

# Democracy Maine Boards of Directors Meetings

Saturday, January 29th, 2022 ♦ 9:00 am - 11:00 am

Via Zoom

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**Board Present:** Jill Ward, Pamela Cox, Ben Gaines, Laura Genese, Chris Hafford, Susana Hancock, Ann Luther, Lilli Martin, and Melissa Murphy.

**Absent:** Jamie Kilbreth, Joyce Maker, Alison Smith, and Polly Ward

**Staff present:** Anna Kellar, Executive Director, John Brautigam, Legal Counsel, and Nadya Mullen, Operations Director

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## *LWVME*

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The LWVME Board was called to order at 9:07 am.

### **Administration (Jill Ward)**

- Minutes approval - **VOTE:** Pamela Cox moved to approve the minutes of the October 23rd 2021 board meeting. Ben Gaines seconded. **The motion passed without objection.**
- Email votes:
  - Motion to approve authorization to use up to \$60,738, or one month's running costs, of reserve funds. These funds will be used to bridge a short-term gap between monthly expenses due in December 2021 and anticipated funding coming into the MCCE and League accounts in December 2021 and January 2022. As soon as there are at least three months' expenses secured in the regular accounts, this amount will be re-allocated to the reserve. The Treasurer and Executive Director will report on this progress to the board at the January meeting, as well as keep the Executive Committee updated on a biweekly basis. **Unanimously approved 11/29/2021**
  - Motion to launch a new League study, one not approved by Convention, to examine RCV in multi-member districts and proportional representation. **Unanimously approved 12/10/21**
- Ann Luther and Nadya Mullen presented the Compliance Checklist. Board members noted their appreciation for the thoroughness of the checklist.

### **Treasurers Reports (Ann Luther)**

- Ann Luther presented the combined organizations' statement of cash flow, cash forecast, and budget v. actual reports, as well as the restricted funds accounts.
- The Board received the financial reports from the Portland Area and Downeast chapters. All reports were received and filed for financial review.

### **Executive Director's Report (Anna Kellar)**

- Staff Performance Reviews
  - Anna Kellar reminded the Board of the process in which staff get annual reviews in late February and March. The reviews are based on goals set at their last review or at interim goal setting. It is also an opportunity to review and adjust job

descriptions and to discuss professional development goals. This feeds into salary adjustments based on changes in job descriptions and the development of the 2022-23v fiscal yearbudget. Allyson will be having her 3 month review instead of the full annual review. It is anticipated that a draft budget will be presented at the next board meeting.

- Office Move
  - 565 Congress Street has been vacated and our files and materials are in storage until the new space at 15 Casco Street (the Equality Community Center) is ready in mid-April. The storage is fully accessible so anyone requiring materials will be able to get them.
- LWVUS Update – Convention June 23-26 in Denver
  - Convention this year is June 23-26 and will be a hybrid format with the in person meeting held in Denver. We hope to send a full complement of delegates in person or virtually, including board members.
  - There will be a couple of important proposals to be voted on at Convention, including adjustments to membership levels, consolidating local league corporate and administrative structures at the state level, and removing the age requirement for membership.
- Organizing Update
  - We are working around national voting rights and implementing new tactics. We participated in the Jan 6 protests. There were logical issues and a distressing experience with counter protestors in Portland, which brought to the fore the need for additional levels of preparation. The staff did a great job keeping reporters on message and diverting attention from the counter-protestors, however we need to work on safety plans and de-escalation training to better prepare our staff, members and volunteers for such incidents in the future.
  - League members participated in a 24 hour hunger strike in solidarity with a student movement focused on voting rights. Our participation echoes our history of hunger strikes in the fight for the right to vote.

### **Governance Committee Report (Pamela Cox)**

- The Financial Management Policy was presented. **VOTE:** Ann Luther moved to adopt the policy. Pamela Cox seconded. **The motion passed without objection.**
- The Candidate Forum Policy was presented. **VOTE:** Ann Luther moved to adopt the policy. Pamela Cox seconded. **The motion passed without objection.**
- The Forum Guidelines for Local Chapters were presented. **VOTE:** Susana Hancock moved to adopt the guidelines. Pamela Cox seconded. Ben Gaines recommended that “municipal” be replaced by “local”. Pamela Cox moved and Ann Luther seconded to adopt the guidelines as amended. **The motion as amended passed without objection.**
- The Voter Engagement Data Policy was presented. **VOTE:** Pamela Cox moved to adopt the policy. Susana Hancock seconded. **The motion passed without objection.**
- The Document Retention Policy was presented. **VOTE:** Pamela Cox moved to adopt the policy. Susana Hancock seconded. Pamela Cox moved to amend to remove “public version” in reference to 990s. Susana Hancock seconded. **The motion as amended passed without objection.**

### **Development Committee Update (Pamela Cox & Anna Kellar)**

- End of Year Appeal Update and Board Thanks Yous

- Our End of Year appeal was significantly more productive than anticipated. One factor is that we have had a growth in new donors and donors crossing over from supporting one organization to also donating to another.
- Board members are continuing to make major donor calls and this activity is beneficial and appreciated.
- Development plan for 2022
  - Maine Students Vote relaunch with appeal in March.
  - Campaign for corporate sponsorships - will also have alternatives to a monetary contribution (eg. programmatic ways, sharing with their employees etc.)
  - Looking to the Governance Committee to assist with developing a Gift and Sponsorship policy that would cover corporate sponsorships

### **Equity, Inclusion and Membership Committee Report (Ann Luther)**

- The Membership Report was reviewed. Our highest membership level was in March 2021. Member retention is always an issue and the local chapters have been encouraged to work to retain lapsing members and they are doing a good job of it.
- Volunteer Dashboard - the high water mark was also in March 2021 and includes a bump from the lead up to the 2020 election as volunteers are kept on the rolls for a year. Anna noted that the volunteer leader count needs to be updated as it is a manually adjusted figure.
- Valentine's Day membership drive - the League's anniversary is 14 Feb - so we are doing a gift membership drive for Valentine's Day. We are working on a campaign with an email going out next week and promoting it via social media in the lead up to the 14th. In the next few days we'll be sharing materials with the Board and the Board is asked to participate and to share about it in their networks.

### **Program Committee Report (Ann Luther)**

- The Committee has been meeting regularly every 3 weeks and are cycling through the program areas.
- The Committee would like to participate in our national league's programming by nominating a study to be included in the agenda of the upcoming LWVUS Convention.. The study would be on Digital Democracy and would aim to establish a national position on the issue. A subcommittee has been formed to develop this proposal and reach out to other Leagues to come on board to support this at Convention. **VOTE:** Susana Hancock moved to endorse the proposal and authorize the committee to move forward. Melissa Murphy seconded. **The motion as amended passed without objection.**

### **Council of Local Leaders (Lilli Martin)**

- Lilli Martin reported that the minutes from the November minutes are in the Board folder. And the CLL is meeting again next week. The Dawnland series completed in December with over 700 people attending across the series. She noted that some challenges arose in the process and they are looking to provide training on facilitation and how to facilitate with trauma awareness.

There being no further business the meeting adjourned at 10:45 am.

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## *MCCE*

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The meeting was called to order at 10:45am.

### **Minutes**

- Minutes approval - **VOTE:** Melissa Murphy moved to approve the minutes of the October 23rd 2021 board meeting. Susan Hancock seconded. **The motion passed without objection.**
- Email votes:
  - Motion to approve authorization to use up to \$60,738, or one month's running costs, of reserve funds. These funds will be used to bridge a short-term gap between monthly expenses due in December 2021 and anticipated funding coming into the MCCE and League accounts in December 2021 and January 2022. As soon as there are at least three months' expenses secured in the regular accounts, this amount will be re-allocated to the reserve. The Treasurer and Executive Director will report on this progress to the board at the January meeting, as well as keep the Executive Committee updated on a biweekly basis. **Unanimously approved 11/29/2021**

### **Treasurers Reports (Ann Luther)**

- C3 reports were presented.
- All reports were received and filed for financial review.

### **Governance Committee Report (Polly Ward)**

- **VOTE:** Pamela Cox moved to adopt the Financial Management, Candidate Forum, Voter Engagement Data and Document Retention policies and the Candidate Forum guidelines enbloc. Ann Luther seconded. **The motion passed without objection.**

There being no further business the meeting adjourned at 10:49am.

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## *LWVME Education Fund*

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The meeting was called to order at 10:49 am.

- Minutes approval - **VOTE:** Ann Luther moved to approve the minutes of the October 23rd 2021 board meeting. Melissa Murphy seconded. **The motion passed without objection.**
- Email votes:
  - Motion to approve authorization to use up to \$60,738, or one month's running costs, of reserve funds. These funds will be used to bridge a short-term gap between monthly expenses due in December 2021 and anticipated funding coming into the MCCE and League accounts in December 2021 and January

2022. As soon as there are at least three months' expenses secured in the regular accounts, this amount will be re-allocated to the reserve. The Treasurer and Executive Director will report on this progress to the board at the January meeting, as well as keep the Executive Committee updated on a biweekly basis. **Unanimously approved 11/29/2021**

- Motion to launch a new League study, one not approved by Convention, to examine RCV in multi-member districts and proportional representation. **Unanimously approved 12/10/21**
- **VOTE:** Pamela Cox moved to adopt the Financial Management, Candidate Forum, Voter Engagement Data and Document Retention policies and the Candidate Forum guidelines enbloc. Ann Luther seconded. **The motion passed without objection.**
- Ann Luther noted that work on the study on proportional representation is proceeding.

There being no further business the meeting adjourned at 10:51 am.

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*MCCE Action*

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Chris Hafford called the meeting to order at 10:51 am.

- Minutes approval - **VOTE:** Chris Hafford moved to approve the minutes of the October 23rd 2021 board meeting. Ann Luther seconded. **The motion passed without objection.**
- Policy approval - **VOTE:** Chris Hafford moved to adopt the policies and guidelines enbloc. Ann Luther seconded. **The motion passed without objection.**

There being no further business the meeting adjourned at 10:52 am.

Respectfully submitted,  
Nadya Mullen, Operations Director