

Democracy Maine Boards of Directors Meetings

Saturday, May 16th, 2020 ♦ 9:00 am - 12:00 pm

Via Zoom

Present: Jill Ward (chair), Beth Basham, Micky Bondo, Pamela Cox, Ben Gaines, Susana Hancock, Jamie Kilbreth, Ann Luther, Lilli Martin, Alison Smith, Stacy Stitham, Polly Ward, and Linda Washburn

Apologies: Chris Hafford and Penelope Hamblin

Also present: Anna Kellar, Executive Director, John Brautigam, Legal Counsel, Erica de Vries, Fundraising Consultant, and Nadya Mullen, Operations Director

LWVME

The LWVME Board was called to order at 9:05 am.

Jill Ward welcomed Ben Gaines to his first board meeting and announced that Penelope Hamblin is stepping off the Board effective June. Penelope will remain engaged with the Advocacy team and the other areas of work. The Board acknowledged and thanked her for her service.

Minutes

- **VOTE:** Pamela Cox moved to approve the Board minutes of the March 28th, 2020 meeting. Susana Hancock seconded. **The motion passed without objection.**

Email Vote

- It was noted that Ben Gaines was appointed to the board of the LWVME, LWVME Ed Fund and MCCE by unanimous email vote.

Treasurers Reports

- Ann Luther presented the combined organizations' cashflow and budget v. actual.
- Ann Luther, Polly Ward and Nadya Mullen presented the C4 reports, including those for Portland and Downeast.
- Ann Luther presented the Compliance report. The SBA Paycheck Protection Program loan will be added to the list for monitoring.
- All reports were received and filed for financial review.

Executive Director's Report

- Anna Kellar reported on the following matters:

- They expressed pride in how the whole organization has stepped up to working in the current conditions.
- Staff update: Recruiting for the Data and Administrator Coordinator is almost complete - we are reviewing references, and Nadya is working on a remote onboarding process. The Organizer role being vacated by Kirk Earl has been posted. We aim to have a new organizer come on board well before he leaves at the end of July to facilitate a good hand-over.
- The Democracy Maine logo revision has been completed with multiple options to be used depending on the context. The new logo captures collaboration and also allows other organizations to come into the space.
- They are hoping to confirm a list of delegates for the LWVUS Convention shortly. Nadya will process the registrations centrally and there will be a prep call with Jill and the delegates in advance of the event.

Proposed Budget FY 2021

- Anna Kellar reviewed the proposed budget for fiscal year 2021. The Board discussed the proposal to put 3 months of running costs into a reserve with the aspiration of building this to 6 months. Staff was asked to determine the costs to be in scope for calculating a month's reserve. Based on the current estimate of approximately \$50,000 per month, Ann Luther proposed \$150,000.
- Linda Washburn proposed that a Finance Committee be formed to discuss these matters and to bring their budget proposal to the Board.
- The Executive Committee and staff will propose a reserve approach and distribute the revised budget by email for discussion and a vote.

Development Committee Update

- Pamela Cox presented the fundraising update noting that we have raised \$502,885 to date, which is over half of our Centennial Campaign goal. Anna is facing the challenge of conducting meetings with Covid-19 restrictions. In June, they will begin scheduling face to face meetings to take place in July and August.
- We are hosting a special webinar for major donors and board members. The special guest is Sam Berger at the Center for American Progress. Anna shared the current invitation list and asked that Board members suggest additional guests to invite.
- The Board was briefed on the approach for the spring appeal, which will follow the major donor webinar.

Governance Committee Report

- Polly Ward presented the Policy on Diversity, Equity and Inclusion. **VOTE:** Polly Ward moved to approve the Policy on Diversity, Equity and Inclusion. Ann Luther seconded. Anna Kellar announced the formation of an ad hoc committee on DEI that will work with an LWVUS mini-grant and will report at the July retreat, We will

then determine a permanent place for DEI in the Board committee structure. **The motion passed without objection.**

- Polly Ward presented the Policy on Building Relationships with Other Entities. **VOTE:** Ann Luther moved to approve the Policy on Building Relationships with Other Entities. Susana Hancock seconded. **The motion passed without objection.**
- Polly Ward presented the Policy on Ethics, and Ann Luther reviewed her questions. The policy is tabled for review in respect of the language related to the return of electronic files.
- Polly Ward updated the board in the Governance Committee's progress on developing a board orientation process and associated materials.
- The Board discussed the requirement to appoint a board nominating committee for LWVME noting that it needs to be formed with enough time to act in advance of the next State Convention. Lilli Martin was asked to consult with the Council of Local Leaders about compiling a list of nominating committee candidates.

Program Committee Report

- Ann Luther reported that the Advocacy Committee recommends that the Board take a position on Question 1. In order to do so, the approach would be to establish concurrence with LWVCT on access to Broadband to allow for endorsement of Question 1 on the July ballot. **VOTE:** Ann Luther moved to concur with LWVCT on access to broadband and endorse a yes vote on Question 1 on the July ballot. Pamela Cox seconded. The board offered edits to the CT position to broaden the position statement. Ann moved to approve the amended version. Pamela Cox seconded. **The motion passed without objection.**
- Ann Luther shared the teams and programs currently part of the organization's program portfolio. It's an extremely busy period, rich in programming. Anna Kellar highlighted the ability to use texting as part of phone banking outreach. The high school voter registration team is pivoting to get the work done without face to face interaction. The teams are also planning for scenarios where N2N canvassing has to be modified or reframed if door to door will not be possible in the fall. A Friend 2 Friend networking program is part of this.
- Beth Basham reported the progress on the consensus study. The Study Committee has a target date of bringing its recommendation to the board at the July meeting.
- COVID & Elections - the organization is actively advocating the Governor to draw down on 2020 CARES Act money to enable mailing absentee ballot requests to all voters, to enable online voter registration, and to provide municipalities with PPE. 23 states have signed on to this level of election support. Maine is holding back because of the 20% match requirement.

Membership and Volunteer Committee Report

- Ann Luther reported on behalf of the Membership and Volunteer Committee.
 - Membership is currently at 508 members. We have a Centennial goal of reaching 1,000 members. Board members are encouraged to each recruit 5 new members to the League. A sample letter can be shared.

The Board was directed to Anna's list of personal network outreach as an example approach.

- Anna Kellar shared that Civi training sessions will be conducted next week and the Board is welcome to join one.

Council of Local League Leaders

Lilli Martin reported that the CLL last met at the beginning of April where Erica De Vries presented. Most chapters are still meeting virtually. Their next meeting is at the beginning of June when they will be working on a charter for the Council.

Upcoming meetings

The next meeting will be the July 24-25 retreat.

The Board agreed the following meeting dates for the remainder of the calendar year:

- September 19th
- November 21st

There being no further business the meeting adjourned at 11:52am.

MCCE

The meeting was called to order at 11:52 am.

Minutes

- **VOTE:** Alison Smith moved to approve the Board minutes of the March 28th, 2020 meeting. Susana Hancock seconded. **The motion passed without objection.**

Email Votes

- It was noted that Ben Gaines was appointed to the board of the LWVME, LWVME Ed Fund and MCCE by unanimous email vote.
- Accepting the SBA Paycheck Protection Program loan application was unanimously approved.

Treasurers Reports

- Ann Luther and Nadya Mullen presented the C3 reports.
- Polly Ward noted she feels the Portland Area figure is high but will liaise with Nadya to confirm the numbers.
- All reports were received and filed for financial review.

Development Committee Report

- Anna Kellar shared the grant tracker reporting that the Maine Women’s Fund grant was just approved. There are still six applications pending for this year, several of which may be pushed to the next fiscal year. They noted that we have far exceeded our budget for grant income for the current fiscal year.

Governance Committee Report

- Ann Luther moved to approve the policy votes en bloc. Alison Smith seconded. **The motion passed without objection.**

There being no further business the meeting adjourned at 12:05 pm.

LWVME Education Fund

The meeting was called to order at 12:06 pm.

Email Votes

- It was noted that Ben Gaines was appointed to the board of the LWVME, LWVME Ed Fund and MCCE by unanimous email vote.

Minutes

- **VOTE:** Micky Bondo moved to approve the Board minutes of the March 28th, 2020 meeting. Jamie Kilbreth seconded. **The motion passed without objection.**

There being no further business the meeting adjourned at 12:06pm.

MCCE Action

Present: Jamie Kilbreth (chair), Ann Luther, and Alison Smith, with Nadya Mullen

Apologies: Chris Hafford

Jamie Kilbreth called the MCCE Action Board to order at 12:06 pm.

Alison Smith moved to approve the minutes, program, and policy votes en bloc. Ann Luther seconded. **The motion passed without objection.**

There being no further business the meeting adjourned at 12:07 pm.

Respectfully submitted,
Nadya Mullen, Operations Director