

**League of Women Voters of Thurston County (LWVTC)  
Regular Board Meeting Minutes**

**June 17, 2010**

**6:00 pm – 8:00 pm**

**Apollo's Pizza & Pasta, 2010 Harrison Ave NW, Olympia, WA 98502**

**I. Attendance:** Clydia Cuykendall, President; Valerie Hammett, Vice President; and Karen Tvedt, Secretary. Directors in attendance were: Dawn Brooks Gibbs, Jackie Kettman-Thomas, Cynthia Stewart, Barbara Theiss, Allyson Brooks, and Pat Dickason. Karen Verrill, speaker, was also present.

**II. Call to Order:** The President, Clydia Cuykendall, called the meeting to order at 6:00 pm.

**III. Introduction of Officers, Job Description Review & Resources**

**A.** Clydia introduced the new Vice President and Secretary and noted that the Treasurer, Kathleen Downey, is on vacation in Greece until July, 2010. Until her return, the President has custody of the records, and both the President and the Vice President (VP) have signature authority over the LWVTC accounts.

**B.** The Board reviewed and approved the Job Descriptions of the President, VP, Secretary and Treasurer, with one minor change to the VP Job Description:

- 1. President:** The President leads the League, speaks for the League, empowers and trains League leaders, organizes and delegates League tasks, and convenes and presides over meetings.
- 2. Vice President:** Responsible for membership programs, usually held September through June, on the fourth Thursday of each month. In consultation with the President and the Board, selects a program concept. Identifies the type of program that will best present the concept. Identifies a person to implement the plan and put together the program. Confirms the time and location. If necessary, the Vice President acts in the place and stead of the President in the event of her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of her by the Board.
- 3. Secretary:** The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members, serve notice of meetings of the Board and of the members, keep appropriate current records showing the members of the organization together with their addresses (Dorothy Marsh keeps this database) and shall perform such other duties as required by the Board.
- 4. Treasurer:** The Treasurer shall receive and deposit in appropriate bank accounts all moneys of the organization and shall disburse such funds as directed by the Board, shall sign all checks of the organization (or arrange for alternate signatures according to an current banking resolution), keep proper books of account, and shall coordinate the annual budget preparation and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy to each of the members.

**C.** Clydia noted that we have three Committee Chair vacancies: Membership, Observation Corps, and Development, and urged the Board to recruit volunteers to fill these positions. She requested that last year's secretary, Jackie Kettman-Thomas, provide copies of the minutes of the last three Board meetings, and the draft annual meeting minutes to the new Secretary. Future Board meeting notes, focusing specifically on Board decisions, will be approved through

electronic means and posted on the League website so that members receive timely notice of Board activities.

**D.** The Board reviewed and approved the June 7, 2010 recommendations of the team consisting of Allyson Brooks, Dawn Brooks Gibbs, Mary Moore and Cynthia Stewart regarding the need for a physical office, with some minor changes as follows:

1. Retain the office for the months of June, July and August; terminate the office as of September 1, 2010, provided this is sufficient notice under the lease.
2. Use the period of June, July and August to scan necessary files (minutes and financial records for the past five years) and put them on CDs for the Secretary (minutes) and Treasurer (financial records) to maintain. These CD's will be duplicated, so there is a back-up copy.
3. Assign the Secretary (minutes) and the Treasurer (financial records) responsibility of keeping their discs up to date henceforth and for passing them on at the end of his or her terms. As appropriate, other leaders will keep their own records and pass them on in disc form.
4. At the discretion of the team, other records will be scanned, and the hard copies donated to the State archives. Subsequent to the meeting, Clydia provided contact information to Cynthia Stewart. Within reason, Cynthia Stewart volunteered to do the necessary scanning.
5. Put as many local League documents as possible online, using members' only when appropriate. This would include back issues of VOTER, meeting minutes, and studies.
6. Procure a post office box to be used for the official address beginning August 1, 2010. Dawn Brooks Gibbs volunteered to process change of address forms during August, so that no mail would be delivered to the office after September 1.
7. Convert the telephone account to a voice-mail-only account promptly.

The estimated savings from the conversion to a virtual office are \$1000 per year.

The Board discussed League personal property, such as bookcases and a file cabinet, that will need to be addressed in connection with the office closing, and delegated decisions about these items to the team.

**IV. Confirm Appointed Board Members** – The Officers confirmed the following appointed Board members: Allyson Brooks, Pat Dickason, Cynthia Stewart and Barbara Theiss. When the President is contacted by Peggy Bruton and Doreen Packel, the Board will consider their appointments at a subsequent meeting.

**V. Confirm Appointment of Board Members to Nominating Committee** – The Board confirmed the appointment of Dawn Brooks Gibbs and Jackie Kettman Thomas to the elected Nominating Committee consisting of Zena Hartung, Karen Verrill, and Bob Jacobs.

**VI. Board Training on League Basics** – Karen Verrill reviewed the following League practices for all who were present:

- Non Partisan Policy
- Advocacy
- Lobbying
- Voter Services
- Citizen Education
- Listserv Guidelines
- How to Use the Education Fund

Cynthia Stewart subsequently provided e-copies of the following documents: Your Education Fund from the State League web site, Development Fundraising Manual from Karen Verrill's files, Summary of the League Basics for the 2010 LWVWA Council, and League Lingo from the national website.

**VII. Summer Calendar** – The Board reviewed the summer calendar and the revised calendar is posted on the League website.

Pat Dickason agreed to investigate the use of the Thurston County Courthouse conference rooms for general meetings, since they may be available without cost, and would provide more room and technology than Traditions.

**VIII. Facebook Page and Webpage Expansion** – The Board approved continued use of Facebook. Cynthia Stewart will write an article for the next Voter that provides sign-up instructions. Clydia thanked Cynthia for posting a significant amount on new material on the web site, in connection with the transition to a virtual office, and will send a blast email to the membership noting such additions soon.

**IX. Public Relations and Membership Procedures** – Dawn Brooks summarized the planned activities for Equality Day on August 26, 2010, including a permanent new banner and a film. She has obtained funding for these activities from the Ed Fund, NOW and Humanities WA. The Board applauded her efforts to make this event a success.

Dawn also reviewed the procedures for processing new members, which requires sending member name, address, email, and dues check number and date to Dorothy Marsh, who maintains the membership database. Until Dorothy returns from her vacation on July 17, 2010, this information should be provided to Dawn.

Finally, Dawn raised the issue of abuse of the Listserv Guidelines for non-League business as a public relations problem. The Listserv Guidelines stand, but Clydia agreed to be vigilant in enforcing the Guidelines which provide the Listserv should only be used for League business.

**X. Agenda Items for Next Meeting** – Clydia invited the Board to send suggestions for the next Board agenda a couple of weeks before the next meeting, which would normally be in September. Clydia requested that we not meet on September 16 (the third Thursday) because she will be out of town. The Board will consider meeting on September 22 or 23 (if there is no general meeting on that date) or, if necessary, immediately after the Planning Retreat in August. The Board agreed to continue meeting at Apollo's.

**XI. Adjourn** - Clydia adjourned the meeting at 8:00 pm.

**Submitted by:**

**Karen Tvedt, Secretary**