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**LWV-PWFA Board of Directors Meeting Minutes**

**January 18, 2022**

President Janet Gorn called the meeting (ZOOM meeting) to order at 7:04 p.m. The meeting was recorded, and Connie Gilman volunteered to take notes. Calling in: Sheila Arrington, Judy Hingle, Carol Noggle, Trish Freed, Barbara Amster (at end of meeting), Cathy Ring, Donna Anstee, Miriam Anver, Ruthann Litchford, Carol Proven, Connie Gilman, Janet Gorn, Pat Reilly, Cheryl Saggers, Laura Feld-Mushaw, Lorraine Schooner.

The Minutes of the December 7th, 2021, meeting were presented. The minutes were moved and

seconded to be approved. (Connie Gilman, Pat Reilly)). They were unanimously approved.

President Janet Gorn reported the following appointments:

Advocacy & Action Director – Carol Noggle

Program Director – Janet Gorn (Acting)

Sips and Civility Chair – Janet Gorn (Acting)

There is the need for a Recording Secretary.

Treasurer’s Report

Mid-year Budget Status,

LWV Board Meeting 1-18-2022

Trish Freed, Treasurer

As you know, our fiscal year runs from July 1 to June 30, so as of the end of December, we’re half-way

through our year. This is a good time to take stock of where we’ve been and where we’re headed.

I’ll start with a review of our budget plan, and then talk about how we’re doing in terms of the 3 main

components of that plan: income, expenses, and reserves. To help reduce the tendency for everyone’s

eyes to glaze over, I’m going to use round numbers rather than exact numbers.

1. Budget Plan

Our budget for this fiscal year – FY21/22 – is similar in many respects to the budget for the previous year

(FY20/21).

 Total income this year was budgeted to be about $7,200, the same as the previous year.

 Total expenses were budgeted at about $9,400, up from the previous year’s $7,900)

 So, we have budgeted an operating deficit of about $2,200 (up from the previous year’s deficit

of about $800).

 We were able to accommodate an operating deficit because we started the year with significant

reserves, about $16,000 in our checking account and about $2,100 in our Ed Fund.

One of the strategic issues that the budget committee needs to grapple with is whether to budget for

deficit spending. I’d like to shoot for a balanced budget next year and this issue will, I’m sure, be part of

our discussion.

Income

Almost 80% of the $7,200 of income comes from Membership dues. Although that part of our budget is

a little tricky to track – because people pay their dues at different times of the year – it appears that

we’re on track to finish within $100 of our target. Even though our membership has dropped from the

budgeted 81 to 73, we’ve had an increase in the proportion of our members who are paying dues at the

higher COS rate ($100 versus $70), and that’s made up most of the shortfall. Thanks to all of you who

are stepping up to the COS level, and thanks to the Membership team for signing up many members in

the past couple of months.

However, we’re at risk of falling short in the fundraiser and grants part of our budget. We had budgeted

$1200 in income from these items, and right now, I only have visibility into about $200, from the LWV

Virginia Voter Services Grant. Unless we come up with some good ideas for merchandise sales, grant

applications, or other measures that would yield income between now and the end of June, we’ll end up

short here.

2. Expenses

Just as the biggest part of our income is a function of the number of members we have, so is our biggest

expense: our PMP payment to the US mothership and the state organization. Almost 40% of our total

expense budget of $9,400 is for this item. We’ve already made our payment, based on membership at

the end of last fiscal year, and at about $4,400, it was higher than the $3,600 that was budgeted. So, we

have an overrun of about $800 for that item.

We also have a couple of other areas where we’re above budget on expenses:

 We’ve incurred about $800 for banners, buttons, and books (for the Oratory contest) that

weren’t budgeted

 We’ve incurred about $225 more in voter registration costs than were in the budget

 We’ve incurred about $300 in miscellaneous supplies that weren’t in the budget, with

potentially more to come this Spring

There is a potential for some upside surprises. We just learned that the VA league is contributing the

cost for the “411 for PWC” online access software, which saves us $300 this FY. And we haven’t yet

incurred costs for the League meetings (annual meeting, VA convention, US Council), which are a

combined $700. If we can run these meetings as zoom meetings and minimize costs, that would help a

lot on the expense side.

Still, on balance, we’re likely headed for a significant overrun on the expense side compared to our

budget. That brings me to Reserves.

3. Reserves

At this point, our checking account balance is about $12,500 and our Education Fund account balance

is about $1,300. We started the year at higher levels, but we’ve drawn down our checking account by

about $3,600 and our Ed fund by about $800 to cover our expenses.

The budget committee (Freed, Gilman, Gorn, Litchford) will meet on February 3, 2022, to develop a draft 2022-2023 Budget.

Judy Hingle asked if there was any information/recommendation on how much reserve money a local league should carry. Carol Proven suggested the State League Treasurer may know. Trish will explore.

Trish introduced Cathy Ring to present the Membership Assistance Grant Fund. This grant (basic chapter dues of $70.00) will be available to any eligible League member experiencing financial constraints. It will also be available for prospective members. A special fund will be established for donations from members willing to provide partial financial support to potential and renewing chapter members. These contributions would NOT be tax deductible.

There would be an expectation that the recipients of the grant would be required to provide service hours to the League.

MOTION: To create a Membership Assistance Grant Fund for the LWV - PWFA beginning January 1, 2022, that would include an expectation of volunteer hours. Judy Hingle moved, and Shelia Arrington, seconded to repeal the volunteer part of the Grant. It was passed.

MOTION: To create a Membership Assistance Grant Fund for the LWV – PWFA, beginning January 1, 2022. Carol Proven moved, Cathey Ring seconded, and the motion carried to establish a fund.

Director and Chair Reports:

Vice-President, Connie Gilman reported on the PW Alumnae Chapter Delta Sigma Theta Sorority MLK Oratorical Competition and Program: “Beyond Dreams and Mountains: Her Voice-Her Mission” held on January 17th, 2022. The competition program is available on U-Tube-PWCAC-DST-Media. The 6 finalists received a copy of Martin Luther King, Jr.’s book, A Strength to Love, from the LWV-PWFA in support of the program.

Connie also reported on the book discussion of The Hate U Give by Angie Thomas, held on January 13th. There were only 3 members at the discussion. However, the title led to a discussion of various inequalities that were revealed by the author. Cathy Ring added that she watched the movie version of the book.

Suggested titles for the next year were shared. Connie will have a schedule of the titles and dates at the February meeting.

Membership Outreach Director - Cathy Ring asked to table the **ACTION ITEM MOTION: Tabletop Voting Cards.** These cards would encourage people to register and vote and would be placed in various establishments, such as restaurants and wineries. Cathy asked for suggestions for where to place these cards once we approve the project. Cathy will reach out to these establishments. Members suggested Country Clubs and Old Bust Head Brewery.

Cathy also reached out to two prospective members from Warrenton, sharing League information with them.

Volunteer Director - Judy Hingle:

Judy suggested there be a Voter Registration Training/Question & Answer Event, to attract additional volunteers in early 2022. Motion approved at the 12/7/2021 meeting. (Judy/Carol N). It was suggested that this be the topic for the March General Meeting. After discussion, it was decided to have a two-part program on March 20th, 2022, dealing with Voter Training and Election Laws. Laura Feld- Mushaw, Miriam Anver, Carol Noggle, and Judy Hingle will work on the program details.

Another suggestion for the March program was doing it with the Prince William Public Libraries.

Judy also brought up the **ACTION ITEM MOTION**: Move to review and approve the expansion of LWV-PWFA January -June 2022 Calendar. It was tabled at the 12/7/2021 meeting. Judy feels an expanded Calendar with more details needs to be posted. This calendar would alert members to long term events so they can plan to participate. After discussion, the motion was tabled until the February 15th, 2022, Board meeting. Janet asked members to send her items that should go on this expanded calendar, and she would organize them for the February meeting.

Fund Rising Committee – Chair Carol Proven:

Late this afternoon, an email was received from Joan Porte about an available grant for $200, to support local Leagues efforts supporting voter education and registration. A reply was needed by February 1st, 2022. Discussion of various ways to use these funds ensued. Judy Hingle moved to approve a grant application for these funds. Shelia Arrington seconded, and the motion passed.

Janet asked Carol Proven to respond to Joan Porte and submit an application.

Carol also made a suggestion that the League make a movie that can be shown to High School students. This will be on a future agenda for discussion. The following was not discussed.

* + **ACTION ITEM MOTION**: Move to approve the Fund Raising Committee developing a long-range Action Plan for Board review and approval, which is to include but not limited to: 1) Drafting a Committee Charter, 2) Drafting an annual Letter writing solicitation member campaign, 3) Drafting an annual Letter writing solicitation non-member campaign, 4) Researching Grant Program and recommendation for application, and 5) Proposing other alternative measures to enhance the League’s funding efforts. Delayed from the 12/7/2021 meeting. Delayed from the 1/18/22 meeting.

Merchandising Chair – Barbara Amster/Carol Proven:

Carol reported that work was ongoing in exploring the sale of shirts and button. Shirts can be purchased for $9.00 and buttons can be purchased for $1.75 or a machine to make them could be purchased and buttons made by members. Discussion was held. Judy Hingle suggested that with budget constraints and considerations, this may not be the time to purchase any merchandise. It was also noted that with limited voter registration venues, it would be difficult to market any merchandise. It was the general consensus to hold off on merchandising.

Voters Services Director, Carol Noggle:

Carol reminded members that voter registration will be held at Hylton High School on January 25 & 26th. Volunteers, as always are needed. She reported that there have been some new volunteers at the HS events.

Carol told us that the Prince William Bar Association schedules the school voter registration events and the LWV-PWFA tags along. There was some discussion about the Governor’s removal of the mask mandate in schools, which would limit League volunteers going to schools.

A League coordinator for Vote411 is needed. Janet asked Judy to send out a request via Signup Genius.

Advocacy & Action Director, Carol Noggle:

Reported that most of the bill are in now. She encouraged members to watch our legislators in action, either in real time or a recorded session.

One of our members, Briana Seawell, gave her, first, floor speech on the 17th of January.

PWC has several delegates on important committees.

Remember to attend the WLRT presentations on Wednesday mornings at 8:30 A.M.

Fauquier Unit Director, Ruthann Litchford:

Janet Gorn started out by reporting this unit has a strong observer corps. Ruthann shared that the School Board meetings were postponed due to the weather. In addition, they lost their sheriff, but a new one was appointed “behind closed doors”. League members are not allowed in the schools to do voter registration.

Carol Proven moved to adjourn the meeting, Pat Reilly seconded. The meeting was adjourned at 8:26 p.m.

The minutes are respectfully submitted by, Connie Gilman, Vice President.