

League of Women Voters of St. Croix Valley

Board and Committee Chair Meeting Minutes

September 23, 2025 4:00-5:18 pm via Zoom

Board Members Present: Irene Bugge, Beth Wood, Vicki Harmon, Kris Surbaugh, Evanne Hunt, Kathy Streitz, Edna Early.

Additional attendees: Kay Brooks (Voter Services Chair)

4:00 – 4:08 Welcome and Conversation

4:08 Business Meeting called to Order

LWV Oath

Approve Agenda

Unanimous approval of the agenda with the following additions:

- Scam email
- Unite and Rise Update
- SAVE Act flyer
- Reader's Theater Marketing
- HUBS

Approve Minutes

Unanimous approval of August 19, 2025, minutes.

Financials

Katrina Larsen submitted the following statement because she was unable to attend:

The August treasurer's report is included with the meeting agenda (added to end of these minutes). If you have any questions, please let me know. I will be providing the September report (which includes the 100 Women Who Care funds) in October even though we are not having a board meeting.

Current Business

- **Hanging Mics for Readers Theater** – Vicki Harmon reported that she no longer believes we need them.
- **Advertising for the Readers' Theater** – Vicki reported there is money to print more posters and that she is getting many requests for posters. She is willing to print as many as needed including a ½ sheet for handing out. Contact Vicki if you want some. Discussed other

marketing strategies including eblast to our membership, encouraging sharing, eblast to libraries and clerks in the three-county area,

- **Los Amigos Program and Immigration Forum Committee** – Edna Early reported that there are two teams of volunteers working with the Los Amigos program – one in the north and one in the south. She needs more volunteers to deliver food on the first Saturday of the month beginning at 7:30. Upstander Training in Luck is scheduled for October 7.
- **ChapterSpot and LWVSCV Website Update.** All members have been entered into ChapterSpot (name and email). Many of them are displayed as new members when in fact, they are renewals. I am working on that issue with LWVUS. There are a few other CS related issues for which I am waiting for a response from LWVUS. At least our members should be receiving communications now. There is still an issue with our access to Stripe and our share of the membership fees. (Report from Katrina)
- **Paper Membership Form.** New and renewing members can use our paper form with a check, the LWVSCV web-based form or the LWVUS site. I still prefer the paper with check option and LWVSCV web-based form for now as I am still working through challenges with ChapterSpot. (Report from Katrina)
- **100 Women Who Care.** We received \$2800 instead of the \$2700 originally collected. Someone donated \$100 last minute. The checks were cashed and thank yous sent to all those who have donated. (Report from Katrina)
- **SAVE Act Presentation.** An ad hoc committee is working on the programming to use grant money. Karrie Weaver will be presenting on the SAVE Act on Monday, November 10 at the Amery Area Community Center, 6:30-7:45 PM. Some *lunch and learns* will be planned for January 2026. Promotion of the November 10 event is in process.
- **HUBS and Recruiting for Voter Services** – Kay Brooks and Kathy Streitz shared a template for a HUBS structure to be used for: planning and implementing projects (Farmers Markets, NVRD, High Schools, postcard writing); text groups; phone tree; email tree; car pools; distributing supplies; sharing information and fellowship via coffees.

They reported that emails are not generating the volunteers they need.

They plan to find a "point person" or 2-3 person team for each HUB to share the work. This is the link to the HUBS spreadsheet:

https://docs.google.com/spreadsheets/d/1011gHM5zZIGJwQvjq4FNosszjKJ2_qUAchNNgHBJ-Yw/edit?usp=sharingng

Feedback after this meeting about the HUBS proposal is welcome.

- **Term Limits Presentation by Duke Tucker** – Kris Surbaugh reported that Patti Hurd, Carolyn Saunders and she met to plan for the October 2 presentation by Duke Tucker at the Burnett Government Center. Program is set and they have volunteers.

- **Scam email** – no League officer will ever ask you to buy gift cards or send money via Venmo. Delete any of these scam emails and ignore the texts.
- **Unite and Rise** – Beth reported that LWVSCV submitted their request for signs and other materials to LWVUS. Our chapter is meeting or exceeding expectations from National.
- **SAVE Act flyer** is created and promotion is planned. Kathy will send the flyer to the printer.

Next Board Meeting:

November 4, 2025, 4-5:15 p.m. via zoom Board and 2026 Planning Meeting. General membership encouraged to attend.

Notes

Available carryover from previous year as of March 25, 2025	7,900.00	Approximately \$5,000 in membership dues are owed to LWVUS and LWWVI. This encumbrance is not included in carryover.
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INCOME		Budget	Notes
Membership Dues, New System		1,090.00	LWVSCV gets 20% of dues paid. Of the recommended \$75 dues, \$13.62 goes to us. (20% of \$75 is \$15 minus credit card fees.)*
Donations			
	Individual	2,000.00	
	Other	500.00	Free will donations at events
Grants		-	
Fundraisers		3,575.00	Quilt raffle ticket sales and fundraising letter
TOTAL INCOME		7,165.00	

EXPENSES		Budget	
Administrative			
	Legal Fees (WI DFI annual fee)	25.00	
	Computer/Web	450.00	
	Quickbooks subscription	420.00	
	Zoom subscription	180.00	
	Postage/Copies	50.00	
	Supplies	200.00	Hospitality and unanticipated expenses
	Vote 411	75.00	
	Insurance	400.00	
	Room Rental	300.00	3 rentals@\$100
Total Administrative		2,100.00	
Programs			
	Sound	100.00	
	Speaker Fee	250.00	
	Readers Theater	1,500.00	
Total Program Costs		1,850.00	

Member Services			
	Packets	50.00	
	Printing	100.00	
	Postage	50.00	
	Hospitality for member events	275.00	Reimbursement limited to \$100
Total Member Services		475.00	
Voter Services			
	Signs (replacement)	300.00	Vote Tuesday & Thank Election Workers
	Copies/Publicity	300.00	
	Postage	500.00	Postcards, postage
	Candidate Forums	300.00	
	Supplies	200.00	
	Bookmarks	500.00	
Total Voter Services		2,100.00	
Communications & Media			
	Misc	100.00	
Total Communications & Media		100.00	
Budget/Fundraising			
	Fundraising, miscellaneous fees	250.00	
	Fundraising, letter	250.00	
	Raffle license	40.00	
Total Budget/Fundraising		540.00	
TOTAL EXPENSES		7,165.00	

*<https://www.lww.org/league-management/membership/chapterspot-resources>

		6/30/2025	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Notes
Checking Account		18,112.27	18,021.80	18,354.29												
Encumbered		5,000.00	2,200.00	1,020.00											8,220.00	5,000 for PHP, X for dues owed under new membership system, estimated by month until paid
Available for Use		13,112.27	10,821.80	10,134.29												
INCOME		Budget														Notes
Membership Dues, New System		1,090.00	453.73	1,180.58											1,634.31	LWVSCV gets 20% of dues paid. Of the recommended \$75 dues, \$13.42 goes to us. (20% of \$75 is \$15 minus credit card fees.) * Includes membership in no less money.
Donations																
	Individual	2,000.00	25.00	100.00											125.00	
	Other	500.00	-	-											-	Free will donations at events
Grants		-	-	-											-	
Fundraisers		3,575.00	-	150.00											150.00	QuikBooks ticket sales and fundraising letter
TOTAL INCOME		7,165.00	478.73	1,430.58											1,909.31	
EXPENSES		Budget													Remaining	
Administrative																
	Legal Fees (WI DRI annual fee)	25.00	-	-											25.00	
	Computer/Web	450.00	159.00	-											291.00	\$159 for electronic membership form (gravity form)
	Saris Web Design		50.00	50.00											(100.00)	Contract signed in 24-25, \$50/month for web support
	Quikbooks subscription	420.00	38.00	38.00											344.00	QuikBooks monthly cost went up from \$35 to \$38 on July 1.
	Zoom subscription	180.00	-	168.70											11.30	
	Postage/Copies	50.00	38.20	-											11.80	
	Supplies	200.00	-	-											200.00	Hospitality and unanticipated expenses
	Vote 411	75.00	-	-											75.00	
	Insurance	400.00	-	-											400.00	
	Room Rental	300.00	-	-											300.00	Rentals @ \$100
	Refund of membership test		60.00	40.00											(100.00)	
	Dues paid to National/State			228.00											(228.00)	
Total Administrative		2,100.00	345.20	624.70											1,230.10	
Programs																
	Sound	100.00	-	-											100.00	
	Speaker Fee	250.00	-	-											250.00	
	Readers Theater	1,500.00	-	375.61											1,124.39	
Total Program Costs		1,850.00	-	375.61											1,474.39	
Member Services																
	Packets	50.00	-	-											50.00	
	Printing	100.00	-	-											100.00	
	Postage	50.00	-	-											50.00	
	Hospitality for member events	275.00	-	79.13											195.87	Reimbursement limited to \$100
Total Member Services		475.00	-	79.13											395.87	
Voter Services																
	Signs (replacement)	300.00	-	-											300.00	Vote Tuesday & Thank Election Workers
	Copies/Publicity	300.00	-	32.00											268.00	
	Postage	500.00	56.00	-											444.00	Postcards, postage
	Candidate Forums	300.00	-	-											300.00	
	Supplies	200.00	168.00	31.65											0.35	
	Bookmarks	500.00	-	-											500.00	
Total Voter Services		2,100.00	224.00	63.65											1,812.35	
Communications & Media																
	Misc	100.00	-	-											100.00	
Total Communications & Media		100.00	-	-											100.00	
Budget/Fundraising																
	Fundraising, miscellaneous fees	250.00	-	-											250.00	
	Fundraising, letter	250.00	-	55.00											195.00	
	Raffle license	40.00	-	-											40.00	
Total Budget/Fundraising		540.00	-	55.00											485.00	
TOTAL EXPENSES		7,165.00	569.20	1,098.09											5,497.71	

*https://www.lwv.org/league-management/membership/chapters/spot-resources