

League of Women Voters of St. Croix Valley

Minutes of Board and Committee Chair Meeting April 16, 4pm, via Zoom

Board Members Present: Irene Bugge (Co-President), Beth Wood (Co-President), Kris Surbaugh (Vice president), Evanne Hunt (Secretary), Kathy Streitz (Member Services Chair), Barb Katt, Rita Kearns, Edna Early (Director), Patty Van Nevel (Director), Nancy Stewart, Kate Manecke (Treasurer), Vicki Harmon (Program Chair)

Absent: None

Welcome

Business Meeting is called to Order

Co-President Irene welcomed participants and called the meeting to order at 4:01 pm.

Approve Agenda

Unanimous approval of the agenda with one addition:

- Add proposed budget discussion to agenda.

Approve Minutes

Unanimous approval of the minutes for:

- March 19, 2024, meeting
- March 21, 2024, addendum voted by e-mail on by law change. Added to March 19 minutes.

New Business

Proposed Budget – reported by Nancy Stewart

- \$10,605 currently in bank. Dues are due in July for FY2025. After we pay our dues, we will carry over \$4,929.
- We need to fundraise. We do not receive enough money from our League's portion of membership dues.
- After the switch to the new membership system, our portion of each membership fee increases from \$8 to \$15.
- Net budget expenses needed for coming year: \$6,235
- Proposed budget will be presented at the Annual Meeting.

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Annual Meeting - April 28, 2-5pm, Amery Community Center

- How do we make the Annual Meeting worth attending for newer and more seasoned members as well as guests?
- How do we divide up the labor of planning and executing the Annual Meeting effectively so we are not duplicating efforts and we can all relax and enjoy the event?
 - Amery Community Center Reserved
 - Speaker Topic: Civics 101 – Cathy Leaf (30 minutes)
Has handout, quiz, and prizes for attendees.
Action Item: We need to check on AV (projection, sound system) capability available at Center. Vicki and Irene will visit site in advance.
 - Invitation sent to membership on April 4.
Action Item: Board and committee leaders to call members who have not responded. Kathy will organize phone tree.
 - Survey to membership; results could be collected at Annual Meeting or in advance and reported at the Annual Meeting.
Action Item: Draft to be sent to Board and committee leaders for comments. Patty and Rita will send out survey draft.
 - Folders
Action Item: 40 folders will be purchased by Beth. Irene, Vicki and Kathy will determine content and assemble.
 - Agenda
 - Bylaws with proposed changes
 - Proposed Budget
 - Updated membership list
 - Bling: Consensus was to bring only useful things. Discussed sunflower seeds and bulbs and League pins to give away.
Action Item: Evanne will research pins.
 - Table set up as we use at Farmer’s Market to encourage people to volunteer.
 - Refreshments
Action Item: Edna and Vicki coordinate and will email board members with requests.

In person Joint Board of Directors and Committee Chairs Meeting. St. Croix Falls Library, Tuesday, May 21, 3:00 – 5:00. Meeting will include all board and committee chairs and invited others who might be interested in leadership in the future. Discussion about our goals and priorities for the next six months, member engagement, leadership development, leadership transition and the sustainability of our League.

Possible Program Focus for Fall: Educating voters about new maps in November election. Will talk about this at the annual meeting.

Any events to add to Planning Calendar. None.

Next Meeting Dates

Tuesday, May 21, 2024, 3:00-5:00 in-person meeting St. Croix Falls Library.

Adjournment

Irene closed the meeting at 5:05 pm.

Proposed Budget

LWVSCV 2024-25 Budget

<u>INCOME</u>	<u>2023-4</u>	<u>YTD (3/31/24)</u>	<u>PROPOSED</u>
Donations			
Individual	3,000	2,558	2,000
Other (award)	250	0	0
Total Donations	3,250	2,558	2,000
Grants	350	0	1,100
Fundraiser	1,650	0	1,205
Membership Dues			
National/State (ck + PP)	4,464 (based on 72 members)	1,230	620
Local	576	160	1,160
Donations	700	60	150
Total Membership Dues	5,940	1,450	1,930
TOTAL INCOME	11,190	4,008	6,235

	<u>2023-4</u>	<u>YTD (3/31/24)</u>	<u>PROPOSED</u>
Voter Services Committee			
Signs (replacement)	1,000	299	1,000
Copies/Publicity	400	202	400
Postage	50		50
Candidate Forums/Site Fees/Hospitality	0		200
Supplies	0	100	100
Bookmarks			1,100
Total Voter Services Committee	1,450	601	2,850
Communications + Media Committee			
Gift Cards (In-kind Web Services)	100		100
Misc.	100		100
Total Communications + Media Committee	200	0	200
TOTAL EXPENSES	11,190	6,512	10,175
		(-2,505)	
		Dues already collected	-3,940
		Net Budget Expenses	6,235

Bank balance as of 3/31/24 was 10,605. 3,940 is earmarked for (2023) dues and approx. 1,736 is earmarked for (2024) dues. This leaves 4,929 for local league use.

	<u>2023-4</u>	<u>YTD (3/31/24)</u>	<u>PROPOSED</u>
Program Committee			
Event Site Fees	150	85	150
Sound	100		100
Speaker fee	500	100	250
Hospitality	100		100
Gifts/Winter Gathering	75		
Trivia Contest Prizes	100		
Readers Theater	300		300
Total for Program Committee	1,325	185	900
Member Services Committee			
Packets	100		50
Library Racks	0		0
Printing	500	423	500
Postage	100	35	50
Trivia Contest (Prizes)	100		0
Hospitality (\$100 per social event)	300		50
Member Services Committee total	1,100	458	650

	<u>2023-4</u>	<u>YTD (3/31/24)</u>	<u>PROPOSED</u>
<u>EXPENSES</u>			
Administrative			
National/State Membership Dues	4,464	3,942	3,940 *
Legal Fees (WI DFI annual fee)	25	25	25
Website (online web form)	360 (QB)	360	360
Computer (Zoom)	grant?		donation
Postage/Copies	125	115	125
Supplies (wagon)	0	426	200
Conferences	600		0
Vote 411	75		75
Winter/Annual Mtg			100
Non -designated	36		
Insurance	400	400	400
Advertising/Promotional	100		100
Room Rental	250		250
Total for Administrative	7,115	5,268	5,575

- This money has already been collected and is earmarked in the checking account