed.

-Could a candidate sue Board members, claiming something published in the Voter Guide ruined her campaign?

-Does this insurance even cover a contingency such as this?

-Would prospective Board members refuse to serve if we didn't carry this insurance?

Agreeing that more information was needed before an informed decision could be made re the necessity of this insurance, Meredith withdrew her original motion to remove the item from the budget and amended it to state

(May 18, 2020 Board Minutes continued)

“Members recommend scrutiny of D&O coverage by the Board with an eye to dropping it.” With Adair’s second, the motion passed.

The increase in the price of luncheons was discussed next. Laura Atkins explained that we are currently losing between \$2 and \$4 for every lunch. The proposal is to raise the price from \$25 to \$30.

A lively discussion with good suggestions followed. Formal luncheons are held at a hotel only 4 times a year. It was agreed that there is a place in the schedule for these and \$30 is appropriate. However, members also mentioned an interest in mixing up the types of gatherings and locales, including brown bag lunches at places like the Folk Art Museum offices on Cerrillos or the conference room at the New Mexican.

Consensus that new venues will be explored, with parking, etc., kept in mind.

The question was raised regarding LWVUS and what the national organization does with the almost \$4,000 we sent them this year. Judy Williams mentioned the LWV trademark, owned by LWVUS. If we were no longer a member of the national group, we could no longer be a League.

Another possible cost savings was noted with the item referring to the printing of the VOTER. Members questioned how many people needed a hard vs digital copy. Stephanie Schlanger, VOTER editor, mentioned she always wanted to have some printed copies to display on tables.

Motion to approve Budget

Motion: Adair Waldenberg

Second by: Judy Williams

Approved

Approval of 2019/20 Program -- Laura Atkins, Program Chair

Review changes to local and state positions

Laura called attention to one change to local positions that was published in the VOTER, a change to funding indigent medical cost.

Meredith Machen moved to accept this change, Mary Schruben seconded. Approved.

Judy Williams moved to approve the positions as amended.

Jody Larsen seconded.

Approved

Annual Reports – 2018/19 Leadership Team Members

These reports were distributed to members as part of the meeting packet. (May, 2019 VOTER)

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

(May 18, 2020 Board Minutes continued)

**Nominating Committee - Pat Hawkins, Chair
2019/2020 Slate of Nominees**

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 – Danis Kelly
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

**There being no nominations from the floor,
motion to approve slate—Adair Waldenberg**

Second by: Valerie Brooker

Motion approved

**Departing board members Berit Leonard, Miriam Ries, and Pat Pederson
were recognized and thanked.**

Motion to adjourn by Adair Waldenberg, second by Marcy Litzenberg.

Approved.

Meeting adjourned at: 12:10 pm

Respectfully Submitted;

Susan Haase, LWVSFC Secretary

League of Women Voters of Santa Fe County Treasurer's Report - As of April 17, 2020

Balance Sheet: (Per bank statements)

Beginning Balance - 2/29/2020	\$ 31,379.79
Deposits & Interest Earned	988.47
Expenditures	<u>-1,357.00</u>
Ending Balance 4/17/2020	\$ 31,011.26

The LWVSFC Operating Fund is held at Enterprise Bank and Synchrony Bank:

Checking account - as of 4/17/20	\$ 9,411.69
Money Market - as of 3/22/20	21,599.57

The Fiscal Year has seen extraordinary donations, due to the great efforts of Marcia Litzenberg and others, and many members who donated generously.

The only known expense item outstanding for the Fiscal Year is office rent for April, which has been paid but is not included in the itemization below. Accordingly, LWVSFC reasonably expects to end the Fiscal Year with about \$1,500 surplus of income over expense.

However, the Primary election and General election Voter Services expenses to be incurred in the coming Fiscal Year are expected to exceed this surplus, with a proposed budget of \$3,090.

At present, LWVSFC is well able to continue to pay its expenses, including ample outreach for Voter services including registrations, website info, voter guides, and candidate forums, plus provision of information on local issues.

May 2019 - April 2020 Income items: (Per QuickBooks - thru 3/31/2020)

Member Dues		\$ 7,640
Donations from Members	\$5,170	
Donations from Non-Members	3,385	
Donations to Beenhouwer Memorial Fund	1,820	
Total Donations		10,375
Silent Auction		522
Luncheon payments		2,761
Interest		<u>125</u>
Total Income		\$21,422

(Treasurer's Report as of April 17, 2020 Continued)

Expense items: (Per QuickBooks)	
Luncheons	\$3,118
Voter Services	2,068
Voter Newsletter	238
Fundraising Expenses	318
PMP to LWVUS	3,728
PMP to LWVNM	1,515
Insurance	1,281
Website	600
Board/member training	75
Office Rent	4,950
Supplies, Postage, Copying	896
Stripe Fees	448
Misc	<u>99</u>
Total Expenses	\$19,335
Net Income, YTD thru March 31	\$2,087

Respectfully submitted,
Suzanne Ronneau, Treasurer

LWVSFC Finance Committee Report 2020 Annual Meeting

As Finance Committee Chair, I have the honor of presenting the proposed budget for FY2020/21 and asking you to approve it. Let me preface that by reviewing some of the actions the Board has taken this year to address the budget issues we discussed with you at the Annual Meeting last year – the ones you directed us to address during the course of the year.

First, you directed us to analyze the need for D&O Insurance and make an informed decision about whether we need to continue our D&O policy beyond this year. The Finance Committee did extensive research on the need for, and the coverage provided by, our D&O Insurance policy, and prepared a presentation to the Board in November, 2019. After considering all the evidence, the Board decided that we do need a D&O policy to cover a potential lawsuit against us. Just the cost of responding to a lawsuit would likely put us out of business.

Second, as a way of reducing the costs of our General Meetings, we were directed to experiment with varying the types of events we sponsor and using alternate venues to save money. This year we used the New Mexican's smart conference room for some of our events, which was quite successful. We also identified several alternative venues for more formal meetings that are less expensive than the Hotel Santa Fe. This is still a work in progress.

Finally, at the 2019 Annual Meeting we asked you to approve a deficit budget for FY 2019/20. We were committed to being brutally honest about our deficit spending trend, and I asked you to hold us accountable for turning that around. I'm very happy to report that, after projecting a \$7,600 deficit for FY2019/20, we actually ended the year with a \$1,500 net surplus. The Board's commitment to fundraising is what made the difference. They deserve our gratitude.

The proposed budget for FY 2020/21 was developed based on actuals from the current fiscal year and input from the Board members who oversee individual line items. We began with the Two-Year Budget that was proposed last year and tweaked it to reflect our current priorities. You will see an increased revenue projection from fundraising, and an increase in expenses to accomplish that. Fundraising is one of our priorities for next year. You will also see a new expense line item for a category called "outreach." We added that because the Board wants to emphasize outreach in FY 2020/21 and there may be some expenses associated with that.

As per standard procedures, we also included an FY2021/22 budget proposal in our budget recommendation, assuming a 3% increase in most revenue and non-fixed expense line items.

Respectfully Submitted,
Marcy Litzenberg, Finance Committee Chair

PROPOSED TWO-YEAR LWSFC BUDGET: FY 2020/21 & FY 2021/22					
Budget Line Items	PROPOSED BUDGET: FY 2020/21			FY 2021/22	
	Proposed Budget 2020-21	Explanations	Notes	Proposed Budget 2021-22	Notes
REVENUES					
Membership Dues	8,500	150 members: 125 @ \$ 60; 25 @ \$40	A	8,755	F
Donations/Members	3,000	Member donations/e-o-y member solicitation	B	3,090	F
Fundraising/Contributions	10,000	Non-member Contributions & Fundraisers	B	10,300	F
Interest/dividends	125	Bank account interest		129	F
Luncheons/Registration Fees	4,320	8 Lunch events @ \$10.5 +2 events at \$30: 30 people	C	4,450	F
Total Revenue	25,945			26,724	
EXPENSES					
Organizational					
Development/Fundraising	1,000	Fundraising expenses (+/- 10% revenue)	E	1,030	F
PR/Advertising	200	Advertising (other than voter services)		200	G
National PMP	3,248	94 primary @ \$32; 15 additional @\$16	D	3,345	F
State PMP	1,320	94 primary @ \$13; 15 additional @ \$6.50	D	1,360	F
Insurance	1,300	Gen'l Liability @ \$500; D&O @ \$800		1,300	G
Network/Website	500	Website expenses/possible conversion to MyLo		500	G
Board/member training	500	Board/member orientation and training		500	G
Conventions/Council Mtgs	1,080	LWVUS Convention 3 delegates@ \$360 each		1,112	F
Subtotal Expenses/Organizational	9,148			9,347	
Operating					
Office Rent/Utilities	5,400	12 @ \$ 450 per month (includes phone, wifi)	D	5,400	G
Supplies, postage, copying	1,000	Office supplies, computer, printer, postage		1,000	G
Stripe Fees	520	Online payment fees		536	F
Square Fee	-	Annual Square Fee			
Subtotal Expenses/Operating	6,920			6,936	
Program					
VOTER Newsletter	630	12 VOTERs \$360; postage \$170; supplies: \$100		630	G
Membership	150	No major expenses anticipated		200	H
Outreach	1,000	Outreach materials & expenses		1,000	G
Action and Advocacy	100	A&A expenses		100	G
Voter Services	3,000	Voter Info: \$2,000; Voter Reg/Ed: \$800 ; HS: \$200		3,090	G
Meeting Supplies/Equipment	500	Event venues, meeting supplies and equipment		500	G
Luncheons/Members and Guests	3,828	\$27: 2 events+9 guests; \$8: 8 events +10 guests	C	3,943	F
Subtotal Expenses/Program	9,208			9,463	
Total Expenses	25,276			25,746	
Net Surplus (Deficit)	\$ 670			\$ 978	
Notes:			Notes:		
A - Membership Dues projected for 150 members (low guesstimate)			F - 3% increase		
B - Projected fundraising revenue based on current year actuals plus 10%, and plans for one major fundraising event.			G - no increase needed		
C - Based on current rates (guesstimate)			H - new budget item		
D - National and State PMP based on official PMP count by National on 1/31/20					
E - Fundraising expenses based on standard guidelines.					

LWVSFC Program Planning Report 2020 Annual Meeting

Item 1: Review LWVSFC positions – All

Sexual Offense Statures: approval needed for the following change:

July Williams recommended changing the position on Sexual Offense Statures to expand the age range: The League supports legislation making criminal sexual penetration of children **under the age of eighteen** ~~a child thirteen to eighteen years of age~~ a felony when the perpetrator is in a position of authority over the child and uses that authority to coerce the child. The attendees at the Program Planning Meeting voted in favor of recommending this change. This change received LWVSFC board approval on 2.18.20. **(Approval needed)**

Natural Resources/Land Use: approval needed for the following change:

Judy recommended reorganizing the Natural Resources positions by creating a separate category for Land Use and Development. Positions related to air, water, and energy would remain under Natural Resources. Positions about Land use and development would move to the Land Use and Development category. The attendees at the Program Planning Meeting voted to recommend this change. This change received LWVSFC board approval on 2.18.20. **(Approval needed)**

(Approval needed for all 2020/21 LWVSFC Positions, as amended.)

Item 2: Review local study proposals

No new studies were proposed.

Item 3: Review of LWVUS positions – All

Review Proposed LWVUS position on Voter Representation / Election Process and established LWVUS principles on representation.

Please Note: LWVSFC and LWVNM proposed additional changes (in red) but national said they could not be considered under their procedural rules.

The LWVNM board received a request to adopt a voter representation/election process position to present to LWVUS at the convention in June. This proposed concurrence position is a compilation of position language adopted by AZ, CA, CO, FL, MA, ME, MN, NC, OK, OR, PA, SC, VT, WA. The State board made two changes, shown on the summary sheet, attached. LWVSFC members in attendance voted to support the concurrence position with the State League changes, and to accept all other LWVUS positions.

These recommendations were approved by the LWVSFC board at the February 18 meeting.

Program Planning Report continued)

Election Process - Proposed Concurrence by State and Local Leagues

Background: Under Voting Rights/Citizen's Right to Vote in *Impact on Issues*, the only bolded statement of position is *The League of Women Voters of the United States believes that voting is a fundamental citizen right that must be guaranteed*. There are several pages of discussion but no specific position points on the election process itself. The discussion emphasizes that LWVUS has not committed to any specific type or types of voting systems; it says that state/local Leagues should consult with LWVUS before taking a stand on any specific type. State/local Leagues should also consult standards developed by the Election Assistance Commission.

Proposed LWVUS Voter Representation / Election Process position

Whether for single or multiple winner elections, the League supports election methods that:

- Encourage voter participation and voter engagement
- Encourage those with minority opinions to participate, including under-represented communities
- Are verifiable and auditable
- Promote access to voting
- Promote competitive elections
- Maximize effective votes/minimize "wasted" votes
- Promote sincere voting over strategic voting (**The State board and the LWVSFC program planning meeting attendees voted to remove this**)
- Discourage negative campaigning
- Encourage meaningful discussion of issues
- Require the winner to receive a majority of the votes for executive and other single seat offices (**Replace this with 'Strive for an election outcome that more accurately represents voter preferences.'**)
- Are compatible with acceptable ballot-casting methods, including vote-by-mail

LWVNM Board Recommendations per 1/18/20 Board meeting:

Strike the bullet point 'Promote sincere voting over strategic voting.'

Replace the bullet point 'Require the winner to receive a majority of the votes for executive and other single seat offices' with 'Strive for an election outcome that more accurately represents voter preferences' as proposed by LWVCO in its message to you and state leaders dated 1/17/20.

Respectfully Submitted,
Laura Atkins, Program Chair

LWVSFC Leadership Team Reports 2020 Annual Meeting

ADMINISTRATION REPORT, submitted by Marcy Litzenberg

ADMINISTRATION ACCOMPLISHMENTS IN 2019/2020

- Conducted a Leadership Team orientation to ensure that everybody understood the structure, responsibilities and policies of the LWVSFC.
- Planned and conducted twelve Board meetings, two as virtual meetings; created an official record of BOD meetings; and maintained our office files.
- Planned and coordinated studies and presentations on two budget line items the membership directed us to evaluate and potentially eliminate: D&O insurance and LWVSFC office. After extensive review and discussion, the Board voted to keep both line items in the budget.
- Worked with the Treasurer and Finance Committee to streamline and update our accounting systems and reports, transfer both LWVSFC accounts (checking and money market savings) to different banks, and set up procedures for purchasing with tax-exempt certificates.
- Provided training to the members of the Leadership Team on how to maintain their assigned sections of the Website using the Weebly platform.
- Conducted a Fundraising Workshop for members of the Leadership Team, with the help of three fundraising professionals, to make plans for increasing fundraising activities to achieve the \$9,000 fundraising goal we set for ourselves in 2019/20.
- Established a Fundraising Committee to coordinate fundraising activities, resulting in more than \$10,000 in revenue - through a year-end mail solicitation, a silent auction, and establishing a memorial fund. Acknowledged all donations as per 501(c)(3) requirements.
- Continuously worked to support LWVSFC functions by providing resources and administrative services in a timely way. (This is still a work in progress!)
- Encouraged and facilitated the use of the smart conference room in the New Mexican building for appropriate LWVSFC events, such as Lunch with a Leader.
- Worked with the Board to review and revise the LWVSFC Leadership Team structure, Job Descriptions, and General Policies.

ADMINISTRATION GOALS FOR 2020-2021

- Plan and conduct monthly 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;
- Recruit one or more volunteers to work with the Office Manager to increase administrative support for the Leadership Team and encourage their use of our office space and the New Mexican's conference rooms, as appropriate;

(Administration Report continued)

- Work with the Development/Fundraising Chair 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; and
- Work with the Membership Chair to involve the membership more in League activities, especially reaching out to new members and recruiting volunteers.

PROGRAM REPORT, by Laura Atkins

Until we had to cancel events because of COVID-19, LWVSFC had an active year for programs.

Event/Date	Speaker(s)/ Guests	Topic	Venue
Public Forum 6/15/2019	Carol Johnson, City Land Use Director; Karen Heldmeyer, former city councilor/member Neighborhood Network; Kurt Hill, former president SF Association of Realtors; Kelly O'Donnell, PhD Economics, UNM	Short Term Rentals	Main Library
Lunch with a Leader 7/17/2019	City Councilor Roman Abeyta, Finance Committee Chair, Mary McCoy, Finance Director, City of Santa Fe	City Finances 101	SF New Mexican
General Meeting 9/11/2019	Gwyneth Dolan, journalist	History of Redistricting in NM	SF New Mexican
Lunch with a Leader 10/16/2019	Lisa Randall, Sustainability Program Coordinator, SF Public Schools	Sante Fe Public Schools Sustainability Programs	SF New Mexican
General Meeting 11/13/2019	Patricia Boies, Helth Services Division Director, SF County & Krista Kelly, Consultant	Santa Fe County Census Activities	SF New Mexican
Holiday Luncheon/ General Meeting 12/13/2019	Robert Sobel, High School History Teacher and Students, Jody Larson LWVSFC League Member	High School Civics Program, Memorial for Bernie Beenhouwer	Hotel Santa Fe
Legislative Preview Luncheon 1/8/2020	State Legislators from SF County	Upcoming Legislative Session	IHM Conf. Center
Public Forum 1/23/2020	Christine Chavez, City Water Conervation Manager	Santa Fe Water Conservation 5-Year plan	Southside Library
Lunch with a Leader 2/19/2020	Daniel Hernandez, Manager Mid-Town Campus project	Status of mid-town campus project	SF New Mexican
General Meeting/Womens History Month 3/11/2020	Maggie Toulouse Oliver, NM Secretary of State	Election security and experiences as a woman running for office	SF New Mexican

(Program Report continued)

- Six general meetings and lunch with a leader events were held in the conference room at the Santa Fe New Mexican. For most of the meetings, lunches were catered by either Firehouse Subs or Kaune's. Lunches were optional. The registration on the LWVSFC.org website provided a menu for those who wanted to purchase lunch. Average cost to members was \$10 per lunch.
- The annual holiday luncheon was held at the Hotel Santa Fe. For the Legislative Preview Luncheon, we used the IHM Conference Center for the first time. Both the venue and the lunch were exceptional. These events cost \$30 to attend to cover lunch costs for members and guests.
- We held two public forums, one on short terms rentals in Santa Fe and one of the City of Santa Fe water conservation program.
- We cosponsored two documentaries: *Feminists: What Were They Thinking* on June 19, 2019 with the Santa Fe chapter of the National Organization of Women; and *"Forte" Documentary* presented by the Santa Fe Symphony on October 6, 2019.
- We had one nonfiction book club meeting on October 24, 2019. The meeting scheduled for April was postponed.
- We had to postpone a "Lunch with a Leader" on a water diversion pipeline scheduled for April.
- In addition, we held League Libations the fourth Thursday of every month except December. We canceled these events after February because of COVID-19.

Program Planning Meeting

This meeting was held on January 28. We recommended changing our Natural Resources positions by creating a separate category for Land Use and Development. Positions related to air, water, and energy would remain under Natural Resources. Positions about land use and development would move to the Land Use and Development category.

We reviewed the proposed LWVUS position on Voter Representation / Election Process and established LWVUS principles on representation. The meeting attendees voted to recommend the concurrence with the changes approved by the LWVMN board.

Both of these were approved by the LWVSFC board at the February 18 meeting.

MEMBERSHIP REPORT, submitted by Debbie Helper

- We had 179 members by the end of 2019 of whom only 119 had renewed by the end of January 2020 despite several email reminders and reminders in The VOTER. We now have 137 members: 4 life, 15 sponsored/scholarship; 16 household/additional; 102 primary; 11 truly new members since Jan 1, 2020 (7 were lapsed renewals); 36 new members since the last New Members gathering
- A New Member gathering was held on June 20, 2019 to which about 30 new members were invited with only a handful of attendees (similar to previous year).
- Another New Member gathering is being planned for June of this year, ideally held where some longtime members can attend and tell their stories to newer, younger members in celebration of 100 years of the LWV and suffrage. Planning for this has been somewhat derailed by the pandemic as well as by the loss of Rebecca Frenkel, whom I was hoping to meet with to discuss early years and members of the LWVSFC.

ACTION & ADVOCACY REPORT, submitted by Hannah Burling

- The committee continues to monitor the Midtown Campus Project. Members were able to meet with Daniel Hernandez, the project leader, and to have him speak at a “Lunch with Leader” event.
- We were able to volunteer our services to the County Census Committee and set up a plan to assist in the census. League volunteers have written letters to the editor and were going to be involved at city and county census centers giving information and helping people fill our census forms. Later we were supposed to be doing phone banking with Somos un Pueblo Unido. Due to the COVID-19 crisis, all of this is on hold.
- Charter schools have no requirement to be transparent about their funding. The committee was concerned and found a bill, SB38, that may address this. We took this to the State Action Committee, with board approval, and asked for their help in advocating for this. Unfortunately, it died in committee.
- The committee monitored the County Detention Center on their policy of no medication detox for drug addicts but were unable to find a position that allowed us to take action.
- The county’s Sustainable Land Development code’s hard rock mining section was followed by Chris Furlanetto and Jody Larson, who met with members of the planning department.
- The matrix was reviewed and updated.
- Work has continued on the Action & Advocacy page of the LWVSFC website.
- The committee initiated a public forum on the effects of short-term rentals on affordable housing.
- The committee suggested Lisa Randall of SFPS Sustainability as a speaker at “Lunch with a Leader” event.
- Members met with Noah Berke of the city’s Land Use department on changes in procedures to short-term rentals and lot splits.
- The committee continued to work on a Democracy Concierge program and is currently scheduling a presentation to LWVSFC members by two members of the League of San Luis Obispo County who initiated the project there.
- The committee covers city Finance, Public Works, City Council, Santa Fe Public Schools and the Santa Fe Community College.
- Our meetings generally have between eight and twelve members attending.

PR/COMMUNICATIONS REPORT, submitted by Donna Reynolds

PR/Communications Accomplishments 2019/2020

- Updated Website to support PR/Communications activities
- Launched Instagram Account
- Reviewed, updated and redesigned *Who’s Who* Elected Official Guide for the League’s website and printed copies
- Supported League activities through Constant Contact, VOTER publication, Facebook and Instagram
- Encouraged regular Website updates by Leadership Team
- Encouraged members to provide photos of League activities for social media and The VOTER
- Strongly encouraged more and varied content for The VOTER publication from both members and other sources

VOTER SERVICES REPORTS

ELECTION INFORMATION REPORT, submitted by Pat Hawkins

Voter Guides: LWVSFC published a Voter Guide for the 2019 Municipal Election and have been working on the Voter Guide for the 2020 Primary election. We are using the on-line program developed by the National League – VOTE411 for all state and local races. The Municipal Election guide was published in the *Santa Fe New Mexican*, and 700 copies of the Guide were distributed throughout the county. *The New Mexican* has agreed to publish the 2020 Primary Election Guide, and we will try to get copies to distribute. It is a very extensive guide – 30 distinct races, most with multiple candidates. We will have a link to it on our website and heavily promote the VOTE411 site. As of this writing, all the pertinent races have been published and are available at VOTE411. I urge everyone to check it out.

Because of the pandemic, there is a lot of uncertainty about both the Primary and the General Elections. We are closely following the Secretary of State's and the County Clerk's websites for any developing changes. We also hope to promote mail-in absentee voting, at least for the Primary, since we do not know if voting in person will be possible.

Candidate Forums: We held four candidate forums before the Municipal Election: one in Pojoaque for the School Board, two at the HEC for the candidates for Santa Fe City Council and for Santa Fe School Board, and one at SFCC for the Governing Board. We had good participation by the all the candidates, even from those running unopposed.

The *Who's Who* Elected Officials Guide has been updated and will be our website. We update the voter information portion of the website as needed.

VOTER SERVICES: VOTER REGISTRATION REPORT, submitted by Kelly Davis

The following annual report includes Voter Services: Voter Registration and Voter Services: High School Registration activities for 2019-2020 and the proposed activities for 2020-2021.

Accomplishments in 2019-2020

Voter Services: Voter Registration (Adult and High School) Activities

- Registered 426 adult and high school students to vote. Of the 426, there were 92 adults registered at League sites and 334 students registered at high schools by League-trained student VRAs.
- Developed 17 voter registration sites in the fall 2019 of which 9 were at nonprofit organizations and for profit business; 7 were at high schools and 1 at the Climate Strike event at the Capitol.
- Worked with 22 Voter Registration Agent (VRA) volunteers to staff adult voter registration sites.
- Confirmed (Spring 2020) 9 voter registration sites including malls, a hospital, senior residences, and farmers markets. Sites were canceled due to COVID-19 shelter-in-place requirements.

(Voter Services: Voter Registration Report continued)

- Provided voter registration services at sites for a total of 26 days at nonprofit and for profit organizations/businesses and 9 days at high schools and one 1 day at the Climate Strike event.
- Provided training for 23 League and non-League members that included requirements for voter eligibility, how to interact with the public, and the legal responsibilities that apply to voter registrars. In addition, presented changes to existing election legislation passed by the 2018 and 2019 Legislatures. 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 training by the County Clerk.
- Highlighted three voter registration sites on September 25 in recognition of National Voter Registration Day. The sites were Whole Foods Market, DeVargas Center and The MASTERS Program (TMP).
- Created Vote by Mail Flyer to promote mail in/absentee voting. Flyer includes a link to the absentee ballot application. In addition, there is wording in it requesting that individuals to circulate the flyer to their social media, Facebook, Twitter, etc. contacts. Posted flyer on LWVSFC website. Sent flyer to League VRA volunteers. Contacted the following organizations and individuals asking them to distribute flyer: NAACP, NOW, Indivisible, Mary Ellen Gonzales, Student VRAs, AAUW, residents of senior centers.
- Recruited an additional 12 student VRAs. The 12 added to 7 VRAs recruited in 2018-2019 total 19 student VRAs. The 19 student VRAs attend the 5 Santa Fe High Schools are participating in the High School Civic Project (HSCP).
- Trained new student VRAs using a one-on-one training model. Student VRA training has special areas that need to be emphasized; therefore, one-on-one training is advised.

Voter Services-Education/Project Activities

- Began development of a “Get Out the Vote” initiative. Targeted three groups: (1) high school students, (2) voters living in Santa Fe Housing Authority Neighborhoods and (3) senior centers and assisted living homes. Began working with two of the Santa Fe Housing Authority Neighbor Councils discussing issues that are important to them and showing how voting can make their concerns law.
- High School Voter Registration Chairs Anne Culp and Randi Lowenthal met with lead teachers from participating HSCP high schools to develop strategies for student VRAs to promote the importance of voting.
- Continued to work with Robert Sobel on the Harvard Case Study Civics Workshop Program. Robert incorporated two of the Case Studies in his history class curriculum. In addition, Robert and two of his students presented at the League’s December Holiday Luncheon “Race, Justice, and the Jury System in Postbellum Virginia (1880),” a case study from the Harvard workshop curriculum.
- Planned a mini Community Discussion Event April 24, a requirement of the Harvard Case Study Project. Selected the case study: ERA. The event was postponed until the fall or next spring.
- Mentored Delia Moon, a senior at TMP, in conjunction Inspire Santa Fe a volunteer mentorship program. Delia’s project was to design and administer a survey to TMP junior and senior history students to assess the degree of their civic engagement. Her survey included questions on voting, what voting means to them and the extent they are involved in civic activities. She administered the survey to two TMP junior and senior history classes. There were 140 students participating. Findings from the surveys recommended the following:

(Voter Services: Voter Registration continued)

Recommendation 1:

- ◇ Many high schoolers who could be registered to vote still haven't been, despite their stated interest. Those remaining students are generally hard to reach.
- ◇ LWVSFC should, at the bare minimum, continue its current efforts to register students, including the use of student VRAs.
- ◇ LWV should examine potential alternative ways of having VRAs work with registrants, including helping them with online registration.
- ◇ With such alternative methods, LWV would need to ensure its VRA training preserves protection of registrars and registrants, in particular with regard to registrars asking about citizenship.

Recommendation 2:

- ◇ LWVSFC may wish to replicate the survey conducted by Delia Moon in other high schools with different demographic profiles.
- ◇ LWV should conduct an inquiry as to high schoolers' civic interests and political desires, perhaps by survey or perhaps informally.
- ◇ LWV's future high school involvement should be based on student interest—LWV is most effective there if it provides resources for students to get involved with issues they already cared about.

This report will be available on the LWVSFC website under "Voter Services."

Voter Services-Administration Activities

- Continued to work with data systems that were developed in 2018-2019 for collecting statistics on number of voters that were registered and number of voters who only requested voter information.
- Continued to coordinate with other entities providing voter registration to maximize site locations in Santa Fe. All entities are nonpartisan when registering voters.
- Revised and monitored the Voter Services Registration webpage, emphasizing "Get Out the Vote" and providing flyers and up to date news on voting challenges during the COVID-19 emergency.

Voter Services: Voter Registration Proposed Activities for 2020-2021Voter Services: Voter Registration Proposed Activities

- Design VR services so that it is effective but conforms to the Governor's Shelter in Place requirements and related health care practices.
- Continue to 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 (may have to be done on line).

Voter Education Proposed Activities

- Implement Delia Moon's recommendations in her TMP Student Civic Engagement Survey and LWVSFC High School Recommendations survey report. (See recommendations under Voter Services Education Project Activities above.)
- Continue to implement League's HSCP at five pilot schools. Emphasize teachers/students as voter registrars and student identified and organized civic events.

(Voter Services: Voter Registration Proposed Activities continued)

- Support the inclusion of the Harvard Case Method of teaching history in pilot high schools and the community by recruiting history teachers to take the Harvard Case Study Workshop on line.
- Provide training for teacher and student voter registrars.
- Continue mentoring at least one Santa Fe high school student a year.
- Continue expansion of the League's HSCP to other "high" schools in Santa Fe.
- Explore feasibility of providing Voter Education/Information tabling as an on going activity throughout the year.
- Complete the Harvard Case Study Workshop requirement to conduct one Community Discussion event.

Administration Proposed 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 the 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

April 21, 2020

Committee members interviewed the current Leadership Team members as well as other League members who have been actively involved this year. We asked how they felt things were going with the Leadership Team, the League in general and with their jobs in particular; we also asked what suggestions they had for improvements. To assess personal strengths and interests we asked if they would like to play a different role in the coming year.

We also reached out to several League members not currently on the Leadership Team, but who might want to become more involved. We had heard of interest in doing some special projects that don't fall into the current organizational structure, so we also wanted to lay the groundwork for officially adding those to the Leadership Team structure.

What we heard:**Leadership Team:**

- Members generally like the current leadership structure and feel the group works well together. There were several suggestions for making it function even better, but all in all, there was agreement that the state of the League is good.
- Some Leadership Team members made suggestions for improving the Board meetings through better focus on substantive issues, such as setting priorities and planning for action as needed.
- In order to spread the workload better, some made suggestions for reorganizing, restructuring, adding new functions and/or splitting jobs into more than one job.

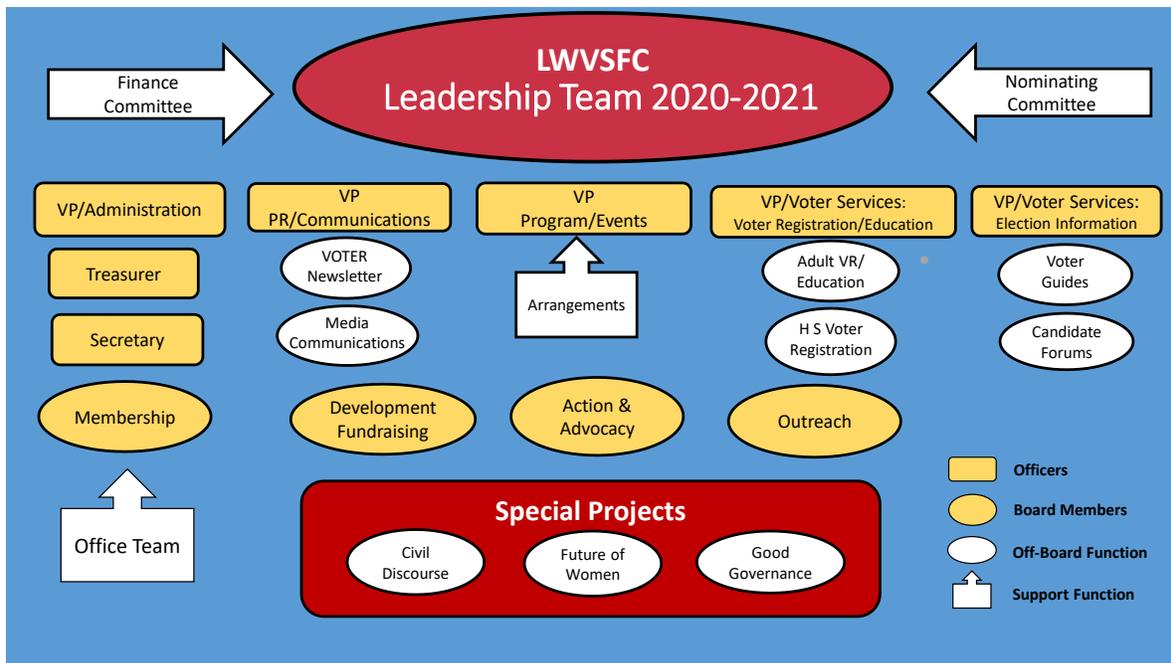
(Nominating Committee Report continued)

Activities:

- Most members we interviewed feel very positive overall about the League’s activities. In particular, the high school voter registration and outreach activities are highlights. There is significant pride in what the League is accomplishing with youth and outreach to young people.
- There were suggestions for more public communication about the League’s work. Not only would that raise our visibility in the community, it would also increase awareness among members about some of the important work going on, sometimes behind the scenes.

Restructuring Ideas:

After much discussion of the interview results and consideration of possibilities, the committee is proposing a slightly realigned structure for several board and off-board activities. These include voter services and other functions, including new stand-alone functions as shown in the attached organization graphic.



Nominating Committee Recommendations

Members: Judy Williams, Chair;
Chris Furlanetto; Berit Leonard; Marcy Litzenberg; Stephanie Schlanger,

Proposed LWVSFC Board of Directors 2020/21 (To be elected at the Annual Meeting)

Officers

Vice President, Administration	Judy Williams
Vice President, PR/Communications	Stephanie Schlanger
Vice President, Program	Laura Atkins
Vice President, Voter Services: Voter Registration/Education	Kelly Davis
Vice President, Voter Services: Election Information	Pat Hawkins
Secretary	Susan Haase
Treasurer	Suzanne Ronneau

Directors

Membership Chair	Debra Helper
Development/Fundraising Chair	Marcy Litzenberg
Action and Advocacy Chair	Chris Furlanetto
Outreach Chair	Hannah Burling

Proposed Off-Board LWVSFC Leadership Team Members 2020/21 (no election required)

Office Manager	Needed
Arrangements Chair	Danis Kelly
HS Voter Registration Co-Chairs	Anne Culp and Randi Lowenthal

Special Projects:

Civil Discourse Chair	Irene Epp
Future of Women Chair	Donna Reynolds
Good Governance Chair	Jody Larson

2020/21 Nominating Committee (to be elected at the Annual Meeting)

Member: Randi Lowenthal
Member: Anne Culp
Member: Berit Leonard



MEMBERSHIP FORM

New Member Renewal

Please check box of the membership you wish to start or renew:

Individual membership: \$60

Household membership (*two family members at the same address*): \$100

Student membership: \$30 (*for students 16-25 years old currently enrolled; **scholarships are available** to students wishing to be active members; email lwvsfc@gmail.com for more info.*)

Member Information:

Name (first and last): _____

Address: (*include zip code*)

Phone: _____ Email: _____

Please include information about the second household member here, if appropriate:

Name (first and last): _____

Phone: _____ Email: _____

Donation - I would also like to donate (circle one):

\$25 \$50 \$100 \$150 \$200 \$250 \$500 other \$ _____

Make check for dues and donation payable to “LWVSFC” and mail the check with this form to the address below.

Thank you for joining! As soon as we receive your membership registration form and payment, we will send you a confirmation and welcome letter by email.

The League of Women Voters of Santa Fe County is a 501 (c)(3) tax-exempt organization. All dues and donations are tax-deductible as allowed by law.

**Mail to: [League of Women Voters of Santa Fe County](#)
[P.O. Box 31547](#)
[Santa Fe, NM 87594-1547](#)**



ANNOUNCEMENTS

FY 2020-2021 Calendar Planning Meeting

The current calendar for LWVSFC only goes through the annual meeting on May 13. Planning for events in the coming fiscal year begins with the Calendar Planning Meeting that is held in June. Given the COVID-19 situation, this meeting will likely have to be held on Zoom or other video conferencing system. More information will be sent after the annual meeting. Meanwhile, we ask all League members to start thinking about events they would like to see in the coming year.



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in the 2020 Primary!**

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www.lwvsfc.org
e-mail: lwvsfc@gmail.com

