League of Women Voters of Minnesota Records

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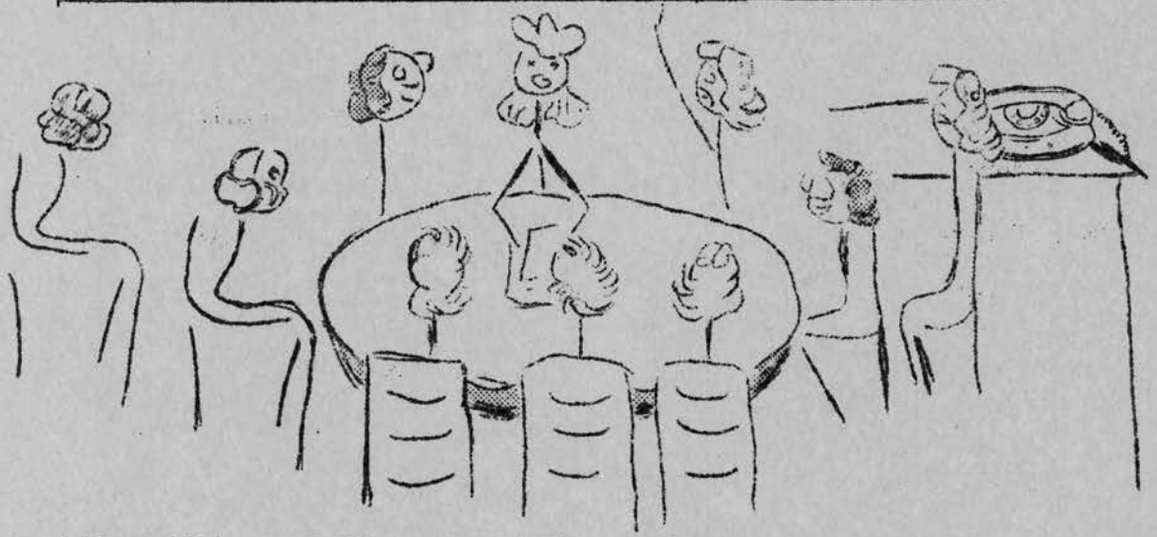
Version 3
August 20, 2018

OUTLOOK FOR WORK

LEAGUE CALENDAR -1962-63					
JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
JAN.	FEB.	MARCH	APRIL	MAY	JUNE



League of Women Voters of Minnesota, 15th & Washington S.E., Minneapolis 14, Minn.
070262D - 35¢
July, 1962

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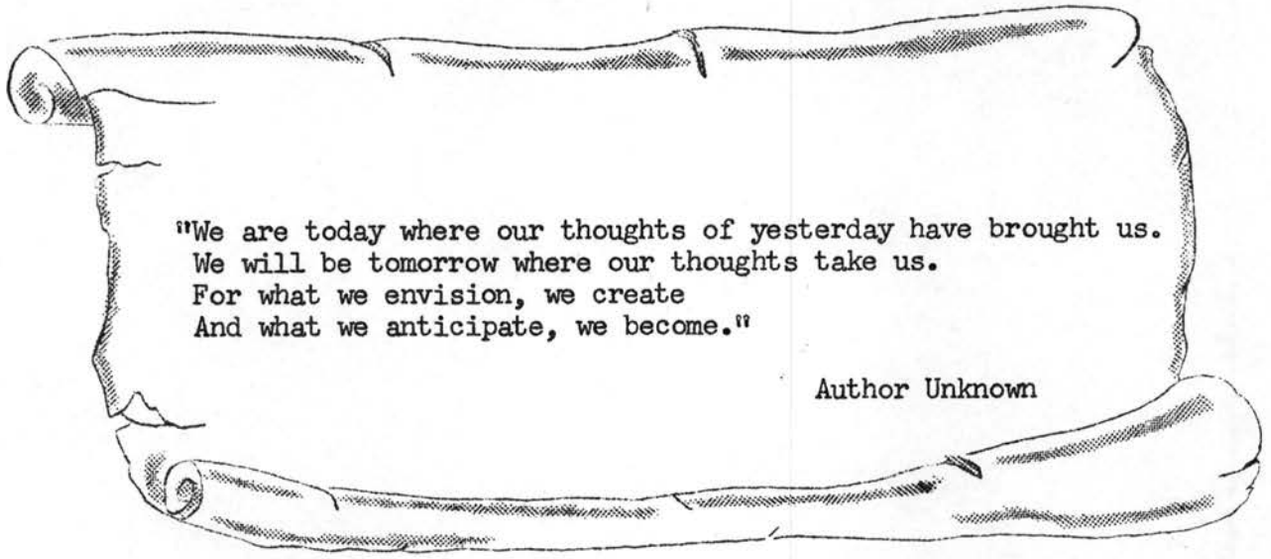
Two copies of this report are being sent to each local League President and one to the Duplicate President's Mailing List. Additional copies may be ordered from the state office for 35¢. We encourage you to order one copy for each of your Board members. If this is not practical, take the staple out of one copy and give each section to the appropriate person on the Board. The Outlook Calendar will serve as a guide to planning your local calendar; remember, however, that the deadline dates for publications are tentative, since changed circumstances might require changed deadlines.



For the League of Women Voters of Minnesota, the year ahead can be a tremendous one. We have a timely and dynamic program; we have the talent and publications to implement it. We have a general election ahead - the first under our hard won reapportionment. We have three constitutional amendments to pass, and we must once again merit the trust placed in the League by thousands of citizens all over the state - trust that as before, our Voters Service activities will be factual, fair and informative.

Through all this exciting fall activity run the parallel threads of a newly chosen national program - and the prospects of new state issues to be chosen at next spring's Convention.

Carried along by the enthusiasm generated by a smashing national Convention and an unexpectedly large and equally enthusiastic State Council meeting, I wonder if we have the vision - the dedication - the strength of belief - to do what is needed. Have we the patience to orient and re-orient the members, new and old, in what they must know and understand - have we the energy to do the day by day tasks which are the ingredients of success? Have we the courage to break out of accepted and outmoded molds into bolder concepts of organization and program?

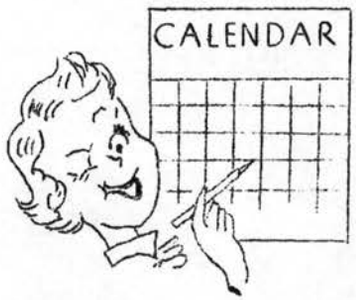
We belong to an organization without peer in its field, but it has been forged and fashioned and welded by almost gargantuan efforts of leaders and members alike. The kinds of service we render - the probing analyses of current issues - the search light we put upon candidate and issue in our public meetings - our very organization itself, based on and by and for the individual, all are a living testimonial to the existence and validity of the democratic processes we seek to understand and perfect and preserve.

I believe that we <u>do</u> have what it takes in these turbulent, testing times to envision new horizons for the League and to create new areas in which we can serve - for what we anticipate, we become.

Mrs. O. H. Anderson, President
161 Juniper Avenue, Mahtomedi 15
Telephone: GARDEN 6-3707

TIP SHEET FOR CALENDAR PLANNING

1962 --- 1963



Calendar Planning is a total Board responsibility and should be one of the most exciting, stimulating and rewarding Board experiences. There is no one specific procedure for you to follow but we have outlined some basic steps for you to consider and put to use in your League.

Preparation for Calendar Planning

1) You should know by now where your thoughts of yesterday have brought you. If you have not taken time to evaluate the activities of your League and your effectiveness, ask each Board member to consider the past year as she begins to think about the year ahead.

2) Provide publications for Board members well in advance of Calendar Planning meeting. These publications should include the new LOCAL LEAGUE HANDBOOK, GUIDE FOR PLANNING FOR LOCAL AND STATE BOARDS (National Board Report) May, 1962, OUTLOOK FOR WORK (Minnesota State Board) July 1962 and all of the publications listed by portfolio in the latter. Also have the 1962-63 Local League President's Check List from the National Office, May 31, 1962.

3) The scheduling of the Calendar Planning meeting depends upon your local situation. It should be held before September 1 and at a time when all Board members can be present. Do not attempt to do Calendar Planning at a meeting when there is a great deal of other League business to be handled.

4) The President should plan the agenda well ahead and send it to the Board members with specific instructions as to what will be expected of each member. For example, each should know: 1) what particular activities are anticipated in her field; 2) the order of their importance; 3) approximate dates including starting preparation and completion; 4) amount of money budgeted and how it can best be used; 5) ideas to promote member participation, etc.

5) Ask your secretary or some other Board member to prepare a large calendar to mark dates and activities as the meeting proceeds. Each Board member can use the calendar attached to her OUTLOOK FOR WORK.

Planning Procedure

1) Review Recognition Standards.

2) Study and follow suggestions in LOCAL LEAGUE HANDBOOK on Board Planning, p. 10-12 and Planning Program Development, p. 27.

3) Make broad plans for the whole year's activity realizing that such plans are subject to change if situations arise necessitating reconsideration of plans.

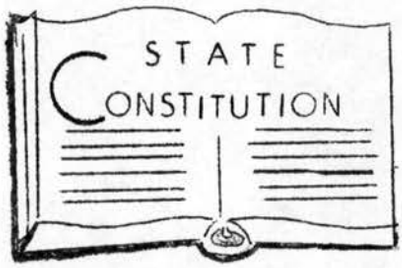
4) Give realistic consideration to publication dates given by state and national Boards allowing sufficient time to prepare for planning sessions and/or briefing sessions.

5) Check local, state and national Bylaws so that all deadlines may be met.

Remember the suggestions for League activity in the national GUIDE FOR PLANNING and the state OUTLOOK FOR WORK are just a beginning. You are limited only by your own initative and ingenuity.

OUTLOOK FOR WORK ON STATE ITEM I

1962 - 1963



Chairman: to be announced

"The League of Women Voters of Minnesota will work for amendments to improve the constitution of the state of Minnesota."

In our Constitutional Revision item, we are indeed today where our thoughts of yesterday have brought us, and where you told us you wanted to be. Based on thorough study, we have strong support positions on the three ballot issues, the proposed constitutional amendments; we have a new position on the amending process; we have a fine resource piece in our "Commentary on the Minnesota State Constitution," which, along with the forthcoming Lively Issues Voter, can serve as the basis for unit meetings which will be the forerunners of good state program selection.

Our Council Workshops showed no burning issues on which you wanted more study material - in fact, we heard many pleas for no more material. So - there will be no more resource pieces on the item.

Rather, we urge you to concentrate first on reviewing the study materials on the three amendments and then taking yourinformation to the public and asking for a YES vote; we urge your cooperation with the many other groups also working for the passage of these three amendments. This is the joint responsibility of your local Public Relations and Legislative Chairmen and you.

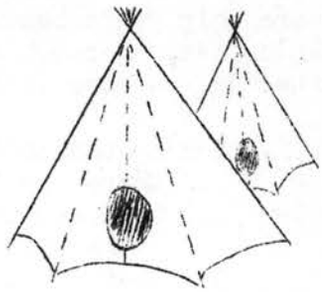
We suggest your close attention to the activities of the Governor's Committee on Constitutional Revision, we urge you to use the Commentary not only as a stimulus toward new program making, but also as good general background in this important field.

Local League Handbook (national)
Publications Catalogs (national, state)
Facts (national, state)
Forty Years of a Great Idea (national)
How to Spend Money for the LWV (national)
Local Bylaws, Program and Budget

The State You're In (state)
Well, What D'Ya Know..(state)
Proposed Const. Amendments (state)
Commentary on Minn. Constitution (state)
VOTE YES Three Times brochure (state)

OUTLOOK FOR WORK ON STATE ITEM II

1962 - 1963



Chairman: Mrs. Harold J. Watson
2140 West Hoyt, St. Paul 8
Telephone: MI 5-3004

"The League of Women Voters of Minnesota will continue its support of the principles of employment on merit and will study other problems of discrimination."

Direction from the 1961 Convention was primarily toward problems of housing and employment and the special problems of the Minnesota Indian.

PART I

Yesterday we studied problems of discrimination in general, which included a review of existing legislation and an exploration and definition of the role of state government. Our official position today is:

"The League of Women Voters of Minnesota opposes discriminatory practices which deny rights to any citizen on the basis of race, color, creed, national origin or age. Antidiscrimination legislation, enforced by commission administration, is a necessary means of eliminating such discrimination. We support the present legislation regarding employment, real property and public accommodations as partially achieving this end."

Where will we go tomorrow? First, of course, we want to implement this position. For you, this means community education. Lists of available materials were provided at Council. Speakers may be obtained through the Minnesota Council for Civil and Human Rights, a coordinating body of human relations organizations and citizen groups. Contact our own Mrs. Charles Foster, 2216 Newton South, Minneapolis 5, Minnesota. It also means talking to your legislative candidates. The best time to do this is before election. Our position means support of: 1) the 1961 amendment to the FEP law regarding the sale of real property and the establishment of SCAD; 2) adequate funds and personnel for SCAD; 3) an age amendment to the employment law; and 4) administration by SCAD of the public accommodations law.

Assuming some continuity in the legislature, here are the names of the 1961 Senate Finance Committee: Imm, Chairman; Carr, Child, Dunlap, Erickson, Franz, Rudy Hanson, Heuer, Ralph Johnson, Josefson, Lofvegren, McKee, Mitchell, Nelson, Elmer Peterson, Root, Rosenmeier, Schultz, Sinclair, Walz, Westin. 1961 House Appropriations Committee: Shovell, Chairman; Volstad, Vice-Chairman; W. Anderson, Bassett, Battles, Cunningham, Enebo, Enesvedt, Erdahl, Fitzsimons, Franz, Fugina, Hall, Head, Hofstad, Iverson, Klaus, Knudsen, McLeod, Munger, Noreen, Popovich, Renner, Rutter, Skeate, D. Swenson, Voxland, Wichterman.

You will receive supplementary material regarding age and sex as employment factors and a copy of the 1962 Compilation of Minnesota Laws Against Discrimination.

PART II

What we do today in studying the special problems of the Minnesota Indian, locating areas where state legislative action may be required to effect solutions, may determine for us many tomorrows. The time we spend on any topic is limited.

We are only guaranteed two years for any item. It is doubtful that we can be broad, imaginative, thorough and hurried all at once. However, to facilitate information gathering, we have divided the topic as follows:

A. Fixing the Indian in the political structure.
   1. Where are Indians in Minnesota? What is their land status?
   2. What are the Bureau of Indian Affairs policies, federal laws and treaties which pertain to Minnesota Indians?
   3. What state laws deal specifically with Minnesota Indians?
   4. How do Indians govern themselves?

B. Problem areas. State and National programs as they pertain to Minnesota.
   1. Economic development programs.
   2. Health and welfare procedures
   3. Education and scholarships
   4. Relocation and assimilation
   5. The administration of justice

It may help local resource chairmen to know that the state Board has two separate committees, one for further study and action on Part I, one for study and publication on Part II. One great asset is woman power.

Most local Leagues will be able to devote only one month's study time to this agenda item. We suggest meetings be scheduled around the Indian study. The distribution of supplementary fact sheets should be sufficient for Part I.

We will send you in October supplementary fact sheets on age and sex and in December, resource material on Indians.

We suggest the following schedule:

1. January 1 - deadline for new consensus on sex
2. February - study by units of special Indian problems
3. May 1 - possible consensus on Indian solutions

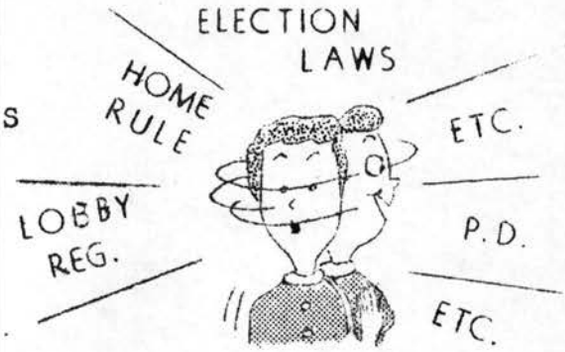
What can you do today? Read as a beginning:

Indian Rights and Resources. 1953, U. of Minn. Center for Continuation Study.
Indian Tribes and Treaties. 1955. U. of Minn. Center for Continuation Study. ("Rights" - $1.00, "Treaties" - $1.50, from World Affairs Center, University of Minnesota, Minneapolis 14, Minnesota)
The Gopher Historian, Minnesota Historical Society, Fall 1955.
Minnesota Indians (Yesterday and Today), Gov. Human Rights Comn., State of Minnesota. 1958.
Five Year Plan for Economic Improvement of Minnesota Indians, Indian Committee, Gov. Human Rights Comn., State of Minnesota, 1960.
First Year Report of the Governor's Indian Action Committee, 1961
Civil Rights Excerpts from the 1961 U.S. Committee on Civil Rights Report, Supt. of Documents, US Govt. Printing Office, Wash. 25, D.C., 45¢
Declaration of Indian Purpose, report of the American Indian Chicago Conference, University of Chicago, June 13-20, 1961
Report of the Indian Affairs Commission submitted to the Legislature of the State of Minnesota, 1961

Local League Handbook (national)
Publications Catalogs (national, state)
Facts (national, state)
Problems of Discrimination (state)
New material to reach you this year
Local Bylaws, Budget, Program

OUTLOOK FOR WORK ON STATE CONTINUING RESPONSIBILITIES

1962 - 1963



Chairman: Miss Hazel Shimmin
600 Bemidji Avenue, Bemidji
Telephone: PL 1-3994

1. Ethics in government (conflict of interest and lobby regulation)
2. Election laws, party designation and corrupt practices
3. Home rule
4. Constitutional revision by convention

"We are today where our thoughts of yesterday have brought us." This is especially true of our Continuing Responsibilities. For the old members, the CRs represent their thoughts as program suggestions carried through League procedure to positions on issues. For the new members, the CRs represent a heritage from the thoughts of others. For both, Continuing Responsibilities are part of the total LWV Program.

Time and money should be allotted by local League Boards for 1) acquainting new members with our positions and 2) keeping all members informed on developments on the CRs. The 1961 publication, "State Continuing Responsibilities," is our best reference for position statements and legislative history of the CRs. This year's Lobby by Letter will give us material designed to help us convince others of the soundness of our positions. In November we will send you material on recent developments in the CR fields.

Party Designation

Again, as in 1961, a League lobbyist will work to have a party designation bill introduced into both houses of the State Legislature. Through CAPITOL LETTER and other means, we will keep members informed of its progress. Local Leagues' help will be needed in several ways. First, local Leagues can let their legislators know they are supporting party designation. Second, they can have other citizens express their views to the legislators. Third, if a TIME FOR ACTION is necessary, local Leagues can be ready to respond.

Other CRs

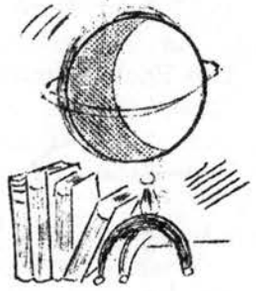
We will not be undertaking the introduction of any bills in these areas, but will study and evaluate any proposals advanced by other citizen groups and by legislators. If they meet our consensus positions, we should be ready to support them in our lobbying at home and at the Capitol. If they threaten League legislation of other years, we must be ready to oppose them.

The ultimate action we want on our CR positions is action by the legislature. The local League CR chairman will need to correlate plans with the Legislative chairman.

Local League Handbook (national)
Publications Catalogs (state,national)
State and National Facts
Local Bylaws, Budget, Program
40 Years of a Great Idea (national)
How to Spend Money for the LWV (nat'l)
Minnesota Needs Party Designation for Legislators folder (state)
State Continuing Responsibilities (state)
Money and Elections (state)
A Digest of Minnesota Election Laws (state)
The State You're In (state)
File of 1961 Capitol Letters (state)
The Missing Link (state)
Ethics and the Public Servant (state)
You Are the Government

OUTLOOK FOR WORK ON BOTH

NATIONAL CURRENT AGENDA ITEMS
1962-1963



Chairman: Mrs. Jules Zaidenweber
3308 Idaho South, St. Louis Park 26
Telephone: WE 9-3137

Item I - Continued support of the United Nations system and an evaluation of means to strengthen that system under present-day conditions.

Item II - Continued support of U. S. policies to promote world economic development and an evaluation of opportunities to expand regional cooperation.

"We are today where our thoughts of yesterday have brought us.
We will be tomorrow where our thoughts take us.
For what we envision, we create, and what we anticipate, we become." (unknown)

In all of its yesterdays the League has been actively concerned in some aspect of foreign policy ranging from international cooperation through the World Court, reciprocal trade agreements, technical assistance and economic development. Through all of our fairly recent past has run the strong thread of support of the United Nations. The recent National Convention showed that this strong interest continues and our look ahead shows that our program choice once again is timely and dynamic.

You have all received the May 1962 National Board Report, which in an excellent way explains the objectives the League hopes to achieve in the study of the CAs in the coming year. I urge you to refer to the Report in setting up your calendar, in planning the scope of your coverage and for the excellent bibliography for ahead-of-time reading.

Planning and Study

Set up your committee now and plan an organizational meeting before long so that you can divide the areas of concentration among your committee members.

Read throughout the summer, so that you and your committee will be ready for the material from national when it arrives in the fall.

Action

This summer will probably be the hottest period for the Trade Expansion Act. The bill was passed by the House - it now goes to the Senate for committee hearings and floor action. If there is any difference between the House and Senate versions of the bill, it will then go into conference committee. Final action is not expected until late in the session, possibly as late as October. The bill might have rough sailing.

This means that our Trade Campaign should now be reaching its climax and be kept up through the summer and fall. Now is the time to write to your Congressman, or better yet, see him when he is in his home district. Get others to communicate with him. Make your letters individual. Don't forget to send the state office copies of your letters, particularly your responses to calls to action.

Don't forget the U.N. Bond Issue and the Foreign Aid Appropriations Bill. Remember, Congress is in session in the summer and important legislation is being considered. Let us not be caught napping.

A statewide Leadership Conference on the Common Market (sponsored by LWV, University of Minnesota, and business leaders) is in the planning stage for February 21,22,23. You will hear more about this later when final plans are made. A tentative program calls for sessions on:

The Background of the Common Market: Political, Economic, Socio-Cultural
Expectations and Principles of the Common Market
Operation of the Common Market: Business, Labor, Agriculture
Projection of the Common Market to other areas of the world.

The Foreign Policy chairman will be the one most likely to attend this conference. You may want to include in your plans local workshops for unit discussion leaders and/or the community at large to share with others the knowledge gained at this conference.

Publications of interest to our Program by the Department of State - available from that department.

1. Alliance for Progress: Its Program and Goals by Teodoro Moscoso, U.S. Coordinator, Alliance for Progress
2. President Kennedy speaks on the Alliance for Progress - The First Year
3. Trade and Aid: Essentials of Free World Leadership by Dean Rusk
4. America's Goal - A Community of Free Nations by Dean Rusk
5. World Food Program - A New Opportunity for the United Nations by Richard N. Gardner, Deputy Asst. Secretary of State for International Org. Affairs

Additional Bibliography for Summer Reading

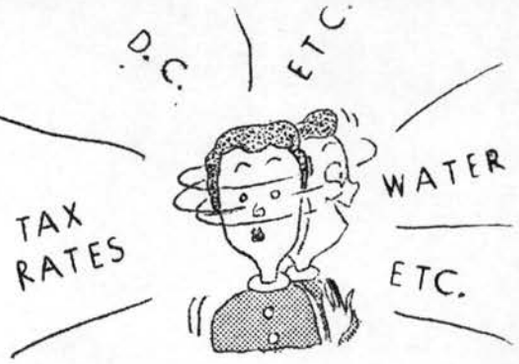
1. Facts for the Future - a Growing Minnesota - World Trade, What are the Issues? available from the U of M Agricultural Extension Service, St. Paul.
2. Minnesota and World Trade. An abstract of a statement prepared by the U.S. Department of Commerce, 1962.
3. North American Trade Policy for the 1960s.
   Report on a two-year study sponsored by the Canadian Institute of International Affairs and the World Peace Foundation. Individual copies free from the World Peace Foundation, 40 Mt. Vernon St., Boston 8, Mass.
4. Challenge for America: Trade or Fade. HR 9900 and the European Common Market, by David J. Winton. Available free from the state LWV office, or from the Bureau of Economic Studies, Macalester College, St. Paul.

LWV Publications for your file:

Local League Handbook (national)
Publications Catalogs (national and state)
Facts (national and state)
Forty Years of a Great Idea (national)
How to Spend Money (national)
Local Bylaws, program and budget
National Board Reports
New Perspectives in Foreign Policy (nat'l)
Trade: What has That Got to Do With Me? (national)
Copies of Congressional Statements (national)
World Economic Development (national)
Leader's Guide (national)
Economic Diplomacy at Home & Abroad (nat'l)
Hard Choices (national)
Foreign Policy Roundups (national)
Politics of Trade (national)
The U. N.: A Candid Appraisal (national)
Pocket Reference on U. N. (national)

OUTLOOK FOR WORK ON NATIONAL CONTINUING RESPONSIBILITIES

1962 - 1963



Chairman: Mrs. Grady Mann
638 West Laurel, Fergus Falls

1. Water Resources
2. Loyalty-Security
3. District of Columbia
4. Tax Rates
5. Treaty Making

Our National Continuing Responsibilities are at once our past, our present and our future. They represent the study and action of several decades of the League. We currently keep a watchful eye on any threats to our position and we anticipate limited action in some areas in this next year. (National Board Report, page 17)

Let us see how many ways we can work in information on the National Continuing Responsibilities. This vital part of our program is a basic part of new member orientation and old member reorientation. Perhaps a review of background material from the publications file with a display of news clippings will stimulate membership interest. Take one C. R. at a time. Let it be the member's responsibility to take time to do a little extra reading on this phase of League Program. It cannot all be done through meetings and bulletins. An understanding of our Continuing Responsibilities is essential for our political effectiveness.

Education, not only of ourselves but of the community, seems to go hand in hand with water resources in its various applications about the State. That is the kind of help that the Interstate Red River Water Resources Committee will be needing. Study of the Sanitation Bill in the Metropolitan area would be another example. When local interests are tied in with National Continuing Responsibilities how much more concerned we are. It will be interesting to see how you use this approach with the other Continuing Responsibilities.

The Current Review of Continuing Responsibilities has been well used by Minnesota local Leagues. The National Voter and the National Board Reports are also keeping us informed. Share them with your new members and build League enthusiasm.

Local League Handbook (national)
Publications Catalogs (national and state)
Facts (national and state)
Forty Years of a Great Idea (national)
How to Spend Money (national)
Local Bylaws, Local Program and Local Budget
National Board Reports
Program Record (national)
National Continuing Responsibilities, 1962-64 (available in the fall)
Current Review of Continuing Responsibilities (two issues during the year)
National Voter

O U T L O O K F O R W O R K O N

L O C A L C U R R E N T A G E N D A

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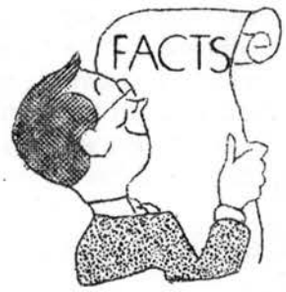


Chairman: Mrs. Herbert Wright
1426 Hythe, St. Paul 8, Minnesota
Telephone: MI 6-0665

"What we anticipate we become."

Each of us has made a personal diagnosis of our local League ailments from time to time. Each of us measures this appraisal against a model local League that we envision to exist in the never-never-land. The local League grows in varying degrees in the fields of membership, finance, voters service. We are where we are this year because of our record in these fields last year. Basic to the welfare of all Leagues is the local current agenda.

You need a vital local agenda for a good League. The local current agenda concerns the level of government which touches us most closely. Here we can measure both effort and result. Together with Voters Service, the local current agenda is largely responsible for the reputation of the League in the community. We at the state level are ready to facilitate in making your local agenda a success.

Choosing Program Wisely - This year publish a lively issues.

In her keynote address to state council our President cautioned local Leagues, "Don't mistake study for action." She noted a reluctance to choose local program in proper League fields where probable League action will result. Since choosing program is one of the most important steps to proper action the local agenda chairman should be watching continually for new areas of local government where the League can furnish effective leadership. Keeping a keen eye on the deliberative bodies in the community will provide you with new program ideas. Along about January you should prepare a lively issues page for your bulletin. List all of the local issues worthy of League attention. Always add pertinent information as to what contribution you feel the League might make in each area. See Outlook for Work in Field Service, page 35, for regional workshops on the Annual Meeting to be held in the Fall.

A Step-by-Step Program Record - This year keep a loose-leaf notebook.

Each local agenda chairman should start a loose-leaf notebook. In it should be kept a step by step record of the development of the agenda. Such a record will be invaluable to other Leagues and to your successors. Such a cumulative record will eliminate confusion and lack of information about previous agendas. As you publish material on your local agenda, please send a copy to the state office - see Publications Outlook for Work, page 29. There you will find directions for producing a new catalog of "Publications by Local Leagues." We would like all Board members to cooperate with this new venture of the state Publications chairman in order that our first catalog is accurate and produced on time. September 1st is the deadline to get your local League's listing in to the state office.

Working with Other Leagues - This year correspond with other Leagues.

Each local agenda chairman should consult the local agenda lists for 1960-61 and 1961-62. The new lists for 1962-63 will be sent to you in August. Write directly to those Leagues who are now working on or have completed a similar item. For Leagues in a central geographic area working on the same problem it might be possible to arrange a meeting of resource people. Through exchanging ideas come new, imaginative ones that can be used in your own community.

Attending Official Meetings - This year start an observer's program.

If your League has not developed some other system, the local agenda chairman may wish to schedule attendance of members at city council, county board and school board meetings. Watch particularly for committee of the whole meetings on issues of interest to the League. City, county and school budget committee meetings are open and important for League attention. A regular observer reports to the Board and membership from time to time. Some Leagues provide for this by setting aside a section of the bulletin for observer reports, called, for instance, "Board-watcher's Report," "Council Meeting Highlights," "Once Over Lightly," etc. Through the observer's program members can become knowledgeable in the operation of local government and can be kept informed on current local problems.

Reaching the Community - This year start a drive to arouse the citizen's interest in League program.

The local agenda chairman should develop community understanding of the local issue during the study period. There should be presentation of resource material through the newsmedia, by speakers at meetings of other organizations, in open meetings and by a League publication. After consensus she should make every attempt to gain support for the League's position. There should be presentation of the League's viewpoint to community leaders, public officials and other individuals; and to the public at large through newsmedia, community meetings, speakers bureau, a League publication.

This quotation from Abraham Lincoln seems a very pertinent observation. "Public sentiment is everything. With public sentiment, nothing can fail. Without it, nothing can succeed. Consequently, he who molds public sentiment goes deeper than he who enacts statutes or pronounces decisions. He makes statutes or decisions possible or impossible to effectuate."

Local League Handbook (national)
Publications Catalogs (national and state)
Facts (national and state)
Forty Years of a Great Idea (national)
How to Spend Money (national)
Local Bylaws, Local Program and Local Budget
LCAs of Minnesota Leagues (state)
LCA Bibliography (state)
Know Your Town, or County (national)
Know Your School District Survey (national)

Guide to Local Current Agenda and Local Program Kit, 50¢, League of Women Voters of Wisconsin, 102 Roby Road, Madison 5, Wisconsin

Road to Successful Local Programs, 30¢, LWV of Louisiana, 2417 Webster Street, Alexandria, Louisiana

Tools for Work on Local Government, 20¢, LWV of California, 355 Grand Avenue, Oakland 10, California

Local Program Handbook, 10¢, LWV of New York, 131 E. 23rd St. , New York 10, N.Y.

OUTLOOK FOR WORK

METROPOLITAN AREA

COUNCIL 1962-1963

Chairman: Mrs. Herbert Wright
1426 Hythe, St. Paul 8, Minnesota
Telephone: MI 6-0665

"We are today where our thoughts of yesterday have brought us." Each of us has envisioned a voluntary association of local Leagues which would allow us to cooperate in solving the problems inherent in our metropolitan area. This association would be strong yet flexible enough to allow each League to retain its local sovereignty. At our State Council Meeting in May such a metropolitan council was formed and so we stand on the threshold of a new era of inter-League cooperation.

The Outlook for Work for the local League council representatives seems very bright indeed. As we begin a study of our metropolitan area problems and an analysis of possible solutions we can look forward to many rewarding and stimulating hours. This first year will be a general survey prior to the selection of a specific problem whose solution may require state legislative action. As a member of the local Board, the representative will be the line of communication among the council activities, her Board, and especially the League members. It is strongly urged that each representative be an active member of a resource committee so that she can help select and organize the study material and at least once a year plan and carry out a briefing session for her League. As the representative grows in her knowledge and understanding so will our council be strengthened and be effective. The plans tentatively proposed by the steering committee are subject to change in the months ahead as we develop and adapt to the new experience of working as 31 separate Leagues on this single program.

Here is how the year's program will be scheduled. More specific plans will be outlined in the monthly newsletters beginning in August.

A. The Fall business meeting scheduled for the first week in October, with the Edina League as hostess, will be concerned with organizational matters.

1. Discussion and adoption of the final draft of the agreement as prepared by the steering committee

2. Election of officers

3. Discussion of relationship between county councils and metro council

4. Appointment of representatives to resource committees

Prior to this meeting a list of possible committees and a bibliography of resource material relevant to our metropolitan area will be sent to each representative.

The business meeting will be followed by luncheon and a discussion of the general aspects of our metropolitan area - a panel discussion on the present status of cooperation between local governments in our metro area - speaker on some general features of our metropolitan area.

B. At the end of November we plan a meeting to discuss and evaluate all the resource material available to us from the many agencies now concerned with our metro area.

C. A February League Day for all League members to kick off the briefing meetings which each representative will conduct for her League. Several Leagues might get together and work out some arrangement for holding a joint briefing.

D. June Metro Council Convention (MCC) will adopt a program for the next two years.

Summer Reading

The Death and Life of Great American Cities - Jane Jacobs

Communitas - Paul and Percy Goodman

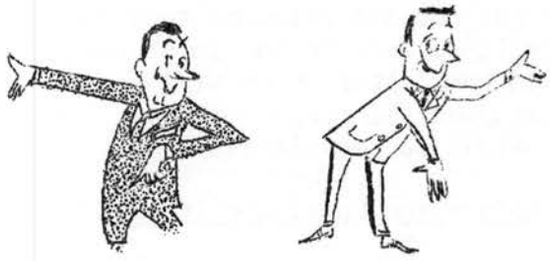
The City in History - Lewis Mumford

Exploding Metropolis - The Editors of Fortune, Anchor pocketbook, A 146, 95 cents

OUTLOOK FOR WORK ON

VOTERS SERVICE 1962 - 1963

Chairman: Mrs. E. C. Davidson
2510 Xylon South, St. Louis Park 26
Telephone: LI 5-5514



GOP DFL

YESTERDAY IN VOTERS SERVICE

Increased political awareness for ourselves and for other citizens has always been the goal of Voters Service in the League of Women Voters. Local Leagues have worked toward this goal by their sponsorship of candidates and other public meetings, attendance at local government and legislative sessions, distribution of nonpartisan Voters Service information, and by informing themselves on government at all levels.

Mandate from Local Leagues

In January of 1961, representatives of local Leagues in the metropolitan area met with the State President to discuss Voters Service. These members gave their enthusiastic approval to local candidates meetings, speakers bureaus, information booths, and distribution of publications and information on candidates at election time. They asked that the state Board assume the responsibility for state-wide candidates meetings. The idea of televised candidates interviews was presented. These representatives suggested that local Leagues cooperate in sponsoring candidates meetings in their districts, so that they would not be competing for the time of the same candidate, and that they concentrate on local, county, and legislative and congressional district candidates.

TODAY IN VOTERS SERVICE

"Speak for Yourself" was the first Voters Service publication on the state level in 1962. Base your Voters Service plans on the information given in this pamphlet, and refer to the calendar at the end of this OUTLOOK FOR WORK.

Ballot Issues

Have you ordered Amendment Broadsides for distribution in your community? The official titles of the amendments will be:

1. INVESTMENT OF TRUST FUNDS FOR SCHOOLS
2. STATE DEBT AUTHORITY - BUILDINGS AND OTHER PURPOSES
3. 120 DAY LEGISLATIVE SESSIONS

Citizens in your community will be asking League members to TELL THEM what the amendments are all about. Your basic study material, of course, is "Proposed Amendments 1962."

Congressional and Statewide Candidates Questionnaires

The national Board, as always, has prepared for us the Congressional Questionnaires; the state Board, the Statewide Candidates Questionnaires. The VOTERS GUIDE section of the Minneapolis Tribune will publish the replies of Congressional (all eight districts) and Statewide Candidates during the week preceding each election.

Legislative Candidates Questionnaires

At State Council, each local League received information regarding the assignment for interviewing candidates. The questionnaires prepared by the state Board will be sent to the local League responsible. Please follow the directions given in the letter which will accompany the questionnaires, so that the information reaches the proper places. The VOTERS GUIDE does not publish replies to Questionnaires to Legislative Candidates except in Hennepin County.

Television Candidate Interviews

WCCO-TV has offered us eight half hours for a series of televised candidate interviews, to be shown 3:30 to 4 p.m. Saturday afternoons starting July 21 and running through September 8. These televised interviews will follow a "Meet the Press" format moderated by the State President and including a panel of newsmen. Please work with your Public Relations Chairman to publicize the following schedule:

July 21	Associate Justices	August 18	Railroad & Warehouse Com.
July 28	Attorney General	August 25	Secretary of State
August 4	State Treasurer	September 1	Lieutenant Governor
August 11	State Auditor	September 8	Governor

TOMORROW IN VOTERS SERVICE

Before we know it today will be tomorrow, so now is the time to concentrate on planning for Voters Service. Our thoughts today must be our actions tomorrow.

Local Candidates Meetings

Plan for Candidates Meetings early! Cooperate with other local Leagues in your legislative district (see map in "Speak for Yourself" and also the assignment list for Legislative Candidates Questionnaires), and plan a candidates meeting at a centrally located or well-known place. Now is the time to get heads together and come up with new ideas. "Politics are Popping" is a good publication to use in planning a cooperative meeting. Choose a good, reliable moderator. (How about the experienced moderator-member of another League, preferably with a sense of humor?) Concentrate on county, legislative and Congressional candidates.

Get-Out-the-Vote

Does your local League assist with registering voters? Discuss this plan with your city or town clerk. Scouts and other organizations are available to cooperate with Voters Service plans. Refer to SWAP SHOP in your Voters Service Kit for ideas to supplement those of the local League members.

Report of Local League Voters Service

Tomorrow - when elections are over and candidates have been chosen - complete the Check List for reporting V. S. Activities in the local League. The deadline for this is December 1. (You will receive this form in August.)

Local League Handbook (national
Publications Catalogs (state, national)
Facts (state, national)
40 Years of a Great Idea (national)
How to Spend Money (national)
Local League Budget, Bylaws, Program
Voters Service Kit (national)
Give the Voter a Hand (national)
Congressional Rollcalls (state)
Speak for Yourself (state)
Digest of Minn. Election Laws (state)
Politics are Popping (state)
You are the Government (state)
You and Your National Government (nat'l)
Proposed Amendments 1962 (state)
Amendment Broadsides (state)
Voters Service Swap Shop (state and national)

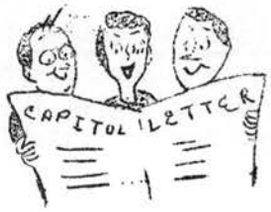
LOCAL LWV VOTERS SERVICE CALENDAR

Deadlines 1962

JULY	16	You receive Amendment Broadsides ordered from state LWV
	17	You receive Legislative Questionnaires from state office
	17	Filings close for candidates
	18	Start mailing Questionnaires to Candidates for Legislature with covering letter
	21	WCCO-TV Candidate Interview with Supreme Court Justice Candidates
	28	WCCO-TV Candidate Interview with Attorney General Candidates
AUGUST	1	Deadline for Legislative Candidate to return his questionnaire to you
	4	WCCO-TV Candidate Interview with State Treasurer Candidates
	10	Local League sends a copy of Legislative Questionnaire to state office
	11	WCCO-TV Candidate Interview with State Auditor Candidates
	18	WCCO-TV Candidate Interview with Railroad and Warehouse Commissioner
	21	Last day for voters to register to vote in the Primary
	24	Check List on Candidates Meetings and other Voters Service activities mailed from state office to local Leagues
	25	WCCO-TV Candidate Interview with Secretary of State Candidates
	30	Local League Voters Service plans complete - may include candidates meetings, registration and get-out-the-vote campaigns, publicizing Legislative Candidates information and Minneapolis Tribune VOTERS GUIDE
SEPTEMBER	1	WCCO-TV Candidate Interview with Lt. Governor Candidates
	3	During this week several issues of Tribune VOTERS GUIDE
	8	WCCO-TV Candidate Interview with Gubernatorial Candidates
	3	During this week perhaps local League Candidates Meetings and other Voters Service activities
	11	Primary Election
	12	Local League VS plans for General Election started - may include candidates meetings, registration and get-out-the-vote, information on amendments, publicizing of Legislative Questionnaires, advertising Minneapolis Tribune VOTERS GUIDE
OCTOBER	16	Last day to register to vote in General Election
		During the month - Local LWV Candidates Meetings and other VS activities
		Amendments - publicize in speeches, radio, TV, newspapers
		Voters Service Swap Shop and Fact Sheet from national will reach you sometime in the fall.
	29	During this week several issues of Tribune VOTERS GUIDE
NOVEMBER	6	General Election
DECEMBER	1	Return Voters Service Check List to State LWV office

OUTLOOK FOR WORK

LEGISLATIVE 1962-1963



Chairman: Mrs. N. E. Duff
Route 3, Box 120, Wayzata
Telephone: GR 3-9189

"In the 14 years that I have been in the legislature no group that I know of has done as much as the League of Women Voters in bringing state governmental issues to the people and in creating public awareness of these issues, and public understanding... the League has been of tremendous assistance to the legislature by making available to legislators and committees the facts, figures and materials which it has gathered and studied, and developed... So far as I can see, the League's position on issues is never slanted toward any political party, but rather is aimed at securing the kind of legislation which will produce good government under any responsible party representation elected by the people... Every legislator interested in an issue on the League's agenda can get valuable assistance from the League, furnished gratis and eagerly... I compliment the League of Women Voters on its fine work and thank its members for the help they have been to me over the past 14 years."

So speaks a legislator from one of our local League towns. We are today what the past has made us. You as legislative chairman for your League, build upon this fine League past and mold the future upon the program items envisioned by your League delegates to the state Convention a year ago. Of major emphasis are:

1. Party designation for legislators. Do some summer lobbying. See enclosed two yellow sheets. Also enclosed is a sheet on how to lobby. You may wish to place your order now for the Party Designation folders, unless you already have done so.

2. Getting out a YES VOTE on all three amendments to the Constitution at the election this fall. Lay plans now with your Item 1 chairman, Public Relations and Publications chairmen. There is support for the amendments among education groups, employers groups, labor groups and both political parties; work with them to reach all the voters using the VOTE YES brochures. Be sure to work separately from the Voters Service chairman. She is serving the voter with general pro and con information. You are selling a point of view - Vote Yes.

The Legislative Observers Program will be held again this winter. A new twist - feel free to bring along one or two guests with you such as your legislator's wife, or your editor or any community leader. More details on the program later. Capitol Letter, that best selling news sheet at $1 a subscription, will roll off the presses again and is excellent as a present for your contributors, mayor, editor, etc.

The Job Description for Local League Legislative Chairman, November 1960. See if it's in your files; if not write the state office for a copy of this two sheet advice for organizing your job. It has valuable tips on how to win friends in your community for League program and how to influence legislative votes. Calls to Action in the middle of the session are easy and effective for the legislative chairman who has made her contacts, arranged her calling committee and done her homework in advance.

Lobby by Letter kit is your basic tool. It is being updated and will be mailed in August to your President. Included will be thumb-nail sketches of the League program items, How a Bill Becomes a Minnesota Law, Party Designation folder, How to Write Your Legislator and also How to Write Your Editor.

Local League Handbook (national)
Publications Catalogs (national and state)
Facts (national and state)
Forty Years of a Great Idea (national)
How to Spend Money (national)
Local Bylaws, Local Program and Local Budget
Job Description for Local League Legislative Chairman (state)
Lobby by Letter kit (state)
The Do's & Don'ts of Lobbying (state)
Legislative Etiquette (state)
Proposed Amendments to Minnesota Constitution (state)
Problems of Discrimination (state)
Doorway to Change (state)
Commentary on Minnesota Constitution (state)
Map of Minnesota Capitol (state)
Capitol Letter (state)

OUTLOOK FOR WORK ON

PUBLIC RELATIONS - 1962-1963

Chairman: Mrs. Allan Wash
4708 Phlox Lane, Edina 24
Telephone: 926-8420

- - - -"for what we envision we create and what we anticipate we become."

The big effort for 1962. Your Minnesota League of Women Voters with the cooperation of WCCO-TV is planning a series of 8 half-hour programs to be broadcast every Saturday afternoon from 3:30 to 4:00 beginning July 21.

The Proposed Format of these programs will be a Candidates Interviews on TV. At each program we will present the candidates who have filed for one office. The schedule will be:

July 21	Associate Justices
July 28	Attorney General
August 4	State Treasurer
August 11	State Auditor
August 18	Railroad and Warehouse Commissioner
August 25	Secretary of State
September 1	Lieutenant Governor
September 8	Governor

The questioning or interview panel will be composed of Mrs. O. H. Anderson, state LWV president as moderator and a representative from the political science department of the University, a television political commentator and a political writer from the newspapers.

Your part in the big effort will be to publicize as widely as you can the coming event. Remind your own members that it is a service to the public to present these candidates as widely as possible in as dramatic and interesting a way as is possible. We feel that this should be a help to local Leagues in presenting statewide candidates to your local areas and at the same time leaving the field free for you to pursue whatever plans you may wish to in presenting your district and local candidates. Remember that the series will continue for 8 weeks with a buildup of interest to the office of governor and we hope that you will continue to use whatever publicity and news sources are available to you over the entire 8 week period to stimulate listeners and watchers. Shortly before the opening of the series we will send you a sample press release that you may use or adapt to your own purpose.

The new look in public relations. This will depend mainly on you--the real expert in your local League. In a legislative year you should renew your contacts with the local press and other communications media. Call on your local newspaper editor if you have not done so in the last three months, also your local radio and TV outlet contacts. Renew old friendships and endeavor to make a new warm friend where you had an old luke-warm one.

Be a leader in your League in making visits to units and helping to explain League policy in general, our program and your job in particular, so that all members will know our public face and the job we try to do in the community.

Be a cooperator--without having to be asked in the difficult jobs that face your voters service chairman during the election year. Work with the legislative and State Item I chairmen in the important and exciting campaign to pass the three constitutional amendments on November 6th.

Be an idea woman with a fast new approach to the problems that are troubling your League whether in finance, membership or organization.

Be an explorer in new media--if you have never tried approaching your local radio or TV outlet with an idea for a program sponsored by League (public service, of course) do so now! With a good well-worked-up presentation so that you are not wasting someone's time.

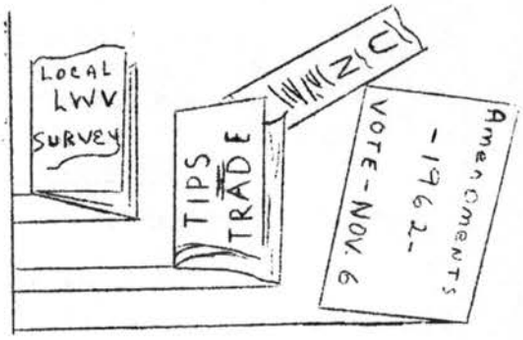
Let the State know what you are doing. No matter how small the item or how unflattering the picture, if you have a League story in your local press, clip and send a copy to the state office. We steal some of our best ideas from the clips we sometimes have to dig for from you, the local League.

Call for help when needed. Your very new and inexperienced State Board Public Relations Chairman is available for consultation at any time, by phone, or letter and when possible in person. If you have a brilliant idea, or a big and bitter problem, share it with me. We do not plan any formally organized Public Relations workshops for this year, but if there is a sufficient number of requests to warrant such an undertaking, we will provide same. In other words, if you need a workshop or want one, please let us know and we will schedule one.

Local League Handbook (national)
Publications Catalogs (national, state)
Local Budget, Bylaws, Program
40 Years of a Great Idea (national)
Facts (national, state, local)
Tips on Reaching the Public - new edition in preparation (national)
Tips on Television and Radio (national)
You and Your National Government (national)
In our Town It Makes a Difference That There is a LWV (national)
How to Spend Money for the LWV (national)

OUTLOOK FOR WORK ON

PUBLICATIONS 1962 - 1963



Chairman: Mrs. Elmer Isaksen
3426 Glen Arden Court, St. Paul 13
Telephone: ME 3-1890

The theme of this year's Outlook for Work (see page 1) has special significance in the Publications Field. For here it is so obvious that good preliminary planning precedes any good publication - and if results are to be expected in the future, that good follow-up in the distribution of the publication to Leaguers and the public - is necessary. Therefore we must once in a while remind ourselves that the Publications Chairman's job is two-fold: she promotes and orders publications needed by her local Board members to help them do a better job; she promotes the wider distribution of the publications to the general LWV membership - to leaders in the community - to the other interested individuals and organizations.

I. Taking Publications to Members
   - A. Organize!
     Local subscription service by unit or by League, drawing account basis, selection of material could be determined by Board or committees.
   - B. Review!
     A short review on all new publications at unit meetings.
     Review new publications in local bulletin.
   - C. Display!
     Table, peg board, screen.
   - D. Sell!
     Do a good job in "selling" publications
   - E. "Give Aways"
     Ask Board to buy one or more publications for total membership each year.

II. Taking Publications to Community
   - A. Give Aways - Check budget for free copies to key people in community, contributors, legislators, libraries, schools, other organizations.
   - B. Voters Service - flyers, get-out-the-vote, etc. to residents.
   - C. Public Relations - Review of publications in local newspaper
     Display in public places, windows, etc.
   - D. Sell - to study organizations, Social Studies classes, private business, political party workers

III. Taking Publications to other Leagues
(This item will take your immediate attention and cooperation!)

Local Leagues all over the state have produced, are producing and have plans to produce, fine publications on a local or county level (some national). Other Leagues <u>need</u> and <u>want</u> to see and use them. With your cooperation, we will compile a catalog listing publications available from local Leagues according to subject matter (e.g. town surveys, education, health, libraries, etc.), League producing, price or free or loan. Also list of slides, tapes and recordings. Will you please:

1. By September 1, 1962 - DEADLINE
2. Send to state office
   a. Name of Publications you wish to appear in catalog
   b. Short description (i.e. title is not self explanatory) also under what subject

c. Price (or approximate if in production and to be completed by 1/1/63)
d. State whether on loan or free, and if postage is to be paid
e. Name and address of LL. Publications Chairman

Suggested Work Plan for Publications Chairman

(Adjust to your own League's work calendar)

July - August

1. Read: "Summary of Publications" 1962 Council Workbook
2. Order "tools" for yourself and other Board members (new LL Handbooks and others)
3. Order supply of new National publications catalogs (we will send supply of state, order more free if wish)
4. Organize - committee (Publications chmn. for each unit)
5. Meet with Membership Chairman - suggest New Member Kits, Facts, Visual Aid "League at Work in Minnesota"
6. Send list of local Publications to office

September

1. Distribute publications catalogs to all Board members
2. Explain publications services
3. Explain discount on state and national publications
4. If League calendars are used, order, plan sale & distribution

October

1. Meet with all Publications Chairmen in Units
2. Discuss ways of "Putting Publications to Work" for members and community
3. Plan further to intensify sale of publications
4. Use newspaper and bulletin to "tell" people of new pubs.

November-December

1. Concentrate on "selling" resource material to ind. member
2. Continue 5 minute reviews at each unit meeting
3. Continue displaying publications at every opportunity (unit meeting, membership, public places)
4. Don't forget to alert members and Board to new pubs. coming

January

1. Check budget to see that money allotted for publications is most effectively used.
2. Make future needs known to budget committee - with Board approval

February

1. Meet with Finance Chairman
2. Order current finance folder - from national
3. Suggest best "giveaways" to contributors
4. Evaluate year's work for Annual Report

March

1. Meet with Unit Pubs. Chairman - make plans to:
2. Cover: schools, libraries, PTAs, organizations, churches, study groups - with publications. May work with Public Relations on these
3. Publication window displays (stores, library, schools)

April

1. Consider bringing display to State Convention
   Scrapbook of your League's activities, folder or poster of newspaper clippings. "How we did it" - producing a local publication, special success story, outstanding bulletins, Voters Service - posters, flyers, etc.

May

1. State Convention - attend if possible - new ideas on pubs.
2. Annual Meeting - Report success or failure of your League in taking pubs to the member and community.

Publications Available 1962-63

(Watch this schedule and information coming out during the year of additional materials. Be responsible for advising Board members and general membership when these publications are available. These are state publications only - see National Publications Catalog and notices for national material.)

Publication	Date	Comment
Publications Catalog	July	Revised
Slides (LWV at Work in Minn.)	Now available	Revised - 66 slides and commentary for new members - orientation and organization
Amendment Broadsides	July	Voters Service commentary on Amendments 1, 2, and 3
Amendment Brochures	July	Vote YES on Amendments 1, 2 & 3
LCA of Minnesota Leagues	August	Listing by local League of current agendas and CRs
Speaker's Material	August	State Item II
" "	"	To pass three amendments
Lobby by Letter	August	Kit containing condensed state program information and "how to" write legislators and editors
Local League Publications Catalog	November	Listing of publications produced by local Leagues
Resource on:		
Current Agenda II	December	Material on Indians
State Continuing Resp.	November	Recent developments

NOTE: See Publications Catalog for complete publication services and listings.

Publications for Your Notebook*

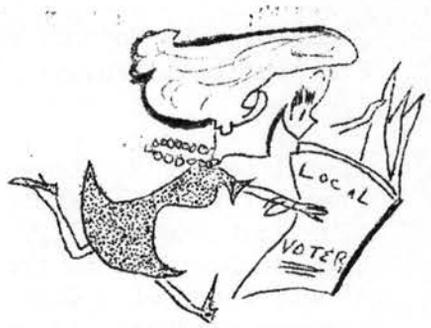
Local League Handbook (national)
Publication Catalogs (national, state)
Publication order forms (national, state)
Put Publications to Work (national)
How to Order Publications (national)
Facts (national, state)
Local Budget, Bylaws, Program
Summary of Publications - see 1962 State Council Workbook
Basic Pubs. needed by LL Board - state

*Destroy dead timber (material that has been replaced)

OUTLOOK FOR WORK ON

LOCAL LWV BULLETINS

1962 - 1963



Chairman: Mrs. Reynold Jensen
16424 Lake Street Extension, Hopkins
Telephone: WE 8-4614

A good local bulletin takes teamwork. The editor is the key person, of course, but she needs a good typist with high standards (and a typewriter that makes clean copy), an artist if she can get one, and a skillful mimeograph or ditto machine operator, again with high standards. Maybe one person combines several of these talents. GRAB HER. Be sure the whole team makes use of INFORMATION FOR LOCAL LEAGUE BULLETIN EDITORS and the new LOCAL LEAGUE HANDBOOK, pp. 51-52.

But that's not all. Board teamwork is equally important. If plans are not made far enough in advance, how can the bulletin report them to the members? So sometimes the editor has to be a gadfly--remind and prod, prod and remind.

BULLETIN APPEARANCE

It is a real pleasure to read Minnesota's local League bulletins. The appearance of several has improved a lot this year. Forty-one of the 47 are mimeographed, 6 are dittoed; 18 Leagues (some small, some large) have specially prepared first pages--9 of them in color--using the printed heading, a permanent stencil, or multilithing. If yours is not one of those 18, DO EXPLORE THE POSSIBILITIES. Pages 2 and 3 of Information for Local League Bulletin Editors will help you.... A professional-looking first page adds to the attractiveness of a bulletin, saves time and labor, and is relatively inexpensive.

BULLETIN CONTENT

Every local bulletin surely helps the member tremendously. Some are outstanding for the variety of information they give and for the pithy, clear presentation of subject matter they contain. (If your League is one of the 12 which does not yet publish one, why not get in the swim this year?)

One item of content which we urge editors always to include is: the subject to be discussed in the following month's unit meetings. This insures that every member, even if she missed the previous meeting, will know in advance what she should be boning up on to prepare herself for informed participation.

Unit chairmen, replying to a recent questionnaire concerning the MINNESOTA VOTER, furnished clues to local bulletin editors as well:

1) They approve inclusion of basic information on state program items in the VOTER. It seems reasonable to deduct they also approve inclusion of basic material on local program items in the local bulletin.

2) They like headlines which convey the content of an article.

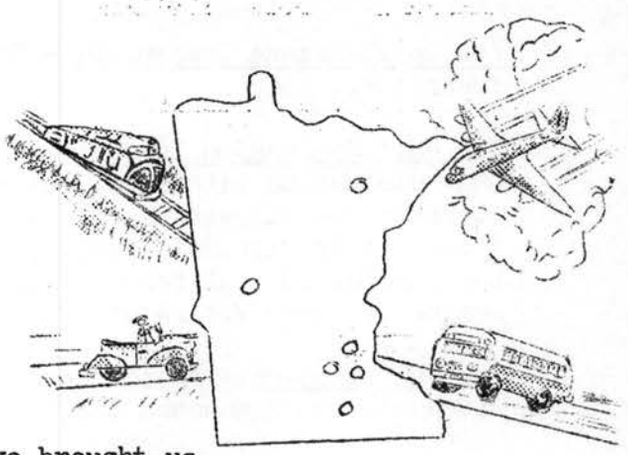
3) They save the VOTER for reference, and no doubt save the local bulletin, too, so it is up to us to make them worth saving.

COMING: The January Membership Memo (#5 in the series) will be tailored for use in your bulletin..... Do you want help on other subjects? Let us know.

Local League Handbook (national)
Facts (national, state)
Publications Catalogs (national, state)
How to Spend Money for the LWV (national)
Forty Years of a Great Idea (national)
League programs (local, state, national)
Local League Bylaws, Budget
Information for Local League Bulletin Editors (state)
ALL RESOURCE MATERIAL (local, state, national)

OUTLOOK FOR WORK ON

FIELD SERVICE 1962-1963



Chairman: Mrs. O. J. Janski
6500 Second Avenue S., Minneapolis 23
Telephone: UN 9-7885

Vice Chairman: Mrs. William Whiting
622 East School, Owatonna, Minnesota
Telephone: 507-451-2806

"We are today where our thoughts of yesterday have brought us
We will be tomorrow where our thoughts take us.
For what we envision, we create
And what we anticipate, we become." (author unknown)

This theme expresses the work and purpose of the State Organization Committee in poetic and inspiring terms. For all ~~organization~~ work in ~~our~~ League is based on ~~the~~ experience of the past, tempered by ambitions and aims of the present, looking toward an ideal and perfect future. The State Board Handbook puts it this way:

> "More and better Leagues to further with increasing effectiveness the purpose of the League is everybody's business on the state Board. League structure, procedures, and techniques are the specialities of ~~Organization~~ Field Service work but the link between these and League Program and purpose should not be lost in the intricacies of red tape. Many good rules for procedures have been developed over the years but except where they are mandatory (which is not very often) they should not be allowed to become so rigid as to resemble a strait jacket. Established ways are worth a first try; after that use the pragmatic approach."

The work of the Organization Committee is planned with ~~first~~ Major emphasis on helping existing Leagues strengthen themselves. To do this, we are planning the following:

For Presidents and the Local League Board - Workshops in the fall on the local League's Annual Meeting, to provide help in the related areas of budget, nominating committee, local program development and annual meeting procedures.

For the Local Board - Board training will be provided upon request to Leagues that can schedule such all day training meetings before September 30th. Requests for such training should reach the state office as soon as possible, and will be granted on a first come, first serve basis. Board training includes: team work on the Board, primary and secondary responsibilities of Board members, how Board jobs intermingle and overlap, relationship of local to state and national Boards, recognition standards, good finance practices, use of publications, helps available from state and national Boards, program scheduling, specific help to committees.

For Calendar Planning - A tip sheet on how to make use of the state and national Board reports in calendar planning is a part of this Outlook for Work, page 3. We are providing this help for you because we really think this is all you need, if we can judge by the much better calendar planning we have seen in evidence in local Leagues this year. ~~This tip sheet is in lieu of a visit to your Board to help in Calendar planning, as we have done in the past.~~

For Local League Treasurers - To help you do a better job, a fact sheet for Treasurers.

For Unit Discussion Leaders - Many Leagues in Minnesota have had workshops in unit discussion with excellent results. If you are planning a "do it yourself" workshop, we suggest the use of two publications which you may order direct: "Los Angeles Discussion Guide," 50¢, LWV of Los Angeles, 1134 Crenshaw Blvd., Los Angeles 19, California, and "Do It Yourself - Discussion Training Workshop," League of Women Voters of New York, 131 East 23rd Street, New York 10, New York.

For Unit Leaders - An information sheet on organization and recommended unit procedures in Minnesota Leagues will be provided early in the fall.

We have planned special helps for our new Leagues.

Provisional Leagues will have advisors to help them at all Board meetings during their first year. They will also have help from state Board members at appropriate times.

Newly Recognized Leagues will have frequent visits by state Board members. All state Board members will visit two or three local Leagues, Board meetings when possible, and occasional unit and general membership meetings.

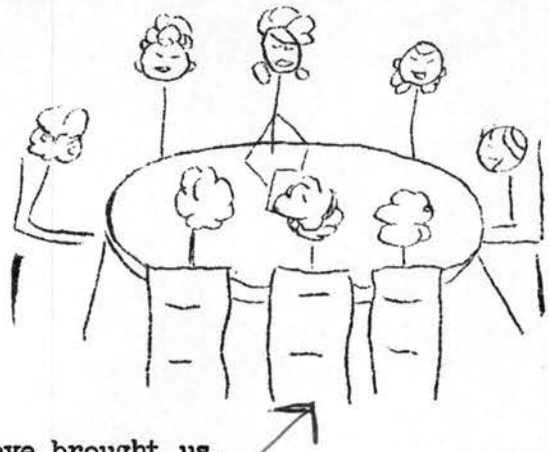
Now - what of the future?

Organizing New Leagues - 1962 isn't over yet. We are still hoping to have 62 Leagues in 1962. With the recognition of Willmar as a local League, and one new provisional League in Chisholm, we have 59 Leagues. Possibilities for prospective Leagues are being explored in several outstate areas. You can assist us by providing names of people to contact and potential leaders in any of the cities or larger towns that do not yet have Leagues.

Publications for Unit Organization Chairman

Local League Handbook (national)
Publications Catalogs (national, state)
Facts (national, state, local)
Forty Years of a Great Idea (national)
How to Spend Money (national)
Local Bylaws, program and budget
Let's Talk League (state)
Membership Memos, 1961-62 and those coming out in 1962-63 (state)
List of members by unit, job
Tips for Unit Chairmen (state)
Sample Unit Report Form (state)
You, the Member in the Unit (state)

OUTLOOK FOR WORK ON MEMBERSHIP - 1962-1963



Chairman: Mrs. O. J. Janski
6500 Second Avenue S., Minneapolis 23
Telephone: UN 9-7885

Vice-Chairman: Mrs. William Whiting
622 East School, Owatonna, Minnesota
Telephone: 507-451-2806

"We are today where our thoughts of yesterday have brought us.
We will be tomorrow where our thoughts take us.
For what we envision, we create
And what we anticipate, we become." Author Unknown.

The thoughts of yesterday - in the field of membership - brought about the formation of a State Membership Committee composed of past local League Presidents. They produced the Membership Memos which were mailed to the Leagues monthly last year. This membership committee - which by the way consisted of Mmes. Pat Casey of Owatonna, Philip Frisch of New Ulm, J. L. Gooden of St. Anthony, James Harper of St. Cloud, Dean McGeorge of Robbinsdale, and Robert Runkle of Minnetonka - was somewhat disappointed in the results of their efforts last year. Although they sent out Membership Memos monthly, and all the Leagues worked hard, they are sure, in drumming up membership in their own Leagues, the end result, as announced at Council was:

Membership 4/1/61 5,432 Goal for 4/1/62 6,071 Actual 4/1/62 5,347

The committee did recognize two Leagues which met their membership goals - Bemidji and Worthington - and gave a rose in appreciation to six Leagues which surpassed their goals - New Richland, St. Croix Valley, South St. Paul, West St. Paul, White Bear Lake and Willmar. Also, you will be interested to know that the state Board sent out approximately 1,200 New Member Kits this year. Why then, you probably wonder, did we lose rather than gain membership in Minnesota? Obviously we must have lost more than 1,200 members.

The committee had a long discussion, trying to determine what makes people leave the LWV once they have joined. The results of their thinking and the remedies they suggest, will be the subject of the Membership Memos planned for the coming year. The emphasis will be on Keeping Members and the Memos will have such interesting titles as: 1) Your Job as Membership Chairman; 2) You and Your Committee; 3) Orientation of the Member to Government; 4) The Member who wasn't there; 5) Tips on Membership for Bulletin Editors; 6) Membership and the program making process; 7) The Member in the Unit. They hope you will find them helpful. They do, however, welcome any ideas you have for them. If any of you have analyzed what happened in your own League, and why, do communicate to them.

Our optimistic view is that the efforts of last year will have results, perhaps, next year; that last year's effort, plus this year's emphasis on membership as a year-round job for every Board member, emphasis on helping the individual member to get satisfaction out of her League membership by involving her in the work and excitement of League...will improve the membership picture by State Convention 1963.

Local League Handbook (national)
Publications Catalogs (national,state)
Facts (local, state, national)
How to Get, Keep Members (national)
Let's Talk League (state)
Membership Memos 1961-62 (state)
Local Bylaws, program, budget
Membership Card File
Alphabetical List of Members, and by units
Sample New Member Kit (state)
arrange for supplementary local and national material

O U T L O O K F O R W O R K O N

F I N A N C E 1 9 6 2 - 1 9 6 3

Chairman: Mrs. Robert Thompson
2807 N. Lake Blvd, North St. Paul 9
Telephone: SP 7-1715

Perhaps in no other area of League work is this year's theme as stated in Mrs. Anderson's introduction so completely applicable. Without vision, imagination and anticipation in the field of finance we are most certainly going to stymie the exercise of those qualities in all other areas of League work.

The outlook for work in finance remains basically the same every year - increase our local Leagues' income so that they may expand their services to their communities and members.

Today the number of local Leagues conducting finance drives is still increasing, but the ultimate goal of 100% has not been reached. And what of all those conducting drives? Is the drive in many cases half-hearted - a partial effort? This should perhaps be one place where we begin to place our emphasis. Our local Leagues should be looking ahead beyond their basic, limited needs. Anytime a League limits its drive in any way, whether by alternating contributors, failing to explore the entire potential of its community, or in any other way, it is failing to look beyond those basic needs.

And after the drive to what use is the money put? Our contributors should realize some return from their investment in the form of community service. The Voters Service item in your budget should be adequate to the needs of your community. Are you allowing enough for action in the community to really provide some action in the community? Great things can be accomplished in these fields when the funds are available to allow us to probe and explore.

Good service is reflected in good community support of your finance drive. A good finance drive will provide the funds to do a still better job in the community. And so we arrive at what we hope will be an unbroken financial circle.

The responsibility of the entire Board in the areas of budgeting and finance drives cannot be stressed too much. It is up to the Board to see ahead and give the budget committee a complete plan of action so that they may do their job effectively. It is up to the Board to lead the way at the time of the finance drive. It may be trite but nonetheless true that we can expect no more of our members than we are willing to do ourselves.

At the state level we expect to have a new issue of Fun, Facts and Fads in Finance ready for you this fall. We will arrange a Budget Building Day again this year, and we hope that those of you invited to attend will make every effort to do so. It is to your advantage as well as ours. The Metropolitan Finance Committee will meet in May at the Convention. We call your attention to the fall Field Service workshops where attention will be given to budgetary problems.

As always, I will try to help you in any way possible with any problems that may arise, but it is up to you to make us aware of your individual problems through the use of prepared forms and personal communications. Together we can envision and create and in doing so improve the entire financial picture of the League.

Local League Handbook (national)
Publications Catalogs (national, state)
Facts (national, state)
Forty Years of a Great Idea (national)
How to Raise Money for the League (national)
How to Spend Money for the League (national)
At Your Finger Tips (national)
National Board Reports
In Our Town It Makes a Difference ..(new national finance folder)
One Day Finance Drive (state)
Fun, Facts and Fads in Finance (state)
Let's Talk League (state)
Metropolitan Finance Agreement - if applicable (state)

OUTLOOK CALENDAR

1962 - 1963

JULY

National - U.N. Leaders Guide
U.N. Pocket Reference
Publications Catalogs

State - Filings close - 17
Legis. quest. to LL
Amendment Broadsides
Amendment Brochures
Publications Catalogs

AUGUST

National - F.P. Leaders Guide

State - Last day to register - 21
Lobby by Letter Kit
Speech material on amend.
Speech material on Item II
LCAs of Minnesota LL
Mbrship Memos- series of 8

JULY 21 - SEPT. 8 - WCCO-TV CANDIDATE INTERVIEWS

SEPTEMBER

National - Briefs on U.N.

State - Primary Election - 11
Tribune Voters Guide
Treas. Fact Sheet - fall
Unit Org. Sheet - fall

OCTOBER

U. N. Day - October 24th

National - Briefs on F.P.
National CRs - fall
VS Swap Shop - fall
VS fact sheets - fall
How to Raise Money - fall

State - Congressional Roll Calls
Metro-Council bus. meeting
Area Workshops on Annual Mtgs
Fact Sheet (discr. - age & sex)

WORK TO PASS AMENDMENTS

NOVEMBER

State - General Election - Nov. 6
Tribune Voters Guide
Fun, Facts & Fads in Finance
Metro Council Meeting
Add. material on CRs

DECEMBER

State - VS Check List in state office
Resource material on Indians
Capitol Letter subscriptions
Budget Building Day

JANUARY

State - Legislature meets, Jan.8
Proposed budget to LL
Consensus on discr. re sex
Observers Program starts

FEBRUARY

State - Program, Bylaws, Nominating due state office - 14th

Common Market Conference
Febr. 21, 22, 23

Metro Council "League Day"

MARCH

National - consensus on FP and UN to be in LL Annual Reports

State - Program sent to LL - 14
Hope Washburn Award nomin.
LL Annual Reports to office

APRIL

State - Second Round of Program due in state office by April 14

MAY

State - Convention - May 14 and 15
Metro Finance meeting at State Convention
Possible consensus on Indian solution

JUNE

National - Board Report

State - Metro Council Convention

O U T L O O K F O R W O R K

M E M B E R S H I P 1963 - 1964

Chairman: Mrs. Morris S. Rothnem
4605 Towns Circle, Edina 24
Telephone: WA 7-7976

Board Committee:
Mrs. E. J. Diefenbach
Mrs. R. Faucett
Mrs. O. J. Janski

"Let us all evaluate our activities of yesterday and move ahead with our plans for tomorrow."

Included in our activities of yesterday were sets of Membership Memos, 1961-62, and 1962-63, which were prepared by a committee of past local League presidents to be used as a basic tool by the membership chairman in the local Leagues. To what extent they have been used we are not sure, for the results in membership growth are not apparent as yet. We know that membership is a year round concern and effort on the part of the membership chairman and her committee. Keeping local membership even at a static figure by obtaining new members to replace those lost by moving, entering the labor market, new babies or other reasons is a challenging job, to be sure. But our increase in new members this year, over and above the members gained to replace those that dropped their membership, numbered only 20 women. Not enough we say!

We feel that better use can be made of these Membership Memos and are planning no new basic publications in the membership field this year. Along with these Memos we hope you will use the New Member Kits in orientation meetings. This year our budget permits us to send these kits directly to the new member (or you may act as the middle-man if you wish to deliver them personally). We hope you will continue to orient your new member, not only to League organization, but to basic government as well. We suggest that this can be done most effectively in small groups. Be sure to add any local publications to your New Member Kits; also use the section titled "What Every Citizen Should Know" in the last section of "Let's Talk League."

Now, as to increasing our membership. On the national level last year 3,000 new members were added to the League roster making a membership total of 135,000. Nationally the League hopes to add at least 5,000 members a year for five years. What goal can we set for ourselves here in Minnesota? We know that there are at least 1,000 women in Minnesota waiting to be asked to join the League of Women Voters. How can we see that these women become active League members?

First, we think that the local Leagues should set a long-range membership goal for themselves. Many of our smaller Leagues will be able to double their membership if membership growth receives its constant share of attention and effort. In larger Leagues more realistic goals will have to be set.

How will you get these new members? If you have not had a membership drive recently or ever, perhaps now is the time for you and your committee to plan one as a part of your year round activity to reach new goals in membership. You may want to increase membership by using the "Buddy System" referred to in one of the Membership Memos. How about a slogan for the year -- "Each one bring one" or something along that line? The latter method may result in a slower growth rate but in the long run may be a more effective way of keeping as well as getting members.

Involve your members in an observers program -- to observe local government in action; include visits to school board meetings and government commissions and committees.

Watch for specific information on workshops on discussion techniques and program making in September. Watch for and use the membership memos coming from national starting sometime this summer.

Please let us know of your plans, goals, and methods for increasing membership; we want to be able to share this information with others who can benefit from it. With the help of the past workshops, the Membership Memos and your own special ideas and methods we are confident that the expectations for growth in membership will not only be fulfilled but exceeded.

Good luck to all of you!

PUBLICATIONS

National
Local League Handbook
Publications Catalog
Facts
How to Get, Keep Members

Local
Bylaws, program, budget
Membership Card File
Alphabetical list of members,
and by units

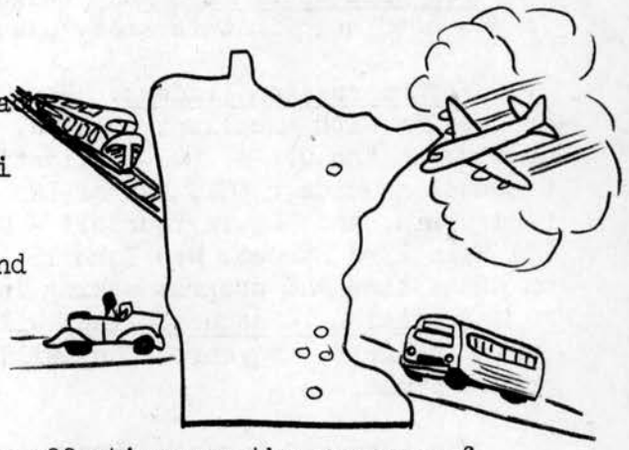
State
Publications Catalog
Facts
Let's Talk League
Membership Memos, 1961-62, 1962-63
Sample New Member Kit
(arrange for supplementary local and national material)

OUTLOOK FOR WORK

FIELD SERVICE 1963-1964

Chairman: Mrs. Morris S. Rothnem
4605 Townes Circle, Edina 24
Telephone: WA 7-7976

Board Committee:
Mrs. E.J.Diefenbach
Mrs. R. Faucett
Mrs. O. J. Janski



"Let us all evaluate our activities of yesterday and move ahead with our plans for the future." All field service work in our League is based on our activities of yesterday and our plans for tomorrow. The State Board Handbook puts it this way:

"More and better Leagues to further with increasing effectiveness the purpose of the League is everybody's business on the state Board. League structure,procedures and techniques are the specialities of Organization work but the link between these and League Program and the purpose should not be lost in the intricacies of red tape. Many good rules for procedures have been developed over the years but except where they are mandatory (which is not very often) they should not be allowed to become so rigid as to resemble a strait jacket. Established ways are worth a first try; after that use the pragmatic approach."

The work on the Field Service Committee is planned with the major emphasis on helping existing Leagues strengthen themselves. To do this we are planning the following:

State Board Consultants: In order to keep the local Leagues and the state Board in as close touch as possible we have planned an additional avenue of communication this year. Each state Board member will be a consultant for several local Leagues. She will be reading the bulletins and minutes of these Leagues and visiting them on occasion. Local League presidents and Board members are urged to contact her for clarification to questions, for suggestions, and for help as needed. We hope this will enable the state Board to have a closer picture of the local Leagues' activities and to provide more efficient and effective service to the local Leagues. (The list of Leagues and their consultants is in this mailing.)

For Presidents and Local Agenda Chairmen: A workshop was held this past May (attended by 101 people representing 43 Leagues) for Local League Presidents and Local Agenda Chairmen. This series of workshops seemed successful although we have not received evaluations from all those attending. If you haven't returned your evaluation sheet, won't you send it in now? Your opinions help us plan workshops of the type that you want.

For the local Board: Board training will be provided upon request of the local League. Discuss your needs with your state Board consultant. Keep in mind that requests must be received well in advance of the time that help is needed. The best time for board training is late summer or early fall.

For Calendar Planning: A tip sheet on how to make use of the state Outlook for Work and national Guide for Planning in your calendar planning is a part of this Out-Look for Work, page 3. We are providing this help for you because we really think this is all you need, if we can judge by the much better calendar planning we have seen in evidence in local Leagues this year.

For Unit Chairmen: Many Leagues have handbooks for their discussion unit chairmen - if you need help in this area, please let us know.

For Discussion Leaders: Many Leagues in Minnesota have had workshops on unit discussion with excellent results. If you are planning a "do it yourself" workshop, we suggest the use of two publications which you may order direct: "Los Angeles Discussion Guide," 50¢, LWV of Los Angeles, 1134 Crenshaw Blvd., Los Angeles 19, California, and "Do It Yourself - Discussion Training Workshop," LWV of New York, 131 East 23rd Street, New York 10, New York. Watch for information about workshops on discussion and program making in September.

Provisional Leagues: They will have advisors to help them at all Board meetings during their first year. They will also have help from state Board members at appropriate times.

For our new Leagues: Frequent visits during their first year.

Now - what of the future?

Organizing new Leagues: We have 58 local Leagues, one provisional League, and one pre-provisional League that is now ready for provisional status, making a total of 60 Leagues. We didn't attain our goal of 62 in '62 but we optimistically hope for 63 local Leagues in '63.

Adopt-a-League program: Our "Adopt-a-League" program is an experiment started shortly after the first of the year. We chose four Leagues to explore the possibilities of forming new Leagues in areas near them. Out of the four prospects we now have a provisional League at Mankato (with Edina's help), a pre-provisional League at St. Peter (with Bloomington's help) and a unit of the Duluth League in Cloquet. We think this is excellent! This is only a start. Under this plan there are possibilities that Leagues may be started in Winona, Crookston, International Falls, Montevideo or Fairmont. You can assist us by providing the names of friends and potential leaders in these cities. We would also like the names of friends and acquaintances in other towns that don't as yet have a League.

PUBLICATIONS FOR DISCUSSION UNIT CHAIRMEN

Local League Handbook (national)
Publications Catalogs (national, state)
Facts (national, state, local)
Forty Years of a Great Idea (national)
How to Spend Money (national)
Let's Talk League (state)
Membership Memos, 1961-62, 1962-63 (state)
Tips for Unit Chairmen (state)
Sample Unit Report Form (state)
You, the Member in the Unit (state)
Local bylaws, program and budget
List of members by unit, job

OUTLOOK FOR WORK

LOCAL CURRENT AGENDA

1963 - 1964

Chairman: Mrs. Arthur McWatt
915 Dayton, St. Paul 4
Telephone: CA 5-3656

Board Committee:
Mrs. John Lundquist

The schools that operate in split shifts, the park lands that are being gobbled up, the outmoded charter, the water becoming polluted and the library that no longer meets our needs are vital problems to us in our own locality. They are issues which may affect us personally. We can see, hear, touch and sometimes smell them. This is why, as Leaguers, we find a special enthusiasm and excitement in local current agenda.

Our aim this year should be to capitalize on the natural interest in local affairs by involving more members in whatever way possible in local agenda. Encouraging and developing that "passionate intensity," Mrs. Phillips speaks of, may well start with increased participation in League observer programs. We can send you an Observer Tip Sheet to start you thinking on how such a procedure might be started or furthered in your League.

If the satisfying and stimulating quality of League is seeing your study translated into action and positive results you should strive to arouse community interest early. Beginning on p. 35 of the Local League Handbook are many excellent suggestions for community activities on program starting with the news release of the adoption of your program. Much more can be accomplished if all citizens become informed on these issues at the same time as your League members. Workshops and public meetings on local program give groups outside the League an opportunity to present their ideas and opinions and may very well help you in your consensus process. Always keep in mind the basic purpose of League and you will show real iniative in promoting citizen participation as you develop your local programs.

Research tools are basic to all program study. We will have satisfied members only if our information is based on reliable resource material. You have to know where and who has the answers to your questions. We will send you a revised LCA bibliography if requested. Leagues, throughout the state, may be engaged in the same agenda. Check the list that we will send you no later than August. The exchange of ideas gained from fellow Leaguers may save you time and lead to more effective presentation by your League.

Summing up we suggest you:

1. increase the number of members involved in your LCA through observer programs tailored to your League.

2. spend more time and thought right now in reaching the community -- through encouraging all citizens to attend League workshops and general meetings, by reaching the news media.

3. broaden your research aids by finding out what other Leagues are doing with LCA, exchange materials with them directly.

Try our suggestions on for size. Like our chapeau they may need more or less trimming. We on the state level are anxious to make the fit a comfortable and exciting one for you. Let us hear from you so that we may work together in achieving a truly satisfying local agenda.

PUBLICATIONS

Local League Handbook (national)
Forty Years of a Great Idea (national)
Publications Catalogs (national, state)
Facts (national, state)
LCAs of Minnesota Leagues (state)
LCA Bibliography (state)
Let's Talk League (state)
Local bylaws, program and budget

Local Program Kit and Guide to LCA - 50¢ - LWV of Wisconsin, 102 Roby Road, Madison 5

Road to Successful Local Programs - 30¢ - LWV of Louisiana, 2417 Webster, Alexandria

Tools for Work on Local Government - 20¢ - LWV of California, 355 Grand Ave., Oakland 10

Local Program Handbook - 10¢ - LWV of New York, 131 E. 23rd Street, New York 10

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY of MINNESOTA
MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

June 1963

The President's Letter has been discontinued. In its place we are providing this BOARD MEMO which will be our means of keeping all local League Board members up-to-date on the activities and plans of the state Board. You have provided sufficient funds for a copy for each of your Board members but not enough for direct mailing to each of you. We expect that as soon as they are received by your President they will be distributed to all of your Board members. This is a service we are providing for you so let us know your ideas for improving it.

This BOARD MEMO will come to you about two weeks after state Board meetings. We plan to meet July 23 and August 27, and starting in September we expect to meet regularly the third Thursday of the month.

VISITING STATE BOARD MEETINGS — The role of the state Board is primarily as your agent helping you carry out League Program and purpose. Because of the diversity of activity our meetings are interesting (and occasionally lengthy). Local League Presidents would find it valuable to attend one of our meetings to have a better understanding of some of our plans and our decisions. Our meeting room in the Social Science Building is limited so we would appreciate knowing ahead of time when you plan to attend (our meetings start promptly at 9:30 a.m.).

BOARD ORGANIZATION — Enclosed is the organization listing of your state Board. In organizing this Board we have tried to make the best use of each member's interests and abilities for the good of the League as a whole. Most of the Board members have experience and interest in more than one area so to make good use of their abilities all Board members have been assigned additional responsibilities. Not only will this experience help them in decision-making but also give them a broader League knowledge. This should pay dividends as they serve you under our new consultants program.

CONSULTANTS PROGRAM — We know that the health and effectiveness of the local Leagues and the satisfactions of their members are widely influenced by the state Board. To carry out this responsibility your state Board wants to improve communications with you. One of the ways we hope to accomplish this is through our state Board consultants. Each state Board member has been assigned as a consultant to a number of local Leagues as shown on the enclosed list (some changes have been made since the Presidents' Workshop). Your consultant wants to become acquainted with you as soon as she can. She will keep informed of your activities through your minutes, bulletins, reports, copies of correspondence, publications, responses to "Time for Action," and through her visits to your League. We ask that you make an additional copy of your minutes and send them directly to her so that she can keep right up-to-date with your plans and activities. All the other items should be sent directly to the state office and then they will be routed to your consultant as well as to other Board members who may be involved. We encourage your direct communication with your consultant and ask, of course, that copies of all correspondence go to the state office.

This program as it is being inaugurated is very flexible. Its usefulness depends a great deal upon the use made of it by the local Leagues. We want to provide ready help when and where needed but we cannot do your work for you. Furthermore we feel that with just a little help or inspiration now and then you can develop your own wise thinking, initiative and imagination. This is going to be fun for us--a wonderful way to get to know you better--and rewarding in helping us to serve you better.

WORKSHOPS We discussed this consultant system with you local League Presidents and other Board members from 43 Leagues who attended the workshops last month. There were many other items discussed at these workshops that were primarily planned to help you increase the efficiency and effectiveness of your Leagues. Since we did not use recorders we do not have full reports for those of you who were unable to attend.

These workshops are planned to assist you. In order to do this we need to know your evaluations (if you have not already done so) we would appreciate your returning your evaluation sheet to the state office.

REPORTS One of the things we discussed at these workshops was the need for adequate and timely reports. We referred particularly to the checklist on page 56 of the LOCAL LEAGUE HANDBOOK.

Enclosed in this mailing are forms for reporting your Board list, your budget for this next year (1963-64), your local program, and the method of payment of your pledge. (Your overhead at the state and national level goes on month after month, winter and summer, so your early payment is appreciated.) Please return <u>all</u> of the enclosed forms <u>immediately</u> -- if necessary make your own carbon for your files.

REAPPORTIONMENT The so-called States Rights Resolutions were not introduced this year in our legislature. We do not have a position on these particular proposals for revisions of the Constitution of the United States. Because we are all interested, however, in the principles of good government we send your League the enclosed reprint from the St. Louis Post-Dispatch made by Charles Black of the Yale Law School.

You probably are asking now -- what are we supposed to do about it? Circulate it for reading among your Board members and then file it (where you can find it!) then when questions arise relating to it you will have some information. Remember we are working to promote <u>informed</u> participation of citizens in government. This and the "Liberty" amendment should make interesting conversation with your Congressman this summer.

FOR YOUR INFORMATION We are enclosing for your information a copy of the minutes of the 39th Biennial Convention. Included with this is a copy of the state budget for 1963-64 as adopted at convention, also a listing of local League support. Also included is a copy of the state bylaws as amended at convention. There is also a list of local League Presidents so that you may contact other Leagues. Other Board members should contact their counterparts through the Presidents.

Our new address has changed several times but now is definitely: League of Women Voters of Minnesota, State Organization Service, University of Minnesota, Minneapolis, Minnesota 55455.

As you know we are in room 810 of the Social Science Building on the West Campus of the University. Our summer office hours are 8:30 to 4:00. Our phone number is 373-2959.

BULLETIN EDITOR AND PUBLIC RELATIONS

The MINNESOTA VOTER is looking for top-notch photographic coverage of voters service or action in the community projects undertaken by Leagues throughout the state. We would like to share these meaningful photos with all local Leagues through use in the VOTER. If you have access to interesting black and white, glossy prints from local newspaper coverage of your League projects, or from your own photographer, please send us a copy.

Be sure the photo quality is high and that the content will add to experience of other Leagues. Remember to include a complete outline and information for credit line if your paper requires it. This is a year around project, so keep it in mind when planning photos. Send prints to the state office, labeled for the VOTER.

CAPITOL LETTER

Enclosed is one copy of each issue of the 1963 CAPITOL LETTER. This set is for your files so they can be used as reference. Several suggestions for using this information are in the OUTLOOK FOR WORK -- Legislative and State CR sections. You will no doubt find other uses as you follow up this 1963 session of the legislature and make plans for future program promotion.

OUTLOOK FOR WORK

Enclosed are two copies of your 1963-64 OUTLOOK FOR WORK. Everyone of you should have a complete copy of this outlook. You will find in it an overview of anticipated League work for this next year which each Board member needs in order to assume her share of total Board responsibility. Most Board members will find information primarily for them. We call particular attention to page 3 "Tip Sheet for Calendar Planning." We feel we must stress again and again the importance of total Board responsibility for calendar planning. The suggested timing of state Program work and contemplated publications is important not only to the State Program Chairman but also to the Discussion Unit Chairman who must work out a calendar for discussion meetings, to the Public Relations Chairman who needs to plan when and how state Program is to be promoted in the community and of course to the Publications Chairman. Voters Service materials and guides will be helpful not only to Voters Service leaders and Public Relations leaders, but to Program leaders, since Voters Service work is involved with governmental officials. There are no major and minor parts of the OUTLOOK FOR WORK. It is all major and for all the Board.

In addition to a copy for each Board member we suggest that as a means of improving committee work three or four extra copies be divided into sections so each committee member may have full information on the work of her committee -- Finance pages to Finance Committee, CRs information to CRs Committee. Too often only the committee chairman has the complete picture of what the committee (and the League) is trying to do. With a broader view committee members will be in a better position to participate in committee decisions. Committees, we need hardly remind you, are the training ground for League leaders.

SUMMER READING

We were going to include a suggested list of summer reading for you. We've decided instead that with the national material you have been receiving and with this mailing you have your summer reading! Don't set it aside, start to read it now and begin to make your plans well ahead of your first meetings in the fall.

ENCLOSURES

OUTLOOK FOR WORK
State Board List
Board Consultants
State Bylaws
Convention Minutes
State Budget
Local League Support
Local League Presidents
Reapportionment material
File of Capitol Letters
Forms for reporting your Board, budget, program and method of pledge payment

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY of MINNESOTA
MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

July 1963

Newspapers, radio, TV, newsletters from our Congressmen, sermons in our churches, Memorandums from Mrs. Phillips -- all tell us of the crisis on civil rights. We in Minnesota might think we can close our eyes and ears and it will all go away. It is too crucial for us to be so casual! Discrimination exists in all our communities. We in the League are challenged to do something about it.

The National Memorandum of July 9 asks Leagues of Women Voters to evaluate the status of civil rights in their communities and to determine what action can appropriately be taken. In Minnesota we are in the fortunate position of having completed our "problems of discrimination" study. While this should give us satisfaction, it should not make us complacent. We should build on the foundation we have laid. When we update our CR this year, we can assess what progress has been made since our study began. This Memorandum points up the need for community education. While discrimination was an active item, perhaps you were planning to have an open meeting to explain Minnesota's anti-discrimination laws. Now would be an excellent time to carry through those plans.

We sent you the following League materials (probably in your files?) which should be restudied and used: Problems of Discrimination, Indians in Minnesota, a sample speech on discrimination in housing, "Local Citizens' Committees on Human Relations and Fair Employment Practices" -- a description of the structures and functions of citizens' committees. You also have copies of "Anti-discrimination Laws of Minnesota, 1962 Compilation," by Walter F. Mondale, Attorney General, State of Minnesota, "Fair Housing," a leaflet explaining our housing law published by the Governor's Human Rights Commission, a digest of the law itself from SCAD, "Human Relations Organizations, Minnesota Directory," published by the Governor's Human Rights Commission, and catalogs of films and publications on human rights. These will all be useful.

Last February we held a workshop on community action in human rights the purpose of which was to discuss the forms, functions, and methods of setting up citizens' committees, in the hope that some permanent result from our discrimination study would be realized. We will follow through on the plans proposed at that meeting. Both Governors Andersen and Rolvaag have stated a need exists for such committees in 53 Minnesota communities. The state LWV will offer its help to the State Commission Against Discrimination and the Governor's Human Rights Commission (state agencies charged with servicing such committees) and will act as liaison between them and local Leagues in an attempt to insure the establishment of volunteer citizens groups determined to draw the ideal and practice of civil rights closer together.

We are anxious to read the minutes from your emergency Board meeting called to plan what can be done in your community during this crisis. Let us know what additional help you feel you need from your state Board. Remember when you report your progress as requested in the Memorandum send a copy to your consultant and to the state office.

AID - WHO NEEDS IT? Leagues in Minnesota who haven't taken advantage of the new flyer, "Herlock Sholmes" as an effective means of taking our position on aid to their communities - who haven't ordered the "Background on League Aid Position" for their members who could use this information as they are answering our latest July 16, 1963 TIME FOR ACTION - who haven't considered using the taped interview by Barbara Stuhler of David Bell, A.I.D. Administrator, a 12 minute tape perfect for use on radio!!! The state Board has purchased this tape, and it's on loan for the asking. Let's do something now about that "trickle" of support for foreign aid by letting our Congressmen (representatives and senators) hear from the citizens and Leaguers in your community. At the same time, how about writing a letter to the editor of your local newspaper giving our position on aid and our reasons for this support and also our reasons for supporting the restoration of the most-favored-nation treatment to Yugoslavia and Poland. Let us hear about <u>your</u> activities on aid. This is a good time to reread the section in the <u>Local League Handbook</u>, p. 25-26 on "Response to Time for Action."

STAFF We are happy to announce that Mrs. Robert Thompson (Peggy) of North St. Paul is our new Organization Secretary. Most of you should remember her as state finance chairman. This experience helped qualify her for her new position as well as did her years on the Board and as President of her local League. She has also been a member and then chairman of the state budget committee.

As Organization Secretary Mrs. Thompson will be helping Mrs. Rothnem, Organization Chairman, in the coordination of the consultants program. She will have other responsibilities relating to field service and will be traveling with members of the state Board so that she will have an opportunity to know you and to help us provide the services you want and need from your state office and your state Board.

TREASURER The state board office work and activity go on full steam through these summer months, so we are appreciative of the thoughtfulness shown by the seven Leagues who have paid their pledges in full to the state budget. We hope more of you can pay your pledges promptly, in order that we can, in turn, serve your needs. You, as treasurers, have the financial information at your finger tips and can best advise your boards about filling this request.

NATIONAL CRS If you are looking for a fresh approach for presenting these FIVE STRANGE BEDFELLOWS UNDER ONE BLANKET, please read or reread carefully the National Board Report, May 1963, pages 17-24. These "old" issues are indeed lively today and it is very important that all LWV members understand our position on Water Resources, Home Rule for the District of Columbia, Tax Rates, Treaty Making, and Loyalty-Security. Be sure to order the NCR pamphlet 1962-64 for every member and, if you can use them, buy the Summer Special Package Deal, <u>World Economic Development</u>, <u>Know Your River Basin</u>, <u>Liberty & Security</u> and <u>Just Suppose</u>, all for 25¢. This offer ends August 31, so order NOW!

Mrs. Grady Mann, 638 Laurel Avenue West, Fergus Falls, Minnesota is in charge of the Water CR. Mrs. John Lundquist, 875 Prentice Street, Granite Falls, Minn. is chairman of the other four.

There are rumors that the groups supporting the "Liberty Amendment" may be actively engaged in a public relations campaign to prepare for the 1965 session of the Minnesota legislature. Be alert to this activity. It is important to be informed! Keep us informed so that we may help you promote our League position in opposition to this amendment.

FINANCE Enclosed are three (3) copies of Fund-Raising Reports. You are to keep one for your files, and send two to the state office when completed. Your consultant and state finance chairman will then have a better picture of your activity in this most important endeavor, and thus can do a better job of helping you. Please send in the preliminary portion of the report as soon as the plans for your drive are drawn up.

Most of you are formulating your plans now. A word to the wise money-raisers and chairmen who want to have successful financial campaigns: throughout Minnesota, and other states, the Leagues who have had finance drives with (1) personal solicitations, and (2) large member involvement, were the most successful. Not only were they successful in raising money, but other areas showed improvement. Among these areas were public relations, membership, and knowledge of program. These two basic ideas have been proven to be successful not only in League finance drives but in any financial campaign, and is attested to by professional money raisers. Why? Because it is the best way of being a salesman and selling your product.

NEW MEMBER KITS New Member Kits are now ready to be mailed. These will be sent from the state office directly to the new members whose names have been sent in since April 1, 1963 (or to the person in your League designated to receive these kits). The New Member Kits will contain these publications:

Letter from the state president, Mrs. Wm. Whiting
New Minnesota Facts
How a Bill Becomes a Minnesota Law
Green Voter (What others think of the League)
You, the Member in the Unit
Party Designation folder
Congressional, Legislative maps

Suggestions for the use of the Kit may be found in the Outlook for Work.

MEMBERSHIP Now that you have read the membership section of the Outlook, the membership section of the NATIONAL GUIDE FOR PLANNING (May 1963), and the new national publication MEMBERSHIP MATTERS, there shouldn't be any doubt in your mind that this is the year to get down to business and make plans for and carry out a "sustained and organized effort for membership growth." How about your five-year plan? Your entire League Board should be involved in this. Use the suggestions and ideas in the publications listed -- use some of your own too -- it takes lots of imagination and enthusiasm.

You might start your membership drive with a "kick-off" of some sort. State Board members are willing to speak to groups -- just ask them. Your local and county officials always welcome the opportunity to talk to Leaguers. Local Agenda and Voters Service chairmen should appreciate this opportunity to promote their particular League activities. It can be fun and exciting to open new doors of interest and knowledge to potential members! We are fortunate in League to have such a variety of activity to offer our members -- for in this way there is something to attract and interest most everyone. Tailor your approach to each group or individual.

Make definite plans for follow-up after the kick-off; set membership goals; plan orientation meetings (see Membership Matters). Don't let a single prospect get out of your hands. Keep us posted; let us know when you need assistance -- GOOD LUCK!

PUBLIC RELATIONS Now is the time that other organizations are finalizing their yearly programs. If you haven't heard from them about using your Speakers Bureau perhaps you need to send them a reminder of your services, including the subjects you are prepared to cover. (Don't forget Voters Service with You and Your National Government or the Role of Political Parties in the USA.)

Those of you who have not organized a Speakers Bureau might do it right now. Many organizations will substitute when they find a pertinent program offered by the League. Those of you "out state" should try to get into your county and rural areas as much as possible.

CONSTITUTIONAL AMENDMENTS A new and valuable resource piece is now available for your committee. It is an article by Dr. Theodore Mitau (Changing the Constitution -- Amendments to Minnesota's Basic Law since 1947) in the Spring 1963 edition of Gopher Historian. The publisher, the Minn. Historical Society, has extra copies available and they may be bought for 25¢ each. We urge that you buy copies for your resource committee now (while they are still available). This article provides a complete updating of the State You're In and is the only such publication of its kind. The address for orders is:

Gopher Historian
Minnesota Historical Society
St. Paul 1,Minnesota

Another publication you may find useful is a descriptive list of all major changes in Minnesota government since 1947 by Dr. Mitau. It may be ordered for 25¢ from the Historical Society at the above address.

CONSENSUS DATES Because of previously determined schedules about one fourth of our members were going to be unable to meet the March 1 and April 1 dates for consensuses on state program items. We believe that in order to act effectively our position must be based on substantial agreement of all of our members. Therefore the final dates for consensuses have been changed: for Indians it is now March 6 and for the Amendments April 3rd. In order to be considered reports must be in the state office on the dates due.

STATE CRS Important to remember in calendar planning for the coming year -- the state continuing responsibilities -- no consensus required -- only member stimulation. This is the program action part of your state agenda. League lobbyists do an excellent job at the Capitol in the legislative year but they need help from every member in non-legislative years to stir up local interest in the areas we have chosen for action. Successful legislative enactment of our program is dependent on the continued interest of those constituents "back home" — this is your role in League lobbying -- the coming League year is the time for it!

A new publication or series of publications concerning past action on CRs will hopefully be ready in November.

Several publications are now available in quantity, at bulk rates. These would be suitable for distribution to the public at county fairs or other meetings where you may maintain a publication booth.

Well, What D'Ya Know, Minnesota Has a Constitution! The Roaring Farce of 1857 Why Minnesota Needs a Constitutional Convention	100 of each publication for $1.00
Legislative and Congressional District Maps	2¢ each

PUBLICATIONS The time is now! Plan now before your units meet to assess each member a dollar, or even two, for publications. Your Board can then order copies of both state and national publications for each member. In this way there is no burden of billing each unit, and there is a great increase in member participation and satisfaction. Try it and see!

The time is now too for bargain hunters -- because a large supply of "You Are the Government" is still on hand, this excellent booklet is being sold for only fifteen cents a copy. Perhaps now is the time to spend some of that "action in the community" money, and present copies of YAG to Girl and Boy Scout troops working on their citizenship requirements. (It would make a honey of a public relations picture in your paper!) Or how about presenting copies of YAG to your new members and contributors? At 15¢, it's quite a buy!

The 1963-65 MINNESOTA FACTS is just off the press (one copy enclosed). Place your orders immediately -- 3¢ each -- so you will have them on hand when you kick off your membership drives. Make them available to members of your Speakers Bureau, your Welcome Wagon hostess, your discussion unit chairmen -- in fact each member should have one for basic information as she recruits new members. (Destroy any old ones you may have in your files because they are out of date.)

We are enclosing a copy of the state PUBLICATIONS CATALOG for each of your Board members. Please discard the old catalogs. Also enclosed is a supply of Publication Order Blanks for use of your Publications Chairman. Again we ask that you discard all the old order blanks with the incorrect address for your state office.

DISCUSSION WORKSHOPS Look ahead to the six statewide workshops on Discussion Techniques and Planning Sessions scheduled to be held the last week in September and the first three weeks in October. These will be all-day workshops, and are intended for the local presidents, all Board resource people, discussion leaders, and as many discussion unit chairmen as possible.

We get duck bumps just thinking about the tremendous possibilities inherent in these workshops. They can mean not only a big step toward keeping our members stimulated and satisfied, but also by having a part in making decisions, our members will want to do something about them in the community.

NEW LEAGUE In our OUTLOOK FOR WORK we mentioned that one pre-provisional League was ready for provisional status. The state Board has now officially recognized the Provisional League of Women Voters of St. Peter, with over 40 members. This League has been established with the assistance of members of the Bloomington League under our "adoption" program and their advisors are Mrs. Walker and Mrs. Nordland of Bloomington.

BYLAWS If you have changed your local bylaws in this last year will you please send an up-dated copy to the state office. If you have an additional copy, your consultant would also appreciate your sending a copy directly to her.

LETTERS We keep referring to page 56 of LOCAL LEAGUE HANDBOOK, the section on "Check List for Reporting" but we find that many of you have not read to the end -- #17 about sending copies of letters to national to the state office as well as copies of letters to other local Leagues. We would appreciate being included in the chain of communication. Not only would we like to have copies of your letters but also copies of responses to "Time for Action" or consensus reports or special reports or requests. This will help us do a better job serving you.

ENCLOSURES - Publication Catalogs, Publication Order Blanks, Minnesota FACTS, Fund Raising Report forms

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY of MINNESOTA
MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

September, 1963

This Board Memo is our means of direct communications with all 60 local Boards. Through this means we try to keep you au courant with our plans and provide some of the services that are our responsibility. We also communicate with you through letters to individuals, memorandums or by telephone. When we communicate in this way we try to send carbon copies of the communications (or summaries of telephone conversations) to all parties interested, involved in or affected by this action.

We realize that it is important to keep people informed and to keep all lines of communication open in order for us to work effectively. Good communication in the League usually involves interchange -- it is not one-way. We need to hear from you. We welcome your minutes and your bulletins. We would also welcome more letters -- to your consultants, to your counterpart on the state Board. We'd also appreciate copies of your letters to other Leagues or to the national office. We receive copies of all letters written to you in reply to your letters to national. As we read these copies we often wonder what it is all about -- we would know if we'd had a copy of your original letter.

Don't forget the value of the person to person communication. We want to get to know you by visiting your Leagues. When do you want us to come? We're looking forward to meeting a lot of you at the area conferences this fall. Don't forget that you Presidents are welcome to visit a state Board meeting -- just let us know when you would like to come.

The communications center for the state is our state office. Here is where all records are kept. We have on file reports, copies of correspondence, membership information, etc. Any communications directed to the office are answered by the staff or directed to the person responsible. This office is maintained as a service for all of us. We are not operating as efficiently as we would like to because you are slow in providing the information we need. In the June Board Memo we asked for Board lists, budgets, your local program and the method of payment of your pledge to be sent <u>immediately</u>. Faribault, Jackson, Hibbing, Virginia and West St. Paul are still on vacation!

In the meantime we have two new local League Presidents to announce -- they are replacing those who have had to move:

Mrs. Wm. W. Butler, 221 Wildwood Ave., White Bear Lake 10 is the new Mahtomedi President.
Mrs. Dwight Larson, 503 W. St. Paul St., St. Peter is the new St. Peter (Prov.) President.

COMMUNITY ACTION Thanks to Minneapolis League of Women Voters we are able to enclose their KUOM radio schedule. We also thank them for providing these programs, together with St. Paul, that can be of real value to all of us, if we alert our members and our communities so they will listen. We could all follow the example of these Leagues in using radio for reaching a larger audience. Your state Board is going to use this media.

PUBLIC RELATIONS NATIONAL PROGRAM — A public relations chairman couldn't ask for a more timely chance for program promotion than United Nations Day, October 24th. How are your plans coming? Here are some ways that Leagues can bring the importance of the U. N. into their local community.

Schools are an excellent spot for educational projects. Brochures can be distributed to pupils and teachers. Volunteer to provide program material for U.N. Day asemblies and then get a film and speaker. Poster or essay contests can make the children aware of the scope and importance of the U. N. Well-planned and executed displays in schools and local store windows are always good.

U. N. Day luncheons and dinners featuring speakers on one of the many phases of U. N. activity may be a general League meeting or may be sponsored by League in cooperation with your local U. N. organization. A foreign menu and educational display will add zest to your meal.

Make use of your local paper which may wish to do a U. N. Day editorial or series of articles on the U. N. during the week. Tapes on the U. N. can be furnished to your radio station. Involve your speakers bureau. Some plans may be very elaborate, others quite simple, but all are important to League emphasis on the U.N.

DISCUSSION WORKSHOPS — By now you have received the flyers telling all about the details of the state-wide workshops on Planning Sessions and Discussion Techniques. We are looking forward to visiting your towns and meeting you all.

During this year of membership emphasis, we feel strongly that helping each member learn to sift the facts and make up her own mind as she participates in a properly conducted discussion will make an ehtusiastic membership, and will make visitors anxious to join the League.

The emphasis during these workshops will be on practical knowledge -- on things you can really use in your own League. So do come, as many of you as possible, and be prepared for a fun as well as an instructive day!

Remember that if you find the workshop date assigned to you inconvenient, you may register for another workshop.

TREASURER — It is time you gave your board a budget comparision report (if you have not already done so). Include copies of this report with your minutes.

The finance committee is planning a study of budgeting and bookkeeping methods and welcomes all suggestions or questions. Keep this in mind the whole year and send your ideas and comments to the state office where they will be sent on to the committee.

PUBLICATIONS — We need your help to up-date the Local League Publications Catalog. Some of you held out on us last year when the catalog was originally compiled -- we know because we saw the publications you brought to State Convention! At any rate, the catalog <u>is</u> of value, particularly for local resource people, and we would appreciate your cooperation.

Please list on the enclosed form all publications your League has produced. If you have only one or two file copies, we can understand your not wanting to list them. However, if you have just a few copies and would be willing to loan one, please list and then indicate "on loan" rather than "for sale." Please include the cost of postage in the price to simplify ordering local publications.

Please send us this information during September.

Remember, too, to order enough State Publications Catalogs for each of your units. They are free, of course.

We hope you are making plans to prepare your members for their unit discussion meetings this year. It means getting publications to as many individuals as possible -- and before the discussion meetings! Remember that in order to discuss a problem intelligently, one must have some basic facts in mind!

We have already urged a member assessment to provide publications. Bloomington and Edina do this and find it very simple and easy to carry out. Some Leagues, however, shy away from assessing all their members for publications, and instead use a Local Subscription Service. Minneapolis does this successfully.

A Local Subscription Service works as follows: All members are urged to send a fee ($2-$4.50) to their local League treasurer to enroll as a subscriber. Then members of this service automatically receive by mail all (or nearly all) publications studied during the year. The local League publications chairman (and/or her committee) takes care of the ordering and the mailing. The cost of the publications, manila envelopes and postage is deducted from the subscription fee. Usually the service runs from September to June.

It is important to note that <u>all</u> publications (local, state and national) are included in this Local Subscription Service. It does mean more book work than a flat, every member assessment, and does require good publicity to make every member aware of the Service, and of its advantages. If your League does decide to try this, perhaps the publications chairman could visit each unit and explain how it works and how it enables each member to get her own publications before her unit meeting.

FINANCE Most of your plans are getting the finishing touches now and many drives are ready to start in September. Your State Finance Chairman has been imagining what are the needs, the unspoken questions and unfulfilled wishes of the average local finance chairman. First, and with earnest sincerity, please feel free to call, or write, if we can help in any way. Your consultant stands ready to meet your needs also. Second, remember member involvement shares the work. The first step is to consider the whole Board as your committee or nucleus for your solicitation. Each member of the Board has a stake in finance -- not just you alone, but perhaps you will have to open their eyes to this! Finance is the life blood and they all need "to survive"! Your bulletin editor, public relations chairman, membership chairman, and publications chairman can be of invaluable help at this time so put your heads together.

Concerning metropolitan finance campaigns -- some Leagues have found a joint effort is of great help, but others choose to "go it" alone. Will the Leagues who have a joint effort, please identify themselves and describe what success you have had so that we all may profit? Since there is a divergence of opinion about a metropolitn finance campaign there is no pressure for a League to commit itself. Leagues in a given area could conceivably cooperate in the area of public relations since they share common media. Please let us hear from you how you may have accomplished this successfully.

MEMBERSHIP We are glad to read of your plans for your Membership drives this fall. We keep referring to Membership Memos and Membership Matters (another issue should be coming this month). We must depend upon each member to help reach our membership goals. The individual members then need to be refreshed "about League"! Refresh her with the facts from Let's Talk League. This publication is divided so that it can be easily used a section at a time. Each unit should

have a copy and then use imagination in presenting the material. Make it fun!

MORE ON CIVIL RIGHTS — On July 15, Mrs. Robert J. Phillips announced in her Memorandum the creation of a continuing National Women's Committee on Civil Rights and a steering committee on which she has agreed to serve.

Hoping to bring coordinated action to the state level, Mrs. Wright W. Brooks, chairman of the Governor's Human Rights Commission, called a meeting of representatives of women's organizations in Minnesota. Out of this meeting, held August 13, 1963, came the recommendation that we set up a Minnesota steering committee similar to the national committee described by Mrs. Phillips. Mrs. William Whiting has been invited to represent the League of Women Voters of Minnesota.

It is hoped that this steering committee can circulate information from the Governor's office, human relations organizations and women's organizations as a means of helping us to know what is being done in human relations in this state. It is also envisioned as a source of advice to groups attempting to carry out an action program, and further, where organizations wish to pursue the same course, as a means of coordinating their efforts.

This will not be an action committee in the sense that it might set up its own programs and demand participation by member organizations, but rather it will provide a channel of communication so that action by one group may reinforce that of another.

The first meeting of the steering committee was held on August 29. Because Mrs. Whiting was unable to be there, Mrs. Harold Watson and Mrs. Elton Johnson attended in her place. Nine organizations were represented. Mrs. Watson outlined the possibility for League action on the national level as set forth by Mrs. Phillips and the course of action, particularly legislative, contained in our state position.

It was agreed that except for legislative activity the appropriate focus for action is in each local community since the character of each community is unique. Tentative plans were made for a November workshop to which representatives from local Leagues would be invited along with members of other women's organizations. This will be in a sense a leadership training course to help all women work more effectively in community activities in the area of civil rights.

We will keep you informed of the progress of the steering committee.

NATIONAL PROGRAM — What happened when you received the "Time for Action" on foreign economic aid? Some of our representatives did not hear from you. Perhaps your Board needs to refresh themselves on what is expected of them by reading page 25 of LOCAL LEAGUE HANDBOOK. We don't use the word "must" in League organization, but you are obliged to follow seven basic policies steming from By-laws and Recognition Standards. One of these relates to your responsibility in complying with all Times for Action.

We don't know that you could have been influential in changing the vote of our four representatives who supported all the restrictions and cuts to the foreign aid authorization bill, but we do know that your work is cut out for you now! No doubt the letter received from Congressman Quie is typical of the thinking of those opposing the administration's proposals: "As you know, this measure passed the House on August 23 with a reduced authorization. During the debate, it became clearly evident that there was more money in the foreign aid bill than would be required for sensible administration. It also became evident that the Appropriations Committee would not provide anywhere near the amount of money in the Foreign Aid bill. In order to provide legislation more in keeping with actual needs and to

make certain that the program would be administered in a more acceptable manner, I think the amendments added to the legislation were wise.

"I supported the bill in its final form because I believe there are still some programs, especially hard loans and technical assistance, which are helpful in the advancement of underdeveloped countries and are in the interest of the United States."

Rollcall on House votes on Foreign Assistance Act of 1963:

To lower ceiling from 4.1 billion to 3.5 billion (passed 222 to 188):
Aye: Langen, MacGregor, Nelsen, Quie
Nay: Blatnik, Fraser, Karth, Olson

On final passage of the authorization (passed 224 to 186):
Aye: Blatnik, Fraser, Karth, MacGregor, Olson, Quie
Nay: Langen, Nelsen

We cannot afford to delay any longer in renewed effort to have adequate support for our foreign economic aid program. We need community action on this! Inform your members (send for and use the Congressional Record for August 20, 21 and 22 which includes the House debate) and quickly plan your action campaign -- going on the air, writing letters to editors, alerting other organizations and individuals. Get the letters moving to Senators Humphrey and McCarthy so that there will be adequate support to remove many of the crippling limitations. If your representative did oppose all the crippling amendments, be sure he knows that you appreciate his efforts and urge him to continue in his support.

The May, 1963 National Board Report in asking for consensus in two areas of both the U. N. and Foreign Policy items has suggested the specific League material related to the questions. The Leaders Guide of last year on each of these CA items has also listed outside resource material. Please review them, keeping in mind that January 1st is the consensus deadline.

PEACE CONFERENCE — Mark your calendars for a Pathways to Peace Conference, sponsored by a dozen or more Minnesota organizations, to be held Saturday, October 19th, at Coffman Union, University of Minnesota, beginning at 10:00 a.m. and continuing through with a banquet in the evening. The keynote speaker will be Senator Hubert H. Humphrey. A spokesman for labor and one for management presenting talks on the "Economic Effects of Disarmament" will be the banquet speakers. Exhibits by various organizations, film presentations, book reviews on current literature in the area of peace and workshops are also planned, making for a most interesting day. More information will be forthcoming.

PROGRAM MAKING — Local League Board planning: Call to Convention from the National President giving deadline dates, etc., is valuable for your scheduling of meetings. Minnesota's Let's Talk League and national's Local League Handbook's sections on program-making should be reviewed. Your national agenda chairman is brushing up on her knowledge and know-how. Members are reminded to keep current National Voters and to re-read before the meeting.

The meeting: 30 minutes of unit meeting time should be allowed. Discussion leader may wish to start with a chart to indicate the variety of possibilities. As the members come in with their ideas for program, your discussion leader brings in your resource chairmen for a little background on the suggested item, charting its opportunities and limitations. Reference is made to the criteria (principles, too) for selecting program. (See Local League Handbook)

A chart may help to kick off discussion and keep it on the track. (Mrs. Jones'

trip to the U. N. or someone's commentary on the Civil Rights March make wonderful listening but Time Marches on too!) Some Leagues, having more time, make a second large chart, a round pie affair marking off the months of the year, showing your League's local, state and national (separate colors) program activities both in the League and in the community. The purpose of this is to help your members see the carry-through of this program-making process. What we do in program grows out of Convention and Annual Meeting decisions and becomes better government for all citizens. There now, you've also explained ("oriented" them to) one of the main purposes of the League! Many birds with one stone - sound program suggestions, active and interested members ready to go to work and (since this is finance time for many of us) raise the money to carry out these programs.

The above suggestions should help you carry out your two-fold responsibility in Program making as outlined in the "Call to the Thirty-Sixth National Convention of the League of Women Voters of the United States." It is important for you to use this two-step procedure -- do not by-pass step #1 involving each member. The key words here are "devise a plan which will give the member an opportunity...." Too often this is handled much too casually without adequate preparation. In the July and August Board minutes including your calendar plans for the year, there is seldom mention of this important responsibility. Start planning now and include it in your overall plans.

Enclosures: KUOM Radio Schedule (one to a League)
Local League Publications List form

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY of MINNESOTA
MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

September 27, 1963

The Area Workshops on Planning Sessions and Discussion Techniques are started and we're all having fun learning new techniques to help liven our unit meetings. If you were not able to attend the workshop to which you were assigned, send some unit and discussion leaders, and some resource people too, to another session in October (reservations are still open for all of these sessions if you act immediately--your check covering the cost of the luncheons of people attending the workshop from your League is due to the President of the hostess League one week in advance of the workshop).

Four state Board members (Mrs. Whiting, Mrs. Murray, Mrs. Rothnem, and Mrs. Johnson) will be attending a State Board Conference in Chicago, October 1, 2, and 3. The League of Women Voters of the United States will underwrite travel expenses for this conference which also includes four representatives from Illinois, Indiana, Michigan, Missouri, Ohio, Texas and Wisconsin. The agenda for the conference includes philosphizing about League Leadership, Membership, Program, Principles, discussion on state Program and legislative work, public relations and also a report from the Advisory Finance Committee. We look forward to sharing the results of this conference with you.

MEMBERSHIP This year (and for the next five years) one of the areas of emphasis in League activity is MEMBERSHIP. The challenge of concentrated membership recruitment was presented to the local Leagues by the national Board at National Council last April. In Minnesota your state Board wants to help the local Leagues accept this challenge, not only of getting new members, but also of orienting them to government and League. Equally important we feel is keeping our membership by seeing that being a member is a personally satisfying experience.

We have read with interest your plans in this field. Your local bulletins and minutes are filled with plans for Membership drives, teas, luncheons, new member meetings. It is indeed heartening to see local Leagues really working to bring more women into League work.

Just as membership goals have been set nationally, so have we in Minnesota set goals for membership increase. In the Outlook for Work we stated that there are at least 1,000 women that would like to become members of the LWV. This means 200 members a year to be added to our roster over and above turnover. We would like to suggest that you set two goals for yourself. One for the year and a long range or five year figure. We all know that we set goals for our Leagues when it comes to finance, calendars, etc. so a goal in membership seems reasonable.

Your membership chairman and her committee should analyze your potential for growth and be given time to present their views at the next Board meeting. Then this matter should be discussed by the entire Board, for surely membership is an all Board responsibility. Please let us know what your yearly and long range goal figures are.

The Membership Matters #1 from National that you received this summer is filled with ideas for member recruitment. We hope you use some of them, plus the creative talents of your own members to attain your goal.

In National Membership Matters #2, ways of orienting members were suggested. This is an important step in making the new member's first year a satisfying one. Often a woman new to League knows little about government, let alone League structure, Program (and even League terminology!). Some Leagues have already scheduled new member orientation meetings (or a series of such meetings). Please do consider doing this now. Help your new member be more comfortable in her unit this first year because if she is happy in League the first year, chances are she will be a lifetime member. We think "background" meetings on government and program will help immensely here, even though it may mean the scheduling of an extra meeting for most of you. Have fun with your new National publication "Do You Know the ABC's of Your Town Government?"

Your state Board is also working to increase membership by starting new local Leagues. Using last year's successful Adopt-a-League plan, League representatives from Rochester, Granite Falls, Moorhead, Duluth and Bemidji are exploring the possibilities for new Leagues in Montevideo, Winona, Crookston, International Falls and Grand Rapids. If you have friends, relatives, or business contacts in any of these towns who would be interested in becoming League members, please send their names and addresses to the state office.

LEGISLATIVE Many of you are taking advantage of this time between legislative sessions to get better acquainted with your senators and repre--sentatives. Your imagination and ingenuity is most hearwarming. Some of you are using these sessions to attract and keep new members for your Leagues - government in action sessions. Others of you use the meetings to extend a cordial thank you and welcome to the legislators. Still others of you are sponsoring legislative community meetings, inviting leaders of other prominent men's and women's organizations to join you in get-togethers with your legis-lators. These sessions are of course welcomed by the legislators and very rewarding for the local Leagues. And splendid ground work for the 1965 session.

FINANCE The new "Membership Matters #2" points up again how finance, member-ship, program, and all facets of League go together to make us a healthy organization. On page 5 this is brought out in the letter to "Libby" and "Puzzled." Be sure to read it and discuss these points with all members. Have you cultivated the wives of the men in your community who give to the finance drive? Finance, public relations, and membership would surely profit.

The national average membership participation in League finance campaigns is approximately 16%. In Minnesota we believe there is a job of some kind for every member. What is the average of your League? The more solicitors, the lighter the work, the more prospects seen, the more money received.

TREASURERS The finance committee is hard at work and one of the goals is to change the concept of the treasurer's job from that of just a book-keeper. We hope we will be able to help her become an asset to her Board and President by advising how to spend the money, and not just reporting what was spent.

interpret the ability of business management and organized labor to successfully make the transition from a cold-war economy to a peace-time economy. Tickets for the dinner may be secured from Mrs. Clement Volpe, 4016 Grimes Avenue South, Minneapolis, WA 7-8375.

CIVIL RIGHTS The steering committee of the Minnesota Women's Committee for Civil Rights will hold a human rights conference for women at the Ambassador Motel, 5225 Wayzata Blvd., St. Louis Park, November 14, 1963. Workshops concerning education, housing, employment and community relations will form part of the program, along with speeches by a representative from the National Women's Committee on Civil Rights and state officials. Further details regarding hours, prices and program will follow in the October Board Memo.

A Race Relations Institute which will be open to all and which may interest League members, particularly your civil rights committees, will be held at the Center for Continuation Study of the University of Minnesota on October 14 and 15. See enclosed announcement. (Under separate cover Leagues in the metropolitan area will receive enough announcements for each unit.)

Legislative note: It has been pointed out that Congressman Alec Olson has not been hearing from home regarding the proposed federal civil rights legislation. Those Leagues in his district, please note--you and the rest of your members are his constituents!

There seems to be some confusion about League action on the national level on the civil rights legislation. We suggest that you reread the Memorandum from Mrs. Phillips of July 9, 1963. As a League we are not in a position to act but we can encourage our members to take individual action.

RESPONSE TO TIME FOR ACTION In the last few months you have received several Times for Action on foreign economic aid. Many of you have responded with letters, personal interviews, phone calls, community action, etc... Just how much of a response you have given we don't really know--but we would like to know so we ask that you fill out the attached card and mail to Mrs. Letourneau today.

VOTERS SERVICE Reread page 25 of the May 1963 GUIDE FOR PLANNING from the National Board, then go to work with the new national publication "Do You Know the ABCs of Your Town Government?" (Your League should immediately order additional copies for other Board members and all the units.) Only the limits of your imagination will limit the use of the publication and the ideas given in it! Voters Service Chairmen should be cooperating with Membership, Public Relations and Finance Chairmen and Bulletin Editors in the use of this material -- what an exciting time everyone should have learning more about your town's government!

LOCAL AGENDA The local agenda list included in this mailing is for the use of your Local Agenda Chairman. She may wish to contact Leagues working in the same program field for ideas and an exchange of material. It is sometimes helpful for local agenda chairmen to get together to discuss the how-to of carrying out local program. The exchange of new local government surveys might spur your League to get to work on a town survey for your community. The list may be helpful when the time comes to choose your own local program for next year.

Board Memo - 5 September 27, 1963

PUBLICATIONS Please do not forget to send in the list of your local League's publications -- in order for the Local League Publications Catalog to be valuable, it must be complete! We need this information now.

As you make preparations for your New Member meetings and teas, and also for your finance drives, be sure you have plenty of the new Minnesota Facts. We want prospective members and contributors to know what the League does! Contributors like to get something for themselves too, so why not give them a copy of "You are the Government"?

Also be sure your plans include a Publications Table at all your general membership meetings and at meetings to which the public is invited.

Enclosures: Local Agenda List
Post Card for reporting response to Times for Action
Seminar Announcement

FLASH! ! ! A 12:30 luncheon meeting with discussion of 'one nation - ome vote' by Stanley Platt, United World Federalist, and Prof. Charles McLaughlin, head of the University of Minnesota political science department, will be held at the Coffman Junior Ballroom on November 1. The meeting is sponsored by the Minneapolis and St. Paul Leagues and the St. Paul division of the AAUN. Luncheon will be $1.65, and reservations must be in the Minneapolis or St. Paul League office by October 29.

This was amended by Mrs. Hutchens adding: We need more time to discuss this change before voting on it.
Mover: Hutchens Second: Faucett Carried.
Mover of complete motion: Rothnem Second: Faucett Carried.

Mrs. Whiting will include information to local Leagues in the Board Memo about the proposed program structure change.

INDIANS: Mrs. Watson needs three readers for her material on legislation affecting Indians. Mmes. Diefenbach, Whiting and Lundquist offered to do this.

PUBLICATIONS: Mrs. Lloyd Meyer has met with Mrs. Williams about pricing of publications. Policy has been to charge 1½¢ per single page, 2¢ for both sides, not taking into account office overhead and other hidden costs.

MOTION: Mrs. Diefenbach recommended a figure of 20% of actual cost of a publication be added to determine the total cost of a publication. We would see how satisfactory this is and re-evaluate after one year.
Mover: Diefenbach Second: Johnson Carried.

Mrs. Diefenbach will write to Dixie Drake about the mechanics of charging overhead.
A new local League publications catalog is being prepared.
Our supply of party designation folders is depleted.

MOTION: To order 3000 copies of the party designation folder.
Mover: Letourneau Second: Diefenbach Carried.

A letter from Mrs. Silberman of the Robbinsdale League was read asking if the League image is "disturbed" if local Leagues distribute literature not published by the LWV. Mrs. Faucett will write to Mrs. Silberman explaining that this is a local Board decision.

BUDGET BUILDING DAY: The proposed tentative state budget will be presented to acquaint local League budget chairmen, treasurers and presidents with the need for financial growth and larger membership. It Makes a Difference will be the theme. The state Board was divided into committees taking a few items each from the budget. These committees will meet before our next meeting to make proposals for plans for the coming year. The local League visitors will have time to ask questions during lunch before the budget committee goes to work in the afternoon to prepare the final draft. This meeting will be held in the Northstar Ballroom Lounge in the Student Center on the St. Paul Campus.

MOTION: To subsidize local Leagues that come from farther than 75 miles at 5¢ per mile.
Mover: Janski Second: Rothnem Carried.

Mrs. Rothnem was appointed as the other Board member, in addition to Mrs. Faucett, to the budget committee. Mrs. David Vail is Chairman. Suggestions were made for other non-Board members who will be appointed by Mrs. Whiting.

TAXES: Mrs. Faucett read a letter from the Minneapolis LWV concerning a case they want tried in Federal District Court for a ruling on tax deductibility of a contribution to the LWV. We could also talk to legislators about legislation making our organization tax-exempt. On the national level, there is a committee to study this problem. After some discussion, it was decided that we think about this until a later meeting.

NATIONAL: Mrs. Letourneau attended a meeting of the World Affairs Center Board composed of thirty members to discuss the Resolution of the American Legion

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
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MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

October 31, 1963

Our October state Board meeting was a week later than usual so our Board Memo is also later. In November we will meet the third Thursday, November 21. Our December meeting, which is also Budget Building Day, will be Thursday, December 5.

We regret to announce the resignation of Mrs. Arthur McWatt, State Local Agenda Chairman, because of the amount of time required of her as chairman of the St. Paul Minority Housing Committee.

We are pleased to announce the following state Board appointments:

Mrs. John Hutchens, 5016 W. 109th, Minneapolis, 31, Minn., will serve as Local Agenda Chairman.
Mrs. Harold Nash, Rte. 7, Box 436, Excelsior, Minn., will serve as Public Relations Chairman.

CIVIL RIGHTS All of you should have received announcements of and registration forms for the Conference on Civil Rights in Minnesota: Problems, Programs and Prospects. The announcement explains the purpose of the conference planned for you by the Minnesota Women's Committee for Civil Rights.

The League of Women Voters was one of the women's organizations represented on the steering committee, and Mrs. Harold Watson is in charge of one of the workshops. Send in your registration before November 7 so that your League can participate in and contribute League thinking to this conference.

PROGRAM SUGGESTIONS Only 20 days in which to complete your first round suggestions in the national program-making process. The September, 1963 National Board Report points out that "Free choice by the member in her local League is the democratic foundation of League program-making." Your responsibility then is to give your members an opportunity to participate - no local Board should preempt this privilege from its members.

PROGRAM STRUCTURE This National Board Report also gives us preliminary information on bylaws and associated matters that will be a part of convention business. We wish to call your particular attention to the first paragraph on page 12 in which the national Board specifically asks for your League's comments on the proposals relating to Program Structure.

We realize that your calendars for League activity for the next two months are already very full as you complete finance drives, candidates meetings and unit discussion on national Program leading to consensus in both U. N. and Foreign Economic Policy.

We are enclosing an article to use in your bulletins. If you do not have sufficient time for discussion of this important proposal in a unit meeting, we suggest that early in December you plan a general meeting just for the purpose of member discussion of the proposed changes. Recruit a committee of past Board members (and you might have a "fresh new look" by including one of your newer members) to plan and conduct this meeting. They will need a copy of National Bylaws (revised 1962) and National Board Reports from May, 1962 (p. 41), November, 1962 (p. 25), May, 1963 (p. 41), September, 1963 (p. 10) and the Local League Handbook.

Some of the things you may want to include in your discussion are:

History of Program Structure in the League.
Purpose of League Program.
Present Program Structure. (It is important for our members to understand what we have now.)
Flexibility under present Program Structure.
Scope under present Program Structure.
Workload. (If you must!)
Role of members.
Role of Board.

Your consultant or other state Board members are prepared to assist you with your meeting and to be present as a resource person for your discussion if you feel you need such assistance. Do give your members an opportunity to discuss this important structure change. Send your results to both the state and national Boards.

DISCUSSION WORKSHOPS The last of our six area workshops on Planning sessions and Discussion Techniques has now been completed. Your hospitality and response to these "new" ideas was indeed heart-warming, and many of you indicated a feeling that here may be an answer to unsatisfying, dull unit meetings, widespread membership problems, and to the reaching of consensus. You were all convinced, too, of the great need for publications using this system.

Many of you can hardly wait to find discussion leaders for your units. Remember as you recruit these leaders that a vast knowledge of League program is not necessary. Most of all these women should be friendly, well-liked, fair, unbiased and firmly believe that each woman in the discussion unit has something valuable to contribute.

Since most of your discussion leaders will not have attended a Discussion Workshop, you will need to pass on to them what you gained at the Workshop. In addition, there are some extremely valuable publications on Discussion Techniques which can be ordered. The titles and where to order are listed below:

A Manual for Discussion Leaders $.50 and
A Workbook for Discussion Leader Training $.50
LWV of Los Angeles, 1134 Crenshaw Blvd., Los Angeles, 19, Calif.
Guide for Members of Resource Committees (April, 1962) $.05
LWV of Washington, 7615 Sand Point Way NE, Seattle, 15, Wash.
'Do It Yourself' Discussion Training Workshop $.15
LWV of New York, 131 E. 23rd St., New York, 10, N.Y.

We hope you will provide copies of the sheet "Guide for Discussion Unit Members" for all your members. There is a limited supply of these left over from the Workshops, and you may order them free from the state office. First come - first served!

NATIONAL PROGRAM Tape available on Commodity Arrangements - Call the Minneapolis League office if you would like to borrow their taped talk on this subject by Prof. Philip M. Raup of the Dept. of Agricultural Economics, University of Minnesota.

Tune in - Channel 2, KTCA, Monday evenings at 9:30 or to the re-broadcast on radio, KUOM, Wednesdays at 1:30 p.m. for weekly discussions on the topics of the Minneapolis Star World Affairs Program being presented by the General Extension Division of the University of Minnesota. For listing of programs, see enclosed brochure.

No reservations are necessary for the UNESCO Conference on The New Europe and the U.S.: New Directions to be held November 14, 1963 at Heritage Hall of the Minneapolis Public Library. The morning session will begin at 10:00 and include a talk by Barbara Stuhler, Assistant Director of the World Affairs Center, University of Minnesota, on "The Scope of Change in Europe Since 1945." Following will be a panel of participants who attended and will cover the themes of the National Conference of this title which was held in October in Chicago. After a 12:00 to 1:30 lunch period (many restaurants are in the vicinity), the afternoon session will include a film and commentary by Willard L. Thompson, Dean of Extension and Summer Session, University of Minnesota on "New Directions in European Education" followed by further panel discussions with time for audience participation.

The Time for Action on the foreign aid authorization is still pending. It was good news that the drastic cut by the House was restored by the Senate Foreign Relations Committee and authorized at $4,202,365,000. Action by the Senate should be completed or nearly so at this reading; however, the bill then goes to the Conference Committee before final action by the House and Senate. Then the Appropriations Committees go to work so keep on your toes - write, wire, or call your Congressman and have supporters in your community do the same. Thank you for your reports on your action to date and keep us informed of any further activities.

CONSENSUS As your discussions proceed this fall, you will be directing them into new consensus areas requiring a broader background than that in the Facts and Issues. Hopefully, members come to their unit meetings having read the Facts and Issues, having been alerted to the consensus areas so that prior thought and reading has been done, and discussion proceeds from there to the issues to be considered. Wishful thinking you say! Not if attention of the members has been alerted to the importance of making decisions and arriving at positions they must live with. You have been making good use of the Leaders Guides on both the U.N. and foreign economic policy items with their suggested resources, as well as the May and September National Board Reports, augmented by current news and information in the consensus areas. However, has your Board scheduled time to plan for reaching consensus as well as later evaluation? Please send us a copy of your consensus report that you will be forwarding to the national Board. If your League has not arrived at any decisions, don't hesitate to tell this either, but please explain the reluctance. Review your Local League Handbook, page 17, for information on procedure for determining consensus.

Here are some suggestions for your Planning Session so that you can give your units the kind of help they need in providing a satisfying experience for your members:

1. Plan what each member should have the meeting before the discussion is to take place. For example: Facts and Issues, pertinent National Voters, current newspaper articles, etc.
2. Ways to open the meeting: illustrative materials, articles about the Russian wheat deal, questions from National Board Report , September, 1963, etc.
3. What resource leader should read for reference: National Board Reports, Foreign Policy Round-up, etc.
4. What discussion leader does - questions to ask. Help her plan these for each consensus area.
5. Plan how to reach agreement on each item and procedure for reporting it.

Plan for your Board's follow-up on these reports evaluating opinion (considering the minority, too), stressing the why and coming up with your League's consensus which is then sent to the national office with a copy to the state office.

VOTERS SERVICE In our Outlook for Work, we stated that we would examine our present voters service procedures through a questionnaire sent this fall.

As reported earlier, Mrs. Nordling, our Voters Service Chairman, was unable to continue on the Board and a replacement has not been secured. Therefor, this is one questionnaire or report you will not have to worry about this fall!

Just because we don't have a state Voters Service Chairman doesn't mean there is no voters service activity. We are glad to have reports of candidates meetings, public meetings on local issues and go see tours. You are no doubt looking ahead to activities relating to next year's elections. The "preliminaries" - the precinct caucuses - will be starting soon after the first of the year. The League can stimulate interest in this grass roots process of government through the use of a film "Cast Your Vote and Not Your Shadow", black and white, 16mm. sound, about 22 minutes. It is available free from the State Central GOP, 585 Endicott Bldg., St. Paul, Minn.

BULLETIN EDITOR Plan with your Board the timing and use of the enclosed material on Program Structure. We suggest that you not condense this material further - but if you have the space, include the detailed information from the National Board Report.

Some bright, new looks in local League bulletins have appeared on the scene this fall. Edina has an impressive, printed front page which really dresses up their publication. South St. Paul is putting out a brand new bulletin with a printed first page. The St. Paul Voter lines up League events in regular calendar form that is easy to read and handy to post on the bulletin board. White Bear Lake consistently carries complete observer coverage of their Council meetings. Mimeographing of the Wayzata bulletin is always excellent. These are just a few of the many excellent items found in local bulletins throughout the state. You can share in these exciting ideas by exchanging bulletins with other Leagues. Try it by making use of the list of bulletin editors enclosed with this mailing. Let's see more of that bright, new look.

An outstanding line-up of League interviews is scheduled for KUOM radio during November. You can make the following additions to your KUOM schedule provided you by the Minneapolis and St. Paul Leagues who jointly sponsor the program. Participants in the November programs which are aired at 11:00 a.m. Tuesdays are:

Nov. 5 - Excerpts from a debate on U.N. voting (one nation-one vote) with Charles McLaughlin, Professor of Political Science at the University of Minnesota, and Stanley Platt from the United World Federalists.

Nov. 12 - Commodity Arrangements
Interviewee: Robert W. Barrie, Administrator for International Programs for the U.S. Department of Commerce.
Interviewers: Mrs. Lloyd Woodruff and Mrs. Margaret McCalvy

Nov. 19 - Aid Programs of Other Nations
"Help Wanted: A Cork for the Gold Drain"
Interviewee: Walter Heller, Chairman of the President's Council of Economic Advisors.
Interviewer: Mrs. Robert Moore

Nov. 26 - Foreign Private Investment
Interviewee: Rep. Donald Fraser, 5th District Minnesota Congressman.
Interviewer: Mrs. Margaret Nemo of the St. Paul League.

December programs will be devoted to metropolitan area problems.

PUBLICATIONS It Makes a Difference . . . There Is a League of Women Voters. By now all League members are familiar with this pictorial profile of the League and its workings. How can you use this fine prestige piece to further League promotion in your community?

Let's begin on the coffee table in each member's home, a natural spot for this conversation starter. Urge members to buy their own copies for use at home, to lend

to their neighbors or to take to meetings of other women's organizations.

Originally designed as a finance tool, new uses for this publication keep popping up - membership, orientation, public relations and dozens of others. It Makes a Difference will get thorough exposure in libraries, reception rooms, offices and, of course, at all League sponsored public functions. This booklet tells our story well, indeed, and can be a powerful tool in explaining the League to those who don't already know.

TREASURER Enclosed you will find the report of the first half of the year. Study it carefully and inform your Board. How do your expenditures and income measure up at this time. Have your expenditures been slow and steady or are you saving up for a rainy day? Please note - 15 Leagues have paid their pledge in full, 19 have paid 50% or over, 9 less than 50% and 17 nothing. This is just a factual report. All Leagues have notified us when their pledges will be paid. We are on schedule.

League finances are your area of concern, and this certainly concerns <u>your</u> money. Last month the state office received 49 notices from the post office regarding return of Minnesota Voters that could not be delivered because of lack of change of address. At a charge of 10¢ per Voter, this is $4.90, and these notices cannot be refused. Please have members who are anticipating a move give you their new address immediately, so you, in turn, can send the change to the state office. National Voter changes should go to the national office.

Remember, you can't afford it. It's your money after all! Furthermore, are you remembering to indicate on your lists of new members whether or not these are reinstatements? This is important for the state office so that New Member Kits are sent only to <u>new</u> members.

FINANCE Many Leagues are in the middle of finance drives, and we wish you success. Some have sent the good news that they have finished and have gone over the top. A gentle reminder that it's always good public relations when you thank those fine contributors (and, of course, you always do), that you call attention to some way his money will be spent.

Thanks to those chairmen who have sent in their preliminary plans. A reminder to those who have not sent in their plans, we are always willing to help in any way.

Have you read the section on finance in the September, 1963 National Board Report? Have you comments on their suggestions?

BUDGET BUILDING DAY All this discussion of maney, how we get it, and how we're using it, leads us to our annual Budget Building Day which is planned for December 5, 9:30 to 3:00, in the North Star Ballroom Lounge, Student Center, University of Minnesota, St. Paul Campus, 1 block off Cleveland on Buford.

This year we are inviting all local League Presidents, Budget Chairmen and Treasurers to attend as observers. In the morning, you will have the opportunity to observe the state Board "in action" as they present their proposals to the state

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_____ members of the LWV of _____ will attend state Budget Building Day on December 5.

Clip this form and return to the state office by November 29.

Budget Committee. Then you will observe the state Budget Committee's work in drafting the state budget for 1964-65. There will be an opportunity for you to ask questions and give your suggestions on present ideas. Because this kind of meeting must be held in the Twin City area, we are paying round trip mileage for one car for all Leagues 75 miles or more from the St. Paul campus.

STATE CRS Those Leagues who are planning meetings on State CRs before publication of the up-dated material will find very helpful the general philosophy of the ideas included in the new national publication entitled, "Current Review of Continuing Responsibilities" (August, 1963). The Capitol Newsletters of the last legislative session cover the progress or lack of it in those areas in which legislation was introduced.

The national CR publication included a section that poses this question, How Can National CRs Be Made Interesting to Members? This idea could apply to CRs on all levels. Suggestions for using explanations of CR positions in new member orientations are very good. New members will want to know what positions League holds that they are "accepting" when they become members.

Should a CR be combined with a CA for presentation at a meeting? The Charleston, Illinois League calls this a "split-level" meeting. Should CRs be reviewed at one meeting - at successive meetings - or should a League concentrate on only one CR? These are some of the ideas discussed in this publication.

How we use our CR positions that have been reached through much preparation of material, study and consensus is perhaps more important than how we present this material for re-examination to our own members. Suggestions for carrying CR information outside of the League is dealt with in one section of this publication. This section includes remarks from our Minnesota Outlook for Work dealing with the emphasis of "use" of national CRs.

Two issues of the Minnesota League of Municipalities that you might find interesting are the March, 1963 issue with an article on Election Procedures by Louise Kuderling and the August, 1963 issue with an article outlining the role of the League of Municipalities with regard to Home Rule.

MEMBERSHIP Have you reached your membership goal? Last month we asked you to report your goals - so few reports were received that we are helping you by attaching a card for you to use for this purpose. It is important to follow through on your membership activities at this time. January 1 is the deadline for reporting paid memberships as a basis for your representation at National Convention next April.

Some Leagues have already used our copy of the film strip in color "A Woman'S Place." (You read about it in the September 3 National Memorandum.) It is available from the state office.

STATE PROGRAM The National Municipal League is aware of the interest of the League of Women Voters in the subject of legislative apportionment. They are, therevore, making a special "to the LWV only" offer. The following publications, normally costing a total of $6.50, will be available to any LWV member or chapter for only $4.00. Send orders to: National Municipal League, Carl Pforzheimer Building, 47 East 68th St., New York, N.Y.

Enclosures: KTCA Brochures
Program Structure Info. for Bulletins
List of LL Bulletin Editors
Card for Membership Goals
Treasurers Report

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY of MINNESOTA
MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

November 1963

Special note to all local League Presidents--please read this BOARD MEMO immediately and plan for early distribution. Often information contained in Board Memos is of no value if not handled immediately.

This month you have received a separate mailing because of two meetings we felt needed your special consideration at this particular time of the year.

The first of these is BUDGET BUILDING DAY--December 5, 9:30 to 3:00, North Star Ballroom, Student Center, St. Paul Campus, U. of Minnesota (on Buford, one block east of Cleveland). We are looking forward to having your League's representatives with us (hope you have clipped and sent in the form from the October BOARD MEMO so that we have adequate arrangements for everyone).

The state Board is looking forward to discussing their plans for the future at this meeting. As they conceive new plans for 1964-65 they will look forward with imagination, measuring what is constructive and practical by the League purpose.

After these plans are presented, the state budget committee, the members of which are Mrs. David Vail, chairman, White Bear Lake, Mrs. Leon Robbins, Austin, Mrs. Roger Reed, Mound, Mrs. Donal Kimble, Maplewood, Mrs. R. Faucett, Rochester, and Mrs. M. Rothnem, Minneapolis, will develop the proposed state budget for the next year.

We hope that you will take the opportunity during lunch in the cafeteria to visit with your League's state Board consultant.

The second meeting that is of special significance to all of us is the meeting planned for December 9th beginning at 10:00 a.m., Thunderbird Motel, 2201 S. 78th Street, Bloomington (24th Avenue exit off Hwy. 494). This is the meeting planned to help us seek further answers to questions on foreign aid.

The authorizing legislation has gone through both houses with considerable paring. This is not the end...but what will the end be and what can we do about it? This is an opportunity to find some answers. (Don't forget to get your reservations in to the state office by December 5 with your check for luncheon.)

Plans are being made for a second meeting in the spring with some of our Republican Congressmen so that we might be able to more thoroughly analyze the present set up of the program and changes for its improvement.

STATE PROGRAM This is the exciting time of year when our new state program publications are in the final stages. A "Capitol Letter on Indian Affairs," is what its name implies. We have tried to analyze the work of the 1963 legislature as it relates to Indian affairs. We intend for you to use this as an adjunct to "Indians in Minnesota," not as a replacement. A discussion outline and questions to be used with the material will follow the December 5th state Board meeting.

In most Leagues, the Indian Study Item is being handled by the same board member who has been called upon to respond to the National Civil Rights Memorandum. This has drawn attention away from the Indian item. While the civil rights crisis is important, let us not forget that the Indian study was the most frequent suggestion from Leagues for program, was a state recommended item, and was overwhelmingly approved by the 1963 Convention. We have a clear directive from our members to pursue this study which both Leaguers and non-Leaguers found exciting last year. It is not appropriate, for example, to substitute a discrimination meeting for an Indian discussion unit meeting.

CONSTITUTIONAL REVISION

We are aware by your notes and phone calls that many of you are eager to start work on the resource material. A complete resource kit on the proposed amendments will be sent in the December mailing (about December 16th). It will include:

1. Proposed Amendments to the Minnesota Constitution, 1964
2. Minnesota Taxes Established by Special Constitutional Provisions
3. A copy of the proposed amendments and the statute relating to the taconite amendment.
4. Tips on using the resource material.
5. Discussion guide for unit meetings (this is geared to the general discussion outline presented in the fall workshops)
6. Report forms
7. Sample story for use in your local League bulletin.

Amendment I, the taconite amendment, is extremely controversial, as well as being a complex tax matter. You may have difficulty seeing that all sides of the issue are brought out in an impartial manner. We suggest that you do not schedule an outside speaker on this amendment before the results of your League study and discussion have been established. This is because during the decision-making process it is very important for your members that you present everything in an impartial way; you would find it very difficult to balance a program because one side of this issue is more highly organized and vocal than the other. Your resource chairmen and discussion leaders will have to bend over backwards to present the pro and con. If one of them feels her opinion is too firmly formed, she may wish a replacement at these unit meetings.

About the two publications--Proposed Amendments to the Minnesota Constitution 1964 has been designed as an every member piece. This concise and inexpensive piece is only 10¢. A well-prepared member is your best insurance for a successful unit discussion. We suggest that you work with your publications chairman to get this publication into the hands of each and every member at least one month before the unit meetings on the amendments.

Minnesota Taxes Established by Special Constitutional Provisions is intended primarily for the use of the resource committee. It will provide helpful background for study of the taconite amendment and will add new dimension to our 16 year long study of the Minnesota Constitution. Aids on using this publication, as well as using additional reference material, will be included in the tips for using resource material sheet in the Resource Kit.

The sample local League bulletin story to announce the amendment study may be helpful in stimulating interest in this topic. We suggest that you do not paraphrase the amendment publication or take pieces out of it for use in your bulletin. We are assuming that you will have at least one unit meeting on the proposed amendments. A general membership meeting may supplement a unit meeting but there is no substitute for the free discussion and exchange of ideas that can take place in a small group. REMEMBER -- APRIL 3 IS THE CONSENSUS DATE ON THE AMENDMENTS.

CIVIL RIGHTS The steering committee of the Minnesota Women's Committee for Civil Rights held a successful workshop at the Ambassador Motel. Over 300 women attended, and we all agree that when you want a job done right, you should ask women to do it. The whole day was filled with good, factual information, and Miss Shirley Smith, Executive Secretary of the National Women's Committee for Civil Rights, was truly outstanding as the keynote speaker.

Where do we go from here? The committee was set up to provide a channel of communication between women's organizations so that action by one group may reimforce that of another. So that we will know what action the League is engaged in, we would like a report from each local Ldague by January 15th. Please let us know what you are planning to do or have done in response to Mrs. Robert J. Phillips' Memorandum of July 15th.

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Since this is a local election year, why not plan a program around local government? Maybe a tour of city or village hall or the file and police depts., followed or preceded by a discussion of local government. (Be sure to emphasize the role of the citizen.) Perhaps just a discussion at a troop meeting -- but keep it lively. You might adapt a short quiz from "The A B Cs of Your Town Government." All three groups might like to combine for a discussion with some of the local officials explaining their jobs and then follow it with a mock council meeting with the young people taking the parts of all officials, press, etc. This can be truly exciting. Do you have a publication on local government which they could take home with them?

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Local program is especially important because it concerns the level of government which touches us most closely, and citizens of the community usually know and judge the League of Women Voters through its local activities. What is done with local program is the key to getting and keeping members and the route to an expanded budget.

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What is the status of your local CRs? Have they been on the agenda too long to be supported by the membership? Do they truly represent positions on which League members have agreed? Do some of them need current agenda study to bring them up-to-date? Are there simply too many to be covered adequately?

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Few spell it correctly; we wish that more would!
You only count noses in taking a census;
When you measure consent, some still sit on fences
Or even object, yet you can say directly,
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LEAGUE OF WOMEN VOTERS OF MINNESOTA
State Organization Service
University of Minnesota
Minneapolis 55, Minnesota

BOARD MEMO

December 1963

May this Christmas season be a gay and happy time for all.

Your mailman may be wondering--and you too?--how we could find so much to send you at this busy time of the year! It isn't sugar and spice but we do feel this BOARD MEMO is full of goodies to be shared with all Board members now.

In this Memo are: 1) the amendment kits we told you about in November (get in your order now for a copy for each member of Proposed Amendments to the Minnesota Constitution 1964 @ 10¢ a copy); 2) discussion outline and questions to be used with the Capitol Letter on Indian Affairs (this too is a good every member publication to supplement Indians in Minnesota); 3) notice of a special recruitment meeting January 21, 1964. This should help keep those former leaders who seem to lose interest when they aren't challenged and perhaps provide wider opportunities for those interested in state government. The success of this meeting will depend upon the selling job you can do in your League--get the "message" to each unit and to each member through your bulletin. Let's make this an all out talent search! 4) Information to be used in your next bulletin to update your members on the water item in order to prepare for the Interstate Pollution Enforcement Conference to be held in St. Paul, January 28, 1964, for the purpose of investigating pollution of the Minnesota and Mississippi Rivers. This information is important to your members at this time to remind them of what has been done and what is in progress in the field of water pollution control in Minnesota. This is by no means the entire picture of such activities--just a sample. Perhaps this will intrigue you into using this CR as the basis for a meeting (following suggestions in CR of CRs August 1963)--water is becoming increasingly important to all citizens in Minnesota. We can help by keeping informed.

We are already thinking about Annual Reports--the sample forms from National are out. We need additional information at the state level so we are ordering all the national forms, will add our additional questions and send all the copies to you in January. All reports should be completed and transmitted to state and national offices by March 1.

You have recently received a card to use in reporting your membership as of January 1, 1964. When this report is made we also ask you to send to the state office an accurate alphabetical list of your paid members as of December 31, 1963. This list is important to all of us for we will use it to check all mailing lists. Some of you indicated at Budget Building Day that we did not have accurate membership figures for your Leagues--here is your opportunity to correct these errors. Please do not delay for we have scheduled our office procedure to take care of this work right after January 6.

We have accepted with regret Mrs. N. E. Duff's resignation from the state Board. No appointment has been made to fill the position of legislative chairman. If you have any suggestions for this position we would appreciate your sending them to the chairman of the nominating committee, Mrs. Reynold Jensen, 16424 Lake Street Ext., Hopkins.

CIVIL RIGHTS In what sounds like maneuvering for Party Designation at home, an attempt is being made to get the civil rights bill out of the House Rules Committee and onto the floor where it can be considered on its merit. The signatures of 218 Representatives are needed on a "discharge petition" which would call the bill out of committee without action on it by the committee. This device is being employed because Rep. Howard Smith, chairman of the committee, in the past has simply pocketed such bills and refused to allow them to be considered by the committee. As of December 9th 131 Congressmen had signed. Support of this petition does not necessarily mean support of the legislation. What it means is that signers want the issue to be considered. It was announced at a recent meeting of the Minnesota Women's Committee for Civil Rights that the mail from Minnesota is running 60-40 against civil rights legislation. Once again we urge you to keep your membership informed on this matter. While the League cannot take any action as an organization, individual members should be informed and actively participating by writing to their legislators.

FINANCE The State Board Handbook states that the state Board responsibility in finance is crucial to League development. The state Board is charged specifically with four responsibilities: 1) local Boards will be encouraged to look for and find guidance in building better local budgets; 2) the state Board will develop an understanding of the state Budget and an awareness of the opportunities for League service which a well-supported state Budget presents; 3) the state Board will play an intermediary role in interpreting to their local Leagues the needs of the national Board and office in terms of the services which they provide the local Leagues; 4) the state Board should help the local Leagues make possible expanding League work through expanded League Budgets met by increasingly successful fund raising activities.

Budget Building Day, December 5, 1963, was aimed at fulfilling these four responsibilities. The first building blocks in the finance year are the future plans of State and National. The second step and, perhaps, the most crucial is the planning of the local League year or budget. It is here that leadership and the transmitting of the excitement and enthusiasm of those leaders can make invaluable contributions to League work. All of us at the local level need to take a look at our budgeting process in a new light. This should be a challenge and an adventure--new worlds to conquer. Are only men capable of this kind of thinking?

This is the Second Year in the Progress Through Intelligent Finance. Each state Board member has devoted her section in the BOARD MEMO to the discussion of Budget. Can we use these thoughts on two levels--the interpretation of the State Budget to the local member and Board, and as a pattern for local Boards and budget committees in planning local Budgets?

Our organization has through hard, intelligent, and ambitious labor brought itself into national prominence and respect. It deserves our support with money and service. We have MADE A DIFFERENCE to our communities and they no longer can do without us. Our future plans, the Budget, can mirror this self-respect that the League of Women Voters has Made a Difference to us, and the community.

It is hoped that you will call upon your consultants and your state Finance Chairman to help with your budgeting. All sections should show thought and careful planning. Some areas in budgeting show deplorable neglect. Enough funds should be provided for Board members, committees, and delegates. A Board member should never be selected on the basis of whether she can afford to serve. True, much of the time and money is contributed, but this should never be a criteria. Another section sadly neglected is the one on publications. It is hard to imagine how some Leagues are functioning with the small and almost "disrespectful" amount of publications purchased. We know these are not written to make money, but to inform at the smallest possible cost.

The income side tells an interesting picture, also. At a quick glance, it tells whether members believe that the League of Women Voters is an organization that Makes A Difference to them, and their community, or if it is just another ladies club.

In planning this year, let us remember "you have to spend money to make money." Inspired, enthusiastic leaders realize that to keep the League Making a Difference, each member must feel that way. After all it is their Budget, their Program, and their League.

ALL BOARD MEMBERS Let us now consider each area of League activity as it relates to budget making in your League. Under each we have made suggestions for you just to start your thinking higher and brighter ideas for 1964=65. Then refer to all the excellent "how to" tools you have--including How to Spend Money for the League of Women Voters and Money Matters, August 1961. Now also is the time to review the growth standard on page 2 of your Local League Handbook. Plans should be made for full Board consideration of your suggestions before your budget committee finally drafts your proposed budget (the proposed state budget will come to you in a separate mailing right after January 1).

It Makes a Difference if your local League budget provides adequate funds for the many expenses that your president incurs during her term in office. As official representative of your League in the community, she often has to attend dinners luncheons, and meetings that require money. Transportation expenses can mount quickly and provision should be made for this often neglected League expense. Sometimes a president must send someone to represent her at an essential meeting. Will she be unable to ask someone to substitute for her because this hasn't been allowed for in the budget? All active League members give many hours, much effort and some money to League work. Surely a president, who gives countless hours and effort, should not be expected to underwrite her expenses too. Careful consideration of how much money your president does need, should certainly be high on your list of budget expenditures for the next year.

COMMITTEES To work effectively, all Board members should have committees. Not only will these committee members help lighten the work of each Board member, but they will be "in training" for assuming added responsibilities later. In many Leagues, committee jobs do not require budgeting of more than a minimal amount of money. But, do plan to include committee expense in your budget planning to pay for carfare, parking, basic printed materials, or other items necessary to good committee function. This is often a confusing item to all Board members and budget committees too. All committees should be included (e.g., Nominating, Budget, Finance, Membership, Public Relations, Resource, etc.). This is for carrying out the business of the committees. Large scale community action, however, should be budgeted under Action in the Community.

DELEGATES Your budget for the fiscal year 1964-65 needs to include money to cover the expenses of your delegate or delegates to the National Convention and the State Council, both to be held in May 1964. (If you have a separate account for Delegates, the amount you are going to withdraw this next year should be shown under Income - as from Reserves.) This amount should include transportation, registration fees, lodging, meals (you may want to use a per diem for this), tips and any other necessary expense incurred. If you have not been able to pay your delegates full expenses in the past, perhaps now is the time to consider expanding this amount.to completely cover their expenses. Delegates to state and national meetings are a vital "communication line" for your League and the knowledge that they gain and in turn give to your League is well worth the cost of underwriting all their expenses. Any expenses for visitors that you may wish to attend these meetings should be budgeted for in this category also. Also allowances for attendance at state workshops should be budgeted for under this item.

In figuring your allowance for the delegates to National Convention, you might want to consider the following information obtained for us by the Minneapolis League. Northwest Airlines has two flights that meet our needs as far as arrival time at Pittsburgh are concerned.

Most Economical - Propeller - $82.32 - LV Mpls. 3:20 P.M., AR Pittsburgh 9:14
Jet - Tourist - $93.66 - LV Mpls 6:05 P.M., AR Pittsburgh 10:53 P.M.

If you are interested in either of these flights, please let the Minneapolis LWV office (84 South 6th Street, Minneapolis 2) know by January 20th. If enough interest is shown, then full particulars will be sent to you in the January 25th mailing.

MEMBERSHIP Don't forget, membership chairmen, you and your committees need money too. Think big; let yourselves go! This is the first year of a five year membership push. What are your plans for reaching membership goals? How much would your dreamiest ideas cost? How about funds for some social activities - an occasional tea or coffee for new members, for prospective members? How about original visual aids to make orientation meetings more interesting? Have you ever planned a "go-see" trip for old as well as new and prospective members? Do you budget for enough giveaway publications - an ad in your local newspaper - displays? Pages 10 and 11 of How to Spend Money for the League are full of ideas. Re-read the Membership Memos 1962 and 1963 (state publications) and Membership Matters (national) fall of 1963 -- then plan and budget. Be optimistic in your plans and be sure your optimism is reflected in growth of income under dues from all those new members.

It makes a difference to your League in member satisfaction if you budget imaginatively for member activities. What services that you are now providing for your members could be intensified, resulting in a stronger local League?

Have you been intrigued enough (and your minutes and bulletins certainly indicate that you have!) by last October's discussion workshops to put into action one or all of the "steps to better discussion" that were suggested? Or have you made the first step by increasing the use of per member publications and are now ready to initiate planning sessions and discussion leaders in the units?

Will the purchase of printed discussion guides (see past Board Memos) be that invaluable tool to get satisfying discussion meetings planned for your members?

Could you liven up general membership or unit meetings by the purchase or rental of tapes and a film strip or two? These helps may fall into either a program promotion or organization category in your budget but whatever slot you choose to put them in consider that these small expenditures may pay off in intensified member interest. You may have to budget a larger amount to cover expenses incurred at your general membership meetings. Will you want to plan for an outside speaker occasionally and if so is an honorarium in order or will you need to pay this speaker's expenses? Is this the time to find another method for orienting your new members? What publications will be most helpful to them? Imaginative ideas do not always need money to be translated into effective action but--if you do need funds to put these ideas to work, plan now in your budget so they can be implemented next year.

PUBLICATIONS If you really believe that publications are the life blood of the League, and that they present the League at its best to the community, show it in your budget!

Now is the time to make a thorough check of Basic Publications Needed by a Local League Board. This is a minimum list if you plan to do an effective job in your League. Budget to provide all the tools you need for each of your Board members and committees.

You can show a belief in publications by budgeting to buy at least one publication for all your members. You can show it by remembering to allow money for the voters service flyers on the amendments that you'll be passing out next fall, and finally, you'll show it by allotting money to keep your public and school libraries well stocked with League publications, not to mention sending at least one publication to your local contributors. You'll think of other ways to use publications, too, under your "Action in the Community" item such as presenting Social Studies Supplement Kits to teachers, so don't cut corners here. Plan with your local, state and national item chairmen what is needed for their resource committees as well as for every member use. We have no Program or member satisfaction without adequate publications for all our members. By involving all members in the actual use of Program publications they will help promote their use in the community.

In the "Hats Off Department" ---(they planned ahead)

Red Wing is supplying League publications to social studies classes.
Albert Lea is presenting You are the Government to girl and boy scouts for achievements.
Richfield is providing Facts and Issues for high school civics classes.
Brainerd is giving the local government survey to all city offices, schools and hospitals.
Battle Lake is selling Indians in Minnesota at PTA.
St. Paul plans to give You are the Government to all new citizens at the International Institute reception.
St. Louis Park sold 375 copies of their Know Your Town to the Junior High, plus 475 to another school.
Moorhead presented Herlock Sholmes to all members and contributors, and is setting up a League Library.
New Ulm bought It Makes a Difference for all city and county officials.
Willmar bought Some Say-Others Say for the AAUW.
Worthington has a special place in their library for League materials, and plan to place League publications in the high school browsing room.

Can't tell you how proud we are of you! and so many of you are setting up local subscription services and are assessing your members a dollar or two to provide publications for every member. It's bound to pay off in happier, healthier, more prosperous, more effective Leagues!

BULLETIN EDITORS League budget? Yes, the bulletin editor has a part in the local League budget building and an important part. This is the time to make plans for next year's bulletin, a time for re-evaluating your newsletters' job, a time to see if you are really communicating. And your budget can play an important role in plans for the year.

Would an extra page each month give your members some more valuable program material? Perhaps a printed first sheet really would improve appearance. Can you afford to invest in a lettering guide and stylus to pep up headlines? Would colored paper interest your readers? If your duplicator needs repair, now is the time to ask for funds to have this done. Maybe you are considering buying a mimeograph. Be sure that adequate money is allocated to the equipment fund. Allow for increased membership and exchange bulletins in mailing costs. Take a look at this year's budget to see how you will stand at the end of the year. If you are going to be short, ask for enough money for next year.

Have your request ready for the Board and budget committee with exciting plans to back up your request. (A close look at "information for Local League Bulletin Editors" may give you some additional ideas.)

LOCAL AGENDA It's budget planning time in local Leagues and the local Current Agenda and Continuing Responsibilities Chairmen will probably have many ideas of how to spend League money wisely and well. The League began its push last year to increase our financial base in order to increase our growth. A well done local agenda can bring you more contributions and more membership.

Now is the time to think of the past year--could you have done a better job with more money--what would you have done or changed? What dreams do you have of what you can accomplish in the future? How much money will be needed to make these dreams come true? We offer a few suggestions to get you started--but it is up to you to do the dreaming as well as the realistic thinking about the place of local agenda in the budget.

Getting new members is one thing, but keeping them interested is another, and the local agenda should be a prime tool for involving new members in the League. Would a coffee party or workshop to orient new members to the League's local agenda and to the community help keep them interested? Can you give them helpful publications to further this orientation? Would you like to plan Go-See Tours for both old and new members?

Would your action on local CA's and CR's be more effective if you could finance neighborhood coffee parties, public meetings, give-away brochures, etc.?

Do you have enough money to buy resource material? Do your local CA and CR chairmen have the resources listed in the "Outlook for Work?" Can you afford to buy publications from other local Leagues? Have you considered subscribing to a periodical on local government? (See "Local Current Agenda Bibliography," LWV of Minnesota, 1960, for suggestions.) Does your local agenda chairman need a basic book year after year which would be worth buying? Could you do a better job on local agenda if you could buy maps and other aids from your local government?

Don't forget CMAL in your budget plans. You must arrange for your annual dues of $10 for the routine expenses of the Council. This will be a new program year for CMAL so plan for the purchase of adequate resource material and every member information. Do you have adequate funds to underwrite the expenses of your delegates to CMAL meetings?

CONSTITUTIONAL REVISION In the November 1964 election there will be constitutional amendments as well as candidates on the ballot. Although it is too early to tell what position the League will have on the proposed amendments, it's not too early to think of an amendment campaign next fall. This type of activity would require money budgeted for publications like the Vote Yes Three Times pamphlets used in 1962, and possibly publicity items like the Vote Yes buttons used then. Will there be enough stretch in your budget to provide these tools for program promotion?

INDIAN ITEM The amount needed for Program Promotion varies from year to year and perhaps should be an accrual item in your budget. Some Program Promotion of state items is the responsibility of the state League; some falls to the local League since, particularly with the Indian Item, the significance for the community varies with the location of the local League. You will want your budget flexible enough so that if you wish to invite a speaker who demands a fee, you can do so. Fortunately most speakers make no charge but you will want to cover their actual expenses. Make plans to share your information on this item with others in your community and the surrounding area--through speakers bureau, window and library displays, mass media features, cooperative programs with other organizations, etc. (again we refer you to "Tips on Reaching the Public"). Allow for occasional visual aids or exhibits. See to it that all publications reach your schools, libraries and legislators.

STATE CRs When you are asked by your Budget committee to submit proposals for State CRs, don't be caught unprepared. Your 1964-65 budget will cover the time of the next legislative session. Legislative action and program promotion on the local level involves that all important "grass roots" activity. Your legislator wants to hear from his constituents before he acts--you as a League member as well as those who are not League members. Does your community share your Leagues' interest in lobby regulation, party designation, SCAD? Perhaps they would share your concern if they knew more about these and other areas where we have positions. Are your members oriented to their responsibility for action in the CR field?

You may want to consider all of these things in planning your budget. How about a meeting (luncheon, dinner or just coffee) for your League to meet with your legislator before the session starts (be sure he is already elected when you invite him). Maybe you would rather arrange a meeting for him to discuss League issues with the community.

The Bloomington League held a "Political Effectiveness" Briefing including an outline of the things that League members could do before, during, and after a legislative session. This would probably include areas other than CRs but you might adapt it to your situation.

The new State CR material will be coming out soon--five separate issues. Include these in your budget plans for give aways to interested groups. It is very important that you see that precinct and other political party leaders receive these publications, as well as the policy makers in your community.

No doubt you will have many other good ideas for budgeting and have been accumulating ideas through the year with this time in mind. Keep in mind that you, as a State CR chairman, will not have a separate budget labeled CRs but that activity in this field may come under such categories as Public Relations, Action in the Community, Committees or Legislative. Make it a point this year to really understand your budget and live up to it all year long.

As you consider all state Program it is important to plan specifically for Program action. This can take various forms--as it relates to your budget you will want to consider use of publications, mass media, speakers bureaus, etc. and if possible include in your budget funds to go beyond your community into areas where there are no Leagues. Also plan for your members to attend League legislative courses during the legislative session, bringing with you community leaders.

NATIONAL ITEMS Where does the National Item Chairman fit into the budget making process? Suggestions from her as to means of inproving the study of Current Agenda and bringing this information to the community as well are most certainly welcome. Activity also for UN and Times for Action should be considered. Some ideas as to the scope of the next year's activity are necessary so that an approximate cost can be arrived at.

First and foremost should be an allowance in the budget for a national mailing for you or the person succeeding you. Often when only the president of a League receives the National Mailing, the chairman does not get the material quickly and some of it not at all, and this means, particularly during a Time for Action, a lack of proper activity as well as much less effective coverage of the Current Agenda. Also a chairman of this item usually can best evaluate and utilize the material coming to her directly rather than having some of it parceled out to her.

You received recently (in the last mailing) a list of publications needed by various members of the Board. The National Board Report was inadvertently omitted, so will you please add it. The National Board Reports coming out in the spring and fall are indispensable to your portfolio along with the Foreign Policy Round-ups, Leader's Guides and other materials mentioned on this list.

Speaking of publications, if you have not had your meetings on foreign economic policy or have, but would like to do some further reading, the St. Paul League foreign economic policy resource committee, chaired by Mrs. Lloyd Woodruff, has compiled a handbook on this item. The cost is 25¢ and copies may be obtained from the St. Paul League office, 29 East Fifth Street, Alley 29, St. Paul 1.

As mentioned in a previous memo, a series of eight lectures on "Law and World Politics - The Legal Basis for World Order" is planned for Wednesday evenings at 8:00 pm beginning January 15 in Room 5, Classroom Building, West Bank of the University of Minnesota. The cost for the series is $10.00. Sponsored by the Minnesota World Affairs Center and Evening and Special Classes Department of the General Extension Division in cooperation with the Department of Political Science, Law School, Union Board of Governors of the University of Minnesota and co-sponsored by The Committee on World Peace through Law of the Minnesota Bar Association and the American Society of International Law, the question to be considered is "Can internatinal problems be settled on the basis of law?" Some outstanding speakers are scheduled. Send your check made out to the University of Minnesota to Lecture Series, 150 Nicholson Hall, University of Minnesota, Minneapolis.

The Minnesota International Center announces that although it has always had a good response for Christmas Day and New Year's, it is eager to have more homes on the days in between host International students. Anyone interested contact Mrs. Kenneth Thompson at the office 373-3200 or Mrs. Raymond Johnson, WA 6-8027, the Student Services Chairman.

The following films are available from the Audio-Visual Extension Service, 2037 University Avenue S.E., University of Minnesota, Minneapolis. Telephone 373-3810. There is a $2.00 handling charge.

(The American Economy: College of the Air Series)
American Aid Today - Program #146 (3 reels)
American Aid Tomorrow - Program #147 (3 reels)
America and the European Common Market - Program #139 (3 reels)
Economic Growth in the USSR - A Comparative Appraisal - Program #156 (3 reels)
Economics of Trading Among Nations - Program #134 (3 reels)
Economics of Underdevelopment - Program #141 (3 reels)
How the Soviet Economy Works = Program #154 (3 reels)
India: Planning for Growth - Part II - Program #144 (3 reels)
Prospects for "Take-Off" - Program #142 (3 reels)
Tariff, Quotas, and all - part III - Program #138 (3 reels)
United States Balance of Payments - Program #133 (3 reels)

PUBLIC RELATIONS — The PR chairman assumes the major responsibility for planning the "Action in the Community" section of the local League budget. What projects do you plan for the next year? - Voters Service, local, state and national program promotion, projects to increase your League membership (work with other organizations, speakers bureau, use of local, state and national publications, special how to register Voters Service material, increased use of tapes on your local radio station, etc.).

This is the budget section more than any other that covers the real accomplishments of your League. So use your imagination and think beyond the usual projects. That BIG idea can be made to work.

As PR chairman your role is that of a catalyst - encourage your agenda chairman to think through their projects to completion in legislation (local, state and national). Encourage your Voters Service, publications and membership chairmen to think through their projects and arrange adequate financing in this budget for their successful completion. You, as PR chairman, are carrying the ball to make this Action in the Community category of your local League budget even more significant and productive for the health and vitality of your entire League.

Now is the time to review your copy of Tips on Reaching the Public - for here are practical ideas that you too can put to use.

VOTERS SERVICE There is a big year ahead for voters service. This is not the time to look back two years to see what was done and spent for that election. Now is the time to look ahead with new plans based on the evaluation of past experience. Will you have a regular candidates meeting or will you try a new format? If the latter, what will be the costs? What basic information will you be able to distribute in your community? To help you in your planning refer to your National Board Reports May 1963 (pp. 25-27) and September 1963 (pp. 33-35). Speak for Yourself is being updated and readied for January publication. This is for all citizens--what plans do you have for its purchase and distribution?

Now that you have considered all of these activities for your League it is time to consider the importance to you and your members to be the League of Women Voters of Minnesota and of the United States. You know as Board members that it makes a difference to you that the League functions on all three levels of government. YOU HAVE A challenging responsibility to create this same appreciation by all of your members. This takes real understanding on the part of all Board members--present a united front as you help your members realize the financial needs of the League of Women Voters. This support comes through the efforts of each and every member--your leadership will provide the support to do the kind of League-like job we all know is needed.

Enclosures: Amendment Kit - for resource chairman on LL Board
Discussion Outline and Report Forms for each unit
Discussion Outline on Indian Affairs for each unit (and present position
Notice of Special Recruitment Meeting
Sample Bulletin article on Water Pollution - for the president, bulletin editor and water resource chairman

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY of MINNESOTA
MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

January 1964

Articles in the November-December MINNESOTA VOTER challenged our members to active participation in their political parties. Within a few days, the January-February issue will further urge the member's party activity with specific suggestions for attending their party caucuses. This "come to the party" specifically suggests that members contact their League President or Legislative Chairman for suggestions on League Program. Be prepared to follow through with specific advice, still better, do all you can to get all League members to their precinct caucuses.

Who attends caucuses? As we just stated--all League members (unless your local Board believes Board members should not) should attend their own precinct caucus. Party rules generally state that anyone who is in general agreement with the principles of the Party as stated in the Party's constitution and who voted for or was affiliated with the party at the last general election or intends to do so at the next general election may attend the precinct caucus.

When and where are the caucuses? The dates for the Republican caucuses are Febr. 3-11 inclusive (all Republican caucuses in your county will be the same day). The date of all Democratic-Farmer-Labor caucuses is March 3. Watch local newspapers for place of these meetings.

What about League Program? The precinct caucus is where the proverbial grass roots start to sprout. Often resolutions passed here go all the way to the state and national conventions. Attached is a copy of our 1963 Legislative Program. Using this as a guide, draft specific resolutions or make suggestions for such resolutions for your members to use. This is a broad program but does not include our position on Indians. The following is a suggestion for a resolution on this item.

> Indians are citizens of the state, and the state should declare and assume its responsibility for them as for all other citizens rather than abdicating this responsibility to the federal government, or local governments. We support an Indian Affairs Commission which is: (1) acceptable to the Indians themselves, (2) permanent, (3) staffed by professionally qualified people, (4) authorized to act in setting up, carrying out, and coordinating programs, (5) empowered to utilize the services of other existing agencies; (6) provided with adequate funds.

The "pink sheets" on our state continuing responsibilities, the September-October issue of the MINNESOTA VOTER, will provide the background needed for explanation of most of these League positions. Use INDIANS IN MINNESOTA and CAPITOL LETTER ON INDIAN AFFAIRS. (We have not completed our study of the amendments so we are not in a position to make suggestions for resolutions in this area.)

Receiving top priority in your list of suggested resolutions should be party designation and the election law relating to new state residents voting for President and Vice President. We do plan to follow legislation relating to our entire state Program. During 1964 we plan to campaign for the two items mentioned above. In order for this to be a successful campaign all local Leagues will need to be involved. Specific strategy is now being developed and final plans will be sent to you this spring. The first step is to start a ground swell for these two items

through resolutions supporting them in all the precinct caucuses we can reach.... those we cannot reach by our members we can reach through friends or other organizations.

Don't delay -- get organized now -- join the fun -- let's make this a real crusade starting with the precinct caucus!

STATE BOARD ORGANIZATION — A few changes have been made on the state Board. Mrs. Larry Murray has been appointed Legislative Chairman, Mrs. Earl Colborn, 5309 Girard South, Minneapolis 19, has been appointed Constitutional Item Chairman, and Mrs. Charles McCoy, Granite Falls, has been appointed Voters Service Chairman. The Board has also elected Mrs. Murray to be their 2nd Vice President. We now have a complete Board and are including with this Board Memo a revised Board Organization list.

WATER — The December Board Memo included information about an Inter-state Pollution Enforcement Conference to be held in St. Paul this month. This conference has been postponed to February 7, 9:30 a.m., in the auditorium of the State Office Building, St. Paul. We have been advised "that geographical limits to be considered by the conference on pollution of the Mississippi appropriately should begin at the Rum River and continue downstream through Lake Pepin, including major tributaries."

In this conference presentations will be made by the U.S. Public Health Service, the Minnesota Water Pollution Control Commission and the Wisconsin Commission on Water Pollution. It will then be open for submission of oral or written statements for users of the water, from municipalities, industries and others responsible for sewage or waste disposal and from others concerned (the League is the last group). An official statement will be presented by the League. We welcome any suggestions you might have regarding this statement. All those interested in observing this conference are welcome.

STATE CRS — During the legislative year it is vital that all local League members become more knowledgeable about the state Program as League lobbyists at the Capitol cannot be effective without your added and informed "push" from the home front. You have been studying the Current Agenda items this year so the need for updating your members falls mainly in the State CR area. In order that every member may receive this "updating" a change has been made in the type of CR publication that had been planned. A "Special Issue" of the MINNESOTA VOTER will be published and mailed to every member about the middle of February. It should be saved for future reference during the legislative session. Extra copies may be purchased for use outside the League or for new members and can be ordered through the regular procedures at a cost of 6¢ per copy. Please refer to the general section of this Board Memo for further information concerning precinct caucus platform resolutions.

PROGRAM — We are still guessing what the national Board's final decision will be on recommendations for change in Program structure. We do know what nine of our local Leagues wrote to the national Board regarding this important bylaw change. Of the nine reporting to us as well as to the national Board, six were in more or less accord with the "single list" proposal. We know from your minutes that this was discussed in more Leagues but the results of these discussions were evidently not reported.

MEMBERSHIP LISTS — In the December Board Memo we requested an accurate list of your paidup members as of December 31, 1963. We specifically requested that this list be in the state office by January 7 - only 27 Leagues read this far and acted. How about the rest of you?

MEMBERSHIP Here are the membership goals for 1964. In setting these goals we used the figures you sent us and also considered the goals set in 1962 and previous membership reports from your League. From the blue goal cards returned to us we found most Leagues very optimistic in the goals set this year. Since this is budget building time, let's see that optimism reflected in your budget! Your membership goal should be a part of your budget. If you want to be more optimistic--go right ahead. Remember--Membership Growth is an all Board enterprise--it is one of the growth standards for local Leagues.

Get behind your Membership Chairman and her committee; see that she has the necessary leadership helps and funds to carry out her good ideas. Dust off that old, but still excellent publication, HOW TO GET AND KEEP MEMBERS, read the new National MEMBERSHIP MATTERS June 1963 and September 1963 and State MEMBERSHIP MEMOS. Plan carefully for membership growth--follow through just as carefully. On page two of the September 1963 MEMBERSHIP MATTERS, you will find an outline for Board discussion of membership. You might wish to use it at one of your Board meetings soon.

LEAGUE	GOAL	LEAGUE	GOAL
Albert Lea	50	Maplewood	90
Alexandria	36	Minneapolis	1200
Anoka	55	Minnetonka Village	120
Arden Hills	70	Moorhead	70
Austin	175	Mound	75
Battle Lake	22	New Richland	25
Bemidji	63	New Ulm	45
Bloomington	120	North St. Paul	25
Brainerd	32	Owatonna	62
Brooklyn Center	75	Red Wing	55
Buffalo	20	Richfield	100
Cass Lake	20	Robbinsdale	55
Chisholm	70	Rochester	240
Columbia Heights	30	Roseville	150
Crystal	50	St. Anthony Village	62
Deephaven	65	St. Cloud	75
Duluth	325	St. Croix Valley	60
Edina	325	St. Louis Park	175
Excelsior	55	St. Paul	550
Falcon Heights	60	St. Peter	50
Faribault	40	Shoreview	55
Fergus Falls	45	Silver Bay	60
Fridley	92	South St. Paul	70
Golden Valley	95	Virginia	48
Granite Falls	40	Wayzata	80
Hibbing	75	Wells	30
Hutchinson	30	West St. Paul	80
International Falls	65	White Bear Lake	105
Jackson	20	Willmar	55
Mahtomedi	65	Worthington	45
Mankato	90		

BULLETIN EDITORS We like to hear from you! One way we can keep current on your League's activities is through your local bulletin. We would like to receive 18 copies at the State Office for the use of state Board members and for bulletin files. These are read with great interest. Just pop all 18 of them into an envelope labeled "printed matter" and the postage will be very reasonable. (Don't forget the two to national office and 1 to Mrs. A. Treuhaft, 18600 Shaker Hts. Blvd., Shaker Heights 22, Ohio.) Return enclosed form promptly, please.

PUBLICATIONS As you continue to work and think about budgeting properly for publication needs, do allow enough money for a Special Subscription Service for your National Agenda Chairman. This is really essential to enable her to act quickly on those Calls to Action which of necessity must be last minute calls. The cost is $7.50 per year.

Likewise a Duplicate President's Mailing is indispensable for your State Item and/or Legislative Chairman, particularly in a legislative year. The cost is $5 per year. Of course you will want both of these services for yourself.

One way of stretching your budget incidentally, is to have members turn in any publications they no longer want, and donate these copies to libraries, schools, doctors' waiting rooms, etc. This is using imagination and womanpower to do some of the extra things--you will still need to budget for publications under your Action in the Community item. Remember this is what your contributors are looking at when they decide to say "Yes" or "No."

Do read the enclosed "First Things to do on Becoming Publications Chairman."

PUBLIC RELATIONS We are still looking for good League activity photos from local Leagues for use in the MINNESOTA VOTER and other state publications. Send us a clipping of the photo if you do not have a glossy print, including the name of paper and date when it appeared. Then we can arrange to have a print made.

PUBLIC RELATIONS and PUBLICATIONS Have you considered community use of "Proposed Amendments to the Minnesota Constitution 1964"? It was written for League use but since it's such an unbiased, factual publication, we're finding it's being used by other groups as well. It not only offers a clear explanation of taconite taxes but is the only published material available statewide which contains arguments in opposition to the taconite amendment. Your legislators would be pleased to receive a copy and surely newspaper editors and radio or TV news directors could make use of this excellent material. It might also be made available through your Speakers Bureau. Here's a chance to be of service to your community with useful pro and con information -- all for only 10¢ a copy!

BUDGET CHAIRMAN and PRESIDENT Your Board, if not alerted to their individual and joint responsibility by now, should start work immediately with committees and as a whole to project their needs and dreams for the coming year. It seems repetitious, but the December BOARD MEMO contains stimulus and pattern for good planning. Before starting to plan at your local level, it might be a helpful idea to go over it again together, in order to start ideas flowing.

Have all of you read the necessary publications? As Budget Chairman, you will admit it helps if the local Board does their preliminary work, and it is not left to you and your committee to plan the League's work for 1964-65. Ask them to send their request for funds to you ahead of your committee's meeting.

VOTERS SERVICE Digest of Minnesota Election Laws - this is an updating of this publication - THROW AWAY the 1962 edition. This is a resource piece to help Voters Service Chairmen answer questions relating to candidates, filing dates, absentee voting, etc., etc.

CONSULTANTS One way to get a return on your investment in state and national services is to use your state Board consultant. Communicate with her, get to know her. She is eager to know and to serve you.

Now that we have a full state Board we have revised our consultant list (really very few changes). We ask that you get to know your consultant as soon as possible -- get to know her as a friend not as a mentor. She is interested in you, your League, your Board, your members, what you're doing, what you are thinking, what you think the state Board should be doing. She will get to know you better through your minutes, your bulletins and her visits. She looks forward to visiting with you at state meetings.

Don't feel she is too busy for she likes to feel needed -- your consultant is really quite human! Perhaps this quote from a recent issue of the MICHIGAN VOTER will help you make better use of your consultant:

"If your membership's fading fast,
And your Treasury won't last,
Call your Consultant--
She might know a trick or two.

If your non-partisan policy is defined,
And your Vice-President has resigned,
Call your Consultant--
She's sympathetic too.

If you feel you're on a scaffold,
Cause the National memo has you baffled,
Call your Consultant--
She'll help you not to stray.

If on Indians you're not faring
Though you think the program's daring
Call your Consultant--
She'll interpret it with you.

If consensus is the word,
And from you we haven't heard,
Don't call your Consultant--
She'll be calling you.

If you don't have any problems,
And you're not down in the doldrums,
Revive your Consultant--
She'll have fainted dead away!"

by Ruth Lichterman

LEADERSHIP WORKSHOP We have gazed into our crystal ball and can see an exciting Leadership Workshop in the local League future in early June. This will be a Board training workshop for all local League Boards in the state, to be held in the metropolitan area. You will receive more details later but we want to alert nominating committees (you will be able to inform new and continuing Board members of this help) and budget committees (to plan for the expenses of sending all of your Board members in to this all day workshop).

We hope that with a total Board workshop of this kind early in June your local League can do an effective, vital job in 1964-65.

ADOPT-A-LEAGUE We are in the process of exploring the possibilities of starting new local Leagues in Montevideo, Crookston, Grand Rapids, Winona, Brooklyn Park and Eden Prairie. If you have contacts in any of these communities, either friends or relatives, please send their names and addresses to the state office NOW.

HOPE WASHBURN AWARD Each year since 1956 the Hope Washburn Award has been presented to the member who has done outstanding service to the League. It is the only state League recognition of individual service. Service at any level of League activity qualifies a member for this honor. Leaguers can be nominated by individuals or by local Leagues. A woman who receives a single nomination--if her record is outstanding--has as much chance of receiving the award as someone with ten times the number of nominations.

Before April 1 think of a League member who merits this honor and send a full account of her service to: Mrs. R. A. Jensen, Nominating Chairman, 16424 Lake Street Ext., Minnetonka, Minnesota.

ALL ABOARD -- NATIONAL CONVENTION The Minneapolis League has received notice of interest in their Convention flight to Pittsburgh from only three Leagues. They need a minimum of 25 people for the $82.32 rate. If you are interested, contact the Minneapolis office immediately and they will send you further information directly. Their address: 84 South 6th Street, Minneapolis, Minnesota, 55402.

ANNUAL REPORTS Enclosed are three copies of your Annual Report Forms (check your Local League Handbook). These should be completed by March 1st - keep one copy for your files, mail one copy to the state office and one copy to the national office.

Do use the enclosed forms not the one sent to you earlier by the national office-we've added a couple pages. (NOTE: the figures supplied by the Local League Treasurer will have to be estimates--we realize they will not have final figures available at this time.)

Enclosures:

Annual Reports
Digest of Minnesota Election Laws
First Things to do on Becoming Publications Chairman
State Board List
State Board Consultants
Bulletin Editors Report Form
"On the Map" project
1963 Legislative Program (not being sent on Duplicate President's Mailing)

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY of MINNESOTA
MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

FEBRUARY 1964

IMPORTANT DATES

MARCH 1 - Local League Annual Reports due in state office. Mail now!!!
MARCH 6 - Consensus on Indian Item -- due in state office. Mail now!!!

We are always striving to keep in tune with what is happening around us. This is more than ever evident in the proposed national Program for 1964-66. We have for our consideration a totally new item that would keep us current with the human problems of this day. We have an opportunity to keep current on two familiar items, the U.N. and F.E.P. Then we add a little liquid--just the right amount of good clean water--to make this a satisfying mixture.

WATER Mrs. Grady Mann who continues to serve off Board as our state water chairman has prepared the following to help us in Minnesota discuss and evaluate the recommendations for a national water item as current agenda. On page 6 of the January 1964, Guide for Planning for Local and State Boards, is a brief statement for Water Resources -- we would like to call your attention to this item. You have received information on Pollution Control, Calls for Action on Water Research, Land and Conservation Fund, a description of the USDA Soil and Water Research Laboratory in Minnesota, and you have probably read about the federal water research laboratory that will be built in Duluth. We are surrounded with local problems of community development in regard to water supply and waste disposal as well as increased demands for developing industry, new methods of agriculture and a growing population's need for outdoor recreation.

In the Morris Sun - Feb. 14, 1964 - there is a guest editorial by Dr. Robert Holt, Director of the Agricultural Research Service, No. Central Soil and Water Conservation Research Station at Morris. He writes -- "Water resources have been under close scrutiny in recent years. With our population increasing at a rate that may see it quadruple in the next century, the pressure on our existing supplies will become more and more intense. Along with the need for water there will also be need for increased food production. These two basic needs are so intimately associated they cannot be separated."

He concludes his editorial by stating: "Investment in research that will result in increased efficiency of water use should receive continued support in order for this nation to meet the demands that will be made on our water resources in the future."

SECOND ROUND In the January NATIONAL BOARD REPORT is a complete explanation of the "what" and the "why" of the proposed Program. Each of your members now has her National VOTER with this same kind of information. We urge you to plan the time in your next meetings for all your members to discuss this proposed Program, what it means to your League and to the League of Women Voters of the U.S. Transmit your second round of Program recommendations so they will be received in the national office before March 30, 1964. Keep all the ideas or comments for your delegates--although she comes to Convention uninstructed it is helpful for her to be informed of your members' thinking.

NATIONAL CONVENTION — "Room for More in '64" is the theme of our 26th National Convention. We can start right out with this theme by sending more local League delegates from Minnesota. Do all you can to help send your League's delegates to Pittsburgh. If no one on your local Board is able to go, don't overlook the possibility of sending your state Board member. Make the opportunity available to those who may be quite willing and able to pay their own expenses for there is room for visitors.

The flight leaving Wold Chamberlain about 6 p.m. Sunday April 19 is open until March 13th. Minneapolis LWV has indications of interest from 29 Leaguers for this flight to Pittsburgh. The cost for 25 or more will be $84.74 each. Tickets may be purchased after April 1 at Northwest offices in Minneapolis, St. Paul, Duluth, Southdale, La Crosse, Wisconsin. Reservations may be cancelled through the Mpls. LWV office until Friday, April 17. After that date through Northwest offices. A mailing will be sent to all those indicating interest with more information.

We would like to know who your delegates will be as soon as possible. We know you will help with their briefing--we also plan a briefing session in Pittsburgh, Monday a.m. and this is why we need to know who is going to be there. In the meantime, if there are any questions that we might answer, don't hestitate to ask. Mrs. Whiting, Mrs. Letourneau, and Mrs. Watson will be delegates for your state Board and are looking forward to sharing this exciting experience with the Minnesota delegation.

WATER CONFERENCE — In the last two BOARD MEMOS we told you about the conference on pollution to be held February 7 in St. Paul. We (Mrs. Mann, Mrs. Whiting and Mrs. Hjalmer Storlie our official representative) were there--were you? If you were not, you missed a real opportunity to see government in action. Mrs. Mann reports briefly on the conference:

Scattered throughout the state office auditorium were a few women--most of whom were LWV. After considerable bustling about and geting all seated, Governor Reynolds and Governor Rolvaag opened the meeting with their respective statements expressing the need for a hearing in regard to the pollution of the Mississippi River. The U.S. Public Health Service Report was given first. This presented the results of this agency's investigation of the Mississippi River and its major tributaries between the Rum River and Lake Pepin. The panel quizzed the speaker about the report--particularly on the point of pathogens in relation to coliform groups (a measure of pollution).

As the hearing proceeded, the Federal agencies such as Interior, Corps of Engineers, Soil Conservation Service, had an opportunity to be heard. The Corps explained the procedure they use in following up known pollution sources. States and other interested agencies and citizens followed with their statements.

Due to the unforeseen length of this hearing, Mrs. Storlie did not wait out a turn to read a statement from the League but asked that this statement be included with the other reports. This was done by other groups also. A copy of this statement is enclosed. The summary of the hearings will be available from the Minnesota Water Pollution Control Commission.

WATER LEGISLATION — Enclosed is an Outline of Major Provisions for the Land and Water Conservation Act of 1963. There is reference to this bill in the May Current Review of CRs. With the development of the Outdoor Recreation Resource Commission under the Natural Resource Omnibus in Minnesota, we should be particularly interested in section II, State Grants. Section III also would help on the preservation of wildlife and wild areas in Minnesota through Federal programs in the state. There are lobby groups in action against this bill. They will be certain to express their arguments. Will those who favor the passage of H.R. 3846 take the time to write?

LIBERTY AMENDMENT To continue with national CRs - we have another publication on the "Liberty" Amendment supporting our position to oppose constitutional limitations on tax rates. Senator Carl Hayden of Arizon issued a report Jan. 14, 1964, entitled "The Fallacies and Dangers in the Proposals to Abolish the Federal Income Tax, Dispose of All Federal Business Activities, and to Limit Treatymaking Powers by a 'Liberty' Amendment to the Constitution." This is excellent material for those who do not understand this proposed amendment and for those who now support it. Why not order several copies for use in your League and for any other organization in your community that is studying this proposal. Write to the United States Government Printing Office, Washington, D. C., and ask for Senate Document No. 56.

PUBLICATIONS Well, you've done it again. We have a real "best-seller" in Proposed Amendments to the Minnesota Constitution 1964! It is now being reprinted again! Apparently you are finding this publication to be a perfect gift for your contributors and other people in the community. We have just sent out copies of this publication to state organization leaders, state legislators where we have no local Leagues and to newspaper and radio stations in these same areas. This is one of the uses to which we put your Public Relations funds on the state level.

Since its publication in 1958 the State You're In has been one of our basic resource pieces in constitutional revision. There is nothing else quite like it both as general survey and historical background of the constitution.

Since the publication date however, seven amendments have changed the constitution. So that you may continue to use the State You're In with confidence, we have prepared a one page supplement which notes these changes. This updating sheet will be included in all future orders and is also available separately - without charge.

Enclosed you will find enough copies of our new state Publications Catalogs so that each Board member has a copy. Hope you agree with us that these catalogs are handsome, and that you will want to see that every school curriculum director, college and public library has a copy also. (Every school library receives a special publications list from us at least once a year.) Order as many as you need from the state office -- they are still free.

If you are seriously considering a member assessment for publications for next year, plan now to submit the plan to your members at your annual meeting.

NATIONAL LIBRARY WEEK We were glad to have your attention called to National Library Week, April 12-18, in the February 24 FYI. Most of our Leagues make good use of their libraries and have excellent rapport with their staff. This special library week presents an opportunity to serve your libraries in appreciation for the service they provide your League. We have a Minnesota Library Week Committee, 300 Nicollet Avenue, Minneapolis 55401. No doubt this committee can provide the material you need for a good bulletin article or other local library promotion.

NEW MEMBERS Beginning on March first, each new member of your League will receive a free copy of You Are the Government, in addition to her New Member Kit. Because of the high cost of mailing this booklet directly to each new member as a part of the kit, we are asking each League to be responsible for distributing copies of You Are the Government to the new members.

Would you please estimate the number of new members you think you will have through June of this year? Please let us know the number right away, and to whom the booklets should be sent.

CIVIL RIGHTS We appreciate the few reports we have received to date on your activities relating to this issue. If you neglected this report before, it is not too late to send it in now.

As you know, the League has no position on federal civil rights legislation but we have urged you to act as individuals. For the information of your members HR 7152 has passed the House and will be debated in the Senate in the near future. The legislation as passed contains eleven titles with a series of committee perfecting amendments. Other amendments were added by members of the House. One of these included prohibition of discrimination in employment opportunities due to sex. Another amendment constitutes an inclusion of a discriminatory provision in this anti-discrimination legislation that reads as follows: "Notwithstanding any other provision of this title, it shall not be an unlawful employment practice for an employer to refuse to hire and employ any person because of said person's atheistic practices and beliefs." Some of the amendments passed by the House were thought to be attempts by the opposition to weaken the law and make it less attractive to proponents. Irregardless of whether this amendment is included in the Senate bill, it will go to the Conference Committee for their deliberation.

FINANCE All Finance Chairmen circle Thursday, April 30, so that you will be sure to attend the Finance Workshop "A Year In the Life of a Finance Chairman."

Perhaps you will not continue on the 1964-65 local League Board, but since your interest will continue be sure to alert your successor.

Please check the areas you would like included in the finance workshop program and indicate the order of your preference.

_____ Organizing drive	_____ Training solicitors
_____ Working with local Board	_____ Publicity
_____ Prospect lists	_____ Use of Bulletin
_____ Securing solicitors	_____ Securing business contributions
	_____ Securing member contributions

Other ideas for discussion:

Suggestions:

Signed _____
Name and League

Please return to LWV of Minnesota, State Organization Service, University of Minn., Minneapolis, Minnesota 55455, by March 15, 1964.

The Annual Meeting of the Metropolitan Finance Committee will precede the Finance Workshop. All local League finance chairmen in Leagues in Anoka, Dakota, Hennepin, Ramsey, and Washington Counties should plan to attend as members of the MFC.

Details of place, time and final plans will be announced later.

PUBLIC RELATIONS — The League public relations manual, Tips on Reaching the Public, received a fine review in the October Public Personnel Review. You will want your libraries, schools and organizations to see this good publicity, reprints of which are available free from the national office. Perhaps this will encourage the sale of Tips on Reaching the Public. See the national Memorandum of January 10, 1964 for a copy of the review, sample cover letter and other details.

LEGISLATIVE CAMPAIGN SPEAKERS BUREAU — As you know, our legislative campaign will concentrate on party designation and the election law relating to new state residents voting for President and Vice President. (see January 1964 Board Memo, page 1, last paragraph) This promises to be exciting and fun. And it CAN be successful, if we all work together and every League does its part.

One of the best ways to get our message across to the citizens of Minnesota is through our speakers bureaus. (See Chapter IV of Tips on Reaching the Public.) Every League, large and small, has members who can speak well. Get them lined up now. We will soon be sending you complete outlines for speeches and answers to questions on these topics so your speakers can be prepared.

This spring many organizations will be making up their programs for next year. Consequently NOW is the time to send letters to them offering speakers on these two issues. We would like to reach as many people as possible. It won't matter if there is overlapping and some people hear us more than once. When you send letters include PTA, AAUW, BPW, Chamber of Commerce, Jr. Chamber of Commerce, Farm groups, Homemakers clubs, service clubs, womens clubs,merchants associations, church groups, bar associations, taxpayers associations, labor groups and any other groups you can think of in your community. It would also be very good to include the surrounding towns where we have no League. (Just be sure another nearby League isn't covering the same town.) Plan the length of your programs according to what you know is best received by each of your local organizations.

Here are some titles you can offer on party designation--take your pick:

1. "Grab bag" government
2. Does he or doesn't he? Only your legislator knows for sure.
3. Our Las Vegas legislature (Don't gamble on government
   (Is gambling (il)legal in Minnesota?
4. Is our legislature really non-partisan?
5. Independent or irresponsible?
6. I've got a secret or What's my line?
7. Take me to your leader
8. Who's in charge here?
9. Who does your legislator really represent?

For the election law relating to new residents voting for President and Vice Pres. you might offer:

1. I lost my vote!
2. The newcomers dilemma
3. You could be disenfranchised!
4. You can't take it with you: your franchise

Let's all get a good start now, so that next year everyone in Minnesota will know what we stand for and the ground swell of public opinion will carry our campaign to success.

BOARD MINUTES It's the same old story -- please send your Board minutes to us as soon as they are written (do not wait until after they have been approved at the next meeting), so we can be informed on your current activities. Remember one copy to your consultant and one copy to state office.

LOCAL AGENDA PLANNING Local Agenda Chairmen and other Leaguers will be interested in the forthcoming Annual Statewide Conference on Community Planning to be held in Duluth on Friday and Saturday, April 24 and 25, 1964.

Location: Hotel Duluth, Duluth, Minnesota
Registration fee: $2.00; $1.00 for Minn. Planning Association members
Luncheons, Friday and Saturday: $2.50 each
Banquet, Friday: $3.25
Registrations should be sent to: John Hunner, Duluth Planning Commission, 209 City Hall, Duluth 2, Minnesota

The conference is sponsored by the Minnesota Planning Association. This conference should be of interest to Leagues just considering planning, or problems relating to it as well as to those who have studied this item and have reached a position.

Friday luncheon, 12 noon, Keynote address: Planning Pays, Patrick Horsbrugh, Professor of Architecture, University of Nebraska.

Professor Horsbrugh is a diplomate of the University of London in town planning and civic architecture. His versatility of interests and breadth of professional competence are indicated by the world-wide span of his work: assistance to the Pakistan government in site selection of capital buildings in Karachi; layout of parliament buildings in Burma; assistance to the British government in the redevelopment of the Malta naval base; visiting critic at the University of Illinois and Harvard; director of the Hamilton area planning board in Canada. In 1962 he was a design consultant to the Pittsburgh City Planning Department; for this work, which was inspirational, he has received impressive acclamation. At present he is a consultant to planning firms in Riverside, California, Salt Lake City and St. Louis. This background, together with his enthusiasm, wit and exceptional speaking ability, combine to make him an outstanding figure in the planning field today.

Other topics to be presented Friday and Saturday include:
Land use controls along highway interchanges; planning for highway esthetics; park design; county planning today; a planner's tour of our fabulous north country; tax policies and land development.

Resignation We regret to announce the resignation of Mrs. E. C. Williams (Roberta), our capable Executive Secretary. It is important that we fill this position as soon as possible. Anyone interested in this opening should call the state office for application information. The following are the qualifications needed: good typist, knowledge of bookkeeping, variety of office duties.

STATE CRs The "Special CR Issue" of the Minnesota VOTER which has been mailed to every member of the League is designed to bring you up to date in the State CR field, as well as to point out current problems in these areas--some that we are in a position to take action on and some that we have no position on. We hope that you will purchase extra copies of this publication @ 6¢ per copy for use in your community as these are provocative and timely issues for groups other than the League. These are the areas that should be explained in orientation meetings to new and prospective members as these are positions that our organization holds.

STATE CRs The New Member Kits will now contain this resource edition of our VOTER.

We might point out again that we consider this material a resource publication rather than an extra issue of the VOTER---one that includes League CR positions as opposed to a factual resource piece such as is published prior to a consensus which includes pro and con information. We have sent it out in the Voter form in order that we might reach all members. We hope that you will keep it and use it during the next legislative session in combination with the previous resource material that was written before consensus was taken and Capitol Newsletters from the past session. In most cases this material is still listed for sale in the publication catalog.

MINNESOTA INTERNATIONAL CENTER — If you cannot take a trip around the world, come to the festival of the International Student Council at the University of Minnesota, Saturday and Sunday, April 18 and 19. The PAGEANT OF NATIONS will be given at Northrup Auditorium on Saturday at 8 p.m. The program on Sunday at Coffman Memorial Union will include the International Dinner and style show with slides and cultural exhibits from noon to 5 p.m. One of the purposes of this annual festival is to create more appreciation for other cultures. It is your opportunity to be an "armchair traveler" -- let the world come to you!

FOREIGN AID MEETING — Save April 30th for a meeting on Aid similar to the one which was held in December. It will be held in the Twin Cities - details in the March BOARD MEMO.

CONSTITUTIONAL AMENDMENTS — Although it may be too late to be useful to your League, we are including in this mailing material prepared by the Citizens Committee for the Taconite Amendment and the Constitution Protection Committee. Inc. Printed material has not been available from both these groups before now and both are most anxious to have local Leagues see their material.

ENCLOSURES: Enough Publications Catalogs for each LL Board member
Water Statement
H.R. 3846 - Outline of Major Provisions
Material from committees as mentioned above - not on Dup. Mailing

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY of MINNESOTA
MINNEAPOLIS 55, MINNESOTA

BOARD MEMO

March, 1964

This is the official Call to the State Council Meeting of the League of Women Voters of Minnesota. It will be held at the Capp Towers Motor Hotel in Minneapolis from 9:30 a.m. Wednesday, May 20, through 2:00 p.m. Thursday, May 21.

The bylaws state that "the Council shall be composed of the Board of Directors of the League of Women Voters of Minnesota, the Presidents of local Leagues and one delegate chosen by each local League." They further state that "the Council shall consider Program, methods of work, and budget as submitted by the Board of Directors."

For your second delegate, we suggest you send one of your state Program chairmen, voters service chairman or your public relations chairman. Visitors are welcome. In order to encourage attendance of as many visitors as possible, we have kept the registration fees low. We hope that you will send several visitors. Attendance at Council is a fine initiation for new Board members.

The state Board is busy at work on plans to make this a stimulating purposeful meeting for all. We intend to use Wednesday afternoon for two series of workshops that will run concurrently. Group A will include three workshops - one on each of the two state Program items and one on voters service. Group B will include three workshops on public relations - speakers bureau, working with your legislator and working with other organizations. Advance registrants will have a choice of series. Those who register late will be assigned. A coffee break is scheduled for that drowsy time in the mid-afternoon.

The banquet on Wednesday evening at 6:30 will feature Mrs. Robert J. Phillips, our national President for the last 6 years, as speaker. She will be followed by the always exciting presentation of the Hope Washburn Award. (Don't forget to send in your nominations for the award.)

The speaker at the Thursday luncheon session will be Walter Mondale, the Attorney General of Minnesota, speaking on the problems of law enforcement in our rural areas - a problem related to our Indian item.

DEADLINE FOR REGISTRATION IS MAY 7! If after registering, someone cannot attend, and you have no alternate, refunds will be made IF we are notified in time to cancel our commitments for meals. Council Workbooks will be mailed directly to the home address of delegates who have returned their registration form with check by MAY 7. With this mailing you are receiving Council registration form, delegates credential cards and hotel reservation cards.

EXHIBITS ARE INVITED. One of the joys of our Council meetings is the sharing of our local League successes. The general theme of the Council is - IT MAKES A DIFFERENCE. Since the real difference these days is in membership, we hope that you will bring exhibits that show how you worked to GET new members and your efforts to KEEP members. Be sure to include your local publications. We want to see them, and who knows? - they might be an inspiration for other Leagues! Voters service chairmen will find a special request for posters in their section of this BOARD MEMO.

MANKATO We are happy to announce the recognition by the national Board of the League of Women Voters of Mankato. We congratulate them on the excellent job they have done in their provisional period and look forward to the increased growth and effectiveness of this League. We are indebted to the contribution made by the Edina

League in starting the Mankato League under our adopt-a-League program and to Mrs. E. J. Diefenbach for serving as their adviser. The state Board has recommended to the national Board the recognition of the League of Women Voters of St. Peter.

INDIAN CONSENSUS We are not announcing a new position on the Indian item at this time. Your state Board has had difficulty evaluating the consensus reports received from you. The basic question seems to be in interpreting how much your study discussion and consensus relates just to the Indian problem and how much to the entire state welfare program. You will receive a special mailing to help you evaluate and re-state your consensus. At the workshop on the Indian item at the State Council we will hear your final reports and then determine our position.

VOTERS SERVICE Acquaint your members with the newest special edition for young readers of the Minnesota Legislative Manual 1963-1964. An official directory of information published by the state of Minnesota, the booklet contains excellent resource material for school civics projects - and for your own background information, too! 7000 copies have already been sold. They're available over the counter at 15¢ each in the Secretary of State's office, Room 128, State Capitol, St. Paul 55101. You may order by mail, too, at 25¢ each in single copies; 18¢ each for 10 or more. Perhaps your League can supply copies to the school and public library?

POSTER FAIR! We hear that local Leagues have designed effective GET OUT THE VOTE posters. . . some are placed in local store windows before elections (and frugally collected afterwards for future use). . . some are staked on members' lawns. We hear. . and we would like to see! So we're planning a "Poster Fair" as part of our Council voters service workshop. Plan to bring samples of your poster portrayal of the League story to share with other Leagues.

CONGRESSIONAL RECORD. Does your local library receive and file the Congressional Record? This authoritative source of Roll Call information can be an important aid in your Program and voters service. We'd like to know which Leagues have access to this information in their local libraries - just a line "yes" or "no" along with your next mailing to the office, please!

FINANCE Calling All Finance Charimen!!!

We'll see you on Thursday, April 30, at Coffman Memorial Union, Room 325-26, University of Minnesota Campus, Minneapolis, for the workshop for local League Finance Chairmen. "A Year in the Life of a Finance Chairman" is the theme. There will be talk of "The Year That Was" and "The Year to Be or Not to Be".

The Metropolitan Finance Committee, composed of finance chairmen from all local Leagues in Anoka, Dakota, Hennepin, Ramsey and Washington Counties, will meet at 9:30 for their Annual Meeting.

The workshop for all local League finance chairmen will be from 10:30 a.m. to 2:45 p.m. Lunch will be served at 12:00 at which time we will honor our local League finance chairman who is "On the Map" for Minnesota at the National Convention. $2.00 is the entire cost which includes lunch and the cost of your kit.

Topics of discussion will be budgeting, finance advisory committees and the mechanics of the finance drive. All of these discussions are aimed at the involvement of the local League Board, the finance committee and the local member. The discussions will range from the philosophical ideal to the practical know-how. Come and join us in finding ways "To Succeed by Really Trying". Send in your reservation now! DEADLINE FOR RESERVATIONS IS APRIL 24. Include your check with your reservation.

RESERVATION BLANK FINANCE WORKSHOP

League of Women Voters of Minnesota, State Organization Service, U. of M., Mpls.,Minn.

I will attend the Workshop for local League Finance Chairmen, Coffman Memorial Union, Room 325-26, University of Minnesota, Minneapolis, April 30, 1964. Cost: $2.00.

NAME _____ LEAGUE _____

BUDGET CHAIRMEN In order to enable your local League member to have a better understanding of your budget, and, therefore, give her support to this budget, she should have an explanation before her before the adoption. We are hoping all League Boards will show real leadership by recommending to the membership the pledge for state and national services that was suggested for their League. The annual reports show that most Leagues have more than a comfortable bank balance because they have not used all they had anticipated this year. Budget this "from reserves" and put it to work at all levels of League activity. An explanation, what goals and growth are anticipated by these dollars, may be explained in your bulletin, and a special sheet the day of the Annual Meeting. Enlist the aid of your bulletin editor and your Annual Meeting committee now. All of your Board, especially your finance chairman, will find this helpful, too - not only for the coming year, but in future planning.

TREASURER If your League has planned any bylaw changes concerning dues, check carefully to see they follow the standard set by the standard bylaws. The League of Women Voters is not an organization that can be joined at a cut-rate bargain after the year is half gone. The vitality and strength of League are preserved by high standards and far-sighted goals.

PUBLICATIONS On reading the annual reports, one can't help but be impressed by the importance so many of you attach to giving League publications in your communities! As the publication chairman in Brainerd put it, "Yes, because this is one of the most important phases of our League work - to aid in educating the general public."

The list of places to which these publications go in your communities is impressive and shows imaginative thinking and planning. Most of you supply school and public libraries with publications; most of you remember your contributors, too; and many of you supply your editors, mayors, councilmen, clergymen, professors and legislators with pertinent information. Presenting Social Studies Kits to teachers has been quite popular as has been giving You Are The Government to Scouts, both boys and girls, and Campfire Girls. Some of you have given publications through the Chamber of Commerce or Welcome Wagon, the YWCA and the PTA, or you have placed them in doctors' and dentists' offices, hospitals and even in laundromats! Keep up the good work!

PUBLIC RELATIONS Interested in getting the League story before the public and making money all at once? Why not participate on the "Women's Quiz Bowl" on WTCN-TV at 2:30 Saturday afternoons. This program pits teams from two women's organizations against each other, answering questions based on the preceding week's issue of Time magazine. The winning team receives $25 for each broadcast and is invited to return for five appearances. The losers receive $15. On each broadcast the presidents of the competing organizations are allotted time to describe their groups' goals and projects. The Minneapolis League had a barrel of fun, added $125 to their treasury (what would this do to your budget?) and plugged League and League

program (not just Minneapolis) in their 5 victorious appearances.

How can YOU get in on this bonanza? First you'll need 4 members who are willing to study Time magazine and answer questions and one other person prepared to talk about the League. Then, simply call Jan Werner at WTCN-TV and ask to be a participant. Good luck!

LOCAL AGENDA Annual Meetings. Many Leagues will have their Annual Meetings in April and are trying to do an increasingly good job of planning them so that the members have an opportunity to choose a good local program. It is time to quote again the LOCAL LEAGUE HANDBOOK -- "The wording of a Current Agenda item should be clear, easily understandable, general enough for flexibility yet specific enough to indicate the scope within which the members wish the item to remain." (Local League Handbook, page 17)

Sometimes we adopt a very general wording and leave no time to discuss scope and emphasis or forget to record accurately member discussion before adoption. The result is that at the May or June Board meeting, the Board is faced with deciding what should actually be studied. This is a decision for the members to make, and they should not only be given the opportunity to make it at the Annual Meeting, but they should be encouraged to do do. "A Current Agenda item may state a position if the League has arrived at one through study under a previous Current Agenda item .. . all Current Agenda items imply some aspect of action when a position is reached whether or not the wording so specifies." (Local League Handbook, page 17)

(cont'd. p.5)

Local CRs. With the discussion of Program structure changes, we have become increasingly aware of certain problems relating specifically to CRs. Perhaps this is the year to give your local CRs a long hard look and decide whether they still represent the thinking of your membership. "The wording of a Continuing Responsibility is a statement of League position. In adopting the Continuing Responsibility, the members should express, as briefly and as clearly as possible, what that position includes." (Local League Handbook, page 17) Note that the HANDBOOK does not say that a position is merely a phrase indicating what the League has studied. Rather, "When the body of opinion expressed in consensus has been put into words by the appropriate Board it is called a position." (page 18) The position may be expressed by the local Board based on consensus reached by the members. Or, it may be expressed by the members at the Annual Meeting. "Through the selection and wording of items the delegates (members) may reaffirm positions long held or may express new ones, based on consensus which they believe the members have reached but which up until that time has not been stated as a position." (page 18)

If your local CRs have not been statements of your League's position, this may be the year to change them to express exactly what your members' consensus is. We offer a few questions to help you evaluate your CRs. And don 't forget to judge CRs as wellas CAs by the criteria on page 16 of the Local League Handbook.

1. When was the item adopted as Current Agenda? For how long was it a CA item?

2. What scope and emphasis did the members wish when they adopted the item?

3. What was studied? How was it studied? Did the members have adequate opportunity for discussion of the item?

4. What did the members think about the item according to unit reports? What consensus was reached? (Any?) What did the Board discuss in wording the consensus and resulting position?

5. Why was the item made a Continuing Responsibility? When? Did the membership discuss the position when the CR was adopted at the Annual Meeting?

6. What action has been taken under the CR? What criteria has the Board used in determining whether action could be taken under this CR? Has the action been successful? Have you fulfilled the goals set forth in your CR? Do your members see this as a "watch-dog" type CR? Why?

7. What have you done to keep your members up-to-date on developments in each CR area? What have you done to present the information in questions 1 through 6 above to your members? Do they know the League's position on each CR?

8. Do your members and Board fully understand that a CR position cannot be enlarged? To repeat, do you have a statement explaining your League's position which can serve as criteria for the Board in determining whether action on a particular issue would be narrowing or broadening the CR?
(See March 1964 National Voter for an example of a statement of position.)

MEMBERSHIP We have consulted with consultants, as well as our state Board person in charge of snappy sayings and tantalizing titles, to find a new name for the Membership Memos. No luck! So you will continue to see the familiar Membership Memo - this time SERIES 3, Exchange of Ideas. The first memo is an adaptation of the 1962 Buddy System; Bloomington League tells us that they cannot brag about the quantity of members this plan brings into the League, but they feel the quality has improved. The Bloomington LWV has provided enough samples so you could all see their promotion piece. These are given to prospective members and are distributed widely at community functions.

NATIONAL PROGRAM Dates to Remember - Minneapolis Workshops

March 30 - 7:45p.m. - Minneapolis Public Library
The Economic Effects of Disarmament
Prof. Harlan Smith, U. of Minn., speaker

April 6 - 7:45 p.m. - Home of Mrs. Harlan Root, 25 E. Minnehaha Pkwy.
A Look at the Middle East

May 12 - 7:45 p.m. - Home of Mrs. Jerome Gray, 1401 W. Minnehaha Pkwy.
A New Look at the Western Alliance

Please call the Minneapolis League office, Fe3-6319, if you plan to attend either of the last two meetings.

New Booklet: The United Nations Who Needs It, a part of a Study Guide Series on the United Nations and its related intergovernmental agencies. The material for this booklet and others in the series was assembled by the UNESCO Youth Institute, under the auspices of UNESCO. Single copy 50¢ plus 25¢ for postage and handling. Order from: Oceana Publications, Inc., Dobbs Ferry, New York.

Time for Action - House vote on HR 9022 (Authorization of funds for International Development Association)

On February 26 on a 208 to 188 vote, the House of Representatives returned this bill to the House Banking and Currency Committee. Usually this means that a bill will not emerge again during a legislative session. However, inasmuch as 17 participating "have" nations met the March 1 deadline for ratifying the new round of contributions, a great effort will be made to rectify the embarrassing situation in which the U.S. now finds itself by bringing the bill to the floor again sometime in April. The Administration hopes in the meantime to avert a rescinding of pledges by the other donors.

For further information, see Time for Action, February 7, 1964 and the February 26, 1964 Congressional Record, pp. 3499-3517. Debate clearly showed that opponents of the bill considered it another "give-away" program, insisting upon restriction of aid funds to Communist nations, to countries that seize foreign property, and to governments that re-lend the money at much higher rates of interest as well as insisting on a tightening up of loan terms and a larger portion of the loans to be shouldered by other countries. Any changes, however, would require the assent of the other Association members. It is feared that these members may use the House vote as an argument that the U.S. can't be trusted to meet its European committments in the future. Further credence will be given to this fear among our Western Allies, if we rescind the $312 million portion of the $750 million agreed on last year by the 17 supporting countries. Not only does the failure to meet our committments threaten the collapse of the International Development Association, but it also affects our efforts, which initiated this venture originally, to get nations of Western Europe and Japan to share in aiding the under-developed nations. Without access to IDA's low interest, long term credit, many of the poor countries will be forced to restrict capital outflows, discouraging much needed private investment in their economies.

What can be done? Republican Congressman Al Quie, who voted against sending the bill back to committee, said in his March 1964 Newsletter that although he believes the interest rates too low, he felt this IDA organization was one of the best means of distributing U.S. aid to countries in need; that it is a loan program in which the U.S. has furnished 43% of the financing instead of 100% as in other loan and grant programs. Letters to him thanking him for his vote and remarks are in order as well as letters to Congressmen Clark MacGregor, Donald Fraser, John Blatnik, Alec Olson and Joseph Karth thanking them for their support in voting against the recommittal. Congressman Odin Langen and Ancher Nelsen, who voted for recommittal, should be urged to support the request for funds when the Bill returns to the House.

April 30 Meeting. Exciting plans are afoot, not the least of which will be the story of the wheat negotiations by one of the participants, Mr. Burton Joseph. Mark the date on your calendar now so the busy people who will speak to us will have the benefit of a large audience - not minimizing the benefit which accrues to those of us who have the privilege of hearing people involved in the process of making history. More details about the program will follow in a special newsletter.

NATIONAL CONVENTION DELEGATES Who are your National Convention delegates? Please send their names to the state office so we will know who will be in our state delegation. We are making plans now for a briefing for all Minnesota delegates on Monday morning, April 20. In order to keep you informed of our plans, we need to know who you are. If you have any questions relating to Convention that we might be able to help you with, please let us know.

Worth your consideration - the following from Roseville: Although Roseville has 4 members under the 151 required to send 2 delegates to the National Convention, its Board voted, in recognition of an outstanding job by it national agenda chairman, Anne Grove, to send her as a visitor to the Convention along with their official delegate, Nancy Rozycki, Roseville President.

ENCLOSURES:

From Us to You

Membership Memo
Bloomington Membership Folder
Council Reservation Form
Council Delegate Cards
Room Reservation Cards
Capp Towers Brochure

From You to Us

Finance Workshop Reservation Blank
Questionnaire
Council Reservation Forms
Council Delegate Cards
Consensus on Amendments by April 3

Questionnaire Committee (cont.) cooperative action is necessary! Sample Local Questionnaire enclosed. Be sure to consult pages 19 to 25 in "Give the Voter a Hand" as well as an excellent briefing on Candidates Interviews in the VIP #3, October, 1962.

SCHOOL BOARD ELECTIONS "YOUR Vote Makes a Difference" in school board elections as well as in elections of wider geographic scope (no one will debate the intrinsic importance of citizen participation in school board elections!) As Leagues we often save our Voters Service energies for "larger" elections and may neglect a prime responsibility to inform voters about candidates and issues in what is actually one of the elections closest to their daily lives. STOP over-looking this aspect of Voters Service! START action to "make a difference" this year in voter participation in YOUR school board election!

--- prepare information about candidates for distribution
--- seek clarification of issues appearing on the ballot
--- provide an opportunity for voters to meet and question candidates about their views on issues.

MEMBERSHIP If you have never tried a membership drive and are longing to organize and try one, Membership Memo #2 should give you some new thoughts on the subject. Good luck!

If you are a new Membership Chairman and wish to have the new member kits for your League sent directly to you, please let the state office know right away.

BULLETIN EDITORS Local League bulletins carry on a continuing job of communicating between your Board and members. Most of our local bulletins are doing a fine job of this important part of League work.

A job well done deserves recognition! Each month in the Board Memo a bulletin editor and her publication will be saluted for outstanding contributions in this field. This recognition may be given for a top-notch article on a specific subject-finance, membership, Program, etc. It may be given for a marked general improvement in your entire bulletin. It could be given for attractive layout or interesting methods of presenting material.

We hope that through this recognition of outstanding work we will pass on bulletin ideas to all editors throughout the state. Watch for the first award next month.

CANCELLATION OF FOREIGN AID MEETING At the time of the planning of our December 9 foreign aid meeting, it was hoped that we might also have as a speaker, Dr. Walter H. Judd, former Republican member of the House Foreign Affairs Committee, or one of our Minnesota Republican Congressmen. However, as previous commitments did not permit them to be with us at that time, our intent was to hold a second meeting at which we might hear their views on the current aid authorization and appropriation, as well as any proposals they might have for changes in the program. However, with the busy schedule in Congress, which hopes to adjourn in July, and the busy schedule of Dr. Judd in election activities, it was found that their limited free time did not coincide with our April 30 date or one in the first two weeks in May. Beyond that date State Council activities begin as well as activity for the Leadership training sessions the first part of June. It was feared with members from out-state coming in for these two events, a meeting on aid during this time might not be well attended.

The necessity for cancelling the meeting is deeply regretted, particularly when it would have coincided so well with our continuing Time for Action recently received from the national Board. So that the Time for Action will be handled adequately in your League and use be made of the materials and activities suggested by the national Board in support of the current aid legislation, it would be more satisfactory if a new foreign policy chairman is coming on your Board at present or in the next few months that the past chairman handle this responsibility along with her.

After our return from the National Convention, we should have some further plans and suggestions for you in this area.

LOCAL AGENDA The Local Current Agenda Chairman is usually appointed by the Board at the May Board meeting. The next day is hardly too soon to begin work. Developing a local current agenda is among the toughest, but most exciting, jobs in the League.

Your first step probably will be getting a committee. Use of committees on all levels of League program is important, but probably no more urgent than at the local current agenda level. Your committee will not only be doing the work of interviewing, writing, etc., they will also bring to the item a perspective that one person cannot give. So, get on the phone and find a committee. One of your best sources will be those people who spoke for the item at the Annual Meeting. You may also want to call unit leaders to learn who suggested the item during program making. And don't forget to include some who were not particularly enthusiastic about the item if possible. Sometimes they can be your best helpers by providing questions and helping you keep to the objective track.

By the June Board meeting, you and your committee should have made tentative plans for the year. You need to allow time for research, preparation of material, special meetings, plus having some idea of when you want unit meetings to cover the item. In planning your calendar, keep in mind that the League must begin determining a new program next spring. Hopefully, this year's current agenda will be wound up by then, or at least you will know where you want to go with it. Leagues who have waited until Annual Meeting time to determine consensus on local agenda have usually had trouble deciding what local agenda to adopt for the coming year. So plan your calendar with next year's Annual Meeting in mind.

The first job for your committee will be planning how to carry out the scope and emphasis of the item. Your members should have given direction at the Annual Meeting. If they neglected to do this, ask for some time at the May or June unit meetings or a general meeting for the members to discuss this. If this is not possible, go to the Board for direction. Try very hard not to have you and your committee alone determining where the League should go with the item.

Plan now to attend the Leadership Workshops June 9, 10 and 11. Your president will have information on this soon. Please send the state office two copies of any material you produce for your members or the community. We enjoy seeing what you are doing and other Leagues may find your material helpful.

If you do not have Local Agenda booklets from other state Leagues, may we suggest that you order the following. They give excellent helps on how to do it from start to finish.

1. "Guide to Local Current Agenda," LWV of Wisconsin, 119 E. Washington Avenue, Madison 3, Wisconsin - 20¢

2. "Guide for Local Program" LWV of Louisiana, 8082 Sholar Drive, Baton Rouge

3. "Tools for Work on Local Government" LWV of California, 126 Post Street, Room 612, San Francisco 8, California - 20¢

4. A brand new and excellent "Guide to Local Program," LWV of Washington, 7615 Sand Point Way N.E., Seattle, Washington - 15¢

5. A very new and engrossing book "Local Program, How To Choose, Research, Present, Publish Act" by LWV of Indiana, 506 Illinois Building, Indianapolis, Indiana 46204 - $1.00

PUBLICATIONS Now is the time to order your Duplicate President's Mailings for the coming year. Please consider carefully how very helful (in fact, indispensable!) the service is for your State Item Chairmen, particularly in a legislative year. Some Leagues also order the Duplicate President's Mailing for their Publications Chairman and/or other Board members as well. The cost for each DPM is $5.00. Just use the regular publications order blank, indicating the name and address for each mailing, and we will bill your League.

FORMS Included in this mailing are forms for your local Board list, local current agenda and budget - five of each. Please fill out and return all five copies to the state office by June 1. We need these to aid in preparation for the June Leadership Workshops. If your Board is not complete, return your lists now and send in any additions later.

ENCLOSURES:

Membership Memo #2
Voters Service Flyer
Sample Candidates Questionnaire
Forms as mentioned above
Sample Press Release

PS - The May issue of Woman's Day has an excellent article on the LWV. Read it -- will give your morale a big boost.

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MINNESOTA 55455

BOARD MEMO

June 1964

OUTLOOK FOR WORK

In this issue of our BOARD MEMO we are continuing that look ahead we started at Council meeting for this is our outlook for work 1964-65. We are using this format because we want you to look at these plans as just a beginning with further details, suggestions, methods of operation, coming to you in later issues of this same BOARD MEMO.

We will continue to hold state Board meetings on the third Thursday of the month in the Social Science Building on the west bank campus of the University of Minnesota. After June 15 we will be located on the third floor in rooms 333 and 337.

As you see we will have two rooms, one an office for Mrs. John Creger (Margaret) our Executive Secretary and Mrs. Robert Thompson (Peggy) our Organization Secretary. The other room is for publications and small committee meetings. We feel very fortunate to have this space made available for our use through State Organization Service.

We are not including names of Board members and committees in this Memo. We are in the process of reorganizing our Board and filling vacancies -- hopefully this will be completed by our June Board meeting so at that time we can send you up-to-date Board assignments. Our next BOARD MEMO will be sent to you after our August Board meeting for we do not plan to meet formally in July.

Our efforts as we look ahead will be in serving you to the best of our ability in all aspects of League operation. We feel we must all concentrate on growth in membership and in financial support on all levels of League activity. These are national goals and we must recognize our responsibilities for them. As you read through and start to implement the ideas presented here you will realize that all League activity serves to build the League in numbers and dollars.

Our voters service work this fall will create new interest in citizen responsibility and in the League. Our public relations activities are geared to tell the League story to prospective members as well as to the community. Taking our local, state and national Program items into our communities will help inform citizens and create new interest in the League.

The interest and enthusiasm of the members we have will be increased by involving them in the political arena as you carry out your local plans for campaigns to promote party designation and the election law revision providing the vote for President and Vice President to new residents in Minnesota. Next January will be too late for this -- your strategy should be planned this summer and followed through this fall so we have the right climate in the legislature for these and many other League issues.

The League of Women Voters of Minnesota has a position in support of the two amendments. There is a great deal of voter education needed on both of these issues -- we are well qualified to provide this education. We also have a responsibility to promote both amendments. This is not the time to overlook such responsibilities.

We should plan in 1964-65 to involve more of our members. Many of us are concerned about the consensus process -- and there should be concern when our members fail to participate and in this way fail to contribute to League positions. Our organization is patterned after our government -- the member should be heard at the grass roots level of League just as she should be heard at that level in government. Too many of our members are not involved or concerned enough to be heard. What happens then? We hear from the minority -- who are loud and vocal. It is important for us to hear the low, soft voices too.

TIPS FOR CALENDAR PLANNING

Calendar planning is a total Board responsibility and should be one of the most exciting, stimulating and rewarding Board experiences. There is no one specific procedure for you to follow but we have outlined some basic steps for you to consider and put to use in your League.

Preparation for Calendar Planning

1) You should know by now where your thoughts of yesterday have brought you. If you have not taken time to evaluate the activities of your League and your effectiveness, ask each Board member to consider the past year as she begins to think about the year ahead.

2) Provide publications for each Board member well in advance of Calendar Planning meeting. These publications should include the LOCAL LEAGUE HANDBOOK, GUIDE FOR PLANNING FOR LOCAL AND STATE BOARDS (National Board Report) May, 1964, BOARD MEMO June 1964 and all of the publications listed by portfolio in BASIC PUBLICATIONS NEEDED BY LOCAL LEAGUE BOARD. Also have the May, 1964 LOCAL LEAGUE PRESIDENT'S CHECK LIST from the National Office.

3) The scheduling of the Calendar Planning meeting depends upon your local situation. Because this is an election year, it should be held before July 15 and at a time when all Board members can be present. Do not attempt to do Calendar Planning at a meeting when there is a great deal of other League business to be handled.

4) The President should plan the agenda well ahead and send it to the Board members with specific instructions as to what will be expected of each member. For example, each should know: 1) what particular activities are anticipated in her field; 2) the order of their importance; 3) approximate dates including starting preparation and completion; 4) amount of money budgeted and how it can best be used; 5) ideas to promote member participation, etc.

5) Ask your secretary or some other Board member to prepare a large calendar to mark dates and activities as the meeting proceeds. Perhaps each Board member can use the calendar at the end of this BOARD MEMO.

Planning Procedure

1) Review Recognition Standards.

2) Study and follow suggestions in LOCAL LEAGUE HANDBOOK on Board Planning, p. 10-12 and Planning Program Development, p. 27.

3) Make broad plans for the whole year's activity realizing that such plans are subject to change if situations arise necessitating reconsideration of plans.

4) Give realistic consideration to publication dates given by state and national Boards allowing sufficient time to prepare for planning sessions and/or briefing sessions. Two months after publication date should be allowed.

5) Check local, state and national Bylaws so that all deadlines may be met.

Remember the suggestions for League activity in the national GUIDE FOR PLANNING and this state BOARD MEMO are just a beginning. You are limited only by your own initiative and ingenuity.

STATE CURRENT AGENDA I

"The League of Women Voters of Minnesota will study specific areas where legislation would be effective in improving the situation of the Minnesota Indian."

Our general position regarding the affairs of Minnesota Indians has been broadened. It now includes support of a declaration of state responsibility for Minnesota Indians and of an effective agency (state) to facilitate solutions to their problems. We believe that acceptance by Indians is essential to the success of any program designed to assist them. We believe that the federal government should extend its services and that the residence requirements should be abandoned in favor of a need criterion. We believe that nationally the financial burden should be shared by all the states, and that, on the state level, costs should be shared by all the counties. Our criteria for an effective agency are that it should be:

- acceptable to the Indians themselves
- permanent
- staffed by professionally qualified people
- authorized to act in setting up, carrying out, and coordinating programs
- empowered to utilize the services of other existing agencies
- provided with adequate funds

We believe that programs at all levels of government must be based on a constructive view of the Indian citizen as an asset to be developed. An underlying philosophy is that legislation should not single out a special group, that if laws need change, wherever possible it should be done without reference to a particular race, religion or national origin, unless government services have been given or withheld on the basis of these factors.

Of specific benefit to Indian citizens would be:

1. The creation of remedial programs particularly in vocational training and retraining, counseling for urban living, health education, child care, etc.

2. Broadening the base for payment for welfare through state finance of welfare programs, and setting and enforcing state standards for welfare.

3. The abolition of residencd requirements for welfare between counties or townships within the state and state reimbursement for the administrative costs of those welfare programs in which the state participates.

We will work for specific state legislation aimed at benefiting Indian citizens in these areas, and in the general case will point out to legislators the benefit of such legislation to Indians.

In 1964-65, we will study economic development problems and the administration of justice. In the case of economic development, INDIANS IN MINNESOTA contains a comprehensive summary of proposed plans. We will attempt to secure enough copies of the Van Loon Report so that they can be distributed to local Program chairmen. Legislation based on this report was introduced in 1957, and there have been calls for its reintroduction.

Direction from Council indicated a desire that the League be in a position to act on legislation benefiting Indians. We will send you some material for study regarding law enforcement problems, but will not ask for consensus. We hope by the end of this next year to have completed any consideration of the Indian which can lead to forseeable action.

Law enforcement is a function of local, not state, government. State action might take the form of easing local burdens -- through possible subsidizing of additional deputy sheriffs and through state programs of police training. We hope to ask local Leagues in Indian areas to inquire into these local problems for us, and we will circulate their findings to other Leagues.

In order to inform Program chairmen in greater depth, we will hold a workshop in October -- so plan <u>now</u> to attend.

STATE CURRENT AGENDA II

"The League of Women Voters of Minnesota will work for amendments to improve the Constitution of the state of Minnesota."

Your responsibility for this item will be in two areas: the ballot amendments and our new study, reapportionment.

<u>The Amendments</u>

You will wish to plan a brief review of the amendments for your September or October meeting. Have on hand additional copies of the League publication, PROPOSED AMENDMENTS for new members or old members who did not get a copy in the spring.

At this time much of the controversy on Amendment I seems to be centered on peripheral issues <u>not</u> related directly to the merits of the amendment. We will send you additional information on such subjects as the leasing of mineral rights and regulations on water pollution which affect the taconite industry.

Amendment II remains non controversial. We will send you suggestions for putting out promotional material for this amendment if you desire to do so.

<u>Reapportionment</u>

The focus of the constitutional item this fall will be apportionment, Article IV, Section 23 and Section 24 of the Minnesota Constitution. The basic question is: Do we need an amendment to ensure equitable and regular apportionment?

Such an amendment might 1) establish an area factor for one house; 2) guarantee population in one or both houses; 3) establish enforcement machinery if the legislature fails to reapportion after each federal census; or 4) take reapportionment out of the hands of the legislature altogether..

The League last studied reapportionment in 1959. Since this time the picture has been altered by a continued shift of population towards the metropolitan areas and by a series of United States Supreme Court decisions. On March 26, 1962, the US Supreme Court in the historic Baker v Carr decision extended the equal protection clause of the Fourteenth Amendment to apply to the rights of citizens in states with severely malapportioned state legislatures. Further decisions which are expected early this summer may clarify the powers of the courts to act where the legislature has failed to do so and may offer guidelines as to what sort of an area factor will be permissible.

If you want to get a headstart on this topic with summer reading, the bibliography is almost endless. For current information on the activity in various states the periodical "National Civic Review" has a series of articles; almost any issue of the past two years has some information. A series of pamphlets by the National Municipal League - Patterns of Apportionment by Boyd, Reapportionment and the Federal Analogy, McKay; and State Constitutions Reapportionment will provide valuable background. Watch your newspaper for the Supreme Court Decisions.

Material will be out from the state in September, which will enable you to hold unit discussions in November or December.

Consensus reports will be due in the state office on January 10.

STATE CONTINUING RESPONSIBILITIES

The League of Women Voters of Minnesota will:

1. Support legislation to insure employment on merit and non-discrimination in transactions involving real property; it will work for adequately financed commission administration of such legislation and of legislation to insure equal access to public accommodations.
2. Support party designation for legislators and improvements in election laws in the field of campaign practices, election procedures and voting.
3. Support legislation to regulate lobbying and conflict of interests.
4. Support constitutional revision by convention.
5. Support the principles of home rule relating to realistic restrictions on special legislation and broader provisions for adoption and amendment of home rule charters.

The coming legislative year will bring the League into the "action" process which we discuss in regard to Program, particularly in the CRs, as these are Program areas in which we have formulated our positions. The coming year also brings us into the Program making process, of which CRs are a part. The CR VOTER, which was mailed to every member as an extra bulletin and as resource material, will help your members in both the action and program making process.

In preparation for the work of our state lobbyists at the legislature it is important that the local Leagues carry out their part in the action process. To do this, make sure that your legislator has information on League Program. It would be preferable that you see him in person as the lobbyist counts on you, his constituents, to build a favorable impression of the League and its Program. Local Leagues are needed also to stimulate general community interest in the League legislative program.

To supplement the CR VOTER (March 1964) fact sheets are being prepared on the two CR items that we plan for special emphasis in the legislative session -- party designation for legislators and allowing new residents to vote for President and Vice President before meeting residence requirements. These will be of help to you with your speakers bureau activities as well as when you talk to your legislator.

The League position on campaign practices calls for complete reporting of all money spent in general elections. The revised corrupt practices legislation does not go this far but we can and should encourage full reporting under the law and encourage press coverage of these reports. (See CR VOTER) The dates for the candidate to report to the office of the Secretary of State are: Sept. 1, Sept. 18, Oct. 26 and November 13. For the political parties and volunteer committees the dates are Oct. 8 and Dec. 3. Does your local newspaper plan to carry these reports? If you show interest now, perhaps they will.

Some Leagues (about a third) reviewed CRs with their membership in the past year. Some coverage should be made in the rest of the Leagues in order to determine the value of each CR as a part of the Program; this is particularly important in the coming year when some experimentation with Program Structure could be suggested at the State Convention. The national publication on CURRENT REVIEW OF CONTINUING RESPONSIBILITIES, No. 6, August 1963, is excellent for suggestions on reviewing CRs. Remember, first round suggestions are due February 19th, including CRs. You may want to consider CRs such as Home Rule and Equal Opportunities as possible CA items. The lively issues VOTER in the fall will give you further ideas on this.

LEGISLATIVE

A good way to get into the swing of things this coming legislative year would be to help your voters service chairman at the candidates meetings. Remember, one of those candidates will be your state representative November 4. After the candidates have filed, call on them with a packet of selected League publications and your nicest smile.

Your new representative and your senator should have a personal call before the session starts in January. Maybe you would like to invite them to lunch with legislative chairmen of other civic groups in your community or with your Board. If your League is one of several in the legislative district, some cooperative planning with the legislative chairman of the other Leagues is in order.

The second and third weeks of November is the time the state Board has set aside for Legislative Workshops. There will be five workshops around the state -- one in your area. This is a must for you and your state Program item chairman.

Early in the session -- late January and through February -- we will have our Legislative Observers Program at the capitol. Because of the succes · of the program in past years, the format for 1965 will be much the same as we have had before -- a series of six meetings spaced two weeks apart, with expert speakers, legislators, reports from League lobbyists and a chance to tour the capitol. Let us hear from you if you have suggestions for improving this program.

It is not too early to start thinking now to whom your League should send the Capitol Letter. In addition to promoting its sale and use by every member of your League keep in mind a few opinion makers in your community who would find it useful -- perhaps your local editor.

During the session, be ready to respond to calls for action. Do your members know how to lobby by letter?

Many Leagues have found that a post-session public meeting which gives the legislators an opportunity to discuss successes and failures of the past session has been a satisfying experience for both legislators and the public. Such a meeting helps bring out issues, rather than personalities, and is a natural for cooperation with other civic groups.

Your most helpful tool for your job will be a publication of the Secretary of State's office, THE LEGISLATIVE MANUAL, EDITION FOR YOUNG READERS. Because it has been prepared for young people it is superior to the regular LEGISLATIVE MANUAL in background information and readability. In addition to very authoritative articles by experts like Dr. Charles Backstrom, it contains legislative district maps and a copy of the state constitution. You will find it indispensable.

Order from the Secretary of State's office, Room 128, State Capitol, St. Paul 55101. 25¢ each in single orders, 18¢ each for 10 or more.

NATIONAL CURRENT AGENDA

Development of Human Resources: Evaluation of policies and programs in the United States to provide for all persons equality of opportunity for education and employment.

United Nations: Support of U. S. policies which strengthen the U. N. system and its ability to keep the peace.

Foreign Economic Policy: Support of U. S. policies which promote world economic development, maintain a sound U. S. economy, and further international and regional cooperation.

Water Resources: Support of national policies and procedures which promote comprehensive long-range planning for conservation and development of water resources.

Eric Hoffer opens the first chapter of his book, THE ORDEAL OF CHANGE, with the comment, "It is my impression that no one really likes the new. We are afraid of it." Any change becomes so ominous, he says, that he felt hesitant when as a migrant worker, he switched from picking peas to string beans!

The transition from a two to a four item current agenda may not be as easy as the change from picking peas to green beans, but as plans develop, it may prove to be no more difficult in Program planning than the two item CA with more CRs. This format is an experiment, however, and time and experience alone will tell how effective it will be. This change plus an entirely new current agenda item should make for a most stimulating and challenging Program for the next two years. Entice new members with the idea that they would be beginning along with us the study of "Development of Human Resources." Review of our positions on the U.N., F.E.P., and water will orient the new member, too, as well as prepare our present members for building on the knowledge they now have in these areas.

Until the Leader's Guide is received this summer, it will not be possible to do any extensive planning. However, as the national Board will be sending out a bibliography soon, committees can be set up so that background reading can be begun. We will be developing our general knowledge and information into a later focus on education and employment. A good beginning would be to hear the speech to the National Convention by Secretary of Labor Willard Wirtz available on tape from the state office. You might devise further uses for this tape as our study proceeds.

It is essential that foreign policy chairmen have their own national mailing. If this is not financially possible for your League, particularly if your Board has more than one national item chairman, make plans now for expediting this material to the proper person and ordering additional copies of publications needed by more than one chairman.

Because of the inter-relationships of the U.N. and F.E.P. items, these might be best handled together. There will be periodic publications on developing and significant issues. And let's involve our communities. As Barbara Ward said at the National Convention, "Facts are for using!" As developing community understanding of the U.N. will be our principal activity on this item, it's not too early to begin planning for fall activities. A League tour to the U. N. and Washington, D. C. is being planned for some time after the first of the year.

Our principal activity on the F.E.P. item will be watching legislation on trade and aid. The most recent Time for Action on aid and the authorization of funds for the International Development Association suggesting letters to Congressmen requires an awareness of the members in your League and citizens and organizations in the community who are especially concerned and interested in this legislation. Often Times for Action require letters to be sent off on short notice. This is particularly important, because with the stalemate on Civil Rights, Congress may still be in session during part of the summer so better your plans are laid before vacations begin. Be sure adequate arrangements are made to respond to Times for Action that may arrive while you are on vacation. The April 3 mailing from national on the current aid legislation is very inclusive with many good examples of what other Leagues have done in their communities as well as an excellent bibliography. The excellent speech by Barbara Ward, economist and author, given at the National Convention is available at the state office for use at your League and community meetings, and portions of it can be adapted for use on your local radio station as well.

Action on water on the national level is continuing and new areas for action are opening up at the regional, state, and local level. In Minnesota we expect to take a look at Federal legislation now affecting Minnesota. We will be providing an outline for your use in finding out what is happening at your local level -- in other words to help you update yourselves, to become personally involved in research on this item and as a result feel more committed to action than has been true in Minnesota in the past year or two. We would like to complete this updating process before January 1965 so that we can secure permission to work in our state legislature on coordinating programs.

CURRENT REVIEW OF CONTINUING RESPONSIBILITIES continues to provide excellent background information on the water item. The Water Pollution Control Commission of the State of Minnesota has issued a preliminary draft for long-range plan and program to be submitted to the 1965 session of the Legislature. We will prepare a bibliography of state reports and studies that are now being made available to those interested in water resources in our state.

So between the gardening, sun bathing, picnics, trips to the beach, house cleaning, and all that summer brings - you can surely keep busy with what's been discussed here until more specific direction comes from the national Board. In the meantime, don't lie down in that hammock without some of this food for thought, you have to swat the mosquitoes anyway!

NATIONAL CONTINUING RESPONSIBILITIES

1. Loyalty - Security
2. District of Columbia
3. Tax Rates
4. Treaty Making

Many of you read and reviewed the "Blue Book," NATIONAL CONTINUING RESPONSIBILITIES 1962-64, in your units, general meetings, or bulletins last year. If you did not, it is important to do this because our new members need to know our positions on these issues and we must continually bring our old members up to date. Since one of our former CRs (Water) has returned to Current Agenda status, our list of CRs has dwindled to four.

The national Board did not recommend Loyalty-Security for adoption as a CR because there had been no opportunity for action since 1958 and the prospect for future action seemed dim. However, the Convention voted to keep it.

Bills proposing a variety of forms of self-government for the District of Columbia are pending before the second session of the 88th Congress, but little action is expected even though there is bipartisan support within both House and Senate. Public hearings were held for three days in November by the House District of Columbia Committee, the first held since 1959; most time was spent on a proposal to cede back to Maryland those parts of the District not directly occupied by the federal government. The Justice Department raised constitutional questions about this method. When you see your Congressmen, remind them that the League supports self-government for the District.

No state legislature approved the so-called "Liberty Amendment" in 1963. The League opposed the adoption of the resolution in the 26 state legislatures in which it was introduced. But the Liberty Amendment Committee of the U.S.A. (formerly called the Committee for Economic Freedom) is a determined and dedicated group which plans to work hard in the 20 state legislatures who hold sessions in 1964. Six states have already passed the resolution and the proponents will be campaigning hard for the additional 29 which they need to make it mandatory on

Congress to take action. For background see the December 1962 CURRENT REVIEW OF CONTINUING RESPONSIBILITIES and Senate Document #56 which can be obtained by writing to the national League office. We oppose Section 2 which falls under the CR on treaty making as well as Section 4 which proposes repeal of the income tax amendment to the Constitution.

The proponents of this amendment are now active in our state laying the groundwork for their legislative campaign. One of their approaches is through the schools and they are getting directly to the students. Be sure our material is available to your social studies teachers -- in fact discuss this specific amendment with them. It is important for your members to keep this amendment in mind as they work with your legislators. In problem areas it is wise to use your Congressmen for the latter do not support this amendment. Keep the state office informed on any and all activities concerning the Liberty Amendment. Remember a well-informed electorate is the best offense.

LOCAL CAs and CRs

Probably no single point needs to be stressed more in discussing local agenda than the need to plan ahead. Because we are not faced with state or national deadlines, it is sometimes easy to put off starting -- after all, we have all year. Actually, we have considerably less. Perhaps you are facing a bond issue vote or a charter amendment referendum in the fall. Even if you are not, we all face Program making time next spring. Will your members know where they want to go with this year's current agenda in time to determine next year's? The answer largely depends on starting now to develop the item and then doing a thorough job. Remember too we want to extend our experiment in Program structure to the local level.

Each local League must determine which ingredients for developing a good local agenda fit its particular needs. We offer suggestions which have proved successful.

1. Decide where you are going; what sort of things you want to find out and why; what decision you hope to reach and when. These are decisions for you and your committee to make and take to the Board for final decision before summer. You need a committee -- as large as you can handle. The poorest jobs on local agenda are so often done by individuals who think they can do it alone. A word of caution -- don't have a committee made up entirely of people already committed to a particular solution (such as council-manager government).

2. Do a thorough, objective research job. The summer is a good time to: a) start your committee members on trips to the library, reminding them to take notes; b) send for literature from expert agencies (see Local Agenda Bibliography and LAB sheets from Leadership Workshop); c) send for publications by other Leagues (see Local League Publications); d) send for information from other Leagues who have had or have a similar item (see list of 1964-65 Local League Current Agendas and Continuing Responsibilities).

   Train your interviewers (order "how to" publications from other state Leagues. These give valuable helps on how to do a good job on all phases of local agenda.) Be sure you are getting all sides of a story, all points of view. The League's reputation across the country is based on this objective approach. Don't just take the City Clerk's word for it -- study other sources as well. Improve your public relations as you go.

3. Know what is going on. Inform yourselves, other members, and influence city and school officials at the same time with an OBSERVER'S PROGRAM. Perhaps this year you can assign the same person to observe the same meeting each time so that she becomes something of an expert and the official body gets to know who the League's representatives are. (They can always take other members to observe.) Try reports in the bulletin from your observers. These usually can be most effective if they cover items of interest to League Program not covered by the newspaper. (We can send samples if you wish.)

4. Present your information to the membership in an interesting manner. You and your committee will be well-informed, but what about the membership as a whole? Do you have definite plans for getting the information to them through: a general meeting, the bulletin, outside experts to speak at meetings, publications from expert groups, your own publication? The size of your League will probably determine which of these devices you use, but whichever the device, BE SURE YOUR INFORMATION PRESENTS ALL SIDES TO A QUESTION. If you use experts,do not let them push for their particular point of view unless you plan to use other experts who differ.

   The importance of making your articles and publications unbiased and objective cannot be stressed too often. League publications presenting necessary information in an objective manner can be one of your best public relations tools. If you plan a publication, START EARLY. It takes time to research, write, edit, send to outside and League readers, re-write and publish. (See "A Guide for Members of Resource Committees.") (Please send two copies of all your local League publications to the state office. They are invaluable to us and to other local Leagues.)

5. Take the community with you during your study (then it will be much easier to take them with you on action once you have reached consensus). Try go-see tours either to see various aspects of the government or to see specific problems (such as planning). Contact other organizations (through your public relations chairman) to let them know you have women available to speak on local affairs -- if you have them. If you don't, try to develop enough knowledge this year to be one of these women next year. Open meetings and workshops including the community are often very effective.

6. Although you will be involving the membership all the way along, some Leagues have found special go-see tours planned with the membership chairman early in the fall to be especially effective ways to orient new members to local government. Others have tried "Visitor's Programs" -- assigning each unit to attend city and school governing bodies meetings during a specified month. These people go as visitors for their own benefit and are not expected to be the League's official observers and report on local government.

7. Come to a decision -- at some time during the year you will have to ask the members whether they are ready to make a decision on the current agenda. You may want to present them with discussion questions or special report forms to help the Board evaluate the members' thinking.

8. Action: After the members reach consensus that certain policies are desirable or undesirable, the Board words the League's position, presents it to the community and decides what action, if any, the League will take to implement the position.

The local agenda committee is usually responsible for directing this action. You will need to decide the most effective ways to use League womanpower and money; whether or not to work with other groups; what type of publicity (with your PR chairman); other ways to reach the public such as neighborhood coffee parties, etc. (We have good examples of successful action on local agenda if you want help.)

9. Keep a Program record -- a step-by-step record of the development of the agenda. Such a record will be invaluable to other Leagues and to your successors. It will eliminate confusion and lack of information about previous agendas.

10. Word a satisfactory and workable Continuing Responsibility. A CR is a League position -- it does not repeat the Current Agenda wording. Rather, it states what the League's position is after completing the CA study and reaching consensus. If your CRs are not clear about this, the local Board may run into trouble when it decides to take action. If you have kept a Program Record, it will be easier for future Boards to understand what the position means. (See NATIONAL CONTINUING RESPONSIBILITIES, 1962-64 and March 1964 National VOTER for examples of position statements and Program record.)

11. Brief new members on CRs. They are being asked to accept the League and all it stands for; they have the right to know what this is. Some Leagues have found it helps both new members and Board members if the latter have to explain the League's Program record on each CR -- why we got it, what we did with it, why we keep it.

12. Up-date the membership for action. When the Board decides that the League should act on one of its CRs, it is most important to present the reasons to the membership along with up-dating material on the subject. Try to allow a unit meeting for this if possible.

    Because local Program is adopted each year, it should be possible to foresee the need for action on new aspects of a CR. When this is foreseen, the item should be moved back to Current Agenda at the Annual Meeting. This assures the item the needed woman power and time plus allowing study of new aspects and possibly new consensus which are not possible under the CR category.

13. How important are your CRs really? Is there still some possibility for effective action on all of them? Should some be dropped? See criteria for CRs in LOCAL LEAGUE HANDBOOK.

14. Publish a "Lively Issues." Since choosing Program is one of the most important steps to proper action, the local agenda chairman should be watching constantly for new areas of local government where the League can furnish effective leadership. You can help your League choose a satisfying local agenda by publishing a list of the local issues worthy of League attention and pertinent information as to what contribution you feel the League might make in each area. (We can send samples if you wish.)

15. HAVE FUN -- YOU HAVE ONE OF THE MOST EXCITING AND REWARDING JOBS IN THE LEAGUE OF WOMEN VOTERS.

Would you be interested in small informal meetings with your counterparts from other local Leagues in your area to discuss common local agenda items, e.g. planning, forms of government, schools? Would you have the time to meet once or twice? If so, let the state office know before summer ends.

Resources for Local Agenda

"Local Program, How to Choose, Research, Present, Publish, Act" by LWV of Indiana, 506 Illinois Building, Indianapolis, Indiana 46204 - $1.00

"Guide to Local Program" by LWV of Washington, 7615 Sand Point Way N.E., Seattle, Washington - 15¢

"Road to Successful Local Programs" by LWV of Louisiana, 8082 Sholar Drive, Baton Rouge, Louisiana - 30¢

"Tools for Work on Local Government" by LWV of California, 126 Post Street, Room 612, San Francisco 8, California - 20¢

"Local Program Handbook" by LWV of New York, 131 E. 23rd Street, New York 10, N.Y. 10¢

"Guide to Local Current Agenda and Local Program Kit" by LWV of Wisconsin, 820 Alloney Terrace, Green Bay, Wisconsin - 50¢

VOTERS SERVICE

Hey, Why Don't We . . . remember the 1, 2, 3's of Voters Service in our plans for 1964-1965!

1. Help the busy voters vote!
   --Plan now the use of the new Voters Service Flyer with voting information for this election year. You'll want to distribute copies (1¢ each!) in your own League Voters Service--and you'll want to interest local businesses in buying them for distribution to employees and customers. (The salary error has been corrected.)
   --Plan now for register-and-vote campaigns. Include special local emphasis upon Women Voter Week, September 13-19, proclaimed by President Lyndon Johnson "to ensure maximum registration of qualified women."
2. Help the voter cast an informed vote!
   --Order and distribute the Amendment Information Flyer containing factual information about Amendment #1 and Amendment #2. You may want to plan this distribution in conjunction with the Voters Service Flyer which contains ballot wording for these amendments.
   --PROPOSED AMENDMENTS 1964 is excellent Voters Service information, and at 10¢ a copy is priced for wide distribution.
   --Candidates information gleaned from State and Local Candidates Questionnaires and distributed to voters is important Voters Service. Plan now how your League will insure maximum coverage in your area.
3. Build a better understanding of government and politics!
   --How about a Civic Fair or a Practical Politics Course in your community? Election year interest can be sustained after the ballots are tallied if groundwork for post-election Voters Service is planned now.
   --This is a key Legislative Year, and Voters Service can help acquaint your community with the issues, the legislators, and the legislative process.

--Youth-serving programs often need resource assistance in citizenship, and we are planning some material listing ways your Voters Service work can help inform these future citizens. Material to be available early in 1965.
--Go-See Tours can be a part of your post-election Voters Service.

Hey, Why Don't We . . . plan to use National League Voters Service Helps!

VOTE Posters - Do you have your supply of the new VOTE Poster available from the National League? They're smart and durable--and an effective size for window display--14" x 22". They emphasize the importance of every vote! 5 for $2.00; 10 for $3.50--order now from national to distribute before each election! Then gather them up after election to use next time--they're built to last!

RED, WHITE, AND BLUE Election Voter - Watch for the September issue of THE NATIONAL VOTER! It will contain information on the national level on candidates and party platforms in abreviated, illustrated form, plus a short treatment of the Electoral College. This will sell for $2.50 for 100 copies, a cost less than the discount price for 100 copies of THE NATIONAL VOTER. One League plans to distribute copies through local library bookmobiles--you may wish to explore this in your community.

TV Slides, TV Cartoons - and Newspaper Mats available from National are good Voters Service tools. Put them to work in your community--this year!

Hey, Why Don't We . . . Check the Voters Service Calendar - 1964-1965!

1964

JUNE 10 - First Filing Day - Filings open for affidavits of candidacy and nominating petitions.

JULY 14 - Last Filing Day.
15 - Mail Questionnaires to Candidates for Primary Election.
20 - Last Day to Withdraw, 5 p. m.
28 - Replies to Candidates Questionnaires due.

AUGUST 8 - Absentee Ballots out for Primary Election.
18 - Last Day to Register for Primary Election.
31 - Local League Voters Service plans should be complete--these may include candidates meetings, registration, get-out-the-vote campaigns, publicizing candidates information and the Minneapolis Tribune VOTERS GUIDE, and participation in Women Voters Week registration activities.

SEPTEMBER - First Week - Minneapolis Tribune VOTERS GUIDE will be published
8 - Primary Election.
9 - Mail Questionnaires to Candidates for General Election. Local Leagues set plans for General Election Voters Service in action--including information on Amendments, publicizing replies to Candidates Questionnaires, candidates meetings.
13 - 19 - Women Voters Week - Proclaimed by President Johnson to direct attention to the importance of "maximum registration of qualified women."

OCTOBER 5 - Last Day to withdraw from General Election.
Sample Ballot to be posted.
13 - Last day to register for General Election.
Last Week - Minneapolis Tribune VOTERS GUIDE will be published.

NOVEMBER - Local Leagues in villages with December Village Elections set plans in motion for candidates questionnaires and meetings for candidates for village offices. (Some villages elect to hold village elections on General Election Day, November 3rd.)

3-General Election Day.
4-VOTE Posters gathered in, thank you letters written.
17-State Canvassing Board.
30-Certificates of Election are issued.

DECEMBER 8 - Village Elections.

1965

JANUARY to APRIL - Cooperate with Legislative Go-See Tours
Candidates Meetings and Questionnaires for Local Election and School Elections
Publication on suggested youth-group citizenship projects.
Evaluate the year's activities!

PUBLIC RELATIONS

"Public relations is a combination of human relations and publicity."* In planning next year's work, let's keep both aspects in mind. Publicity is necessary and important but the human relations - beyond publicity - is what makes PR so exciting. The opportunities are limitless if we just use our imagination.

Probably the best way to stimulate our imagination - for either a new or not-so-new PR chairman - is to review "Tips on Reaching the Public."

Then apply it to your League. Refresh yourself on current Program - local, state and national. Get together with your agenda chairmen, legislative, voters service, finance, membership and publications chairmen to plan how to make these issues come alive for your community and your membership. Material will be available sometime during the year in the new national Program field of developing human resources. Who in your community would be particularly interested in receiving it? September 8th is the primary and November 3rd, the general election. How many people could really use the new voters service flyer from state? What can you do on the amendments? What are the best ways of reaching your community on legislative issues? Is your speakers bureau ready to operate? Who in your town would be most interested in receiving the CAPITOL LETTER? We're planning an Observer Program again this year. Which members of your community would be interested in coming with you to these stimulating programs on government in action?

To help you answer some of these questions, you'll want to bring up to date your list of other organizations - their new leaders, new programs and how they fit with ours. You'll want to know your news media, radio and TV as well as newspapers - who's interested in what League program.

*TIPS ON REACHING THE PUBLIC - the P.R. chairman's bible.

We will be hearing soon about nation-wide PR plans for Women Voters Week, September 13-19. When these are available we will be able to coordinate our plans for Minnesota and then you can follow through on your local level. This is the first time we have been able to capitalize on this kind of public relations on the national level -- plan now to take every advantage of this opportunity!

You will play a vital role in our drive for increased financial support. Besides many ideas in "Tips" which can be adapted, the new THE ART OF RAISING MONEY offers additional suggestions for publicity during your finance drive.

"Tips" will also be helpful to you in assisting your membership chairman in obtaining new members. Where would it be most advantageous to distribute the new membership flyer from national? Then consider how to bring the new member closer to the goals of the League and how to keep the not-so-new members enthusiastic. How can you improve communications between the Board and the membership

Let us know what you're doing - clippings, radio or TV scripts, speakers bureau, etc. And also let us know how we can help you.

You don't really have to do all the work of the whole League. (It just sounds that way!) but you should be working with all the other Board members for all League jobs involve PR. And good public relations are a basic ingredient for an effective League. Best of luck!

PUBLICATIONS

There's an old saying: "You can't tell the players without a scorecard!" or in other words, "You can't follow the game very well without a program!" This frustrating, unsatisfying feeling can be felt by Leaguers too who try to follow the game without a program.

Let's think of your local Board as a baseball team with you, the Publications Chairman, as the pitcher. Your spring training, of course, is vitally important, and should consist of careful reading of your section in the LOCAL LEAGUE HANDBOOK, the national publication, PUT PUBLICATIONS TO WORK, the state sheet on FIRST THINGS TO DO ON BECOMING PUBLICATIONS CHAIRMAN, and becoming familiar with both national and state publications catalogs.

Pitchers are known to be somewhat temperamental, so the team will understand when you insist on ordering all the publications yourself.

A team always has more than one pitcher, so see that the pitching assignments are passed around among your committee -- assignments like keeping all the libraries stocked with publications, calling on the school curriculum directors, having publications displays at all your membership and open meetings, writing sensational copy about new publications for your bulletin, and promoting sales outside the League.

The pitcher is in a rather unique position to help produce a winning team. You can help your team become a winner too by seeing that each member of the team has the necessary publications to do the job (check BASIC PUBLICATIONS NEEDED BY A LOCAL LEAGUE BOARD), and by helping the team plan its strategy (calendar) so that ample time is allowed to order publications and get them into the members' hands a month before they are to be studied.

A pitcher on a team can often be its sparkplug, so spark up some ideas on the use of publications in community service and public relations. You have a terrific opportunity here with the new VS folder, YOUR VOTE MAKES A DIFFERENCE, and of course there will be VS Amendment flyers too. Don't forget to spark up some ideas for your contributors too -- they're a real Fan Club!

Now, how about providing that "program" for the team supporters -- the members! They honestly can't follow the game very well without one. More and more Leagues are charging their members an extra dollar or two in addition to their dues in order to provide each member with copies of all, or nearly all, study material, and you should hear the cheers! Other Leagues like the idea of a Local Subscription Service, where signing up is on a voluntary basis, and then local, state, and national publications are mailed directly to the member.

Supporting and being part of a winning team is an exciting experience -- lots of luck!

MEMBERSHIP

Remember the membership goals for 1964? How are you doing? If you have reached your goal, how about trying to reach the membership figures for the year when your League had the most members? Whatever your answer, time's a'wasting. Schedule a membership committee meeting now and get going. Be sure that membership publications are at hand and within easy reach; provide blank sheets of paper for calendar planning; ask each committee member to bring a loose leaf notebook; add a large pot of coffee and your stage is set for planning your committee's work for the year. Plan big, as if you had all the money in the world to spend getting League members; when you take your plans to the Board for approval, they'll whittle them down to budget size. Make general plans first, then specific month to month plans with dates, etc.

Don't forget, this is an election year. Use all of your best Voters Service techniques to get new members. After all, most women do join the LWV to learn about government. President Johnson has declared the week of September 13-19 Women Voters Week. September 17 is League of Women Voters Day at the New York World's Fair. Take advantage of the wonderful publicity that these events will invoke. It's bound to create great interest in League membership. Every woman in your community should have the opportunity to join the League of Women Voters; every woman should know that she is needed and wanted and that there is a place for her in your favorite organization. How about it?

FIELD SERVICE

Our plans for this service follow the patterns in operation this year. State Board members will continue to act as consultants. The purpose of this consultant plan is to provide efficient and effective service for you and also to help your state Board members have a better understanding of your wishes and your needs. For some of you this has been a rewarding experience and for others it has not. Remember it is new and takes time to get to operate smoothly. Remember it is also a two-way communication. You can't expect to hear from your consultant if she does not hear from you. Remember to send a copy of your minutes to her as well as to the state office.

The June Leadership Workshops are to take the place of local League Board training. Where specific problems arise we will always try to provide help and guidance.

The Area Workshops in the fall are mentioned elsewhere because they are to be legislative oriented. This is a field service we provide -- plan to take advantage of it. We hope also to provide Program planning workshops in other areas such as those mentioned under the Indian item and under local agenda and no doubt will try to provide something similar for national Program.

We have no specific plans at this time to promote better discussion in the units other than to provide "helps" for your planning meetings, including discussion outlines. If there is a special need for discussion leadership training, we will try to meet it.

Our Provisional Leagues will be served by their advisors during their provisional period. Our very new Leagues will have frequent visits from members of the field service committee during their first year.

We expect to continue our adopt a League program for the organization of new Leagues. With four new provisional Leagues this year we are keeping busy but there are still many communities over 5000 population in this state that do not have Leagues. We will be glad to talk with any Leagues that feel they have the woman power to undertake an adoption program. It is an exciting and rewarding experience.

FINANCE

People + people = financial success.

This year's formula has weight added to each side. The annual reports showed progress with last year's formula, people = money. The percentage of solicitors was higher, the number of contributors increased, and more Leagues reached or exceeded their goals. Much of this progress will continue so that your aims can be broadened to include more participating members. People + people means there can be more Leaguers, as well as more citizens involved. Financial success includes money and member participation from budgeting to the final report.

"Basic to success in all finance plans is a clear understanding upon the part of Board and the membership of the financial picture in the League. This will include some understanding of state and national budgets, the place of the local League in the financial structure of the League as a whole, and an understanding of what money can do to help the League reach its goals and raise its goals. The Finance Chairman has a responsibility to help build such understanding and should help the Board keep in mind the whole Board's responsibility in this matter. Success in the effort to build understanding will be reflected in an increasing number of members willing to take part in the financial work of the League. Increase in number of those willing to work -- usually to solicit -- will have positive money-producing results." This paragraph from the LOCAL LEAGUE HANDBOOK states clearly the responsibility with which you are charged.

Goals for this year can include the use of committees, and subcommittees. Committees are the place where your members will learn by doing. The Michigan Survey says a satisfied member is one that feels her ideas and help are used, needed and appreciated. Board committees will point up how important each portfolio is to the other. Finance, Membership, and Public Relations, as well as Voters Service, will profit in planning voters service projects which will take many members into the community to work. This is a good way for members to become familiar with meeting the public, gain faith in their League's public service, and establish good public relations.

A second goal is talking finance the entire year. This can be accomplished by yearly finance drives, enthusiastic budgeting, and interesting bulletin stories. The first bulletin article could explain how the money is to be spent. Others may follow, telling of the benefits derived when it is spent. Each bulletin should have some small story to keep finance constantly in the member's mind. Above all, finance can be fun, and when humor will accomplish your aims, instead of scolding, be sure to use it.

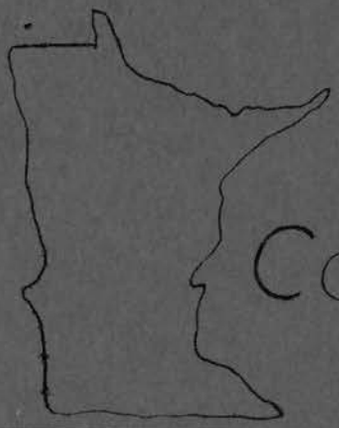
The April and June Workshops provided training for finance chairmen at which time Finance Advisory Committees were discussed. Perhaps your League will wish to experiment in this area. In order to build understanding and support of state and national services, representatives of all local Leagues will be invited to observe the state Board at a regular fall Board meeting, doing the original planning of the state budget. This meeting will differ from the Budget Building Day of the past, in that these representatives will observe the work which prefaced the former meeting. We hope this will also show you the preparatory work that your Board might do in planning your local budget. An enlarged state budget committee will meet at a later date. Since this is <u>your</u> budget, you and your members will have an opportunity to send in suggestions for the plan of the new state League's budget.

Good communication between the <u>state</u> and <u>local</u> League finance chairmen is necessary to help the League as a whole. If problems arise or we have ideas to share, let us make use of the BOARD MEMO, letters, and visits by your consultant or state finance chairman.

As the member begins to realize she is receiving far more benefit than her dues have provided, she wishes to assume a proper share of the cost. Several Leagues raised dues this year. While a few Minnesota Leagues still do not pay the $5 minimum, a small number are paying over the minimum. Finance chairmen have the responsibility of enlightening the member concerning what her dues do or do not pay for. Perhaps, there should be more emphasis on member contributions.

Good public relations which includes publicity are necessary for successful fund-raising. However, if your League is performing good year-round service for the community and the member, this will not be difficult to achieve. This is the year to improve **your** year-round contacts with your contributors. Make use of Program publications as well as all of the voters service material being made available to your League.

Each finance chairman should have and use the excellent new national publication, THE ART OF RAISING MONEY. Thorough and complete, it will aid you in making your long range plans for the year, or in answering your immediate questions. It states clearly the prime importance of your Board chairmanship. "....every kind of League activity -- whether informing the member, arousing the community, supporting legislation -- depends on money.. . It follows that providing the necessary funds for carrying out good plans is one of the League's most important, challenging, and rewarding jobs, and a local League's success in raising money can prove the real key to the amount and effectiveness of the work any one League or the League as a whole can do."



COUNTERPART COMMUNIQUE

Published by the
League of Women Voters
of Minnesota

Volume 1, Number 1 June 1964
Editor: Mrs. J. F. Henricksson President: Mrs. W. W. Whiting

BULLETIN EDITORS FACE SIMILAR PROBLEMS

This first issue of Counterpart Communique is an attempt to come to grips with some of the perennial problems of the local League bulletin editor. The questions discussed in this newsletter are taken from the bulletin editor's questionnaires which were filled out by the editors during the winter.

DEADLINE DODGERS

How can I get those who are writing articles for the bulletin to get their material in on time? And when it does come in, it may be very sketchy, meaning several calls by the editor. Or it will be much too long which means lots of cutting.

This problem can be solved by setting up ground rules at the beginning of the year. Because planning content of your local bulletin is the responsibility of the entire Board, you will plan with Board members the kind of article and amount of space they will need. If the article is specific program material, they can write it, but the editor should be prepared for some rewriting. If the material is general information, the appropriate chairman can give notes on the event to the editor whose job it is to pull the article together.

Set up firm deadlines for contributions and stick to them. Give your assignments at least a month ahead when possible and include bulletin deadline in your planning and monthly calendars. You can supply each Board member with a memo for her notebook containing the deadlines, approximate number of words per column, type of information needed for routine articles. When you make assignments, given an approximate length for the article.

HELP WANTED

How can I get help on the bulletin? Set up a bulletin committee early. You may have a Board committee to help with ideas, special issues, occasional articles, and you will also have your working committee to deal with the mechanics of bulletin production.

Your production committee might include a talented writer who can add a little pep to those basically dull announcements of meetings. You will need a good typist with a typewriter which will cut neat stencils. You can use a gal to do your duplicating, plus someone to address and mail. In a small League all these chores may fall upon the editor although with careful planning and adherence to a time schedule, the tasks can be doled out to various Leaguers - especially addressing and mailing. If you can spread the work load, each job will be only a little one.

ADDED EYE APPEAL

How can I make my paper look more appealing? An attractively designed heading can do wonders for the looks of your bulletin. This may be a printed heading or it might be done every month with careful, neat lettering.

Try different layout styles. Some bulletins use two column pages, while

others use letter style, and some combine the two to good advantage.

Headlines are important to eye appeal. Many bulletins use headlines in all caps typewriter type, some underline them. Some of the best use a lettering guide and stylus for attractive results. Handwritten headlines generally look messy and should not be used unless they are carefully drawn.

Illustrations. If you have an artist available, you are indeed lucky. Make good use of her talents through an occasional illustration dealing with an article or an appropriate cartoon. Use illustrations sparingly because it is very easy to overdo this type of page brightener.

Enough white space used around your heading, for margins and between columns will make for a more easily readable paper.

FOR THE BEST IN DUPLICATING

All the careful planning, added eye appeal, clever writing in the world can't make a top-notch bulletin if the printing is illegible. If your bulletin is faint or spotty, take a close look at your problem.

If your stencils aren't cleanly cut, your typist or your typewriter may not be performing to the utmost. This job takes careful work habits, so another typewriter or typist might bring you a better looking bulletin.

Is your duplicating machine working well? Is it time to think about a new League mimeo? If the cost is prohibitive, look around your community for a duplicator you may use until League can put aside money for a new machine. Is your mimeo operator well trained to use the machine? Without proper training these machines can be tricky and are very frustrating to amateur operators.

Are you using the right grade paper? Paper that is not designed for mimeo use can smear, and paper that is light in weight will soak through with ink.

WHAT'S IN YOUR BULLETIN

Your bulletin is more than just a place to announce League meetings and events. These are, of course, promoted through the bulletin, and certain musts such as slate of officers, proposed budget and Program are included in the bulletin at the appropriate times. But what else?

Continuing League orientation can be carried on through the bulletin as well as membership and finance promotion. Your bulletin can play an important part in backgrounding members in Program material. Resource people should make good use of the columns. Books, articles, radio and TV programs dealing with League subjects should be reported via the bulletin. Community events of interest to League should be publicized as well as reports from the League's local governmental observers.

PUBLICATIONS FOR THE EDITOR

A thorough reading of the Local League Handbook is the first order of business for the new editor. Next is Information for Local League Bulletin Editors, which is an excellent little folder on the mechanics of putting out a newsletter.

Back issues of your bulletin and some exchange bulletins from the other Leagues should be in your files. For Your Information (FYI) supplied by the national office is helpful for filler material and League sidelights.

OUTLOOK CALENDAR

1964 - 1965

JULY

National - U. N. Pocket Reference

AUGUST

Last day to register for primary - 18th

National - Foreign Policy Roundup
Water Publication
State -Tribune VOTERS GUIDE

SEPTEMBER

Primary Election - September 8
Women Voter Week - Sept.13-19
LWV Day at NY World's Fair - Sept. 17

National - Leaders Guide & Pamphlet
on Human Resources
Election VOTER

State - Reapportionment material

OCTOBER

Last day to register - 13th
United Nations Day - 24th

State - Indian Workshop
Lively Issues VOTER
Tribune VOTERS GUIDE

NOVEMBER

General Election - 3rd

National - Foreign Policy Roundup

State - Legislative Workshops
Budget Planning Day

DECEMBER

State - Capitol Letter Subscriptions

JANUARY

State - State Legislature Convenes (1/5)
Reapportionment consensus (1/10)
List of paid-up members to
state office by LL (1/15)
First Call to Convention (1/19)
Legislative Observers Program

FEBRUARY

State - Program suggestions, Bylaw changes
and nominations from LL (2/19)
Report of Budget Comm. to LL
Legislative Observers Program

MARCH

Annual Reports from Local Leagues to
state LWV office - March 1
State - Final Call to Convention (3/19)
Proposed Program, Bylaw changes
and Nominating Comm. report
to Local Leagues (3/19)

APRIL

National - Deadline for consensus on
East-West Trade (4/1)

State - Second Round of Program
Suggestions (4/19)

MAY

May 4-7 National Council

May 19-20 State Convention

JUNE

State - Outlook for Work

CMAL - Annual Convention

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MINNESOTA 55455

BOARD MEMO

April 1964

IMPORTANT DATES

April 30 - Finance Workshop
May 7 - Deadline for Registration for State Council
May 20-21- State Council, Capp Towers Motor Hotel, Minneapolis
June 9,10,11 - Leadership Workshops, Aldersgate Church, St. Louis Park
(Separate mailing will give directions for registration.)

NOTE: There will be no Board Memo issued in May; instead you will receive a special Outlook for Work issue at the Leaderships Workshops in June.

While the State Finance Committee is all set for the Finance Workshop, April 30, the state Board is busy with final touches on plans for State Council Meeting, May 20 and 21. We look forward to seeing at least two delegates from each League. Come prepared to discuss state Program -- where do we go from here? Mrs. Robert Phillips will be our guest speaker for the Banquet on May 20th. The title of her speech will be "It Makes a Difference that You are a Member of the LWV." The ninth Hope Washburn Award winner will be announced. In addition the eight previous winners have been invited to share the honors of the head table. We have just received a note from Hope Washburn and are pleased to announce that she will be with us too all the way from California. Walter Mondale, State Attorney General, will speak on Law Enforcement in Minnesota at the luncheon, May 21st. Two groups of Round Robin Workshops, the National Convention report by four local League delegates and A Look Ahead will round out a busy day and a half. Remember -- the registration deadline is May 7th. Another Council feature will be the recognition of the new local Leagues and four provisional Leagues!!

Presidents, Treasurers, Finance Chairmen — Each new budget should have a clear explanation as to how each dollar is to be spent. This is useful information for the Board, now; the finance chairman during the finance drive; and as a guide for the planning of the budget for the 1965-66 budget committee. This is the time to go over the new budget with each chairman so that she knows how much money she has to accomplish her work in 1964-65.

PUBLIC RELATIONS — Now is the time to prepare some publicity for State Council and your delegates. You can write your own story (see page 33, "Tips on Reaching the Public") or you can retype the enclosed sample press release adapting it to your local situation. Send the story to your editor well in advance of his deadline asking him to please use it shortly before the May 20 & 21 Council. Perhaps he'd also like a picture of the delegates preparing for Council, starting the journey or? Have you considered a radio or TV interview with your delegates? Her's another chance to tell the League story--what it is and how it operates. Maybe after Council they could tell what happened. We are very interested in the amount of publicity. Would you please send us copies of all clippings, also a note about any radio or TV coverage.

Those of you in the KTCA viewing area might like to inform your members of these two programs - Monday evenings at 9:30 they are giving a series of programs called Two Cities--A Million Problems. At 9:00 p.m. on Wednesdays they have a series called The Negro in the North.

The Amendment Consensus

45 out of 61 local Leagues reported. (The reports of eight more Leagues which arrived too late for the initial tabulation were used in an advisory capacity.) Most Leagues reported good attendance at their meetings and that a high percentage of their members had read the material in advance.

Amendment I

Support: The most frequent reasons given for supporting this Amendment were economic. Typical comments were: "The over-all advantages to our state far outweigh the acknowledged defect of the amendment's tendency to weaken the concept of the constitution's being a broad basic document." "A constitutional inequity needs a constitutional remedy" We must do anything we can to improve conditions on the Range" "Because of its self-limiting feature it won't do much harm and it may do some good" "Something has to be done to encourage the industry to stay in Minnesota."

Support was recommended by 32 Leagues and 50% of the members in St. Paul, Minneapolis, and St. Louis Park where no consensus was reached and by varying numbers of members elsewhere.

Oppose: Opposition was primarily on constitutional grounds: "The League with its history of efforts to improve the constitution should not support an amendment which cannot be construed as an improvement to the constitution." "Special tax laws do not belong in the constitution." Other reasons given were "the need to conserve the natural beauty of NE Minnesota." "Economic benefits would not be great." "Taconite industry will build without amendment."

While only one League (Falcon Heights) opposed the amendment, this was the stand desired by 25% of the members of Minneapolis and St. Paul, the majority of members in 17 units scattered throughout the state, and a minority view elsewhere.

No Stand: Reasons given were "felt both sides of this issue had not been adequately presented publicly and the League could do this best in an impartial manner." "Although we personally favor the amendment we feel the League with its history of effort to improve the constitution should not publicly support it."

Leagues recommending "no stand" included Rochester, St. Cloud, White Bear, Golden Valley and Bloomington. Other Leagues came to no consensus or gave no clear recommendation for a total of 12 that neither supported or opposed.

The Board's Evaluation: It was the decision of the state Board that the League of Women Voters of Minnesota will support Amendment I. Although State Convention gave direction for the study of the taconite amendment "Ballot Issues" of a highly controversial nature are not ideally suited for the consensus procedure. The Local League Handbook states that a consensus is to be taken on general principles (not specific legislation) and that action is to be determined by the board. In this consensus members were asked to determine the action of the League on a specific amendment; under these circumstances "no stand" becomes an action in itself. It was our estimate (and it can be only an estimate, for reports sometimes come in as whole Leagues, sometimes as units, sometimes as members) that 65% of the members supported the taconite amendment with the remainder almost evenly divided between opposition and no stand. It was an exceedingly difficult decision for the Board; however, we felt we had no alternative but to support the amendment. This decision will of course be pleasing to the majority of local Leagues for this was their recommendation. The minority still has the option of doing voters service instead of promotion. Read your Local League Handbook for the exact procedure. The constitutional workshop at Council will discuss both program promotion and voters service.

Amendment II

All local Leagues wished to support this amendment: The main reason for supporting was that "Removing deadwood is in line with LWV policy to improve the constitution." A few members opposing felt passage would weaken our chances for a constitutional convention. Chief concern expressed was "whether or not the average voter will have any idea what he is voting on."

VOTERS SERVICE

YOUR VOTE MAKES A DIFFERENCE Included with this Board Memo is information about the new Voters Service Flyer. Factual, informative, the Flyer's usefulness to Leagues and other organizations is limited only by the scope of our inventive imaginations! Priced at 1¢ each, this voting aid is realistic public service for local firms desiring to stimulate citizen participation in elections. Launching the Voters Service Flyer in YOUR community may mean. . .

... a press conference--photo of someone delivering the first hundred flyers to the local Chamber of Commerce for distribution to new residents?

... a call at your largest industry--is there a way the firm may wish to call its employees' attention to these voting information facts in this 1964 election year?

... a conference with local youth groups--this will fit into their plans to serve voters in citizenship training?

In any event, IT MAKES A DIFFERENCE how you plan! You may wish to expand your Voters Service committee to more adequately cover your community--and a nearby non-League community, too?

... Divide the firms to be contacted among the committee.
... If a non-League area is to be serviced, include this in the committee assignments.
... Your local Board will want to budget League-sponsored distribution of the Flyer, too.

Would you like copies of a promotional information sheet similar to the one included in this mailing to distribute to businesses and organizations you will be contacting? If you have any questions about distribution, please let us know!

POSTERS PLEASE! When you're loading up the car with delegates, portfolios, pencils, and paper--all set to head for the Council meeting--be sure to load in your Get-Out-The-Vote posters for our Poster Fair in the Voters Service Workshop! You might want to clip a list of places you display them, method of distribution, means of production as a Voters Service Service!

QUESTIONNAIRE COMMITTEE As local Leagues advance into Election Year activities, increasing interest is evidenced in Candidates Questionnaires for local office. We'll have specific help on this whole question of Candidates Meetings and Questionnaires at the June Leadership Workshop. "Meanwhile, back at the local Voters Service ranch. . ." round up a Questionnaire Committee composed of present VS chairman, local President, previous VS chairman, chairmen of local program items, and person in charge of local CRs. They formulate the local city and county questions--and if there is more than one League in the county,

Questionnaire Committee (cont.) cooperative action is necessary! Sample Local Questionnaire enclosed. Be sure to consult pages 19 to 25 in "Give the Voter a Hand" as well as an excellent briefing on Candidates Interviews in the VIP #3, October, 1962.

SCHOOL BOARD ELECTIONS "YOUR Vote Makes a Difference" in school board elections as well as in elections of wider geographic scope (no one will debate the intrinsic importance of citizen participation in school board elections!) As Leagues we often save our Voters Service energies for "larger" elections and may neglect a prime responsibility to inform voters about candidates and issues in what is actually one of the elections closest to their daily lives. STOP over-looking this aspect of Voters Service! START action to "make a difference" this year in voter participation in YOUR school board election!

--- prepare information about candidates for distribution
--- seek clarification of issues appearing on the ballot
--- provide an opportunity for voters to meet and question candidates about their views on issues.

MEMBERSHIP If you have never tried a membership drive and are longing to organize and try one, Membership Memo #2 should give you some new thoughts on the subject. Good luck!

If you are a new Membership Chairman and wish to have the new member kits for your League sent directly to you, please let the state office know right away.

BULLETIN EDITORS Local League bulletins carry on a continuing job of communicating between your Board and members. Most of our local bulletins are doing a fine job of this important part of League work.

A job well done deserves recognition! Each month in the Board Memo a bulletin editor and her publication will be saluted for outstanding contributions in this field. This recognition may be given for a top-notch article on a specific subject-finance, membership, Program, etc. It may be given for a marked general improvement in your entire bulletin. It could be given for attractive layout or interesting methods of presenting material.

We hope that through this recognition of outstanding work we will pass on bulletin ideas to all editors throughout the state. Watch for the first award next month.

CANCELLATION OF FOREIGN AID MEETING At the time of the planning of our December 9 foreign aid meeting, it was hoped that we might also have as a speaker, Dr. Walter H. Judd, former Republican member of the House Foreign Affairs Committee, or one of our Minnesota Republican Congressmen. However, as previous commitments did not permit them to be with us at that time, our intent was to hold a second meeting at which we might hear their views on the current aid authorization and appropriation, as well as any proposals they might have for changes in the program. However, with the busy schedule in Congress, which hopes to adjourn in July, and the busy schedule of Dr. Judd in election activities, it was found that their limited free time did not coincide with our April 30 date or one in the first two weeks in May. Beyond that date State Council activities begin as well as activity for the Leadership training sessions the first part of June. It was feared with members from out-state coming in for these two events, a meeting on aid during this time might not be well attended.

The necessity for cancelling the meeting is deeply regretted, particularly when it would have coincided so well with our continuing Time for Action recently received from the national Board. So that the Time for Action will be handled adequately in your League and use be made of the materials and activities suggested by the national Board in support of the current aid legislation, it would be more satisfactory if a new foreign policy chairman is coming on your Board at present or in the next few months that the past chairman handle this responsibility along with her.

After our return from the National Convention, we should have some further plans and suggestions for you in this area.

LOCAL AGENDA The Local Current Agenda Chairman is usually appointed by the Board at the May Board meeting. The next day is hardly too soon to begin work. Developing a local current agenda is among the toughest, but most exciting, jobs in the League.

Your first step probably will be getting a committee. Use of committees on all levels of League program is important, but probably no more urgent than at the local current agenda level. Your committee will not only be doing the work of interviewing, writing, etc., they will also bring to the item a perspective that one person cannot give. So, get on the phone and find a committee. One of your best sources will be those people who spoke for the item at the Annual Meeting. You may also want to call unit leaders to learn who suggested the item during program making. And don't forget to include some who were not particularly enthusiastic about the item if possible. Sometimes they can be your best helpers by providing questions and helping you keep to the objective track.

By the June Board meeting, you and your committee should have made tentative plans for the year. You need to allow time for research, preparation of material, special meetings, plus having some idea of when you want unit meetings to cover the item. In planning your calendar, keep in mind that the League must begin determining a new program next spring. Hopefully, this year's current agenda will be wound up by then, or at least you will know where you want to go with it. Leagues who have waited until Annual Meeting time to determine consensus on local agenda have usually had trouble deciding what local agenda to adopt for the coming year. So plan your calendar with next year's Annual Meeting in mind.

The first job for your committee will be planning how to carry out the scope and emphasis of the item. Your members should have given direction at the Annual Meeting. If they neglected to do this, ask for some time at the May or June unit meetings or a general meeting for the members to discuss this. If this is not possible, go to the Board for direction. Try very hard not to have you and your committee alone determining where the League should go with the item.

Plan now to attend the Leadership Workshops June 9, 10 and 11. Your president will have information on this soon. Please send the state office two copies of any material you produce for your members or the community. We enjoy seeing what you are doing and other Leagues may find your material helpful.

If you do not have Local Agenda booklets from other state Leagues, may we suggest that you order the following. They give excellent helps on how to do it from start to finish.

1. "Guide to Local Current Agenda," LWV of Wisconsin, 119 E. Washington Avenue, Madison 3, Wisconsin - 20¢

2. "Guide for Local Program" LWV of Louisiana, 8082 Sholar Drive, Baton Rouge

3. "Tools for Work on Local Government" LWV of California, 126 Post Street, Room 612, San Francisco 8, California - 20¢

4. A brand new and excellent "Guide to Local Program," LWV of Washington, 7615 Sand Point Way N.E., Seattle, Washington - 15¢

5. A very new and engrossing book "Local Program, How To Choose, Research, Present, Publish Act" by LWV of Indiana, 506 Illinois Building, Indianapolis, Indiana 46204 - $1.00

PUBLICATIONS Now is the time to order your Duplicate President's Mailings for the coming year. Please consider carefully how very helful (in fact, indispensable!) the service is for your State Item Chairmen, particularly in a legislative year. Some Leagues also order the Duplicate President's Mailing for their Publications Chairman and/or other Board members as well. The cost for each DPM is $5.00. Just use the regular publications order blank, indicating the name and address for each mailing, and we will bill your League.

FORMS Included in this mailing are forms for your local Board list, local current agenda and budget - five of each. Please fill out and return all five copies to the state office by June 1. We need these to aid in preparation for the June Leadership Workshops. If your Board is not complete, return your lists now and send in any additions later.

ENCLOSURES:

Membership Memo #2
Voters Service Flyer
Sample Candidates Questionnaire
Forms as mentioned above
Sample Press Release

PS - The May issue of Woman's Day has an excellent article on the LWV. Read it -- will give your morale a big boost.

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MINNESOTA 55455

BOARD MEMO

August, 1964

ACTION Hasn't this been a hot summer! It has actually been good hammock weather -- when we all had a chance to read (hope your reading included something on human resources) -- also a good time just to think about all the things your League can do this fall to get people informed and actively participating in government.

Reading and relaxing time are behind us as we prepare for a busy fall. All of the candidates are getting organized for the big campaign. Are you organized and ready for your League's campaign to promote your state Program? We have three major positions of the League of Women Voters of Minnesota that need your urgent attention: support of the two amendments to our state constitution, party designation for legislators and the election law relating to new residents voting for President and Vice President.

Some of our local Leagues are leading the way in promoting the taconite amendment and are making excellent use of the material that is available to us. Enclosed are three copies of an order blank for you to use for additional promotion material --ORDER NOW. Please send two copies of the order to the state office and keep one for your own records. The state office will save a copy for state League records and then forward a copy to Citizens Committee on Taconite Amendment #1 where your order will be filled. You might use the Hibbing League's idea of putting some of this material in an open end envelop (use your League of Women Voters stamp on the envelop) and seek help in distribution of these packets. (Hibbing's went out through their filling stations.)

Take the "Please Read" order blanks to large employers in your communities or to officers of employe organizations in your community so that they can order this material for their own use. Don't forget to provide information to the editors of their house organs.

There will be other organizations in your community that have endorsed the taconite amendment (over 350 organizations have gone on record in support of this amendment) but not all of them have the experience that the League has in promoting an item such as this. Use the CAMPAIGN CHECKLIST that is enclosed -- include representatives from other organizations at your planning meeting if possible -- involve as many members, other organizations and citizens as you can. Remember to follow up on your "Each One Reach One" campaigns by informing all those new voters you have reached. If some other organization is taking the initiative in organizing support for the taconite amendment in your community, join with them and give them your full cooperation...don't try to compete.

The Citizens' Committee for the Taconite Amendment #1, 1729 Soo Line Building, Minneapolis, needs volunteers to help gather and stuff envelopes and the many odd jobs that go with the last busy days of this kind of a campaign. Alert your members to this opportunity to be of service in support of a League position and have them call 339-1429 to volunteer.

We are sending you a copy of "The Answer Book for Taconite Questions" that should be helpful to your Speaker's Bureau. Remember that the member who is secure in her knowledge and understanding of the issue will make the most enthusiastic supporter. (We still have a few copies of PROPOSED AMENDMENTS TO THE MINNESOTA CONSTITUTION 1964 for 10 cents -- there is no better basic publication!

Don't forget to promote amendment #2. The Association of Minnesota Counties is also supporting this amendment. Go to your county commissioners and seek their cooperation in your campaign to promote both amendments. We have built a reputation for

success in promoting constitutional amendments -- let us continue to deserve such recognition!

Your campaign for Party Designation and the election law should be going on at the same time, for your members should be seeking out the candidates who support these issues. We have a good supply of flyers "Minnesota Needs Party Designation for Legislators." Have a supply on hand for your Finance Drive, Membership Coffee Parties, and your Speakers Bureau. Since these are issues to come before the Legislature let us know the trends in your area -- where is your support coming from? who is saying what? how is your campaign going?

As we said last year, we are putting particular emphasis on these items but we are not completely ignoring the other items on our state Program. You should have interesting questions at candidates' meetings on Indians, anti-discrimination legislation, home rule, ethics, campaign practices, and improved election laws. Your first meetings this fall could be used to bring all your members up-to-date on state League Program -- make it fun with quizzes and visual aids and contests. (Additional copies of the March issue of THE MINNESOTA VOTER, resource edition, are available)

BOARD CHANGES Board members come and go on the state level just as they do on the local level. Mrs. Elton Johnson has moved to Washington, D.C. Mrs. E. J. Diefenbach has had to resign for personal reasons, while Mrs. John Hutchens is moving to Kansas City. We will miss them and appreciate the contribution they have made to the League of Women Voters of Minnesota. We are happy to announce the appointments of Mrs. Charles Johnson, 9321 Briar Lane, Minneapolis 31, phone 888-8517, as State CR Chairman and Mrs. L. C. Hokkanen, 5720 Oneida, Duluth, phone JA 5-4791, as Publications Chairman. Some changes have necessarily been made in consultants -- you have been notified of these changes concerning your League.

NATIONAL BOARD MEMBER'S VISIT Mrs. John Campbell of the National Board will be in the Twin Cities the week of September 28. She is coming with her husband, who will be attending meetings, so like all dedicated League Board members she has agreed to save some time for us. Mrs. Campbell has been Organization Chairman for four years and is now working on the new Human Resources item so we have asked her to meet with Local League membership chairmen and also with your Human Resources chairmen. We don't have all the details worked out as yet but Presidents, Membership Chairmen and National Program Chairmen should save some time that week. (We'll send you a card just as soon as we have final plans.)

PUBLIC RELATIONS CHAIRMEN
VOTERS SERVICE CHAIRMEN Although your plans for Women Voters Week are probably pretty well along by now, here are a few ideas that may be helpful to you. For those of you that don't already have them, here are some spot announcements that can be used on radio and TV besides the ones from National.

We live in the land of the free
Where we are free to speak out
Free to elect the candidate of our choice
Safeguard this freedom
Register now. Vote November 3

Hey! Don't be a litterbug!
Don't throw away that vote!
Uncle Sam needs it.
So hurry down and register now.
And be sure to vote on November 3rd.

Don't be late
For this date
Register now
Vote November 3rd.

Your vote is your voice
Make it heard
At the polls, November 3rd.

Your vote makes a difference
Minnesota's Governor Rolvaag
was elected by only 91 votes
out of over a million and a
quarter votes cast.
Register now. Vote November 3.

Your vote makes a difference
Mankato's last election for
state representative resulted
in a tie! One vote would have
made the difference.
Register now. Vote November 3rd.

Your vote makes a difference
A Mahtomedi school board election
resulted in a tie! One vote would have
made the difference.
Register now. Vote November 3rd.

Your vote makes a difference
One vote in Wisconsin
elected a city councilman.
Register now. Vote November 3

Your vote makes a difference
In North Dakota, one vote
elected a state representative
Register now. Vote November 3

Are there stores and/or companies in your community that have PA systems? If so, they might be willing to use some of these spots during WVW.

The state office has received a new tape titled "The New Political Power of Women" by Mrs. Robert J. Stuart. This tape, which lasts 5 minutes, 27 seconds, might be of interest to your local radio station. Write the state office if you are interested in borrowing the tape.

For those Leagues close enough to pick it up conveniently at the office, we have available a very attractive flipchart (courtesy of Shirley Johnson, Maplewood Leaguer). This would be adaptable for your speeches to other groups urging them to join our campaign. An outline of a speech to go with it is included.

Don't forget to send in a resume of your work for WVW for the BIG CONTEST. Entries are due October 5th.

Remember -- as in every League endeavor the success of Women Voters Week will depend on the kind and amount of work done by the local Leagues.

Radio and TV programs and the use of spot announcements are being arranged with all stations located in the metropolitan area. Outstate Leagues are urged to contact their local stations and arrange with them for time during WVW. Encourage their use of spot announcements -- see the WVW material from National. Try to arrange programs -- panels, discussions, etc. -- on registration and voting. Use this media for letting your entire community know about WVW.

VOTERS SERVICE <u>Candidate Hunting?</u> Then, "get together" with two or three or more nearby local Leagues to plan and sponsor a candidates meeting if you're hunting for candidates for state office. Their time is limited, they seek the largest possible audience for each appearance, and cooperative candidates meetings supply a successful answer--for Leagues and candidates, too. In case you're hunting political party addresses, we submit:

DFL State Central Committee
1637 Hennepin Avenue
Minneapolis 3, Minnesota

Republican State Central Committee
585 Endicott Bldg.-on-Robert
St. Paul 1, Minnesota

Socialist Labor Party Executive Committee
4819 Douglas Drive
Minneapolis, Minnesota

Should you be planning a candidates meeting beyond your own League area, be sure to allow enough time to request permission of the State Board -- next State Board meeting is September 17!

What are you doing about candidates for District Judge? There seems to be an increased interest in this important office and voters are requesting information

on these candidates. One League has had a successful candidates meeting for its District Judges while another has used its newspaper to provide information about the duties and qualifications, etc., for the office. This is another opportunity to provide voter information.

Don't forget your candidates for county offices!

Stamp your approval! Endorse those good LWV principles of "Register -- Vote" by posting all your letters with the red, white, and blue 5 cent stamp with the U.S. Flag and the words, "Register-Vote". Available at your post office now - just 5 cents each!!

Enclosed is a form for reporting your voters service activities this fall (1 copy for your files). We ask that these be completed and one copy sent to the state office by December 1. This report should serve as a good summary for you to use in evaluating your activities.

We beg your understanding and patience in the matter of the Tribune Voters Guides. The League is allotted 10,000 copies. The local Leauge orders exceeded that number by almost three times. We have tried to spread the 10,000 as fairly and sensibly as possible. It means of course that almost no League will receive its total order. The remainder of your order will be filled, as nearly as possible, with the general election Guide. This is also true of those orders that were not filled at all. If you were planning to order for general election, send your order in immediately. By the same token, let the office know if you don't want the remaining portion of your order filled with the general election Guide.

"Amendment Broadsides" and "Your Vote Makes a Difference" (Voters Service Flyer) will be available only as long as the present supply lasts. If you think you are going to need more, place your order NOW. Don't be disappointed at the last minute.

REAPPORTIONMENT- ITEM II CHAIRMEN An every-member publication on reapportionment will be available the end of September at the bargain price of 15 cents. This will contain background information on the Supreme Court decision, reactions in Congress, the court case in Minnesota, history of reapportionment in Minnesota and our present apportionment, as well as possibilities for amending the Minnesota state constitution. We will, remember, be considering only constitutional changes, not a specific statutory plan for redistricting on the basis of the 1960 census.

INDIANS - ITEM I CHAIRMEN Because of the pressure of other League activities we are postponing the workshop on Indians until after the first of the year. You will receive no material on Indians, but you might review the new Indian Study Consensus, June, 1964, so that your members are up to date and can speak in an informed manner with your legislators.

LEGISLATIVE WORKSHOPS Four legislative workshops, two outstate and two in the metropolitan area, have been tentatively scheduled for November 5, 10, 12 and 17. Local League presidents, state item II chairmen, and legislative chairmen will be invited to attend. You will receive more information when plans are completed.

PUNCTUATION Attached is a copy of LEAGUE CORRESPONDENCE RULES OF PUNCTUATION that is used in the national office. In an effort to appear more business like in our communications, written and printed, we would like to standardize certain League spelling. We also thought the punctuation tips would prove helpful. We hope you will make these standard practice in your League.

BULLETIN EDITORS Our first Local League Bulletin Recognition was awarded in June to the International Falls Provisional League bulletin, Timber Talk, for the clever

title and the imaginatively designed heading. It features a lumber Jill complete with red checked jacket, carrying an axe (being a Leaguer the axe is probably to grind.)

This month's award goes to the first issue of the Brookly Park Spark, new publication of the Brooklyn Park Provisional League. Editor Helen Rosing has put together a most enlightening issue for brand new League members which includes explanations of the job of each Board member. This all adds up to a capsule account of the organizations and activities of the League of Women Voters and offers wonderful orientation to the fledgling League. Congratulations on this first issue of the Brooklyn Park Spark!

If your bulletin editor is not a member of your Board, would you please send her name and address to the state office so the new bulletin editor's listing can be completed.

We would also like to receive 18 copies of each issue of your bulletin for the use of state Board members and for our files. These copies are always well read with great interest and are a fine source of ideas to pass on to local Leagues throughout the stae.

We ask that you pay special attention to the League Correspondence Rules of Punctuation (in your August president's mailing) and put it to use in publishing your bulletin. We feel you can be very effective in helping us to standardize League punctuation.

FINANCE At the June Workshop, we discussed long and short range planning and their value in keeping finance constantly in front of the local Board and member. The #1 place in long range plans should be the all-out effort to involve the member. Those who attended the workshop agreed this is the hardest goal to fulfill. Your state finance chairman feels that committees have an important part to play in this picture, and I urge you to form a committee now if you have not. Remember that Board members, as well as members, can help with plans. Many times it is easier to "do it yourself", but your job as administrator is more than just bringing in the money. May I recommend you visit your library and secure some books on committee and group work? It will refresh your approach to working with people, and, give courage to those who are timid about asking others to help. I have just read "Committee Common Sense", by Audrey R. Trecker and Harleigh B. Trecker, published by Whiteside, Inc. and William Morrow and Co. Inc., and found it worthwhile. Some of your fellow Board members might be interested in these ideas also.

TREASURERS The Local League Handbook says the treasurer "should think more in terms of how to spend League money to further the purpose of the League than how to spend as little as possible." Enclosed find a form you might wish to have copied for each of your Board members. It could prove a good tool and provide useful information at budgetmaking time.

BOARD MEETINGS Last year we invited local League Presidents to visit a state Board meeting. The invitation still stands (just let us know ahead of time so we can have enough chairs.). We meet the third Thursday of the month in the meeting room on the third floor of the Social Science Building at the University. Remember too that your member on the state Board appreciates being well-informed on what is going on in her own League, and she will be glad to have an invitation to one of your Board meetings. She is busy but she ist still a member (with special experience of value to your League).

WATER The reports on Federal Water Resource Related Programs are beginning to come in (we would like to have all of them by Sept. 15). We are sorry that there is

some confusion about this form -- namely, "what is regional?" By this we mean any activity in which your community is involved outside of your municipality or county. This may be several counties, a watershed district, etc.

Enclosed is a Special Announcement and Agenda of an Urban Planning for Environmental Health training course to be held in Rochester Sept. 21 - 26, 1964. League members are welcome to participate. This should be of particular interest to Water Chairmen and Local Agenda Chairmen working in any area of planning. There is no registration fee but attendance is limited so application should be made immediately. Meals are to be arranged after the participants' arrival at the course. Because of the League's activity on the water item, Mrs. Whiting has been asked to present the talk Monday noon on the "Role of Citizen Groups".

MEMBERSHIP We don't have to remind you that this is an election year. We know that most Leagues are busier than ever with Voters Service and big plans for Women Voters Week. Are you as Membership Chairman working along with your Voters Service Chairman? Women do join the League of Women Voters to learn about government. Remember your membership goals! It shouldn't be too difficult to attain 6500 members by '65.

The enclosed sample membership brochure was prepared by the Rochester League of Women Voters. They are willing to share it with you at a price -- just 5 cents a copy. They request minimum orders of 25. If you are interested, contact the Rochester Membership Chairman: Mrs. Curtis Taylor, 3923 NW 4th Place, Rochester, Minnesota 55901

NATIONAL PROGRAM As National Item, or Items, Chairman, your plans for activity will be proceeding for the coming year from the direction you received in the May 1964 National Board Report, as well as the last Board Memo of June 1964. Some of you attended the leadership workshops in June and exchanged ideas as to how best to handle the new four-item Current Agenda. From this meeting, some of you prepared a brief resume from the National Board Report of what the year's study and activity will encompass and sent it to your members. This is an excellent way in which to involve the membership well in advance of unit meetings devoted to the national items so that attention is aroused to news and information in these areas. The unit meeting then is a culmination of accumulated knowledge about the study item and not a beginning. How meaningful and satisfying the discussion will be in the unit meeting rests -- first with your advance preparation in alerting the member -- second with the enthusiasm generated by the member herself to become informed!

The Leader's Guide to be sent out in September by the National Board will give you more detailed direction along with the September National Board Report which should be received some time in October. Because of the timing of this material, your meetings have been best planned for December at the earliest, keeping in mind the April 1 deadline on East-West trade. Information as to what the State of Minnesota is doing to improve opportunities for education and employment will be ready early in the spring.

Our plans for a tour to the U.N. and Washington, D. C., the latter part of February are being developed. Begin planning now to take part in this exciting trip!

"Time for Action-wise" it's been a busy summer between the aid authorization, meat import quotas, and the Water Resources Planning Act. Aid and water measures will be awaiting further action when Congress meets again after the Democratic Convention. As you know, alarm in Congress over the "one-man, one-vote" reapportionment decision by the Supreme Court has resulted in the attachment of a rider, postponing reapportionment, to the foreign aid bill in the Senate. This rider is jeopardizing passage of the aid bill, which up to this time had been moving through Congress

much more smoothly this year. Keep tab on the action and write or contact our Senators on the threat this poses to the aid legislation.

ENCLOSURES WITH PRESIDENT'S MAILING

1. Flipchart script (1)
2. Fund Raising Report Form (3)
3. Expense sheet (1)
4. Environmental Health Agenda (1)
5. Voters Service Questionnaire (2)
6. Rochester membership brochure (1)
7. Rules of Punctuation (1)
8. Amendment material order blank (3)
9. Taconite material samples (1 each)
10. Proposed Amendments to the Minn. Constitution, 1964 (1)
11. Taconite answer book (1)
12. Mrs. Phillip's Speech (1)

PUBLICATIONS CHAIRMEN The Proposed Amendments publication, which is listed with other amendment material on the Amendment Material Order Blank,is still 10 cents per copy. The other material listed on the order blank is free and will be shipped to you directly from the Citizens Committee on Taconite Amendment I. League orders for all this material will be processed through our state office, so be sure to send your order there instead of to the Citizens Committee.

PRESIDENT The Citizen's Committee for Taconite Amendment #1 has just depleted its supply of The Answer Book (mentioned on Page 1, par. 7 of this Board Memo) so we will not send it as we predicted. If you are interested in ordering a free copy (They will be available soon) write:

Citizens Committee for the Taconite Amendment #1
1729 Soo Line Bldg.
Minneapolis, Minnesota

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MINNESOTA 55455

BOARD MEMO

SEPTEMBER, 1964

VOTING & REGISTRATION — We have been receiving exciting reports of your Women Voters Week activities so we know it has been a successful campaign in many ways. Do follow up with a continued push for voter registration through October 13. We continue to be amazed at the calls we receive asking about the intricacies of registration and voting. This is all a part of our "Each One Reach One" approach to an improved voting record in Minnesota. Don't forget the contest deadline--October 10.

MEMBERSHIP — One of our Leagues is already carrying the "Each One Reach One" idea into its membership campaign. All of your Women Voters Week activity should result in an increased interest in LWV--plan now to develop this initial interest by taking these women to unit meetings, by carefully orienting them to League Program and activity, and by making them feel that their membership in the League will make a difference. If you haven't noticed an influx of new members following your voters service activities, don't give up on your membership campaign. Follow through on the membership calendar discussed at the June Workshops. There are still many, many women in the various communities waiting to be asked to join the League of Women Voters. How long has it been since you checked old membership lists? Former members should be asked also to return to the League. Certainly you need them. Let them know. This is a good time to bring membership lists up to date. Do you know how many paid members you have? Remember, representation to the state Convention in May is based on your paid membership figure on January 1.

The Minneapolis League kindly gave us samples of its new membership promotion flyer. A copy is enclosed. Use it as an inspiration or for ideas for one of your own.

BOARD APPOINTMENTS — We are happy to announce the appointment of Mrs. Darrel E. Walker, 8849 Portland Avenue, Bloomington as Local Agenda Chairman and of Mrs. Grady Mann, 638 West Laurel, Fergus Falls as Water and National CRs Chairman. They will assume responsibilities as local League consultants and those Leagues with whom they will be working will be notified.

LEGISLATIVE WORKSHOPS — Included in this mailing is a sheet giving information on the four area legislative workshops to be held in November. If it is impossible for you to attend your assigned workshop feel free to switch to another. We urge you to get your reservations in to the hostess League on time. Be sure your League is represented at these workshops! This promises to be a full and exciting legislative session. Help your League to be an effective part of it.

PROGRAM-MAKING — We are always looking ahead! The next issue of the VOTER is planned to help all of your members look ahead on state Program. These lively issues are to help you start thinking about Program-making. We could not include a brief discussion on the great variety of issues confronting us today. Some that were not included were highways and transportation, reorganization of the executive branch including relationship of Civil Service and Governor's appointments, evaluation of Civil Service laws, evaluation of operation and organization of the legislature, or state, county, local inter-relationships, to name afew which your members may wish to research and consider for state Program 1965-67.

The role of the member is in making a choice. It should not be made for her but she will need your help in understanding her role, the importance of her decision. We are concerned not only with what the new state Program is to be but also with how the Program is chosen. Every member should be involved in this important League process for every member will have to live with the decision.

Please, do not be casual about state Program-making, for this is not the way to reach our goal of every-member participation. You have sufficient time to plan for an exciting, stimulating and really inspiring meeting for all your members to discuss and reach decisions on Program suggestions from your League.

Deadline for the first round of Program suggestions is February 19 as in the Outlook Calendar. (State Board meeting in Feb. will be the 25th) Deadline for the second round of Program suggestions is April 12. This is a change in the Outlook Calendar date.

CONSENSUS "Ah, but man's reach should exceed his grasp," the poet sang...and in League our grasp of the meaning of the word "consensus" seems to exceed our concept of "reach vs. take"!

Words are necessary, fun, and notoriously fussy. As we approach another League year in Program-making, it behooves Leaguers--as Board members and as individuals --to examine the meaning of consensus in League terminology. And it is not the noun alone, but the verb most frequently accompanying it, to which we direct our attention in the Board Memo.

The verb accompanying consensus in the Local League Handbook is "reach"--yet in unit and Board discussion the verb too often is "take". Look 'em up! Webster, that redoubtable off-Board source, defines "reach" as "to arrive at; to come to" whereas he sees "take" as "to pick out; to select or choose".

Reread the section on Consensus in the Handbook and you will see how reaching "arriving at; coming to"--more clearly defines actions involved in consensus, rather than the concept of "picking out" or "choosing". Discussion leading to decision is really part of that decision; hence the feeling, the tenor of the discussion becomes part of the consensus reached by a unit or a Board as contrasted with the method suggested in the word "take". This method, i.e., the "take" method, suggests discussion as separate from consensus.

Under the concept of reaching consensus, we may hold the majority and minority in one statement; with the restrictive concept of taking consensus we may distort the outcome of discussion by confining it to a yes-or-no enumeration of those present.

Webster, as an off-Board consultant, makes a charming companion. He further defines "take" as "to seize, or capture" and as "to submit; to undergo", and any Leaguer who has been seized or captured in a consensus caper may be ready to submit or undergo anything just to wind up the meeting and get home to fix lunch! But Webster is ready with these encouragements under "reach" as a concept of "straining after something and "making efforts"; to which every League member involved in the consensus part of Program-making will agree. Webster's parting words, as he recalled yet another meaning of "reach", send us forth to unit discussion fresh and free! For to "reach" is "to sail directly on on's course with the wind forward of the beam; but not enough to compel tacking".

So, smooth sailing as you "reach consensus"!

If your Board would like to schedule special emphasis on consensus, see your state Board Consultant. This basic member participation in Program-making must be understood if it is to effectively fulfill its responsibility in membership and in action.

ACTION What are you doing to PROMOTE the amendments? We as the League of Women Voters of Minnesota have a responsibility to work hard between now and November 3 to reach as many people as possible with our message to vote "YES" on both amendments.

The role of your League should be one of leadership and coordination for as we said last month we have the experience and "know how" for this kind of activity. Take out your copy of Tips on Reaching the Public and apply this information to set up a county-wide steering or coordinating committee. Involve both parties, the Jaycees, C of C, Farm Bureau, Farmers Union, county officials, AAUW and representatives of the other 350 organizations that have endorsed the taconite amendment and have local units in your area. Ask one of the influential supporters of the taconite amendment in your community to assist you in setting up this steering committee and then get to work setting up plans for your county's campaign. Don't delay or it will be too late. Order the materials you need now to insure the successful passage of the amendments in your area. This is no time for apathy in the League of Women Voters of Minnesota. PROMOTE THE AMENDMENTS.

STATE ITEM II CHAIRMEN Some of the information and suggestions in this section is of particular interest to your legislative, public relations or publications chairmen.

The Amendments This is absolutely your last chance to place orders for the League Publication, Proposed Amendments to the Minnesota Constitution, 1964. We have only a few left now and after October 10 we will make arrangements to get the remainder off our shelves and out into public circulation.

Amendment I Do you know what other organizations in your community are planning to do to promote the taconite amendment between now and November 3? We feel the local Leagues can perform a valuable service in coordinating the activities of the many groups who are supporting this amendment. We are urging Leagues to form local citizens groups for taconite. Whom should you contact? The Republican and Democratic parties, the Chamber of Commerce are obvious possibilities. Rita Shemesh, executive secretary of the Citizens' Committee for the Taconite Amendment #1, the Soo Line Building, Minneapolis, Minnesota, can furnish you with the names and addresses of citizens and groups in your area who are working or who would like to work for taconite. Contact her immediately.

Remember, 20% of those voting in the presidential election in 1960 did not vote on the amendments and they were all counted as "no's".

Amendment II, too. What can you do to increase voter interest in Amendment II? One of the simplest and most effective ways would be to buy an ad in your local paper. The material in the proposed flyer in support of Amendment Two should give you plenty of ideas for copy. (This is a sample you might wish to use as a guide for your own material and is not available at the state office in quantity) Another way of clarifying the provisions of this amendment would be to persuade your newspaper to publish a series of questions and answers as a public service feature. Questions could be run over a number of days or combined in a single article. With apportionment of state legislatures so much in the news these days there seems to be some misunderstanding of the ballot statement "Shall Article IV, Section 2, of the Constitution be amended to provide for the removal of obsolete language relating to apportionment of members of the Legislature". Here we are talking only about removing the phrase "Indians, not taxable by law" and not about any of the problems of population apportionment relating to the Supreme Court decision. It should be stressed that Amendment II removes only those obsolete provisions that were considered absolutely non-controversial. Several Leagues have asked for an example of an obsolete provision which is not going to be removed by Amendment II. The provision specifying that half the members of the senate are to

be elected every two years falls in that category. Minnesota elects its entire senate every four years.

Reapportionment As local Leagues begin the study of reapportionment, it is clear that this is an issue with wide public interest. Leagues have not only a wonderful opportunity, but almost an obligation, to involve the general public in the community in their study. To quote from an article in the Minneapolis Tribune, September 18, 1964, by Walter Lippman:

> "Apportionment Issue Needs Wide Debate
> The commotion which has been stirred up by the Supreme Court's decisions in the state apportionment cases is inconvenient. The Dirksen rider has, for example, muddled up the foreign aid bill and delayed the adjournment of Congress....Yet the changes in American public life that reapportionment will bring about are so deep and so broad that it is well, I think, that the country is compelled to take a serious look at the whole affair. Very great things are at stake, and it would be a bad sign if those of us who favor reapportionment were not made to debate the plan and justify our case...."

Public testimony before the Governor's Commission on Reapportionment on September 11 in St. Paul gave evidence of both concern and misinformation. Enclosed is a copy of League of Women Voters testimony for your information.

It came as a surprise to many to learn that Minnesota's State Constitution now requires, in fact has always required, that both houses of our legislature be apportioned on the basis of population. We will include some suggestions for taking information on reapportionment to the general public with the study material on apportionment.

It has also been suggested that the League of Women Voters of Minnesota might publish a voters service flyer giving basic information on reapportionment. Such a publication would be similar in form to the three-fold voters service flyer, Your Vote Makes a Difference, put out this year; it would probably cost about a penny and could be available in January to coincide with the start of the Legislature. Such a flyer could not be distributed without the interest and cooperation of local Leagues. Do you feel your League would be interested in buying such a flyer? Talk it over with your Board and return the enclosed post card.

Every Member Publication Available Soon An every member publication, Apportionment in Minnesota, priced at 15¢ is now at the printers. We should be able to start filling orders around October 1, so send them in now. The publication is similar in format to Proposed Amendments. The table of contents will read: Definition of Terms, Introduction, The Problem of Malapportionment, The Supreme Court Decisions, Traditional Arguments for an Area Factor, Reactions to the Decision in Congress, Possiblities for Amending the Minnesota State Constitution. Included as well is a brief history of reapportionment in Minnesota, history of past League activity, and a table giving the population of the present legislative districts on the basis of the 1960 census figures.

Apportionment is a complex subject so League members should read the basic material before unit meetings. We will also have available for you a discussion outline, a sheet suggesting additional reference material, and consensus forms. Each of your members should have a copy of the basic publication in order to participate in the study, discussion and decisions. Reapportionment continues to present a changing scene. As the League material went to the printers two major questions remained unanswered: 1) The outcome of the court case in Minnesota 2) the resolution of the debate in Congress. Watch the papers for developments. As a local resource chairman you will wish to have available for your members

specific information on exactly what any reapportionment might mean to your own legislative district. The state material will be helpful in answering general questions, but it was impossible to detail the political complexion of each and every district.

You can help us by sending clippings from your local papers to the state office--the opinions of your legislators, letters to the editor, anything that would be helpful to League lobbyists come January. Don't forget to send them in.

STATE ITEM I CHAIRMEN Memo # 1: The Minnesota Historical Society is sponsoring the presentation of a program by Reginald and Gladys Laubin, accomplished professional dancers of high reputation, who have concentrated their careers on collecting and performing authentic Indian dances. They will appear Friday, November 6, 1964, at 8:15 PM, at the Tyrone Guthrie Theatre in Minneapolis. Tickets may be obtained at Dayton's Downtown Ticket office in Minneapolis, Field-Schlick Ticket Office in St. Paul, the Minnesota Historical Society, and the Guthrie Theatre Box Office. Tickets go on sale October 4 and cost $1.85, tax included. There are no reserved seats. A Group of interested citizens in Minneapolis have persuaded the Laubins to appear here in order to acquaint Minnesotans with the high artistic achievement which this facet of Indian culture represents. Any proceeds remaining after the expenses of the performance have been paid will be given to the Minnesota Indian Scholarship Fund. From what we hear, this is an evening you should not miss.

Memo #2: What can be done now with the Indian Item if you have scheduled a meeting before the first of the year and realize that no new information regarding law enforcement will be available before that time? During these two years we planned to work our way through the special problem chapters of Indians in Minnesota. Last year we covered health, education and welfare, and this year should proceed to review in detail the chapters on the administration of justice and economic development. Both os these chapters are respectable presentations of the issues. Perhaps in the chapter on the administration of justice we paid too much attention to the Red Lake courts, but otherwise the information is still good. In economic development, no major changes have occurred. In the case of law enforcement, as we have said, the state cannot be concerned unless the legislature adopts an entirely new policy, which is not likely to happen. Any changes in procedure will have to come about on the local level. This is not our legitimate concern as a state item. We still do intend to ask local Leagues to dig up information for us in their areas. Hearings of the Minnesota Indian Affairs Commission indicate that this is a very complex and delicate problem which requires calm deliberation. We felt that at this time it would be folly to try to meet a deadline at the expense of the quality of the material.

Another consideration is that several bills relating to the rights of Indians before the law have been introduced into Congress (one proposes the repeal of PL 280). Their outcome will affect law enforcement in Minnesota. We will send you memos through the Board Memo as pertinent information comes to us.

Meanwhile you can be engaged in a program of action, carrying this item to your communities and your legislators. The most basic information would be valuable for the general public. Many people are not even aware of which Indians live in Minnesota, where they live and what problems they face. Legislators from Indian areas have some information about the subject--but it is sometimes distorted, and legislators from non-Indian areas are often as poorly informed as the general public. Also, since they do not see this as a matter of public concern, they are not dedicated to seeking remedies. In providing information before the legislative session we can perform a worthwhile service. One piece of intellignce now that you may find useful in planning your meetings is that the University of Minnesota, through a program called "Project Awareness", sent groups of students into three

reservation communities this summer to carry out recreation programs. They are anxious to communicate their experiences, have movies to show, and can be contacted through Dr. Matthew Stark, Office of the Dean of Students, University of Minnesota.

BULLETIN EDITORS Rochester's local League bulletin has a new look and a new name. The Rochester or Rx has undergone a facelifting which has resulted in a new type of layout and a highly readable publication. The September Local League Bulletin Recognition goes to The Rochester with special congratulations to its editor Mrs. Tom Richards who has done an excellent job with her first issue.

WATER RESOURCES CHAIRMEN Please return the green check sheet to the state office as soon as possible. This information will be appreciated. This is not expected to be a "study in depth" for you.

VOTERS SERVICE CHAIRMEN "VOTES QUOTES"--Local League VS chairmen may wish to draw attention of voters to provisions of the Minnesota Election laws relating specifically to voters by arranging with their local newspapers to run a series of "Votes Quotes" selected from the laws governing elections. Here are some samples:

YOUR Vote Makes a Difference -- Did YOU Know . . .
(according to Minnesota Election Laws)

...you can take time off to vote November 3 in the forenoon without loss of pay?
...you cannot wear a political badge when you vote November 3?
...no organization may transport voters to the polls? (Persons in the same household or two or more voters may ride together by mutual agreement)
...once you've voted you may not return to the polling place unless by permission of all the election judges?
...when you register in a new precinct or municipality, you sign authorization cancelling your registration in your former residence?
...you should mark paper ballots accurately because any attempt to identify a ballot as to political party or name of voter voids the ballot?
...if you do not vote on the Constitutional Amendments, you are actually voting against the Amendments?

For additional "Votes Quotes", check your copy of "A Digest of Minnesota Election Laws" or the 1964 Edition of Minnesota Election Laws compiled by the Atty. Gen.

Enclosed is a copy of the questionnaire for candidates for district judge, the assignment sheet and directions to local Leagues. The "assigned" Leagues have received their material in a special mailing.

FINANCE Here are two good thoughts to help reinforce the importance and value of personal solicitation. Pliny The Younger said it in this way: "We are more affected by words we hear, for though what we read in books may be more pointed, there is something about the voice that makes a deeper impression on the mind."

The second emphasizes community relations and the extra "something" that the grass roots or local contact has....The President can say "Prices are going up," but when the butcher leans over the counter and says, "Prices are going up", it means more.

It doesn't need proving that personal solicitation is more successful, but to give pleasure to all of us, let me report we are continuing to meet with success and progress in this method. The reports of minutes of local Leagues are showing more members than ever before are involved. The finance chairmen who presented their plans to the units personally seem to be the most successful in getting member participation from solicitor to baby sitter or coffee maker. "Security is a determined finance chairman."

Please refer to the treasurer's part of the Board Memo for further work in finance. Please enlist your president's and other Board members' aid in this. To prepare for this, read Chapter III in "The Art of Raising Money", a national publication which is a must for all finance chairmen.

TREASURER This year is half over. Hard to believe? We've just started, it seems. Next month's Board Memo will contain the six months report of the State Budget and expenditures with comments on what has been purchased with your money to help further the League's program. We are asking that you make a six months report to your League with a report of your League's accomplishments. Please send three copies, one for the state office, one for your consultant, and one for the finance chairman. This, of course, will require the help of your Board, but it will be a great help to your finance and budget chairmen. This report can be made at unit meetings and will make a good bulletin story. Read Chapter III in "The Art of Raising Money".

Please call the attention of your president, budget, and finance chairmen that Budget Building Day for making the State Budget is December 10. The agenda will be different this year in that the observers will see the state Board doing the preparatory work. In the past the observers listened to the state Board's presentation of the prepared budget to the Budget Committee (the preparatory work was done in November). There will be more detail on this next month, but circle the date now.

NATIONAL PROGRAM Human Resources Your president has received a copy of the new publication Prospects as well as the Leaders Guide. These are the publications you have been waiting for. Arrange a meeting of your committee to plan for unit discussion; order copies of the publication well in advance of unit meetings. The September National Board Report, which you will receive in October, will provide you with further help.

The Tour to the U.N. and Washington, D.C., in February is being developed. Watch for details in the October Board Memo. It isn't too early, however, to start saving dollars for the trip or to suggest the tour as a Christmas or birthday gift for Mom from Dad--or better yet for Mom and Dad.

UN DAY will be October 24. As emphasis on our UN current agenda item for this biennium is on community activity, UN Day should receive special attention. Articles in your newspapers or letters to the editor, displays in stores, League speakers at meetings of other organizations, workshops open to the public--utilize any and all ideas which publicize our support of the UN.

Last year Fridley conducted a model UN session. St. Cloud sponsored an all day workshop involving ten other organizations. Willmar invited the public to a UN dinner with George Rice, editorial writer for WCCO, as guest speaker.

Many such excellent activities can be carried out to let our communities know about the vital work of the UN and our support of it. Remember this is a good time to update your membership on League position on the UN.

Foreign Relations Seminar If you are interested in spending 30 days (April 24 - May 24) visiting six countries in Europe, write to League of Women Voters of Wichita, 1520 N. Yale Blvd., Wichita Kansas.

KUOM PROGRAM The LWV of St. Paul announces an interview Tuesday Sept. 29 at 11:15 AM concerning School and City Finances in St. Paul. The interviewer will be Mrs. Arthur Boyden; the interviewee wil be a member of St. Paul Charter Commission.

ENCLOSURES

1. Reapportionment Flyer Postcard (1)
2. Reapportionment Statement (1)
3. Minneapolis Membership Flyer (1)
4. Legislative Workshop Information (1)
5. Questionnaire for Candidate for District Judge, Directions, and Assignment Sheet (3)

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MINNESOTA 55455

BOARD MEMO

October, 1964

ELECTION ACTIVITY About the time you receive this Board Memo you should be winding up all your voters service and Program promotion activities relating to the general election November 3. It would be nice if we could all sit back now and relax and say "Well, that's done", but it is just on more thing for an organization that recognizes the great need for participating year-round citizens.

WOMEN VOTERS WEEK The reports sent in by the various Leagues as entries in the contest are exciting and inspiring. They have been sent on to the judges and the winners will be announced in the November-December MINNESOTA VOTER. The results of this special promotion should be evident for some time to come. Capitalize on the interest created in potential members--this is the year for a real "break through" in membership growth.

CONSENSUS Whenever we talk about membership growth we consider not only new members but also keeping those we have interested and active.

You have good tools this year in the new national current agenda, the excellent material and discussion outline on East-West trade, and the very latest on apportionment in Minnesota. All of this can lead to lively unit discussions and every-member participation in your consensus process.

A year ago we conducted our workshops on discussion. The purpose of these workshops was to help you give your member a more satisfying experience in her discussion unit and to help you with some of the techniques that can be used to promote better discussion and decision-making within your League.

We talked about the important role of the Board in setting objectives for the meeting. We discussed the "planning session". You have received discussion outlines and questions that should help at your planning sessions and in your units.

We also stressed the important roles of the discussion leader and also the resource leader. It is gratifying to read your minutes and other reports and find that you are becoming more adept in making good use of these techniques.

There is one area where we evidently failed to give enough emphasis--that of the Recorder. We believe this can be a key person in developing your consensus for it is her responsibility to take notes during the meeting of the opinions expressed. She then helps to summarize at the close of the meeting and joins with the leaders of the unit in preparing the report of the meeting for your Board.

Since consensus within the discussion group is "the sense of the meeting" delegating the reporting to a Recorder can give you a more complete picture including the views of the minority. Further explanation of Discussion Meetings and the role of the Recorder can be found in the Local League Handbook, pp. 30 -33. We suggest that these be reviewed by all local League Boards.

SIX MONTHS STATE BUDGET REPORT We are enclosing a six months report of state expenditures and income with a budget comparison. If you have questions

about this report please let us hear from you. Time passes so quickly that already we are making plans for another Budget Building Day--only this year it is to be an afternoon, December 10. All local Leagues are encouraged to send a representative--further details will be included in the November Board Memo.

FINANCE & TREASURERS The tape from the April Finance Workshop is available for loan to the local Leagues. There is no charge. This tape was not made professionally, but on our own machine for the convenience of the State Finance Chairman, so it not perfect. However, it is quite clear and could be of help to you in making plans for budgeting and finance. It is quite long since it covered the day's activities. There are five sections: (1) Introduction and purpose; (2) Budget committee skit; (3) Finance Advisory Committee panel; (4) Mechanics of the Finance Drive; (5) Reports of discussion groups.

This tape could be used to train finance chairmen, treasurers, and budget committees. It contains an exchange of ideas between local Leagues, so other Board members could benefit,too.

Please read page 34 of the September, 1964 National Board Report (your President has it) and page 30 concerning information on firms who cooperated with the League for Women Voters Day at the New York World's Fair. This might help in your finance drive.

Another reminder--please check your contributor lists to be sure that no one will solicit any candidate running for local, county, state, or national office. Elected officials should not be considered either.

Red Wing has gone over the top on their finance drive. They took good advantage of the Women Voters Week publicity. Moorhead has started a Finance Advisory Committee. Rochester calls their committee an Advisory Committee and intend to use it for more than finance. Minneapolis had their breakfast with their Finance Committee contributed by the Sheraton-Ritz. They have an attractive flyer which is used for membership, but could also be adapted for finance. Have you seen it? Wells and Albert Lea as well as others are planning their drive after the election and before Christmas so as to capitalize on their efforts in Voters Service and the "expansive" mood of the merchant. Many are using the colorful special election National VOTER as a publication to send to contributors and prospects.

All treasurers should get memberships up-to-date for Budget Building Day. This means letting the office have a list of your members who have not renewed membership or "drops".

BULLETIN EDITOR In the spotlight as Local League Bulletin Recognition Award winner for this month is the Roseville Voter for its October issue. Mrs. George Van Rhee and her staff publish a well written, complete and carefully produced bulletin that is loaded with information. A sampling of the many articles which appeared in the October issue is very typical of the coverage which is always given League Program in the Roseville Voter. A two page article on the Local CA, planning and zoning, two pages of constitutional amendment review and an article on the success of League supported Plan B form of government at the September 8 election were included in addition to reporting of the regular League activities. The Roseville Voter is truly a well-rounded publication and deserves the recognition award for its consistently high quality.

Enclosed is a list of the local League Bulletin Editors.

LEGISLATIVE WORKSHOPS — We are looking forward to seeing your League's representatives at the legislative workshops next month. Have you sent in your reservations? Remember--if you cannot make the one to which you were assigned, please try to go to another. For detailed information, see the enclosed flyer.

REAPPORTIONMENT FEDERAL CONSTITUTION — We are including in this mailing a pamphlet, the Dis-Union Proposals, published by the National Municipal League. This pamphlet discusses three amendments to the Federal Constitution, called the Freedom Amendments by their sponsors. These amendments were proposed by the Council of States in 1962 in response to the Baker vs. Carr decision. The key amendment from the League standpoint is the second one which would remove apportionment from the jurisdiction of federal courts. This amendment was endorsed by the Mid-Western Conference of the Council of States, meeting in Minneapolis in June, 1964. Before discussing this proposal it may be helpful to review in brief the method of amending the Federal Constitution.

How the Constitution may be amended: The Constitution states that Congress, whenever two thirds of both Houses shall deem it necessary shall propose amendments to the Constitution; such amendments become valid when ratified by the legislatures of three-fourths of the states. Normally the amendment is ratified by the legislatures of the states; however Congress may at its discretion require the states to call for state conventions to ratify or reject. This procedure has been used only once, in the repeal of prohibition; but it has been suggested this might be desirable in the case of any amendment on reapportionment since it would avoid the problem of having legislatures vote on their own apportionment. An alternate procedure which has never been used requires Congress to call a convention on the application of two thirds of the states.

Constitutionally then, amendments must be initiated by Congress. However, it is the custom for state legislatures to pass resolutions memorializing Congress to submit amendments. Such resolutions do not have any legal standing but express to Congress the sentiment of the states. This procedure has been used for the Liberty Amendment and is also being used for the Dis-Union Amendments.

The League position: First, the Dis-Union package contains three amendments to the Federal Constitution and the LWV as a national organization has not studied them. However in 1963 the National Board, recognizing the number of states who were working in the reapportionment field gave special permission to state Leagues who were studying reapportionment to lobby against the second amendment in their state legislatures if they wished. Although the Minnesota LWV did file an amicus curiae brief in a federal case in Minnesota in 1958, we have not as a League studied or taken consensus on the question of federal jurisdiction in state apportionment. This question has been a matter of debate in Congress all summer, and is still not completely resolved. The state Board does not feel the general membership would have the time this fall to undertake a really comprehensive study of this problem, so we as a League will not lobby on this proposal if it is introduced into the 1965 legislature. However, because of its importance and its close relationship to our study of reapportionment the state Board feels local Leagues would be interested in information on this subject. We refer you also to the Sept. 1963 issue of the National Voter.

Discussion of the pamphlet: As the title implies, the authors of this pamphlet are opposed to all the amendments, and in particular the principle

of removing state legislative apportionment from the jurisdiction of federal courts. Mr. Justice Harlan in dissenting from the Warren opinion in the Sims case expressed the opposite point of view; in his opinion federal courts had absolutely no business interfering in state legislative apportionment, and he went on to add that it was a dangerous philosophy for the Supreme Court to try to find in some constitutional principle a cure for all the social ills of our time. Representative McCulloch of Ohio in introducing the amendment in Congress to modify the Sims decision argued that the equal protection clause of the 14th Amendment was never intended to refer to the rights of voters in state apportionment, pointing out that several of the states which ratified it had at the time of ratification state legislatures which did not meet the criterion of "one-man, one-vote". Other writers while admitting that many state legislatures are grossly malapportioned feel the proper remedy is for an aroused electorate to elect representatives who would reapportion themselves. Some members of the Minnesota Legislature would argue that reapportionment here was not a result of the court case but rather a response to public interest.

Finally, it should be pointed out that removing apportionment from federal jurisdiction would not change the Sims decision; it would simply prohibit federal courts from enforcing it. Voters could still appeal to state courts, and state courts would in theory be bound by the Supreme Court decision; however, if state supreme courts chose to ignore the decision, voters would have no further right of appeal. The only way to modify the "one-man, one-vote" ruling is through an amendment which specifically allows states to use some other criterion than population.

LOCAL AGENDA CHAIRMAN & BULLETIN EDITOR — If you plan a local "Lively Issues" to help your members with local program making begin to plan now! The holidays will be upon you before you know it. Call on your observers for ideas. That is also a good time to review local CRs and do any necessary updating. Remember our previous suggestions for experimental Program--that is adapting items for local current agenda which do not necessarily require equal attention. This will mean taking a good hard look at your CRs, casting aside those that are meaningless. It will also mean helping your members have a better understanding of what is a CR and what should be a CA.

PUBLICATIONS CHAIRMAN — We now have a culled file of audio-visual aids. We have relegated obsolete material to the "round file" and have more complete information on available aids such as What, Who, When, How long does it run, and suggestions for using. With this mailing you will find two copies of the list of aids, one for your Publications Chairman and one which you may want to cut apart and give to the appropriate chairman. We don't have a multitude, but hope you do make use of what we have. All of these may be borrowed at no cost and, with the exception of one, may be mailed out from the state office. (You will note that some of these have been previously listed in our Publications Catalogue.)

WATER RESOURCE CHAIRMAN — Thank you, chairmen, that sent in the water resource information. It has been most helpful in determining the next step in the water resource item. (If you haven't sent this in, please do so right away.) By now you have probably read the water resource leader's guide sent out by National. Does your file include the publications listed in the bibliography? A review of the suggested material, particularly the revised criteria and questionnaire, will help to answer local Leagues' questions on action and activity in this item. There is now a state water resource committee active again. They have plans ahead for the item. Please fill out the enclosed card and return it to me.

MEMBERSHIP Now that voter registration activities are over and big voters service projects are simmering down you will be busy with the orientation and involvement of your new members in the total League program.

Remember the membership calendars we discussed at the June workshops? Many membership chairmen went home, organized committees and set up year round plans for League growth. Now is the time to follow through! The enclosure is not meant to be a model. There is nothing new in the ideas, but it is a sample of the plans of one of the smaller Leagues.

KUOM PROGRAM FOR NOVEMBER, 1964

Nov. 3, 11:15 AM - Miss Barbara Stuhler, Assistant Director of the World Affairs Center, interviewed by Mrs. John Knoblauch on "Issues Before the United Nations General Assembly"

Nov. 10 & 17, 11:15 AM - Prof. Charles Backstrom of the University of Minn. Political Science Department interviewed by a member of the League on reapportionment

Nov. 24, 11:15 AM - An interview on Indians to be arranged by the St. Paul League

ITEM II CHAIRMAN We would like to recommend to you a panel presentation on reapportionment sponsored by the Hennepin County League of Municipalities at 8 PM , Thursday, November 5 at the Golden Valley Village Hall, 7800 Golden Valley Road. Speaking for reapportionment will be Professor Carl Aurbach, University of Minnesota Law School, a member of the Governor's Commission on Reapportionment; Mr. Frank Farrell, Attorney at Law, St. Paul, a member of the Governor's Commission on Reapportionment. Speaking against reapportionment will be Mr. William C. Anderson, Legislative and Informational Director of Minn. Farm Bureau Federation, St. Paul; Senator Franklin Kroehler, Henderson, Minnesota, Chairman of the Elections and Reapportionment Committee in the state Senate

UN - WASHINGTON, D.C. TOUR February 14 - 19, 1965

Alert your members to the information and reservation form for the tour which will appear in the next issue of the MINNESOTA VOTER. The group will leave Minneapolis for Washington, D. C. on Sunday, February 14, at 6:20 PM via Northwest Airlines and arrive back in Minneapolis from New York on Friday, February 19, at 8:31 PM. The cost with double room accomodations, no including meals and cab or bus to and from the airports, will be $165.00.

A visit to the new national League office, as well as to the House and Senate, a tour of the White House, attendance at a State Department briefing, lunch with our Congressmen are all in the plans being laid for Washington, D. C. Leaving for New York by bus (fare included in the quoted rate above) on Wednesday, Feb. 17, at 11:30 AM. Plans in New York will center around the United Nations and its activities including a tour, briefing session, luncheon in the delegates dining room, visit to the General Assembly and various Committee meetings. Some free time in both cities will be available to take in additional sightseeing, shopping, plays or whatever intrigues one! It will be too exciting to miss!!

ENCLOSURES

Six Month Budget Report
State Board List
Water Resource post card
Bulletin Editor List
Audio-Visual List
Membership Calendar
Legislative Workshop Flyer
Dis-Union Amendments
Indian Dance Information
Brainerd Map (for designated Leagues only)

Indians — independent — discontinue reservation
no date for young people,
just educate for life
as others
Const. Amendments
Party Desig. favor
Election Laws — pres-vp. favor
Reapportionment — favor area factor
Home Rule — favors
Water? favors
Lobbying? favors registration

Indians — no position favors self-sufficiency
Party - desig — favor
Election Laws — plainer how about Sec 204.13
Subd. 2
pres - v.p. favor
reapportionment — favors area factor
Home Rule — doesn't know
water — favors conservation
pollution control
lobbying — registration of lobbyists
disclosure of income
and by whom paid

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MINNESOTA 55455

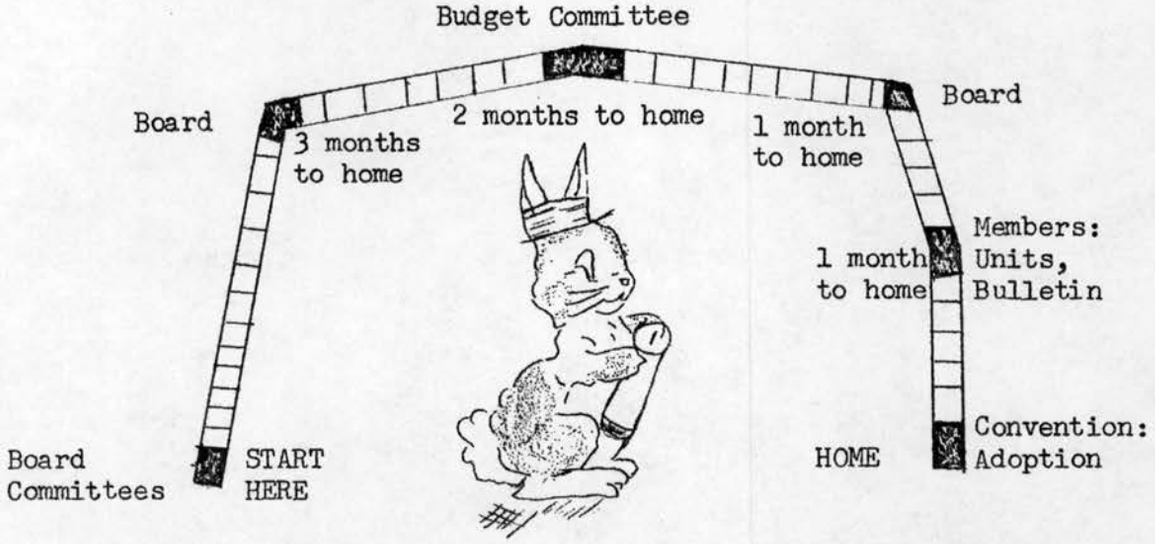
BOARD MEMO

November, 1964

BUDGET BUILDING DAY, DEC. 9 — 1 P.M., Inn Towne Motel (Rochester Room), Minneapolis. YES, THIS IS A WEDNESDAY--a change of date--and planned so that local League Presidents, Treasurers, Finance Chairmen, and/or Budget Chairmen can attend this meeting (any other local League members certainly are welcome) as Observers and then many of you who are interested can also attend the Governor's Conference on Human Rights at the Capp Towers Motel the next day. We think this is good planning and good budgeting--stretching the League dollar to give you an opportunity to observe and be heard in planning next year's League activities as they relate to budgeting and also to participate in a conference that has direct relation to our state Program!

About the Budget Building Day--a little different format but just as exciting and important! The state Board will present its plans, dreams and ideas (unrehearsed but discussed in committee meetings). The State Budget Committee includes two state Board members; Mrs. Robert Faucett, Rochester (State Finance Chairman), Mrs. L. C. Hokkanen, Duluth,(State Publications Chairman), and six off-Board members; Mrs. Caryl Twitchell, Robbinsdale, Mrs. John Dettman, Duluth, Mrs. M. B. Hasselquist, Edina, Mrs. Richard Ness, Fergus Falls, Mrs. James Earl, St. Paul, and Chairman Mrs. Donald J. McArthur, Brooklyn Center. This committee will listen to the Board's presentation and discussion and will be happy to hear your comments too. The committee will then be responsible for a proposed budget for the League of Women Voters of Minnesota. Observing this meeting should make it easier for you to interpret the State Budget to your Board and members and help you to set your sights higher for realistic local League budgeting.

In order that we may have plenty of room for your League's observers at this important meeting please fill out and return the attached card immediately. The Inn Towne Motel has free parking for you, but if its lot should be full, park across the street on the corner of Hawthorne and 10th and present your ticket at the Inn Towne desk for free parking.



The route a budget takes from beginning to adoption at Convention or Annual Meeting could be compared to a game of Uncle Wiggly. It starts out with the

Board committee's planning, progresses to the Board meeting where the plans are heard and all the Board works out what they want for the coming League year. The budget moves on to the Budget committee and here it stays for awhile. The way the budget comes out of the stop determines whether it is strong and healthy and can move with great vigor, hope, and enthusiasm to the last stop. Some budgets move from this stop with hardly enough strength to complete the journey. In fact, they are so weak they detour the Board and Member stops, and fall in complete collapse at Home. We are anxious that all our Uncle Wigglys or Money Bunnies have a winning journey so that they can multiply with members, success, and dollars.

GOVERNOR'S CONFERENCE ON HUMAN RIGHTS — As we said above and as many of you know, this conference is scheduled for December 10 at the Capp Towers Motel in Minneapolis. Enclosed is a memo and registration form that indicates to you the areas of concern and the items of particular interest to your various committees. We are hoping that the League will be well represented in a conference of this type since we have involved ourselves not only at the state level but also on the national level through our human resources item.

ELECTION ACTIVITY — We move right on into new activities and too often do not have the time to evaluate what we have just finished. Before we do this the state Board wants to congratulate all of you on the tremendous job you have done this fall in promoting our basic League purpose. Of course we were pleased with the results of the amendment promotions. (We hope you have taken the time to thank the Citizens Committee for the Taconite Amendment for all the help they were able to give you and your community) We are glad that the League of Women Voters of Minnesota was able to help pay for an ad in support of Amendment 2 that was planned and prepared by the Minneapolis League and also supported by a number of suburban Leagues. Mrs. Whiting has written all the successful legislative and Congressional candidates and we have also sent them copies of our new Apportionment in Minnesota (sending this publication may be a duplication of what you have already done but we felt they could always make good use of a second copy).

VOTERS SERVICE — Percentage, Plus . . . evaluation sums up our election year Voters Service activities. Minnesota rated a close second to first-place Utah in percentage of eligible voters voting on November 3, according to United Press International. 76.3% of persons of voting age cast ballots in this general election--and we're set to receive 100% replies to our Voters Service evaluation quiz. Remember the "goldenrod-colored mimeo sheet" you received last August? It's due back in the office by December 1st, and please attach any clippings, sudden insights into better VS projects, comments, snapshots, leftover campaign memorabilia (and/or promises!). What percentage of your members turned out to help in VS this year?

STATE CRS — Our Legislative Workshops suggested a real concern by the local Leagues in member participation in Calls To Action. We strongly suggest the review of the March, 1964 MINNESOTA VOTER in January by Leagues which have not reviewed this since last spring. This method will help members feel up to date on all legislative possibilities. The review of the March VOTER will also act as an aid in Program making. We have more copies if you need them.

LEGISLATIVE — Enclosed is a copy of Marian Watson's speech given at the recent Legislative Workshops. We thought you might find it useful to introduce legislative matters in the unit meetings. We hope you will spend at least ten minutes of every unit meeting during the session to briefly discuss or update members on what is happening at the Capitol. At that time the Capitol Letter will be your most helpful resource. Promote its sale to your members. Deadline for ordering

subscriptions is December 15. You will find an order blank for each unit to facilitate prompt ordering.

PROGRAM-MAKING We are enclosing the Capitol Letter order blank for each unit so that every member will have an opportunity to subscribe (don't forget all those outside your League who have become avid readers of this lively League publication. We have another "order blank" for each unit--Guide for Informed Program-making . . . and a form for you to use in sending in your League-s first round recommendations for state Program. We would like to suggest that you include time in a planning meeting to discuss Program-making and how your units might best proceed on this important League job. If we can be of further help to you, please let us hear from you.

PUBLIC RELATIONS The first of six TV dramas on the goals and accomplishments of the UN which are being sponsored by Xerox Corp. will be shown by KMSP-TV (Channel 9) in the Twin Cities on Dec. 28. This is being carried by ABC. Those out-state Leagues that have TV stations might well contact them and encourage them to show this important series of programs. Four will be televised by ABC and two by NBC. If your station does schedule it--or you live within the viewing area of channel 9--be sure to let your members know about this program. Alert other organizations that might be interested so they can let their members know. Some of the local groups which should be interested are: AAUW, PTA, Council of Churches, Rotary, Kiwanis, Farm Bureau, Farmers Union, BPW and Federated Women's Clubs. We will be writing these groups and several others on the state level. After the program see that your members write a note of thanks to the stations. In the meantime your Board members can follow advice from National and send letters of appreciation to appropriate people.

FINANCE The year is eight months old and I have received few preliminary plans of fund raising. Some have completed their finance drives and have sent in their final report. Will you please send them right away? With our emphasis on finance being a year-round job and long range planning I'm sure it is that you have been so busy you have just neglected this duty. State and local budgeting time is just around the corner. This information is necessary for both of us to make the proper judgments.

TREASURER A last reminder about keeping your membership, drops, and transfers up-to-date. Please keep the State Office informed. Budgeting, State and Local, is just around the corner. May I hear from you if you have any suggestions about changing the Local or State budget forms? What do you think would make the job of budgeting easier and clearer for the people involved? Now is the time to start alerting your president that the budget chairman should start planning and informing the Board committees to plan for next year. The December Board Memo will be devoted to budgeting.

BULLETIN EDITORS "So you're going to write your legislator" is a tip sheet enclosed with this Board Memo for use in local League bulletins. Many members are not quite sure of the proper procedure for writing their legislators and would welcome this guide as preparation for the coming session. When you print this information, urge your members to save the sheet, so when a Call To Action comes, the member will have her information handy and the letter writing process will be that much easier. This tip sheet should be made available to speakers bureau, contributors, and other organizations.

League Lingo, a lively title for Fridley's lively local League bulletin, is edited by Mrs. John Myslajek and is the November choice for the Local League Bulletin Recognition Award. An attractive and well planned newsletter, League Lingo serves the function of the local League bulletin nicely. The November issue keeps ahead of topics, reports League functions and notes from Board

meetings, keeps tabs on the city council through observers' reports, contains background material on Program suggestions as well as schedules of meetings and other tid-bits.

PRESIDENT AND BOARD Suggestion are due Jan. 15 for League members to serve on the 1965-67 state Board. During January the Nominating Committee will be compiling the slate for election at Convention in May which will include offices of president, two vice-presidents, secretary, treasurer, six directors and three Nominating Committee members. Does your local League have an active member who would enjoy state Board work? The Nominating Committee would like to know about her. Send names with background information to: Mrs. Reynold Jensen, Nominating Committee Chairman, c/o State Office.

WOMEN VOTERS WEEK We are sorry not to be able to announce the winners in our WOMEN VOTERS WEEK contest. With the wealth of material that was sent in our judges just have not been able to announce the results but as soon as they do we will let you know.

NATIONAL PROGRAM December 11, 9:15 to 11:30 AM the Minneapolis League invites interested members to its briefing on East-West trade in Heritage Hall at the Minneapolis Main Library.

December 10, 8:00 to 10:00 PM The United Nations Association of Minnesota and the University of Minnesota Student Union Board of Governors will conduct its second in a series of programs to explore in depth key issues confronting the United Nations. Professor Charles McLaughlin, Chairman, University of Minn. Political Science Department, will speak on The Current Status of UN Efforts for Human Rights. This program is to be held in Room 107, Student Union Lounge, Business Administration Tower on the University of Minnesota West Bank Campus.

THE POPULATION DILEMMA, final report of the Minnesota-Dakota Assembly on the problems of the "population explosion" in the United States and the world. Copies at 50 cents each (35 cents in lots of 100 or more) may be obtained from the World Affairs Center, University of Minnesota. Make your check payable to the University of Minnesota. Examining the rapid population increase is essential to an understanding of economic and social development both in this country and in the world. Addresses to the Assembly and recommendations by the Assembly are contained in this booklet, outlining succinctly the necessity for decision as to probable solutions to this basic problem of population growth.

We are looking forward to seeing representatives of your League at Budget Building Day next week.

The League of Women Voters of the United States has recently moved and is now at:
1200 17th St. NW
Washington, D. C. 20036

KUOM SCHEDULE

Dec. 1 Mr. Bernard Granum of the Bureau of Indian Affairs interviewed by Mrs. Franz Gayl
Dec. 8 Program concerning discrimination
Dec. 13 Mr. Roger Jourdain, Indian leader, interviewed by Mrs. Wm. Peet
Dec. 22 Representative of the Dep't of Commerce interviewed by Minneapolis League member concerning export controls
Dec. 29 Program concerning SCAD

ENCLOSURES

Governor's Conference on Human Rights information (1)
Legislative Workshop Speech (1)
Capitol Letter order forms (1 per unit)
So You're Going to Write Your Legislator (1)
Guide for Informed Program-making (1 per unit)
State Program Suggestions; First Round form (1)
Budget Building Day post card (1)

LEAGUE OF WOMEN VOTERS OF MINNESOTA
STATE ORGANIZATION SERVICE
UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MINNESOTA 55455

BOARD MEMO

December, 1964

This comes to you as the warm glow of the holiday season is all about and we look ahead to the New Year with excitement and optimism. Include in your thoughts and expectations for 1965 the challenges of the League. They are many and varied as whose of us in a democratic organization operating in a democratic society strive to accomplish the purposes of the League of Women Voters.

ANNUAL REPORTS We have just three months to fulfill those plans we had for this year. As you look over the Annual Report forms you no doubt will be inspired to give just a bit more thought, time and energy to your particular phase of your League's activity. These Annual Reports must be completed and returned by March 1. We are sending four copies to be used as follows: 1 for your files, 1 to be sent to the national office, and 2 to be sent to the state office. We know you've been busy--here is your opportunity to tell us all about it--brag a bit. Don't be casual about these reports for they have real meaning as we compile them--a terrific record of the League's accomplishments.

INDIAN STUDY Knowing how frustrated many program chairmen are in planning briefing sessions on the Indian item, let us refer you once again to Indians in Minnesota. The chapter on Economic Development remains the best available summary of these problems. We have been hoping to send you the report of the Minnesota Indian Affairs Commission. It now appears that this report will not be published in January. It must be presented to this session of the Legislature. Until it arrives, we will send you in January a condensation of the hearings they have held, our own observations on the operation of the commission, and some information regarding national legislation on Indian rights. Please see that your legislator is aware of the League's position on Indian affairs. An informed Legislature is the Indian citizen's avenue to equal treatment.

LEGISLATIVE Enclosed in this Board Memo is a flyer on the Legislative Observers Program and below is a form for registering your League as a participant. Please enclose your check for $5.00 with your registration. Additional copies of the flyer are available if you wish to send them to civic organizations and women's groups in your community. Your local paper should have one.

This program is free to the public--all expenses are covered by the local Leagues' registration fee.

An exciting new feature this year is the opportunity for those attending to have lunch and tour the Capitol with leaders of either the DFL or Republican parties. We hope you will urge your members to take advantage of this wonderful chance to build contact between the League and the parties.

The parties will be prepared to accommodate small groups at each program day. If your League plans to send a large group to one of the programs, please inform our state office of the approximate number desiring tours with each party.

LWV of Minnesota, State Organization Service, Univ. of Minn., Minneapolis, Minn. 55455
December, 1964

LEAGUE EXERCISES IN FISCAL FITNESS

A strong and healthy League is fiscally fit. Herein is presented a League plan for growth, strength and action to help all Board and Budget Committee members with their 1965-66 budget plans for a fiscally fit organization. A growing League must have carefully made plans for the entire year and, to complement these plans, strong financial support. Remember that your support comes from two sources--your members through dues and member contributions--and your community through an energetic finance drive.

As part of staying fiscally fit, Leagues are interested in How to Achieve a Good Figure (or realistic and practical suggestions for local League budgeting.) Prerequisites are:

Important people: Budget Committee

1. Budget Chairman who is an experienced member, perhaps a former Board member, but not now serving.
2. Local League President--ex officio
3. Treasurer
4. Finance Chairman
5. Two members, at least one new member. These women will be called upon to give the members' views and can be trained for the future.

Important ingredients:

1. The ideas and suggestions sent from Board committees and Board meeting. Preferably two plans--a modest one and a "dreamy" plan will be submitted. These ideas, wherever possible, would be accompanied with the dollar figures necessary to accomplish them.
2. Actual expenditures for the last two years plus 1964-65 budget and actual expenditures to date.
3. Actual membership figures
4. Results of finance drive--member and nonmember contributions
5. Publications and publication services costs
6. Other sources of income
7. Treasurer's books
8. Information on state and national budgets
9. Last, and most important, imagination, vision, and courage

Important responsibilities:

1. President: a. Appoint budget chairman at least two months ahead of Annual Meeting. b. Inform all Board members of publications needed to brief themselves for budgeting. c. Inform Board committees to present ideas and suggestions to Board meeting prior to Budget Committee meeting. d. Discuss budgeting with whole Board and make recommendations to Budget Committee giving serious thought to the "Growth Factor" as explained on page 2 of Local League Handbook.
2. Budget Chairman: a. Call committee meeting. Allow enough time for more than one meeting. b. Brief self on all budget publications (including How to Spend Money for the League of Women Voters and Money Matters). c. See that all committee members are briefed. d. Present final budget to the Board with suggestions about presentation to members (in bulletin, units). e. Present budget to members one month before Annual Meeting and at Annual

Important responsibilities: (continued)

Meeting.

3. Treasurer: a. Prepare all necessary figures. b. Encourage dues raise for honest member support of Program.*

4. Finance Chairman: a. Encourage imaginative budget which will serve member and community in order to carry on an "over the top" finance drive. Of special concern are public relations, publications, bulletin, action in community, membership, Program (local, state, national) and sufficient money to promote finance. Urge a raise in dues to meet the growing demands for adequate member support.*
5. Members: Brief selves beforehand. Enter discussion by giving members' viewpoint and asking necessary questions. Share with other members.

Important reminders:

1. Consider expenditures first, income second.
2. Use proper budget form.
3. Allow time for full discussion and questions.
4. Be sure expenditures and income show the same total.
5. Round dollar figures are easier to work with and more professional.
6. Put in membership figures and dues including room for growth.
7. If you plan to use reserves (over and above a two to three months' operating balance) show this in your budget in both Expenditures and Income.
8. Prepare explanation which includes information on state and national services.
9. Be sure budget presented at Annual Meeting is the same presented to membership one month before.
10. Be sure all members have copies of last year's budget and actual expenditures and the proposed budget with explanation.

For a strong League both Board and members must have the tools to work with--materials, training and information to carry out leadership responsibilities both within the League and in the community. Let's translate this know-how into budget categories.

PRESIDENT Your local League President is called upon for many "extras." Extra meetings she must attend with the resultant transportation costs, extra postage, extra phone calls, in addition to the extra effort which is such a big part of her job. Your budget should take into account many of these expenses so that the job of a president doesn't become one that the average member can't afford.

COMMITTEES A committee is behind each facet of League work from budget to resource. The various League committees should have adequate moneys budgeted to enable them to purchase necessary materials, cover transportation, and subsidize other items needed to carry out their functions.

DELEGATES Sending delegates to the state Convention and other state workshops is

*Note: The state Board has been on record for $5.00 dues for several years. The Board is now concurring with the national League's prescription for healthy finance and is urging all local Leagues to plan toward a gradual raise of dues to $7.50 so that all members will soon meet this fair share of the financial needs of the League of Women Voters. Some Leagues have already started this increase and reports show that their total membership has not been affected. Furthermore, they feel more secure in approaching their communities for increased financial support.

a most important part of your League's operation. Your delegates communicate your wishes to the League as a whole and also carry ideas and information as well as enthusiasm for the coming year's activities back to your local League. Your main concern under this heading for '65-'66 will be delegates to the state Convention to be held at the Radisson Hotel, Minneapolis, on May 19 and 20, 1965. Expenses for visitors may be budgeted here and also allowances for other workshops. (President's Workshop will be held the day before Convention begins to save local League presidents an extra trip and the resultant expenses.)

If you have not been able to pay delegates' expenses in the past, now is the time to start budgeting in this area. Your delegates' expenses may be in a separate accrual account. If so, the amount you are going to withdraw should be shown under Income as from Reserves.

MEMBERSHIP Membership is the area of League responsibility where exercises for both strength and growth are of utmost importance.
What are your plans for attracting new members and keeping them vitally interested in League activities? What are your plans for holding present members and encouraging those former members to return to the League? What moneys are needed to carry out these plans? Will a little extra effort and imagination plus a little more money enliven your unit and general meetings?

The purchase or rental of tapes and a film strip or two might pay off in intensified member interest. You may have to budget a larger amount to cover expenses incurred at your general membership meetings if you want to plan for an occasional outside speaker. Is an honorarium in order or will you need to pay this speaker's expenses?

What about funds for some social activities like a tea or coffee for new or prospective members? Is this the time to find another method for orienting your new members? Have you planned a "go-see" trip for old as well as new and prospective members? Do you budget for enough give away publications, displays, an ad in your paper? Imaginative ideas do not always need money to be translated into effective action but if you do need funds to put these ideas to work, plan for them now. Current Membership Matters and Membership Memos as well as How to Spend Money for the League of Women Voters are full of ideas for both growth and strength.

PUBLICATIONS Tolstoi believed that the most powerful weapon of ignorance is the diffusion of printed matter. We League members believe it is the most powerful weapon against ignorance, so be not chary when you budget for publications this year. Get those booklets, flyers, broadsides and what-have-you out to the members and to your community.

Each League member should be given at least onefree publication. If you have a Speakers' Bureau, see that its members take publications with them to distribute. Mail or deliver in person copies of pertinent League literature to your guest speakers well in advance so they are aware of the depth of your knowledge on the subject.

See that your schools and libraries are well supplied with our publications, especially teachers of social studies. Our new booklet on apportionment should be of interest to them. How about some gift subscriptions to Capitol Letter? Don't forget the news media. When you visit them bring along a gift of one of our "goodies". They'll appreciate it.

So that your contributors know you think about them at times other than when your hand is out, send them something midway between finance drives. Your resource committees, local, state, and national, can only function well if you budget adequately for publications for them. Don't forget other organizations: PTA,

churches, service clubs, labor unions and Chambers of Commerce. How about your Welcome Wagon or Newcomers as recipients of Facts? An initial generous investment by you could turn into a financial bonanza later on by making your community aware of you as a valuable source of publications on governmental matters--and they will be willing to pay for them!

Thirteen Leagues have set up local subscription services and fourteen others are assessing mebers a small fee for publications.

Remember--our discussion units are the heart of our Leagues and good discussion can only come after much "diffusion of printed matter."

BULLETIN EDITORS Fundsbudgeted for your local League bulletin make up a good chunk of your League's total budget. Is your bulletin doing the job of informing your membership which it should do? Does it warrant this expenditure?

As you plan your bulletin budget request, it is a logical time to take a close look at your publications and make plans for the coming year's issues. Are you and the membership satisfied with the looks and coverage of your bulletin? Could you carry a wider variety of articles? Do you cover local Program material as completely as you should? Would colored paper or a printed heading or neatly lettered headlines add to the appeal of your bulletin? (If a printing firm is among your contributors, it might donate a printed heading for your bulletin as a League contribution. There are other services which printers may make available to the League as a contribution.)

Have you any special issues planned for the coming year? Consider a local lively issues edition, a local Continuing Responsibilities bulletin, an annual report issue for use at the Annual Meeting, a special issue devoted to local Program material or a special issue to be sent to contributors as a reminder of League activities.

How is the quality of your duplication. Do you need a new typewriter or mimeograph? Could you use a stylus and lettering guide and a mimeoscope to help make attractive headlines and illustrations? Do you exchange bulletins with other Leagues? Are there community leaders who would enjoy receiving your bulletin?

If you have special plans for your bulletin in '65-'66, you can begin by providing a budget equal to those big plans.

Exercise implies action, and in League language this means Action in the Community. Here lies the road to fulfillment of the purpose of the League to promote political responsibility through informed and active participation of citizens in government.

This means exercise on the part of your League. First, exercise of the imagination to come up with new and interesting methods of promoting Program and Voters Service activities in your communities. It also means exercise in terms of legwork--woman hours ofplanning and carrying out these plans. And of course adequate financing is needed to bring to your community these valuable services. Remember that a good deal of your income comes from your community, and it is your duty to give a fair return for the support given your League. A lively and imaginative plan for Program promotion, Voters Service and public relations will bring you favorable community relations and a friendly climate for your finance drive. (Several of the following categories will be budgeted from your Action in the Community account, some from Committees and other from Publications.)

PUBLIC RELATIONS The PR chairman should assume a major role in planning the Action in the Community section of your local budget. What projects do

you plan for next year? What was suggested by your community survey? What projects are you planning to increase your membership? How can you best serve your community--speakers, publications or cooperative meetings with other groups? What sort of materials would be most helpful to your radio or TV stations and newspapers? How can you make our Program items of vital interest to citizens of your community? These are some of the kinds of things you should be thinking about. Get your resource chairmen, membership chairman, publications chairman and the rest of the Board to think about these things too. For what you do in this item not only determines your effectiveness in your community but also largely sets the pace, enthusiasm and interest of your own members.

Get out your copy of Tips For Reaching the Public and review it. It's full of practical ideas that you can use. Now go over your community survey again to see how you can put those ideas to work. Use your imagination. That BIG idea can be made to work--and it will revitalize your League at the same time.

Are you cooperating with other Leagues in your district in sending all publications to your Legislators, and are you making regular contacts with them?

VOTERS SERVICE From star billing to bit part? Will that be the role of Voters Service in your League for 1965-66? During an issue-packed election year, your activities sparked the publicity, commandeered numerous membership hours and projected an important budget year. Since Voters Service is basic citizenship training, how can you extend the effectiveness in your community beyond election issues? Sit down with your committee and dream--about participating in political parties, governmental structure, young people's civics training, informing senior citizens on both sides of local issues. And don't forget the local elections coming up this new year! Transposing your dreams into dollars a budget committee may classify your planning in several categories--and YOUR role in League life in your community may continue to be top billing. (See pp. 38-40 in Local League Handbook for reinforcement and inspiration.)

PROGRAM CHAIRMEN As Program Chairmen begin to make up their budget requests for the coming year, there are several basic factors to be considered. 1. Work to be undertaken and its probable cost. 2. Increased need for materials taking into account a growing membership. 3. How were moneys allocated in previous budgets actually spent? 4. Program varies from year to year and with it the use of money. Perhaps your Program promotion items should be an accrual account.

Next year we will have a new Program adopted by the state Convention. You will want to plan to distribute a new publication as well as keep before the public those continuing concerns which depend upon building public opinion for their realization. Consider the need to budget in the Program area for "give aways". Also consider the cost of press releases for community support and Program promotion. Included in this item should be any seminars, speaker's expense and legislative plans you may wish to carry out.

Because the state Legislature will be in session only briefly during the next League fiscal year, expenses in the legislative category will be light. If you are planning a post-session meeting with your legislators, provide for any expenses that will occur. If it is a public meeting, remember that publicity, refreshments, etc. all add up.

Next year think of community public relations efforts as building local support for League Program and contributing to more League success in the 1967 legislative session.

As National Item Chairman you too must plan to budget the amounts needed to carry out the activities you envision as necessary for fruitful activity both within and without the League on national Program.

First and foremost a national mailing, so you receive material and Times for Action quickly, is of prime importance. True, you would receive many items that have no bearing on your portfolio; however, they enable you to picture more comprehensively the scope of the activity of the National Board and can then be turned over for the use of the chairmen to whom they pertain. It is always surprising how many national item chairmen have no knowledge of some of the material they should have in their portfolios because it has never reached them.

Second, our obligation is to help our members with improved discussions necessitating budgeting for visual aids, flip charts, etc. Sending out special mailings occasionally with pertinent information on the study items or to alert members in response to Times for Action is another vital way to improve local League activity.

Third, our obligation is to inform our communities of our support of foreign aid, the U. N., liberal trade, etc., as well as taking them along with us on our new study item, Development of Human Resources. So budget for general meetings, speakers, and anything you see as a way to do this effectively.

When requesting budget funds for use in Local Agenda work, remember that this is where many first impressions of League are formed. The local businessman remembers longest the work done on local items.

Therefore, it is necessary to have enough money to obtain proper resource material. If your League does not receive complimentary minutes from council, commissions, school board, etc., this would be a good investment. Don't forget subscriptions either.

Be sure there is enough money to give your good local publications wide distribution in your community. When you promise service, see that you give it at all levels.

Your State Water Resource Chairman considers Local Water Chairmen her eyes and ears in local areas. When water-related projects are being proposed, discussed or improved, please send this information on to your state water resource chairman. Perhaps this will involve an extra amount for postage and duplication of information. This should be requested in your budget. If you have had a discussion on water or have a local publication, we would like an extra copy for the state Board file. Again a little expense, but they do add up.

There are publications that you may want to subscribe to such as the monthly newspaper, Minnesota Out-of-Doors, published by the Minnesota Conservation Federation for $1 a year. This newspaper is a good source of information about water resources in Minnesota.

If possible, a budget amount to enable you to attend special meetings that would add to your knowledge of water resources in your area would help you to keep your members and the state Board informed as well as assuring the interest of the League of Women Voters in this field.

Any good physical fitness program includes goal-setting, stretching and developing. Your particular program would have little meaning without League activities on

the state and national levels. Include in your plans a good solid approach to your pledge plus a good stretch to make it possible to support growth on these levels too.

ENCLOSURES

Legislative Observers Program Flyer
Report of Budget Committtee
Call to Convention
Membership Postcard
Annual Report Forms (4)