



League of Women Voters of Minnesota Records

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LEAGUE OF WOMEN VOTERS OF MINNESOTA

PHONE (612) 224-5445

555 WABASHA • ST PAUL, MINNESOTA 55102

OUTLOOK 1979-1980

Calendar
and
Counterpart Communiques



Contents of OUTLOOK 1979-80

(General Information)

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✓ Organization of State Board

✓ Secretary

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✓ Treasurer

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✓ Budget

✓ Membership

✓ Service to Local Leagues

✓ Public Relations

(Publications)

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Program/Action Items

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✓ Education

✓ Government

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Each person should read entire Outlook
GENERAL INFORMATION

Every local League Board member and subscriber to either the Board Memo or Duplicate Presidents Mailing (DPM) is receiving a copy of this OUTLOOK. Additional copies may be ordered from your state office - \$1.00 each plus postage and handling.

State Board meetings are *open meetings*. Dates are included on the Calendar Worksheet. Please feel free to visit any time. If you have business to bring before the Board, please notify the president a week in advance; emergency items may be added later.

Minutes of state Board meetings are available to local Leagues on request. To save on postage, the minutes will be mailed with the 3rd class Board Memo mailing.

It is vital that membership changes - new members, transfers, drops or changes of address and/or name - be reported promptly, both to LWVUS and LWVMN. Use the national VOTER membership Report Form (yellow sheets) for these changes, sending the original to LWVUS and a copy to LWVMN.

Undelivered VOTERS are returned to the state office at a charge of 25¢ each. Only four change notices from the post office are allowed, and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters; relatives of deceased members do not appreciate receiving reminders either.

Be sure one person on your Board, either the treasurer, secretary or membership chairman, takes responsibility for sending the membership report forms to national and state. You will be asked to send state office your complete membership roster by October 31 so we can, at least once a year, make sure the office's records match yours.

Board Memo mailing target dates are listed on the calendar. Leagues desiring to receive the 3rd class mailing sooner may request it be sent 1st class - you will be billed quarterly for the additional postage. A Board Memo is included in the Duplicate Presidents' Mailing (DPM) subscription (cost \$12.00/year). Since every local League Board member will receive the Board Memo, no additional Memos will be sent to local Leagues as was our previous practice. Those desiring additional copies of the Memo for off-Board chair-people should subscribe to same at \$4.00/subscription/year. Please notify your state office promptly of any changes of personnel or address.

State office hours are 9:00 a.m. to 4:00 p.m. daily.

Address: LWVMN

555 Wabasha, Suite 212

St. Paul, MN 55102

Phone: 612-224-5445

Staff, Full Time: Sally Sawyer, executive director
Betty Ann McKaig, secretary

Part Time: Pat Lucas, Bookkeeper, Program/Action staff person
Jeannette Kahlenberg, PR/Development staff person
Peggy Thompson, Service to Local Leagues secretary
Jessie Merrell, on-call typist

We do not have copies of national publications for sale in the state office. They are to be ordered directly from the national office.

The address for the LWVUS is: 1730 M Street, N.W.
Washington, D.C. 20036

As you know, the LWVMN uses a Xeros 2400 for all duplicating. We will do copying for your League at our cost. Leagues in the Metro Area are asked to call the office, make an appointment to use the copier, and do the copying themselves. Non-Metro Area Leagues

may mail their materials to the office. Type the copy as you want it reproduced on plain white paper. Tell us if you want it run on one or both sides of the paper and the color. (We have green, blue, pink, canary, buff and goldenrod, in addition to white.) The copies will duplicate on your letterhead too, but only a 20# paper stock. The size can be 8 1/2 x 11 or 8 1/2 x 14. (We can offer you only green and white colors in 8 1/2 x 14.) Cost is 35% for the first 10 sides and 1¢ for every additional copy (\$1.25 for 100 copies) - as paper costs rise, this price may rise. If you mail to us for duplicating, we'll need to charge for postage and handling. Also allow at least 10 days to accommodate our schedule and the post office.

CALENDAR

1979

June

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 3 - Presidents' Workshop - St. Cloud
- 4-5 - LWVMN Convention
- 12 - State Board Meeting
- May-June VOTER deadline
- 14 - CMAL Board Meeting
- 22 - 1st class Board Memo mailing
- 25 - 3rd class Board Memo mailing
- 29 - Quarterly PMP due to LWVMN
- Quarterly PMP due to LWVUS



July

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 - May-June VOTER mailed
- 4 - Holiday - office closed
- 10 - July-August VOTER deadline

August

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 - Precinct Locator Project Update due to Hennepin County by LWVMN
- 2 - CMAL Board Meeting
- 7 - July-August VOTER mailed
- 14 - State Board Meeting
- September-October VOTER deadline
- 22 - Last day to pre-register for the Primary Election
- 24 - 1st class Board Memo mailing
- 27 - 3rd class Board Memo mailing

September



- Membership Campaign Month
- 3 - Holiday - office closed
- 6 - CMAL Board Meeting
- 7 - Membership event at Governor's Mansion
- 11 - Primary Election Day
- September-October VOTER mailed
- 12 - State Board Meeting
- 20 - CMAL Quarterly Meeting
- 21 - 1st class Board Memo mailing
- 24 - 3rd class Board Memo mailing
- 25 - Workshop - Wilkin County
- 27 - Workshop - Minnetonka
- 28 - Quarterly PMP due to LWVMN
- Quarterly PMP due to LWVUS
- 29 - Workshop in Metro Area
- ? - UN Rally Tea

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

OCTOBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 - Yom Kippur
- 2 - Workshop - Duluth
- 4 - Workshop - Rochester
- 4 - CMAL Board Meeting
- 8 - Columbus Day
- 9 - State Board Meeting
- November-December VOTER deadline
- 17 - Last day to pre-register for General Election
- 18-19 - MEA-MFT Meetings
- 19 - 1st class Board Memo mailing
- 22 - 3rd class Board Memo mailing
- 25 - U.N. Rally
- 26 - Legislative Interviews due in state office
- 31 - Local League Membership List due in state office



November



- 1 - CMAL Board Meeting
- 6 - General Election
- November-December VOTER mailed
- 11 - Veterans' Day
- 13 - State Board Meeting
- 17 - Effective Citizen Action Workshop
- 22 - Thanksgiving
- 23 - 1st class Board Memo mailing
- 24 - 3rd class Board Memo mailing

NOVEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

DECEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 3 - Quarterly PMP due to LWVMN
- Quarterly PMP due to LWVUS
- 6 - CMAL Board Meeting
- 14 - Mini Mailing to local LWV presidents only
- 24, 25, 31 - Holidays - office closed
- 26, 27, 28 - Office on short hours, 9:00 - 1:00 p.m.
- No State Board Meeting
- Hope Washburn material mailed

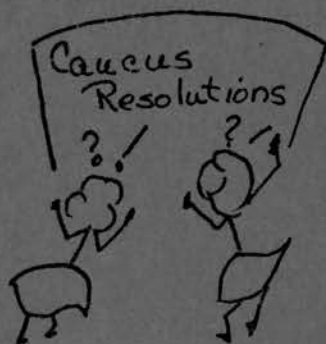
January

JANUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 - Holiday - office closed
- 2 - Capitol Letter subscriptions due
- 3 - CMAL Board Meeting
- 4 - State Board Meeting
- January-February VOTER deadline
- 15 - Part I, Annual Reports, due to LWVUS, 2 copies to LWVMN
- 17 - CMAL Quarterly Meeting
- 18 - 1st class Board Memo mailing
- 21 - 3rd class Board Memo mailing
- 22 - Legislature convenes
- 29 - January February VOTER mailed



February



- 1 - Precinct Locator Project Update due to Hennepin County by LWVMN
- 7 - CMAL Board Meeting
- 12 - State Board Meeting
- 13 - Focus
- 18 - Presidents' Day
- 19 - March-April VOTER deadline
- 21 - 1st class Board Memo mailing
- 21, 22, 25 - Precinct Caucus Hotline
- 25 - 3rd class Board Memo mailing
- 26 - Precinct Caucus Day
- Hope Washburn Nominations due
- Proposed Budget, 1980-81, mailed to local Leagues

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 1 - Quarterly PMP due to LWVUS
- 6 - CMAL Board Meeting
- 11 - State Board Meeting
- 15 - Focus
- Part II of Annual Reports due to LWVUS, 2 copies to LWVMN
- 21 - Quarterly PMP due to LWVMN
- 1st class Board Memo mailing
- 24 - 3rd class Board Memo mailing
- 27 - CMAL Quarterly Meeting
- 28 - March-April VOTER mailed

April

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 - PMP response due from local Leagues
- 3 - CMAL Board Meeting
- 8 - State Board Meeting
- 16 - Focus
- 18 - 1st class Board Memo mailing
- 21 - 3rd class Board Memo mailing
- 21, 22 - State Council

May

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 - CMAL Board Meeting
- 3-7 - LWVUS Convention, Washington, D.C.
- 6 - May-June VOTER deadline
- 13 - State Board Meeting
- 22 - CMAL Convention
- 23 - 1st class Board Memo mailing
- 26 - Holiday - office closed
- 27 - 3rd class Board Memo mailing



COUNTERPART COMMUNIQUE -- President

The purpose of the League of Women Voters is:

-to promote informed and active participation of citizens in government.

This includes all voters service activities, such as candidates meetings, registering voters, etc. (V.S.) and all educational activities that don't promote our particular consensus positions.

(C.I.)

Citizen Information

-to act on selected governmental issues.

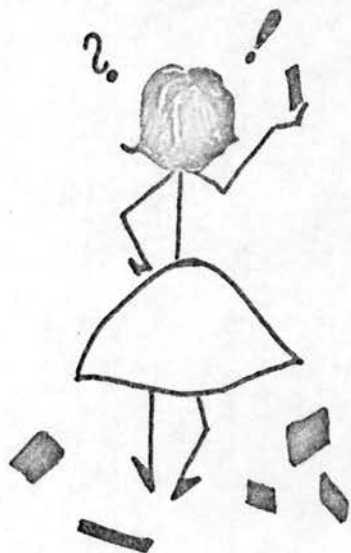
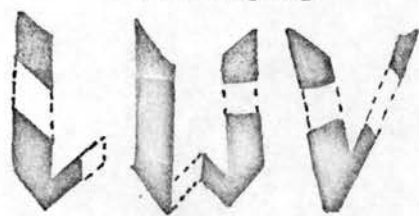
This includes all national, state and local study of League program, and action in line with our consensus positions.

Program

Action

All other Board positions provide the organizational backup to make achieving our purpose possible. They are responsible for:

- | | |
|----------------|--------------------------------------------|
| members | - membership, unit organization |
| money | - finance, development |
| communications | - bulletin, public relations, publications |
| bookkeeping | - secretary, treasurer |



President

You, as president, coordinate the interaction of these Board members. Each of them tends to concentrate on a narrow slice of League, and this slice is made important in proportion to the Board member's enthusiasm and energy. It is up to you to balance these efforts, keeping our purpose in mind.

Your Board, along with your membership, determines your League's emphasis (priorities), but be sure it isn't organization for organization's sake. Ultimately, that's self-defeating. An emphasis on membership, with no concern for its relationship to our purpose, will mean new members who stay only long enough to find out there's no real reason to belong. Concentrating on fund raising and investment of surplus money makes for a lonely treasurer if that money isn't used for worthwhile purposes.

The League of Women Voters is a tool that works. Use it to improve our quality of life.

Read In League. It is the instruction booklet for the use of this tool. There is no point in repeating these instructions here. Read this entire OUTLOOK and urge all your Board members to do the same. It, along with the monthly Board Memos, will suggest uses of this tool, particularly here in Minnesota.

Then, make your plans for the year, or better yet, for several years. Organize your Board to efficiently facilitate these plans. Set times for evaluation so changes can be made if the chosen paths aren't in the direction of your goals.

Read previous OUTLOOKS to get alternative ways of looking at the LWV. Profit from what has worked. Don't reinvent the wheel, but don't get locked into the way it has always been done in your local League. Find the balance of old and new that best suits the variables available to you but still fulfills the purpose of the LWV.

No League operates in a vacuum, so be aware of your community. At the same time, keep in mind that our strength comes from being part of a national and state organization.

With preparation, planning and organization right now, you will have a smoothly running operation that will mean accomplishments and satisfaction. You will enjoy your term as president. You will find it easy to be enthusiastic and to solve any problems that arise. You have help available from your state Board and state office, so don't hesitate to let them share any burdens.

Being a leader in such a stimulating organization has lots of rewards. Besides, it's fun!

STATE BOARD ORGANIZATION

President -

1st Vice President (Organization) - Government (State Government: Legislative, Executive, Amending Process, Financing State Government, U.S. Congress, Apportionment) - Harriette Burkhalter - (612) 935-9855

2nd Vice President (Program/Action) - Action - Joyce Lake - (612) 777-3426

3rd Vice President (Voters Service/Citizen Information) - Development - Emily Schmitz - (507) 645-8582

Secretary - Mary Evans - (218) 728-4146

Treasurer - Georgeann Hall - (612) 484-9057

Service to Local Leagues - Judy Bredeson - (612) 822-2945

Citizen Information - Barbara Maher - (507) 388-5577

Criminal Justice - includes Corrections, Judiciary and Juvenile Justice - Sue Scribner - (612) 474-8576

Natural Resources - includes Air, Water, Energy, Land Use, Solid Waste and Transportation - Jeanne Crampton - (612) 926-8760 and Virginia Reiner - (612) 429-9605

Human Resources - Equality of opportunity for all persons, ERA, Indians, Migrants, the Human Rights Department - Joan Higinbotham - (612) 822-7028; Day Care, Social Services, Housing, Unemployment, Welfare and Food Stamps - Jean Tews - (612) 426-1011

Education - Ruth Armstrong - (612) 226-5169

Government (Citizens Rights, Election Laws, Campaign Practices and Financing, Open Meetings/Open Records, D.C., Presidency) - Erica Buffington - (612) 929-8168

International Relations (Development, Trade, Arms Control, and the United Nations) - Pat Llona - (612) 920-0426

Local Program - Faye Sargent - (612) 388-6987

Membership - Milo Schefers - (218) 233-2542

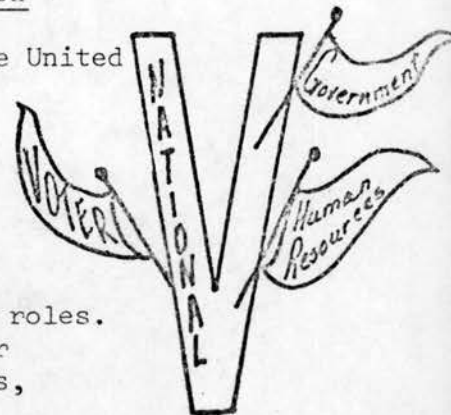
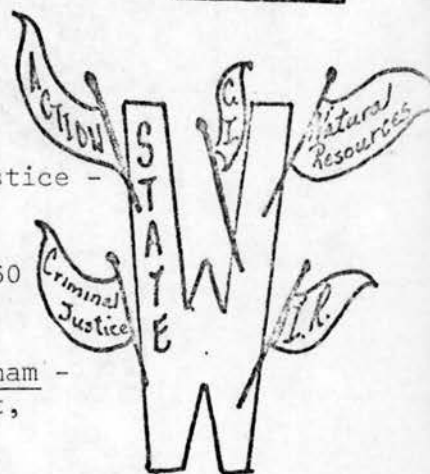
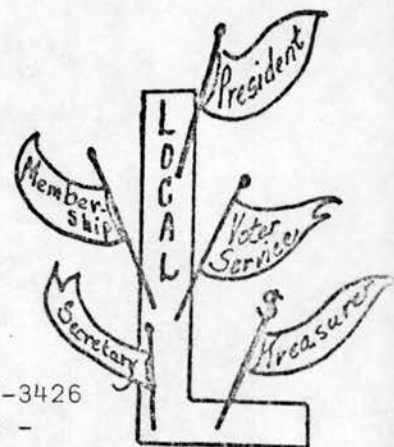
VOTER Editor - Judy Rosenblatt - (612) 631-0022

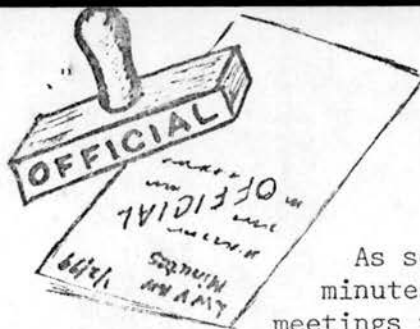
Voters Service - Joan Newmark - (612) 735-4541

Publications (off-Board) - Mary Birmingham - (507) 345-3747

Community Committee & Budget
Consider arranging your Board so you have counterparts in similar roles. This structure corresponds to the national organization. Remember vertical organization so you are not retaining obsolete portfolios, such as National Program Chair or State Program chair.

Read IN LEAGUE. It's all there.





COUNTERPART COMMUNIQUE - Secretary

Mary Evans (218) 728-4146

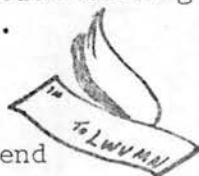


As secretary, you are responsible for minutes and other general membership meetings where business is conducted. Minutes are the official record of

your Board proceedings and decisions, becoming part of your League's permanent file. They should include the name of the League, date, name of presiding officer, and, if a Board meeting, a list of those present and absent. Use last names throughout minutes so they will have meaning beyond your immediate Board. They should record why as well as what action was taken, for they may be referred to many times, even years later.

In addition, minutes are a communication link between your League and the state League. One copy of each meeting's minutes (within a week if possible) should be sent to the LWVMN office.

read by the person, and something helpful to send unit chairs.



Minutes received at the state office are president, the service chair and staff routed to other Board members if there is pertinent to their portfolios. It is also copies to each of your local Board members and

Since you are sending minutes monthly to the LWVMN office, you may find this a good opportunity to request information or materials, etc., from LWVMN. Please be sure the name of your League and a date is on every paper you send. You may also check with your treasurer to be certain that address changes for members are sent promptly to the state office. They are needed to keep VOTER lists up to date - and please note if the member also received the LWVMN Board Memo or Capitol Letter.

As secretary, you should continue to be aware of the total League calendar, especially those dates on which reports are due to LWVMN and LWVUS.

As a member of your Board, you share in that total Board responsibility. You may have other jobs, such as parliamentary or corresponding secretary, depending on the needs of your League.

Some helpful things for your files available from the LWVMN office:

Sample minutes of local League Board meeting
Sample minutes of local League Annual Meeting
Style Guide
Simplified Parliamentary Procedure.

COUNTERPART COMMUNIQUE - Treasurer

Georgeann Hall (612) 484-9057

P.M.P. (Per Member Payments)

Per member payments will be paid separately to LWVMN and LWVUS. Your P.M.P. to Minnesota is due on the following dates:

June 29th
September 28th
December 3rd
March 21st

You will be mailed a statement for your P.M.P. after the June LWVMN Convention. Please adjust your schedule to coincide with these dates



Treasurer

to prevent cash flow problems. A copy of the statement will be mailed to each local League president. Reminder: Per Member Payment is based on your membership count from January 1, 1979.

Publications needed by the treasurer are the following:

LWVMN Budget - '79-80

Filing Form 990 - Sales and Use Tax

National Publications:

Ledger-de-Main, #248, \$1.25

Membership Report Forms (see General Information)

Member Transfer Cards, #230

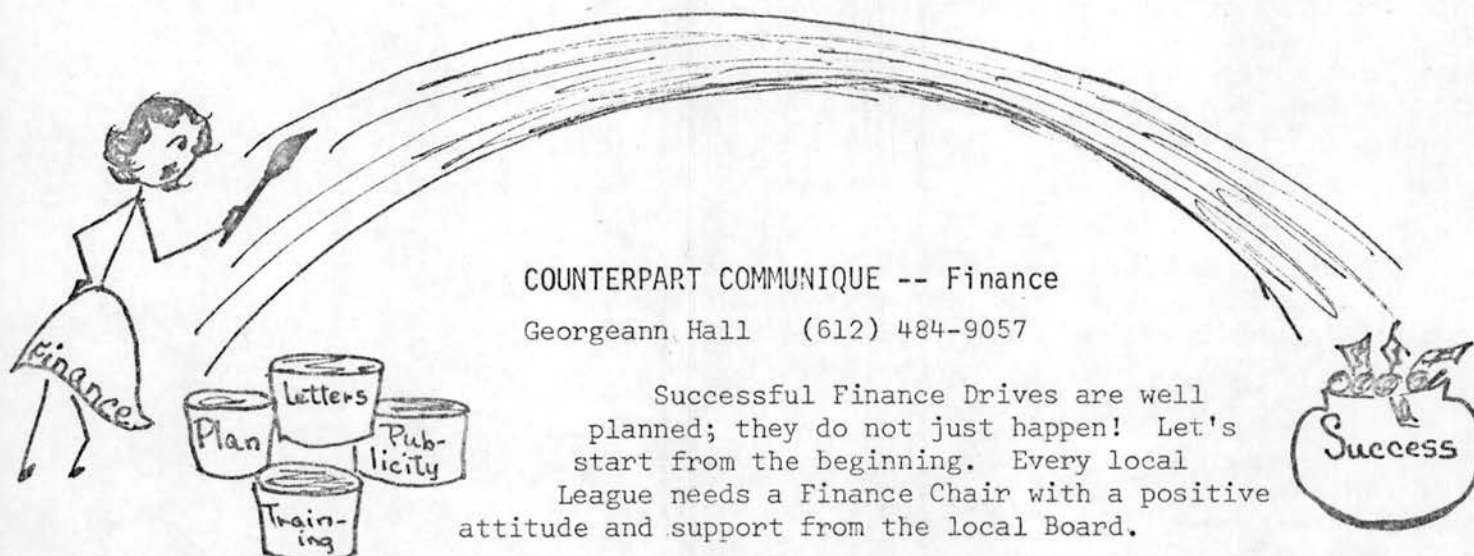
Art of Budget Building, #268, 60¢

Guidelines for State and Local Use of Tax Deductible Money, #361, 15¢

The Way to Go - How to use the LWVEF to raise tax-deductible money to fund state and local League projects - #348, 30¢

Vouchers: Please encourage members to turn in a voucher, even if they do not want to be reimbursed, for gas, babysitting, meals, etc. If the majority of members cooperate, the local League will get a clear picture of the cost of running a local League. Non-cash contributions are as important to League operations as hard cash and are a good selling point during your finance campaign.

Membership lists are due in the state office October 31, 1979. We need to check our VOTER mailing lists. All drops, transfers and new members should be sent monthly.



1. Finance Chair needs a committee - 2 or 3 members for most Leagues - more committee members for larger Leagues.
2. Look ahead about six months and select a week to conduct the Finance Drive.
3. Plan the committee's work backwards from the date selected. Fill in your dates as precisely as possible for all activities so you can be sure you are on schedule.

EXAMPLE:

- A. November 1st - Kickoff for Finance Drive.
- B. October 20th - have press releases in local paper every week through Finance Drive - Mayor proclaim League Week, a contributor presenting a check to the League (either President or Finance Chair) - an interview with the President or local agenda person. Solicitors' training - how to sell the LWV - what local Leagues have accomplished this year - training can be done by members, or ask someone in your community who is successful at raising funds for other organizations. Ask persons to speak about various techniques.
- C. Letters mailed.
- D. Envelopes should be stuffed a week prior to mailing - check to make sure someone has not been omitted.

- E. Envelopes typed or hand-addressed.
- F. Letters printed - if you have enough lead time, the state office will copy for a small fee and return to you by mail (see "General Information," this OUTLOOK).
- G. Letters have been edited and approved.
- H. Locate new prospects.
- I. Consider having a Finance VOTER (sample included) - include questionnaire for those not attending unit meeting - to be returned to the Finance Chair.
- J. Finance Chair attends all unit meetings - acts as Cheerleader for the annual finance drive - talks about total League responsibility for raising money - hands out questionnaire - explains that every Leaguer has different skills, but you would like everyone to participate and to select one area where they are most comfortable. If your League has many units, have members of the Finance Committee attend unit meetings. You will need about 10 minutes at each of the units. Collect the forms before you leave. (See sample form.)

SAMPLE QUESTIONNAIRE

I will participate in the following (check one or several):

Solicit funds	_____	
Type	_____	
Babysit	_____	
Locate new prospects	_____	
Telephone	_____	
Stuff envelopes	_____	
Public relations press releases	_____	
Make personal contribution to	_____	
local LWV	_____	Amount _____
Make contribution to local LWV	_____	
Education Fund account	_____	Amount _____
Hostess Kickoff	_____	

Name _____
 Address _____
 Phone _____
 Unit _____

SAMPLE FINANCE LETTER

Dear Friend,

Date _____

The League of Women Voters has been active in this community for over 22 years. Generous contributions from businesses, individuals, and members of the local League of Women Voters have made it possible for our organization to work toward its goal of informing citizens. These gifts have also enabled us to encourage citizen participation in the affairs of _____, the state, and our nation.

Although the largest part of our activities is carried on by countless hours volunteered by League members, financial support from the community is necessary in order to maintain an effective organization. We are asking for your support at this time to help us continue such activities as making publications available to local libraries and schools, and conducting and publishing surveys and studies of our local government and school district. With your help we can organize and sponsor candidates' meetings, provide information to voters, and lobby at the state Legislature for League positions.

If you prefer a tax deduction for your contribution, the League of Women Voters Education Fund receives funds which are used by the local League for educational purposes. Your check should be made out to the League of Women Voters Education Fund, (name of local League), if you wish to take advantage of this deduction.

The enclosed brochure lists some of our areas of study, support, and action. If you would like more information, please call our President, (name) at (phone). An envelope is enclosed for your convenience.

Your support will be appreciated.

Sincerely,

SAMPLE FINANCE LETTER

Dear Friend,

Date

Your past contributions to the League of Women Voters have made a difference! The financial support you have provided has made it possible for our organization to make publications available to local libraries and schools, lobby at the state Legislature for League positions, provide information to voters, organize and sponsor candidates' meetings, and maintain an observer program.

Special projects this year included preparation of a Brochure of Revenue Sharing and a Fact Sheet on Election Districts. We finished a survey of School District 623 and arranged for publication of data gathered.

We are asking for your support again this year. If possible, please consider an increase in your contribution. A League member will call on you during our annual fund raising campaign which will take place in the next few weeks. We hope at this time you will take the opportunity to discuss League activities, projects, and services.

Enclosed is a self-addressed envelope for your convenience should you prefer to mail your contribution.

Thank you again for your interest in the League of Women Voters.

Sincerely,

* * * * *
* \$10 Friend *
* \$25 Donor *
* \$50 Patron *
* * * * *

(Vary amounts to suit your League.)

SAMPLE VOTER ARTICLES

League of Women Voters of _____, now in its _____ year, needs you. League has no "magic formula" for getting things done. It takes a lot of hard work and money. LWV needs your time, your talent, your commitment, to continue our great tradition. League needs your help to carry out plans, see new studies to completion, increase our membership and secure money for our 1979-80 budget.

LWV also needs money. Having adequate funds means we can publish pamphlets and brochures, send members to workshops, write letters to elected officials, and give publications to schools and libraries. It means we can conduct candidates meetings and carry on other activities to get information out to the voters. It means we can support the work of LWVMN and LWVUS.

- Finance

WHY? League work is a public service and deserves public support. The League has been described as a catalytic agent, strengthening the tie between citizen and government. Members give thousands of hours of skill and devotion to let the people know, make the people care, help the people act. Contributors believe an annual gift to the LWV is a sound investment in democracy. They welcome an opportunity to support and expand services which benefit their community.

WHY? A finance drive can be the best public relations effort imaginable. The face-to-face interview provides a fine opportunity for building interest and understanding of League work. It can result in wider support for League programs as well as increased financial support.

WHY? A finance drive is the most efficient, effective method of raising money. The evidence is overwhelming that for the time and energy expended, more money can be raised by a selected, prepared group of people paying calls on chosen prospects during a short intensive period each year than by any other legal method shown.

WHY? Fund-raising can be an exhilarating experience for the League member. It can bring you in touch with interested people and help you learn more about community attitudes. We sell ourselves in selling League to others and increase our determination to justify the public's investment in League's work.

- HOW? A Finance Drive is conducted annually. An annual drive has a better chance of success than sporadic attempts. Goals can be shaped to needs, organization and planning are more efficient, and reasons for giving can be more pertinently presented for a "one shot" effort. An annual fund drive plays an essential role in the League's system of integrated financial support. Through an annual Per Member Payment, local Leagues provide the support needed to carry out the state and national programs and to strengthen and expand LWV organization. (See Treasurer's section.)
- HOW? The League conducts a limited appeal. It solicits contributions from a list of men, women, and business firms in the community who are interested in furthering citizen participation in government. Gifts to League can be earmarked. Because of the tax picture, business firms may offer a contribution to underwrite a particular project or publication through the LWV Education Fund, such contributions being tax deductible.
- HOW? The League appeals to members as well as non-members. Membership dues are kept relatively low so that persons can afford to belong. Members who can afford more are encouraged to contribute to LWV over and above their dues.
- HOW? The League solicits funds through a combined letter-personal contact campaign. A letter is sent to a prospective contributor announcing a solicitor's call and the purpose of our fund-raising drive. Included with the letter is a self-addressed return envelope which the contributor may use to mail his/her contribution. Personal contact follows the letter.

WHAT IF.....

tell a friend.....

...all publications relating to program topics were FREE to every member.

...voter service materials could be printed professionally.

...we could mail information to every voter about candidates and issues.

...all portfolios had generous funding.

...we could reimburse members for non-cash contributions.

??? CAN YOU THINK OF ANY MORE ???
 \$\$ MONEY CAN MAKE THEM ALL POSSIBLE \$\$

"Each One Reach One" is once again the slogan of the membership campaign of our League. Nine out of ten LWV members became members because of the invitation of a friend.

Our League needs new members. Increasing our membership increases our effectiveness, our strength, and the quality of our programs.

Bring a friend or neighbor to the September unit and/or general meetings. Watch the August VOTER for dates and information. Send names of prospective members to (membership chair, name, address, and phone), and complimentary VOTERS will be mailed to them.

LWV growth is up to you; tell a friend.....

about LWV.

M - is for the Many contributions
 O - is for the Open business door
 N - is for the Nickels and the dollars
 E - is for the Efforts of the "corps"
 Y - is You, the one whom we depend on;
 Your time and energy we yearly tap
 Put them all together, they spell MONEY
 Which helps our _____ League to
 "bridge the gap."

HELP WANTED

JOB OPPORTUNITIES

Immediate Positions Available

CALL _____ FINANCIAL SERVICES
LEAGUE OF WOMEN VOTERS OF _____

TYPISTS ** Part-time work, varied and interesting, where you want, when you want. No minimum speed required. Peak work during late August and early September. No fee, no travel required.

CHILD CARE SPECIALISTS ** Need reliable, easy-going persons who love children of all ages. Some diaper changing required.

CALL NOW!

Work at your home or another location.
Choose your own hours on (dates) _____.

TELEPHONERS ** No fee, no travel, no night work, no experience necessary.
QUALIFICATIONS: Pleasant voice, happy disposition. An exciting challenge to work without close supervision at your convenience 9-5 in your own home. This opportunity available (dates) _____

SOLICITORS - TOP JOB
Excitement - Fun - Opportunity

We are looking for bright, attractive efficient people to join a progressive organizational team. Outstanding growth potential. Must be available _____ (dates) for part-time work. Work load shared with friendly co-workers. Benefits: no weekend or night work. Free parking, free child care.

LEAGUE FINANCIAL SUPPORT SYSTEM

In accordance with the League's policy of integrated finance, which was adopted by members at a national convention, most funds for support of the League as a whole are raised by the local Leagues - in other words, we assume the responsibility for and make one appeal for support of all levels of work: local, state, and national. Each year every local League has made a commitment to support the state and national Leagues. For the year 1979-80 the national P.M.P. (Per Member Payment) will be \$10.00 for each member as of January 1, 1979, and \$14.00 P.M.P. (\$10.00/member for every member after 250) for the state for each member as of January 1, 1979.

Our local League's dues will not cover our commitment to local, state, and national Program.

We still need an outside source of funds to be able to meet these commitments!

WE MUST HAVE A SUCCESSFUL FINANCE DRIVE!

Budget for 1979-80

Income from dues

DOLLAR GAP

\$

\$

\$

WHAT COVER THIS GAP? We must get nearly _____ % of our funds from other sources. We rely on our finance drive to help fill in the gap. This year we need \$ _____ ... everyone will be called upon to help in some way to secure the needed funds.

Won't you please consider making a personal donation or participating when contacted?

A successful finance drive is very important to the continued work of the _____ League of Women Voters.

BUDGET

1979-1980



NEED



FINANCE DRIVE

DUES

(Adapt to your own LWV)

QUOTES

"Women belong in the kitchen!"
"League does a marvelous job."
"I wish we could give more..."
"We gave to United Fund."
"How can we help the League of Women Voters?"
"We disagree with you on that issue, but the
total program is what's important."

These are a few of the responses members hear when they make visits to businesses and individuals during the Finance Drive. Personal visits are very important. Won't you join the group this year and add YOUR favorite to the list?

REMEMBERING...

...gift idea for the friend or relative who has everything. Make a cash contribution to LEAGUE OF WOMEN VOTERS OF _____ in their honor. We will send an appropriate card to the honoree.

...Memorials...make a gift to _____ LWV in memory of someone. We have forms for your use - just call _____ at _____.

HAVE YOU EVER THOUGHT

HOW MANY friends you have made in LWV that you otherwise might not have made?

HOW MUCH more interesting your newspapers are because of what you have learned from League work?

HOW MUCH your life has turned outward because of your interest in social and political problems?

HOW MUCH more interesting you are to others?

WHY deny that privilege to other women?

INVITE THEM TO JOIN THE LWV!

(Borrowed from The Oklahoma VOTER)

Alternative fund raising - don't forget to keep using all those good ideas that worked so well when you were raising money for the ERA. Some ideas: hold a progressive dinner, silent auction, bake sale, rummage sale.

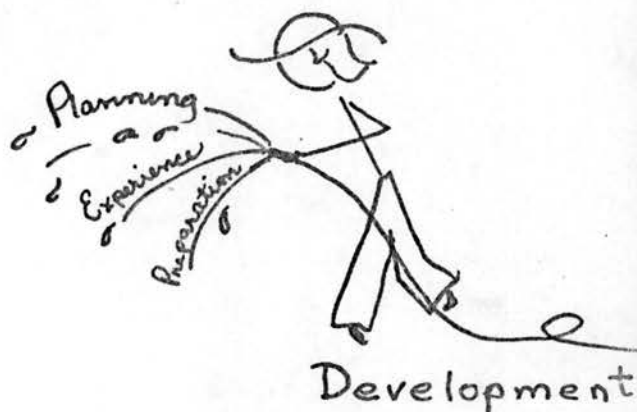


COUNTERPART COMMUNIQUE - Development

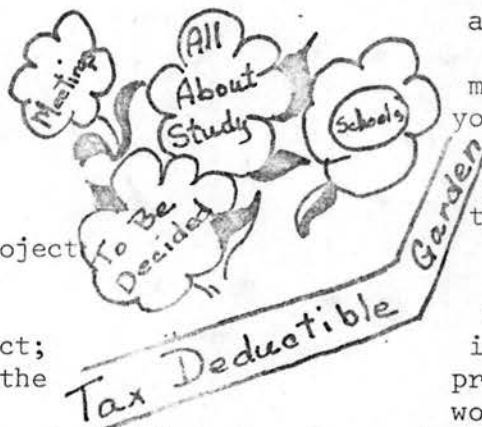
Emily Schmitz (507) 645-8582

While most local Leagues do not have a Development chair, all Leagues should be thinking Development. That simply means thinking of ways to raise and spend tax-deductible money. Tax-deductible money can be raised to fund 1) a specific project or 2) an undetermined project to be done at a later date. Generally speaking, raising the latter, or unrestricted money, is more difficult; corporations and businesses prefer to use their tax-deductible money for a specific project.

To qualify for tax-deductible status, your project must be submitted to the national League of Women Voters Education Fund trustees for approval, and all funds collected must be sent to the LWVEF trustees. Your project expenses will then be paid back to you with the funds you have deposited with them. Before you start your project, complete and submit a project request form and send to the LWVEF trustees for their consideration. Wait for approval before starting your project and your fund-raising for that project.



When you have identified your project its tax-deductible status, you must fund it. Identify the sources which Decide whether you want to seek all place or make a proposal for multiple tify the best people in your League to ate person and prepare them to make the solicitor knows exactly what the project need for this project to be done, and League is the best organization to Prepare a detailed budget for the project; aspects of the work needed to complete the ing, typing, distribution, etc.). It if the solicitor has a sample of other projects that your League has successfully carried out. Then you will be ready to make your funding call.



and are assured of :
raise the money to
might be contributors.
your funding from one
sponsorship. Identi-
contact the appropri-
the call. Make sure
is, why there is a
why your local
undertake this project.
it should reflect all
project (i.e., research-
would also be helpful

Foundations can also be a source of support. Outstate Leagues might also consider asking the Minnesota Humanities Commission for funding, as it has indicated a desire to work with Leagues, especially in the non-Metro Area. The state office has information on most Minnesota foundations, including the types of grants they will consider, proposal guidelines and contact people. Interested local Leagues should call the state office for the needed information.

Be sure to get the following national publications:

The Way to Go: How to use the LWVEF to raise tax-deductible money to fund state and local League projects, #348, 30¢

Guidelines for State and Local Use of Tax-deductible Money, #361, 15¢.

The LWVMN Development Committee will also be trying to raise tax-deductible money. For the 1979-80 year we will need funds for the three Focus meetings, program studies and updates, and various voters service projects. In addition, \$12,000 of unrestricted money has been budgeted for the coming year. To raise this money, we are trying to make five calls each month to either corporations or foundations. As the funding call appointments are made, we will contact the local League in that area to let you know that we are mak-

ing the call and give you the opportunity to go along. *add*

The sharing policy for unrestricted money LWVMN raises is:

- insert 6*
1. If your local League has received a tax-deductible unrestricted contribution from a corporation in your community in the past three years and the corporation refuses to contribute this year, you will receive a 10% share of the contribution to the state League or the equivalent of what you received before, whichever is greater.
 2. If your local League receives its regular contribution, you will still get 10% of the contribution to the state League.
 3. If your local League has never received a tax deductible unrestricted contribution from a specific corporation, you will receive 10% of the contribution to the state League.

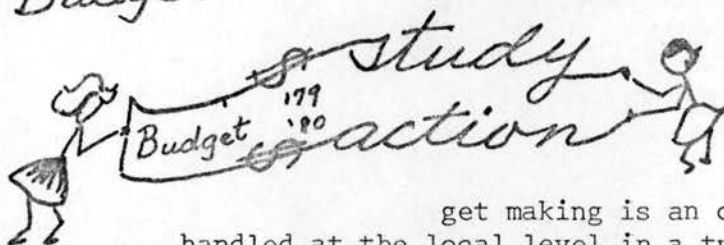
If anyone would like to serve on the Development Committee to help plan and carry out the funding calls, please call the LWVMN office or me. We meet at 9:30 the fourth Tuesday of each month.

Happy fundraising, and I hope you all have the problem of spending all the money you've raised.

COUNTERPART COMMUNIQUE - Budget

Patricia Wirtanen (612) 452-4141

Budget



The budget is an important part of League planning. In order to reach the objectives in study and action so vital at both local and state level, planning for covering the expenses is needed. Bud-

get making is an on-going process at the state level but can be handled at the local level in a two to three-month period.

The Budget Committee wants to hear your input and will try to answer any questions from the local Leagues on budget making.

The following publications are useful:

In League, LWVUS, #275, pages 24-27, 47-50, \$2.00

League of Women Voters Education Fund - revised guidelines for state and local League use of tax-deductible money, LWVUS, #361, 15¢

The Art of Budget Building, LWVUS, #268, 60¢

The Way To Go, 1979, LWVEF, #348, 30¢

LWVMN Adopted Budget, 1979-80

Calendar for LWVMN Budget Building, 1979-80:

August 1-13 - Letters mailed from president to invite committee membership.

September 11 - Article prepared for VOTER with committee members and an invitation to all Leaguers to attend the October Budget Committee meeting.

- Board members are asked to submit budget requests at the October meeting.

October 9 - Board meeting with budget discussion, approval of Budget Committee members.

October 9-18 - Preliminary Budget formulated by Budget chair and staff.

October 19 - mailing to committee.

October 24, 25, 26 - Budget Committee meeting - all day.

October 29-November 9 - Budget chair and staff formulate proposed budget.

November 9 - Mail proposed budget to LWVMN Board.

November 13 - Board meeting - discuss proposed Budget and changes.

January 5 - Board meeting - final approval of budget.

- Budget article for VOTER due. (VOTER mailed January 29.)

January 18 - Board Memo article reminding local Leagues to start their budget making.

February 21 - Send out Budget to local LWV presidents.

April 21 - Presentation of Budget to Council.

COUNTERPART COMMUNIQUE - Membership

Milo Schefers (218) 233-2542

THE LEAGUE OF WOMEN VOTERS IS OPEN TO EVERYONE!!!

General Membership

- Be Open
- Be Flexible
- Be Active
- Be Informed
- Be Organized
- Be Friendly
- Be Inquiring

It is our believe that strong and active membership is not a separate concern but one which is related to all facets of LWV. The following is an attempt to address membership as it relates to some of those different aspects.

PUBLIC RELATIONS - The PR position may be the most crucial to membership development.

When the League is in the spotlight, people become interested and members are encouraged by the vitality of the organization. It is important to establish a contact with individuals at newspapers, TV and radio and keep them informed of League action over and above unit meeting information. Unit meeting information should go beyond time and place and give as much detail about the subject as possible.

Suggested publications from LWVUS:

Reaching the Public - #491 - 30¢

Getting Into Print - #484 - 25¢

Breaking Into Broadcasting - #586 - 25¢

(See Public Relations Section)

BULLETIN EDITOR - The bulletin editor position may be the most crucial to membership development. Not only should the bulletin for a local League put forth an organized informed image, but it should have information of value to its proposed audience. Updates on topics for the year should be included to help new members feel current. It is important to remember that the bulletin may be your only contact with some League members. In terms of member retention, the bulletin becomes supremely important.

A special welcome to new members, with their address, phone number, and unit preference is a must.

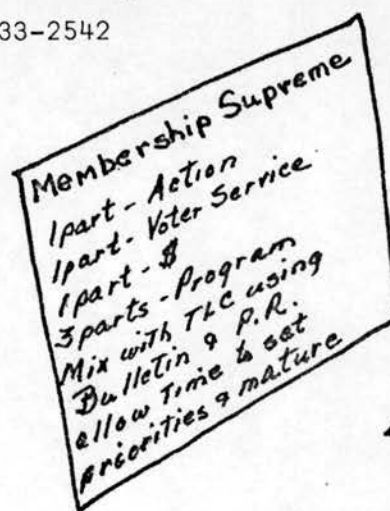
The mailing list should be current and include new members and prospective members (those who have attended meetings or expressed interest to anyone), community contacts, elected officials, and media.

THE BULLETIN SHOULD BE A CONTINUOUS INVITATION TO BE ACTIVE. Communicate with everyone - use the bulletin as the vehicle you have for stimulating all members.

As yourself - is our bulletin - attractive
interesting
informative
stimulating
inviting

to old members, new members, and to prospective members?????

(See Bulletin Section)



Membership

VOTERS SERVICE - For many people, voters service activities are the League. All voters service activities (candidates/ meetings, Get Out The Vote) provide the opportunity for people to sign up. At precinct caucuses make a note of individuals who attend and treat them as prospective members. They have shown their interest - offer them the opportunity to learn more. At candidates' meetings have a publications display including the local bulletin. After elections, keep all candidates (winners and non-winners) in mind as prospective members.

Leagues have found that combining events with a social occasion can attract more interest and increase visibility (e.g., Candidates Fair - with popcorn and pop, high school band parade through town on the day of a candidates' meeting).

Use your candidates' questionnaires in the community to put LWV in the public eye:

- finance drive gifts to contributors
- handouts at grocery stores
- schools
- government bodies

Use national publications in your community.

BE SURE ALL PUBLICATIONS HAVE YOUR LOCAL LEAGUE NAME, PHONE NUMBER, AND ADDRESS STAMPED IN A MOST VISIBLE LOCATION.

(See Voters Service Section)

FINANCE DRIVE - The finance drive chair may be the most crucial to membership development. Involving members in the financial support aids LWV in a number of ways:

- It gives those involved the opportunity to make a short-term commitment of great value.
- New and expanded involvement increases community contact possibilities.
- It increases the financial support for the local League.

Use the finance drive to give members the background to be LWV's representative in the community. Help them be informed and create an image worthy of respect.

Be sure to use local publications as gifts to donors.

(See Finance Section)

RESOURCE COMMITTEES - The resource committee chairs may be the most crucial for membership development. It is the responsibility of the Board and committee chairs to keep members - old, new and prospective - active on all committees.

People don't join League to find out about the League - they join to find out more about community, state and national concerns. Determine member interest and provide the opportunity to build on that interest.

Be sure new members and prospective members are provided with background information to keep them from feeling lost.

Have committee meetings at times and places convenient to all members.

Take care to point out that none of us were "experts" when we joined LWV; some become "experts" by working in the League.

LWV is strong because members want to learn and share their knowledge. Give committee members the opportunity to learn as much as possible. The commitment to knowledge becomes a commitment to LWV.

CONSIDER EACH MEETING AS A MEMBERSHIP ATTRACTION.

Provide members with written take-home information from unit meeting presentations. It will help the committee solidify its approach.

UNIT MEETINGS - Is anybody coming? new people? the regulars? Consider the time: Is there a variety of times available? Is child care available? Do you start and end on time? Location: Is it a place identified with one group of people? Does the unit

leader or designated unit caller call each member and remind each member and prospective member about meeting, place, time and subject?

Unit Leader - greet each member and guest.
provide name tags.
allow thorough introductions.

Consider types of meetings - brown bag lunch close to business district, college, or other sources of people
- couples
- breakfast for early joggers - "Eggs and Issues"
- pot luck
- going out to lunch group

PROGRAM - In order to be effective, Program must reflect member and community interests. There must be a willingness on the part of members to work on the subjects chosen. Controversy should not be avoided but handled with LWV's prized objectivity, remembering that no position can be taken without study and that study requires presenting all the information from all viewpoints.

During the last year at least three local Leagues have gained members in part as a result from controversial program/action - Moorhead, Red Wing, and Willmar.

Also the choice of state and national items for action must be important to your members and community.

SET PRIORITIES - DON'T CARRY UNSUPPORTED PROGRAM ITEMS.

ACTION - OBSERVER CORPS - These areas may be the most important for membership development. One way to get and keep members involved and in touch is to encourage them to become observers. Observing provides a first-hand learning experience and gives those individuals the opportunity to be directly involved with League action. New observers might be teamed with experienced observers willing to give them a call before each meeting. Action and observer corps are the lifeblood of the League, and active members are the heart.

(See Action Section)

CITIZEN INFORMATION - League's "outreach" program. Citizen information may be the most important activity for membership development (see Citizen Information Section).

It involves sharing our knowledge - publications
- written, spoken, slide-tape presentations
- results of local studies
- candidate forums

with our community
- elected officials
- schools
- other citizen groups (Kiwanis, Rotary, American Legion, Citizens Advisory, citizen coalitions, political parties, professional organizations, churches)
- media
- contributors
- and all not listed above.

Some Leagues are joining Chambers of Commerce and other community organizations.

Be sure once again your local League name, address, and phone number is on EVERYTHING.

These publications will be available at state Convention:

Project Image, #296, 30¢
Speaking Out, #299, 15¢
Reading Public, #491, 30¢
Breaking Into Broadcasting, #586, 25¢
Getting Into Print, #484, 25¢
Membership Management, #495, \$1.50

Projecting Your Image, #296, 30¢
Your Vote Makes A Difference, #109, 100/\$1.00
Pick A Candidate, #618, 100/\$3.00
Elections: Turning People On, #485, 35¢
LWV Poster 10 x 14", #237, \$1.25
Meaningful Meetings, #319, 50¢
You've Been Intrigued By The League, #322, free
Publication Package, #186, \$2.00
Management Newsbrief, #246, 20/\$1.00
Where Are All Those Non-Voters? #231, 20/\$1.00

LWVUS publications you will find useful:

Get-to-Know-the-League Publication Package, #186, \$2.00
What's In US For You, slide/tape show, #115, \$12.50 (also available for loan from the LWVMN office)

On September 7 LWVMN will hold a kick-off membership event at the Governor's Mansion. Watch for further details!

Service to Local Leagues



COUNTERPART COMMUNIQUE - Service to Local Leagues

Judy Bredeson (612) 822-2945

IMPROVING COMMUNICATION

As you know, it was decided to cut back on visits to local Leagues and to discontinue the traditional consultant system. Communication continued from the state Board through the VOTER and the Board Memo and from YOU through your minutes and local bulletins. We also experimented this last spring with a monthly call-in night. We believe this has not been adequate for our needs. We find that it is imperative to keep in closer touch with you if the Board is to make effective, realistic decisions - and there is just no substitute for personal contact! We need to know your concerns, to get a feel of what it's like in your community, and to understand the way you are doing things.

Keeping within the limits of the budget, we are proposing to begin in a small way to schedule liaison meetings with a small number of local Leagues each year as part of an automatic contact system. (This is in addition to trips to organize new Leagues, advise provisionals, and to do occasional "trouble-shooting" or other special requested service.) The Service to Local Leagues Committee and other interested Board members will do the actual "visiting." We expect merely to attend your regular Board meeting, meet your Board members, and to have some time schedule for interchange of ideas and concerns.

PROPOSED LIAISON SCHEDULE:

September - Shakopee, Hutchinson
 October - Buffalo-Monticello, St. Peter
 March - Westonka, Wayzata Area
 April - St. Cloud, Northfield
 May - Excelsior-Deephaven, Chaska

Further details will be sent to scheduled Leagues.

This year we are planning to institute a bulletin exchange to encourage more communication among Leagues. This means that you will be asked to send each issue of your bulletin to a few of the presidents of other local Leagues in your area. (Many of you are already doing this, so it will not be much of an innovation.) The exchange list will be distributed at Presidents' Workshop. Although we are beginning with a regional exchange, we hope to vary it in the future to include instead Leagues of the same size, perhaps, or those with common interest because of Program emphasis, etc.

PLANNING WORKSHOPS

We continue to use established methods while looking for new ways to provide support and strengthen the total organization. Regional workshops will bring helps on both Program and structure this fall, and there will again be Leadership Training mini-courses in June of 1980. Plans are to continue the mini-course format that has proved popular. Although Leadership Training workshop will be held only in the Metro Area, we strongly urge all local Leagues to plan to send all those who could benefit. We will be coming to you for suggestions on what topics would be most helpful.

The dates scheduled for Regional Workshops and the tentative sites selected are:

September	25	Wilkin County	NORTHWEST
	27	Minnetonka	METRO
	29	Roseville	METRO
October	2	Duluth	NORTHEAST
	4	Rochester	SOUTHEAST

(This schedule remains contingent on the approval of the local Leagues who are being asked to arrange for facilities. Changes will be noted in the Board Memo if necessary.) Decide soon which workshop you will attend and include the date on your calendar.

Service to Local Leagues is intended to provide support and encouragement as well as "how-to" training - to increase our efficiency as a working organization and increase the satisfaction level of every participating member. Let us know what we can do for you!

USEFUL LWVUS PUBLICATIONS ARE:

Meaningful Meetings, #319, 40¢

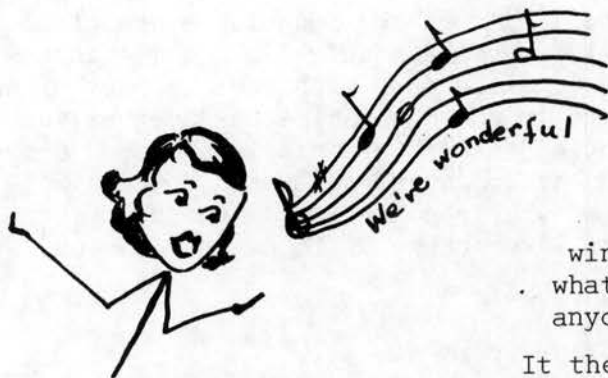
In League: Guidelines for League Boards, #275, \$2.00

FROM LWVMN:

League-L-Lese, 1979, 30¢

Let's Talk League, 1976, 55¢

COUNTERPART COMMUNIQUE -- Public Relations



Public Relations

Years ago a LWVUS publication on Public Relations began with this paragraph:

An expert once defined the public relations activities of the LWV like this: "The 'public relations' effort of the League is like a man winking at a pretty girl in a dark room. He knows what he is doing, but she doesn't, and neither does anyone else."



It then states, "That was long ago."

Now, many years later, I find myself wondering if the sexist example is not the part that is dated but the meaning still applicable. Certainly, many local Leagues are doing a terri-

fic job on P.R. - far better than the state League - but others are keeping their activities well concealed.

You, as P.R. chair, have the job that can make or break the organization. Good public relations mean more members, money, public education and effective action. This has always been true, but now in this era of mass communication your job is vital. We know we have a good product in the LWV, but "building a better mousetrap" is no longer enough.

Fortunately, there are many publications to help you.

 Projecting Your Image: How to Produce a Slide Show, 1977, 4 pp., #296, 30¢, LWVUS.
Speaking Out: Setting Up a Speakers Bureau, 1977, 2 pp., #299, 15¢, LWVUS.
Reaching the Public, 1976, #491, 30¢, LWVUS.
Breaking Into Broadcasting, 1975, #586, 25¢, LWVUS.
Getting Into Print, 1974, #484, 25¢, LWVUS.
Media Kit, #163, \$1.00, LWVUS - includes all of the above publications. 

Besides these P.R. pieces, read In League and the other publications listed under Membership, Action, Voters Service/Citizen Information. In fact, any publication has P.R. potential.

Think of the words - public relations. You can improve them. Start with an objective look at your League. What is its image? with the public? with your members? What should its image be? Who is your audience? It varies, doesn't it?



As P.R. chair, you will need to be involved in all your League's activities. You need to realize from the start that you aren't just seeking publicity.

Begin with internal
now in the LWV.

Your organization

when they contact the public. You must maintain constant communication with them. (See Membership section.)



P.R. Keeping members is one of the greatest needs right
Besides, each member is a vital public relations link.

is judged by the behavior and attitudes of its members

Next, develop good P.R. with other organizations. These will probably contain the other leaders in your community. You might want to start a card file on the concerns of these organizations, their activities, key personnel and affiliations.

You will want a section of your card file on media - press, radio and television. Who do you contact about what? When did you contact them last, and what was the subject?

Have a section of your file on elected officials and one on community events (a community calendar as well as your League calendar). The point is, keep records. They will simplify your job.

Your first contacts can be for gathering information. Next, start thanking and congratulating others for jobs done, for editorials or stories written, on their election, etc. These can be to individuals, organizations, or public letters to the editor. If appropriate, include a sentence or two of League's efforts on some common ground.



Start reaching out with a speaker's bureau, media coverage of your League's activities, workshops, public service announcements, etc.

Read the recommended publications, set goals for yourself and your make a timeline, and then get started reaching out. Set intervals tion.



League,
for evalua-

Consider a random survey on public awareness of your League in your community. Word your questions carefully so you find out what you want to know. Then do the same survey again two years from now and find out if your public relations improved.

Experiment. See what works best. This is a big field. You might develop into a P.R. expert, and your experience in the LWV might be the beginning of an exciting career. In the meantime, you'll have the satisfaction of watching your League prosper and know that you have contributed to making democracy work.



COUNTERPART COOMMUNIQUE - Publications

Mary Birmingham (507) 345-3747

Looking for program information - drive contributors - materials mation and League visibility - for League members and League state and national Leagues fill these needs. Information tion and its price is in the which state and national League. A copy of each new your president.

LWVMN publications may be state office by mail or later.

Remember - you may sell profit to your League. And, tions may be used to purchase rial funded by the Education

In League describes your job and the jobs of all your Board members. Be sure you all have copies. It will be up to you to suggest useful publications to your Board and your members. Consider doing brief reviews in your bulletin.

Plan ahead, so your orders arrive on time, and use our excellent publications throughout your community. Not only do they have public relations value, but they can bring in dollars as well. Think creatively and make your job more interesting than that of the keeper of the publications file.



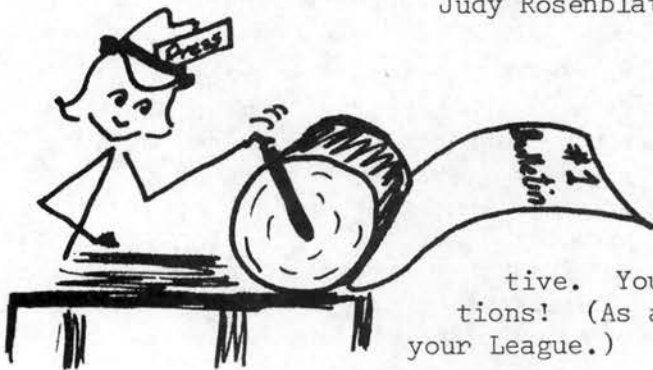
a gift for fund for citizen infor- League information leaders? Both have publications to about each publica- publication catalogs distribute to each publication is sent to

ordered from the phone and are billed

publications at a tax-deductible dona- and distribute mate- Fund.

COUNTERPART COMMUNIQUE - Bulletin

Judy Rosenblatt (612) 631-0022



As local League bulletin editor, you are in a position to emphasize to your members that they are part of a vital, active and effective organization functioning at three levels. State and national VOTERS are not frequent enough or large enough to do the job -- and, of course, they don't have the "home League" news and perspective. Your Bulletin is the backbone of League communications! (As a Bonus, you will be the best informed member of your League.)

Bulletin Editor

RESOURCES:

Start by reading the last two pages of IN LEAGUE: Guidelines for League Boards, for

some general guidelines on producing your bulletin. Look in your files for other publications that may help you. You should have the LWVMN Style Guide (revised June, 1979), or order it from the state office. It gives League rules of capitalization; also spelling and punctuation tips. Use a good dictionary or other guide for anything not covered there. A marvelous, detailed guide that would be particularly useful for the inexperienced editor is A PRACTICAL GUIDE TO NEWSLETTER EDITING AND DESIGN, instructions for printing by mimeograph or offset, a 52-page paperback by LaRae H. Wales (\$2.50; Iowa State University Press; South State Avenue; Ames, Iowa 50010).

You should be familiar with, or at least have access to, all of the following:

- national, state and regional VOTERS/bulletins.
- the state Board Memo (contains many items you'll want to reprint; read all of it);
- Capitol Letter (state legislative newsletter, available while the Legislature is in session);
- Report from the Hill (national legislative newsletter);
- Program for Action, 1977-79 (state and CMAL Programs, will be updated after 1979 Convention);
- Impact on Issues 1978-80, A Leader's Guide to National Program, LWVUS, #386, \$1.00.
- your local League's Program and calendar for the year.
- Duplicate Presidents' Mailings (state and national).
- National Board Report (issued quarterly, approximately)

If you are close enough, visit the LWVMN office and look at samples of other Leagues' bulletins to get ideas. Arrange with other Leagues, particularly those near you, to exchange bulletins. You'll pick up items to reprint and new ideas for format and illustrations. If you use an article from another bulletin, give credit for it. In fact, it's a good idea to list sources whenever you reprint or excerpt something.

LWVMN owns the A.B. Dick MIMEOGRAPH INSTRUCTION SERIES, a set of illustrated self-instructional guides covering stencil typing, stencil imaging (how to trace, shade, letter, rule and write with the stencil on a light board), artwork preparation (including basics of design, layout, typography, copy fitting and color selection), mimeo operation I and II (basic and special adjustments), reference manual (mimeo terminology and definitions), and teacher's manual. If you mimeograph your bulletin, you or the person(s) who handle(s) production are welcome to look at these guides. LWVMN will lend out the set or individual books (\$5 deposit required). Your League may also be interested in purchasing your own set (\$8.50 at last check with A.B. Dick). If you use a different kind of machine, check with the manufacturer or distributor for helpful guides.

A.B. Dick and other companies also sell sets of designs to trace for illustrations (A.B. Dick #7411). Not all designs are suitable for LWV, but many are included, and some you could alter slightly to make them useable.

If you live in the metro area, you might want to consider using the Xerox machine at the LWVMN office to produce your bulletin. A timetable would have to be worked out. Other machines available at the office are a semi-automatic collator (for eight or fewer sheets), an electric stapler, an electric paper folder, and a postage meter.

PLANNING:

Plan a bulletin calendar for the year, writing down the essentials for each month's issue (so you don't have the uneasy feeling that you may have forgotten something important). By looking through your file of old newsletters and consulting League bylaws, you should be able to list for each month such necessary items as election or candidates' meeting information, proposed local Program, annual meeting notice, etc. Then fill in the plan for each month just before that issue's deadline, noting for yourself what has happened and what information you have received that should be reported to your members. Once you have decided (perhaps in consultation with your president) what should be included, go after it! That means you may have to make suggestions or issue reminders to the people responsible for writing the items.

Try to have a regular deadline and publishing date so writers for your bulletin will remember from month to month when their copy is due, and readers will look for it at the same time each month. At your local Board's calendar planning session, remind Board members of their responsibility to meet deadlines, generate material from their portfolios, and "always think one month ahead" (as you have to). Progress reports are important, so encourage chairpeople to "bring members along" on Program studies or local projects.

WHAT TO INCLUDE:

Print the names of your League, your president and your editor, together with addresses and phone numbers, in a conspicuous place in your bulletin.

List the names of members who have helped with anything; everyone likes to see her/his name in print and feels more appreciated when given recognition. You may have to remind other Board members to keep track of helpers. This is one way you aid your membership chair in providing "tender loving care" of members. Your League will benefit if you work closely with the membership chair on member follow-up and recruitment. (See Membership for more ideas.)

A monthly calendar of League and community events is a useful feature for your bulletin. Such regular features should have regular spots so members will know where to turn to see unit meeting dates, your president's column, etc. If you publish a large bulletin, you may want to group items under local, regional, state and national news, or in some other logical arrangement. Use different colors of paper to distinguish sections. A table of contents would also be helpful.

Some Leagues put their membership rosters in their bulletins. Others print a separate roster, which may also include the League's tentative calendar for the year and pertinent citizen information (election dates, local government meeting times and places, names of legislators and how to reach them, etc.).

Unit news, membership information, Program material, local observer reports, local action reports, news from state Board Memo, new LWV publications announcements, information on local Board decisions all are the kinds of information your bulletin should include. Keep the messages lively and positive if you want your readers to come back for more.

It is really helpful to readers of your bulletin who pull the pages apart (like me) or keep bulletins in a notebook (which invariably falls on the floor, scattering everything) to have your League name and the date on each page. Just put "LWV of _____, MN, 5/79" next to the page number.

PRODUCTION TIPS:

Typists: PLEASE COPYREAD. Your bulletin should reflect your pride in the LWV. This isn't a second-class organization; don't let misspelling and "typos" make yours a second-class bulletin.

A printed nameplate on your front page stands out and looks a lot classier than one that's typed or made with a stylus - and it doesn't cost very much. If you mimeo your bulletin, investigate the possibility of insti-printing or xeroxing enough front pages for the year (one or two reams would be enough for most Leagues), with lettering either:

- a) the rub-on type that you can get at art supply shops;
- b) hand-printed by a talented member of your League; or
- c) donated by a local print shop as its contribution to your League.

Another possibility is an electronic stencil (see information below).

The best information in the world will be worthless if it's unreadable. Don't send out mimeographed pages too faint, blurred or spotted to read. For mimeo troubles, see the tips below, contact your machine's manufacturer for help, or borrow the set of instruction booklets mentioned earlier.

Following are some pointers gleaned from a learning session held for metro area League editors at the Bloomington office of A.B. Dick in 1977. (Some apply only to A.B. Dick equipment. If you have a Gestetner, Heyer, Print-o-matic, etc., check with them on the proper maintenance and use of your equipment.)

For the typist-illustrator:

1. An electronic stencil maker burns a stencil from paper copy. It can make fine lines, shading and dark areas impossible to cut by hand with a stylus. A.B. Dick charges \$3.50 (1977 price) to make such a stencil, from which up to 7000 copies can be run. (Gestetner offers a similar service for those of you housing a Gestetner.) This would be particularly good for letterheads, bulletin or publication covers or reproduction of a picture. Before buying from A.B. Dick, you might check out other organizations or schools in your area to see if any of them have this machine and would let us use it. (Stencils are not always interchangeable - an A.B. Dick stencil doesn't fit a Gestetner - so use what's appropriate for your particular machine.)
2. If you use a stencil with plastic film over it, you don't have to clean your typewriter keys before making the stencil; the plastic cleans them. You do have to peel back the plastic to make corrections, however.
3. To decrease set-off (of ink on next sheet run), use a plastic backing sheet when you type your stencils, or increase the speed of your mimeo machine.
4. When you first begin using mimeo equipment, "waste" a test stencil. Try out different backings:
 - a) A plastic sheet behind the stencil makes the finest line, causes the least set-off, and works well on heavy weight or hard finish paper or cards.
 - b) A waxed cushion backing produces a medium line.
 - c) Boldest lines are produced by no backing.Also check out use of correction fluid. Try different styli and lettering guides. Run off your test stencil at different speeds to see the effect on copies.

For the mimeographer:

1. Fan mimeograph paper before starting your run. This takes the static out and separates the sheets.
2. Use your mimeo machine often. If you don't, the ink may separate. If the machine is used a little each week (in moderate temperature and humidity), you can go several months before changing the pad. (Not all machines have pads, so 2, 5 and 6 will not be applicable.)
3. When a sheet is off center and ink gets on the mimeo machine, stop and wipe it off underneath, or your next sheets will be ruined. "Wash and dries" work well for this.
4. If dried ink is plugging a hole in your stencil, use spirit fluid on a cotton ball or folded paper towel to soften it.
5. If you're not getting a good ink flow, try agitating the pad. Unhitch the end and move the pad up, down and sideways before re-attaching it.

6. When you've finished using the mimeo machine for the day, run 4-5 copies with the protective cover over the pad to iron out bubbles in the pad.

See Nos. 3 and 4 in section above for more tips.

RATING YOUR EFFORTS:

"In addition to being your own publisher, you can be your own critic," states the BULLETIN RATING SHEET we adapted from a sample used by other state Leagues. This sheet provides many ideas on what constitutes a good bulletin, so even if you aren't ready to cast a critical eye at the product of your labors yet, ask for a copy from the LWVMN office.

BUREAUCRATIC DETAILS AND DISTRIBUTION IDEAS:

Please send two copies of each issue to LWVMN, 555 Wabasha, St. Paul 55102. Send three copies to LWVUS, 1730 M Street, N.W., Washington, D.C. 20036.

Your president will receive the name and address of one national Board member who should receive all Minnesota local League bulletins. Other local Leagues or national Board members may also have requested copies, so check and update your mailing list. (See Service to Local Leagues, Sharing of Local League Bulletins.)

LWVMN will notify your League of any contributing members in your jurisdiction who have joined LWV at the national level. You will want to send them your local bulletin to keep them informed of what you are doing (and/or entice them to join the local League). You might also consider sending your bulletin to local government officials, contributors to your League, newspaper editors, community education people or others who would be interested in knowing about the local projects you are taking.

Some Leagues put copies in their local libraries for reference and/or for library-goers to pick up. This could be a way to attract new members. Be sure to send several issues to prospective members who visit unit meetings or have otherwise indicated interest. In some areas the Welcome Wagon lady or other equivalent greeter of new residents will include copies of League bulletins in her goody bag. You might also consider getting from your city hall (small to medium-size towns only) a list of people with new utility hookups and send them (or a sample of them) complimentary copies.

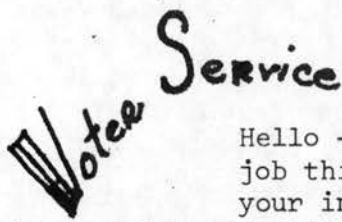
HELP IS AVAILABLE:

Call or write me if you have questions or problems. I'll be glad to help if I can, or direct you to another source of aid.

MINNESOTA VOTER:

Your League is invited - begged, even - to contribute items of interest to the rest of us for use in the state VOTER. The tentative schedule is as follows:

<u>Issue</u>	<u>Deadline</u>	<u>Mailing Date</u>
May-June, 1979:	June 12	July 3
July-August, 1979:	July 10	August 7
September-October, 1979:	August 14	September 11
November-December, 1979:	October 9	November 6
January-February, 1980:	January 8	January 29
March-April, 1980:	February 19	March 28
May-June, 1980:	May 6	June 6



COUNTERPART COMMUNIQUE - Voters Service

Joan Newmark (612) 735-4541

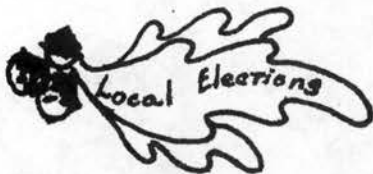
Hello -- I'm your new state Voters Service chair. I'll be learning my job this year along with all the new local League VS people. I need your input as to what state VS can do for you. Please feel free to call - with your needs, successes, problems. I can be reached at home (612-735-4541) or call the LWVMN office and leave a message. As I feel my way, I may be asking for more formal reports on your VS activities during the year in the form of a questionnaire after elections or precinct caucuses. Also watch for the VS report in the monthly Board Memo.

This OUTLOOK will include: I. Organizational Hints; II. Time Line for Local VS Planning; III. Specific LWVMN VS Projects Planned for This Year.

I. Organizational Hints

First priority is to read (and digest) the new LWVUS publication, Making A Difference (Pub. #330, \$2.00). This booklet is full of all kinds of useful information and helpful hints for new and experienced VS chairs. You'll find you will be referring back to this publication again and again.

Also essential to understanding your role as VS chair is IN LEAGUE - Guidelines for League Boards (pp. 30-33).



Next is to recruit a committee. This is very important, especially in terms of your planning for the year.

The more people, the more ideas (and help) you'll get.

Get to know your local officials who are in charge of elections. You will be working with them on many occasions.

II. Time Line

Developing a Time Line, with the help of your committee, is also essential. (A "Time Line" is a planning calendar, with essential dates and deadlines for various projects.) Find out from your city clerk or county auditor the dates of local elections. We will be sending dates for statewide and national elections.

This is a general overview for the coming year. Each League will have to develop its own specific Time Line.

Fall - Local elections: Some communities hold elections for city and/or county officials in November of odd-numbered years.

Winter - Precinct caucuses: Uniform precinct caucus day this year is February 26, 1980.

Spring - Local elections: Some municipalities hold elections for city and school board officials in April or May, with a primary if needed.

School Board Elections: Most school districts hold elections for School Board on May 20.

Now is the time to fill in the blanks in your local Time Line. What activities are you planning for each of the events in your election year? Check Making A Difference for suggestions as to how you can promote voter registration, provide information about candidates and issues and encourage voter turnout. Don't forget about monitoring the election to check compliance with new laws and find areas where needs exist in helping the voting process. Consider monitoring election judge training. A new state law requires all county auditors to provide training. You also may want to attend the Secretary of State's regional



briefings for election officials in August. Specific schedules will be sent with the June Board Memo. Also plan for precinct caucuses. We want to encourage widespread and well-informed participation (see next section on "State Activities"). An important job that local Leagues can perform is to stress in your community that no meetings or events should be scheduled for precinct caucus night after 7:00 p.m.

Non-election Voters Service: During the "breathing spaces" between elections and precinct caucuses, your VS committee can be carrying our specific long-term projects. Are there ways you can work with local election officials to ease election-day problems - such as plan for handicapped access to polling places or pre-registering high school and college students? Refer to LWVMN's Election Survey/Monitoring Guide for many specific suggestions. Each League that participated in the State Election Judge Survey will be sent a copy of their results which may pinpoint local problem areas. Some Leagues send speakers to schools to talk about voting, registration, or the legislative process. These long-term projects might keep your committee enthusiastic and interested over the whole year.



III. Specific State Activities

The major thrust this year will be in precinct caucus attendance. To aid in your planning, we will be sending a Committee Guide, including information on caucuses, sample news releases, etc.

The Secretary of State is again preparing a flyer on precinct caucuses which we will be asking you to distribute in your communities.

Also, we are planning to seek funding for a video-tape on precinct caucuses that local Leagues could offer to local TV or cable companies or use with videotape recorder.

I hope you get to know all of you as time goes on, through your phone calls, letters, at LWVMN Convention and state workshops. I consider the VS chairs of each local League as my state committee because you are the chief connection between LWV and the citizens of the state.

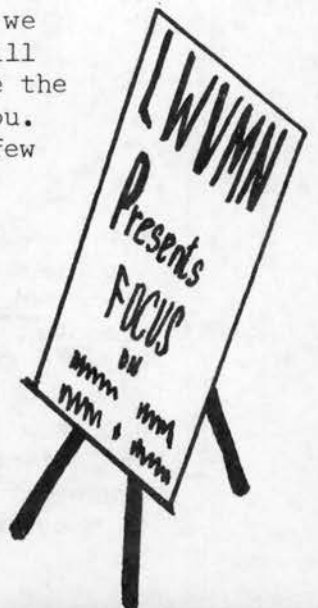


COUNTERPART COMMUNIQUE - Citizen Information

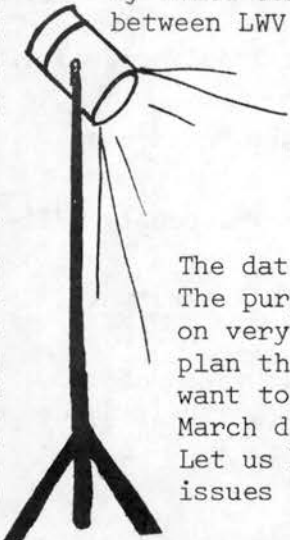
Barb Maher (507) 388-5577

The dates for the 1980 Focus meetings are already on the calendar. The purpose of the Focus meetings is to bring background information on very current topics to our League members and the public. As we plan the meetings today, a new concern may be emerging that we will want to investigate next February 13, March 15, or April 16 (note the March date is a Saturday). Our selection of topics depends on you. Let us know what you want a quick, concentrated briefing on. A few issues I see emerging are:

Will our energy future be voluntary or mandatory?
What is a Constitutional Convention?
The protection of the Environment vs. Energy demand.
What is the "New Right," and will it affect our future?
Preparation for our low energy future (a workshop on altering lifestyles).
The human services system - where should the control be?
Do we really want to balance the federal budget?
A second look at nuclear power!



Citizen Information



The Focus meetings should be a supplement to your local calendar. During your planning sessions, take a few minutes to discuss what issues your members want to be informed on and send a note to the state office with your suggestions. Next, get a commitment to attend the Focus by asking someone to cover each meeting and write their impressions for your next local VOTER, or arrange to take some local high school students. To have successful involvement, start planning now.

At the local level, keep up the good work of planning informational meetings on topics of local concern. Leagues last year had meetings on Community Development Funds, Regional Government, Federal Funding, and many more. We are often the only group in the community that promotes education on governmental issues.

You have a wonderful opportunity to inform people in your community and to promote LWV at the same time by disseminating the timely LWVMN and LWVUS publications. Mail a copy of the Election Survey/Monitoring Guide, now available, to the county auditor or city clerk with a personal note and the Open Meeting Law Update to your local officials. Send along publications on Criminal Justice to the local police chief, social studies teachers, probation officers, etc. This is a public service and keeps the League visible in the community.

Refer to LWVUS publication, Making A Difference, #330, \$2.00, for a good general background on Citizen Information.



COUNTERPART COMMUNIQUE - Action

Joyce Lake (612) 777-3426

WHAT IS ACTION?

"Carrie Chapman Catt, women's suffrage leader and founder of the League of Women Voters, said that action is 'agitating, organizing, educating, pleading and persuading.' ...Action is fun. Action is exciting. Action is whatever the League does, at every level of government, to implement its program." -- from LWVUS Pub., ACTION

Action is doing things like: telephoning, writing letters, talking face to face, testifying, preparing and distributing fact sheets, observing, monitoring, litigating.

WHO DOES ACTION?

Ideally, everyone will get involved at one time or another. You, as Action chair, are not the only person in your League responsible for action; rather you are the coordinator, facilitator and pusher to see that action takes place. You will serve as chair of your League's action committee, which will also include Program chairs, the president, PR chair and bulletin editor. In a small League the entire Board serves as the action committee.

WHAT INFORMATION IS AVAILABLE?

First, you need background information. Action, the 1978 LWVUS publication, #161, \$1.00, is a complete action handbook and is available from the state office or LWVUS. Familiarize yourself with your local positions and review national positions in Impact On Issues, 1978-80, pub. #386, \$1.00. A new state Program For Action, 1979-81, will be available sometime next fall. Copies of these are also necessary for Program chairs in your League. Also, read the section on Action in In League, pub. #275, \$2.00.

Second, you need to keep informed about what's happening. To do this, subscribe to Report from the Hill (LWVUS) and Capitol Letter (LWVMN) for yourself and other Board members. (Other League members can be urged to subscribe too!) If you can't order enough for everyone, please share the information with the whole Board. Report From the Hill is easily torn apart for individual Program chairs. Also, the LWVUS Spotmaster Service



will again be taped and available from the state office. Remind your members to call if they want to hear the latest weekly activity in Congress.

HOW CAN IT ALL BE USED?

Basically, you share it with your Action Committee members. It helps you to be prepared to help others Times for Action and national Action Alerts. In League letters signed by the League president and chair in consultation with you, the Action chair, it is the most important way that League can take



and other League members respond to state addition to official written by the Program it is extremely important that League members respond as individuals. Constituent pressure Action.

Prepare your members by providing them with the names, addresses and telephone numbers of your local, state and national officials plus tips on how to best contact them when action is requested. Recruit an action person in each League unit who will give a five-minute report each unit meeting to request action, report recent action, give action hints, etc.

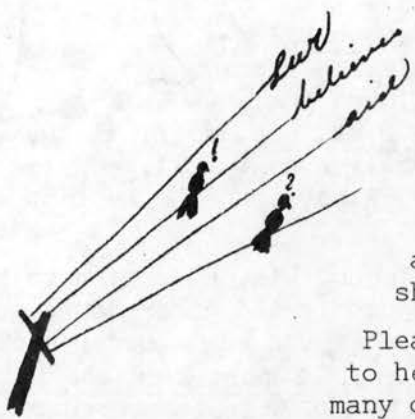
You should also set up a telephone pyramid or another mechanism for alerting members to action requests between meetings. Many times action cannot wait for your next unit meeting or bulletin. Your members will be more likely to respond to a complicated Time for Action if it is given to them in writing with background information included. (The Capitol Letter and Report From the Hill are very helpful with background information!)

WHAT IS GOING TO HAPPEN THIS YEAR?

Fall workshops will be held in late September/early October (see Calendar). There will be a section on Action. The Citizens' Political Effectiveness Workshop will be on Saturday, November 17. This all-day workshop will be open to the public and will focus on being effective as citizens in your community and at the Legislature. Anyone interested in action plus those who want to lobby or observe for LWV at the Legislature should plan to attend. There will be one or two follow-up meetings for our lobbyists and observers soon after that.

The questions for this year's legislative interviews will be available in early fall, and since you won't have to wait until after elections, you can get right to them. (The interviews are due in the LWVMN office October 26, 1979.) These interviews are not only extremely helpful to our lobbyists, but they are fun and interesting for your members too! They give you an opportunity to get better acquainted with your legislators and to inform them of League Program, as well as learning their opinions on issues.

The Legislature will convene January 22, 1980, probably for a short session. This is a continuation of the 1979 session, so we will be concerned with many of the issues introduced this year and undoubtedly many new ones. Again, we will need your help on Times for Action. Please respond promptly and send me a copy of letters you've written and/or memos on phone contacts. Some time in late February or early March, I'd like to arrange a LWV Day on the Hill. We haven't done this for a number of years, and I think we're missing out on the tremendous effect large numbers of us could have at the Legislature.



Seek out action opportunities at the local level.

Review your positions and watch for ways in which you can have an impact. Remember that you may act on the local level using local, state or national positions and our LWV principles. Plan a major action campaign, document it and submit it for consideration for the 1980 Action Recognition Award at state Council. Entries must be received by the state office by March 1, 1980. Taking action at the local level is one of the best PR and membership tools a League has. Do it carefully, but do it!

Please contact me whenever you have questions. I really want to help you in whatever ways I can, and I hope to get to know many of you this year as we work together to promote League Program. I'm excited about being Action chair, and I hope you are too!

COUNTERPART COMMUNIQUE - Criminal Justice

Susan Scribner (612) 474-8576



The three areas of Criminal Justice on which the LWVMN is publishing an update in the Minnesota VOTER are Corrections, the Judiciary, and Juvenile Justice. Be sure you keep this material in your CJ portfolio. The other resources you may have in your files are:

1. Consensus on determinate sentencing
2. Corrections: People, Prisons, and Programs (available at LWVMN office)
3. Minnesota Judiciary: Structures and Procedures (revised in January-February/March-April, 1979, VOTERS)
4. Any local studies done on juveniles
5. Program for Action (most recent)

Some of the material may be outdated but should be kept for background and as a Program resource.

The local picture or situation also should be documented with clippings from news or interviews with corrections people in your area. Try to plan with the local Board for an informational meeting during this next year. This is important, especially for new members.

Other ideas in planning your Program are to use local corrections people as speakers or in a panel discussion. The LWVMN has purchased three games for use in unit meetings, and these may be checked out at the state office:

The Rehabilitation Game
The Jury Game
Kids in Crisis

Many Leagues have had success with tours and observation trips to a local jail or corrections facility or visiting a court during a hearing or sentencing.

One of the best ways to use all your new-found knowledge is as an observer or lobbyist during the legislative session. I know that once involved in Criminal Justice, you will be a tremendous resource for League as part of letter writing campaigns or in interviews with local representatives.

Be prepared when criminal justice measures come before the House or Senate. The state Criminal Justice Committee will keep you informed with "Times for Action" or through the Board Memo.



COUNTERPART COMMUNIQUE - Education

Ruth Armstrong (612) 226-5169

Two education items LWVMN has lobbied for in the 1979 legislative session have been state funding for gifted students, on a statewide basis, and equal opportunity in athletics for girls. Both of these areas will continue to receive our attention, both on the local level and the state level. Those Leagues that participated in the monitoring project on girls' athletics may want to follow up their investigation with more work on local compliance with state and federal laws. LWVMN joined in a coalition with several other groups to lobby on gifted and high potential student legislation. That coalition will continue to work toward effective use of funds and expansion of the program.

Education

Of continuing interest are the various problems associated with declining enrollment. These include problems of financing, how to dispose of excess equipment and facilities, problems of teacher and staff job security, maintaining full and challenging program, and high costs of transportation. Each school district seems to have to solve its own problems in this area with local citizen input essential - especially if the Legislature has been unable to come up with any substantial program of assistance.

Governor Quie has already demonstrated a great deal of interest in education and will certainly continue to promote reduced class size in K-3. LWVMN will want to look into this as a practical means to improve our children's educational performance. The Governor has also urged the formation of a commission to study school finance. The DFL plan to restructure school finance has been promoted by Rep. John Tomlinson of St. Paul. With both political parties looking for new solutions to the school finance problem, LWVMN will want to actively participate in the re-examination of the Minnesota Miracle and to serve on any commission established.

New problems in education that LWVMN may want to consider for both local and statewide study in the future include: post-secondary education, drop-out prevention programs, competency, and the study of sex stereotyping in our educational system.

Finally, the completion of our library study this year means that LWVMN can actively support state and local projects to broaden the effective use of public libraries and to restructure funding so that the goals of the Minnesota Long Range Plan for Library Service can be met.

Useful LWVUS and LWVMN publications are:

The Letter of the Law: Education Amendments of 1978 to Title I, 2 pp., #363, 20¢

It's designed to assist school districts with special problems of children from low-income families. Most school districts get some Title I funds.

Campaigning for Fair School Finances: Cases in Point, 80 pp., #353, \$3.00, 1978

Good background on school finance issues with case studies from South Carolina, New Jersey, and Idaho.

Techniques That Work, an abridged version of the above. 32 pp., #354, \$1.00

There are still copies of the 1977 LWVMN three-part series, Facts and Issues: Education Collective Bargaining and Tenure, available in the state office. 70¢/set to LWV members.

Another good source of information is Update, published by the Minnesota State Department of Education. Yearly subscription is \$5.00 for nine issues. Order from: MN State Department of Education, Publications Section, Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101



COUNTERPART COMMUNIQUE - Government

Erica Buffington (612) 929-8168

Harriette Burkhalter (612) 935-9855

The LWV Government program consists of many different issues. It gives you the opportunity to focus your interests on one or several varied, vital and current issues. Reflecting vertical programming, the issues range from national to the local level.

As the government chair, you will need to become familiar with the various LWV positions included in the government portfolio; aid your local president in responding to LWVMN Times for Action and LWVUS Action Alerts and Report From the Hill suggestions for action; and help your local League in making the best use of LWV publications on government issues.

The following outline shows the issues included in the government program:

CITIZENS RIGHTS (Buffington)

Election Laws

Election Procedures

Direct Election of the President

Voting Representation for Washington, D.C., (MN ratified 3/19/79)

The Presidency

U.S. Congress

Campaign Practices/Campaign Financing

Open Meetings/Open Records

Federalist Papers Series

ORGANIZATION OF GOVERNMENT (Burkhalter)

Apportionment

Amending the Minnesota Constitution

Minnesota Legislative Branch

Minnesota Executive Branch

Financing State Government

PROPOSED NEW STUDY: Initiative, Referendum and Recall

Basic background materials for all government programs areas are:

1. Program for Action 1977-79 State Program, LWVMN (watch for new edition)
2. Impact on Issues 1978-1980 - A Leader's Guide to National Program, LWVUS, 1978
3. League Government Committees: Options and Opportunities, LWVUS Committee Guide, 1977, #313, 30¢
4. Capitol Letter, issues periodically by LWVMN
5. Report From the Hill, issued periodically by LWVUS
6. Board Memo, issued 10 times/year by LWVMN
7. National Board Report, issued quarterly by LWVUS
8. You and Your National Government, LWVEF, 1977, #273, \$1.00
9. Growth: An Invitation to the Debate, LWVEF Current Focus, 1977, #146, 40¢

Additional background materials and current concerns for some of the program areas are listed below.

CAMPAIGN FINANCING

There is a good chance that major revisions financing law will be proposed by the will be reviewing any proposed changes and sary. A well-written national publication somewhat complicated subject: Report Card Current Focus, 1978, #351, 30¢.



in the current campaign Governor. The LWVMN taking action as is necessary is available on this on Campaign Financing,

ELECTION LAWS

If the 1980 legislative session follows past patterns, the election law item will be extremely active. The LWVMN will be reviewing proposed bills and lobbying when necessary.

Based on the results of the two election surveys, recently completed by local Leagues, a meeting with the Secretary of State is planned to discuss possible election law changes. All local Leagues are encouraged to make use of the suggestions found in the Election Judge/Monitoring Guide (available at LWVMN Convention) prior to the 1980 elections. This is a good area for action in your community.

OPEN MEETING LAW

An excellent publication
shine in: Freedom of

Also available from LWVMN
40¢. One copy of this
additional copies are
dent, government chair,
a copy of this Update.
ing compliance with



from the LWVEF is available, Letting the Sun-
Information and Open Meetings, #223, 30¢.

is the Open Meeting Law Update, February, 1979,
Update has been sent to each local League, and
available. It is recommended that the presi-
and each observer in a local League should have
Local Leagues are urged to continue monitor-
this law.

THE FEDERALIST PAPERS REEXAMINED

The six pamphlets in this series examine all areas in government. The pamphlets are
available from the LWVUS, #622, 377, 213, 331, 332, and 333. Each cost \$1.00. The ti-
tles are:

1. The Federalist Papers Reexamined: Past as Prologue; Present Perspectives
2. The Federalist Papers Reexamined: The Bill of Rights Then and Now!
Perspectives on Individual Liberty
3. The Federalist Papers Reexamined: Perspectives on Congress: Performance and
Prospects
4. The Federalist Papers Reexamined: Achieving "Due Responsibility"; Perspectives
on the American Presidency
5. The Federalist Papers Reexamined: The Growth of Judicial Power: Perspectives
on "The Least Dangerous Branch"
6. The Federalist Papers Reexamined: Our "Compound Republic": Perspectives on
American Federalism

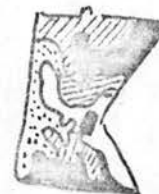
AMENDING THE MINNESOTA CONSTITUTION

The LWVMN position supporting an improved process for amending the Minnesota Constitution
was formed after a 1947 study of the state Constitution and a 1961 re-study of the amend-
ing process. While no new study or publications are planned at the state level, you may
be interested in a related national publication: Constitutional Amendment By Convention,
An Untried Alternative, LWVEF, Current Focus, 1978, #125, 20¢.

APPORTIONMENT

As a response to the November-December MN VOTER article on Reapportionment and suggestions
from local Leagues for state program-making, we are
that the Convention, 1979, delegates will approve
vised wording for the apportionment position. If so,
tion will read: "Support of apportionment
on population of Congressional districts of all
and local governments; Support of regular and equitable
with definite procedures established to ensure prompt
by the Legislature or by a reapportionment commission; Support of procedures which
provide for:

- . compact contiguous districts giving advantage to no particular person or group.
- . public accessibility to Legislature or commission deliberations and action.
- . prompt judicial review.



hopeful
the re-
our posi-
substantially
elected state
reapportionment,
redistricting

Our position will then be inclusive, regardless of future LWVUS action, and will allow
us to be more flexible in our state action on reapportionment. This promises to be
one of the liveliest of all issues in the early 1980's.

A new publication from LWVEF addressing the apportionment issue is: Reapportionment:
Issues For The Eighties, Current Focus, #340.

MINNESOTA LEGISLATIVE BRANCH

Part of the LWVMN legislative position of 1968 supports "realistic compensation for leg-
islators." Responses to the Financing State Government consensus indicated that League
members thought present compensation was more than realistic. Background on this issue
is contained in UPDATE: Legislative Compensation, LWVMN, November 28, 1977.

FINANCING STATE GOVERNMENT

The financing state government position consists of a 1967 position supporting property tax reform and a 1977 position supporting a flexible Minnesota multi-tax system. The 1977 position was reached after a study based, in part, on four LWVMN Facts and Issues on Financing State Government. Copies of these should be in your files.



1. Primer of Minnesota Taxes, October, 1976
2. Minnesota's Multi-Tax System, October, 1976
3. Funding a "Quality Life," March, 1977
4. Governmental Expenditures in Minnesota, March, 1977

Extensive lobbying has been done on various tax bills during the past two legislative sessions, based on the consensus reached as a result of this study.

U.S. CONGRESS

Current background materials: Congress and the Budget: From Chaos to Control, LWVEF Current Focus, 1977, #368, 40¢, and Perspectives on Sunset, LWVEF Update on Government, 1977, #122, 30¢.

PROPOSED NEW STUDY

Initiative, Referendum and Recall

There is a possibility that a new state study will be adopted at Convention dealing with the issue of initiative, referendum and recall. If this does become a study item, a chair and committee will be urgently needed. There is background material available, and a file has been kept on this timely and controversial issue. Call the state office if you are interested in chairing or serving on this committee, or volunteer during the Convention.

* * * * *

The state Government Committee welcomes anyone with an interest in any of these issues to join our committee. Membership would involve 2 to 4 committee meetings during the year and perhaps some at-home reading and/or writing. We'd especially welcome those with an interest in lobbying during the legislative session. Please call either of the co-chairs or the LWVMN office.

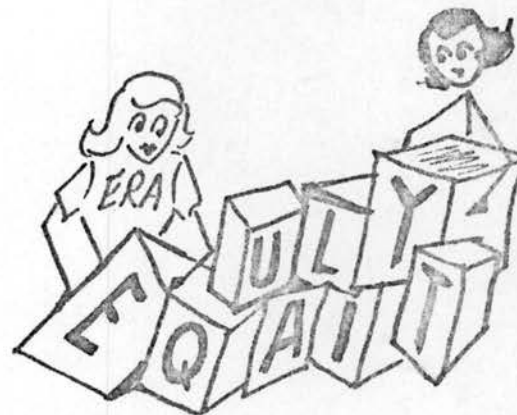
COUNTERPART COMMUNIQUE - Human Resources

Jean Tews (612) 426-1011
Joan Higinbotham (612) 822-7028

The Human Resources portfolio is varied enough to give each local League many opportunities for action and study. As HR chair, you are responsible for responding to requests for action in the Human Resources area from LWVMN and LWVUS. Ask your president to pass on to you all correspondence and publications she receives which relate to your portfolio.

The state HR portfolio is divided as follows:

Jean Tews: Day Care, Social Services, Housing, Unemployment, Welfare and Food Stamps
Joan Higinbotham: Equality of Opportunity for all persons, ERA, Indians, Migrants, the Human Rights Department



Human Resources

This should be a year of action for HR chairs. We have a number of strong positions in HR, and these positions have broad applicability to many local, state and national events - or non-events. HR chairs will want to keep their eyes open to opportunities to speak out for LWV HR positions and thus to make a difference in your local communities. Our world will never improve unless informed citizens are active in bringing about positive change where it is needed and in holding fast against the erosion of significant rights. In addition to action on local issues, responses to Times for Action on the state level can really make a difference during the 1979-80 legislative session. The HR chair can coordinate membership calls and letters to legislators, especially to those serving on the many committees which handle HR issues.

Leagues might consider monitoring local CETA programs. LWVEF recently published a comprehensive monitoring guide for CETA in addition to A Letter of the Law on CETA, 1979. Another issue to monitor is that of local administration of AFDC - i.e., are there violations of federal eligibility regulations? HEW could use League input here. Another area for monitoring might be in cooperation with your local Education Committee; a continuation and expansion of this year's athletic opportunity projects into monitoring equal opportunity in curriculum and employment in local school districts.

Welfare reform remains an important issue at both state and national levels. Helpful publications are To Promote the General Welfare, LWVEF, #187, 50¢, and Update: Public Welfare in Minnesota, LWVMN, 65¢.

Housing becomes an increasing concern as the demand for housing rises dramatically faster than the supply. Publications of interest in this field are the LWVEF Current Focus, Growth and Housing: Connections and Consequences, LWVEF, #146, 40¢, and Whatever Happened to Open Housing? A Handbook for Fair Housing Monitors, LWVEF, #462, \$1.00; Focus on Housing, CMAL, 1978, 50¢.

The Day Care field offers additional opportunity for study and action. Suggested background reading is the LWVEF publication, Women and Work - The Day Care Dilemma, #208, 20¢.

Family Violence is a new study for LWVMN. Many local Leagues have reached concurrence with the LWV-Minneapolis study. If enough Leagues concur with the Minneapolis consensus, we will have a state position upon which we can act. Local League presidents will receive notification when this occurs.

The ratification of the ERA remains a top priority in the HR area. Local efforts can include fund raising for efforts in unratified states and a local speakers' bureau. An amazing number of community groups - churches, schools, Jaycees, Rotary, women's

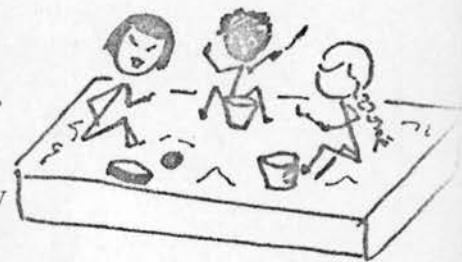
clubs, AAUW, BPW, etc. - turn to the LWV for clear, objective and helpful presentations on the facts about ERA. A sample speech and lots of background material is available from the state LWV office.

Resources for action in other areas of sex discrimination include the new LWVEF Women and Work series which include, in addition to the one mentioned above, a concise paper on Social Security and one on Vocational Education. More topics will be covered in this series during the coming year.

General recommended reading for HR chairs includes Handling the HR Umbrella, LWVUS, #280, 30¢; Program for Action 1979-81, LWVMN; Impact on Issues 1978-80, LWVUS, #386; Capitol Letter, LWVMN; and LWVMN Board Memo. Ask your president for portions of Report From the Hill and National Board Report which relate to the HR portfolio.

COUNTERPART COMMUNIQUE - International Relations

Pat Llona (612) 920-0426



TRADE

This year the Trade Education Project will be of prime importance. Read the article on the front page of the March-April Minnesota VOTER for background on this undertaking. We are planning to advise you on what materials to use as you see fit in your community for trade education. We recommend that you plan for one or more projects. Here are some ideas:

International Relations

1. Consider putting on a public program emphasizing exporting - with the help of your local Chamber of Commerce and the District Export Council (as stated in prior Board Memos). This could be initiated by the LWV. Once you have stirred up the interest, the State Commerce Department can take over and provide speakers. You can distribute Continuing Crisis in Trade and take the opportunity to state League's long-standing support of liberal trade practices. This is a good opportunity to also expand membership in LWV - both men and women.
2. Provide speakers on trade for community education projects. Some of these projects are under Community College auspices. As a participant, you could give at least two sessions on trade. The LWVMN IR Committee can give direction on how to present the program. These presentations usually involve half an hour of speaking and half an hour of interaction with the audience. Step number one is to inform colleges, men's organizations, churches, and community education organizations that LWV members are available to speak. Suggestions for basic materials to obtain this summer will be forthcoming. Look for a detailed guide to these and other possible trade education projects from the state IR Committee this summer. It will include a Minnesota Economic Profile and a list of steps you can take to help illustrate the importance of trade to Minnesota as part of the national League project.

Recent LWVUS publications are:

The Continuing Crisis in Trade, #123, 50¢

MTN: Breaking the Nontariff Barrier, #546, 30¢

These publications are older but still good and should be in your portfolio:
The Politics of Trade and The Trouble With Trade.

Note: The state IR Committee stands ready to give you help in whatever trade project you decide to undertake. You are not limited to our suggestions. We would appreciate hearing from you.

UNITED NATIONS

1979 is International Year of the Child. Local Leagues can participate in outstate projects which are being coordinated by the UNA Minnesota. You can do what you have woman/man power for. Contact the UNA Minnesota, 1026 Nicollet Mall, Minneapolis, MN 55403, or call (612) 333-2824 for information. The United Nations Rally will feature Jean Young, wife of UN Ambassador Andrew Young and U.S. chairperson for IWY. You may want to come to that on October 25. Notices will be forthcoming.

U.N. Flag Raising Ceremonies involving other community organizations are a good project for U.N. Week in October. Make plans for such a ceremony this summer. If your community needs a flag, try to raise money for one. The U.S. signed the U.N. Charter many years ago. The U.S. is a permanent member of the Security Council and a leader in promoting the sharing of responsibility among nations in working for peaceful solutions to world problems. Many people far from contact with world affairs still don't know this. Informational packets for \$1.00 are available from UNA-MN if you wish to present a program or inform your fellow members.

Other U.N. publications by LWVEF:

The U.S. at the U.N.: Fight, Flight or Something in Between? #647, 40¢

What Has the U.N. Done for Us Lately? #113, 20/\$1.00

Sharing U.N. Successes, #129, 30¢

Watch for the World Economy Dialogue to be held in the Twin Cities September 13, 14, and 15. This is a major midwest (including Canadian provinces) undertaking for which you may want to send a representative. It will deal with food production, development, distribution and trade; world trade; and the world environment. For a brochure, contact Pam Von Wiegand, 7601 42nd Avenue North, Minneapolis, MN 55427 - (612) 536-5700.

Other International Relations resources are:

Program For Action (watch for new edition)

Impact on Issues, 1978-80

Report From the Hill

National Board Report (crucial to your planning)

State Board Memo (ask your president for items she receives in the 3rd class mailing relating to I.R.)

Through the Board Memo we will continue to inform you on U.N., Development, and Trade. If you are a new IR chair, obtain from your president Impact on Issues, which states all national League positions. With SALT II impacting on all aspects of world affairs, we continue to inform on that also and anything relevant to arms control (based on the Principles and our UN position). Put yourselves on Department of State Document mailings. We will include copies of these from time to time in the Board Memo. To obtain them, write: The Bureau of Public Affairs, Office of Public Communication, Department of State U.S.A., Washington, D.C. 20520.

COUNTERPART COMMUNIQUE - Natural Resources

Jeanne Crampton (612) 926-8760

Virginia Reiner (612) 429-9605

Call us weekdays between 7:00 p.m. and 8:00 a.m. for cheaper rates, if you wish.)

ENERGY is first on the list and also vitally affects all our other positions. Citizen education is still necessary and important, and it is a role that the LWV plays very well. Updating on the "state of the technology" for renewable energy forms is a particularly valid project - for members as well as citizens! The LWVMN office has several fascinating audio-visual programs on the subject as well as suggestions for local projects. Ask us! (See other side for further information.)

LAND USE:

BWCA, "Wild Rivers," sanitary land fills, urban sprawl, the consideration of energy conservation with planning are old concerns. Hazardous waste dump siting, uranium mining, peat mining and/or gasification, new. There are some old battles to be re-fought and new issues to be studied for future action.

AIR QUALITY:

There are strong forces at work attempting to negate our present hard-won air quality standards, both at the state and federal level. Many are waving the banner of energy conservation. We need to take time to investigate these proposals for validity.

WATER:

While we have concentrated on recreational waters and public accessibility to them (as well as preservation), it is apparent that we still have problems with the health and safety of ground water...in areas as divergent as Perham, St. Louis Park, Duluth, Anoka County, and Winona.



SOLID WASTE:

A real crisis area. The Legislature is attempting to deal with this at present, and several bills have been introduced concerning both sanitary land fills and hazardous waste siting. No one is happy to have either type of establishment near them, which translates into a political hot potato. Many local communities are grappling with the same problem. Another facet concerns just how appropriate it is to landfill any waste at all. Priority should be given to approaches that reduce generation of waste and promote recycling with the residue being burned for energy use.

TRANSPORTATION:

Our LWVUS position (see Impact, p. 14) supports energy-efficient and non-polluting mass transit systems and automobiles. We need to encourage the development of electrified railroads, as well as urge a halt in traditional rail decline. Many Leagues have used the Transportation positions together with their own or ILO positions to back local and regional moves to improve mass transit; to support other alternatives such as reserved express lanes for buses and carpools.

We want to help you make the Natural Resources Program in your League as valid and interesting as possible. Please call or write with your questions or problems to: Jeanne Crampton, 4330 Wooddale Avenue South, St. Louis Park, MN 55424, or Virginia Reiner, 719 Johnson Avenue, White Bear Lake, MN 55110.

WANTED!!!

Can't get out because of small children? Tired of meetings? Don't like meetings? Want to feel useful? Brain need use? We need legislative bill watchers, readers, and trackers. Be one or all! No experience necessary! We train! Applications accepted statewide. Anybody! Send your name and address to Jeanne Crampton, 4330 Wooddale Avenue South, St. Louis Park, MN 55424, or call (612) 926-8760. Don't be shy!

TOOLS OF THE TRADE:

Program for Action 1977-79 (LWVMN)

Impact on Issues 1978-80, LWVUS, #386, \$1.00

Capitol Letter (LWVMN)

Report From the Hill (LWVUS-personal subscription, or also received by president)

Guide for State and Local League Action on National Energy Position, LWVUS, 1979

See LWVMN and LWVUS Publication Catalogs for many background publications

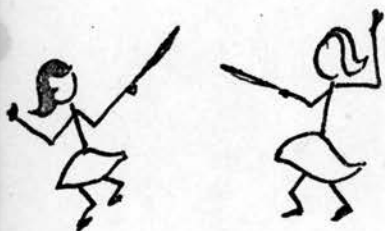
As many large cartons as necessary to store all your folders and clippings. Hint that a four-drawer file cabinet would make a nice Christmas present.

AREAS OF POTENTIAL CONFLICT BETWEEN ENERGY POSITIONS AND OTHER NATURAL RESOURCES POSITIONS*

1. POSITION: Top priority must be given to conservation; renewable resources, especially solar heating and cooling, bioconversion and wind; and the environmentally sound use of coal. (Coal is the major source of conflict.)
2. POSITION: Reliance on nuclear fission (light water reactors) should not be increased, but the LWV recognizes its place in the nation's energy mix.
3. POSITION: Special attention must be given to solving waste disposal and other health and safety problems associated with nuclear fission.
4. POSITION: Reliance on domestic oil and natural gas should not be increased - but the LWV is not opposed per se to increased exploration for and production of domestic oil and gas.

5. POSITION: Dependence on imported energy supplies must be reduced.

IMPACT	ISSUE
Land Use	<ol style="list-style-type: none"> 1. Coal (or peat) mining, especially strip mining, can disturb large areas of land. Siting coal-fired power plants (as well as power lines) may conflict with other land uses. 2. Nuclear power plant sites require large land areas for safety and security reasons. Uranium mining may adversely impact land resources. 3. Storage of radioactive wastes above and below ground involves some permanent (100-1000 years) loss of land resources. 4. The use of shorelines for refineries, transshipment facilities and oil storage could pollute and damage fragile coastal ecosystems.
Water Resources	<ol style="list-style-type: none"> 1. Coal transport by slurry pipelines requires large quantities of water, as does the cooling process for many coal-fired power plants. Drainage from coal mines and fields may also contaminate water supplies. The same applies to peat mining. 2. Nuclear power plants may require large amounts of water for cooling. Runoff from mill tailing piles and other uranium mining operations may contaminate surface and groundwater supplies. 3. There is some danger of ground and surface water contamination from nuclear waste disposal. 4. Oil spills could result from exploration, production, and transportation of petroleum in oceans and waterways.
Air Quality	<ol style="list-style-type: none"> 1. Coal-fired power plants are major sources of particulates and SO₂ emissions. 2, 3. A nuclear power plant accident could result in the release of radioactive gases and other substances that could contaminate a large land area, waterways and the atmosphere.
Solid Waste	<ol style="list-style-type: none"> 1. Disposing of mining lag and ash from coal-fired plants can be difficult. 2. Spent fuel rods and contaminated equipment must be stored on site or shipped to a depository. Uranium mill tailings also present a waste disposal problem.
All of Above	<ol style="list-style-type: none"> 1. If more coal and uranium are mined and used in power plants and other facilities to lessen dependence on imported energy supplies, then the potential conflicts described above could occur. If solar and renewable energy resources are used, fewer conflicts are likely.



These are thought-provoking questions. If you have a local problem related to these areas, please check with us regarding appropriate action.

*Adapted from the LWVUS' Guide for State and Local League Action on National Energy Position.

COUNTERPART COMMUNIQUE - Local Program

Faye Sargent (612) 388-6987



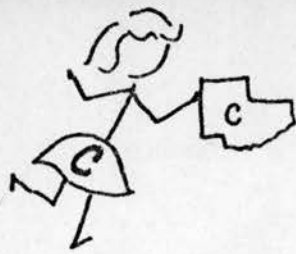
Local Program can cover a broad range of subjects; many local Program ideas grow to become state Program and even national Program. I'm always thrilled by the farsightedness of local Leagues in identifying issues before their "time." Some of you will be studying issues with good vertical (national or state) resource material available and need only to apply your own local data to have your study well underway. Others of you may have to go the whole route alone, as no League material applies to your topic. In fact, you might even be pioneers in studying your issue and be laying foundations for future Leagues. Please make sure you have the League publications and planning tools available.

Helpful LWVUS publications are:

Planning Program: From Choice Through Action, #410, 50¢
Meaningful Meetings, #319, 40¢

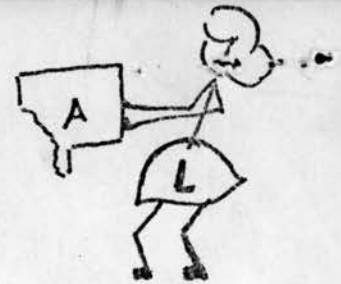
Also check the national publications catalog, as many subjects are covered there that may not be available in our LWVMN catalog. There will be a list of Program topics from local Leagues in the fall, and you may find other LWVs with whom to work and share information.

The Board Memo will have a column devoted to Local Program and also will share comments from local League people on the problems and successes. Good luck for the coming year, and keep in touch with me through the LWVMN office, or call any time.



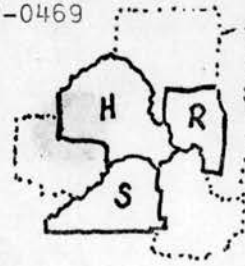
COUNTERPART COMMUNIQUE - CMAL
(Council of Metropolitan Area Leagues)
for Metropolitan Area Leagues

Sally Patterson (612) 699-0469



Quarterly Representative Meetings:

Thursday, September 20, 1979
Thursday, January 17, 1980
Thursday, March 27, 1980
Thursday, May 22, 1980 - Convention



As CMAL representative, you are the link between CMAL and your League. It is your responsibility to share the information you receive in the CMAL bulletin, through the state Board Memo, or at meetings with the members of your League. You are also encouraged to bring back to CMAL the concerns and interests of your members. We would be particularly happy if you and/or anyone in your League would participate on the study committee or as observers in specific areas at the Met Council and/or the Legislature. The more you are involved, the more you learn and enjoy.

CMAL will be beginning the first year of a two-year study. We request that you plan for a Unit meeting in March to bring your local members up to date on the study's progress so that specific direction to the study committee can be given at our May, 1980, Convention.

Other plans include: a continuation of the Observer Program to cover the Met Council committee meetings; the column, called "CMAL Corner," to be sent regularly to local bulletin editors; expansion of our bulletin editors; expansion of our bulletin mailing list to include up to five additional members from each League; more participation by members in the quarterly meetings.

The CMAL Executive Committee meets the first Thursday of the month at 9:30 a.m. in the state office. Any LWV member interested in CMAL is invited to attend.



Latest flash from the floor of the CMAL Convention! Our 1979-1981 new study is a continuation of our Government Decision-making position with emphasis on the relationship of the Metropolitan Council and local government units. We will "study the role of regional decision-making by examining how the Metropolitan Council's decision-making and policy-setting affects local planning and decision-making."



LEAGUE OF WOMEN VOTERS OF MINNESOTA

PHONE (612) 224-5445
555 WABASHA • ST PAUL, MINNESOTA 55102

OUTLOOK 1980-81

Calendar
and
Counterpart Communiques



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FLASH: Regional Membership Training Workshops will be held in July 1980. (Watch for details coming to local League Presidents and Membership Chairs soon.)

GENERAL INFORMATION

Every local League Board member and subscriber to either the Board Memo or Duplicate Presidents Mailing (DPM) is receiving a copy of this OUTLOOK. Additional copies may be ordered from your state office - \$1.50 each plus postage and handling.

State Board meetings are *open meetings*. Dates are included on the Calendar Worksheet. Please feel free to visit any time. If you have business to bring before the Board, please notify the president a week in advance; emergency items may be added later.

Minutes of state Board meetings are available to local Leagues on request. To save on postage, the minutes will be mailed with the 3rd class Board Memo mailing.

It is vital that membership changes - new members, transfers, drops or changes of address and/or name - be reported promptly, both to LWVUS and LWVMN. Use the national VOTER Membership Report Form (yellow sheets) for these changes, sending the original to LWVUS and a copy to LWVMN.

Undelivered VOTERs are returned to the state office at a charge of 25¢ each. Only four change notices from the post office are allowed, and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters; relatives of deceased members do not appreciate receiving reminders either.

Be sure one person on your Board, either the treasurer, secretary or membership chairman, takes responsibility for sending the membership report forms to national and state. You will be asked to send state office your complete membership roster by October 31 so we can, at least once a year, make sure the office's records match yours.

Board Memo mailing target dates are listed on the calendar. Leagues desiring to receive the 3rd class mailing sooner may request it be sent 1st class - you will be billed quarterly for the additional postage. A Board Memo is included in the Duplicate Presidents' Mailing (DPM) subscription (cost \$15.00/year). Since every local League Board member will receive the Board Memo, no additional Memos will be sent to local Leagues as was our previous practice. Those desiring additional copies of the Memo for off-Board chairpeople should subscribe to same at \$5.00 and \$15.00/subscription/year). Please notify your state office promptly of any changes of personnel or address.

State office hours are 9:00 a.m. to 4:00 p.m. daily.

Address: LWVMN

555 Wabasha, Suite 212

St. Paul, MN 55102

Phone: 612-224-5445

Staff, Full Time: Sally Sawyer, executive director

Betty Ann McKaig, secretary

Part Time: Pat Lucas, Bookkeeper, Program/Action staff person
Jeannette Kahlenberg, PR/Development staff person
Peggy Thompson, Service to Local Leagues secretary
Judy Rosenblatt, LWVMN editor (as of July 1, 1980)
Jessie Merrell, on-call typist

We do not have copies of national publications for sale in the state office. They are to be ordered directly from the national office.

The address for the LWVUS is: 1730 M Street, NW
Washington, D.C. 20036

As you know, the LWVMN uses a Xerox 2400 for all duplicating over 25 copies and a Xerox 4000 for all copying under 25 copies. We will do copying for your League at our cost. Leagues in the Metro Area are asked to call the office, making an appointment to use the

duplicator and/or copier, and do the copying themselves. Non-Metro Area Leagues may mail their materials to the office. Type the copy as you want it reproduced on plain white paper. Tell us if you want it run on one or both sides of the paper and the color. (We have green, blue, pink, canary, buff and goldenrod, in addition to white.) The copies will duplicate on your letterhead too, but only a 20# paper stock. The size can be 8 1/2 x 11 or 8 1/2 x 14. (We can offer you only green and white colors in 8 1/2 x 14.) Because of increased copying, paper, and supply costs we have increased our charges (for the first time in 3 years):

Cost to local Leagues is:

For up to <u>10 copies</u>	- .06 per copy
For 11 - 25 copies	- .04 per copy
For 26 and up	- .02 per copy

Local Leagues will receive a 10% discount on a copying bill which is over \$5.00 in a given month. If you mail to us for duplicating, we'll need to charge for postage and handling. Also allow at least 10 days to accommodate our schedule and the post office.

COUNTERPART COMMUNIQUE -- President

Pam Berkwitz (612) 920-3364

This OUTLOOK FOR 1980-81 is one of your tools as you, the President, begin to plan this year's League activities. There will also be material sent from LWVUS, but the date is unknown. The Health Care Study adopted at LWVUS Convention will undoubtedly take time to get off the ground because it was a nonrecommended item. While you might wish to begin collecting and including health care information in League material, don't wait to plan the year because of that study's adoption.



You, as President, are the key person in your League activities. You are the leader, coordinator, facilitator, and the chief spokesperson. Many of you are continuing in your job, and some are just beginning.

There is much help and support available to you in addition to, of course, your Board and members. The LWVMN Board and staff are ready to help any time. You will be called several times a year by your Board liaison (see the Service to Local Leagues section for the list), but feel free to call me or any Board member about anything. If you have questions about national's plans, lobbying your Congressmen, etc., contact the LWVUS office for help.

We too need your help. In addition to knowing how you are doing, we also like to have local members involved at the state level. Please encourage your members to join state committees and to start lobbying for LWVMN. Most people who have done so have strengthened their commitment to all of League's activities as a result.

There is much information on membership in this OUTLOOK, but I want to emphasize also how important our membership campaign and activities will be this year. As was discussed at Council, we must change directions in to increase in Minnesota. Some Leagues did very hopefully many more will join them this year. Your enthusiasm that you can generate in your Board will cess. Membership is everyone's job this year, as that Council delegates agreed that local Leagues bership campaign. We will all benefit from the state and national.



membership and start well last year, and enthusiasm and the en- be critical to our suc- always. I'm gratified should help fund the mem- campaign's success - local,

As I said in my Council address, we need to help our members realize how much they are getting from their membership in League. We need to help them keep records of what they have done and the skills they have gained. Job descriptions, with skills used, are a beginning. LWVMN will provide information throughout the year to help you help your members document their work.

Read IN LEAGUE. Read this entire OUTLOOK, and urge all your Board members to do the same. Make your plans for the year, or better yet, for several years. Organize the Board to facilitate your plans.

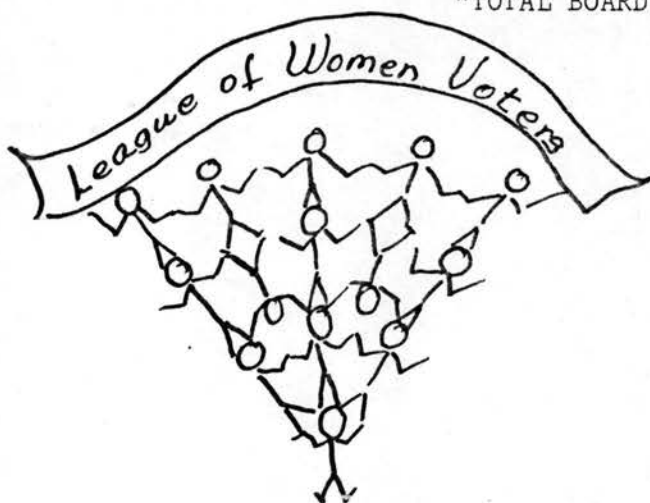
Read previous OUTLOOKs to get alternative ways of looking at the LWV. Profit from what has worked. Don't reinvent the wheel, but don't get locked into the way it has always been done. Find the balance of old and new that most meets your League's needs.

This year looks very exciting for the League. The election activities will provide some great opportunities for the League to be visible and effective. Good luck on your local studies and action efforts. Remember, call any time. We want to help you have the best year possible.

P.S. Try to find more time to relax this summer!



"TOTAL BOARD RESPONSIBILITY" (revised from a list by LWV-MEPH):



The Board of Directors is the guiding force of the local League. Therefore, it is important that each Board member shares the responsibilities of leadership. The following suggestions are ways in which each Board member can help build a strong organization, satisfying to members, and effective in the community.

AS A BOARD MEMBER...

1. think of yourself as a member of the Board first, and as treasurer, voters service, resource chair, etc., second.
2. take part in making Board decisions -- all of them; not just in your field or related field. Help plan and carry out LWV activities.
3. read your mail promptly. You'll receive the STATE BOARD MEMO, memos and publications from state and national, the national VOTER, Minnesota VOTER, and your local bulletin. Check with your president about items that may have come for you in LWVNM's third-class mailing (sent several days after the BOARD MEMO).
4. have a vice-chair and a committee (usually).
5. keep good records of your activities to facilitate reporting and to help your successors.
6. keep the Board informed of your activities by reporting at Board meetings.
7. ask for local or state Board help when needed.
8. keep members informed of your activities through the bulletin, announcements, etc.
9. be active and well-informed in your unit.
10. serve as a liaison between the Board and the member.
11. be able to explain and interpret League policy, activities, and Program to inquiring members, prospective members, and the public.
12. present the League enthusiastically to nonmembers who might become either members or contributors -- or both. Carry a supply of membership brochures with you whenever you are going to be with people/prospective members.
13. think of small jobs for new members and inactive ones, to encourage their involvement. Involvement leads to satisfaction, which leads to renewed membership!

STATE BOARD ORGANIZATION

President

Pam Berkwitz
2425 France Avenue South
Minneapolis, MN 55416
612-920-3364

1st Vice President (Organization)

Government (State Government:
Legislative, Executive, Amending
Process, Financing State Government
U.S. Congress; Apportionment)
Harriette Burkhalter
5 West St. Albans Road
Hopkins, MN 55343
612-935-9855

2nd Vice President (Program/Action)

Joyce Lake
2442 Jansen
White Bear Lake, MN 55110
612-777-3426

3rd Vice President (Voters Service/ Citizen Information) - Development

Emily Schmitz
Box 237
Northfield, MN 55057
507-645-8582

Secretary

Mary Evans
1832 East 5th Street
Duluth, MN 55812
218-728-4146

Treasurer

Georgeann Hall
385 Transit
St. Paul, MN 55113
612-484-9057

Education

Ruth Armstrong
928 Lincoln
St. Paul, MN 55105
612-226-5169

Government (Citizens Rights; Election Laws; Campaign Practices and Financing; Open Meetings/Open Records; D.C.; Presi- dency)

Erica Buffington
3845 Lynn Avenue South
St. Louis Park, MN 55146
612-929-8168

Natural Resources (Water, Land Use, Energy, Air Quality, Transportation)

Jeanne Crampton
4330 Wooddale Avenue South
St. Louis Park, MN 55424
612-926-8760

Natural Resources (Solid and Hazardous Waste, Energy, Air Quality, Transportation)

Nancy Grimsby
5932 Wooddale Avenue
Edina, MN 55424
612-922-9403

Human Resources (Equality of Opportunity for all persons, ERA, Indians, Migrant, Human Rights Department)

Joan Higinbotham
5045 Colfax Avenue South
Minneapolis, MN 55419
612-822-7028

Human Resources (Day Care, Social Services, Housing, Unemployment, Job Sharing, Welfare and Food Stamps)

Jean Tews
49 Birchwood
Mahtomedi, MN 55115
612-426-1011

International Relations

Pat Llona
5936 Grove Street
Edina, MN 55436
912-920-0426

Criminal Justice

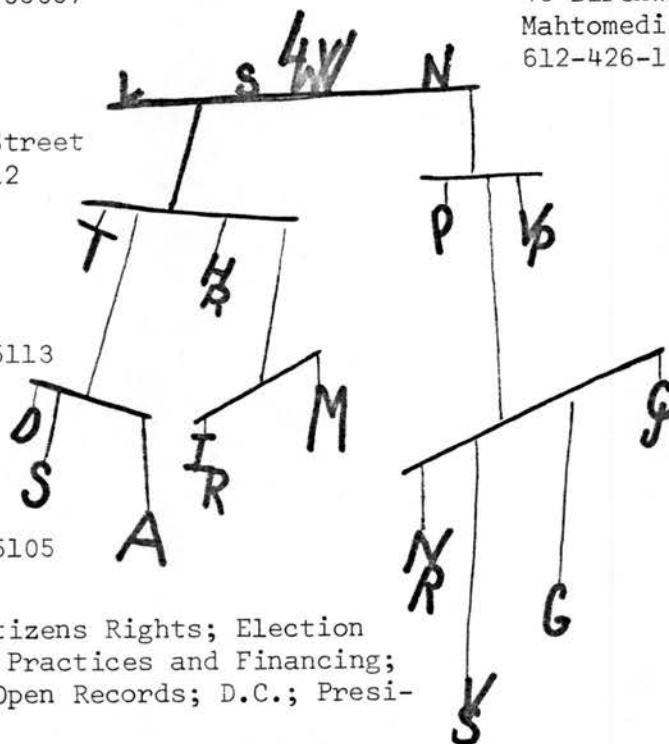
Sue Scribner
18834 Clearview Drive
Minnetonka, MN 55343
612-474-8576

Service to Local Leagues

Geri Nelson
1013 Vera Street
Champlin, MN 55316
612-421-7334

Voters Service

Joan Newmark
182 North Hazel
St. Paul, MN 55119
612-735-4541



Citizen Information

Betty Bayless
738 Navajo Lane
St. Paul, MN 55120
612-454-5210

VOTER Editor

Judy Rosenblatt
2225 Draper Avenue
St. Paul, MN 55113
612-631-0022

Local Program

Faye Sargent
2509 4th Avenue N.W.
Rochester, MN 55901
507-281-1726

Membership

Milo Schefers
514 Fourth Avenue South
Moorhead, MN 56560
218-233-2542

Public Relations

Judy Weinig
2645 Riviera Court
White Bear Lake, MN 55110
612-429-2329

Publications (off-Board)

Mary Birmingham
328 Pleasant Street
Mankato, MN 56001
507-345-3747

Nominating Committee Chair (off-Board)

Carolyn Cushing
3031 Simpson
St. Paul, MN 55113
612-633-0602

Budget Chair (off-Board)

Harriett Herb
6001 Crescent Drive
Edina, MN 55436
612-929-7098

Consider arranging your Board so you have counterparts in similar roles. This structure corresponds to the national organization. Remember vertical organization so you are not retaining obsolete portfolios, such as National Program Chair or State Program Chair.

Read IN LEAGUE. It's all there.

COUNTERPART COMMUNIQUE -- Secretary

Mary Evans (218) 728-4146

As secretary, you are responsible for minutes at Board meetings and general membership meetings where business is conducted. Minutes are the official record of your Board proceedings and decisions, becoming part of your League's permanent file. They should include the name of the League, date, name of presiding officers, and, if a Board meeting, a list of those present and absent. Use last names throughout minutes so they will have meaning beyond your immediate Board. They should record why as well as what action was taken, for they may be referred to many times, even years later.

In addition, minutes are a communication link between your League and the state League. One copy of each meeting's minutes (within a week, if possible) should be sent to the LWVMN office. Minutes received at the state office are read by the Service to Local Leagues Chair and staff and routed to other Board members if there is something pertinent to their portfolios. (See reference to minutes in Service to Local Leagues.) It is also helpful to send copies to each of your local Board members and unit chairs, perhaps along with the agenda for the next Board meeting.

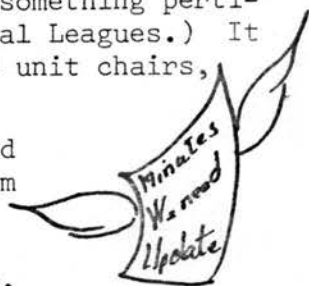
Since you are sending minutes monthly to the LWVMN office, you may find this a good opportunity to request information or materials, etc., from LWVMN. Please be sure the name of your League and a date is on every paper you send. You may also check with your treasurer to be certain that address changes for members are sent promptly to the state office. They are needed to keep VOTER lists up to date - and please note if the member also receives the LWVMN BOARD MEMO or CAPITOL LETTER.

As secretary you should continue to be aware of the total League calendar, especially those dates on which reports are due to LWVMN and LWVUS.

As a member of your Board, you share in that total Board responsibility. You may have other jobs, such as parliamentarian or corresponding secretary, depending on the needs of your League.



Some helpful things for your files available from the LWVMN office:
sample minutes of local League Board meeting; sample minutes of local League Annual Meeting; Style Guide; Simplified Parliamentary Procedure.



COUNTERPART COMMUNIQUE -- Treasurer

Georgeann Hall (612) 484-9057

P.M.P. (Per Member Payments)

Per member payments are paid separately to LWVMN and LWVUS. Your P.M.P. to Minnesota is due on the following dates:

June 1st
September 1st
December 1st
March 1st

Your P.M.P. statement has been mailed to each dent. Please adjust your schedule to coincide prevent cash flow problems. A copy of the mailed to each local League quarterly. Reminder: based on your membership count from



local League presi-
with these dates to
statement will be
Per Member Payment is
January 1, 1980.

Publications needed by the treasurer are the following:

LWVMN Budget - 1980-81

Filing Form 990 - Sales and Use Tax

National Publications:

Ledger-de-Main, #248, \$1.25

Membership Report Forms (see General Information)

Member Transfer Cards, #230

Art of Budget Building, #268, 60¢

The Way to Go - how to use the LWVEF to raise tax-deductible money to fund state and local League projects - #348, 30¢

Vouchers: Please encourage members to turn in a voucher, even if they do not want to be reimbursed, for gas, child care, meals, etc. If the majority of members cooperate, the local League will get a clear picture of the cost of running a local League. Non-cash contributions are as important to League operations as hard cash and are a good selling point during your finance campaign.

Membership lists are due in the state office October 31, 1980. We need to check our VOTER mailing lists. All drops, transfers, and new members should be sent monthly.

COUNTERPART COMMUNIQUE -- Finance

Georgeann Hall (612) 484-9057

See OUTLOOK, 1979-80.

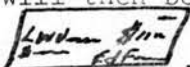
COUNTERPART COMMUNIQUE -- Development

Emily Schmitz (507) 645-8582

While most local Leagues do not have a Development chair, all Leagues should be thinking Development. That simply means thinking of ways to raise and spend tax-deductible money. Tax-deductible money can be raised to fund 1) a specific project, or 2) an undetermined project to be done at a later date. Generally speaking, raising the latter, or unrestricted money, is more difficult; corporations and businesses prefer to use their tax-deductible money for a specific project.



To qualify for tax-deductible status, your project plans must be submitted to the national League of Women Voters Education Fund trustees for approval. Before you start your project, complete and submit a project request form and send it to the LWVEF trustees for their consideration. Wait for approval before starting your project and your fund-raising for that project. All funds collected must be sent to the LWVEF trustees. Your project expenses will then be paid back to you with the funds you have deposited with them.



When you have identified your project and are assured of its tax-deductible status, you must raise the money to fund it. Identify the sources which might be contributors. Decide whether you want to seek all your funding from one place or make a proposal for multiple sponsorship. Identify the best people in your League to contact the appropriate person and prepare them to make the call. Make sure the solicitor knows exactly what the project is, why there is a need for this project to be done, and why your local League is the best organization to undertake this project. Prepare a detailed budget for the project; it should reflect all aspects of the work needed to complete the project (i.e., researching, typing, distribution, etc.) It would also be helpful if the solicitor has a sample of other projects that your League has successfully carried out. Then you will be ready to make your funding call.



Foundations can also be a source of support. Outstate Leagues might also consider asking the Minnesota Humanities Commission for funding, as it has indicated a desire to work with Leagues, especially those with information on most types of grants they will contact people. Interested parties for the needed



outside the Metro Area. The state of Minnesota foundations, including the consider, proposal guidelines, and con-local Leagues should call the state of information.

Be sure to get the following national publications to help you in your planning:

The Way to Go: How to use the LWVEF to raise tax-deductible money to fund state and local League projects, #348, 30¢

Dollars and Sense: The Art of Raising Money, 1976, #494, 75¢

The Art of Budget Building, 1973, #268, 60¢

Ledger-de-Main for Local League Treasurers, 1974, #248, \$1.25

Making a Difference: A Voters Service/Citizen Information Handbook, 1978, #330, \$2.00

Citizens: The Untapped Energy Source, 1980, #436, 50¢ (lists some references on fundraising that could be very helpful)

The LWVMN Development Committee will also be trying to raise tax-deductible money. For the 1980-81 year we will need funds for the three Focus meetings, Program studies and updates, and various voters service projects. In addition, \$15,000 of unrestricted money has been budgeted for the coming year. To raise this money, we are trying to make calls regularly to either corporations or foundations. As the funding call appointments are made, we will contact the local League in that area to let you know that we are making the call and give you the opportunity to go along. During the past year there has been an increase in cooperation between LWVMN and the local Leagues, and the net result is that both coffers have been fuller. The sharing policy for unrestricted money LWVMN raises is:

1. If your local League has received a tax-deductible unrestricted contribution from a corporation in your community in the past three years and the corporation refuses to contribute this year, you will receive a 10% share of the contribution to the state League or the equivalent of what you received before, whichever is greater.
2. If your local League receives its regular contribution, you will still get 10% of the contribution to the state League.
3. If your local League has never received a tax-deductible unrestricted contribution from a specific corporation, you will receive 10% of the contribution to the state League.



Happy fundraising, and I hope you all have the problem of spending all the money you've raised.

COUNTERPART COMMUNIQUE - Budget

Harriett Herb (612) 929-7098



Budgets are plans written in numbers instead of words. Plans are developed to decide what to do, when, and who will implement them. Only after plans are made can a budget of any reality and significance be drawn up. Budgets without plans are only guesstimates.

LWV has always as study and has not really



Planning is and opportunities. Plans and recognition revised, since it is meant to be a useful guide and not a sacred object.

prided itself on providing membership training as well action on governmental issues. True pre-budget planning been the strong suit in our organization that it should be.

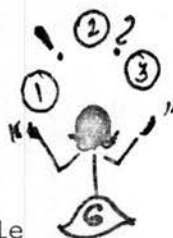
important because it helps identify the organization's risks Change, growth, and decline provide both risks and opportunities. MUST reflect a realistic assessment of LWV's opportunities of its real capabilities. If plans change, the budget can be

So before your budget plans for their portfolios those plans be in plans, you can excerpt (LWVUS publication 20036). That'll



committee meets, ask Board members to identify proposed folios for the coming 1981-82 fiscal year. Ask that writing. To help the portfolio chairs develop those appropriate portions of THE ART OF BUDGET BUILDING #268, 60¢, LWVUS, 1730 M Street, NW, Washington, D.C. spark many ideas.

Since LWVs, regardless of size or level, do carry out all those fantastic plans for each plans for the portfolio be ranked in priority Board to provide you with direction on the proposals and income projections/proposals too.



not have enough money to portfolio, ask that the order. And ask the priority of the portfolio's

Some Board members will be planning for the people who will succeed them. Ideally, a retiring member can meet with a known successor to develop plans cooperatively. In all likelihood, however, planning will begin before a successor is known and the Board member will just have to do the best s/he can, based on experience and reasonable projections.

I can hear some groans, howls, and excuses from budget chairs and members about what I've just written. I've heard it all before, I've done budgets for several groups for more years than I care Believe me, a little foresight and planning make the budgeting whole lot easier for everybody - just as foresight and planning home remodeling or redecorating go more smoothly.



Board and to remember. process a make your

And to help budget chairs plan, here's a timeline you may want to follow - yes, it begins with the end result, so proceed from the bottom up!:



- Your LWV's Annual Meeting - Budget adoption
- One month before - proposed budget printed in bulletin
- Board meeting before printing Proposed Budget - reviewed and approved for printing
- Month prior - Budget Committee meeting(s)
- Board meeting - prioritize proposals and provide direction to Budget Committee
- Prior to Board meeting - portfolio chairs develop plans, prioritize, write up, distribute with agenda to facilitate Board review.
- Unit meeting(s) prior to Board meeting - units or members may be asked to suggest projects
- Early fall (September or October) - determine Budget Committee members
- Now through summer - order and read and cogitate about:
 - THE ART OF BUDGET BUILDING (LWVUS, #268, 60¢)
 - Local LWV Budget Form Item by Item (LWVUS, #150, free)
 - Guidelines for State and Local LWV Use of Tax-deductible Money (LWV-Ed Fund, #361, 15¢)

As an old hand at budgeting, I suggest you relax, enjoy - and PLANNING makes that possible. (And as extra consolation, just remember I'll be following my own advice on two League levels - local and state - this year!)

COUNTERPART COMMUNIQUE -- Membership

Milo Schefers (218) 233-2542

MEMBERSHIP RECRUITMENT CAMPAIGN

ALERT!

The campaign has begun! Local League Membership Chairs will receive each month the FOCUS on Membership Newsletter with suggestions for implementing campaign ideas in your community. Look for the first issue early in June, and remind your local Board about raising \$1 per member assessment (due to state office by August 1st). A training workshop will occur in late July to also aid you in carrying out the campaign. Details will follow!

A League membership chair is a special type of League member. You are the most "all around" League leader. Rather than focusing on one aspect of Program or on voters service alone, you tend to concentrate on the real purpose of the League - promoting knowledgeable activity in government - and you are able to articulate the benefits of the League to the individual. As such, you are not only important as a contact for prospective members, but on your Board as the chair who, along with the president, sees the League as a whole. Being membership chair is a difficult job, but when you realize you are the person who helps others to understand and appreciate the League, you see it as the most rewarding job of them all.

Basic resource for you is the LWVUS handbook, MEMBERSHIP MANAGEMENT. A copy has been ordered for each of you, available at the July training workshop. Other aids are the series of "Management Newsbriefs," published by LWVUS. Check your files or order from the LWVUS catalog.

This year's membership emphasis will be on local Leagues. An increase in membership in 1980-81 is a necessity. Set an achievable goal for membership increase - 10-20%, and choose a person capable of setting up a thorough and effective membership campaign. The following job description should prove to be a helpful tool:

Job Description for Membership Chair

Goal: To increase the number of members in the League of Women Voters.
To encourage all members to participate in League activities.
To have a membership that is representative of your community.

Responsibilities: Recruitment - getting new members.
Orientation - familiarizing new members with League purpose, the member's role in the League, and the League program.
Promotion of activity - encouraging member participation in League activities.
Administration - keeping interest card file up to date;
assisting resource chairs with suggestions for possible committee members;

keeping attendance at all meetings;
notifying president, treasurer, organization chair, bulletin editor, and publications chair of new members, drops, changes of address, and recruiting committee to assist membership chair.

Approach:

Get a committee.

This is really vital and will enable you to do a much better job and still have some time to call your own. You may set it up in different ways:

- a. Geographically or by unit. Have committee members from various parts of town or from different units to follow through in their respective areas.
- b. Responsibility. Have someone who keeps the records of additions, drops, and sends dues notices; someone who keeps the personnel files and is the one person called by all Board members when they want information on typists, artists, possible committee members, etc., and a hospitality person who sets up the places for meetings. Work with your P.R. Committee to publicize meetings. Be sure publicity includes an invitation to nonmembers to attend and join.

Whichever method you choose, make use of the various talents and differing amounts of time other members have.

Set up a one-year calendar for your committee.

Determine when you wish to have membership recruitment affairs, orientation meetings, and membership committee meetings. Gear much of your membership calendar to your League's Program commitments so you make use of ready-made opportunities for getting and keeping members.

Choose a membership representative for each unit (this might be the unit chair).

This will be the person responsible for helping new and prospective members feel comfortable at meetings; so choose wisely. Provide your representatives with a notebook of helpful membership materials, including receipts for accepting dues, membership cards, attendance sheets, membership books, and blank name tags for new unit members.

If your Board has a unit organization chair, work closely with that individual. Set up a working arrangement with your treasurer.

Determine who sends data to state and national and make sure you are notified if a member does not respond to a dues notice. Before a member is dropped, the membership chair should make a personal call.

Get your card file in order.

Have a card file for every member and every prospect, and keep this card file near your phone. When you get a call on a prospect, write down all the information you can get, and when you talk to that prospect - use it!

Reserve time at each Board meeting and talk about membership.

Involve your Board in membership. Give your plans for the year, and enlist the help of the Board in meetings for prospective members and new-member orientations.

Set up a system of callers.

Put someone in charge of a calling system for meetings so everyone who wishes to be informed will be called.

Work up forms (test by filling them out).

This category includes interest sheets, Board reports, attendance reports, and the annual reports to be filled out for national and state. Keep good notes on all you do to make your job easier for yourself and whoever follows you.

Keep someone informed when a member transfers.

You have the names of all the membership chairs in Minnesota and all the state League presidents. Notify them when you know a member is moving to their area. If you can

send this information, the member will quickly find a niche in the new League community.

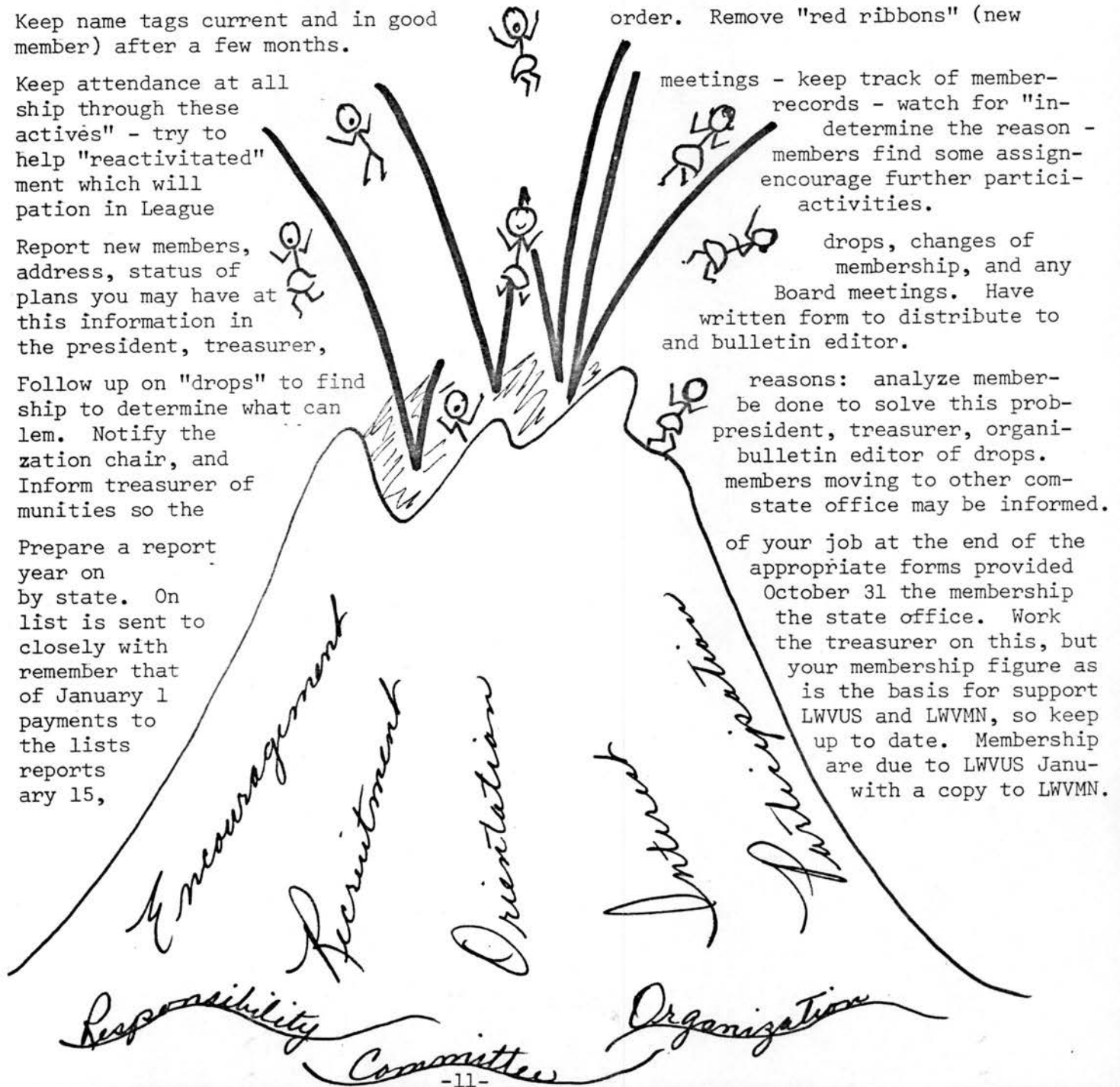
Remember - enthusiasm is catching.

In many ways, you are the real representative of League. Your warmth and excitement in the League will give prospectives, new and experienced members, a real appreciation of the many facets of League. When you are discouraged, think of what you've gained from your League experience - then pass it on.

Administrative Detail:

1. Keep the interest file current. The file should be divided into active members, inactive, drops, prospects, and orientation meetings. Record jobs asked for, acceptances, refusals, reasons. Some kind of survey of the membership by telephone, questionnaire or interview, should be made periodically to keep the interest file current.
2. Based on material in the interest card file, prepare lists of persons available for resource committees, typing, mailing, artwork, etc. Try not to give the same name to two committee chairs at the same time.
3. As soon as resource committees have been formed, prepare and copy a list of all committees and their members, for the president and Board members. The nominating committee will also want copies.

4. Keep name tags current and in good order. Remove "red ribbons" (new member) after a few months.
5. Keep attendance at all meetings - keep track of member-ship through these records - watch for "in-actives" - try to determine the reason - help "reactivated" members find some assign-ment which will encourage further partici-pation in League
6. Report new members, address, status of drops, changes of membership, and any plans you may have at Board meetings. Have this information in written form to distribute to the president, treasurer, and bulletin editor.
7. Follow up on "drops" to find reasons: analyze member-ship to determine what can be done to solve this prob-lem. Notify the president, treasurer, organi-bulletin editor of drops. members moving to other com-munities so the state office may be informed.
8. Prepare a report of your job at the end of the year on appropriate forms provided by state. On October 31 the membership list is sent to the state office. Work the treasurer on this, but your membership figure as is the basis for support of LWVUS and LWVMN, so keep up to date. Membership reports are due to LWVUS January 15, with a copy to LWVMN.



9. Keep a file of membership materials, i.e., MEMBERSHIP MANAGEMENT, orientation materials, reports of previous chairs.
10. Attend membership workshops - in July, and others as may be scheduled. (Be sure to have someone go in your place if you can't go.)

ONE MESSAGE TO THE PUBLIC THAT CANNOT BE STATED TOO OFTEN IS THE MESSAGE OF OPEN MEMBERSHIP. NO INVITATION IS NEEDED TO JOIN THE LEAGUE OF WOMEN VOTERS. ALL WHO SUBSCRIBE TO THE PURPOSE AND POLICY OF THE LEAGUE ARE WELCOME.

(Material from "Membership Multiplication Methods" - LWV of Illinois)

COUNTERPART COMMUNIQUE -- Service to Local Leagues

Geri Nelson (612) 421-7334

The Service to Local Leagues function new Leagues get started, nurturing shops, Convention and Council. It Leagues and with the state Board in



of the state Board involves helping established Leagues, and planning work-facilitates communication between local its attempt to spread good ideas around.

We plan to continue the Local League The state Board liaison telephones her

Liaison system of communicating with you. local League presidents two or

three times a year for feedback on what we are doing, to hear about your successes, trials, or concerns, and to generally get to know your League.

Always feel free to call your liaison, the state office, or any of the state Board members, especially me. I really enjoy talking with you!



LOCAL LEAGUE LIAISON LIST

Burkhalter, Harriette - 5 West St. Albans Road, Hopkins 55343 - 612-935-9855
 Minneapolis
 Chaska
 Wayzata Area
 Northfield

Lake, Joyce - 2442 Jansen, White Bear Lake 55110 - 612-777-3426
 Mounds View
 Duluth
 Stevens County

Schmitz, Emily - Box 237, Northfield 55057 - 507-645-8582
 West Dakota County
 Shakopee
 St. Peter

Evans, Mary - 1832 East 5th Street, Duluth 55812 - 218-728-4146
 Mid-Mesabi
 Hibbing
 Marshall

Hall, Georgeann - 385 Transit, St. Paul 55113 - 612-484-9057
 Bloomington
 St. Croix Valley

Armstrong, Ruth - 928 Lincoln, St. Paul 55105 - 612-226-5169
 White Bear Lake-North Oaks
 Brooklyn Park
 Brooklyn Center
 Houston County

Bayless, Betty - 738 Navajo Lane, St. Paul 55120 - 612-454-5210
 Mahtomedi
 Edina
 Rochester.

Buffington, Erica - 3845 Lynn Avenue South, St. Louis Park 55416 - 612-929-8168
 Grand Rapids
 Grant County
 Austin
 Northern Dakota County
 Crampton, Jeanne - 4330 Wooddale Avenue South, St. Louis Park 55424 - 612-926-8760
 Minnetonka-Eden Prairie-Hopkins
 Golden Valley
 Bemidji
 Cass Lake
 Grimsby, Nancy - 5932 Wooddale Avenue, Edina 55424 - 612-922-9403
 Willmar
 Alexandria
 Fridley
 Higinbotham, Joan - 5045 Colfax Avenue South, Minneapolis - 612-822-7028
 Columbia Heights
 Crystal-New Hope
 Battle Lake
 Llona, Pat - 5936 Grove Street, Edina - 612-920-0426
 Moorhead
 Richfield
 Red Wing
 Nelson, Geri - 1013 Vera Street, Champlin 55316 - 612-421-7334
 Buffalo-Monticello
 Roseville
 St. Cloud
 Detroit Lakes
 Newmark, Joan - 182 North Hazel, St. Paul 55119 - 612-735-4541
 Woodbury
 Cottage Grove
 New Ulm
 Mankato
 Rosenblatt, Judy - 2225 Draper Avenue St. Paul 55113 - 612-631-0022
 St. Louis Park
 Jackson
 Robbinsdale
 Sargent, Faye - 2509 4th Avenue NW, Rochester 55901 - 507-281-1726
 St. Paul
 Winona
 Owatonna
 Freeborn County
 Schefers, Milo - 514 Fourth Avenue South, Moorhead 56560 - 218-233-2542
 Crookston
 Wilkin County
 Scribner, Sue - 18834 Clearview Drive, Minnetonka 55343 - 612-474-8576
 Excelsior-Deephaven
 Westonka
 Hutchinson
 Tews, Jean - 49 Birchwood, Mahtomedi 55115 - 612-426-1011
 Arden Hills-Shoreview
 New Brighton
 Rock County
 Worthington
 Weinig, Judy - 2645 Riviera Court, White Bear Lake 55110 - 612-429-2329
 Anoka-Blaine-Coon Rapids
 East Faribault County



Local League visits will be made by Service to Local Leagues (SLL) committee members or other Board members when a need arises or upon your invitation.

Your bulletins and Board minutes inform us of your activities at the local level. At least three state people read them. Include details of attendance, programs publicity in your minutes. This is the quickest and often the only way we hear of your successes.



Regional Program workshops will again attend the one in your area:

September	16)	
	18)	South
	30	North
October	2	Metro
	4	Metro (Saturday)



be held this fall. Plan to

Five local Leagues will be asked to host the workshops. This involves making location and coffee arrangements and providing registration help the day of the workshop.

The 1981 state Convention will be held at St. Cloud State University Friday and Saturday, June 12 and 13. We hope to offer some mini-leadership workshops on Friday evening.

Be thinking throughout the year about displays you want to share with other Leagues or wares you wish to sell. Any League that wants to host the 1983 Convention will be given the opportunity to express their interest before Convention '81.

On Thursday, June 11, 1981, the Presidents' Workshop will be held. New and continuing presidents find this event a highlight of their terms. The sense that "we're all in this together" is as important as the "how-to" sessions.

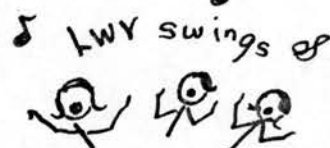
COUNTERPART COMMUNIQUE - Public Relations

Judy Weinig (612) 429-2329

Because of this year's emphasis on increasing membership, Public Relations at the local level is more important than ever. Be sure to watch for details about the Membership Recruitment Campaign - you will play an important part in its success in your community.

But Public Relations is not a separate entity to be created out of thin air. It is generated by your League's activities. Public Relations is not just "getting a lot of press." It is being well known throughout your community by government officials, community leaders, other organizations, general public, friends and acquaintances of members. PR is not something to be done by one person. It is something every member can be aware of or doing.

Now that we've got an idea of what it is, how to get it? Read the following guidelines and suggestions, keeping in mind there are no warranties, expressed or implied:



- I. Decide what your image is, and/or what you want it to be in your community. Some of you already know what this is. It is not an easy thing to figure out.
- II. The person who is coordinating your PR efforts should ideally know the organization well, keep informed on its activities, and on community doings. Your regular observers of government meetings may be of help here.

III. Find out what the local media consider to be newsworthy events.

- A. Beat the bushes for a personal contact: does a member have a cousin who has a cousin whose sister-in-law knows a reporter, editor, news director, owner, publisher, announcer, secretary, etc. (no - not a paper boy)? Or a friend of a friend who has an acquaintance who went to kindergarten with...?



OR

- B. Make a cold (shudder) call to any one or of several of above.
C. Network until someone is found who can and will answer your questions about:

- 1) What is "newsworthy";
- 2) What is seen as being of interest to the town and surrounding area;
- 3) What is "selling" in the media;
- 4) What your League's image is with him/her;
- 5) What League can offer that might be useful;
- 6) How best to present same;
- 7) Who covers what;
- 8) How much use you can make of PSA spots.

- IV. Use their wealth of information in planning activities, action, or program. This is not to suggest planning things entirely geared to publicity, but if there are several items under discussion, consider which one is most likely to be covered by the local media and/or would generate the most community interest.

- V. When the (quality) article, news release, or request for coverage is ready to go out, DO NOT mail it, phone it, or send it by carrier pigeon. TAKE that piece of paper in your hot little hand and carry it to whoever will make best use of it. It at all possible, entrust it to that person's care directly; do not let it get contaminated by a middle person unless the original proposed recipient is out. This face-to-face contact does not ensure coverage - it does put a face with a name and organization. This may help make your precious piece of paper a little more meaningful to the news person than the others s/he gets.



- VI. If you can find out why an event wasn't covered, or information wasn't used, do so. It will be helpful for the next time. (There is ALWAYS a Next Time.)

There are several publications from LWVUS which may be of help. If you order THE MEDIA KIT, #162, \$1.00, you will receive them all. See your national catalog for individual pieces. There are also ideas in the Action, Membership and Voters Service handbooks. Read the PR section of last year's OUTLOOK for more suggestions. Some good ideas for getting publicity are included in a new LWVEF publication entitled "Citizens: The Untapped Energy Source" (1980, #436, 50¢).

I would like to facilitate an exchange of information. When you have had a success, let me know what, how, where, why, who, when. When several of these reach me, I will include them in a mailing so you can all see what worked where. Some may be adaptable to other locales, others not. I'd also like to circulate questions and problems for possible answers.

I know this puts more responsibility on you, but in the matter of PR, local Leagues know what works best in the peculiarities of their particular communities - and can best figure out how to adapt to the local diet.

COUNTERPART COMMUNIQUE - Publications

Mary Birmingham (507) 345-3747

Looking for program information - a gift for fund drive contributors - materials for citizen information and League visibility - League information for League members and League leaders? Both state and national Leagues have publications to fill these needs. Information about each publication and its price is in the publication catalogs which LWVMN and LVWUS distribute to each League. The League of Women Voters of the United States' Catalog for Members and the Public 1979-80, #126, and Catalog for Leaders 1979-80, #130, should be used together and will give you a complete listing of national publications, ordering information and publication services. Supplements to each catalog, #497 and #492, have recently been issued. These are free from LWVUS in limited quantities.



LWVMN's publication catalog was issued in June, 1979. A supplement to that catalog will be sent to local League presidents and DPM subscribers soon. Look for a new catalog from LWVMN in late summer or early fall of 1980. A copy of each new publication is sent to your president and to DPM subscribers.

LWVMN publications may be ordered from the state office by mail or phone and are billed later.

Remember - you may sell publications at a profit to your League, And, tax deductible donations may be used to purchase and distribute material funded by the Education Fund.

IN LEAGUE describes your job and the jobs of all your Board members. Be sure you all have copies. It will be up to you to suggest useful publications to your Board and your members. Consider doing brief reviews in your bulletin.

Plan ahead, so your orders arrive on time, and use our excellent publications throughout your community. Not only do they have public relations value, but they can bring in dollars as well. Think creatively and make your job more interesting than that of the keeper of the publications file.

COUNTERPART COMMUNIQUE - Bulletin

Judy Rosenblatt (612) 631-0022

Your bulletin is the backbone of League communications! State and national VOTERS are not frequent enough or large enough to do the job -- and, of course, they don't have the "home League" news and perspective. As local League bulletin editor, you are in a position to emphasize to your members that they are part of a vital, active and effective organization functioning at three levels.

RESOURCES:

Start by reading the last two pages of IN LEAGUE: GUIDELINES FOR LEAGUE BOARDS, for some general suggestions about your bulletin. Look in your files for other publications that may help you. You should have the new, revised LWVMN STYLE GUIDE (July, 1979), or order it from the state office. It gives League rules of capitalization and abbreviations; also spelling, punctuation, reference and composition tips. Use a good dictionary or other guide for anything not covered there. A classic, recently reissued in its third edition, is THE ELEMENTS OF STYLE by William Strunk, Jr., and E. B. White. In this brief volume, available in paperback at most bookstores, the authors cover rules of usage, principles of composition and an approach to style. It has been highly acclaimed for years and would be a good resource for all LWV writers.



A marvelous, detailed, useful guide - whether you mimeograph or photocopy - is A PRACTICAL GUIDE TO NEWSLETTER EDITING AND DESIGN, a 52-page, large format paperback by LaRae H. Wales (\$2.50; Iowa State University Press; South State Avenue; Ames, Iowa 50010). The book was written in 1975, when the author was a student at the University of Minnesota. She uses the MN VOTER and other local newsletters in some of her examples.

You should have, or at least have access to, all of the following:

- your local League's Program and calendar for the year
- PROGRAM FOR ACTION, 1979-81 (state and CMAL Programs)
- IMPACT ON ISSUES, 1978-80, A Leader's Guide to National Program, LWVUS, Pub. No. 386, \$1.00 (and the new 1980-82 edition when it is published)
- the state BOARD MEMO (contains many items you'll want to reprint; read all of it)
- NATIONAL BOARD REPORT (issued quarterly)
- Duplicate Presidents' Mailings (state and national)
- CAPITOL LETTER (state legislative newsletter, available while the Legislature is in session)
- REPORT FROM THE HILL (national legislative newsletter)
- national, state and regional VOTERS/bulletins
- a file of your League's previous bulletins

If you are close enough, visit the LWVMN office and look at samples of other League's bulletins to get ideas. Arrange exchanges with other Leagues, particularly those near you and those whose bulletins you admire. You'll pick up items to reprint and new ideas for format and illustrations. If you use an article from another bulletin, give credit for it. In fact, it's a good idea to list the source whenever you reprint or excerpt anything.

LWVMN owns the A.B. Dick MEMEOGRAPH INSTRUCTION SERIES, a set of illustrated self-instructional guides covering stencil typing, stencil imaging (how to trace, shade, letter, rule and write with the stencil on a light board), artwork preparation (including basics of design, layout, typography, copy fitting and color selections), mimeo operation I and II (basic and special adjustments), and reference manual (mimeo terminology and definitions). Some of this information would be useful for those who photocopy too.

LWVMN will lend out the set or individual books (\$5 deposit required). Your League may also be interested in purchasing your own set (\$8.50 several years ago). If you use a different kind of machine, check with the manufacturer or distributor for helpful guides.

Keep a file of clip art culled from newspapers and magazines you read. This could include headlines for photo-copied bulletins. I have collected about 6 pages of cartoons, line drawings, small logs, etc., that could be used as is in photo-copied bulletins or turned into illustrations for mimeoed bulletins by the process referred to below under Production. Most of these are cartoon drawings culled from an old commercial set I found in the LWVMN office (suitable for announcements, "welcome," "don't forget..," "mail this in immediately"-type illustrations).

A. B. Dick and other companies also sell sets of designs to trace or clip and paste for illustrations (A.B. Dick #7411). Not all designs are suitable for LWV, but many are included, and some you could alter slightly to make them usable.

PLANNING:

Plan a bulletin calendar for the year, writing down the essentials for each month's issue. By looking through your file of old newsletters and consulting League bylaws, you should be able to list for each month such necessary items as election or candidates' meeting information, proposed local Program, annual meeting notice, etc. Then fill in the plan for each month before that issue's deadline, keeping in mind what has happened since your last issue and what information you have received that should be reported to your members. Once you have decided (in consultation with your president) what should be included, go after it! That means you may have to make suggestions or issue reminders to the people responsible for writing some of the items.

If your deadline is Board meeting day and your League sends out the meeting agenda ahead of time, you could note assignments or expectations/suggestions on the agenda. If not, you might have to remind writers at your Board meeting of stories you will want in the future or call your reminders.

Try to have a regular deadline and publishing date so writers for your bulletin will remember from month to month when their copy is due, and readers will look for it at the same time each month. At your calendar planning session and Board meetings, remind Board members of their responsibility to meet deadlines, generate material from their portfolios, and "always think one month ahead" (as you have to). Progress reports are important, so encourage chairpeople to "bring members along" on Program studies or local projects.

WHAT TO INCLUDE:

A printed nameplate on your front page stands out and looks a lot classier than one that's typed or drawn with a stylus - and it doesn't cost very much. Investigate the possibility of printing or photocopying enough front pages for the year (one or two reams would be enough for most Leagues), with lettering either:

- a) the rub-on type that you can get at art supply stores;
- b) hand-printed by a talented member of your League; or
- c) donated by a local print shop as its contribution to your League.

Another possibility for a mimeographed bulletin is an electronic stencil (see information below under PRODUCTION).

Print the names of your president, membership chair and editor, together with at least one address and phone number, in a conspicuous place in your bulletin. List the names of members who have helped with anything; everyone likes to see her/his name in print and feels more appreciated when given recognition. You may have to remind other Board members to keep track of helpers. (Use first and last names, and be sure you double-check the spelling of those names!) This is one way you aid your membership chair in providing "tender loving care" of members. Your League will benefit if you work closely with the membership chair on member follow-up and recruitment. (See the Membership section of last year's OUTLOOK for more ideas.)

A monthly calendar of League and community events is a useful feature for your bulletin. Probably the easiest way to prepare it is to have this be the last item you write each month. Go through all the articles and pick out the dates of all events announced in that issue to put on your calendar. Add any future events you know of, and your calendar will be done. Don't forget unit, general and Board meetings, as well as your bulletin deadline. Regular features like this should have regular spots so members will know where to turn to see unit meeting dates, your president's column, etc.

You may want to group items under local or (housekeeping) news and Program categories (Government, Human Resources, Natural Resources, International Relations), or in some other logical arrangement. Use different colors of paper to distinguish sections. A table of contents would also be helpful.

Unit news, meeting announcements, finance and membership information, Program material, local observer reports, action reports and opportunities, news from the state BOARD MEMO, new LWV publications announcements, local Board decisions - all are the kinds of information your bulletin should include. Keep the messages lively and positive if you want your readers to come back for more.

Some Leagues put their membership rosters in their bulletins. Others print a separate roster, which may also include the League's tentative calendar for the year, resource committees, and pertinent citizen information (election dates, local government meeting times and places, names of legislators and how to reach them, etc.).

Put your League name and the date on each page. Just put "LWV of _____, MN, 5/80" next to the page number.

DESIGN AND LAYOUT:

Some of the following information will be useful to League members who produce publications, posters or flyers as well as bulletin editors and typists. Your pages should be straight, clean and neat. A simple design is best, in which you balance the design elements: body type, headlines, artwork and white space. Balance a "heavy" item at top left with another at bottom right. Use either the single page or a two-page spread for balancing. Don't leave part of a page blank. If nothing else, put "Remember to attend your unit meeting" or "vote" in big letters. Pages should be neither crowded nor bare. Don't try to edit and type copy for reproduction at the same time (except for slight changes in wording). Designing the page is an important step toward making your product readable and interesting.

Use a dummy (also called layout or makeup) sheet with faint column outlines. You can duplicate a lot at the beginning of the year. Try to maintain the same margins on all pages or at least on facing pages (for 8½" x 11" paper, one suggestion is: side toward center, ¾"; outside edge, ½"; top, ¾"; bottom, 1"). Some stencils have column markings for typists.

When all copy is in and typed in column width, make a rough plan: cut out and arrange items on the dummy. Edit or rearrange as necessary. Locate longer, more important stories first to reduce "continueds." New, long or important items are usually put at the top of a page.

Adjust by cutting articles, rearranging items or adding pages. Cut to an "irreducible minimum" and then cut again, particularly if you have a page limit. (For example, if your bulletin is mailed first class, you should know that five 20-pound sheets (10 pages) equal one ounce.) To copyfit:

- shorten a story by rewriting, or use fillers for holes;
- run to a second column or jump a story to another page;
- run part of a story full width and the rest one column wide;
- set off an important item by a box - the copy will be narrower and deeper;
- use appropriate artwork;
- vary depth of headlines or use subheads.

Contrast is the key to keeping interest. Achieve variety through:

- short paragraphs with space between;
- columns interspersed with occasional full-width copy;
- boldface (see PRODUCTION for a way to type boldface);
- capital letters, spaced caps, caps flush left in a "pocket" of white space;
- stenciled, rubbed-on or clip art headlines contracting to body type;
- handwriting or calligraphy (in small amounts only);
- underlining; boxing; borders or rules between columns;
- using bullets (dots or stars), numbering, dashes, or questions and answers to set copy off;
- rules above and below an eye-catching phrase in boldface or a larger typeface;
- color, on a single page, or for different sections;
- ads; poetry; diagrams; tables;
- inserts/flyers for special events;
- "typewriter art" as dividers between items (your library probably has books that show these clever constructions); or border tapes you can buy by the roll for photo-copied pages;
- borders, corners or other graphic designs available in books or as rub-ons for photo-copied pages.

PRODUCTION:

If you live in the Metro area, you might want to consider using the Xerox machine at the LWVMN office to produce your bulletin. A timetable would have to be worked out. Other machines available at the office are a semi-automatic collator (for eight or fewer sheets), an electric stapler, an electric paper folder, and a postage meter.

Typists: PLEASE COPYREAD. Your bulletin should reflect your pride in the LWV. This isn't a second-class organization; don't let misspellings and "typos" make yours a second-class bulletin.

The best information in the world will be worthless if it's unreadable. Don't send out pages too faint, blurred or spotted to read. Contact your machine's manufacturer for help. For mimeo troubles, you can also borrow the set of instruction booklets mentioned earlier.

For the typist-illustrator: An electronic stencil-maker burns a stencil from paper copy. It can make fine lines, shading and dark areas impossible to cut by hand with a stylus. A.B. Dick, Gestetner, office supply stores, etc., offer this service. An electronic stencil would be particularly good for letterheads, bulletin or publication covers or reproduction of a picture. Before buying commercially, check out other organizations or schools in your area to see if any of them have this machine and would let you use it. Be sure to get a stencil that's appropriate for your particular machine.

To create interesting headlines and drawings for a mimeographed bulletin, a light board (mimeoscope) is very useful. Editors of photo-copied newsletters can get the same effects with rub-on lettering and graphics. See the instruction sheet sent to presidents in April, 1980, entitled USING A MIMESCOPE/LIGHTBOARD, USING RUB-ON LETTERING, for details. Additional copies are available from the LWVMN office. I will be glad to arrange a demonstration of these techniques for any editors/typists who so request.

If you have no lightboard or don't want to trace drawings, cartoons and headlines, you can still use such items in your mimeographed bulletins. See the October, 1979, state BOARD MEMO for details on preparing an electronic stencil from a collection of clip art, then using individual items by pasting them into your bulletin page stencils.

You can make regular type look like boldface. This technique is useful for both the mimeographed and the photo-copied page. 1) Type the heading. 2) Place a heavy piece of paper behind the one you're typing on. Hold your copy sheet firmly with one hand and retype the headline exactly on top of the first one. 3) Add a second sheet behind the copy and repeat step 2.

Check the 1979 OUTLOOK for some tips on use and care of A. B. Dick mimeograph machines.

HOW TO GET HELP:

Think about how much you are willing to undertake as bulletin editor (talk to previous editors or rely on your prior experience). Discuss your expectations at Board planning for the year. Hash out who write, who types, who handles reproduction, who collates and mails, so that everyone understand her/his obligations. Will your president write a regular column? Does the person in charge of the observer program edit observer reports? Are Program chairs responsible for monthly reports? Try to anticipate and settle most of these questions early. It's best to get your decisions in writing, distributed to all concerned.

Call or write me if you have questions or problems. I'll be glad to help if I can, or direct you to another source of aid.

RATING YOUR EFFORTS:

"In addition to being your own publisher, you can be your own critic," states the BULLETIN RATING SHEET we adapted from a sample used by other state Leagues. This sheet provides many ideas on what constitutes a good bulletin, so even if you aren't ready to cast a critical eye at the product of your labors yet, ask for a copy from the LWVMN office.

BUREAUCRATIC DETAILS AND DISTRIBUTION IDEAS:

Please send two copies of each issue to LWVMN, 555 Wabasha, St. Paul 55102. Send three copies to LWVUS, 1730 M Street, N.W., Washington, D.C. 20036.

Your president will receive the name and address of one national Board member who should receive all Minnesota local League bulletins. Other local Leagues or national Board members may also have requested copies, so check and update your mailing list. (See Exchange List below.)

You will want to send them your local bulletin to keep them informed of what you are doing (and/or entice them to join the local League). Consider sending your bulletin to local government officials, contributors to your League, newspaper editors, community education people or others who would be interested in knowing about the local projects you are undertaking. Who knows, maybe you'll pick up new members or contributors!

Some Leagues put copies in their local libraries for reference and/or for library-goers to pick up. This could be a way to attract new members. Be sure to send several issues to prospective members who visit unit meetings or have otherwise indicated interest. In some areas the Welcome Wagon lady or other equivalent greeter of new residents will include copies of League bulletins in her goody bag. Get from your city hall (small to medium-size towns only) a list of people with new utility hookups and send them (or a sample of them) complimentary copies.

BULLETIN EXCHANGE GROUPS

<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>	<u>GROUP IV</u>
Winona	Mankato	Rock County	Chaska
Rochester	St. Peter	Worthington	Shakopee
Austin	Freeborn County	Jackson	Northfield
Owatonna	East Faribault County	Marshall	Bloomington
Red Wing	New Ulm	Granite Falls	Northern Dakota County
Houston County			West Dakota County
<u>GROUP V</u>	<u>GROUP VI</u>	<u>GROUP VII</u>	<u>GROUP VIII</u>
Stevens County	Willmar	Moorhead	Grand Rapids
Alexandria	Hutchinson	Crookston	Mid-Mesabi
Grant County	St. Cloud	Bemidji	Duluth
Wilkin County	Buffalo-Monticello	Detroit Lakes	Hibbing
Battle Lake		Cass Lake	
<u>GROUP IX</u>	<u>GROUP X</u>	<u>GROUP XI</u>	<u>GROUP XII</u>
Arden Hill/Shore-view	Anoka-Blaine-Coon Rapids	Woodbury	Westonka
Mounds View	Brooklyn Center	Cottage Grove	Wayzata Area
New Brighton	Brooklyn Park	Mahtomedi	Golden Valley
Roseville	Fridley	White Bear Lake/North Oaks	Excelsior-Deephaven
White Bear Lake	Crystal-New Hope	St. Croix Valley	Minnetonka-Eden Prairie-Hopkins
	Robbinsdale		
<u>GROUP XIII</u>			
St. Louis Park			
Richfield			
St. Anthony			
Columbia Heights			
Minneapolis			
Edina			

Send Bulletins to the president and/or bulletin editor (check with your exchange Leagues) of the Leagues listed with yours.

MINNESOTA VOTER:

Your League is invited and encouraged to contribute items of interest to the rest of us for use in the state VOTER. The tentative schedule is as follows:

<u>Issue</u>	<u>Deadline</u>	<u>Mailing Date</u>
July-August, 1980:	July 15	August 12
September-October, 1980:	August 12	September 9
November-December, 1980:	October 21	November 18
January-February, 1981:	January 13	February 10
March-April, 1981:	March 10	April 7
May-June, 1981:	June 2	July 7

Copy should be typed, double spaced, in columns 39 characters wide, if possible. Photos may be in color, although black and white is preferred. Be sure to identify people in photos (and also the photographer). Indicate on a piece of paper taped to the back of the photo the name and address of the person to whom it should be returned. DO NOT WRITE ON THE BACK OF THE PHOTO OR USE PAPER CLIPS ON IT, PLEASE.

COUNTERPART COMMUNIQUE -- Voters Service

Joan Newmark (612) 735-4541

What an exciting year this is to be a Voters Service chair! With precinct caucuses just behind us and state and national conventions coming up, the entire populace is aware of our democratic process. Our job is to help our citizens participate in this process to the fullest. We must ensure that the election procedure is as fair and accessible as possible, but we must also see to it that citizens are well informed about candidates and ballot issues. Required reading for all Voters Service chairs, new and old, is MAKING A DIFFERENCE: A VOTERS SERVICE/ CITIZEN INFORMATION HANDBOOK (Pub. #330, \$2.00) published by LWVUS. This booklet lays out the scope of what Voters Service can be, from which we have to set our own priorities. Another resource for you in this election year is the national League community guide "Issues Not Images: A Road Map for Election '80" (Pub. #662, 35¢).



VOTERS SERVICE CALENDAR - 1980-81

Monday, July 21, 1980: Last day for candidates to withdraw from the Primary Election ballot.

(On this day you will know the names of all the candidates on the Primary Election ballot. If you are doing a VOTERS GUIDE for the Primary, you can send questionnaires; if you are having a Candidates' Meeting, pick a date and send invitations.)

Tuesday, August 19, 1980: Last day to pre-register for Primary Election. (Stop pre-registration drives and distribute only information on Election Day registration after this date, until the Primary.)

Tuesday, September 9, 1980: 7:00 a.m. to 8:00 p.m. - PRIMARY ELECTION and Election Day registration. (Election judge training should take place within two weeks before this date. Consider observing this training to monitor compliance with the new rules.* You may also want to observe polling places to see if there are hindrances to voters that could be alleviated. See the LWVMN publication, ELECTION PROCEDURES IN MINNESOTA. Is your community still having problems with Election Day registration? How could you make things go more smoothly at the General Election?)

Wednesday, September 10, 1980: Primary Election results known. (By this date you should know the names of the candidates on the General Election ballot, unless there was a very close race or contested election. Start a big campaign for pre-registering voters for the General Election. Pre-registration drives at high schools, colleges and seminaries can alleviate long election day registration lines.)

Tuesday, October 14, 1980: Last day to pre-register for the General Election. (Now shift your emphasis to getting out information on election day registration. VOTERS GUIDES, Candidates' meetings, debates should all be occurring during this month.)

Tuesday, November 4, 1980: GENERAL ELECTION DAY. (Vote, observe the polling places, monitor vote count if your League has the opportunity, and then take a vacation. You may want to have an election evaluation session before your vacation, however. By January regroup and plan Voters Service activities for the rest of the year.)

* A summary of the new rules on election judge training will be sent to all Voters Service chairs as soon as final action is taken.

January - April, 1981: Citizen education and year-round registration activities. Review election and judges' training observation results with your local officials.

Tuesday, May 19, 1981: Independent School District Elections. (Let your community know about the candidates and issues and urge them to vote. Then start planning for 1981-82.)

State League Voters Service Activities

Voter registration: This year LWVMN hopes to initiate a project to promote voter registration throughout the year. We want to coordinate a statewide effort to train various business and governmental groups to continuously maintain stocks of voter registration applications and to offer them to patrons who will change or have just changed their names, addresses, citizenship status, etc. In addition, these applications would be readily available to the public at many locations. For example, some cities already use libraries as voter registration centers. What if all librarians throughout the state offered applications to all patrons who applied for a new library card? The opportunities in this field are many, although we don't foresee following a practice used in California when they started using register-by-mail applications. The California Secretary of State persuaded the Granny Goose Company to put a card in every bag of potato chips sold in northern California.

Two handy publications will be available again from the Minnesota Secretary of State: The pamphlet, "Election '80 in Minnesota: Register and Vote," and "Election Procedures in Minnesota." LWVMN will be one of the organizations that will distribute these pamphlets. We will send a supply to each local League for you to distribute to the public.

We also intend to produce some Public Service Announcements (PSAs) for radio and TV, explaining voter registration and urging citizens to vote.

Election Hotline: We are applying for a grant to run a voter "Hotline." Leaguers would staff a phone bank set up in the state League Board room to answer questions and identify polling places in the seven-county Metro Area. The service would be offered for two days before the Primary and four days before the General Election.

Presidential Forums and Debates: LWVUS has already run televised Forums for Presidential Primary Candidates in New Hampshire, Illinois, and Texas. Yet to come is a series of Presidential Debates in the fall. These Debates offer a great opportunity in Voters Service, as well as Membership and Publicity. The new CHOOSING THE PRESIDENT 1980 (#420, \$1.95, LWVUS) is now available as well as PICK A CANDIDATE (#259, 10/\$1.00 minimum order, LWVUS). Both are excellent additions to your Election '80 campaign.

Election Judge Training: New rules will soon be in effect governing training for election judges. Many of the changes were suggested by judges in our survey. Monitoring compliance with these changes will be a joint Voters Service-Government project. (See Erica Buffington's OUTLOOK communique, under Government, for more details.)

ABC Reporting: LWVMN will again report on election results in selected "key" precincts. Income from this project is included in the 1980-81 state League budget.

Trading Post: With your help, we will continue to exchange hot tips and new ideas.

This fall Voters Service activities will put your League in the limelight. Take advantage of every opportunity to recruit new members and retain the old. Keep smiling and don't try to do it all yourself!

COUNTERPART COMMUNIQUE -- Citizen Information

Betty Bayless (612) 454-5210

LWVMN Citizen Information

You requested FOCUS programs in Fall, Winter and Spring, so...here they are! September 24 is a MUST for you - the FIVE Constitutional Amendments on this fall's ballot. Our morning panel of experts will provide the history and objectives of the amendments. There'll be time for questions, lunch, and finally workshops on the individual amendments.

On January 21 we'll feature on upcoming legislation, the quality education and long-awaited Transportation FOCUS attempting to have an agenda identical to the original plan; however, the actual program times may differ.



School Discipline, with emphasis feelings of kids toward education, competency testing. Finally, that will happen on March 18. We are at-



Also, the LWVMN office has five copies of the one-hour videotape, "H.R. 6161, An Act of Congress," which tells how a bill becomes a law. Shown on PBS in April, 1979, it is the first major television documentary to give the American people a behind-the-scenes look at how Congress really works. The setting for the drama is the U.S.

House of Representatives, where the program follows the activities of the people working for and against the Clear Air Amendments of 1977 as the need for jobs and lower costs clashes with the drive for a cleaner environment. Look in future BOARD MEMOs for distribution details.

Local League Citizen Information

"The goal of all your Citizen Information thrusts is a better informed, more involved electorate. And there's no better group to provide Citizen Information services than the League." Sound familiar? The quote comes from the LWVUS publication, MAKING A DIFFERENCE, #330, \$2.00, which should be the backbone of your portfolio.

Study Part 3, which focuses on Citizen Information activities such as: explaining how the political process itself works; providing help in conducting special elections; giving workshops on how to run for office; etc. Use your observer corps reports to help you determine what questions about government or government services people are asking in your community. Then put together the program(s) that best serve your community.

Need more ideas? At the request of the St. Anthony LWV, and their liaison, Jeanne Crampton, I will become the pass-through coordinator of special in-depth programs developed by local Leagues. Complete details have not been worked out, but their thought was that once a local League has prepared and presented such a program, not all that much effort is involved in presenting it two, three, ten, or fifty times more - to other local League audiences. They suggested that Leagues on the receiving end of such programs might be willing to pay for such services, so that the idea could kill two birds with one stone: raising money and helping Leagues with the shortage of womanpower to develop Program. Another possibility would be to borrow or rent Program packages from the League that develops them. Let me know if you have programs to share or are planning a program that would be of general interest.

COUNTERPART COMMUNIQUE - Action

Joyce Lake (612) 777-3426

WHAT IS ACTION?

"Carrie Chapman Catt, women's suffrage leader and founder of the League of Women Voters, said that action is 'agitating, organizing, educating, pleading and persuading,' ... Action is fun. Action is exciting. Action is whatever the League does, at every level of government, to implement its program." -- from LWVUS Publication, ACTION.

Action is doing things like: telephoning, writing letters, talking face to face, testifying, preparing and distributing fact sheets, observing, monitoring, litigating.



WHO DOES ACTION:

Ideally, everyone will get involved at one time or another. You, as Action Chair, are not the only person in your League responsible for action; rather you are the coordinator, facilitator, and pusher to see that action takes place. You will serve as chair of your League's action committee, which will also include Program chairs, the president, PR chair, and bulletin editor. In a small League the entire Board serves as the Action Committee.

WHAT INFORMATION IS AVAILABLE?

First, you need background information.

ACTION, the 1978 LWVUS publication, #161, \$1.00, is a complete action handbook and is available from the state office or LWVUS. Also, read the section on Action in IN LEAGUE, Pub. #275, \$2.00, LWVUS. Familiarize yourself with your local positions and review national positions in IMPACT ON ISSUES, 1980-82, pub. #386 (to be available from LWVUS in the fall) and state positions in PROGRAM FOR ACTION, 1979-81, LWVMN, 75¢. Copies of these are also necessary for Program chairs in your League.

Second, you need to keep informed about what's happening. To do this, subscribe to REPORT FROM THE HILL (LWVUS) and CAPITOL LETTER (LWVMN) for yourself and other Board members. (Other League members can be urged to subscribe too!) If you can't order enough for everyone, please share the information with the whole Board. REPORT FROM THE HILL is easily torn apart for individual Program chairs. Also, the LWVUS Spotmaster Service will again be taped and available from the state office. Remind your members to call if they want to hear the latest weekly activity in Congress.

HOW CAN IT ALL BE USED?

Basically, you share it with your Action Committee and other League members. It helps you to be prepared to help others respond to state TIMES FOR ACTION and national ACTION ALERTs. In addition to official League letters signed by the League president and written by the Program chair in consultation with you, the Action chair, it is extremely important that League members respond as individuals. Constituent pressure is the most important way that League can take Action.

Prepare your members by providing them with the names, addresses and telephone numbers of your local, state and national officials plus tips on how to best contact them when action is requested. Recruit an action person in each League unit who will give a five-minute report each unit meeting to request action, report recent action, give action hints, etc. Have each unit choose an action project; for example: monitoring an elected or appointed Board; doing the legislative interviews; preparing a directory of city/county officials; taking major responsibility for an action campaign.

You should also set up a telephone pyramid or another mechanism for alerting members to action requests between meetings. Many times action cannot wait for your next unit meeting or bulletin. Your members will be more likely to respond to a complicated TIME FOR ACTION if it is given to them in writing with background information included. (The CAPITOL LETTER and REPORT FROM THE HILL are very helpful with background information!)

In addition to our on-going group of lobbyists, this year LWVMN would like to establish an on-call lobbying corps. This group of people would indicate a willingness to be called on short notice to come to the Capitol for a day or two of lobbying on a specific bill in an area in which they are interested. We'll need your help to identify interested people. More information on this will be in the September BOARD MEMO, but start thinking about members in your League who might be interested!

WHAT IS GOING TO HAPPEN THIS YEAR?

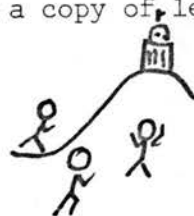
Fall workshops will be held in September and early October (see Calendar). There will be a section on Action. The Citizens' Political Effectiveness Workshop will be on Saturday, November 15. This all-day workshop will be open to the public and will focus on being effective as citizens in your community and at the Legislature. Anyone interested in action plus those who want to lobby or observe for LWV at the Legislature should plan to attend. There will be one or two follow-up meetings for our lobbyists and observers soon after that.

Legislative interviews will have to wait until after the November 4th General Election, but the questions will be available in the September Board mailing. Make your appointments with your legislators immediately after the election because they are due in to the LWVMN office on December 1. These interviews are not only extremely helpful to our lobbyists, but they are fun and interesting for your members too! They give you an opportunity to get better acquainted with your legislators and to inform them of League Program, as well as learn their opinions on issues.



The Legislature will convene January 5, 1981, and will probably go until May 18th. This is the first year of the session, which probably means a slow start due to getting organized; that makes it harder to predict important issues. Again, we will need your help on TIMES FOR ACTION. Please respond promptly and send me a copy of letters you've written and/or memos on phone contacts.

LWVMN's Day on the Hill will be on Thursday, April 9th. I'm really looking forward to this, and I hope the later date will mean clear roads so more Leaguers will be able to participate.



Seek out action opportunities at the local level. Review your positions and watch for ways in which you can have an impact. Remember that you may act on the local level using local, state or national positions and our LWV principles. Plan a major action campaign, document it, and submit it for consideration for the 1981 Action Recognition Award at state Convention. Entries must be received by the state office by May 1, 1981. Taking action at the local level is one of the best PR and membership tools a League has. Do it carefully, but do it!

Please contact me whenever you have questions. I really want to help you in whatever ways I can, and I hope to get to know more of you this year as we work together to promote League Program. Being Action Chair has been a super opportunity for me, and I hope it will be for you!

COUNTERPART COMMUNIQUE -- Criminal Justice

Susan Scribner (612) 474-8576

Corrections, the Judiciary, and Juvenile Justice are the three primary topics in Criminal Justice at the state level. Many factors seem related and can also be studied on a local level in conjunction with other League portfolios; for example, battered women's shelters, children's group homes, and other shelter facilities. As Criminal Justice resource person, you can work with the human resources person in developing a local study or tour of all the shelters in your area.



Many Leagues in Minnesota have cooperated with the LWVMN and Joanna Buzek (of MCCA) in collecting data for a directory of services for Minnesota Community Corrections Association. The directory will be of great help to all those working in corrections in Minnesota and has been needed for some time.

We are hoping to have the revised THE MINNESOTA JUDICIARY: STRUCTURES AND PROCEDURES ready for distribution no later than October. Until then you can find this timely information in the MN VOTER, 1979 (January-February, March-April, May-June, July-August, September-October issues). Be sure to keep this material in your portfolio. Other resources you should have in your files are:



1. CORRECTIONS: PEOPLE, PRISONS AND PROGRAMS, LWVMN (only a few copies available (postage and handling only))
2. PROGRAM FOR ACTION, LWVMN, 1979, 75¢
3. Any local studies done on juveniles or other corrections item.

LWVMN also has three games for use in unit meetings which may be checked out of the state office: The Rehabilitation Game, The Jury Game, and Kids in Crisis.

As Criminal Justice Chair you should watch the Board Memo and Capitol Letter for details about the studies of criminal justice measures in the Legislature.

COUNTERPART COMMUNIQUE - Education

Ruth Armstrong (612) 226-5169



Recent legislation in two areas of education demands LWVMN's continued attention. The 1979-80 school year saw the implementation of the first statewide funding program for gifted students. Some schools did not choose to use their funds for their gifted students, and we must determine why they did not and how they can be encouraged to do so. The remaining programs must be monitored to look for what works, what doesn't, and how these results can be best utilized to provide better opportunities for Minnesota's gifted students.

The second area is bi-lingual and English as a Second Language (ESL) programs. With the tremendous influx of SE Asians and other immigrants into Minnesota, plus recent court rulings on the rights of students to receive instruction in their native language, this problem has emerged statewide. The 1980 Omnibus School Aids Bill has provided some state funding to assist districts in meeting these needs, but this is a complex problem to be dealt with in different ways in each community. LWVMN has been active in seeking both state and national funding for the Limited English Proficiency (LEP) student and must monitor how those funds are used and how much more money, if any, should be sought.

This legislative session also made some changes in the PELRA laws. LWVMN will provide updated information (to its 1977 Facts and Issues series) that reflects these changes.

One of the changes in the Girls' Athletics laws that is most welcome is the attempt to open the meetings of the State High School League to the public. LWVMN observers will attend these meetings and, hopefully, with a new constitution for the MSHSL, some public members can be placed on this Board or in some other decision-making faculty.

Early in the 1981 legislative session on January 21, there will be an Education Focus meeting to examine the complex issue of school discipline. Bills will certainly be introduced again to deal with aspects of this problem - but they tend to be bandaids approaches. Some discipline problems are due to chemical dependency, some due to confused priorities in educational policies in the schools, some are due to staff and teacher cuts and the resulting larger class sizes. And there are more facets to the problem; we must try to get at the underlying problems.

In the summer of 1980, the Governor's Task Force on Educational Policy is holding public hearings throughout the state. Whatever this task force finds will certainly be the basis for changes in our statewide educational policies. LWVMN will keep an eye on this task force to see how its report will affect our schools.

The Mankato LWV is offering its study on school libraries to the rest of the state to be used as a model for other Leagues. Some schools have cut their library funds drastically, and the result is a great loss to the students of these facilities. Perhaps each LWV would want to see how their own libraries are faring in comparison with the Mankato study. There is also the possibility of a statewide concurrence on the broad conclusions of the Mankato study, if enough local Leagues are interested (see article in May-June MN VOTER).

Useful LWVUS and LWVMN publications are:

The Letter of the Law: Educational Amendments of 1978 to Title I, 2 pp., #363, 20¢

It's designed to assist school districts with special problems of children from low-income families. Most school districts get some Title I funds.

Campaigning for Fair School Finances: Cases in Point, 80 pp., #353, \$3.00, 1978

Good background on school finance issues with case studies from South Carolina, New Jersey, and Idaho.

Techniques That Work, an abridged version of the above. 32 pp., #354, \$1.00

There are still copies of the 1977 LWVMN three-part series, Facts and Issues: Education: Collective Bargaining and Tenure, available in the state office. 70¢/set to LWV members. An update should be forthcoming late in 1980.

Another good source of information is Update, published by the Minnesota State Department of Education. Yearly subscription is \$5.00 for nine issues. Order from: MN State Department of Education, Publications Section, Capitol Square Building, 550 Cedar St., St. Paul, MN 55101

COUNTERPART COMMUNIQUE - Government

Erica Buffington (612) 929-8168
Harriette Burkhalter (612) 935-9855

The LWV Government program includes national positions as well as state positions. It gives the local League the opportunity to focus on what interests each League; one or several varied, vital and current issues. Government positions at the national and state level can also be applied at the local level.

As the Government chair, you will need to become familiar with the various LWV positions included in the Government area, aid your local president in responding to LWVMN TIMES FOR ACTION, LWVUS ACTION ALERTS, and REPORT FROM THE HILL suggestions for action, and help your local League in making the best use of LWV publications on Government issues.

The following outline shows the issues included in the Government program:

Citizens Rights (Buffington)

Election Laws

Election Procedures

Direct Election of the President

Voting Representation for D.C. (MN ratified 3/19/79)

The Presidency

U.S. Congress

Campaign Practices/Campaign Financing

Open Meetings/Open Records

Federalist Paper Series

Organization of Government (Burkhalter)

Apportionment

Amending the MN Constitution

MN Legislative Branch

MN Executive Branch

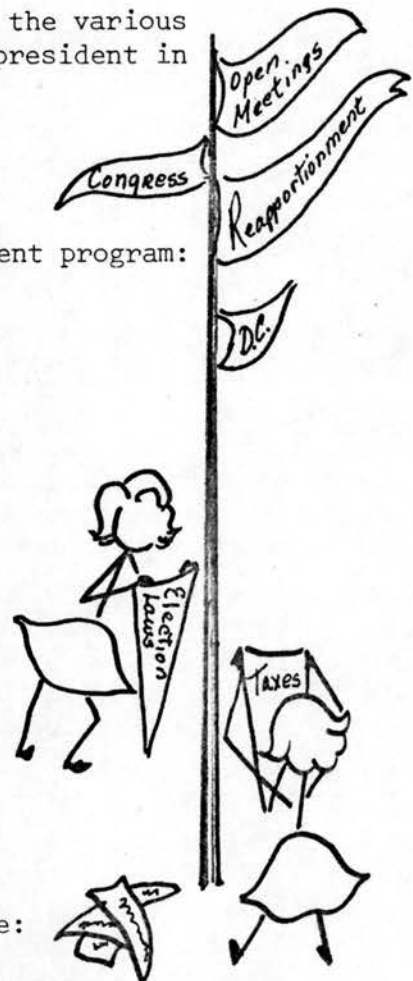
Financing State Government

Initiative, Referendum and Recall

Basic background materials for all Government Program areas are:

1. PROGRAM FOR ACTION 1979-81 STATE PROGRAM, LWVMN
2. IMPACT ON ISSUES 1978-80 - A LEADER'S GUIDE TO NATIONAL PROGRAM, LWVUS (Watch for a new 1980-82 edition)
3. LEAGUE GOVERNMENT COMMITTEES: OPTIONS AND OPPORTUNITIES, LWVUS Committee Guide, 1977, #313, 30¢
4. CAPITOL LETTER, issued periodically by LWVMN
5. REPORT FROM THE HILL, issued periodically by LWVUS
6. BOARD MEMO, issued 10 times/year by LWVMN
7. NATIONAL BOARD REPORT, issued quarterly by LWVUS
8. YOU AND YOUR NATIONAL GOVERNMENT, LWVEF, 1977, #273, \$1.00
9. REVIEW AND UPDATE OF ORGANIZATION OF GOVERNMENT POSITION, LWVMN, February 22, 1980
10. CONSTITUTIONAL AMENDMENT BY CONVENTION: AN UNTRIED ALTERNATIVE, Current Focus, UNEF, #125, 1978, 20¢
11. THE BALANCED BUDGET: A CLOSER LOOK, Current Focus, LWVEF, 1979, #632, 40¢
12. UPDATE: LEGISLATIVE COMPENSATION, November, 1977

Additional background materials for some of the Program areas are listed below in the appropriate section.



CAMPAIGN FINANCING (Buffington):

The campaign financing issue will be on the ballot this November as a constitutional amendment. The question on the ballot will be, "Shall the Minnesota Constitution be amended to require campaign spending limits for candidates for executive and legislative offices and public disclosure of campaign spending for all state candidates?" We will be providing information prior to the election, and based on our national position, we will be urging a "yes" vote on this issue.

This summer an update on campaign financing will be available. Our last update was in 1973, and there have been changes in the law since then.

A well-written national publication is available on this somewhat complicated subject: REPORT CARD ON CAMPAIGN FINANCING, Current Focus, 1978, #351, 30¢.

ELECTION LAWS (Buffington):

Bills in this area were introduced at a rapid rate this past session. The Local Government Election Day bill was re-introduced, and this year LWVMN supported it. Since it is an election year, this bill never left the committee. However, it will return, and we will be there. For more information see the BOARD MEMOs.

Based on the results of the two election surveys completed by local Leagues, the Secretary of State proposed rule changes that incorporated many of the recommended changes. All local Leagues are encouraged to make use of the suggestions found in the ELECTION JUDGE/MONITORING GUIDE (LWVMN, June, 1979), prior to and during the 1980 elections. This is an excellent area for action in your community.

OPEN MEETING LAW (Buffington):

An excellent publication from the LWVEF is available, LETTING THE SUNSHINE IN: FREEDOM OF INFORMATION AND OPEN MEETINGS, #223, 30¢. Also available from LWVMN is the OPEN MEETING LAW UPDATE, February, 1979, 40¢. Each local League was sent one copy, and more are available from the state office. It is recommended that the president, Government chair, and each observer in a local League should have a copy of this update. Local Leagues are urged to continue monitoring compliance with this law.

REAPPORTIONMENT AND I/R&R (Burkhalter):

In addition to campaign financing, two other topics, REAPPORTIONMENT and I/R&R will be action items in the summer and fall of 1980 because each will be proposed constitutional amendments on the November, 1980, ballot. In the past, LWVMN has provided strong leadership in campaigns on constitutional amendments, and we intend to continue that tradition in 1980. Assistance of local League members will be urgently needed for an effective statewide campaign. It promises to be an exciting time; plan to encourage your "action-oriented" members to volunteer to work. It will certainly provide an opportunity for gaining new League members and increasing the visibility of LWV in your community.

FINANCING STATE GOVERNMENT (Burkhalter):

Since many changes have occurred recently in the area of taxes and state government financing, an UPDATE is being considered in this Program area. If you wish to assist in research and writing a brief publication on these subjects, please contact the state office.

Another reference is: Facts and Issues, FINANCING STATE GOVERNMENT, LWVMN, 1976-77:

1. Primer of Minnesota Taxes
2. Minnesota's Multi-Tax System
3. Funding a "Quality of Life"
4. Government Expenditures in Minnesota

URBAN POLICY (formerly Urban Crisis) (Burkhalter):

An excellent committee guide has recently become available from LWVUS; THE URBAN CRISIS POSITION: APPLICATIONS AND IMPLICATIONS, #183, 30¢. In it, you will find a number of suggestions on action you can take. Check the LWVUS catalog for the many Urban Briefs and other publications on this subject that national has produced in the last two years. REPORT FROM THE HILL always contains info on "what you can do." Please share with

LWVMN (the state office) any ideas you have for implementation of this position on the local level. Remember it is not just a position for the big city LWVs; it can also serve in small communities to draw attention to problems before the "crisis" occurs.

The state Government Committee welcomes anyone with an interest in any of these issues to join our committee. Membership would involve 2 to 4 committee meetings during the year and perhaps some at-home reading and/or writing. We'd especially welcome those with an interest in lobbying during the legislative session. Please call either of the co-chairs or the LWVMN office.

COUNTERPART COMMUNIQUE -- Human Resources

Joan Higinbotham (612) 822-7028
Jean Tews (612) 426-1011

STATE FAIR

We're going to the State Fair!
LWVMN will have a booth again at the State Fair, August 21-September 1. We'll be selling ERA merchandise and League calendars, recruiting new members, and giving away LWV publications. If your members would like to staff the booth on a particular day, let the state office know. We will be contacting some of you to recruit workers soon.

See you at the Fair!

WOMEN'S ISSUES IN THE 80s (Higinbotham):

At the national Convention Leaguers endorsed a "revivification" of the H.R. position. The emphasis was placed on Women's Issues in the 80s. Rather than study and consensus, this is a time for re-examining the positions we have and using them to take action on the problems facing us as we enter the 80s. New publications will be coming from national; however, we already have the six "Women and Work" series (nos. 1-6, #614, \$1.00), a helpful tool for planning meetings and taking action.

SEX EQUITY (Higinbotham):

On the state level, the year began with our program on "Women and Sport: Past, Present and Future," funded by the MN Humanities Commission. We may do an update on "What's the Score in Minnesota" as monitoring reports on girls' athletic opportunities come in from Minneapolis, St. Paul, and other school districts. An insert explaining the new law is another idea. If your local League is continuing with its monitoring project, please keep us informed. The state Board will keep track of progress on "rule-making" for the new athletics law by the State Department of Education. Some thought will also be given to moving into monitoring other sex equity issues in education: why do girls score lower in science than boys? what kinds of different curricular choices are girls making? why?





ERA (Higinbotham): Era is an issue for action in Minnesota even though our state has ratified the amendment. Projects for raising funds for non-ratified states and providing speakers are two important areas. Our financial help is needed in unratified states, and locally there's still a need for education. The office will provide you with materials (including a prepared speech) which you can use in speaking to church groups, high school classes, civic groups, etc.

INDIANS IN MINNESOTA (Higinbotham):

LWVMN is beginning to seek funding for updating INDIANS IN MINNESOTA. Present planning calls for doing the update in 1981, with publication in January, 1982. In the meantime, local Leagues can inform themselves on Indian concerns in their community. Volunteers to serve on the update committee are needed. (Phone the League office if you're interested.)

FAMILY VIOLENCE (Higinbotham):

The new state position on Family Violence allows all local Leagues to take action on these issues. Local Leagues who have concurred on Family Violence have already been active in supporting facilities for victims, serving on community advisory boards, etc.

JOB SHARING (Tews):

LWVMN was successful in 1980 in obtaining passage of a bill to implement a two-year pilot program of job-shared positions in state government. We will monitor the implementation of this program. Local Leagues might promote awareness or encourage similar programs at local government levels and in private industry.

DAY CARE (Tews):

Day care concerns are receiving increased attention at all levels of government. Keep in touch with your county's methods of providing day care assistance. Several local Leagues have studied, and some have taken consensus on the local day care needs. We may see more legislation in this area proposed in the 1981 session.

HEALTH CARE (Tews):

The national Convention would like to encourage
tion will come from
cision.



selected health care as a new study for LWVUS. We involvement of all local Leagues in this area. Direction will come from LWVUS as they decide how to implement the Convention decision.

The Human Resources Committee needs members now and will need lots of lobbyists during the legislative session. If you are interested in volunteering or learning more about H.R., call one of the co-chairs.

COUNTERPART COMMUNIQUE -- International Relations

Pat Llona (612) 920-0426

Your basic reference is the Committee Guide published by LWVUS last year, "Building Global Perspectives" (#615, 50¢). It shows you the interaction among LWV Program areas, suggests action ideas to implement IR positions, and lists many excellent resources.

Some of the ideas included in the LWVMN guide, "Handling the International Relations Portfolio" (September, 1979 - look for it in your files) are still useful, particularly suggestions 1, 2, 4, 6, 7, 9, 11, 12 and 13. The 1979-80 state BOARD MEMO IR articles are chock full of resources and ideas for you. Be sure to read or reread them.

Another of your basic resources is IMPACT ON ISSUES, the LWVUS booklet that lists and explains national Program. Expect a new edition in the fall; in the meantime, use the 1978-80 (light blue). The IR Program areas, interconnected but listed separately, are:

TRADE:

League publications:

"Continuing Crisis in Trade," #123, 50¢, LWVUS, published 1978 - very relevant today.

"MTN - Breaking the Non-Tariff Barrier," #546, 30¢, LWVUS.

"Minnesota State Economic Profile," LWVMN, August, 1979.

"World Trade Week - 1979", LWVMN, June 1979; look for the 1980 report soon.

Ask local library to subscribe to "Trade Policy Review," International Division, U.S. Chamber of Commerce, 1615 H Street, N.W., Washington, D.C. 20062 - then go each month and read it and encourage potential exporters to do the same. Good background for a local topic on trade.

Program Suggestions:

Our state focuses on Trade have brought background on trade to the attention of League members and the general public that they never had before. (See May-June Minnesota VOTER for a partial report on the February, 1980, Focus. A more complete report will be sent to presidents for you soon.) We can help you plan for a local public meeting on Trade - the problems involved in exporting, tax situations, legal and financial restraints, multinational roles, non-tariff and tariff barriers, special arrangements that exist between trading nations and trading blocks, the difference between East and West, North and South, etc. The LWVUS has been an important organization for trade lobbying through the years. Currently informed members keep this tradition alive. At times the League was the only organization informed enough about world trade situations to remind the U.S. and its representatives about the hazards of protectionism.

Leagues close to the Metro Area should take advantage of World Trade Week, a program that deals strictly with trade, held in May concurrently with the U.S. World Trade Week, so-proclaimed each year by the President. Special fees are often available to League members because of our interest and because we are represented on the Board of Directors of World Trade Week, Inc., a non-profit corporation formed to do this trade education program each year.

UNITED NATIONS:

Publications:

"U.N. at 35," Publication #370, 25¢; 100/\$9; 1,000/\$75 (joint UNA-LWVUS publication)

"What Has the U.N. Done for Us Lately?" pub. #113, 20/\$1, LWVUS

"Sharing U.N. Successes," #129, 30¢, LWVUS

"International Relations Report - UN Rally," LWVMN, January, 1980

Law Day (May 1, 1980) meeting report; see article in May-June 1980 Minnesota VOTER.

Program:

U.N. Rally, October 23, Holiday Inn Central, 1313 Nicollet, Minneapolis, \$10.00

U.N. Rally contributions to Mrs. L.R. Swanson, Treasurer, 7438 Oakland Avenue, Minneapolis 55423 - payable to U.N. Rally - helps to finance student participation as well as keep cost of program available to more people. Note: Tea announcing program and sale of tickets to different organizations is in September - date to be announced.

The keynote speaker at the Rally this year is Flora McDonald, member of the Canadian Parliament.

U.N. Week: Each community is contacted through the mayor or city manager about appointing a U.N. Week Chairperson. A Leaguer could be that person. Contact the city to see what is being done about U.N. Week; also contact schools. Buy a U.N. flag for your city, and get your community informed about what the U.N. does. Distribute copies of what goes on at the U.N. (session write-ups by the League U.N. observer) to all League members so they can get a feel for it.



Action: Encourage local libraries to subscribe to "U.N. Development Forum" from: Johns Hopkins University Press, Journals Division, Baltimore, Maryland 21218. This is good (any issue) for reviewing by members or the public - for what goes on day to day in helping developing countries worldwide. The business issue gives notices of what is to be procured for each project. Local firms wanting export opportunities for their products would be interested. Making a publication like this available through a local library by calling it to someone's attention is League in Action on Trade and U.N. and Development positions. It brings to the public the importance of the multilateral institutions that Congress has been hesitant to support fully, even though developing countries take 1/3 of our U.S. exports and must be able to pay for them by building their economies so they prosper.

DEVELOPMENT:

The North/South Dialogue deals with the relationships between Industrialized/Developed Countries and Less Developed Countries (or LDCs). The well-being and the good will of the LDCs are vital concerns of the U.S. In addition to buying 1/3 of our exports, they control some vital commodities that the U.S. either lacks or is low on. Trade balances for the past three years have been hugely deficit for the U.S., so we need to export more to put them back in balance and strengthen the dollar.



An excellent publication which is the culmination of a two-year study on North-South economic problems is NORTH-SOUTH...A PROGRAM FOR SURVIVAL (report of the Willy Brandt Commission). It is available at the UNA-MN office, 1026 Nicollet, Minneapolis, MN 55403, 333-2824, \$4.95. Other publications will be listed later in the BOARD MEMO. Watch for them!

If you plan a local study of this topic and you are lacking in member power to do so, we will help you plan. You can suggest that Leaguers interested in both local and international topics read at a leisurely pace through a list of IR publications and contribute to a year-end IR program with ease.

ARMS CONTROL:

A subject in which we have been deeply involved (providing citizen information, since we have no specific position) is arms control. The national publication, "Security Through Arms Control," #242, 40¢, gives an overview of the issues involved. At the state level, last year when SALT II was a hot national topic, we published pros and cons on the treaty, "The SALT II Treaty - Background and Debate," LWVMN October, 1979. Many local Leagues sponsored debates on the Treaty. If arms control comes before the Congress again (having been shelved when the Soviets invaded Afghanistan), we will help you use the League publications (or get additional information) so that you can educate yourselves and your communities.



COUNTERPART COMMUNIQUE -- Natural Resources

Jeanne Crampton (612) 926-8760

Nancy Grimsby (612) 922-9403

(Call us weekdays between 7:00 a.m. and 8:00 a.m. for cheaper rates,
if you wish.)

TOOLS OF THE TRADE (see 1979-80 OUTLOOK FOR WORK for Energy Conflict Statement):

PROGRAM FOR ACTION 1977-79 (LWVMN), 75¢

IMPACT ON ISSUES, 1978-80, LWVUS, #386, \$1.00

CAPITOL LETTER, LWVMN - by subscription

REPORT FROM THE HILL, LWVUS - by subscription, or also received by president

GUIDE FOR STATE AND LOCAL LEAGUE ACTION ON NATIONAL ENERGY POSITION, LWVUS, 1979

See LWVMN and LWVUS Publication Catalogs for many background publications including movies and slide shows.

As many large cartons as necessary to store all your folders and clippings. Hint that a four-drawer file cabinet would make a nice Christmas present.

ENERGY is first on the list and also vitally affects all our other positions. Citizen education is still necessary and important, and it is a role that the LWV plays very well. Updating on the "state of the technology" for renewable energy forms is a particularly valid project - for members as well as citizens! The LWVMN office has several fascinating audio-visual programs on the subject as well as suggestions for local projects. Ask us! National has published an excellent resource for planning and carrying out an energy education project, "CITIZENS: THE UNTAPPED ENERGY SOURCE, #436, 50¢.



Just prior to the 1980 national Convention (May), the LWVUS issued a revised set of guidelines on "...Nuclear Issues Under Positions of the LWVUS," and "Criteria for Hazardous and Nuclear, Including Low-Level Radioactive, Waste Disposal or Storage Sites." Every League should have received at least one copy of these guidelines (if not more), and they should be used in the event any action is contemplated on nuclear generation or waste. They are a good deal more specific and somewhat more liberal than the original interpretation of the 1978 consensus. (See June-July '80 VOTER.) We would strongly suggest, however, that Leagues inform the state office of any proposed action under these new guidelines.

LAND USE (Crampton):

BWCA, Wild Rivers, sanitary land fills, urban sprawl, the consideration of energy conservation with planning are old concerns. Hazardous waste dump siting, uranium mining, peat mining and/or gasification are new.

The Resource Planning Act of 1974 (RPA), amended in 1976 by the National Forest Management Act (NFMA) in 1976, requires the U.S. Forest Service to provide an assessment of all forest and rangeland resources every ten years, with a management program update each five years. Public participation is mandated. Each League president and Natural Resources chair should have received an information sheet on RPA in May, 1980, from the state NR chair. Please obtain a copy if you do not have one. Leagues, particularly those in affected areas, should be actively involved in this planning effort. There is a movie ("Choices") and discussion guide available for us on League programs - see the information sheet for how to order it and additional addresses and references.

Additional Land Use topics on which there may be some renewed or continued interest, depending on locality, are trails and local park system management.

AIR QUALITY (Crampton/Grimsby):

There are strong forces at work attempting to negate our air quality standards, both at the state and federal waving the banner of energy conservation. We need to investigate these proposals for validity.



present hard-won level. Many are take time to in-

WATER (Crampton):



While we have concentrated on recreational waters and public accessibility to them (as well as preservation), it is apparent that we still have problems with the health and safety of ground water...in areas as divergent as Perham, St. Louis Park, Duluth, Anoka County, and Winona.

In June, 1979, the Water Planning Board issued their assessment of water problems in Minnesota and several possible solutions (the "Framework Plan"). The hope was that the 1980 Legislature would resolve the situation by establishing a body to be the arbiter of water problems, as suggested in the plan. The Legislature decided that the problem was too involved for a quick decision and merely renewed the Water Planning Board for another two years and changed its constituency (removed the Energy Agency Director and added three citizen members). It did direct the Board to present to the Governor by January, 1981, a report on the future directions and problems of local institutions that control water (watershed districts, soil and water conservation boards, counties, etc.). In the meantime, a report on the Water Resources Board and the Soil and Water Conservation Board (in the draft stage) has just been issued (May, 1980). This report notes the lack of coordination between the two agencies (among other problems) and recommends that a "joint Board" should be established that would bring together functions of the Soil and Water Conservation Board, Water Resources Board, and the Department of Natural Resources as

establishment.
has
concerned
held from
sued to the



notes that, "This option would eliminate overlap in the delivery systems at the state level while providing for an impartial committee to hear all appeals and other quasi-judicial functions." Leagues should acquaint themselves with both the "Framework Plan" (copies were sent to each League last October) and with the additional reports from the Water Planning Board. (Ask to have your League put on the mailing list; address your request to the Water Planning Board, 600 American Center Building, 150 East Kellogg Boulevard, St. Paul 55101, (612) 296-1424.) Water has long been a topic of League interest and rightly remains so. How it is managed in coming years is of intense importance to everyone's health and welfare.

relates to Lake Improvement District establishment.
(The report has not been issued, and there
been some indication that the two Boards
with the report would like to see it with-
publication until the full report is is-
Governor in January, 1981.) The report

SOLID AND HAZARDOUS WASTE (Grimsby):

A real crisis area. The Legislature is attempting to deal with this at present, and several bills have been introduced concerning both sanitary land fills and hazardous waste siting. No one is happy to have either type of establishment near them, which translates into a political hot potato. Many local communities are grappling with the same problem. Another facet concerns just how appropriate it is to landfill any waste at all. Priority should be given to approaches that reduce generation of waste and promote recycling with the residue being burned for energy use.

The siting of a hazardous waste during the next two years will est, and Leagues should begin with the procedures to be used possible sites will be selected ment Board, then representatives the Board, and the final

law is new (passed in the 1980 legislative session) and fear of hazardous waste is great, the League can provide a necessary base of objective information and attitude. The Natural Resource Chairs will be issuing information on the topic later in the year, as part of the updating of solid waste.



facility in Minnesota some time certainly generate intense inter-
now to familiarize themselves
during the process. Initially, six
by the newly formed Waste Manage-
of the local area will be added to
choice will be made. Because the

TRANSPORTATION (Crampton/Grimsby):

Our LWVUS position (see IMPACT, p. 14), supports energy-efficient and non-polluting mass transit systems and automobiles. We need to encourage the development of electrified



railroads, as well as urge a halt in traditional rail decline. Many Leagues have used the Transportation positions together with their own or ILO positions to back local and regional moves to improve mass transit; to support other alternatives such as reserved express lanes for buses and carpools.

We want to help you make the Natural Resources Program in your League as valid and interesting as possible. Please call or write with your questions or problems to: Jeanne Crampton, 4330 Wooddale Avenue South, St. Louis Park, MN 55424; or Nancy Grimsby, 5932 Wooddale Avenue, Edina, MN 55424.

COUNTERPART COMMUNIQUE -- Local Program

Faye Sargent (507) 281-1726



As you plan the local program projects for the coming League year, remember that you have an ace up your sleeve. Your program was adopted because many members thought it was very important, and their vote for the program should be considered at least a guarantee that their interest is strong, if not a commitment to actually work on the program.

Don't wait, then, to organize the committee. While the enthusiasm of the Annual Meeting is strong and while you remember which members were particularly keen about that program, get the committee together.

Your first task as a committee is to clearly define the scope of the program. Hopefully, this was done for you at the Annual Meeting. If it wasn't, you will have to work with your Board as you consider narrowing the project to a manageable level.

Equally important is the development of a timeline. Do you see this as a one or a two-year program? What month will you aim at for consensus, and what must be done before that time? The crucial thing here is to take aim, although it can only be a guess at this point and may well be subsequently revised. A timeline is, nevertheless, a vital tool at this early stage.

If you are in the second year of a local study (third? fourth?), a timeline will force a focus toward consensus, and we must keep in mind that study is but one-third of a League program, with consensus and action the two-thirds that make us tick.

With the scope defined and the timeline set, why not really get your feet wet? Summer is a particularly good time for many interviews (less harried school officials, for example), and as good a time as any to get started on research. It's also prime time for parents of pre-schoolers to do some legwork, as babysitters are available. Jumping in early will get your committee members hooked, your general membership intrigued, and several months' work behind you.



If you think that the Local Program Chair's job sounds like a real challenge, you're right! On top of everything else, you have to be resourceful, as you are working "alone" as compared to the Program chairs with state and national items. This is your baby, and it's as exciting and as rewarding a job as you can find in League. As for the loneliness, there is help. Work closely with your Board, share with other local Program chairs who have similar items (a new list will come out in August), and be sure to call me if I can lend a hand.

An important tool is available at the LWVMN office: REFERENCE PACKET FOR LWV RESEARCH/STUDY COMMITTEES, July, 1979, \$1.50.


LWVUS has recently published an excellent guide to choosing, studying, and reaching member agreement: "Developing Program: Fresh Approaches," #369, 30¢. Other publications in the same series are "Planning Program: From Choice Through Action," #40, 50¢; and "Meaningful Meetings: The Role of the Resource Committee," #319, 40¢. For a good review of the study-consensus-action process, see LWVUS "Management Newsbrief 5," #633, 35¢.

Don't forget about Le Bon Mott, the national League pilot program for local Leagues to share problems and solutions connected with critical community issues. Ask your president for the newsletters that have come from LWVEF explaining the uses of the Mott Foundation grant. If you have a critical community problem and want advice on citizen activity to deal with it, you may ask for help via the WATS line to the LWVEF Administration office (1-800-424-5483).

COUNTERPART COMMUNIQUE -- CMAL
(Council of Metropolitan Area Leagues)
For Metropolitan Area Leagues

Sally Patterson (612) 699-0469

CMAL's Plan of Work for 1980-81 includes the following items:

- 
- 1) To complete our two-year study of how metro decision-making affects local decision-making. This will include a consensus. All Leagues in the Metro Area should schedule a unit meeting in February, March, or April to take consensus. The September and January CMAL quarterly meetings will focus on issues not yet covered in the study.
 - 2) To help local Leagues do CMAL program planning for 1981-83. A CMAL "lively issues" publication will be mailed directly to all Metro League members in the fall. Local Boards must schedule discussion of suggestions and send recommendations to CMAL before January 31, 1981.
 - 3) To continue to take action at the Metro Council and at the Legislature on Metro issues. The January quarterly meeting will be lunch with our legislators. All Leaguers are encouraged to come.
 - 4) To continue the observer program at the Metro Council's Committee meetings.
 - 5) To continue efforts to reach all local members by an expanded bulletin mailing list and by better use of the monthly CMAL CORNER sent to all Leagues.

Dates and Deadlines - put on your calendar immediately:

Quarterly Meetings

Thursday, September 18

Thursday, January 15

Thursday, April 2 - a new date

Thursday, May 21 - Annual Convention

Executive Committee Meetings

First Thursday of the month except July in LWVMN office, 555 Wabasha, St. Paul.

All Leaguers welcome.

Deadlines for local Leagues to send information to CMAL:

January 31, 1981 -

Program suggestions for 1981-83.

Lively Issues ideas will be mailed directly to every Metro member by CMAL in early fall.

Plan unit time to discuss and make suggestions.

Plan local Board time to look over your members' suggestions and make recommendations to CMAL by January 31, 1981.

Bylaw changes suggestions.

April 31, 1981 -

Consensus reply forms due.

Materials, including consensus questions, study guide, and an every-member publication will be ready by the January quarterly meeting.

Plan for a unit meeting to take consensus in February, March, or early April.

Your local Board must act on your local consensus results and send them to CMAL before April 30.



LEAGUE OF WOMEN VOTERS
OF MINNESOTA

PHONE (612) 224-5445
555 WABASHA • ST PAUL, MINNESOTA 55102

OUTLOOK 1981-82

Calendar
and
Counterpart Communiques

OPERATION OUTLOOK

In keeping with our theme for this year, "LESS IS BETTER," this OUTLOOK is different from those of the last several years. This edition is based on the assumption that you have in hand the OUTLOOK FOR 1980-81, so we are not repeating the information provided there, due to budget restrictions.

Proceed as follows:

- . retrieve from your files your copy of last year's OUTLOOK.
- . replace last year's Calendar with this one (yellow section).
- . read each section and make suggested changes or replacements as outlined in this issue.

VOILA -- you have the 1981-82 OUTLOOK at minimum cost!

If you cannot locate your copy of the 1980-81 OUTLOOK, contact the office and order a copy (mailed to you for \$2.50 each, which includes postage and handling). Please pay special attention to the General Information section. Procedures regarding reporting of membership changes to LWVUS and LWVMN are especially important. There is also information about subscriptions, Xeroxing services in the state office, BOARD MEMO mailings, and state Board meetings.

State office hours are 9:00 a.m. to 4:00 p.m. daily.

Address: LWVMN

555 Wabasha, Suite 212

St. Paul, MN 55102

Phone: (612) 224-5445

Staff: Full Time: Sally Sawyer, Executive Director

Betty Ann McKaig, Staff Secretary

Part Time: Karen Anderson, PR/Development Staff Person

Peggy Thompson, Service to Local Leagues Secretary

Pat Lucas, Program/Action Clerk, Bookkeeper

Jessie Merrell, On-call Clerk-Typist

Also note that minutes of state Board meetings are now mailed automatically to Presidents in the Third Class Presidents' Mailing.

PUBLICATIONS

On page 12 is a list of publications that every Board member should have at her/his fingertips. Individual portfolio publications lists are being sent in the April Third Class Mailing to Presidents and DPM subscribers. Presidents, please cut the lists apart and distribute the sections to appropriate Board and off-Board chairs.

NOTE: This OUTLOOK has been mailed first class so new presidents may begin their planning immediately. Copies for local League Board members will be mailed parcel post to presidents (because we don't yet have your 1981-82 Board lists). Presidents, please distribute them to your Board members in time for calendar planning.

COUNTERPART COMMUNIQUE -- President

Harriette Burkhalter (612) 935-9855

Changes - President Section - OUTLOOK 1981-82.

Change name to Harriette Burkhalter, (612) 935-9855.

Delete sentence about Health Care Study. Check Health Care Section in this OUTLOOK.

In addition to the 4th paragraph on Membership, the focus this year is RETENTION. It continues to be an area for emphasis, if we are to continue the upward climb we've started. Enthusiasm continues to be one of the main ingredients. It's contagious -- be sure your Board has the opportunity to catch some of yours.

In addition to those good things Pam said, remember the state Board (and office) is always willing to answer your questions, and we'll be glad to help you do your job; just give us a call.

LONG RANGE PLANNING

LWVMN is doing Long Range Planning. You will continue to hear about this project as the planning team completes the process (Co-chairs: Cindy Chamberlin, (612) 925-2435; Connie Hondl, (612) 944-2339).

Convention delegates will participate in "the Speakup" (an early step in the process), and Fall Workshops will provide an opportunity for LWV members to comment on goals for LWVMN's future.

Local Leagues are encouraged to use this process for their own Long Range Planning and to attend the Workshop at Convention for "how-to's." Several Leagues are already planning to follow LWVMN in this process. LWV-Northfield, for instance, plans to be three months behind LWVMN in the planning process.

COUNTERPART COMMUNIQUE -- Secretary-Treasurer

Amy Caucutt (507) 289-1327

See 1980-81 OUTLOOK.

COUNTERPART COMMUNIQUE -- Finance

Diana Barsness (612) 224-3269

See 1980-81 OUTLOOK.

COUNTERPART COMMUNIQUE -- Development

Diana Barsness (612) 224-3269

See the 1980-81 (last year's) OUTLOOK Development section for: procedures for raising and using tax-deductible, Education Fund money; helpful LWV publications; and the LWVMN policy for sharing unrestricted Ed Fund contributions with local Leagues. The focus of the sharing policy is to promote as much cooperation of local/state funding efforts as possible. Section 1 of the sharing policy should be amended to state that your League's share is based on non-deductible as well as tax-deductible (Ed Fund) contributions to you from a corporation in your community.

I hope to give you some additional information via the BOARD MEMO on various ways of approaching funding sources (besides the personal solicitation) and putting together proposals for specific projects or unrestricted funds.

LWVMN Development efforts will need to increase this year, despite a lower grants budget, because of the increased competition for foundation and corporate funds. Many agencies/groups which have relied on public (government) funding are now facing cuts and looking to the private sector for some of their funds. We'll all need to state the case of the League well, at the local and state levels, in order to continue to raise unrestricted or designated Ed Fund money as well as non-tax-deductible money.

We'll also need to make sure our fundraising efforts are coordinated. It would help us to know which corporations or foundations support your League, either with tax-deductible or "hard" money, as part of your general fund drive or for specific projects. If you publish a list of supporters in your VOTER, just send us that list. If not, please, as a part of your regular finance drive, send a list of your major contributors to the state office. Also, if you are aware of a particularly large corporation in your area which has never (or at least not recently) been a contributor and you would like LWVMN to contact them for you, please let us know!

COUNTERPART COMMUNIQUE -- Budget

Judy Hove (612) 633-8845

See 1980-81 OUTLOOK.

COUNTERPART COMMUNIQUE -- Service to Local Leagues/Local Program

Nadeen Mutsch (612) 739-7274

To facilitate communications between the local Leagues and the state Board, we will continue the Local League Liaison system. The state Board liaison will phone her assigned Leagues two or three times during the year to learn what is happening within the local League and to discover if state Board is assisting you in your needs. You may also contact her with your concerns.

1981-82 Liaison List

Tews - Anoka/Blaine/Coon Rapids Alexandria Brooklyn Park Worthington	Bayless - New Brighton Bemidji Richfield St. Paul
Barsness - Arden Hills/Shoreview Duluth Wayzata Area St. Louis Park	Mork - Edina Roseville Willmar St. Peter
Mutsch - Bloomington Brooklyn Center Crookston Northfield	Lucas - Hutchinson Fridley Mankato Area Woodbury
Caucutt - Austin Marshall New Ulm Winona Owatonna	Crampton - Chaska Freeborn County White Bear Lake/North Oaks West Dakota County
Armstrong - Minnetonka/Eden Prairie/ Hopkins Cass Lake Jackson Area St. Cloud Area	Newmark - Grant County Wilkin County Robbinsdale St. Anthony

Weinig - Detroit Lakes
Grand Rapids Area
Shakopee
Westonka

Walters - Minneapolis
Hibbing
St. Croix Valley
Mounds View

Duffy Buffington - Houston County
East Faribault County
Excelsior-Deephaven
Mid-Mesabi

Grimsby - Moorhead
Battle Lake
Columbia Heights
Mahtomedi Area

Bradley - Stevens County
Buffalo-Monticello
Northern Dakota County
Red Wing

Hegg - Crystal-New Hope
Golden Valley
Cottage Grove
Rochester
Rock County

During your League's calendar planning, you will want to be aware of the following events. First, we have set dates and locations for Fall Regional Workshops as indicated in the calendar. Topics include Long Range Planning, LWV-Minneapolis' skit on Training of Election Judges, Health Care, and School Finance.

Secondly, state Council will be held on April 19 and 20 at Silver Lake Camp in New Brighton. Workshops are being planned for presidents and others.

The responsibilities of the Local Program chair are now part of the Service to Local Leagues portfolio. Be sure to read last year's OUTLOOK for helpful hints on organizing your local Program.

Plan some time at two winter units for National and Local Lively Issues--first to brainstorm; second for refinement of Program ideas and possible scope. We will send out some helps/suggestions on facilitating Lively Issues discussions in November.

DO REMEMBER, call any of us on state Board at the drop of a hat. We are most anxious to hear from you and to assist you any way possible.

COUNTERPART COMMUNIQUE -- Membership

Cathy Hegg (612) 762-1212

The 1981-82 emphasis will be on retention. The information presented in last year's OUTLOOK and at the "Summer R & R" membership workshops should be the basic tools for local League membership chairs. The workshop handout, "Recruit and Retain," is available from the state office for those of you who don't have it.

Summer is planning time for membership. Further information will be available to local League presidents and membership chairs at state Convention. There will be no formal statewide membership campaign this year. Local Leagues will be encouraged to implement the techniques proposed last year and to make all efforts to retain current members.

COUNTERPART COMMUNIQUE -- Public Relations

Judy Weinig (612) 429-2329

See last year's OUTLOOK for ideas for P.R. at the local League level.

In the past year we have expanded our news release mailing list, and we think it now includes all major dailies and weeklies (and many radio and TV stations) in Minnesota communities where a League is located. If you never see or hear informa-

tion about LWVMN in your local media, it could be: 1) they're not on our mailing list; 2) they choose to ignore us. In the case of #1, notify the state office; in the case of #2, let us know if there is some way to change our tactics. (In some cases, maybe we would rather be ignored.)

Local League presidents receive copies of many news releases that go out from the state office (except matter-of-course releases such as those on focus meetings). We are aware of your need to be informed in order to field questions from your local news people. In order to keep postage costs down, your copy will be sent with regular mailings. However, in the case of releases on controversial issues (as with the initiative/referendum positions and amendment decisions last fall), your release copy will be sent at the same time (or sooner than) the general release so that you won't be caught unaware.

COUNTERPART COMMUNIQUE -- Publications

See 1980-81 OUTLOOK or call Sally Sawyer, Executive Director, at the state office.

COUNTERPART COMMUNIQUE -- Bulletin

Marcia Walters (612) 934-3412

A LWV bulletin is the most visible and reliable means of communication a League can have. Not only do you reach your members with important information, you also reach out to your community. As local League bulletin editor, the responsibility is yours for the image your League conveys to the readers.

To aid you as bulletin editor, LWVMN has compiled a publication on editing a bulletin, an expansion of the information in last year's OUTLOOK. Included are details on design and layout, planning, production, front page, rating your bulletin, and distribution ideas. Order EDITING A BULLETIN (available in September) from the state office.

Distribution: See last year's OUTLOOK for instructions on mailing copies to LWVUS and LWVMN. In addition, Lee Carpenter, 6224 164th Avenue, S.E., Issaquah, Washington 98027, of the national Board, should receive a copy of your bulletin.

Bulletin Exchange Groups: See last year's OUTLOOK for the group of Leagues with which you should exchange bulletins.

MINNESOTA VOTER: Your League is invited and encouraged to submit items of interest for use in the state VOTER. See last year's OUTLOOK for instructions on submitting copy and photos. The tentative schedule is as follows:

<u>ISSUE</u>	<u>DEADLINE</u>	<u>MAILING</u>
May-June-July	June 2	July 7
August-September	August 11	August 31
October-November	September 18	October 15
December-January	December 4	January 4
February-March	February 9	March 5
April-May	April 13	May 7
June-July	June 8	June 30

COUNTERPART COMMUNIQUE -- Voters Service

Joan Newmark (612) 735-4541

November - Precinct Caucus Committee Guide will be sent to Leagues.

January - Distribution of precinct caucus flyer from Secretary of State's Office and TV and radio "spots" re caucuses.

February 23 - Uniform Precinct Caucus Day.

Many local elections take place this fall and spring. Check with your City Clerk for your local election calendar. Refer to previous OUTLOOKs for information on local election activities such as registration and candidates' meetings.

COUNTERPART COMMUNIQUE -- Citizen Information

Betty Bayless (612) 454-5210

Citizen Information is really a "between-elections service" providing reliable information and opportunities to learn and to exchange ideas about community problems and the many issues government has to deal with year-round. When an issue is not a Program item, CI can step forward with fact sheets or community forums or other techniques for informing people in a balanced way. MAKING A DIFFERENCE, #330, LWVUS, \$2.00, should be the backbone of your portfolio. Study Part 3; then put together the programs that best serve your community.

Watch BOARD MEMOs for announcements of videotapes, slide shows, and programs produced by LWVUS, LWVMN, local Leagues, public interest groups, etc., that are made available to you from the LWVMN office. For example, we are expecting a film that follows the Clear Air Act (H.R. 6161) into the Environmental Protection Agency to shed light on a process that few are knowledgeable about. It will show how citizens, members of public and other interest groups, officials in executive branch agencies, and members of Congress interact in the regulatory process. The next LWV Prospectus will contain more information about these things in its Voters Service chapter.

Having LWVMN 1980-81 FOCUS programs in September, January and March worked well for everyone involved - volunteers, staff and attendees. And, since every two months is really feasible, we've added the Citizens Effectiveness Workshop to our agenda. It truly is a CI function and could be packaged for corporation use.

October 7
November 14
January 27
Spring

Child Care
Citizen Effectiveness Workshop
Energy from Renewables
Workshops around the state (Health Care)

COUNTERPART COMMUNIQUE -- Action

Jean Tews (612) 426-1011

Local Leagues may take action at the local level under local, state, or national positions if the membership is backgrounded on the issue, LWV position, and the action being taken. See last year's OUTLOOK for details.

NOTE on taking action at the state level: you must check with LWVMN before taking action at the state level if LWVMN has not called for the action. This applies (1) if you wish to use a local position to take action on the state level; (2) if you wish to act on a state position at the state level and LWVMN has not asked for such action. LWVMN policies state, "Local League may take action on the state level under a local position on three conditions: (1) the legislation must not be statewide

in scope; (2) every affected local League must be notified of the proposed action; (3) approval for such action must be granted by the state Board.

The Citizen Lobbyist workshop will be on Saturday, November 14. This all-day workshop will be open to the public and will focus on being effective as citizens in your community and at the Legislature. Anyone interested in action plus those who want to lobby or observe for LWV at the Legislature should plan to attend. There will be one or two follow-up meetings for our lobbyists and observers soon after that.

Legislative interview forms will be mailed 3rd class in August and are due back in the state office October 29th. (See page 26 of OUTLOOK 1980-81.) The Legislature will convene the third week in January, the specific date not yet determined. LWVMN's DAY ON THE HILL will be two days during February.

Plan a major action campaign, document it, and submit it for consideration for the 1982 Action Recognition Award at state Council. Entries must be received in the state office by April 1, 1982. (See OUTLOOK 1980-81 for more information.)

COUNTERPART COMMUNIQUE -- Criminal Justice

Carol Bradley (612) 421-1663

LWVMN has positions on the Judiciary and Corrections (Adult, Juvenile, and Sentencing). Many issues of CJ overlap with HR--for example, women's shelters, children's group homes and other shelter facilities. Work with your HR chair to do a joint study or tour.

Federal and state standards exist for all correctional facilities. One group working on implementation of the standards on a statewide basis is the Minnesota Jail Coalition headed by Rosemary Ahmann of Rochester. Contact me for more information about this organization. Your League may want to plan a tour of local corrections facilities or shelters to determine whether your community or county is meeting or attempting to meet standards. The Shakopee League has done a study on improvements needed at the Women's Correctional Facility in Shakopee and has lobbied for legislation in this area. Contact them for information.

The Minnesota Citizens for Court Reform are planning to work for legislation to improve the system in several ways and will be evaluating the interests of the participants in the recent Citizens Conference on the Courts in working for such improvements. We will participate consistent with League positions.

For a copy of "Minnesota Judiciary: Structure and Procedures," LWVMN's recent publication which includes discussion of current issues, contact the LWVMN office.

A committee to work on the much-needed and long-planned Juvenile Justice Update (to include information on status offenders) will meet over the summer. If you are interested in joining the committee, please contact me in care of the state office.

COUNTERPART COMMUNIQUE -- Education

Ruth Armstrong (612) 226-5169

Read the first three paragraphs of last year's OUTLOOK, then continue here.

Proposed New Study: The LWVMN position on financing of public education in Minnesota dates to 1967. Recent changes in the financial situation of the state prompted members to request a reexamination of the formula for state spending on education. If this study is approved at Convention, a committee will be formed this summer to begin work on it. Contact the state office to volunteer or for further information.

Library Concurrence: The state League is recommending two general position statements from the Mankato League's school libraries position for statewide concurrence. Your League may also want to look at how your school district libraries stack up in the more specific areas considered by Mankato. Contact them for more information and their position statement.

Publications: Refer to last year's OUTLOOK for useful publications. An excellent new publication is "Campaigning for Fair School Finance," LWVEF, #521, 35¢.

Areas to Check Out: Your League may be interested in exploring: the expansion of our education position(s) beyond K-12, to earlier and post-high school years; school discipline; state funding for non-public schools.

Your League may want to monitor/act on desegregation of schools.

COUNTERPART COMMUNIQUE -- Government

Erica Buffington (612) 929-8168

Ellen Mork (612) 252-1034

The LWV Government Program includes national positions as well as state positions. It gives the local League the opportunity to focus on what interests each League--one or several varied, vital and current issues. Government positions at the national and state level can also be applied at the local level.

As the Government chair, you will need to become familiar with the various LWV positions included in the Government area, aid your local president in responding to LWVMN TIMES FOR ACTION, LWVUS ACTION ALERTs, and REPORT FROM THE HILL suggestions for action, and help your local League in making the best use of LWV publications on Government issues.

State Issues (Buffington)

Election Laws/Procedures
Campaign Practices/Campaign Financing
Open Meetings/Open Records
Apportionment
Amending the Minnesota Constitution
Minnesota Legislative Branch
Minnesota Executive Branch
Financing State Government

National Issues (Mork)

Election Laws/Election Procedures
Direct Election of the President
Voting Representation for D.C. (Minnesota ratified 3/19/79)
The Presidency
U.S. Congress
Campaign Practices/Campaign Financing
Federalist Papers Series

also the state issue: Initiative, Referendum, and Recall

CAMPAIGN FINANCING AND ELECTION LAWS: It is expected that numerous bills in these two areas will be introduced in the 1982 session. LWVMN observers and lobbyists in the Government area will be kept busy monitoring and testifying in these two areas. Help in lobbying from local Leaguers is always needed.

OPEN MEETING LAW: Refer back to OUTLOOK 1980-81.

REAPPORTIONMENT: Currently under discussion at the Capitol. At this point, no one knows what will happen.

FSG and I/R&R: Monitoring is on-going. Action will be taken when necessary.

URBAN POLICY: See OUTLOOK 1980-81.

COUNTERPART COMMUNIQUE -- Health Care

Ann Pugliese (612) 729-3029

LWVUS: The 1980 Convention adopted for study: "Evaluation of the health care system in the United States, with emphasis on the private and public roles in the delivery of services." Scope and details are in IMPACT ON ISSUES 1980-82, page 13. They anticipate a two-year project including a facts and issues publication and tools for local Leagues to use in community outreach. At this date, no funding has been secured, and no delivery dates are promised. Save a month for study.

LWVMN: LWVMN plans to be the coordinator of information on Health Care from all levels of League, governmental agencies, and private study groups, via the BOARD MEMO. We have no study or positions at the state level. There are hundreds of issues, but cost containment is big news today. Can costs be cut without harming the quality of care? Our direction will be influenced by your responses to the March questionnaire and to our Workshop at the 1981 LWVMN Convention. At that time, we can share resources and publications and discuss implementation of the LWVUS study. We foresee several Focus meetings in spring, 1982, and will be looking for creative ways to reach our members and the community. LWVUS grants may be available.

LOCAL LEAGUES: If you have past studies and positions, consider an Action project to involve your community.

If you have no Health Care study item, consider:

- a tour of your county health care facility;
- observing your Health Systems Agency (HSA);
- an inventory of all the care providers and services in your city or county.

In cooperation with the Minnesota Council on Health, we will offer you the opportunity to conduct a "Wellness Inventory" in your community. Details will be presented at the state Convention Workshop.

If you are studying Health Care on the local level, remember that your consensus positions must be local in nature. Until we have national positions, we cannot act at the state or national levels except through the concurrence procedure. Some suggested investigations are listed below--from LWVUS; others will be available at the Convention. Let's all know more about Health Care next year than we do today!

TO LOCAL LEAGUES: A SUGGESTED START FOR A STUDY OF HEALTH CARE:

1. Examine Medicare/Medicaid, Health Planning Resources and Development Act, and how your region implements them.
2. Who serves on your federally mandated planning committee?
3. How has Certificate of Need influenced your hospital(s) in the past five years?
4. What health facilities are available in your area? Where are your primary, secondary and tertiary care hospitals?
5. Does your community have alternatives to hospital care? If so, how are they financed?
6. What special medical facilities attract people to your area?
7. What body governs your local hospital(s), and who serves on that body? Is the hospital private, proprietary, public?
8. What is the doctor/patient ratio in your community? Compared to the national average?
9. What kind of specialized equipment do your hospitals have?
10. What is the average length of stay in your hospital(s) compared to the national average?

11. What hospital(s) in your area do which people in your community use?
12. How are uninsured patients handled at your hospital(s)?
13. How dependent is your hospital on Blue Cross, Medicaid, Medicare?
14. What percentage of senior citizens use your hospitals? Is their length of stay in line with the national average?
15. What is the difference between the "health maintenance organization" concept and private insurance? What are the differences in the various HMOs?
16. Who owns the insurance companies, the HMOs, and the drug companies?
17. Does your hospital have professional people assessing the quality of care? Who are they?
18. What agencies in your area promote health?
19. What agencies in your area provide follow-up or convalescent care?

COUNTERPART COMMUNIQUE -- Human Resources

Peggy Lucas (612) 823-8544

HUMAN NEEDS: UNFINISHED BUSINESS ON THE NATION'S AGENDA, LWVEF, #442, 75¢, is an excellent overview of H.R. issues. Consider making it an every-member piece.

As a result of decisions made at national Convention, an H.R. Update was completed. Hopefully, your local League will be using this information to inform your members on what progress has been made in these areas since League first began its involvement in H.R. Remember, it is not only informational; it can also be a springboard for action.

SEX EQUITY: Local Leagues should continue to monitor educational programs to see if there are equal opportunities for women. Of special importance in monitoring is the growing number of students involved in vo-tech studies. Do both sexes have equal opportunities?

ERA: ERA is an issue for action in Minnesota even though our state has ratified the amendment. Projects for raising funds for non-ratified states and providing speakers are two important areas. Our financial help is needed in unratified states, and locally there's still a need for education. The office will provide you with materials (including a prepared speech) which you can use in speaking to church groups, high school classes, civic groups, etc.

INDIANS IN MINNESOTA: LWVMN is continuing to seek funding for updating INDIANS IN MINNESOTA. Present planning calls for beginning the update in 1981, with publication in 1982. In the meantime, local Leagues can inform themselves on Indians concerns in their community. Volunteers to serve on the update committee are needed. (Phone the League office if you're interested.)

FAMILY VIOLENCE: Local Leagues should continue their active support for facilities for victims, serve on community advisory boards, etc.

JOB SHARING: LWVMN was successful in obtaining passage of a bill to implement a two-year pilot program of job-shared positions in state government. We will continue to monitor the implementation of this program. Local Leagues might promote awareness or encourage similar programs at local government levels and in private industry.

DAY CARE: Day Care concerns are receiving increased attention at all levels of government. Keep in touch with your county's methods of providing day care assistance. Several local Leagues have studied, and some have taken consensus on the local day care needs.

HOUSING: Funding has been drastically cut for programs providing housing for low and moderate income people. National has a strong position and is working hard against budget cuts. However, since federal cuts seem inevitable, the LWVMN needs to follow closely the possible emergence of state strategies which may address the meeting of this need.

COUNTERPART COMMUNIQUE -- International Relations

Betty Bayless (612) 454-5210

First, your basic references for the coming year are on page 12 and in the publications list being sent to each president.

Now, let's look at our objectives: to further a greater understanding of international issues at the local level; to encourage increased citizen involvement in U.S. foreign policy decisions; and to promote greater interaction between foreign and domestic issues. A logical program on your League's calendar could be an evaluation of the federal budget cuts on various international elements. Focus on the fact that few Americans recognize that economic advancement in the third world is not so much a question of how generous the United States and other developed countries should be as it is a critical prerequisite to global security. This would tie together all IR components--trade, development and the United Nations.

Then, for those of you specifically interested in the world hunger issue, we will provide a committee guide for your presentation. Look for details on its availability and contents in this summer's mailings.

Finally, take advantage of the wide variety of IR programs available in Minnesota. Attend World Trade Week, the United Nations Rally, etc. We will keep you posted on dates and subject matter and will also note if the League is actively participating. Remember, improved communications on international events is the first step toward citizen participation in the decisions that affect our country and the rest of the world. And, you have the opportunity to provide the foundation at the local level!

COUNTERPART COMMUNIQUE -- Natural Resources

Jeanne Crampton (612) 926-8760
Nancy Grimsby (612) 922-9403

"Maintain the status quo" is probably the best advice we can give any League looking ahead in the Natural Resources area in the next year or so! It is apparent that many of our hard-won environmental goals will be assailed rather heavily in the near future.

SPECIFICS

AIR QUALITY: The 1970 Clean Air Act is up for review, and it is evident that business and industry hope to significantly reduce many of the emission standards and reduce regulatory processes. The LWVUS is a member of the National Clean Air Coalition, and we are receiving material from them--unfortunately, only one copy per state. Since LWVMN cannot afford to reproduce this material and supply it automatically to each League, we urge each local N.R. person to check with the state office, if interested, and we will be glad to send out any information you wish at cost. We do have a liaison person who will be handling our responses to the Clean Air Coalition and also trying to help local Leagues secure adequate information. She is: Karen Evens, (612) 253-3374, 22 North 16th Avenue, St. Cloud, MN 56301. Please contact Karen if you have specific questions or are looking for material.

The Minnesota Pollution Control Board will also be making a decision in the next few months whether to change ambient air quality standards for ozone and sulfur dioxide.

The Minnesota standards for these two pollutants are more stringent than the federal standards, and the Minnesota Association of Commerce and Industry (MACI) would like the standards weakened to the federal level. LWVMN testified recently that the standards should be maintained.

WATER QUALITY: Water management at both the state and local level will continue to be discussed. We will try and keep local Leagues informed of developments in the Legislature and with the Boards at the state level (Water Planning Board, Water Resources Board, Soil and Water Conservation Board, DNR). We would appreciate it if local Leagues could keep us apprised of problems over water in their local areas.

SOLID WASTE: As this is written, there is a possibility that the Legislature will pass a bill relating to deposit and/or recycling of beverage containers. There will be a recycling-deposit legislation workshop at state Convention in June. If deposit legislation is passed, we'll be discussing ramifications of the new law; if not, we'll be aiming at getting a campaign started for the 1982 legislative session.

HAZARDOUS WASTE: The Waste Management Board will be continuing its delineation of criteria for a hazardous waste facility and then trying to select six possible sites by March, 1982. We will be observing the Waste Management Board meetings and will keep Leagues informed of developments.

ENERGY: Our nuclear energy education brochure will be printed and ready for disbursement by the state Convention. We hope local Leagues will publicize this brochure in their own communities and urge other groups to disseminate it in their publications and meetings.

We will continue to urge the facilitation of alternative energy use at the Legislature and state Boards and Agencies. We will monitor the work at the Minnesota Energy Agency--whose effectiveness may be seriously jeopardized by budget cuts at both the federal and state level.

Conservation, weatherization programs continue to be of concern.

BASIC PUBLICATIONS FOR BOARD MEMBERS

These are the general publications. Your president will give you a list for your specific portfolio (sent Third Class in April). Order national publications from LWVUS, state publications from LWVMN. See the respective catalogs for instructions. Every local Board member should have: local bylaws, budget, minutes, bulletins, calendar, job description (if used), Board policies (if used), local publications, etc.

STATE PUBLICATIONS

*PROGRAM FOR ACTION 1979-81 and inserts:
Family Violence; Initiative, Referendum and Recall

**FACTS about the LWVMN, 1919-81

**LWVMN Bylaws, 1979

**Publications Catalog, 1979

Minnesota VOTER (2 years' back issues)

CAPITOL LETTER (2 years' back issues)

STATE BOARD MEMOS (2 years' back issues)

OUTLOOK 1980-81, 1981-82

So You're Going to Write Your Legislator
Parliamentary Procedure at a Glance

LWVMN Style Guide (anyone who writes for LWV)

LWV Button

*Will not be updated this year. (Add inserts to PROGRAM FOR ACTION as published.)

**Replace with 1981 editions when they are sent.

***Prospectus 2 is expected any minute. Use for calendar planning.

NATIONAL PUBLICATIONS

IN LEAGUE: Guidelines for League Boards, #275

***LWV PROSPECTUS, 1 and 2, #543

Impact on Issues, 1980-82, a Leader's Guide to National Program, #386

FACTS About the LWV(US), #221

LWVUS Bylaws, #381

Publications Catalog for Leaders, 1980-81, #131

Publications Catalog for Members and the Public, 1980-81, #126, and supplement National VOTER (back copies)

Tell It to Washington, 1981, #349

Post-Board Summaries and National Board Reports (back copies)

Management Newsbriefs, #246, 580, 636, #633,375

Guidelines for State and Local League Use of Tax-Deductible Money, #361

CALENDAR FOR LOCAL LEAGUE BOARDS - 1981-82

IMPORTANT DATES*

LOCAL DATES, PLANS

MAY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 - Action Recognition Award Entries due in state office
- 5 - LWVMN Action Committee meeting, 9:30 a.m., state office
- 7 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 11-14 - LWVUS Council meetings, Washington, D.C.
- 19 - Independent School District Elections
- 21 - CMAL Annual Convention
- 22 - Deadline for LWVMN Convention Registrations
- 25-30 - Convention Workbooks mailed to Delegates from state office

Watch for LWVUS Prospectus #2

JUNE						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30				

- 1 - 1st Quarter PMP due in the state office
- 2 - May/June/July VOTER deadline
- 2 - LWVMN Action Committee meeting, 9:30 a.m., state office
- 4 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 11 - Presidents' Workshop, St. Cloud State University
- 12-13 - LWVMN CONVENTION, St. Cloud State University
- 13 - LWVMN Board meeting, following Convention, if needed

Juvenile Justice Update Committee to meet over summer

JULY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
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- 3 - Holiday, state office closed
- 7 - May/June/July VOTER mailed from state office
- No State Board meeting
- No CMAL Board meeting
- New Study Committee begins meeting (if adopted at Convention)
- Mini-Mailing to Presidents to include Fall Workshops Registration

AUGUST						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
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- 4 - LWVMN Action Committee, 9:30 a.m., state office
- 6 - CMAL Executive Committee Meeting, 9:30 a.m., state office
- 11 - LWVMN Board meeting, 9:30 a.m., state office
- LWVMN August/September VOTER deadline
- 18 - First Class BOARD MEMO mailed from state office
- 20 - Third Class BOARD MEMO mailed from state office
- 31 - August/September VOTER mailed from state office

Citizen Lobbyist Registration/Legislative Interviews
mailed; October Focus Registration mailed.

IMPORTANT DATES

LOCAL DATES, PLANS

SEPTEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 - 2nd Quarter Per Member Payment due to state office
- 1 - LWVMN Action Committee meeting, 9:30 a.m., state office
- 3 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 7 - Holiday, state office closed
- 8 - LWVMN Executive Committee meeting, 9:30 a.m., state office
- 17 - CMAL Quarterly Meeting for Delegates
- 18 - Deadline for October -November VOTER
- 22 - Fall Workshops, Minneapolis
- 24 - Fall Workshops, Austin
- 29 - Fall Workshops, Grand Rapids
- 28-30 - Rosh Hoshana

OCTOBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
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- 1 - Fall Workshops, Willmar
- 1 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 6 - LWVMN Action Committee meeting, 9:30 a.m., state office
- 7 - Focus on Child Care
- 8-9 - Yom Kippur
- 13 - LWVMN Board meeting, 9:30 a.m., state office
- 15 - October-November VOTER mailed from state office
- 20 - First Class BOARD MEMO mailing from state office
- 22 - Third Class BOARD MEMO mailing from state office
- 24 - United Nations Day
- 29 - Legislative Interviews due in state office
- 31 - Local League Membership Lists due in state office

NOVEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
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29	30					

- 3 - General Election Day
- 3 - Action Committee meeting, 9:30 a.m., state office
- 5 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 10 - LWVMN Board meeting, 9:30 a.m., state office
- 14 - Citizens Effectiveness Workshop
- 17 - First Class BOARD MEMO mailing from state office
- 19 - Third Class BOARD MEMO mailing from state office
- 26 - Thanksgiving, office closed
- 27 - Holiday, office closed

Precinct Caucus Committee Guide mailed; January Focus
Registration mailed; Day on the Hill Registration mailed.

IMPORTANT DATES

LOCAL DATES, PLANS

DECEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
	1	2	3	4	5	
6	7	8	9	10	11	12
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- 1 - Fourth Quarter Per Member Payment due to LWVMN
- 3 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 4 - December/January VOTER deadline
- 10-18 - Hanukah
- 22-23
- 28-30 - LWVMN open 9:00 a.m. to 1:00 p.m.
- 24-25-31 - LWVMN office closed

Mini Mailing to Presidents only

-- 1 9 8 2 --

JANUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30

- 1 - New Year's Day, office closed - HAPPY 1982!
- 4 - December/January VOTER mailed from state office
- 4 - CAPITOL LETTER subscriptions due
- 5 - LWVMN Action Committee meeting, 9:30 a.m., state office
- 7 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 12 - LWVMN Executive Committee meeting, 9:30 a.m., state office
- 15 - Annual Reports, Part I, Membership, due to LWVUS and LWVMN
- 21 - CMAL Quarterly Meeting for Delegates
- 27 - Focus on Energy from Renewables

Mini Mailing to Presidents if needed

LEGISLATURE CONVENES - date not yet determined

FEBRUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
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21	22	23	24	25	26	27
28						

- 2 - LWVMN Action Committee meeting, 9:30 a.m., state office
- 4 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 9 - LWVMN state Board meeting, 9:30 a.m., state office
- 9 - February/March VOTER deadline
- 16 - First Class BOARD MEMO mailing from state office
- 18 - Third Class BOARD MEMO mailing from state office
- 23 - Uniform Precinct Caucus Day

Day on the Hill - two days, to be scheduled later

Council mailing; proposed Budget mailing; spring Focus

Registration mailing

MARCH						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 - Fourth Quarter Per Member Payment due to LWVMN
- 2 - LWVMN Action Committee meeting, 9:30 a.m., state office
- 4 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 5 - February/March VOTER mailed from state office
- 9 - LWVMN Board meeting, 9:30 a.m., state office
- 16 - First Class BOARD MEMO mailing from state office
- 18 - Third Class BOARD MEMO mailing from state office
- 31 - LWVMN fiscal year ends

CMAL Quarterly Meeting for Delegates - date not yet determined

Spring Focus Meetings on Health Care - will travel around the

state - dates to be announced

IMPORTANT DATES

LOCAL DATES, PLANS

APRIL						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				1	2	3
4	5	6	7	8	9	10
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- 1 - Action Recognition Award Nominations due in state office
- 1 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 6 - LWVMN Action Committee meeting, 9:30 a.m., state office
- 7-15 - Passover
- 11 - Easter
- 13 - LWVMN Executive Committee meeting, 9:30 a.m., state office
- 13 - April/May VOTER deadline
- 19-20 - LWVMN Council, Silver Lake Camp, New Brighton

Leadership Workshops

MAY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29

- 4 - Action Committee meeting, 9:30 a.m., state office
- 6 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 11 - LWVMN Executive Committee meeting, 9:30 a.m., state office
- 15-19 - LWVUS Convention in Houston
- 20 - CMAL Convention



**LEAGUE OF WOMEN VOTERS
OF MINNESOTA**

PHONE (612) 224-5445
555 WABASHA • ST PAUL, MINNESOTA 55102

OUTLOOK 1982-83

Calendar
and
Counterpart Communiques

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GENERAL INFORMATION

Every local League Board member and subscriber to either the Board Memo or Duplicate Presidents' Mailing (DPM) is receiving a copy of this OUTLOOK. Additional copies may be ordered from your state office - \$2.70 each plus postage and handling.

State Board meetings are *open meetings*. Dates are included on the Calendar Worksheet. Please feel free to visit any time. If you have business to bring before the Board, please notify the president a week in advance; emergency items may be added later.

It is vital that membership changes - new members, transfers, drops or changes of address and/or name - be reported promptly, both to LWVUS and LWVMN. Use the national VOTER Membership Report Form (yellow sheets) for these changes, sending the original to LWVUS and a copy to LWVMN.

Undelivered VOTERS are returned to the state office at a charge of 25¢ each. Only four change notices from the post office are allowed, and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters; relatives of deceased members do not appreciate receiving reminders either.

Be sure one person on your Board, either the treasurer, secretary, or membership chairman, takes responsibility for sending the membership report forms to national and state. You will be asked to send state office your complete membership roster by October 31 so we can, at least once a year, make sure the office's records match yours.

Board Memo mailing target dates are listed on the calendar. Leagues desiring to receive the 3rd class mailing sooner may request it be sent 1st class - you will be billed quarterly for the additional postage. A Board Memo is included in the Duplicate Presidents' Mailing (DPM) subscription (cost \$15.00/year). Since every local League Board member will receive the Board Memo, no additional MEMOS will be sent to local Leagues as was our previous practice. Those desiring additional copies of the Memo for off-Board chairpeople should subscribe to same at \$5.00 and \$15.00/subscription/year). Please notify your state office promptly of any changes of personnel or address.

State office hours are 9:00 a.m. to 4:00 p.m. daily.

Address: LWVMN

555 Wabasha, Suite 212

St. Paul, MN 55102

Phone: 612-224-5445

Staff, Full Time: Sally Sawyer, executive director

Rose Krauser, secretary

Part Time: Karen Anderson, PR/Development staff person

Pat Lucas, Bookkeeper, Program/Action staff person

Peggy Thompson, Service to Local Leagues secretary

Jessie Merrell, on-call typist

Betty Ann McKaig, on-call typist

We do not have copies of national publications for sale in the state office. They are to be ordered directly from the national office.

The address for the LWVUS is: 1730 M Street, NW
Washington, D.C. 20036

As you know, the LWVMN uses a Xerox 2400 for all duplicating over 25 copies and a Xerox 4000 for all copying under 25 copies. We will do copying for your League at our cost. Leagues in the Metro Area are asked to call the office, making an appointment to use the

duplicator and/or copier, and do the copying themselves. Non-Metro Area Leagues may mail their materials to the office. Type the copy as you want it reproduced on plain white paper. Tell us if you want it run on one or both sides of the paper and the color. (We have green, blue, pink, canary, and buff, in addition to white.) The copies will duplicate on your letterhead too, but only a 20# paper stock. The size can be 8 1/2 x 11 or 8 1/2 x 14. (We can offer you only green and white colors in 8 1/2 x 14.) We haven't increased our prices for two years and they are as follows:

Cost to local Leagues is:

For up to <u>10 copies</u>	- .06 per copy
For 11 - <u>25 copies</u>	- .04 per copy
For 26 and up	- .02 per copy

Local Leagues will receive a 10% discount on a copying bill which is over \$5.00 in a given month. If you mail to us for duplicating, we'll need to charge for postage and handling. Also allow at least 10 days to accommodate our schedule and the post office.

IMPORTANT DATES

MAY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 1 - PMP deadline for sustaining Leagues, discounted PMP due in state office (so)
- 2 - World Law Day
- 4 - Action Committee Meeting - 9:30 a.m., so
- 6 - CMAL Executive Committee Meeting, 9:30 a.m., so
- 12 - April/May VOTER mailed from state office
- 15-19 - LWVUS Convention in Houston
- 18 - Independent School District School Board Elections
- 19 - World Trade Week
- 31 - Memorial Day

JUNE						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 - 1st Quarter PMP due in state office
- 1 - Action Committee Meeting - 9:30 a.m., so
- 8 - LWVMN Board Meeting/Retreat
- 15 - 1st Class BOARD MEMO mailing
- 16 - June/July VOTER Deadline
- 17 - 3rd Class BOARD MEMO mailing
- 30 - Deadline for ERA Ratification
- LWVMN Liaison Calls to local Leagues

JULY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 - LWVMN Office Closed
- 6 - June/July VOTER mailed from state office
- Mini Mailing on Fall Focus, Regional Workshops
- Program For Action revised

AUGUST						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 - LWVMN Action Committee Meeting, 9:30 a.m., so
- 5 - CMAL Executive Committee Meeting, 9:30 a.m., so
- 10 - LWVMN Board Meeting, 9:30 a.m., so
- 10 - August/September VOTER deadline
- 15 - Local Leagues order School Finance publications
- 17 - 1st Class BOARD MEMO mailing
- 19 - 3rd Class BOARD MEMO mailing
- 24 - Pre-registration closes for Primary Election
- School Finance Study Materials mailed
- Legislative Interview Questions mailed
- State Program-Making Materials mailed

IMPORTANT DATES

LOCAL DATES, PLANS

SEPTEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 - 2nd Quarter PMP due to state office
- 2 - CMAL Executive Committee Meeting, 9:30 a.m., state office
- 7 - LWVMN Action Committee Meeting, 9:30 a.m., so
- 8 - August/September VOTER mailed from state office
- 14 - Primary Election Day

7-18 - Regional Workshops at Various Locations

16 - CMAL Quarterly Meeting

Mid to Late September - FOCUS on Four Amendments

OCTOBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 5 - Action Committee Meeting, 9:30 a.m., so
- 7 - CMAL Executive Committee Meeting, 9:30 a.m., so
- 12 - Pre-registration for General Election closes
- 12 - October/November VOTER deadline
- 12 - LWVMN Board Meeting, 9:30 a.m., so

19 - 1st Class BOARD MEMO mailing

19 - U.N. Rally Day

21 - 3rd Class BOARD MEMO mailing

21-22 - Schools Closed for Statewide Meetings

24-25 - Debates '82 (statewide, televised)

28-29 or

30-31 - Election Hotline, state office

31 - Local League Membership Lists due to state office

VOTERS GUIDEs distributed to local Leagues

LWVMN Budget Committee meets

October - December - local League School Finance Meetings

NOVEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1-2 - Election Hotline, state office
- 2 - General Election Day
- 3 - October/November VOTER mailed from state office
- 4 - CMAL Executive Committee meeting, 9:30 a.m., so
- 9 - Action Committee meeting, 9:30 a.m., so

25 - Thanksgiving Day

26 - LWVMN office closed

Reception for new Legislature?

IMPORTANT DATES

LOCAL DATES, PLANS

DECEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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- 1 - 3rd Quarter PMP due to state office
- 2 - CMAL Executive Committee meeting, 9:30 a.m., so
- 7 - LWVMN Action Committee meeting, 9:30 a.m., so
- 10 - Deadline for Legislative Interviews
- 17 - Mini Mailing to Presidents

20-31 - LWVMN office on half days, closed 24,25, 31

JANUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

1983

- 1 - Happy New Year!
- 1 - Take local League Membership Count
- 4 - Action Committee meeting, 9:30 a.m., so
- 4 - Legislature convenes
- 6 - December/January VOTER deadline

- 15 - Citizen Lobbyist Conference
- 15 - Membership Report (Annual Report, Part I) due to LWVUS, LWVMN
- 15 - Deadline for School Finance Consensus reports from local Leagues
- 18 - 1st Class BOARD MEMO mailing*
- 20 - 3rd Class BOARD MEMO mailing*
- 21 - December/January VOTER mailed
- 21 - CMAL Quarterly Meeting

CITIZENS IN ACTION revised
Lobbyist Training

FEBRUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 1 - Action Committee meeting, 9:30 a.m., so
- 3 - CMAL Executive Committee meeting, 9:30 a.m., so
- 3 - CMAL Program Suggestions due
- 8 - Deadline for February/March VOTER
- 8 - LWVMN Board meeting (Budget, School Finance consensus), 9:30 a.m., so

- 15 - 1st Class BOARD MEMO mailing
- 17 - 3rd Class BOARD MEMO mailing
- 28 - Program Suggestions due to state office

*Possibility of another state Board meeting in September, 1982, or November, 1982, or January, 1983. BOARD MEMO would follow Board meeting.

IMPORTANT DATES

LOCAL DATES, PLANS

MARCH						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 - 4th Quarter PMP due to state office
- 1 - Action Committee Meeting, 9:30 a.m., so
- 3 - CMAL Executive Committee Meeting, 9:30 a.m., so
- 4 - February/March VOTER mailed from state office
- 8 - LWVMN Board Meeting, 9:30 a.m., so

- 17 - CMAL Quarterly Meeting
- 24 - FOCUS on INDIANS IN MINNESOTA
Publication of INDIANS IN MINNESOTA
- 31 - FY 1982-83 ends

APRIL						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 - FY 1983-84 begins
- 3 - Easter
- 5 - Action Committee Meeting, 9:30 a.m., so
- 7 - CMAL Executive Committee Meeting, 9:30 a.m., so
- 6-7 - Day on the Hill
- 12 - LWVMN Board/Retreat

- 30 - CMAL Consensus due

Presidents' Club Event
LWVUS Presidential Debates Forum?

MAY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

- 2 - Deadline Action Award Nominations
- 3 - Action Committee Meeting, 9:30 a.m., so
- 5 - CMAL Executive Committee Meeting, 9:30 a.m., so
- 19 - CMAL Convention

JUNE						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 2,3,4 - LWVMN Convention, Duluth

COUNTERPART COMMUNIQUE - President

Harriette Burkhalter, 5 West St. Albans Road, Hopkins, MN 55343 - (612) 935-9855

This OUTLOOK FOR '82-'83 should serve as an important tool as you, the president, and your Board Members begin to plan the activities of your LWV for the coming year.

This summer you will also receive a President's Packet from LWVUS. The March 1982 "Prospectus" #4 from LWVUS will give you and your Board an overview of League activities at the national level and should appear early next year. Also you and your Board members each need a copy of IN LEAGUE.

You, the president, are very important to your local League, the state League and the national League. You are the leader, co-ordinator, facilitator and chief spokesperson. You will get a lot of phone calls and a lot of the mail. You are not responsible for dealing with all of these but it will be your responsibility to turn it over to someone who will follow through on the matter.

There is a great deal of help and support available for you - there are your Board and your League members - there are the Board of Directors and staff of LWVMN. We're only a phone call away!

Each of the succeeding sections is very important - none should be singled out for emphasis - program - action - finance - voters service - citizen information - public relations - they are all integral to a complete League attracting a broad base of members from your community. But I realize that you and your Board may need to or want to choose a few areas for special attention. In my opinion two areas deserve special attention this year - Voter Service - this is an election year and the opportunities for the League to be visible and effective will be great! Don't miss the boat; it won't come again for two years! Membership - it is imperative that we all commit our energy toward getting more members in LWVMN. It's very simple - we need more people to support this organization and volunteer their time, talent and dollars.

As you and the Board plan for the year and set priorities for activities, don't forget to include fun! It's a high priority on my list, too.

COUNTERPART COMMUNIQUE - Long Range Planning

Harriette Burkhalter, 5 West St. Albans Road, Hopkins, MN 55343 - (612) 935-9855

LWVMN Board will continue long range planning for the 2nd year. The Board members will evaluate and monitor the objectives set for this year, '82-'83, and develop objectives for 1983-84 to move toward the 1984-85 goals.

GOALS: By 1984-5, LWVMN will be using creative and innovative forms of communication to disseminate information to all League members and a greater portion of the public.

By 1984-5, LWVMN will have a secure financial base.

By 1984-5, LWVMN will have established an effective communication and support network among the local Leagues and the state Board.

By 1984-5, LWVMN will have implemented a plan to attract and retain a larger and more diverse membership.

By 1984-5, LWVMN will be more visibly involved in studying and acting on significant issues.

A long range planning team will be gathering data and preparing a forecast for reaction by delegates at 1983 Convention. If you would like to be part of the team, please call me at the above number.

COUNTERPART COMMUNIQUE - Secretary

Amy Caucutt, 716 N.W. 28th Street, Rochester, MN 55901 - (507) 289-1327

As secretary, you are responsible for minutes at Board meetings and general membership meetings where business is conducted. Minutes are the official record of your Board proceedings and decisions, becoming part of your League's permanent file. They should include the name of the League, date, name of presiding officers and, if a Board meeting, a list of those present and absent. Use last names throughout minutes so they will have meaning beyond your immediate Board. They should record why as well as what action was taken, for they may be referred to many times, even years later.

In addition, minutes are a communication link between your League and the state League. One copy of each meeting's minutes (within a week, if possible) should be sent to the LWVMN office. Minutes received at the state office are read by the Service to Local Leagues Chair and staff and routed to other Board members if there is something pertinent to their portfolios. It is also helpful to send copies to each of your local Board members and unit chairs, perhaps along with the agenda for the next Board meeting.

Since you are sending minutes monthly to the LWVMN office, you may find this a good opportunity to request information or materials, etc. from LWVMN. Please be sure the name of your League and a date is on every paper you send. You may also check with your treasurer to be certain that address changes for members are sent promptly to the state office. They are needed to keep VOTER lists up to date - and please note if the member also receives the LWVMN BOARD MEMO or CAPITOL LETTER.

As secretary you should continue to be aware of the total League calendar, especially those dates on which reports are due to LWVMN and LWVUS.

As a member of your Board, you share in that total Board responsibility. You may have other jobs, such as parliamentarian or corresponding secretary, depending on the needs of your League.

Some helpful things for your files available from the LWVMN office: sample minutes of local League Board meeting; sample minutes of local League Annual Meeting; Style Guide; Simplified Parliamentary Procedure.

COUNTERPART COMMUNIQUE - Treasurer

Amy Caucutt, 716 N.W. 28th Street, Rochester, MN 55901 - (507) 289-1327

PMPs (per member payments)

The proposed per member payment for the support of the 1982-83 LWVMN Budget is \$15.00. The per member payment for first time members is \$12.00. Your League's per member payment is based on your membership as of January 1, 1982, as reported to us on your Annual Report. Due dates for Quarterly payments for pmps to LWVMN are June 1, 1982; September 1, 1982; December 1, 1982; March 1, 1983.

This year we are offering other payment options. If your League pays its full per member payment by May 1, 1982, your payment will be discounted by 5%. If your League pays its 1982-83 pmp in full by May 1, 1982, without taking the 5% discount, your League will be recognized as a Sustaining League of the LWVMN. The purpose of this option is to ease cash flow problems for LWVMN over the "lean" summer months until grant monies begin to flow in . . . and it is a unique opportunity for LLs to give special support to their state organization. An option and billing statement was mailed in April to each LL president.

Per member payments are paid separately to LWVMN and LWVUS. Your job is to insure that your League's PMPs are paid on time. The National League sends your League a payment schedule for LWVUS PMPs. The State League will mail a quarterly statement to you, the treasurer, if your League chooses to pay on a quarterly basis.

VOUCHERS:

Please encourage members to turn in a voucher, even if they do not want to be reimbursed, for gas, child care, meals, etc. If the majority of members cooperate, the local League will get a clear picture of the cost of running a local League. Non-cash contributions are as important to League operations as hard cash and are a good selling point during your finance campaign.

MEMBERSHIP LISTS:

These are due in the state office October 31, 1982. We need to check our VOTER mailing lists. All drops, transfers and new members should be sent monthly.

PUBLICATIONS:

See "useful Publications for League Leaders," 1982-83 for the tools of the trade.

Diana Barsness, 700 Linwood Avenue, St. Paul, MN 55105 - (612) 224-3269

The following general comments pertain to fund raising solicitation whether it takes the form of a letter, in-person visit or a telephone call.

RATIONALE FOR A COMMUNITY SUPPORTED DRIVE

It's important for you to feel confident about asking civic-minded community members to support the work of your League. Simply stated LWV-(your town) is a benefit to your community or area. It does work which is NEEDED, UNIQUE AND HIGH QUALITY. The Finance Drive gives the community an opportunity to share your goals by supporting your efforts.

Assume that support will continue even in a tight economy and even though the competition for funds is great.

ALWAYS APPEAL FROM A POSITION OF STRENGTH - NEVER WEAKNESS

The LWV financial support system is one in which local Leagues support state and national League. This system is an issue which stresses some local Leagues and causes concern for some members.

This is an organizational issue of importance BUT it is not a good basis of a fund drive appeal. No one wants to support an organization because of its problems. "We're so broke..." is not a good approach. Be aware of LWV strengths, such as its 60 plus year history, its three levels, local, state and national, its clearly stated goals, its ability to manage resources both volunteer and financial. Know the strengths of your particular League - its quality volunteers and projects.

THE FINANCE DRIVE IS A PUBLIC RELATIONS TOOL

An organized, well articulated campaign will project an efficient, business-like image.

SOME SPECIFICS

- Know something about your budget in case you are asked (by phone) or decide whether or not to send it by mail. Funders often want to know % of member and community support and total budget amount.
- LWV and tax-deductibility. This information is very important if you are asked about it or if you wish to make a special appeal to a larger donor.
 1. Contributions to LWVEF are tax-deductible.
 2. Contributions to LWV-(your town) are tax-deductible only if they qualify as a business expense for the donor. (Donors or their accountants will know this about their business.)

BEFORE THE DRIVE BEGINS

Campaign chairs and their committees should decide on the organizational aspects of the campaign. Workers must have a very clear idea of what is expected. What materials will be used? File cards, pledge cards, stamps, etc. Who will be called? Last years' list? New contacts during past year? Will any calls or letters go to homes or just businesses? Who will call whom? Personal recognition is important (but not essential). When should contacts be completed? Which League activities should be highlighted? Is your language jargon free? Where should workers bring materials when finished? What is your "clean up" plan? Will you continue to keep funders informed of your work? How?

BE ORGANIZED, FLEXIBLE, SPECIFIC, BRIEF AND OBJECTIVE

A well organized finance campaign, conducted over a short span of time, is the most effective way to raise money.

COUNTERPART COMMUNIQUE - Development

Diana Barsness, 700 Linwood Avenue, St. Paul, MN 55105 - (612) 224-3269

WHAT IS DEVELOPMENT

While most local Leagues do not have a Development chair, all Leagues should be thinking Development. That simply means thinking of ways to raise and spend tax-deductible money. Tax-deductible money can be raised to fund 1) a specific project, or 2) an undetermined project to be done at a later date. Generally speaking, corporations and businesses prefer to use their tax-deductible money for a specific project.

Since LWV is a non tax-deductible organization, its Education Fund's tax-deductible, 501(c)(3) status has important appeal to donors. In fact, foundations may legally give only to 501(c)(3) organizations.

HOW TO QUALIFY FOR TAX-DEDUCTIBLE STATUS

To qualify for tax-deductible status, your project plans must be submitted to the national League of Women Voters Education Fund trustees for approval. Before you start your project, complete and submit a project request form and send it to the LWVEF trustees for their consideration. Wait for approval before starting your project and your fund-raising for that project. All funds collected must be sent to the LWVEF trustees. Your project expenses will then be paid back to you with the funds you have deposited with them.

HOW TO RAISE TAX-DEDUCTIBLE MONEY

When you have identified your project and are assured of its tax-deductible status, you must raise the money to fund it. Identify the sources which might be contributors. Decide whether you want to seek all your funding from one place or make a proposal for multiple sponsorship. Identify the best people in your League to contact the appropriate person and prepare them to make the call. Make sure the solicitor knows exactly what the project is, why there is a need for this project to be done and why your local League is the best organization to undertake this project. Prepare a detailed budget for the project; it should reflect all aspects of the work needed to complete the project (i.e., researching, typing, distribution, etc.) It would also be helpful if the solicitor has a sample of other projects that your League has successfully carried out. Then you will be ready to make your funding call.

The state office has information on most Minnesota foundations, including the types of grants they will consider, proposal guidelines and contact people. Interested local Leagues should call the state office for the needed information.

Be sure to get the following national publications to help you in your planning:

The Way to Go: How to use the LWVEF to raise tax-deductible money to fund state and local League projects, #345, 30¢.

Dollars and Sense: The Art of Raising Money, 1976, #494, 75¢.

The Art of Budget Building, 1973, #268, 60¢.

Ledger-de-Main for Local League Treasurers, 1974, #248, \$1.25.

Making a Difference: A Voters Service/Citizen Information Handbook, 1978, #330, \$2.00.

Citizens: The Untapped Energy Source, 1980, #436, 50¢ (lists some references on fundraising that could be very helpful).

CO-ORDINATION OF STATE/LOCAL EFFORTS

An increasingly competitive climate for available funds presents all of us with a great challenge to fund our projects. On a positive note, our election year Voter Service projects have strong appeal to funders and give us an opportunity to display the skills

of the many volunteers who participate in them. Co-ordination of state/local funding efforts results in an organized and efficient image to our donors and financial gain for us all.

We need to make sure our fundraising efforts are coordinated. It would help us to know which corporations or foundations support your League, either with tax-deductible or "hard" money, as part of your general fund drive or for specific projects. If you publish a list of supporters in your VOTER, just send us that list. If not, please, as a part of your regular finance drive, send a list of your major contributors to the state office. Also, if you are aware of a particularly large corporation in your area which has never (or at least not recently) been a contributor and you would like LWVMN to contact them for you, please let us know!

SHARING POLICY

For some time, LWVMN has had a successful sharing policy. Its focus is to promote as much cooperation of local/state funding efforts as possible. When an appointment for an "in-person call" is made, state will contact the local League in that area to let you know the call is being made and give you an opportunity to go along.

The sharing policy for unrestricted money LWVMN raises is:

1. If your local League has received a non tax-deductible or tax-deductible (unrestricted) contribution from a corporation in your community in the past three years and the corporation refuses to contribute this year, you will receive a 10% share of the contribution to the state League or the equivalent of what you received before, whichever is greater.
2. If your local League receives its regular contribution, you will still get 10% of the contribution to the state League.
3. If your local League has never received a tax-deductible unrestricted contribution from a specific corporation, you will receive 10% of the contribution to the state League.

DEVELOPMENT AND LONG RANGE PLANNING

Among LWVMN long-range goals is to have a "secure financial base". Two committees are being formed to explore and implement ways of reaching this goal. The Financial Options Committee will focus on financial strategies at the state level. The State/Local Finance and Development Committee will focus on facilitating financial gain for local Leagues. Participation in these committees is essential since changes in funding methods will affect all Leagues. Please watch for information on how you and your local League can be involved in these committee efforts.

COUNTERPART COMMUNIQUE - Budget

Judy Hove, 1600 - 23rd Avenue N.W., New Brighton, MN 55112 - (612) 633-8845

Budgets are plans written in numbers instead of words. Plans are developed to decide what to do, when, and who will implement them. Only after plans are made can a budget of any reality and significance be drawn up. Budgets without plans are only guesstimates.

LWV has always prided itself on providing membership training as well as study and action on government issues. True pre-budget planning has not really been the strong suit in our organization that it should be.

Planning is important because it helps identify the organization's risks and opportunities. Change, growth, and decline provide both risks and opportunities. Plans MUST reflect a realistic assessment of LWV's opportunities and recognition of its real capabilities. If plans change, the budget can be revised, since it is meant to be a useful guide and not a sacred object.

So before your budget committee meets, ask Board members to identify proposed plans for their portfolios for the coming 1981-82 fiscal year. Ask that those plans be in writing. To help the portfolio chairs develop those plans, you can excerpt appropriate portions of THE ART OF BUDGET BUILDING (LWVUS publication #268, 60¢, LWVUS, 1730 M Street, N.W., Washington, D.C. 20036). That'll spark many ideas.

Since LWVs, regardless of size or level, do not have enough money to carry out all those fantastic plans for each portfolio, ask that the plans for the portfolio be ranked in priority order. And ask the Board to provide you with direction on the priority of the portfolio's proposals and income projections/proposals too.

Some Board members will be planning for the people who will succeed them. Ideally, a retiring member can meet with a known successor to develop plans cooperatively. In all likelihood, however, planning will begin before a successor is known and the Board member will just have to do the best s/he can, based on experience and reasonable projections.

And to help budget chairs plan, here's a timeline you may want to follow - yes, it begins with the end result, so proceed from the bottom up!

Your LWV's Annual Meeting - Budget adoption

One month before - proposed budget printed in bulletin

Board meeting before printing Proposed Budget - reviewed and approved for printing

Month prior - Budget Committee meeting(s)

Board meeting - prioritize proposals and provide direction to Budget Committee

Prior to Board meeting - portfolio chairs develop plans, prioritize, write up, distribute with agenda to facilitate Board review.

Unit meeting(s) prior to Board meeting - units or members may be asked to suggest projects.

Early fall (September or October) - determine Budget Committee members.

Now through summer - order and read and cogitate about:

THE ART OF BUDGET BUILDING (LWVUS, #268, 60¢)

Local LWV Budget Form Item by Item (LWVUS, #150, free)

Guidelines for State and Local LWV Use of Tax-deductible Money (LWV-Ed Fund, #361, 15¢)

As an old hand at budgeting, I suggest you relax, enjoy - and PLANNING makes that possible.

(The above was written by Harriett Herb for the 1980-81 OUTLOOK and remains an excellent piece for guiding the local League Budget process.)

COUNTERPART COMMUNIQUE - Membership

Cathy Hegg, 307 - 7th Avenue West, Alexandria, MN 56308 - (612) 762-1212

What I Need From You: Lots of new members, with a high retention of current members - a net 10-20% gain. Also, membership lists to LWVMN by October 31, 1982 and the annual report to LWVUS, with a copy to LWVMN by January 15, 1983. Timely reports are critical to our planning.

What I Will Do For You: Be available for questions and problem solving (call 612-762-2361 from 9-3 weekdays, otherwise 612-762-1212); continue to provide ideas and suggestions gleaned from other Leagues; have available (hopefully for fall workshops), a handbook of orientation guides, with ideas for different size Leagues; working on ways to improve, recognize and utilize skills and expertise acquired in League work; and establish a president's club, which will meet once a year (goal - to renew and/or retain League interest of past presidents).

Publications for Membership Chairs:

Membership Management: LWVUS #20036

OUTLOOK: LWVMN 1980-81

Recruit & Retain: LWVMN 1980

FOCUS on Membership Newsletters: LWVMN 1980-82

A membership chair is a very important part of League - next to the president, she/he is the key to growth and visibility. The president and membership chair should work closely in developing strategy for the coming year. After developing the strategy, the entire board of directors should be involved in helping to design and carry out activities that will attract new people and can easily involve new members in jobs that are comfortable. During the coming year, think membership with each planned activity. Election years provide additional visibility because of voters service projects. Take advantage of that good PR.

The goals of a membership chair are: increase number of members, encourage all members to participate and have a membership representative of the community.

Responsibilities are: recruit (get new members), orientation (familiarize new members with League and their role in League), promote participation (find out interests of members and notify appropriate committee), administer (keep records of: who is doing what, attendance, interests, names and correct mailing addresses, etc.)

You will need help. Get a committee together as soon as possible. Try to get people in varying locations, some new, some experienced, for a variety of ideas and perspectives.

Some jobs the membership committee should undertake are: develop a prospective member file, develop an interest and talent file, prepare bulletin notes and articles, liaison with public relations, orientation, hospitality, and community analysis (map of city showing membership distribution and determination of whether local League is representative of community).

Every board has a membership responsibility and each should have something in the job description. Work with the president to decide what membership task should be included in each. Some suggestions follow from "Membership LWVCA. Membership is #1 priority for us all! Don't let anyone in your League forget it!

TOTAL BOARD EMPHASIS ON MEMBERSHIP

President: With Board advice, chooses membership chairman with a salesperson's personality.
Meets every new member; extends a warm welcome.
Holds President's coffees for prospective and new members.
Plans board agendas to include discussion of membership.

Vice President: Have specific membership responsibilities such as supervising orientation meetings, encouraging other board members to get new members involved on their committees.

Secretary: Sends letter of welcome to each new member. Sends letters over President's signature recognizing accomplishments of members.

Treasurer: Handles dues collection, transfers, in coordination with membership chairman.
Contacts delinquent members (or has membership committee do it).
Reports membership changes regularly to state and national offices.

Unit Organization: Includes needs of the new member in unit plans.
Arranges name tags, rides, and a friendly welcome by a unit host.
Provides training for discussion leaders.
Works with program chairmen in planning for units so that new members find them exciting, rewarding experiences.

Public Relations: Uses pictures and many names in publicity. Works with other organizations to enunciate League purpose and broaden awareness of League. Makes sure all press releases have information on how to join the League. Develops flyers, ads, radio spots, letters, etc. to increase membership. Recognizes value of PR in keeping member interested in and proud of the League.

Speakers Bureau: Ensures that all speakers have membership information, free materials to distribute at all speaking engagements.

Voters Service: Keeps in mind that future members may result from programs on voting, politics and government in colleges and high schools.
Makes contacts with prospective members through pros and cons and candidates meetings.
Uses new members in Voters Service projects.
Arranges courses in Know your Government for members and non-members.

Observers: Makes contacts with prospective members similarly interested in government. Uses new members as Observers. Arranges go-see tours of government meetings.

Publications: Helps create membership flyers. Gives background materials to new members; advertises subscription service and other publications to members. Keeps lending library for orientation; gives old publications to prospects and new members as example of League work.

Bulletin: Includes new member biography, League and community calendar. Membership chairmans' name and phone number in Voter. Sends bulletins to prospects. Gives orientation (on programs, procedures, action, etc.) in bulletin, congratulations, recognition of member's accomplishment. A Voter with enthusiasm is one of the best recruiting and involvement tools.

Membership: Accomplishes wonders with the help of an assistant, committee, unit representatives. Maintains interest cards on all members to facilitate involvement. Welcomes prospects and new members to meetings. Orients to League - Involves in League. At board meetings, explains membership relative to other portfolios.

Action Chairman: Contacts prospective members through coalitions. Involves new members in action. Updates them on League positions.

Finance: Views contributors as membership prospects. Forms a team of new members with old members for solicitation. Utilizes new members' ideas for raising money. Informs new member of financial structure of League so understands importance of member and non-member contributions.

Program Chairman: Recognizes and takes advantage of PR value of new item to recruit and involve members. Uses new members on committee; supports and encourages; rewards with thanks and further responsibilities. Orients new member to an old item with background material. Avoids use of initials and unfamiliar abbreviations. Uses imagination - tapes, films, variety at meetings. Avoids lectures. Makes League meetings enjoyable.

Nominating: Recommends new members for specific jobs. Willing to assist board in staffing committees. Tries to include membership or unit chairman on committee because they meet many members.

Budget: Plans for effective membership drive and orientation. Includes money for coffee, go-see trips. new member kit, name tags, mailings, file, lending library, phone listing. Incorporates innovative ideas of creative chairman into the budget.

Every Member: Makes people want to join by demonstrating the joy of learning and growing, and thus becomes the greatest resource of new members.

Total Board: Establishes priority and goal for member recruitment and involvement.

COUNTERPART COMMUNIQUE - Service to Local Leagues

Nadeen Mutsch, 6280 Birchwood Road, Woodbury, MN 55125 - (612) 739-7274

"Assisting local Leagues" is an excellent descriptive phrase of my function on the state Board. Assistance comes to the local Leagues in two ways - upon request from the local Leagues or upon a request visit by someone on the state Board. Visits, calls, reading minutes, local bulletins, workshops and conventions are our best methods of facilitating communication between the local Leagues and the state Board.

Communications among the levels of League is a goal which we all must strive to achieve. If we don't communicate with one another there becomes misunderstanding as to why each part of League is doing what they are. To eliminate the commonly heard "us" and "they" syndrome, we all must share with one another so we all know what "WE" are doing!

LIAISON CALLS

Plans are to continue the liaison system which is another method of communicating with you. How this works is that your state Board liaison telephones her local League president. Rather than two or three calls per year the budget has allocated us one call to local Leagues. This call will occur in June when we will seek feedback on local Leagues perceived needs and concerns for the 1982-83 year. However, local Leagues should not and must not wait for the state Board liaison contact in order to communicate. The phone lines run both ways which means we all must use the phone whenever concerns or questions exist. 1982-83 Liaison List attached.

BOARD ORIENTATION/VISITS

Orientation sessions are offered to local Leagues by the state Board as a means of training local League Leaders and to help in orienting local board members (old and new) to Leagues procedures and policies. Now is a good time to schedule either a board orientation or a visit by your liaison or another state Board member. We urge you to allow about two hours for the orientation sessions. A request form for orientation or a visit is found with the President's packet. I strongly encourage you to request a visit for it helps the state Board to know the grassroots are growing.

WORKSHOPS

Fall workshops will again offer us the opportunity to learn and to talk with one another. The first two weeks of September (7-18) state Board representatives will be visiting the various regions of Minnesota to discuss such items as the Education Study, networking for Leagues and ballot issues. Please earmark the evenings of Sept. 7-10 as the non-Metro workshops and Saturday, Sept. 11th for the Metro workshop. Specific places and times will be firmed up in time for local League calendar planning.

STATE CONVENTION

June 3-4, 1983 will find us along the shores of Lake Superior in Duluth for our 1983 State Convention. New and continuing presidents should plan on a President's Workshop on June 2nd.

Be thinking throughout the year about displays you want to share with other Leagues or wares you wish to sell. Even be thinking of items which could be used for the Silent Auction. Any League who wants to host the 1985 Convention will be given the opportunity to express their interest before Convention '83.

MINUTES/BULLETINS

Please make sure these are sent to the state office for these too are a form of communication. At least three people read each of these communications. Include details of attendance and program publicity in your minutes.

YOUR OWN LOCAL LEAGUE ORGANIZATION

If we can be of any help with local League organization problems, please don't hesitate to call. We want to help you do the job well. If you keep League references such as In League, the OUTLOOK and Will the Meeting Please Come to Order (the annual meeting guide) handy, you will find them most helpful as you progress through the year. Also, please read the President's mailings and come to the workshops in fall and at convention for they will provide you with help in both organization and program areas.

1982-83 Liaison List

Jean Tews, 49 Birchwood Road, Mahtomedi, MN 55115 - (612) 426-1011

Anoka/Blaine/Coon Rapids
Alexandria

Brooklyn Park
Worthington

Diana Barsness, 700 Linwood Avenue, St. Paul, MN 55105 - (612) 224-3269

Arden Hills/Shoreview
Duluth
Wayzata Area

St. Louis Park
Westonka

Nadeen Mutsch, 6280 Birchwood Road, Woodbury, MN 55125 - (612) 739-7274

Bloomington
Brooklyn Center
New Ulm

Northfield
Shakopee

Amy Caucutt, 716 N.W. 28th Street, Rochester, MN 55901 (507) 289-1327

Austin
Marshall

Winona
Owatonna

Ruth Armstrong, 928 Lincoln, St. Paul, MN 55105 - (612) 226-5169

Minnetonka/Eden Prairie/Hopkins
Jackson Area

Cass Lake
St. Cloud Area

Betty Bayless, 738 Navajo Lane, St. Paul, MN 55120 - (612) 454-5210

New Brighton
Bemidji

Richfield
St. Paul

Ellen Mork, 1151 North 25th Avenue, St. Cloud, MN 56301 - (612) 252-1034

Edina
St. Peter

Roseville
Willmar

Peggy Lucas, 4427 East Lake Harriet Blvd., Minneapolis, MN 55409 (612) 823-8544

Hutchinson
Mankato Area

Fridley
Woodbury/Cottage Grove

Jeanne Crampton, 4330 Wooddale Avenue South, St. Louis Park, MN 55424 - (612) 926-8760

Chaska
White Bear Lake/North Oaks

Freeborn County
West Dakota County

Joan Newmark, 182 North Hazel, St. Paul, MN 55119 - (612) 735-4541

Grant County
Robbinsdale

Wilkin County
St. Anthony

Nancy Grimsby, 5932 Wooddale Avenue, Edina, MN 55424 - (612) 922-9403

Moorhead
Columbia Heights

Battle Lake
Mahtomedi Area

Carol Bradley, 15202 N.W. 7th Avenue, Anoka, MN 55303 - (612) 421-1663

Stevens County
Northern Dakota County

Buffalo/Monticello
Red Wing

Cathy Hegg, 307 - 7th Avenue West, Alexandria, MN 56308 - (612) 762-1212

Crystal/New Hope
Rochester
Detroit Lakes

Golden Valley
Rock County

Marcia Walters, 5112 Forest Road, Minnetonka, MN 55343 - (612) 934-3412

Minneapolis
St. Croix Valley
Grand Rapids

Hibbing
Mounds View

Judy Duffy, 2812 Hilltop Court, North St. Paul, MN 55109 - (612) 777-4234

Houston County
Excelsior/Deephaven

East Faribault County
Mid-Misabi

COUNTERPART COMMUNIQUE - Public Relations

Marcia Walters, 5112 Forest Road, Minnetonka, MN 55343 - (612) 934-3412

See the Public Relations Counterpart Communique in the OUTLOOK for 1980-81. Periodic, suggested guidelines will be issued from LWVMN allowing LLs to coordinate their local public relations efforts with state events.

COUNTERPART COMMUNIQUE - Publications

(LWVMN office, 555 Wabasha, St. Paul, MN 55102 (612) 224-5445)

Looking for program information - a gift for fund drive contributors - materials for citizen information and League visibility - League information for League members and League leaders? Both state and national Leagues have publications to fill these needs. Information about each publication and its price is in the publication catalogs which LWVMN and LWVUS distribute to each League. The League of Women Voters of the United States' Catalog for Members and the Public 1981-82, #126, and Catalog for Leaders 1981-82, #130, should be used together and will give you a complete listing of national publications, ordering information and publication services. These are free from LWVUS in limited quantities.

LWVMN's publication catalog will be issued in the Summer, 1982, and a copy will be sent to local League presidents and DPM subscribers. A copy of each new publication is sent to your president and to DPM Subscribers. In the meantime LWVMN has just revised Useful Publications for League Leaders, 1982-83, which is organized by Board Program portfolio (distributed to LL Presidents).

LWVMN publications may be ordered from the state office by mail or phone and are billed later. LWVMN does not maintain an inventory of national League publications; please order directly from LWVUS.

Remember - you may sell publications at a profit to your League. And, tax deductible donations may be used to purchase and distribute material funded by the Education Fund.

IN LEAGUE describes your job and the jobs of all your Board members. Be sure you all have copies. It will be up to you to suggest useful publications to your Board and your members. Consider doing brief reviews in your bulletin.

Plan ahead, so your orders arrive on time and use our excellent publications throughout your community. Not only do they have public relations value, but they can bring in dollars as well. Think creatively and make your job more interesting than that of the keeper of the publications file.

COUNTERPART COMMUNIQUE - Bulletin

Marcia Walters, 5112 Forest Road, Minnetonka, MN 55343 - (612) 934-3412

Congratulations on being your League's bulletin editor. A LWV bulletin is the most visible means of communications a League can have. You will be reaching your members with important information that in many cases they will have no other way of obtaining. The responsibility will be yours for the image your League conveys to the readers of your bulletin.

To aid you as bulletin editor, LWVMN has a publication on editing, "Guide to Bulletin Editing," available from the state office. Included are details on design and layout, planning, production, rating your bulletin and tips on what to include in a readable bulletin.

Please send 1 copy of your bulletin from non-Metro Leagues and 2 copies from Metro Leagues to LWVMN, 555 Wabasha, St. Paul, MN 55102. Send three copies to LWVUS, 1730 M Street, N.W., Washington, D.C. 20036. In addition, Lee Carpenter, 6224 - 164th Avenue., S.E., Issaquah, Washington 98027, our LWVUS liaison should receive a copy. Believe it - they are read. Our LWVUS liaison will change this summer! A LWVUS Board member will be designated. Watch for that name and address. In addition, please send one copy to me, Marcia Walters, which I'll be reading for ideas which can be shared in the LWVMN VOTER.

BULLETIN EXCHANGE GROUPS

GROUP I

Winona
Rochester
Austin
Owatonna
Red Wing
Houston County

GROUP II

Mankato
St. Peter
Freeborn County
East Faribault County
New Ulm

GROUP III

Rock County
Worthington
Jackson
Marshall

GROUP IV

Chaska
Shakopee
Northfield
Bloomington
Northern Dakota County
West Dakota County

GROUP V

Stevens County
Alexandria
Grant County
Wilkin County
Battle Lake
GROUP IX

GROUP VI

Willmar
Hutchinson
St. Cloud
Buffalo-Monticello

GROUP VII

Moorhead
Bemidji
Detroit Lakes
Cass Lake

GROUP VIII

Grand Rapids
Mid-Mesabi
Duluth
Hibbing

GROUP IX

Arden Hills/
Shoreview
Mounds View
New Brighton
Roseville
White Bear Lake

GROUP X

Anoka/Blaine/Coon
Rapid
Brooklyn Center
Brooklyn Park
Fridley
Crystal/New Hope
Robbinsdale

GROUP XI

Woodbury/Cottage
Grove
Mahtomedi Area
White Bear Lake/
North Oaks
St. Croix Valley

GROUP XII

Westonka
Wayzata Area
Golden Valley
Excelsior/Deephaven
Minnetonka/Eden Prairie/
Hopkins

GROUP XIII

St. Louis Park
Richfield
St. Anthony
Columbia Heights
Minneapolis
Edina

Send Bulletins to the president and/or
bulletin editor (check with your exchange
Leagues) of the Leagues listed with yours.

COUNTERPART COMMUNIQUE - Voters Service

Joan Newmark, 182 North Hazel, St. Paul, MN 55119 - (612) 735-4541

1982 State Election Calendar

May 18 Local School Board Elections (Independent School District Elections)
(Let your community know about the candidates and issues and urge them to vote.)

July 6-July 20 Filing for all offices to be elected at the General Election.
(Tuesday)

July 26 (Monday) Last day to withdraw from the Primary Election.

July 30- Applications for absentee ballots for Primary Election accepted.
September 1

August 24- Training courses for election judges for Primary Election.
September 10

August 24 Pre-registration closes for Primary Election (5:00 p.m.).
(Tuesday)

September 13 Last day for voter or agent to deliver absentee ballot return envelope
(Monday) to auditor for Primary Election (4:30 p.m.).

September 14 STATE PRIMARY ELECTION
(Tuesday)

September 17- Applications for absentee ballots for General Election accepted.
November 1

September 28 Last day to withdraw from General Election (5:00 p.m.).

October 12- Training course for election judges serving at General Election but
October 30 not at Primary.

October 12 Pre-registration closes for General Election (5:00 p.m.).
(Tuesday)

November 1 Last day for voter or agent to deliver absentee ballot return envelope
to auditor for General Election (4:30 p.m.).

November 2 STATE GENERAL ELECTION
(Tuesday)

LWVMN ELECTION ACTIVITIES

Debates '82: Week of October (to be announced - probably the 4th week of October).
One debate among major candidates for Governor and one for U.S. Senator. To be
broadcast on radio and TV.

Metro Area Hotline: October 30 - November 2. Information on polling place location
available for the seven-county metro area.

State Voters Guide: Available October 1. Will include candidates for Governor and
other constitutional offices, U.S. Senate and U.S. Congress. Also information on
ballot issues and maps of new Congressional districts for local Leagues to share
with their newspapers.

Pre-registration Week: October 4 - 9. Coordinator of pre-registration activities,
including TV and radio public service announcements, in cooperation with Secretary
of State's Vote '82 campaign.

Hotline Guide: Available by June. How to run your own Election Hotline (a phone service providing election voter information to public) - fairly expensive but much needed, especially if your local county auditor and city clerks are swamped by calls on election day.

Now is the time for you to plan your League's Election '82 activities. Voter registration, election information, candidates' meetings, hotlines, voters' guides - these are only a few suggested activities. Please call me or write if I can be of help. Let me know what you need.

COUNTERPART COMMUNIQUE - Citizen Information

Betty Bayless, 738 Navajo Lane, St. Paul, MN 55120 - (612) 454-5210

LWVMN CITIZEN INFORMATION

Attendance averaging over 110 has encouraged us to continue our FOCUS series. However, due to the Fall 1982 Voters Service activities, and in order to provide the 1983 edition of CITIZENS IN ACTION, we have only scheduled three programs. Add these to your local League calendars today:

October 13

January 15

March 24

Four Constitutional Amendments

Citizen Effectiveness Workshop

Indians in Minnesota

When financially feasible and projected use justifies it, we will videotape these meetings. Your requests and interest have made audio cassette recording a must for all FOCUS programs.

LOCAL LEAGUE CITIZEN INFORMATION

Citizen Information is really a "between elections service" providing reliable information and opportunities to learn and to exchange ideas about community problems and the many issues government at all levels has to deal with year-round. When an issue is not a League program item, CI can step forward with fact sheets or community forums or other vehicles for informing people about an issue in a balanced way. MAKING A DIFFERENCE: A VOTERS SERVICE/CITIZEN INFORMATION HANDBOOK, #330, LWVUS, \$2.00 is the backbone of your portfolio. Study Part 3, interview your observer corps and then put together the program(s) that best serve your community.

LWVUS just announced that state Leagues will be bringing a new videocassette on the federal regulatory process home from national convention. Entitled "The Regulators: Our Invisible Government," the film traces one provision of the Clean Air Act through the rulemaking process. This documentary is a follow-up to "HR 6161, An Act of Congress" which many of you utilized in general meetings. The Public Broadcasting System (PBS) and LWVUS will air this 60-minute program in late May. KTCA-TV (Channel 2) has scheduled it for: Sunday, May 30th at 10:30 p.m. and Monday, May 31st at 11:30 p.m.

Need more ideas? Watch BOARD MEMOs for announcements of video cassettes, slide shows, audio cassettes and programs produced by LWVUS, LWVMN, local Leagues, public interest groups, etc., that are made available to you from the LWVMN office. Be sure to evaluate use of these League provided programs on your local cable television systems! And...if you would like additional assistance, do call or write me!

COUNTERPART COMMUNIQUE - Action

Jean Tews, 49 Birchwood Road, Mahtomedi, MN 55115 - (612) 426-1011

DEMOCRACY IS NOT A SPECTATOR SPORT

All U.S. citizens can have an impact on how laws are made, implemented, and interpreted. This impact comes from taking action. Action is the lifeblood of League. The League of Women Voters was born out of one of the largest and oldest campaigns in U.S. history - the fight for women's suffrage. Action is whatever League does at every level of government to implement its program. Taking action is doing things like: telephoning, writing letters, talking face to face, testifying, preparing and distributing fact sheets, observing, monitoring, litigating, etc., etc.

WHO DOES ACTION?

Ideally, everyone will get involved at one time or another. You, as Action Chair, are not the only person in your League responsible for action; rather you are the coordinator, facilitator, and pusher to see that action takes place. You will serve as chair of your League's action committee, which will also include Program chairs, the president, PR chair, and bulletin editor. In a small League the entire Board serves as the Action Committee. Remember that because the Action chair advocates League position, her role must remain totally separate from the Voters Service arm of the League.

WHAT INFORMATION IS AVAILABLE?

First, you need background information:

ACTION, the 1978 LWVUS publication, #161, \$1.00, is a complete action handbook. Also, read the section on Action in IN LEAGUE, Pub. #275, \$2.00, LWVUS. Familiarize yourself with your local positions and review national positions in IMPACT ON ISSUES, Pub. #386, \$1.50, LWVUS. A new edition is usually published after national convention. Familiarize yourself also with state positions in PROGRAM FOR ACTION, 1979-81, LWVMN, 75¢ (with supplement available by fall). Copies of these are also necessary for Program chairs in your League. Be sure to have CITIZENS IN ACTION, a citizens lobbyists handbook, LWVMN, \$4.00, plus \$1.50 postage and handling. The 1981 edition is now available. A 1983 edition will be published by January for distribution at the Citizen Lobbyist Workshop that month and also for sale. The book includes everything you need to know to make a difference in government: how-to guides and maps, explanations of the legislative process and executive branch, directories of legislators and MN members of Congress.

Second, you need to keep informed about what's happening. To do this, subscribe to REPORT FROM THE HILL (LWVUS) and CAPITOL LETTER (LWVMN) for yourself and other Board members. (Other League members can be urged to subscribe too!) If you can't order enough for everyone, please share the information with the whole Board. REPORT FROM THE HILL is easily torn apart for individual Program chairs. Also, the LWVUS Spotmaster Service will again be taped and available from the state office. Remind your members to call if they want to hear the latest weekly activity in Congress.

HOW CAN IT ALL BE USED?

Basically, you share it with your Action Committee and other League members. It helps you to be prepared to help others respond to state TIMES FOR ACTION and national ACTION ALERTs. In addition to official League letters signed by the League president and written by the Program chair in consultation with you, the Action chair, it is extremely important that League members respond, as individual constituent pressure is the most important way that League can take Action.

Prepare your members by providing them with the names, addresses, and telephone numbers of your local, state, and national officials plus tips on how to best contact them when action is requested. Recruit an action person in each League unit who will give a five-minute report each unit meeting to request action, report recent action, give action hints, etc. During legislative sessions the CAPITOL LETTER could be the basis for the report. Have each unit choose an action project; for example, monitoring an elected or appointed Board; doing the legislative interviews; preparing a directory of city or county officials; taking major responsibility for an action campaign.

You should also set up a telephone pyramid or another mechanism for alerting members to action requests between meetings. Many times action cannot wait for your next unit meeting or bulletin. Your members will be more likely to respond to a complicated TIME FOR ACTION if it is given to them in writing with background information included. (The CAPITOL LETTER and REPORT FROM THE HILL are very helpful with background information.)

WHAT IS GOING TO HAPPEN THIS YEAR?

Summer/fall: LWVMN will conduct an action voters service campaign on the constitutional amendments which will be on the ballot November 2. A ballot issues kit containing information, speeches, flyers, etc., will be sent to each League in August. You will be asked to campaign in your community.

Fall: Every local Leagues interview their legislators on a series of questions important to League. This is your first step in lobbying. You, the League member, and your legislator become acquainted and exchange ideas. And our state lobbyists have your legislator's positions on file to background themselves as they seek to influence those legislators at the Capitol. Legislative interview packets will be sent to each League in August. Since the entire Legislature is up for election, you will have to wait until after November 2, Election Day, to do the interview. Make your appointments with your legislators immediately after the elections because they are due in to the LWVMN office on December 10.

Fall: Plans are being made to hold a reception for all legislators in November.

January: The Citizen Lobbyist Workshop, in past years held in the fall, will be held January 15, 1983. This all-day workshop will be open to the public and will focus on how to be effective as citizens in your community and at the Legislature. A new edition of CITIZENS IN ACTION will be available at that time. Anyone interested in action plus those who want to lobby or observe for LWV at the Legislature should plan to attend. Follow-up meetings for League lobbyists and observers will be held soon after the workshop.

April: The two-day "Day on the Hill" will be held on April 6 and 7. League members are briefed by League lobbyists and legislative leaders and/or key figures in the executive and judicial branches and then given the opportunity to lobby these officials. Registration information will be mailed in January.

Seek out action opportunities at the local level. Review your positions and watch for ways in which you can have an impact. Remember that you may act on the local level using local, state, or national positions and our LWV principles. You must check with LWVMN before taking action at the state level if LWVMN has not called for the action. LWVMN policies state, "Local Leagues may take action on the state level under a local position on three conditions: (1) the legislation (this includes administrative decisions or policy) must not be statewide in scope; (2) every affected local League must be notified of the proposed action; (3) approval for such action must be granted by the state Board."

Plan a major action campaign, document it, submit it for consideration for the 1983 Action Recognition Award at state Convention. Entries must be received by the state office by May 1, 1983. Taking action at the local level is one of the best PR membership tools a League has. Do it carefully, but do it!!!

Please contact me whenever you have any questions. The Action Chair holds an exciting position. I hope you will enjoy it.

COUNTERPART COMMUNIQUE - Criminal Justice

Carol Bradley, 15202 N.W. 7th Avenue, Anoka, MN 55303 - (612)

There are several facets of the criminal justice portfolio:

Judicial: The Appellate Court will be on the November ballot as a proposed Constitutional Amendment. We have the opportunity to move and take action on our present position. The LWVMN is in favor of this change to allow the Legislature to establish an Intermediate Appellate Court. See the January-February 1982 Minnesota VOTER and February 1982 CAPITOL LETTER for more information. As we get into the campaign more information will be coming and it is the duty of League members throughout the state to be well informed about this and work to inform the public about the merits of the Constitutional Amendment. There are more copies of Minnesota Judiciary: Structures and Procedures 1981 available in the state office. There are a number of ways this booklet can serve as a resource to local CJ chairs. The most basic is to review the Minnesota Court Structure. You may want to concentrate on the sentencing guidelines. The Grid is in the booklet. The St. Paul Pioneer Press, February 21, 1982, had an informative article which gave opposing views. It could be a very lively meeting. In consensus several years ago the LWVMN approved determinate sentencing. In consensus several years ago the LWVMN approved determinate sentencing...a follow-up is always healthy. As was mentioned in the October 1981 Board Memo your local League may find it interesting to follow a local criminal case through the system from start to finish.

Women's Correctional Facility: The 1981 State Convention of the LWVMN directed the state board to urge the Legislature, Governor and Department of Corrections to fund a new Correctional Institution for women in Minnesota. (See LWVMN January 1982 Update on the Women's Correctional facility.) If you are near enough to Shakopee to tour the facility, contact Jacqueline Fleming, Superintendent, Box 7, Shakopee, MN 55379 - (612) 445-3717. There is information available about the problems of the woman offender and also the present facility from the Minnesota Department of Corrections, 430 Metro Square Bldg., St. Paul, MN 55101, (612) 296-6133. In order to "get the job done" League members need to be well informed and concerned enough to talk to Legislators, judges and friends until more people become concerned about the unsafe and inadequate care of the female offender. If there ever was a powerless minority in the state, it is the woman offender who happens to be incarcerated in Shakopee. The LWV of Shakopee has done a study on the facility and could be a resource to you. Contact: Becky Kelso, 1343 Shannon Drive, Shakopee, MN 55379, (612) 445-6658.

Juvenile Justice: There is concern about the widespread unequal treatment of juveniles during apprehension, prosecution and diversion. This is due in part to the absence of consistent and uniform rules and procedures among the police departments and court services. More information will be coming to you on monitoring treatment of juveniles on your area. In the meantime, get...Final Report: Governor's Task Force on Juvenile Justice prepared by Crime Control Planning Board and available through them at 444 Lafayette Road, St. Paul, MN 55101, (612) 296-3133. It can be copied. It is guaranteed to stir up even the most passive CJ chair.

Watch for Updates and Board Memos and please contact me whenever you have questions. I hope you will find a place on your League calendar for CJ.

COUNTERPART COMMUNIQUE - Education

Ruth Armstrong, 928 Lincoln, St. Paul, MN 55105 - (612) 224-0667

Local Leagues will find that the action in Education is going to be primarily fixed at the local district level for the next few years. Substantial cuts in funding from both state and federal governments have given local school boards such serious budget problems that all interested citizens will be called upon to help decide where to make the necessary spending cuts.

In particular Leaguers must watch for: 1.) Title IX non-compliance. Women administrators and women coaches tend to be low in seniority and therefore, liable to be cut but we must not abandon our support for women in education. Federal support for Title IX is wavering under the Reagan administration so our vigilance is doubly important. 2.) Libraries are frequently victims of the budget-cutting ax. We must be alert to disproportionate cuts. Even though monies are lessening, the demands made on our young people are increasing. Their need for knowledge and, indeed, that body of knowledge, is growing at a rapid rate. Access to information has never been a greater need. Library services have never been more essential. 3.) Gifted and talented funding is still available from state aid funds, although increases have not occurred as anticipated. Greater local effort will be required to establish or maintain programs during budget crises.

At the state level, efforts will concentrate on school finance and the issues raised in our State School Finance Study. This is, of course, to be closely coordinated with local school districts and their financial policies, as well. (See School Finance in OUTLOOK.)

At the national level our greatest concern will be opposition to Tuition Tax Credits. Legislation for tuition tax credits constitutes, indirectly, support for non-public education. Any such efforts lessen the resources to be used for public education and these concerns must be undiminished. At the state level there is little likelihood that our legislature will do anything to lessen our tax income at this time.

PUBLICATIONS:

(See the expanded listing in Useful Publications for Local League Leaders, 1982-83.)

Education: Problems in Equity, CM #305

Campaigning for Fair School Finances: Cases in Point, 80pp., #353, \$3.00, 1978

Good background on school finance issues with case studies from South Carolina, New Jersey and Idaho.

Techniques That Work, an abridged version of the above. 32pp., #354, \$1.00

There are still copies of the 1977 LWVMN three-part series, Facts and Issues: Education: Collective Bargaining and Tenure, available in the state office. 70¢/set to LWV members.

Another good source of information is Update, published by the Minnesota State Department of Education. Yearly subscription is \$5.00 for nine issues. Order from: MN State Department of Education, Publications Section, Capitol Square Building, 550 Cedar St., St. Paul, MN 55101. Comes in 3rd Class Mailing.

Also from the State Dept. of Education are three basic publications on Finance:

1. The ABC's of Minnesota School Finance.
2. School District Profiles - Latest edition.
3. The Condition of Education.

COUNTERPART COMMUNIQUE - Government

Judy Duffy, 2812 Hilltop Court, North St. Paul, MN 55109 - (612) 777-4234

Ellen Mork, 1051 North 25th Avenue, St. Cloud, MN 56301 (612) 252-1034

The LWV Government Program includes national positions as well as state positions. It gives the local League the opportunity to focus on what interests each League - one or several varied, vital and current issues. Government positions at the national and state level can also be applied at the local level.

As the Government chair, you will need to become familiar with the various LWV positions included in the Government area, aid your local president in responding to LWVMN TIMES FOR ACTION, LWVUS ACTION ALERTs and REPORT FROM THE HILL suggestions for action, and help your local League in making the best use of LWV publications on Government issues.

State Issues (Duffy)

Election Laws/Procedures
Campaign Practices/Campaign Financing
Open Meetings/Open Records
Apportionment
Amending the Minnesota Constitution
Minnesota Legislative Branch
Minnesota Executive Branch
Financing State Government

National Issues (Mork)

Election Laws/Election Procedures
Direct Election of the President
Voting Representation for D.C. (Minnesota ratified 3/19/79)
The Presidency
U.S. Congress
Campaign Practices/Campaign Financing
Federalist Papers Series

also the state issue: Initiative, Referendum and Recall

Basic background materials for all Government Program areas are:

1. Program for Action 1979-81 State Program, LWVMN
2. Impact on Issues 1980-82 - A Leader's Guide to National Program, LWVUS
3. Capitol Letter, issued periodically by LWVMN
4. Report from the Hill, issued periodically by LWVUS
5. Board Memo, published by LWVMN
6. Post Board Summary, issued periodically by LWVUS
7. You and Your National Government, LWVEF, 1977, #273, \$1.00
8. Review and Update of Organization of Government Position, LWVMN, 1980
9. Constitutional Amendment by Convention: An Untried Alternative, Current Focus, UNEF, #125, 1978, 20¢
10. The Balanced Budget: A Closer Look, Current Focus, LWVEF, 1979, #632, 40¢
11. Update on Reapportionment, LWVMN, Oct., 1981.
12. Update on Campaign Financing, August, 1981
13. Citizens in Action, LWVMN, 1981

ELECTION LAWS (Duffy):

Bills in this area are of a continuing interest to League and are carefully monitored. All local Leagues are encouraged to make use of the suggestions found in the ELECTION JUDGE/MONITORING GUIDE (LWVMN, 1979), prior to and during the 1982 elections. This is an excellent area for Action in your community.

OPEN MEETING LAW (Duffy):

An excellent publication is available from LWVEF, LETTING THE SUNSHINE IN: FREEDOM OF INFORMATION AND OPEN MEETINGS, #223, 30¢. Also, available from LWVMN is the OPEN MEETING LAW UPDATE, February, 1979, 40¢. Each local League is urged to continue monitoring compliance with this law.

CAMPAIGN FINANCING (Duffy):

Campaign Financing is an issue League will continue to follow closely. This is a complicated subject and a national publication is helpful, REPORT CARD ON CAMPAIGN FINANCING, Current Focus, 1978, #351, 30¢. Also see LWVMN's 1981 Update. (Available from state office).

REAPPORTIONMENT (Duffy)

Once again the redistricting plans were drawn by the Court. The Legislature spent countless hours trying to reach an accord on new plans for legislative and Congressional districts but were unable to do so. LWVMN's hands were tied in lobbying for any particular plans because of our position. Other state Leagues have positions which allow for a more active part in this process; positions that reflect a desire for plans respecting municipal boundaries, counties or economic centers or some such criteria. Our position sets no criteria and allows us only to lobby for prompt redistricting providing for compact, contiguous districts by the Legislature or a reapportionment commission. Two years ago, the Constitutional Amendment calling for a bipartisan reapportionment commission (supported by LWVMN) did not pass and this year's legislative difficulties points to the desirability of establishing a commission. We need a new study delineating some criteria for reapportionment plans and allowing for a more active role by LWVMN in the process.

FINANCING STATE GOVERNMENT (Duffy)

With several special legislative sessions called and much scrambling to deal with one budgetary crisis after another, LWVMN might consider a new look at our state financing position. This position was formulated at a time when the state had surplus revenue and was less affected by national economic conditions. Next year's legislative session will have to deal with taxes in great detail. It appears that conditions as they now exist are not temporary and consequently, new, long-range solutions are going to have to be found. To be effective in lobbying, LWVMN will need to reassess its position to be reflective of the present situation.

* * * * *

The state Government Committee invites anyone with an interest in any of these issues to join our committee. We'd especially welcome anyone with an interest in lobbying during the legislative session. Please call either of the Co-Chairs or the LWVMN office.

INTERNATIONAL RELATIONS (IR)

Betty Bayless, 738 Navaho Lane, St. Paul, MN 55120 - (612) 226-5169

LWVUS

Have you read the IR chapter in the March, 1982, LWVUS Prospectus? It contains an excellent wrap-up of 1981 United Nations activities. It also identifies two IR issues slated for MODERATE EMPHASIS in the second session of the 97th Congress:

- . multilateral cooperation, focusing on the UN system, as funded through budget, development aid authorization and appropriation bills; and
- . liberalized trade policy, focusing on 1974 Trade Act negotiating authority and on countering protectionist amendments.

The Prospectus also notes that fundraising for a second phase of the LWVEF trade education project, "The U.S. Stake in International Trade," is underway. The 1979-80 project focused on the importance of trade to individual state economies. The second phase will focus on regional trade issues and provide the opportunity to exchange ideas and develop innovative techniques for public outreach programs among states that share common trade interests.

Watch the results of the 1982 Convention program-making. If any of the proposed military policy or nuclear arms studies is selected, you will probably be directly involved in the two-year national study! And I'm sure that one of your first references will be the GREAT DECISIONS '82 syllabus which has as its first topic, "America's Defense, What Price Security?" To get copies of this, contact the World Affairs Center at the University of Minnesota, 306 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455, 376-1655.

LWVMN

Here are three major meetings that you should plan to attend in 1982:

- . May 2, 1982: 25th World Law Day - "People Waging Peace"
University of Minnesota, 1:30 - 6:30 p.m.
Pick up the poster and brochures at state Council
- . May 19, 1982: World Trade Week at the Sheraton Ritz in Minneapolis - see the LWVMN March, 1982, BOARD MEMO for details.
- . October 19, 1982: United Nations Rally at the Leamington Hotel in Minneapolis

Are you interested in participating in a LWVMN effort to rescind Minnesota's "Buy America" law? We will be working this summer to draft legislation, find bill sponsors, and identify a coalition to get this sad statute removed from the books! Let me know if you can help!

COUNTERPART COMMUNIQUE - Natural Resources

Jeanne Crampton, 4330 Wooddale Avenue South, St. Louis Park, MN 55424 - (612) 926-8760

Nancy Grimsby, 5932 Wooddale Avenue, Edina, MN 55424 - (612) 922-9403

The Natural Resources Chairs have produced information and update sheets for local Leagues on the following topics:

- Air Quality
- Water Quality and Management
- Solid and Hazardous Waste
- Nuclear Energy
- Energy Conservation and Alternatives
- Prime Agricultural Land Preservation

These sheets were used in State Council Workshop, April 19-20, 1982 and a set will be sent to each local League. Please contact the LWVMN office for additional copies at cost. For additional resources see Useful Publications for League Leaders.

COUNTERPART COMMUNIQUE - Social Policy

Peggy Lucas, 4427 East Lake Harriet Blvd., Minneapolis, MN 55409 - (612) 823-8544

1982-83 is shaping up as a busy action year for all Social Policy Chairs. As you know, many of the programs we have supported for years have been adversely affected by budget cuts. The National Board has now raised to "highest priority" the level of League lobbying activity that we should target toward opposing further budget cuts affecting the poor. League will be following the budget and appropriation process at all levels and will work hard to oppose further cuts in programs which meet the needs of the poor.

Social Policy covers a wide range of League program, including ERA, housing, women's issues, welfare, child care and urban policy. Because of the scope of this portfolio it might be helpful to appoint co-chairs so that program areas can be divided.

There are many opportunities at the local level for study and action on social policy issues. What a local League chooses to focus on depends largely on the individual community and on the interests of League members.

Some suggestions for possible activity during the coming year include:

1. Monitoring the impact of budget cuts in your community (what is the impact on the supply of low and moderate income housing, the availability of day care programs, or the adequacy of programs for seniors);
2. Title IX - monitoring how girl's sports in your school district are being cut in relation to boy's sports;
3. ERA - although it seems unlikely that ERA will pass this year, the issue is not dead. Look around your community to see if there is an area which affects the equality of opportunity for women and focus on it.

PUBLICATIONS

See Useful Publications for League Leaders, 1982-83 and LWVUS publication catalogs #126 and #130.

COUNTERPART COMMUNIQUE - Health Care

Ann Pugliese, 5016 18th Avenue South, Minneapolis, MN 55417 - (612) 729-3029

If LWVUS does not adopt a Health Care study, this portfolio (at LWVMN) will self-destruct in May, 1982. With no state or national positions, there is nothing to coordinate nor Action to take. You are encouraged to continue studying your local or regional services and issues. See extensive listing in OUTLOOK 1981-82. **For those still interested in conducting a community Wellness Inventory, read the packet your League received in 1981, then write to the Minnesota Council on Health for updated instructions; they have been simplified considerably. You will work directly with the Council.** Three regions have indicated interest in our Health Focus programs for the coming year. We can provide guidelines for conducting a meeting or conference, or provide rental audio tapes of the Twin Cities "Focus on Health Care Costs" (March, 1982). Contact LWVMN.

If LWVUS does provide a Health Care study, we will advise you of our role and plans through BOARD MEMOs.

COUNTERPART COMMUNIQUE - School Finance Study

LaNelle Olsen, 214 Manitou Street, Northfield, MN 55057 - (612) 645-4869

At the 1981 state convention the LWVMN chose to reexamine its position on financing public schools. Material from the new study will be introduced at the regional workshops in September. A study booklet, with consensus questions, will be available then to local Leagues in time for us to take consensus and use that consensus during the 1983 regular legislative session. We also expect to have a 20-minute video tape on school finance for use at local meetings next fall.

A CALENDER FOR CONSENSSES

By August 15, 1982	Order copies of <u>How Will We Pay For Our Schools?</u> for your League.
September 1, 1982	Booklet and consensus guide will be mailed to local Leagues or can be picked up at regional workshops.
September, 1982	Regional workshops on school finance study.
October - December, '82	Local meetings with consensus taking.
Before Jan. 15, 1983	Reports on consensus due at state office.
Feb. 8, 1983	State consensus adopted by LWVMN Board.

OUTLINE FOR HOW WILL WE PAY FOR OUR SCHOOLS? FINANCING PUBLIC EDUCATION IN MINNESOTA

- I. Legal & Political background: In the 1960's court cases spurred school finance reforms. In the 1980's is society's support for public education diminishing?
- II. Philosophical issues: How do methods of financing public schools affect them?
 - A. Equity
 - B. Responsible taxation
 - C. Local Control
 - D. Non-public schools
 - E. School responsibility for social concerns
- III. Current Minnesota Law: What is it? How did we get it? What ails it?
- IV. Some other ways to finance schools:
 - A. What are other states doing?
 - B. Full-state funding
 - C. Program-based, rather than per-pupil-based funding
 - D. District power equalization
 - E. Vouchers
 - F. School reorganization

QUESTIONS TO PONDER:

Which level(s) of government should be responsible for raising revenue to fund education? In what proportion?

What types of taxes are "best" for funding education? What is most fair? What is most accessible?

Should the financing of education in MN be completely re-structured? How? If not, what modifications does the current law need?

What is an adequate level of spending to provide for "quality" education?

(over)

Books to Read, Booklets to Order

The classic books still are:

Coons, Clune, Sugarman, Private Wealth and Public Education (1970)

Garms, Guthrie, Pierce, School Finance: The Economics and Politics of Public Education (1978)

Available from State Department of Education:

"Description & Evaluation of the Effects of the Grandfather and Replacement Levy Limitations and Aids." A heavy new study of who gets more, and who gets less, of Minnesota's foundation aid monies. There is a summary available.

COUNTERPART COMMUNIQUE - Local Program

Nadeen Mutsch, 6280 Birchwood Road, Woodbury, MN 55125 - (612) 739-7274

Local program is studying a possible change in the governmental structure of a municipality, such as the need for a city manager system. Local program is updating the present Know Your Town publication to incorporate the latest changes in the community and the new maps of legislative and congressional districts. Local program is implementing an action plan to pass a local school referendum based on a recently developed League position to support an improved high school facility. Local program is cooperating with a neighboring League in evaluating the services provided by the township government which serves both League communities. Local program is monitoring (not just observing) city council meetings to determine if the newly adopted amendments to the city code, which the League lobbied for, are working well. Local program is reviewing the park district's proposed 10-year plan to see if it meets the League's criteria for meeting the recreational needs of the district's residents. Local program is all of the above and much more.

Whether you are continuing as a local program chair or just getting involved in local program for the first time, you should find this job one of the most exciting, challenging and rewarding League experiences you have ever had. Following the annual meeting, take the opportunity to review the adopted item and consider the direction given by the members so that you have an idea as to the problems and issues which should be addressed by the committee. As the item chair it is important that you have a clear picture of what the membership expects with respect to the item. If you are not sure what is wanted, then you must seek help and guidance from the Board as soon as possible. Following such clarification, your next step should be to refer to LWVMN's Guide to Local Program which supplies the "Guidelines for Resource Topic Chairs." Please refer to the League's Resources on p. 27 for additional helps in developing program. This publication is a must for all Local Program Chairs! Also be sure you have the two LWVUS catalogs: Catalog for Leaders, 1981-82 and Catalog for Members and the Public, 1981-82. Both contain numerous publications which can be helpful to you.

State Board members are available to serve as resource persons too. If you think you want some special help from a state Board member, let me know. I will try to put you in touch with the right person.

During calendar planning please remind your board that time must be set aside in January or early February for Lively Issues on state, CMAL (if a member), and Local program making.

COUNCIL OF METROPOLITAN AREA LEAGUES (CMAL)

Billie Franey, 1323 Hedmanway, White Bear Lake, MN 55110 - (612) 429-2883

May 27, 1982 - CONVENTION - Mahtomedi
CMAL's 20th Birthday

Summer, 1982

Transportation Study Committee meets 2nd and 4th Monday of every month at 9:30 a.m. at the state office, 555 Wabasha (parking in the back). This is the second year of the study and a time of publication preparation. Newcomers are always welcome at the study meetings.

Keep apprised of what's happening in Transportation in all fields by the newspapers and magazines.

The Observer Program will function as needed.

A Metropolitan Council planning forum is tentative for early June -- watch for it.

Executive Committee Meetings will be held every first Thursday but July at the state office.

Quarterly Meetings - inexpensive Seminars open to all:

September 16, 1982 - Delegate orientation, Lively Issues
Superb program

January 21, 1983 - A legislative connection to be announced
Publication presentation
Briefing for Consensus
Fascinating Program

February 3, 1983 - Program suggestions due

March 17, 1983 - Happy St. Patrick's Day!
Program
Action Happenings

April 30, 1983 - Consensus due from all Leagues

May 19, 1983 - Convention

Most important to all Leagues in planning: schedule your unit study from late February through to April in time to return the consensus by April 30.

In figuring your budgets: each League pays \$10 each + \$1 per member up to 50 members; thence, 50¢ per member to 100. Over 100 members pay 20¢ for each additional member.

Lively Issues introduction will begin in the fall through CMAL Corner. Program suggestions must be returned by February 3 to be acted upon.



LEAGUE OF WOMEN VOTERS
OF MINNESOTA

PHONE (612) 224-5445
555 WABASHA • ST PAUL, MINNESOTA 55102

OUTLOOK 1983-84

Calendar
and
Counterpart Communiques

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GENERAL INFORMATION

Every local League Board member and subscriber to either the Board Memo or Duplicate Presidents' Mailing (DPM) is receiving a copy of this OUTLOOK. Additional copies may be ordered from your state office - \$2.70 each plus postage and handling.

State Board meetings are *open meetings*. Dates are included on the Calendar Worksheet. Please feel free to visit any time. If you have business to bring before the Board, please notify the president a week in advance; emergency items may be added later.

It is vital that membership changes - new members, transfers, drops or changes of address and/or name - be reported promptly, both to LWVUS and LWVMN. Use the national VOTER Membership Report Form (yellow sheets) for these changes, sending the original to LWVUS and a copy to LWVMN.

Undelivered VOTERs are returned to the state office at a charge of 25¢ each. Only four change notices from the post office are allowed, and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters; relatives of deceased members do not appreciate receiving reminders either.

Be sure one person on your Board, either the treasurer, secretary, or membership chairman, takes responsibility for sending the membership report forms to national and state. You will be asked to send the state office your complete membership roster by October 31st so we can, at least once a year, make sure the office's records match yours.

Board Memo mailing target dates are listed on the calendar. Leagues desiring to receive the 3rd class mailing sooner may request it be sent 1st class - at an additional charge of \$5.00/yr. A Board Memo is included in the Duplicate Presidents' Mailing (DPM) subscription (cost \$15.00/yr.). Local Leagues with co-presidents will receive one presidents' mailing and must order the second at \$15.00/yr. Since every local League Board member will receive the Board Memo, no additional MEMOS will be sent to local Leagues as was our previous practice. Those desiring additional copies of the MEMO for off-Board chairpeople should subscribe to same at \$5.00. Please notify your state office promptly of any changes of personnel or address. It is very important that you submit your LL Board list immediately following your Annual Meeting. We can't send Board Memos to your Board if we don't have their names!

State office hours are 9:00 a.m. to 4:00 p.m. daily.

Address: LWVMN

555 Wabasha, Suite 212

St. Paul, MN 55102

Phone: 612-224-5445

Staff, Full Time: Sally Sawyer, executive director

Rose Krauser, secretary

Part Time: Karen Anderson, PR/Development staff person

Pat Lucas, Bookkeeper, Program/Action staff person

Peggy Thompson, Service to Local Leagues secretary

Jessie Merrell, on-call typist

Betty Ann McKaig, on-call typist

We do not have copies of national publications for sale in the state office. They are to be ordered directly from the national office.

The address for the LWVUS is: 1730 M Street, NW

Washington, D.C. 20036 - phone: (202) 429-1965

As you know, the LWVMN uses a Xerox 2400 for all duplicating over 25 copies and a Xerox 4000 for all copying under 25 copies. We will do copying for your League at our cost. Leagues in the Metro Area are asked to call the office, making an appointment to use the

duplicator and/or copier, and do the copying themselves. Non-Metro Area Leagues may mail their materials to the office. Type the copy as you want it reproduced on plain white paper. Tell us if you want it run on one or both sides of the paper and the color. (We have green, blue, pink, canary, and buff, in addition to white.) The copies will duplicate on your letterhead too, but only a 20# paper stock. The size can be 8 1/2 x 11 or 8 1/2 x 14. (We can offer you only green and white colors in 8 1/2 x 14.)

Cost to local Leagues is:

For up to <u>10 copies</u>	- .07 per copy
For 11 - <u>25 copies</u>	- .05 per copy
For 26 and up	- .02 per copy

Local Leagues will receive a 10% discount on a copying bill which is over \$5.00 in a given month. If you mail to us for duplicating, we'll need to charge for postage and handling. Also allow at least 10 days to accommodate our schedule and the post office.

JUNE						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 - PMP deadline for first quarter (May 1, 1983 is deadline for sustaining Leagues)
- 2 - Presidents' Workshop, Duluth
- 3 - LWVMN Convention at Duluth
- 4 - LWVMN Convention at Duluth
- 8 - LRP Committee, 9:30 a.m., state office
- 9 - CMAL Executive Committee, 9:30 a.m., state office
- 10 - VOTER deadline - June/July
- 13 - LRP goal setting meeting, Federal Building, Fort Snelling
- 24 - June/July VOTER mailed
- Study Committee organized
- COOKBOOK SALES/1st quarter payment due

JULY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 - LWVMN Office closed
- 5 - LWVMN Executive Committee (every month when no Board meeting scheduled)
- 7 - CMAL Executive Committee meeting, 9:30 a.m., state office
- 18 - June/July Mini-Memo mailed
- PROGRAM FOR ACTION revised over summer
- Materials available - Regional Workshops
- COOKBOOK SALES/2nd quarter payment due

AUGUST						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 2 - LWVMN Action Committee, 9:30 a.m., state office
- 4 - CMAL Executive Committee
- 9 - LWVMN Board Meeting
- 9 - VOTER deadline - Aug./Sept.
- 16 - First Class Board Memo mailing
- 18 - Third Class Board Memo mailing
- Water publication outline completed
- Legislative Interview packet mailed
- Fall Focus registration mailed
- COOKBOOK SALES/3rd quarter payment due

CALENDAR WORKSHEET

1983

SEPTEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 - 2nd Quarter PMP due to state office
- 1 - CMAL Executive Committee meeting
- 5 - Labor Day
- 6 - Action Committee Meeting
- 6 - 23 Regional Workshops
- 7 - VOTER mailing - Aug./Sept.
- 8 - Rosh Hashana
- 9-29 - Action Packed Politics membership campaign
- 13 - Primary Election Day
- 13 - LWVMN Executive Committee
- 15 - CMAL Quarterly Meeting
- 17 - Yom Kippur

First editing of INDIANS complete
COOKBOOK SALES/last quarter payment due

OCTOBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 4 - Action Committee Meeting
- 6 - CMAL Executive Committee
- 11 - LWVMN Board Meeting
- 11 - Oct./Nov. VOTER deadline
- 18 - 1st class Board Memo mailing
- 17 or 18 - Fall Focus on Sentencing Guidelines
- 27 - U.N. Rally
- 20 - 3rd class Board Memo mailing
- 28 - Oct./Nov. VOTER mailed
- 29 - Theatre Benefit - tentative

- 31 - Halloween
- 31 - Deadline for Part I, National Security Consensus
- 31 - LL membership lists due to state office
- LWVMN Budget Committee meets
- Board liaison calls to LLs

NOVEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 - Action Committee
- 3 - CMAL Executive Committee
- 8 - General Election Day
- 8 - LWVMN Board Meeting
- 15 - 1st class Board Memo
- 17 - 3rd class Board Memo
- 24 - Thanksgiving Day
- 25 - LWVMN office closed
- Citizen Lobbyist registration materials mailed

Precinct Caucus Committee Guide mailed

DECEMBER						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 - Hanukkah
- 1 - 3rd quarter PMP due to state office
- 1 - CMAL Executive Committee meeting
- 6 - Action Committee meeting
- 12 - Legislative interviews due to state office
- 13 - LWVMN Executive Committee meeting
- 15 - Hope Washburn nomination form mailed
- 15 - Mini Memo

- 19-23 - LWVMN office hours 9-1
- 25 - Christmas Day
- 26-30 - LWVMN office hours 9-1

CALENDAR WORKSHEET

1984

JANUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 - Happy New Year!
- 1 - Take local League membership Count
- 3 - Action Committee meeting
- 5 - Dec./Jan. VOTER deadline
- 10 - LWVMN Board Meeting
- 10 - Legislature convenes? (possibly March)
- 14 - Citizen Lobbyist conference
- 15 - Membership Annual Report due to LWVMN, LWVUS
- 17 - 1st class Board Memo mailing
- 17, 18 - LWVMN Lobbyist training
- 19 - 3rd class Board Memo mailing

19 - CMAL Quarterly Meeting

27 - Dec./Jan. VOTER mailed
March Focus materials mailed

INDIANS IN MINNESOTA PUBLISHED
Budget, Council materials approved and mailed

FEBRUARY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 7 - Action Committee meeting
- 9 - CMAL Executive Committee meeting
- Capitol Letter
- Precinct Caucuses probably in March
- Day on the Hill Feb. or March
- 14 - LWVMN Executive Committee Meeting

MARCH						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 - 4th Quarter PMP due to state office
- 1 - CMAL Executive Committee
- 5 - Hope Washburn nominations due
- 6 - Action Committee
- 7 - Ash Wednesday
- 13 - LWVMN Board Meeting
- 13 - VOTER - Feb./Mar. deadline
- 15 - Part II, National Security consensus due to LWVUS
- 15 - CMAL Quarterly meeting
- 17 - Passover begins
- 20 - Precinct Caucuses (pending legislation)
- 20 - 1st Class Board Memo mailing
- 22 - March Focus - Great Lakes Water Diversion, Water Diversion Facts & Issues available
- 22 - 3rd Class Board Memo mailing
- 31 - LWVMN fiscal year 1983-84 ends

CALENDAR WORKSHEET

1984

APRIL						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 1 - Action Award nominations due
- 1 - FY 1984-1985 begins
- 3 - Action Committee
- 5 - CMAL Executive Committee
- 17 - Passover begins
- 20 - Good Friday
- 22 - Easter Sunday
- 30 - LWVMN Council

MAY						
SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 - LWVMN Council
- 3 - CMAL Executive Committee meeting
- 7 - April/May VOTER deadline
- 8 - Action Committee
- 24 - CMAL Convention
- LWVUS Convention
- 28 - Memorial Day - office closed
- World Trade Week

COUNTERPART COMMUNIQUE - President

Jean Tews, 49 Birchwood Road, Mahtomedi, 55115, (612) 426-1011

This OUTLOOK FOR '83-85 should serve as an important tool as you, the president, and your Board Members begin to plan the activities of your LWV for the coming year.

This summer you will also receive a President's Packet from LWVUS. The "Prospectus" #3 from LWVUS will give you and your Board an overview of League activities at the national level. Also you and your Board members each need a copy of IN LEAGUE.

You, the president, are very important to your local League, the state League and the national League. You are the leader, co-ordinator, facilitator and chief spokesperson. You will get a lot of phone calls and a lot of the mail. You are not responsible for dealing with all of these but it will be your responsibility to turn it over to someone who will follow through on the matter.

There is a great deal of help and support available for you - there are your Board and your League members - there are the Board of Directors and staff of LWVMN. We're only a phone call away!

Each of the succeeding sections is very important - none should be singled out for emphasis - program - action - finance - voters service - citizen information - public relations - they are all integral to a complete League attracting a broad base of members from your community. But I realize that you and your Board may need to or want to choose a few areas for special attention - in addition, of course, to the special attention you will give to membership. It is imperative that we all commit our energy toward getting more members in LWVMN. It's very simple - we need more people to support this organization and volunteer their time, talent and dollars.

As you and the Board plan for the year and set priorities for activities, don't forget to include fun! It's a high priority on my list, too.

COUNTERPART COMMUNIQUE - Long Range Planning

Mary Santi, 5935 Otter Lake Road, White Bear Lake, 55110, (612) 426-5151

The LWVMN Board is finishing the second round of long range planning. By June, 1983 the committee will have developed two to five goals for 1986-87. We will add these to the goals we developed for 1984-85. It will be up to Board members to plan and carry out objectives leading to achievement of the goals.

Local Leagues that want to begin the process could start off with handouts used at Convention Workshops. They are a guide to the steps in the process with information on how to do each step. These can be ordered from the state office.

Some local Leagues have also used the LRP process, including Anoka/Blaine/Coon Rapids, New Brighton and St. Paul.

COUNTERPART COMMUNIQUE - Secretary

Cathy Hegg, 307 - 7th Avenue West, Alexandria, 56308, (612) 762-1212

As secretary of your local League, you are responsible for recording the work of your League by taking minutes of all Board meetings, general membership meetings at which business is conducted and the annual meeting. During meetings you assist the chair in conducting orderly meetings, therefore, a knowledge of parliamentary procedure is needed.

The minutes of League meetings are the historical record of its decisions, action, participation and performance. Anyone reading past minutes should be able to get a clear picture of decisions, who was responsible for follow-through and how projects were evaluated. Minutes need not be dull - use your own style.

While you are secretary, you are also a Board member. DO participate in discussions and vote on motions.

You should be aware of the total League calendar, especially those dates on which reports are due. You may be asked to write letters and carry on other duties such as notification of changes in Board members and addresses. These are needed to keep mailing lists current. Please note whether member receives Board Memo and/or CAPITOL LETTER. After the annual meeting the outgoing secretary or President sends to LWVMN the annual meeting minutes, adopted budget, bylaw changes, list of officers and directors and adopted local program.

DOING THE JOB

Before meetings you may be asked to help prepare and/or mail agendas. This is frequently when minutes of the last meeting are mailed, as well. If you must miss a meeting, arrange for a substitute.

At the beginning of meetings, arrive early with your supplies: past minutes, extra copies of current minutes and agendas, local bylaws, pen and paper. Check attendance and verify if a quorum is present.

Reading minutes is not necessary if they have been mailed to Board members. The President asks for errors or omissions. The minutes are approved, with changes carefully noted in current meeting minutes.

Reports from Board members should be given to you to file with the minutes. A copy of the Treasurer's statement should be filed with you for inclusion. Copies of consensus reports should be attached to minutes since questions may arise on future action. Ask for clarification of anything you do not understand.

Motions should be accurately recorded. If a motion is important, long or complicated, have the mover give you a copy of the motion. By reading it back accurately, you will save a lot of confusion. Motions are necessary: to accept minutes, the Treasurer's report, Board appointments and committee assignments, to change local policy, to approve consensus report and for recommendations for spending money.

Write up the minutes as soon as possible. Record the type of meeting, place, date, presiding officer and time meeting began and ended. For Board meetings, list the names of those present. Use either full name or surnames in the minutes. For easy reference, use headings set in capitals on the left side of the page. Use the agenda as an outline for your minutes. If an issue came up several times, you may pull all the information together in one place. Sign the minutes.

The President should read the minutes before they are copied and sent out. Remember to send a copy to LWVMN as soon as possible (within one week of the meeting).

COUNTERPART COMMUNIQUE - Treasurer

Connie Hondl, 5209 Tifton Drive, Edina, 55435, (612) 944-1229

PMPs (per member payment)

The proposed per member payment for the support of the 1983-84 LWVMN Budget is \$15.00. The per member payment for first time members is \$12.00. Your League's per member payment is based on your membership as of January 1, 1983, as reported to us on your Annual Report. Due dates for Quarterly payments for pmps to LWVMN are June 1, 1983; September 1, 1983; December 1, 1983; and March 1, 1984.

This year we are offering other payment options. If your League paid its full per member payment by May 1, 1983, your payment was discounted by 5%. If your League pays its 1983-84 pmp in full by May 1, 1983, without taking the 5% discount, your League will be recognized as a Sustaining League of the LWVMN. The purpose of this option is to ease cash flow problems for LWVMN over the "lean" summer months until grant monies begin to flow in . . . and it is a unique opportunity for LLs to give special support to their state organization. An option and billing statement was mailed in April to each LL president.

Per member payments are paid separately to LWVMN and LWVUS. Your job is to insure that your League's pmps are paid on time. The National League sends your League a payment schedule for LWVUS pmps. The State League will mail a quarterly statement to you, the treasurer, if your League chooses to pay on a quarterly basis.

VOUCHERS:

Please encourage members to turn in a voucher, even if they do not want to be reimbursed, for gas, child care, meals, etc. If the majority of members cooperate, the local League will get a clear picture of the cost of running a local League. Non-cash contributions are as important to League operations as hard cash and are a good selling point during your finance campaign.

MEMBERSHIP LISTS:

These are due in the state office October 31, 1983. We need to check our VOTER mailing lists. All drops, transfers and new members should be sent monthly.

SALES TAX:

Remember to file sales tax forms when required. Cookbook sales are not included. LWVMN will pay sales tax on these. It is included in the \$8.95 price.

PUBLICATIONS:

Each local League treasurer must have a copy of "Ledger-de-Main for Local League Treasurers" (Pub. #248, LWVUS).

COUNTERPART COMMUNIQUE - Finance/Development

Beverly McKinnell, 2124 W. Hoyt, St. Paul, 55108, (612) 646-3690

What are the sources of funding for your League and what methods do you use to reach them? Your answer depends on your size and location but also on how well you transfer your League skills of study, analysis and organization to fund raising. Whether your League has an established finance plan or is just beginning a new program, these are some basic guidelines toward a systematic approach.

Know your resources. Read the excellent LWV publications listed with the OUTLOOK. They are clearly written and full of useful information. Talk to the experienced and knowledgeable development staff and board persons at the LWVMN office. They can answer questions and give suggestions; they are there for you! Talk to finance people in other local Leagues about successful finance campaigns or fund raisers they have had. If you wish, you can also find much good fund raising and grant writing material outside League. The Minneapolis Public Library's Main Branch is a regional center for grantsmanship reference materials. Good periodicals are also available, but check League materials and people first. In most cases, they will suffice.

Involve your total Board in annually reviewing your sources and methods of getting money. Ask for time during Board orientation to educate and stimulate Board members about finance issues. Ask if dues are at an appropriate level. Is non-member support at a good level for your community? What percentage of your income comes from members as dues or donations? Do you use special events to raise funds? Do they attract the wider community or just your members? Remember the People's Choice Cookbook is a fund raiser for your local League as well as LWVMN.

Do you and your Board understand how to use the LWV Education Fund? If not, there are League materials and people who can explain its project requirements. "The Way to Go," from LWVUS and "Local League Use of the LWV Education Fund," from LWVMN will give you all the basic information you need. Tax advantages for Education Fund donors are especially attractive in today's economy. Discuss possible Ed Fund projects with your Board. The planning time and effort is essential and sometimes neglected. Your Board is actually another basic resource.

Understand some basic fund raising principles. Whatever method your League uses, keep these points in mind:

1. Always appeal from strengths, never weaknesses. "We're so broke..." doesn't encourage a donation.
2. Assume your League is a strong contender for the donors' dollars.
3. Be prepared to show your League manages its money well.
4. Stress volunteer expertise and commitment of time and money.
5. Make your finance campaign or fund raiser a positive public relations effort as well as a money raiser.
6. Organize every detail of the campaign or fund raiser.
7. Train volunteers with an upbeat emphasis.
8. Make your contact with the donor brief, clear, specific, courteous.
9. Keep donors and potentials informed of League activity.

Your local League has a money raising advantage in today's competitive and increasingly sophisticated funding world. Longevity and credibility combine with clear goals and member know-how to make League a worthy recipient of donors' dollars. Use these strengths in your finance efforts.

COUNTERPART COMMUNIQUE - Budget

Georgeann Hall, 385 Transit, St. Paul, 55113, (612) 484-9057

The budget is an important part of League planning. In order to reach the objectives in study and action so vital to League, planning for covering the expenses is needed. An indispensable aid for local League budget chairs is "The Art of Budget Building," LWVUS, #268, 60¢. This gives the job description, time line and local League budget planning form which clearly spells out your job responsibilities and facilitates your work.

The following publications are also available:

"IN LEAGUE," LWVUS, #275, pages 24-27, 47-50

"The Way to Go: How to Use the LWVEF to Raise Tax-Deductible Money to Fund State and Local League Projects," 1979, EF, 4 pp., #348, 30¢

"Local League Budget, Item by Item," #150, free, included in "The Art of Budget Building" mentioned above

LWVMN Adopted Budget, 1983-84

The following is a suggested budget planning guide. Adapt this plan to meet the needs of your own local League. Be sure to check your local League bylaws for deadlines.

Calendar for local League budget committee:

Summer: Board appoints budget chair and committee. Bylaws suggest at least two months before the annual meeting as a minimum.

Fall: Committee reviews "Art of Budget Building" and local League existing budget. Visit Board and unit meetings to "listen" to the members and Board on ideas and concerns about the budget.

Winter: Committee studies state and national proposed budgets. Committee meets to put ideas together and develop cost estimates. Committee proposes budget and presents to Board. Board approves or revises.

Spring: (or one month before annual meeting): Present proposed budget and explanation in bulletin. Plan presentation to annual meeting. Chair presents budget at annual meeting. Membership revises and/or adopts. Print adopted budget in bulletin or member handbook. Send copy to state League and to national League.

The state League budget committee welcomes input and assistance from all local League members and encourages any comments to be sent to the state budget chair at LWVMN office.

COUNTERPART COMMUNIQUE - Membership

Judy Nordland, 4 Kings Lane, Chaska, 55318, (612) 448-3165

Thanks to your efforts and the LWVUS "Action Packed Politics" campaign LWVMN membership increased almost 200 and is over 3,400 members again. We need to keep up efforts to increase membership - by using the LWVUS campaign and materials (those received last year and the updated kit received in May this year); by using our telephone techniques to recruit new members; by using good orientation to involve and retain members; and by involving your entire League, particularly your local Board of Directors, to work to increase membership and member participation. By making your Board aware of membership goals and objectives at calendar planning time, you can influence the blend of programs and activities in a way that will attract new members and keep "old" ones coming back for more!

Early organization of a committee and early planning to reach new members in late summer and/or early fall is essential to success. Other key elements are hard work, lots of personal contact and the ability to tell a prospective member that you would be happy to take her/his check for dues. Past experience shows that failure to ask for a commitment is one of the biggest reasons prospective members do not join. If this seems hard to do, keep in mind that you are not asking a favor of the prospect but rather selling membership in an organization that has much to offer her/him.

Set a goal of membership increase and work toward it. A goal of 10% increase is not unrealistic for any League under 50 members and is attainable for any League under 100, if you really work and get everyone involved in bringing new people. Remember that the more you can retain from last year, the easier the goal will be because that's one less new person to find and still reach the 10% increase.

Past OUTLOOKS provide excellent information to refer to: 1980-81 gives a good job description and describes various administrative details that you will need to help you and 1982-83 tells you how to involve your entire Board in membership recruitment. If you don't have these in your local League files, ask LWVMN to provide the membership portion of those OUTLOOKS (cost would be for copying about seven pages).

Good luck and happy recruiting!

COUNTERPART COMMUNIQUE - Service to Local Leagues

Joan Higinbotham, 5045 Colfax Avenue So., Mpls., 55419, (612) 822-7028

"Assisting local Leagues" is an excellent way to describe my function on the state Board. Assistance comes to the local Leagues in two ways - upon request from the local Leagues or upon a request for a visit by someone on the state Board. Visits, calls, reading minutes, local bulletins, workshops and conventions are our best methods of facilitating communication between the local Leagues and the state Board.

Communication among all levels of League is a goal which we all want to attain. It increases our knowledge and understanding of what each level of League is doing. To eliminate the commonly heard "us" and "they" syndrome, we all must share with one another so that everyone know what "WE" are doing!

LIAISON CALLS

Plans are to continue the liaison system which is another method of communicating with you. This means that your state Board liaison will telephone her local League president. Rather than two or three calls per year the budget has allocated us one call to local Leagues. This call will occur in October or November, when we will seek feedback on local Leagues needs and concerns for the 1983-84 year. However, local Leagues do not need to wait for the state Board liaison contact in order to communicate. The phone lines run both ways, which means we all should use the phone whenever there are concerns or questions. (The 1983-84 Liaison List is attached.)

BOARD ORIENTATION/VISITS

Orientation sessions are offered to local Leagues by the state Board as a means of training local League leaders and to help in orienting local Board members (old and new) to League's procedures and policies. Now is a good time to schedule either a board orientation or a visit by your liaison or another state Board member. You should allow about two hours for the orientation sessions. A request form for orientation or a visit is found with the President's packet. I strongly encourage you to request a visit for it helps the state Board to know the grassroots are growing.

WORKSHOPS

Fall workshops will again offer us the opportunity to learn and to talk with one another. From September 6th to 23rd state Board representatives will be visiting the various regions of Minnesota to discuss issues of interest to Leaguers.

STATE COUNCIL

State Council will be held on April 30th and May 1st. In addition to official sessions, there will be opportunities to participate in workshops on a variety of topics of interest to all League members.

MINUTES/BULLETINS

Please make sure these are sent to the state office for these too are a form of communication. At least three people read each of these communications (the VOTER editor, Service to Local Leagues chair and LWVMN President). Include details of attendance and program publicity in your minutes.

YOUR OWN LOCAL LEAGUE ORGANIZATION

If we can be of any help with local League organization problems, please don't hesitate to call. We want to help you do the job well. If you keep League references such as In League, the OUTLOOK and Will the Meeting Please Come to Order (the annual meeting guide) handy, you will find them most helpful as you progress through the year. Also, please read the President's mailings and come to the workshops in fall and at convention. They will provide you with help in both organization and program areas.

1983-84 Liaison List

Marcia Walters, 5112 Forest Road, Minnetonka, 55343, (612) 934-3412

Minneapolis
St. Croix Valley

Hibbing
Mounds View

Judy Duffy, 2812 Hilltop Court, North St. Paul, 55109, (612) 777-4234

Stevens County
Excelsior/Deephaven

East Faribault County
Golden Valley

Judy Nordland, 4 Kings Lane, Chaska, 55318, (612) 448-3165

Wayzata Area
New Brighton

New Ulm

Joann Buie, 6224 Braeburn Circle, Edina, 55435, (612) 941-7979

Detroit Lakes
Grand Rapids

Mid-Mesabi
Richfield

Joan Higinbotham, 5045 Colfax Avenue So., Mpls., 55419, (612) 822-7038

Austin
Freeborn County

Morrison County
St. Paul

Beverly McKinnel, 2124 W. Hoyt, St. Paul, 55108, (612) 646-3690

Arden Hills/Shoreview
Duluth

St. Louis Park
Westonka

Mary Santi, 5935 Otter Lake Road, White Bear Lake, 55110, (612) 426-5151

Bloomington
Northfield

Shakopee

Carolyn Hendrixson, 1427 W. Minnehaha Pkwy., Mpls., 55409, (612) 925-5079

Anoka/Blaine/Coon Rapids
Marshall

Owatonna
Winona

Jane McWilliams, 901 W. 1st, Northfield, 55057, (507) 645-8423

Jackson Area
MEPH

Cass Lake/Walker
St. Cloud Area

Karen Knighton, Wolverton, 56594, (218) 557-8728

Edina
St. Peter

Roseville
Willmar

Peggy Lucas, 4427 East Lake Harriet Blvd., Mpls., 55409, (612) 823-8544

Hutchinson
Mankato Area

Fridley
Woodbury/Cottage Grove

Jeanne Crampton, 4330 Wooddale Avenue South, St. Louis Park, 55424, (612) 926-8760

East Carver County
White Bear Lake/North Oaks

Alexandria
West Dakota County

Erica Buffington, 3800 Huntington, St. Louis Park, 55416, (612) 929-8168

Brooklyn Park
Robbinsdale

Bemidji
St. Anthony

Nancy Grimsby, 5932 Wooddale Avenue, Edina, 55424, (612) 922-9403

Moorhead
Columbia Heights

Battle Lake
Mahtomedi Area

Barb Hiles, 1303 South 6th Street, Stillwater, 55082, (612) 439-6221

Buffalo/Monticello
Northern Dakota County

Red Wing

Cathy Hegg, 307 - 7th Avenue West, Alexandria, 56308, (612) 762-1212

Crystal/New Hope
Rochester

Grant County
Rock County

Nadeen Mutsch, 6280 Birchwood Road, Woodbury, 55125, (612) 739-7274

Brooklyn Center
Houston County

Wilkin County
Worthington

COUNTERPART COMMUNIQUE - Public Relations

Marcia Walters, 5112 Forest Road, Minnetonka, 55343, (612) 934-3412

Public Relations is more than just feeding your local newspaper notices of upcoming League meetings. It is the nurturing and developing of the image of your League - how people inside and out of the organization feel about it. As public relations chair it will be your responsibility to always keep the "image" aspect in the forefront of any program, drive or action your League undertakes.

When calendar planning is underway you can begin to develop your public relations calendar for the coming year. Decide what League events you will publicize during the year, what audience should receive your message and how you are going to reach them. Don't forget to plug in any state and national events, including studies and membership drives. The PR plan should also include a timetable for each event and determination of who will carry out each phase of the plan. Fill in any slow time with feature articles on people in your League.

A good reference source for public relations is the public library. There are many fine books on getting free publicity that will give you a starting point for your creative juices.

If your League hasn't already, this is the year to investigate new ways to reach the public. Research cable TV, having your League's own radio show or a column in the local newspaper on League issues. These are all ideas already used successfully by Minnesota Leagues and they could be done by your League, too.

COUNTERPART COMMUNIQUE - Bulletin

Marcia Walters, 5112 Forest Road, Minnetonka, 55343, (612) 934-3412

You, as bulletin editor, are the most effective communications channel your League has. Your bulletin will reach all members, prospective members, and the general public with the important news of your League and its activities.

The bulletin creates an image of the League. Make it a positive one! Issue a warm welcome to new members; don't list any members whose dues are in arrears. Be enthusiastic about upcoming events; don't bemoan poor attendance at past meetings.

To make your bulletin the best it can be, sit down and look through the last several issues. Are they easily readable--no murky mimeograph, uncorrected typing errors, or listless layout. Making up a dummy issue will help. Find a good permanent location for the president's column, calendar of events, information on unit and general meetings, membership information, board meeting summary, action information and opportunities for volunteering. Be sure to include the names of the president, editor and membership chair with telephone numbers and addresses.

During calendar planning make an outline of possible articles for upcoming issues. Make your assignments far enough in advance so writers have a good lead time and make sure the deadline is known.

It will be your responsibility to remain current with your League's activities in order to know what should be included in each issue. Congratulations on being your League's bulletin editor and have fun with the position.

Distribution:

- (1) Send two copies to LWVMN, 555 Wabasha, St. Paul, MN 55102
- (2) Send one copy to Marcia Walters, 5112 Forest Road, Minnetonka, MN 55343
- (3) Send one copy to Minnesota's LWVUS liaison, Marilyn B. Reeves, 16506 Forest Mill Court, Laurel, MD 20707
- (4) Send two copies to LWVUS, 1730 M Street, N.W., Washington, D.C. 20036
- (5) Send a copy to the president and/or bulletin editor of your bulletin exchange group listed with your League.

BULLETIN EXCHANGE GROUPS

Group I

Winona
Rochester
Austin
Owatonna
Red Wing
Houston County

Group II

Mankato
St. Peter
Freeborn
County
East Faribault Cty
New Ulm

Group III

Rock County
Worthington
Jackson Area
Marshall

Group IV

Eastern Carver County
Shakopee
Northfield
Bloomington
Northern Dakota Cty
West Dakota County

Group V

Stevens County
Alexandria
Grant County
Wilkin County
Battle Lake

Group VI

Willmar
Hutchinson
St. Cloud Area
Buffalo-Monticello
Morrison County

Group VII

Moorhead
Bemidji
Detroit Lakes
Cass Lake-Walker Area

Group VIII

Grand Rapids
Mid-Mesabi
Duluth
Hibbing

Group IX

Arden Hills/Shoreview
Mounds View
New Brighton
Roseville
St. Paul

Group X

Anoka/Blaine/Coon Rapids
Brooklyn Center
Brooklyn Park
Fridley
Crystal/New Hope
Robbinsdale

Group XI

Woodbury/Cottage Grove
Mahtomedi Area
White Bear Lake/North
Oaks
St. Croix Valley

Group XII

Westonka
Wayzata
Golden Valley
Excelsior/Deephaven
Minnetonka/Eden Prairie/
Hopkins

Group XIII

St. Louis Park
Richfield
St. Anthony
Columbia Heights
Minneapolis
Edina

We urge all Leagues to contribute articles for the Minnesota VOTER. Let the rest of the state know how your League is making a difference in your community. Deadlines for the VOTER are listed on the calendar attached to this OUTLOOK.

COUNTERPART COMMUNIQUE - Voter Service

Nadeen Mutsch, 6280 Birchwood Road, Woodbury, 55125, (612) 739-7274

"Making a Difference: A Voters Service/Citizen Information Handbook" (Pub. #330, LWVUS) is a gold mine of Voters Service information. Every VS Chair should have a copy to read, consult and digest. If you haven't seen this red handbook from LWVUS, be sure to order it.

PRECINCT CAUCUS PROMOTION: At this writing, there is a bill making its way through the legislature to change the date of uniform precinct caucus day to the third Tuesday in March. We will let you know what happens. Meanwhile, expect a committee guide for precinct caucus promotion in November. LWVMN is working on a videotape on precinct caucuses which could be used for programs for a wide range of groups, from service clubs and special-interest groups to high school and college students. We hope to have the tape finished and available for viewing at the state convention in June. The Secretary of State will again be producing a pamphlet explaining precinct caucuses. It will be ready for distribution in January, 1984.

LOCAL ELECTIONS: Many cities and towns will be holding local and school board elections this year. Check with your city clerk for your election calendar and see "Making a Difference" for Voters Service ideas.

REGISTERING YOUNG VOTERS: Is this the year your League will see to it that every high school senior who will be 18 years old by the next election is registered to vote before s/he graduates? Several Leagues do this already. Young voters have the poorest voting record. Perhaps a nudge is needed to get them started in the right direction.

This year can be as innovative and exciting in Voters Service as you want it to be. Go to it!

COUNTERPART COMMUNIQUE - Citizen Information

Mary Santi, 5935 Otter Lake Road, White Bear Lake, 55110, (612) 426-5151

So what does a Citizen Information Chair do? You are probably also the Voter Service Chair for your local League. During election years Voter Service will demand the lion's share of your energy. But don't let the Citizen Information half of your portfolio gather dust! The League is an organization with a reputation for presenting factual, informative meetings and publications. That's what the Citizen Information part of your portfolio is all about. Work with your program and public relations coordinators to plan and publicize some dynamite meetings. The real bonus for your League is more credibility, visibility, and membership as you provide reliable information and opportunities to learn and exchange ideas about your community problems and the many issues government at all levels has to deal with year-round. When an issue is not a League program item, CI can step forward with fact sheets, community forums or other vehicles for informing people about an issue in a balanced way. MAKING A DIFFERENCE: A VOTERS SERVICE/CITIZEN INFORMATION HANDBOOK, #330, LWVUS, \$2.00 is the backbone of your portfolio. Study Part 3, interview your observer corps and put together the program(s) that best serve your community.

On the state level, this is what we've scheduled for the upcoming year:

October 17 or 18, 1983
January 14, 1984
March 22, 1984

Sentencing Guidelines
Citizen Lobbyist Workshop
Great Lakes Water Diversion

When financially feasible and projected use justifies it, we shall videotape these meetings. They will then be available for you to check out and use locally. Board Memos will bring you the latest listings of our available audio visual products. LWVMN does require a \$25 deposit for audio visual products checked out of the office. The entire amount is refunded to you when the product is returned unharmed.

Enjoy this portfolio and inform your public! And do call or write if you have questions, need assistance or have a great success to share with your counterparts throughout the state.

COUNTERPART COMMUNIQUE -- Action

Erica Buffington, 3800 Huntington Avenue South, St. Louis Park, 55416, (612) 929-8168

DEMOCRACY IS NOT A SPECTATOR SPORT

All U.S. citizens can have an impact on how laws are made, implemented and interpreted. This impact comes from taking action. Action is the lifeblood of League. The League of Women Voters was born out of one of the largest and oldest campaigns in U.S. history - the fight for women's suffrage. Action is whatever League does at every level of government to implement its program. Taking action is doing things like: telephoning, writing letters, talking face to face, testifying, preparing and distributing fact sheets, observing, monitoring, litigating, etc., etc.

WHO DOES ACTION?

Ideally, everyone will get involved at one time or another. You, as Action Chair, are not the only person in your League responsible for action; rather you are the coordinator, facilitator and pusher to see that action takes place. You will serve as chair of your League's action committee, which will also include Program chairs, the president, PR chair, and bulletin editor. In a small League the entire Board serves as the Action Committee. Remember that because the Action chair advocates League position, her role must remain totally separate from the Voters Service arm of the League.

WHAT INFORMATION IS AVAILABLE?

First, you need background information:

ACTION, the 1978 LWVUS publication, #161, \$1.00, is a complete action handbook. Also, read the section on Action in IN LEAGUE, Pub. #275, \$2.00, LWVUS. Familiarize yourself with your local positions and review national positions in IMPACT ON ISSUES, 1982-84, Pub. #386, \$2.50, LWVUS. Familiarize yourself also with state position in PROGRAM FOR ACTION, 1979-81, LWVMN, 75¢ (with supplements). * Copies of these are also necessary for Program chairs in your League. Be sure to have CITIZENS IN ACTION, a citizens lobbyists handbook, LWVMN, \$4.00, plus \$1.50 postage and handling. The 1983 edition is now available. An update to the 1983 edition will be published by January for distribution at the Citizen Lobbyist Workshop that month and also for sale. The book includes everything you need to know to make a difference in government: how-to guides and maps, explanations of the legislative process and executive branch, directories of legislators and MN members of Congress.

Second, you need to keep informed about what's happening. To do this, subscribe to REPORT FROM THE HILL (LWVUS) and CAPITOL LETTER (LWVMN) for yourself and other Board members. (Other League members can be urged to subscribe too!) If you can't order enough for everyone, please share the information with the whole Board. REPORT FROM THE HILL is easily torn apart for individual Program chairs. Also, the LWVUS Spotmaster Service will again be taped and available from the state office. Remind your members to call if they want to hear the latest weekly activity in Congress.

HOW CAN IT ALL BE USED?

Basically, you share it with your Action Committee and other League members. It helps you to be prepared to help others respond to state TIMES FOR ACTION and national ACTION ALERTs. In addition to official League letters signed by the League president and written by the Program chair in consultation with you, the Action chair, it is extremely important that League members respond, as individual constituent pressure is the most important way that League can take Action.

Prepare your members by providing them with the names, addresses and telephone numbers of your local, state and national officials plus tips on how to best contact them when action is requested. Recruit an action person in each League unit who will give a five-minute report each unit meeting to request action, report recent action, give action hints, etc. During legislative sessions the CAPITOL LETTER could be the basis for the report. Have each unit choose an action project; for example, monitoring an elected or appointed Board; doing the legislative interviews; preparing a directory of city or county officials; taking major responsibility for an action campaign.

*The 1983-85 edition should be available in the fall.

You should also set up a telephone pyramid and another mechanism for alerting members to action requests between meetings. Many times action cannot wait for your next unit meeting or bulletin. Your members will be more likely to respond to a complicated TIME FOR ACTION if it is given to them in writing with background information included. (The CAPITOL LETTER and REPORT FROM THE HILL are very helpful with background information.)

WHAT IS GOING TO HAPPEN THIS YEAR?

Fall: Every local League interviews their legislators on a series of questions important to League. This is your first step in lobbying. You, the League member and your legislator become acquainted and exchange ideas. And our state lobbyists have your legislator's positions on file to background themselves as they seek to influence those legislators at the Capitol. Legislative interview packets will be sent to each League in August. Completed interviews are due in to the LWVMN office on December 12th.

January: The Citizen Lobbyist Workshop, in past years held in the fall, will be held January 14, 1984. This all-day workshop will be open to the public and will focus on how to be effective as citizens in your community and at the Legislature. Participants will receive the CITIZENS IN ACTION Handbook. Anyone interested in action plus those who want to lobby or observe for LWV at the Legislature should plan to attend. Follow-up meetings for League lobbyists and observers will be held soon after the workshop.

"Day on the Hill" will be held in the spring. The date will be announced in the August BOARD MEMO. League members are briefed by League lobbyists and legislative leaders and/or key figures in the executive and judicial branches and then given the opportunity to lobby these officials.

Seek out action opportunities at the local level. Review your positions and watch for ways in which you can have an impact. Remember that you may act on the local level using local, state or national positions and our LWV principles.* You must check with LWVMN before taking action at the state level if LWVMN has not called for the action. LWVMN policies state, "Local Leagues may take action on the state level under a local position on three conditions: (1) the legislation (this includes administrative decisions or policy) must not be statewide in scope; (2) every affected local League must be notified of the proposed action; (3) approval for such action must be granted by the state Board."

Plan a major action campaign, document it, submit it for consideration for the 1984 Action Recognition Award at State Council. Entries must be received by the state office by April 1, 1984. Taking action at the local level is one of the best PR/membership tools a League has. Do it carefully, but do it!!!

Please contact me whenever you have any questions. The Action Chair holds an exciting position. I hope you will enjoy it.

COUNTERPART COMMUNIQUE - Criminal Justice

Barb Hiles, 1303 South 6th Street, Stillwater, 55082, (612) 439-6221

Please consult the publications list attached to this OUTLOOK for important publications. Also available is Fine Print, a catalog with listing of free publications from:

Minnesota Criminal Justice Program
100 Hanover Building
480 Cedar Avenue
St. Paul, MN 55101 (612) 296-3133

There are several areas of concern in the Criminal Justice portfolio.

WOMAN OFFENDER: LWVMN continues to support a new correctional facility for women. We will also monitor programs for the woman offender outside of the state facility.

SENTENCING GUIDELINES: A Focus meeting is planned for October 17th or 18th on this issue.

JUVENILE JUSTICE: A LWVMN update of Juvenile Justice in Minnesota would only duplicate the fine work of Ira Swartz at the Hubert Humphrey Institute the past two years. An effort will be made to get this information to the local Leagues. The limiting factor will be duplicating costs.

Local Leagues need to know laws that cover juveniles so that they can "watch dog" juvenile court procedures in their communities.

APPEALS COURT: League will monitor the establishment of the new court. The selection of the new judges should not be political. We may need to speak out on this.

COUNTERPART COMMUNIQUE - Education

Jane McWilliams, 901 W. 1st Street, Northfield, 55057, (507) 645-8423

With last year's complex and time-consuming task of study and consensus behind us, we will focus this year on action under our new position on school finance. In February, local education and action chairs received a memo containing ideas for local action. We have received questions about how local Leagues may be involved in school levy referendums. Our position permits Leagues to act in favor or to oppose referendums depending on whether they have enough information to determine whether the levy increase would unduly burden the property tax, or whether, on the other hand, the levy increase is necessary in order to provide supplemental programs or to meet the real costs of education. Without a study, it may be difficult to arrive at consensus in time to lobby effectively. In that case, the best route would be for local Leagues to provide a forum or other method for citizen information prior to the referendum just as we do for candidates.

Under our collective bargaining position, local Leagues may want to monitor contract negotiations between the local school board and the teacher organization. Leagues can serve an important citizen information service by acquainting the public with the process and with the board's and the teachers' contract offers. If your League is interested in observing the whole negotiation process, contact the Mounds View LW. All participants agreed that their presence at contract negotiations in their district contributed to a better process. Look for an update on our position in the VOTER this summer. Some changes in PELRA have occurred since our study.

Our position on teacher tenure permits us to encourage school boards to establish periodic review and evaluation of tenured teachers. Some districts are already doing this and pending legislation, may encourage more to do so. What is your district doing to assure that veteran teachers are kept up to date and fresh in their fields? Roseville LWV has offered some resolutions to their school board and teachers' union based on the state position on teacher dismissal policies. This will be discussed at Convention.

Pending legislation may result in changes in the formula, incentives for district reorganization, changes in property tax relief, establishment of a commission to study public education K-12, stricter requirements for graduation and requirements that school boards establish discipline policies. The final Capitol Letter (June) will contain a recap of final legislative action. Watch for it and for further ideas for local action and/or study in education.

In the meantime, appoint a League school board observer if you don't have one and be sure she/he keeps your League posted on local education issues. Watch for ways your League can provide a forum for discussion of school issues such as levy referendums, budget development, alternative funding sources such as foundations, and use of technology. Be aware of district committee vacancies and encourage appointment of Leaguers. Finally, encourage good candidates for school board. This is a large responsibility and it is necessary to recruit early to assure dedicated and able candidates.

Other education-related problems that LWVMN may wish to address either in a state or local study or in a Focus meeting or two, include:

1. The teaching profession: how has it changed or how hasn't it changed and ought to? Can this be a clue as to why learning isn't taking place in our schools?
2. The LWVMN commitment to life-long learning: our K-12 position is outdated - as if significant learning occurred only between the ages of five and seventeen!
3. The proposed new legislative commission to study public education: this is an important commission to lobby. Whatever significant changes that may take place in funding education or in our entire education delivery system will be heard before this group. LWVMN must testify and observe.
4. The recent report from the National Commission on Excellence in Education: this group came up with some interesting recommendations. What attention will these ideas get in Minnesota? In each local district? Can LWVMN help see to it these findings are publicly aired and debated?

SCHOOL LIBRARIES: The League has extensively studied the financing of public libraries and education. Closely related to these studies are school library/media center programs. Are there library/media programs in all schools to meet the educational needs of students and staff for resources, equipment and services staffed by licensed media personnel with adequate support staff? Are students and staff prepared to use resources in public libraries and the community? How are school libraries funded? Are school libraries participating in multi-county, multi-type systems? The Mankato LWV study on school libraries provides a model for other Leagues who have questions about quality programs. At a time when budget dollars have to be stretched in many different directions and the school age population has declined, priorities have to be determined. Are we getting quality education and services for the tax dollars invested? With the emphasis on technology and the information explosion, the role of school library programs is vital in preparing students for tomorrow.

COUNTERPART COMMUNIQUE - Government

Judy Duffy, 2812 Hilltop Court, North St. Paul, 55109, (612) 777-4234

Karen Knighton, Box 328, Wolverton, 56594, (218) 557-8728

The LWV Government Program includes national positions as well as state positions. It gives the local League the opportunity to focus on what interests each League - one or several varied, vital and current issues. Government positions at the national and state level can also be applied at the local level.

As the Government chair, you will need to become familiar with the various LWV positions included in the Government area, aid your local president in responding to LWVMN TIMES FOR ACTION, LWVUS ACTION ALERTs and REPORT FROM THE HILL suggestions for action, and help your local League in making the best use of LWV publications on Government issues.

State Issues (Duffy)

- Election Laws/Procedures
- Campaign Practices/Campaign Financing
- Open Meetings/Open Records
- Apportionment
- Amending the Minnesota Constitution
- Minnesota Legislative Branch
- Minnesota Executive Branch
- Financing State Government

National Issues (Knighton)

- Election Laws/Election Procedures
- Direct Election of the President
- Voting Representation for D.C. (Minnesota ratified 3/19/79)
- The Presidency
- U.S. Congress
- Campaign Practices/Campaign Financing
- Urban Crisis
- also the state issue: Initiative, Referendum and Recall

ELECTION LAWS/PROCEDURES

LWVMN continues to monitor bills dealing with election laws and election judges since these laws are basic to the right of every citizen to vote. Local Leagues can review the Election Judge/Monitoring Guide (LWVMN, 1979) for use during all elections. This is an area in which LWV is especially visible and can be a real community asset.

OPEN MEETING LAW

This continues to be a matter of interest for LWV at all levels. Local Leagues can monitor compliance at the local level and demonstrate LWV's commitment to this law as a basic to good government. There has been some recent legislative activity in regard to the Open Meeting Law. An update on these proposed changes will be made if and when they have been resolved. Meanwhile, LWVEF's publication, "Letting the Sunshine In: Freedom of Information and Open Meetings, #223, 30¢; and LWVMN's "Open Meeting Law Update, February, 1979, 40¢, continue to be valuable.

CAMPAIGN FINANCING

This legislative session has seen some action to address the skyrocketing costs of Congressional political campaigns. The proposed bill would place a spending limit on those candidates who choose to accept public financing. LWVMN has testified in favor of and will be closely following its progress. Hopefully, this will lead to some efforts to minimize the influence of PACs. The national publication "Report Card on Campaign Financing, Current Focus, 1978, #351, 30¢, continues to be helpful. In addition, see LWVMN's 1981 update.

Also, all bills relating to Minnesota's disclosure laws as administered by the Ethical Practices Board are very carefully monitored.

FINANCING STATE GOVERNMENT

Given the State of Minnesota's finances and the much-patched budget of the present biennium, the work going into the new budget for 1983-85 is laborious and open to much debate. At this writing, the final proposal has not yet been made. LWVMN has monitored these proceedings and the suggestions from all camps. It's apparent, Minnesota is no longer isolated from the economic swings of the nation and any economic solutions will have to recognize that this is not just a Minnesota problem. Laws affecting our state's business, industry and agriculture will have to be debated not just from the Minnesota standpoint but from the national standpoint as well. Our state financing positions must be considered now from a deficit and not a surplus situation.

MINNESOTA LEGISLATIVE AND EXECUTIVE BRANCH

This legislative session has seen some activity to adjust salaries, give them some basis for comparison and change. Government executives and judges pay was a matter of debate in the Governmental Operations Committee of the Senate. This is not the time to consider such raises according to a strong opposition. It appears at this writing that the matter may not get carried any further this session. Also, there is some talk about dealing with legislative pay in a more comprehensive manner as well. These discussions have merit and our position calling for realistic pay for these officials allows LWVMN to have an impact on such discussions. Progress in this area will continue to be of interest to LWVMN.

INITIATIVE, REFERENDUM AND RECALL (I, R & R): No amendments are anticipated in this area, but LWVMN lobbyists will be monitoring this issue in case something is proposed.

NATIONAL ISSUES: Government chairs should carefully read the REPORT FROM THE HILL for action issues as they evolve. Occasionally you will receive communication from LWVMN about certain national issues, but the basic information will come to you from LWVUS. You can expect requests for action in the area of Right to Privacy; other issues may surface - probably with little advance notice (given the unpredictability of Congress!).

The state Government Committee invites anyone with an interest in any of these issues to join our committee. We'd especially welcome anyone with an interest in lobbying during the legislative session. Please call either of the co-chairs or the LWVMN office.

COUNTERPART COMMUNIQUE - International Relations

Judy Duffy, 2812 Hilltop Court, North St. Paul, 55109, (612) 777-4234

This year, the overwhelming interest in this area will be our National Security Study. Leagues have been progressing well through this complex issue. The first part consensus on arms control objectives and criteria is due on October 31, 1983. The second reporting deadline is March 15, 1984 on military policy objectives, defense spending, and the national security decision-making process.

By delving into the issues as we are, we hope LWV can eventually have an impact on the process by which these policies are formulated in order to "reduce the risk of war". LWVUS publications: "Providing for the Common Defense: A Military Policy Reader," #531, \$1.25 and "The Quest for Arms Control: Why and How," #530, \$1.25; "Security Through Arms Control?" #242, 40¢ (1978), are the basic primers for this study. Also helpful is LWVMN's current Focus on the Pros and Cons of the Salt II Treaty (1979).

On the national level, we will be watching efforts to install protectionist measures on our world trade whether by tariffs, limits on other means. The Fair Practices in Automotive Act (Domestic Content Bill) has been reintroduced in the 98th Congress and will continue to be opposed by LWVUS. Our positions state that the more open trade policies foster better international relations, cooperation and understanding among nations in an interdependent world.

On the local level, Leagues can take part in World Law Day in the spring, World Trade Week in May and the UN Rally in the fall.

COUNTERPART COMMUNIQUE - Natural Resources

Jeanne Crampton, 4330 Wooddale Avenue South, St. Louis Park, 55424, (612) 926-8760

Nancy Grimsby, 5932 Wooddale Avenue, Edina, 55424, (612) 922-9403

Please see the publication list attached to this OUTLOOK and also refer to your 1980-81 OUTLOOK for Work (p.35-37) and the 1982 update that was prepared, since much of the information is still valid. Rather than covering each of the Natural Resources topics individually (as we did in the past) we'd like to mention some of the State Natural Resources projects that we know will be alive and kicking in 1983-84.

CONTAINER DEPOSIT LEGISLATION: Since we were unable to have SF 741 and HF 683 heard in committee during the 1983 legislative session, interim hearings will be held and final determination will be made during the 1984 legislative session. Now we need to continue the petition drive and plan projects in our communities that will inform the public as to our purpose, and to make sure that our legislators are aware of the general support this topic engenders.

WATER DIVERSION FROM THE GREAT LAKES: In March, 1984, LWVMN will present a Focus Meeting on Great Lakes Water Diversion and in conjunction with that meeting will be issuing a publication on the same topic. Since this topic is also one of the non-recommended program items singled out for attention at the Convention in Duluth, the possibility of it becoming a state program item does exist.

CLEAN AIR ACT, CLEAN WATER ACT: Both of these Acts are up for renewal in the National arena. NR Chairs will need to review material from state and national in the past year and be ready to respond to Times for Action.

ACID RAIN: The LWVMN has been taking action on this subject under the National Clean Air position and will continue to do so in the future. Local Leagues should be aware of what action has been taken and what we foresee for the future on both the state and national level.

HAZARDOUS WASTE FACILITY SITING: The League position supports the siting of such a facility in a safe manner and it was hoped that the process mandated by the Legislature in 1980 would achieve that. We urge Leagues in areas that might be selected to try and keep on top of the pros and cons of such selection and to continue to keep their members and the public informed as the process goes forward.

LOW-LEVEL RADIOACTIVE WASTE DISPOSAL: We have not done much with this item during the past year but it will be at the forefront of news in the coming year or so. Minnesota will probably join the Midwest Interstate Low-Level Radioactive Waste Compact and its functions within that compact need to be well understood by everyone. Keep posted on this one.

GROUND WATER PROTECTION: Another area mentioned by local Leagues in their lively issues discussions, and another topic that is going to be discussed more and more as toxic waste and its disposal becomes more of an issue. LWVUS has published a "Groundwater Kit" that is available at cost through the state office.

All of the above topics are discussed in more detail in the 1983 Natural Resources Project sheet, which was handed out to attendees of the NR workshop at LWVMN Convention and later sent to every League in the 3rd class mailing. If you are unable to locate a copy, please let the LWVMN office know and they will see that you receive one.

COUNTERPART COMMUNIQUE - Human Resources/Social Policy

Peggy Lucas, 4427 East Lake Harriet Blvd., Mpls., 55409, (612) 823-8544

Carolyn Hendrixson, 1427 W. Minnehaha Pkwy., Mpls., 55409, (612) 925-5079

Anticipate another big year in Human Resources/Social Policy!! At both state and national levels issues important to League are going to be debated and acted upon and we need to follow these issues closely and bring an awareness of these issues to our communities.

The HR/SP portfolio covers a wide range of League program including ERA, housing, women's economic equity, welfare, child care and urban policy. Because of the scope of this portfolio it might be helpful to appoint co-chairs so that program areas can be divided.

SOME PENDING NATIONAL ISSUES:

BUDGET CUTS: Housing, Food Stamps and a bottom line "safety net" are threatened. We need to continue to support funding levels which meet basic needs.

JOBS: -- So jobs programs become a reality we need to monitor them to assure that the jobs created and the job training opportunities include jobs for women as well as jobs for men.

EQUAL RIGHTS AMENDMENT: On the National level it is anticipated that ERA will move to the House in this session of Congress. Anti ERA forces are mounting an attack and a tough battle is expected. We cannot be complacent on this issue and we must let our congressmen know that it is still a top priority. Again, crippling amendments are a real threat.

SOME PENDING STATE ISSUES:

ERA: Next year will have to be an ERA year for all of us if we are going to succeed in warding off the amendments which essentially would so fracture the ERA support coalition that it would have no chance of passage. Mainstream organizations such as the League have to be the foundation of this effort and all Leagues are encouraged to emphasize ERA this year in their communities. Organize forums, offer to speak in schools, organize a lobbying and fundraising network in your community. This battle can be won if we all put ERA to the top of our priority list.

JOBS: Again we must monitor jobs and job training opportunities to make sure that women are given job opportunities as well as men.

WOMEN'S ECONOMIC EQUITY: The Minnesota Women's Consortium has developed a Minnesota Women's Economic Action Plan which has been endorsed by the League and many other organizations. We will be actively working in a coalition to advance the components of this plan.

It is really important that an awareness is encouraged in every community of the economic realities women face. Despite all the efforts of recent years, the truth is that women as a class have made very minimal progress in their ability to compete in the economic arena. A recent report of the United States Commission calls Women's Economic Equity the Civil Rights Issue of the '80's.

Let's really focus on these issues in our communities. Not only is it fascinating and therefore a good way to increase our membership and visibility but it is also important that we all become well informed so that we can take action!!

COUNTERPART COMMUNIQUE - Local Program

Joan Higinbotham, 5045 Colfax Avenue So., Mpls., 55419, (612) 822-7028

Local program is like a bazaar: there are a lot of exciting items for members to choose from but resources extend only so far, so each year Leagues must choose where they wish to expend their human and financial resources. Local program can be a study of cable television, monitoring changes in the school system, updating your Know Your Town publication to incorporate changes in your city's structure, studying changes in city government structure, working with another local League on a question of concern to both municipalities, taking action on positions already adopted and much more.

As you plan the local program projects for the coming League year, remember that your program was adopted because members felt strongly about the issues involved. This is a guarantee that they are interested in the issues and may be interested in working on the committee. So while the enthusiasm of the annual meeting is with you, organize a committee, calling on those members who were particularly supportive of that program item.

The committee's first task is to clearly define the scope of the program. This should be done at the Annual Meeting. Referring back to the minutes of the meeting can be helpful. The Board should also work with you to narrow the project to a manageable level, if it wasn't done at the Annual Meeting.

Equally important is the development of a timeline. Allow more time than you think you will need! Remember that study and consensus should be followed by action, so if you are planning a study, include an action plan in your timeline (maybe for the next League year).

Summer is a good time to begin work on your program project. It is a time when babysitters are available, so parents of preschoolers can help out and some people's schedules are a bit more flexible. An early start will also keep enthusiasm high and get you off to a good start.

Help is available to you if this seems like a pretty big job for one person! Work with your Board, share with other local Program chairs who have similar items and be sure to call on me and I will put you in touch with state Board members or other local Leagues who can be of help. Also refer to LWVMN's Guide to Local Program for more help in developing program and working with resource topic chairs.

Remember to set aside time on your League calendar for program making on the local and national levels for 1984. Alert Board members early so they can be thinking of some Lively Issues to present and encourage members to do so as well.

COUNTERPART COMMUNIQUE - COUNCIL OF METROPOLITAN AREA LEAGUES (CMAL)

Mertyce Mayne, 1479 Hythe, St. Paul, 55108, (612) 645-4007

Think of Metropolitan and Think Thursdays.

On the 1st Thursday of the month the CMAL Executive Committee meets at the state office. Quarterly meetings are on the 3rd Thursday.

1. September 15, 1983 - Forum will address study as passed at Convention. Bring your new and old members. Impress them with informative speakers and a bargain lunch. Allow them to enjoy the full benefits of League membership.
2. January 20, 1984 - Program and lunch with Metropolitan Council members (at the Council office), some of whom will be new faces. This is a terrific opportunity for exchange of views and getting acquainted with the Council.
3. March 15, 1984 - Forum may be used at any time by Leagues as a substitute for local unit meetings. The Programs are always quality.
4. May 24, 1984 - CMAL Convention. The 4th week scheduling should allow for national convention.

Including the CMAL programs in your offerings to members will benefit your local League. Members are always interested in acquiring smarts painlessly.

USEFUL PUBLICATIONS FOR LOCAL LEAGUE LEADERS, 1983-84

Please note the following:

- *National publications catalogs are abbreviated CL (Catalog for Leaders - aqua) and C (League of Women Voters Catalog, 1983-84 - Blue). You should have both catalogs.
- *National publications must be ordered from LWVUS, 1730 M Street, N.W., Washington, D.C., 20036.
- *For the Program areas in which there are many national publications, only new or very important ones are listed here.
- *Presidents receive a Presidents mailing automatically from LWVUS which includes all new publications, the Prospectus and the League Action Service.
- *A Duplicate Presidents Mailing (DPM) may be ordered for others at \$25.00 from LWVUS.
- *State League publications may be ordered from LWVMN, 555 Wabasha, St. Paul, 55102. In addition to this listing you should have the LWVMN Mini-Catalog, which appeared in the October-November, 1982 issue of the MINNESOTA VOTER.
- *Presidents receive the Board Memo and enclosures automatically as well as the CAPITOL LETTER. DPMs may be ordered at \$15.00 from LWVMN.

PUBLICATIONS EVERY PORTFOLIO SHOULD CONTAIN:

LWVMN

State Board List plus address and phone
number of LWVMN office
LEAGUE-L-ESE
PROGRAM FOR ACTION 1983-85 (LWVMN -
available in late summer, early fall)

LWVUS

LWVUS Board List, address and phone number of
LWVUS office
IN LEAGUE (LWVUS - CL #275)
IMPACT ON ISSUES - 1982-84 (LWVUS - CL #386)
B IS FOR BASIC (LWVUS - CL #121)
MEANINGFUL MEETINGS (LWVUS - CL #319),
essential for Program Chairs

LOCAL INFORMATION:

Local League Board List
" " Job Descriptions
" " Board Policies
" " Budget
" " Bylaws
" " Calendar for the year
" " Committees list
" " Program Positions
Expense Vouchers

Optional Publications:

LWVUS Bylaws (CL #381)
FACTS ABOUT THE LEAGUE OF WOMEN VOTERS
(LWVUS, #221)
LWVMN Bylaws

SUPPLEMENTARY PUBLICATIONS LIST FOR PRESIDENTS

Sample Local League Board Agenda
Annual Meeting Planning Guide (Jan. '80)
List of Local League Presidents (new
one available soon)
State Budget '82-'83, '83-'84
Minutes: of Convention, Council and
State Board meetings

Simplified Parliamentary Procedure, CL #138
Art of Budget Building, CL #268
League Action Service (R/H & Action Alerts),
C - p. 15
National Budget '82-'83, '83-'84
The Way to Go (raising tax-deductible money)
CL #348

USEFUL PUBLICATIONS FOR LOCAL LEAGUE LEADERS, 1983-84

PRESIDENTS (cont.)

LWVMN

Tips on Filing
Board Orientation (Apr. '82)
Policies of LWVMN (Aug. '81 (and replacement if/when published))
1982 Ed Fund Annual Report (and replacement if/when published)
A Guide for the Nominating Committee, (Dec. '81)
Citizens in Action (1982)
Capitol Letter
Guide to Local Program Planning (Sept. '81)
MN Local League Boards & Programs ('82-'83)
ABCs for Changing the Organizational Basis of a Local League

LWVUS

Planning Program: From Choice through Action, CL #410
Developing Program: Fresh Approaches, CL #369
Certificates of Merit, CL #448 or #432
Presidents' Packet (mailed in summer)
Prospectus

PUBLICATIONS LIST FOR SECRETARIES

Sample Local League Board Meeting Minutes Simplified Parliamentary Procedure, CL #138
Sample Local League Annual Meeting Minutes

PUBLICATIONS LIST FOR TREASURERS

Adopted Budget, '82-'84	Ledger-de-Main, CL #248
Filing Form 990, Sales and Use Tax	Membership Report Form
	Membership Cards, CL #227
	Art of Budget Building, CL #268
	Dues Notices, CL #218
	The Way to Go (raising tax-deductible money), CL #348

PUBLICATIONS FOR INTERNATIONAL RELATIONS CHAIRS

"Dialogue on Development," "New Executive Administration..." (Nov-Dec '79 MN VOTER)	Building Global Perspectives (committee guide), CL #615
The SALT II Treaty ('79)	Localizing International Issues: A Community Guide, CL #525
"Buy America Act" (Sep. '79)	Developing Program: Fresh Approaches, CL #369
Handling the IR Portfolio (Sep. '79)	Development: An International Affair (1981), C #231
Resource List, Trade Education (Oct. '79)	International Trade: Style and Substance, C #389
UN Rally Report (Jan '80)	Tooling Up For the National Security Study, (Committee Guide) #529
Speaking of Trade: Its Affect on Agriculture (U of M Ag Extension)	Providing for the Common Defense: A Military Policy Reader, #531
MN State Economic Profile (Aug. '79)	
Reports on World Trade Week '79, '80	
Report on 1980 Focus Meeting on Trade (June '80)	

USEFUL PUBLICATIONS FOR LOCAL LEAGUE LEADERS, 1983-84

INTERNATIONAL RELATIONS (cont.)

LWVMN

IR Activities (Set. '80)
Chronology of a Successful Discussion
Unit
Reference Packet for LWV Research/Study
Committees (July '79)
Times for Action, as issued

LWVUS

The Quest for Arms Control: Why and How, C #530
Wrap Up: UN Special Session on Disarmament,
(Prospectus - '82-'83, #1)

PUBLICATIONS FOR NATURAL RESOURCES CHAIRS

Natural Resources Information and
Update Sheets (6), 1982, \$1.00
A MN Citizen's Introduction to Nuclear
Power, 1981
Reference Packet for LWV Research/Study
Committees (July '79)
Capitol Letter
Groundwater Kit
Container Deposit Laws: Who Benefits;
Who Pays? \$1.50

Air: Clean Air Act, #222
Water: SOCs series, #s 672, 178, 532, kit of
4 #450
Waste: Siting Hazardous Waste Facilities, #516
A Hazardous Waste Primer, C #402
A Nuclear Waste Primer, #391
Energy: Nuclear Issues Community Guide, #155
Nuclear Power Bibliography, #466
Energy Emporium, C #106
General: Environmental Regulations, C #514
Citizens: The Untapped Energy Source, C #436
Making an Issue of it: The (legislative)
Campaign Handbook, CL #613
Developing Program: Fresh Approaches, CL #369
A Nuclear Power Primer: Issues for Citizens,
C #575

PUBLICATIONS FOR GOVERNMENT CHAIRS

Direct Democracy: Choices for MN.
(I, R & R), 1980
Citizens in Action, 1982
Update on Reapportionment, 1981
Update on Campaign Financing, Aug. '81
Election Survey/Monitoring Guide, 1979
Capitol Letter, subscription
Review and Update of Government Position,
1980
Chronology of a Successful Discussion
Unit
Reference Packet for LWV Research/Study
Committees
Board Memo (every LL Board member
receives)

League Government Committees: Options and
Opportunities, CL #313
LWVUS Action Guide, CL #161
Constitutional Amendment by Convention, C #125
The Balanced Budget: A Closer Look, C #632
You and Your National Government, C #273
Report Card on Campaign Finance, C #351
Making an Issue of It: The Campaign Handbook,
C #613
Developing Program: Fresh Approaches, CL #369
Federalist Papers Reexamined, Series of 6,
C #622, #377, #213, #221-333
Choosing the President, 1984, watch for the
reissue of this perennial!
Report from the Hill, League Action Service,
C, p. 15
Post Board Summary, issued periodically by
LWVUS, in President's mailing

USEFUL PUBLICATIONS FOR LOCAL LEAGUE LEADERS, 1983-84

LWMN

LWVUS

PUBLICATIONS FOR MEMBERSHIP CHAIRS

Recruit & Retain (1980)
Job description in '80-'81 OUTLOOK
Membership Committee Checklist
Flyer: "Join Up, Join In"
Focus on Membership (newsletters) '80
What's In Us for You? LWVUS slide show
CL #115, purchased by LWMN, borrow
from state office
FACTS
How to Orient New Members (1982)

Membership Management (handbook), CL #495
Report of the Findings of League Self-Study,
CL #545, or abridged version, #440
League in Action slide show, CL #373
Also see CL Classified Ads, Prospectus, 1982-83,
#2 p.33
Action Packed Politics Membership Campaign
Campaign Kit - CL #284
Poster - CL #269
Flyer - CL #274
Buttons - CL #282
Membership Cards, CL #227 (free)
League-Tested Recipes for Membership Success,
CL #375
Facts About the League of Women Voters,
CL #221

PUBLICATIONS FOR DISCUSSION LEADERS

Chronology of a Successful Discussion
Unit
The Member in the Discussion Unit

Meaningful Meetings, CL #319
Also see CL Classified Ads, Prospectus,
1982-83 - #2, p. 33

PUBLICATIONS FOR PUBLICATIONS CHAIRS

Copies of all local and state publications
currently available
Order Forms
Publications Catalog, June, 1983

One copy of all national publications currently
available
Publication Service or DPM, see C or CL
Order Forms
Get-to-Know the League Publication Package,
CL #186

PUBLICATIONS FOR PUBLIC RELATIONS CHAIRS

Membership flyer, "Join Up, Join In"
PR Kit (from 1980 fall workshops)

Media Kit (5 pubs), C #163

PUBLICATIONS FOR BYLAWS COMMITTEE MEMBERS

LWMN Bylaws, 1983

Sample Bylaws for Local League, CL #224
LWVUS Bylaws, CL #381

PUBLICATIONS FOR BUDGET CHAIRS

State Budget '83-'84

Art of Budget Building, CL #268
LWVUS Budget
The Way to Go (raising tax-deductible money),
CL #348

USEFUL PUBLICATIONS FOR LOCAL LEAGUE LEADERS, 1983-84

LWVMN

LWVUS

PUBLICATIONS FOR FINANCE CHAIRS

State Budget, '83-'84
"Planning a Local Finance Drive",
('79-'80 OUTLOOK, 6 pp.
"Development Procedures for LWVMN"
Board Members (from Packet for LWV)
Research/Study Committees, (July, 1979)
Local League Use of the LWV Education
Fund, April, 1982)

The Way to Go. How to use the LWVEF to
raise tax-deductible money to fund state
and local League projects, CL #348
Dollars and Sense: The Art of Raising Money,
CL #494
Fund Raising? Who? Me, CL #441, 10/\$1
Contributors receipts, 100/pad, CL #219
Finance supplies:

PUBLICATIONS FOR VOTERS SERVICE/CITIZEN INFORMATION CHAIRS

Committee Guide, Precinct Caucus Promo-
tion (Nov. '81 - to be revised)
Election Survey of League Activity
(Mar. '81)
Election Judge Survey/Monitoring Guide,
1979
"Every Vote Counts" - 16 mm film -
J. C. Penny Co., LWVMN office
Citizens in Action, 1982
Election Survey, March '83
Precinct Caucus Videotape, LWVMN office
How to Run a Hotline
CI Videotape listing, Convention '83
Workshop handout

Making a Difference: VS/CI Handbook, CL #330
Are You a Potential Candidate? - slide show,
CL #141
Election Check-Up: Monitoring Registration
and Voting, C #270
Making It Work: A Guide to Training Election
Workers, C #271
Removing Administrative Obstacles to Voting,
C #151
Pick a Candidate, C #259
1980 Election Retrospective, CL #171
Tell It to Washington (Teacher's Guide),
C #346
Tell It to Washington 1983, C #349
Choosing the President - 1980, C #420
Issues Not Images: A Roadmap for Election '80,
CL #662

PUBLICATIONS FOR ACTION CHAIRS

How a Bill Becomes a Law
How to Write Your Legislator
Times for Action, as issued
"Spotmaster" taped LWVUS guide to legis-
lative action, recorded by LWVMN weekly
Citizens in Action, 1982, A citizens
lobbyists handbook.
Capitol Letter, subscription
Political Accountability Rating (usually
found in MN VOTER in even numbered
years)
Guide to Local Program

Action (handbook), CL #161
League Action Service (R/H & Action Alerts), CL
Planning Program: From Choice Through Action,
CL #410
Public Action Kit, C #629
Making an Issue of It: The Campaign Handbook,
(legislative lobbying), CL #613
Political Accountability Ratings, CL #100
Report from the Hill
"Spotmaster" - See LWVMN

PUBLICATIONS FOR LOCAL PROGRAM CHAIRS

Local and/or County Survey
School District Survey
CMAL agreement and Program materials
(if a member)
Chronology of a Successful Unit Meeting

Planning Program: From Choice Through Action,
CL #410
Developing Program: Fresh Approaches, CL #369
Know Your County, C #180
Know Your Community, C #288

USEFUL PUBLICATIONS FOR LOCAL LEAGUE LEADERS

LWMN

LWVUS

PUBLICATIONS FOR LOCAL PROGRAM CHAIRS (cont.)

Reference Packet for LWV Research/Study
Committees (July '79)
Guide to Local Program (Sept. '81)

Know Your Schools, C #343
Making an Issue of It: The Campaign Handbook,
(legislative), CL #613

PUBLICATIONS FOR CRIMINAL JUSTICE CHAIRS

Chronology of a Successful Discussion
Unit (1973)
Reference Packet for LWMN Research/Study
Committees (July '79)
Copies of testimony by LWMN lobbyists
Times for Action, as issued
Minnesota Judiciary: Structures and
Procedures (Feb. '81)
Citizens In Action, 1982
Capitol Letter, subscription
Update: Women's Correctional Facility,
Jan. '82
Governor's Study on Juvenile Justice,
Governor's Task Force, Nov. '81

Making an Issue of It: The Campaign Handbook,
(legislative), CL #613
Developing Program: Fresch Approaches, CL #369
Minnesota
Publications from the Court Information
Office, MN Supreme Court
Free publication available from:
MN Criminal Justice Program
100 Hanover Building
480 Cedar
St. Paul, MN 55101

PUBLICATIONS FOR EDUCATION CHAIRS

Chronology of a Successful Discussion
Unit (1973)
Reference Packet for LWV Research/Study
Committees (July '79)
Copies of testimony by LWMN lobbyists
Times for Action, as issued
Citizens in Action, 1982
Capitol Letter, subscription
Financing Public Schools in MN K-12,
Facts & Issues, Sept. '82

Letter of the Law, 1978 Title I Amendments,
C #363
Education: Problems in Equity, C #305
Campaigning for Fair School Finance, C #353
Cases in Point, # #353, or abridged
version #354
Vocational Education (Women and Work Series),
C #314

Others: MN Dept. of Education, 555 Cedar, St. Paul, MN 55101, or local superintendent
1. The ABC's of MN School Finance; 2. School District Profiles - latest edition;
3. The Condition of Education

PUBLICATIONS FOR SOCIAL POLICY CHAIRS

Chron. of a Successful Discussion Unit '73
Ref. Packet for LWV Research/Study Comm.
Copies of testimony by LWMN lobbyists
Times for Action, as issued
What's the Score in MN
Guide to Local Program
Citizens In Action, 1982
Capitol Letter, subscription
Newsletters of Council for the Economic
Status of Women (from MN State Council)

Human Needs: Update on HR, C #442
Monitoring Voc. Ed. System for Sex Equity
Compliance, A Citizen's Handbook, C #492
Series on Women and Housing, C #s 696, 694, 403
HR Exchange 1980, C #407
Solving Urban Problems Person to Person, C #355

PUBLICATIONS FOR NOMINATING COMMITTEE MEMBERS

A Guide for the Nominating Committee,
(Dec. '81)

In League, p. 55

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, MN 55102 - May, 1983

To: Local League Presidents and Board Members
From: Sally Sawyer, Executive Director
Re: BOARD MEMO and DPM subscriptions for 1983-84
Date: May 24, 1983

It's time to order your League's subscriptions for BOARD MEMOs and DPMs.

It is not necessary to order the BOARD MEMO for yourself or for your Board members; local League Board members and local League presidents automatically receive the BOARD MEMO individually by first class mail. As president, you also receive a third class Presidents' Mailing automatically.

If you wish to order extra BOARD MEMOs (for off-Board chairs, for example) or Duplicate Presidents' Mailings, please list the subscriptions below and return the form to the LWVMN office, 555 Wabasha, St. Paul, MN 55102, no later than July 1, 1983.

BOARD MEMO subscriptions cost \$5/year for six issues mailed first class directly to the subscriber's home. The Duplicate Presidents' Mailing, consisting of BOARD MEMO, selected enclosures, and one complimentary copy of each new LWVMN publication, costs \$15/year for six issues mailed third class directly to the subscriber.

Subscriptions for 1983-84

(Use other side of this form if more space is needed.)

League of Women Voters of _____

Total number of additional BOARD
MEMO(s) ordered _____

x \$5.00 = \$ _____

Total number of additional Duplicate Presidents'
Mailing(s) ordered _____

x \$15.00 = \$ _____

Check number _____ in the amount of \$ _____ is enclosed.

ORDER BLANK FOR STATE PUBLICATIONS

Do NOT enclose remittance; you will be billed for total amount + cost of postage & handling. Minimum mail order \$1.00. (Bulk Rates: for 11-50 copies - 10% discount; for 51-200 copies - 20% discount; for orders over 200, contact Executive Director.)

Quantity	Name of Publication	Unit Cost	Total Cost

Ordered by _____
(name of person or business)

Date _____

Charge to _____
(name of person, business, League)

Shipping Preference (check one):

____ Parcel Post
____ 3rd Class
____ 1st class
____ Special Handling

Address _____

City, State, Zip _____

Send to _____
(name of person or business)

For office use:

Date shipped _____

Address _____

Postage _____

City, State, Zip _____

League of Women Voters of Minnesota, 555 Wabasha, St. Paul, Minnesota 55102

ORDER BLANK FOR STATE PUBLICATIONS

Do NOT enclose remittance; you will be billed for total amount + cost of postage & handling. Minimum mail order \$1.00. (Bulk Rates: for 11-50 copies - 10% discount; for 51-200 copies - 20% discount; for orders over 200, contact Executive Director.)

Quantity	Name of Publication	Unit Cost	Total Cost

Ordered by _____
(name of person or business)

Date _____

Charge to _____
(name of person, business, League)

Shipping Preference (check one);

____ Parcel Post
____ 3rd class
____ 1st class
____ Special Handling

Address _____

City, State, Zip _____

Send to _____
(name of person or business)

For office use:

Date shipped _____

Address _____

Postage _____

City, State, Zip _____



LEAGUE OF WOMEN VOTERS
OF MINNESOTA

PHONE (612) 224-5445

106 COMO AVE. • ST. PAUL, MINNESOTA 55103

OUTLOOK 1987-88

Calendar and
Counterpart Communiques

Contents of OUTLOOK 1987-88

Calendar	
General Information	
Counterpart Communiques	<u>Pages</u>
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Raising Minnesota's Leaders	9
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JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

-1987-

- 1 - 1st Quarter PMP due to LWVMN
- 4,5,6 - LWVMN Convention in Winona
(OUTLOOK distributed to LIs - 1 per LI Board member)
- 13-17 - LWVUS Council, Washington, D.C.
- 22 - Summer VOTER deadline

LIs, please return all requested info re LI Board, Budget, adopted program, membership count as of June, 1987, Board Memo/DFM subscription order form to LWVMN office if you haven't already done so. Thanks!

-Form state study committee for new study and begin planning study, timeline and fundraising for project.

-Planning for both leadership training, agriculture workshops and Meeting Basic Needs meetings throughout the summer

-Findings of Primary Debates Task Force announced

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 - Deadline for receiving 5% discount for full payment of PMP
- 6 - VOTER mailed
- 19-20 - Board Retreat

Direct Mail Committee meets to plan campaign

League of Women Voters of Minnesota
CALENDAR WORKSHEET 1987-88

LOCAL LEAGUE CALENDAR

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 4 - Action Committee?
- 11 - LWVMN, -EF Board Meeting
- 18 - Board Memo mailed 1st class to President, subscribers
- 20 - Presidents mailing (3rd class) (could include specific timeline for new study, information on Fall Focus on Human Needs)

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 - 2nd Quarter PMP due to LWVMN Office
- 2 - Action Committee, 9:30 a.m.
- 7 - Labor Day, office closed
- 8 - Primary Election Day
VOTER Deadline
- 17 - U.S. constitution signing observances
- 23-25 - Rosh Hashanah
- 30 - Fall VOTER mailed

Regional Rep calls to local Leagues

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 - Eve of Yom Kipper
- 6 - Action Committee, 9:30 a.m.
- 12 - Columbus Day
- 13 - LWVMN, EF Board Meetings, 9 a.m. - 2 p.m.
- 15 - CMAL Quarter Meeting
- 20 - Board Memo mailed
- 22 - President 's 3rd class mailing (Legislative Interview Packet sent)
 - U.N. Rally
- 29 - Fall Focus on Basic Human Needs
- 31 - Halloween

Citizen information service in "full swing" at LWVMN office
Planning for Citizen Lobbyist Conference in January

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 - Postmark deadline for participating League's return of the water quality & issues survey to LWVEF
- 3 - General Election Day
 - Action Committee
- 11 - Veteran's Day
- 11-12 - Annual Appeal for LWVNEF
- 15 - List of member names, addresses & employers to state office
- 21 - LWVMN, EF Board Meetings
 - Voter Deadline
- 26 - Thanksgiving, office closed
- 27 - Office closed
- Planning for Precinct Caucus promotion/video
- Budget Committee meets to plan process for budget revision for 1988-89
- Human Needs Regional Meetings

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 - 3rd Quarter PMP due to LWVMN
- 2 - Board Memo mailed
- 4 - President's 3rd class mailing
Citizen Lobbyist Registration
- 8 - LWVMN Executive Committee, if needed
Action Committee?
- 15-31 - Prepare to move LWVMN office or renegotiate lease terms at 106
Como
- 15 - Eve of Hanukkah
- 21-25 - Office closed for holidays
- 24-25 - Christmas Eve and Christmas Day
- 28-30 - Office open regular hours
- 28 - Winter VOTER mailed
- 31 - Office open, 9-1
Lease expires at 106 Como Avenue

Deadline for Legislative Interviews

1988

JANUARY						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 - HAPPY NEW YEAR! - Office closed
- 2-3 - Weekend, but possible move to 550 Rice
- 4 - Moving Day?
- 5 - Action Committee, 9:30 a.m.
- 12 - LWVMN, -EF Board Meetings
VOTER Deadline
- 15 - Membership Count due to MN & US
- 19 - Board Memo
- 21 - President's 3rd class mailing (Hope Washburn form)
CMAL Quarterly Meeting
- 29 - Metro Agriculture Study Workshop
- 30 - Citizen Lobbyist Workshop

Regional Rep calls
Budget input from Ag meetings

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

- 3 - Postmark Deadline for return of consensus on Meeting Basic Human Needs
- 8 - Legislature reconvenes
- 9 - Action Committee, 3:30 p.m.
- 9 - LWVMN, -EF Board Meetings, 6:30 p.m.
- 15 - VOTER mailed
- 16 - Board Memo
- 17 - Ash Wednesday
- 18 - President's 3rd class mailing
- 22 - President's Day
- 23 - Precinct Caucuses

Scheduled, date uncertain

1. Leadership Training (2-day workshop for core group of Leaguers)
2. Regional Meetings on Ag Study
3. Women Come to the Capitol (formerly Day on the Hill)
4. Budget Committee

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 - Action Committee, 9:30 a.m.
4th Quarter PMP due to LWVMN
- 8 - LWVMN, -EF Board Meetings
- 15 - Board Memo mailing
- 17 - President's 3rd class mailing
- CMAL Quarterly meeting
- 31 - LWVMN fiscal year ends
- Nominating Committee meets to choose Hope Washburn Award recipient
- Budget Revised by Board

Scheduled, date uncertain

- Regional Rep Calls
- Fundraiser
- Leadership Development workshop throughout state (10 workshops)

League of Women Voters of Minnesota
CALENDAR WORKSHEET 1987-88

LOCAL LEAGUE CALENDAR

APRIL						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 - 1988-89 fiscal year begins
Good Friday
- 2 - Passover
- 3 - Easter Sunday
- 5 - Action Committee, 2:15 p.m.
- LWVMN, -EF Board Meetings, 9 a.m. - 2 p.m.
- 12 - Board Memo mailing
- 14 - President's mailing
- 19 - State Council and Focus on new state study

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 - Action Committee Meeting
- 10 - LWVMN, -EF Board Meetings
- 19 - CMAL Annual Meeting

June

- 8 - Postmark deadline for return of consensus forms on LWVUS Ag Study
- 11-15 - LWVUS Convention - Denver

1/2 day follow-up workshops on Leadership Development

GENERAL INFORMATION

OUTLOOK FOR 1987-88

Every local League (LL) President has received enough copies of the OUTLOOK for 1987-88 for her/his LL Board members. You may order additional copies from the state office at \$3 apiece - plus postage and handling.

POST BOARD MAILINGS AND SUBSCRIPTIONS

The Post Board mailing consists of two parts: the MEMO, mailed first class to LL Presidents and subscribers following State Board meetings, and the President's mailing, mailed third class to Presidents two days later. Post Board mailing target dates are listed on the calendar.

The LL President will receive two copies of the BOARD MEMO, one of which will have copy on one side only so that it may be cut up and distributed to appropriate portfolio chairs. Local League Board members may wish to subscribe to the BOARD MEMO; subscriptions may be ordered from the State League office at \$5 each.

The President's mailing, mailed third class to LL Presidents, contains an assortment of materials such as event registration packets, publications, program materials, flyers, etc. A subscription to a Duplicate President's Mailing (DPM), which includes a copy of the BOARD MEMO, may be ordered from the State League office at \$15.

STATE BOARD MEETINGS

State Board meetings are open meetings. Dates are included on the Calendar. Please feel free to visit at any time. If you have business to bring before the Board, please notify the President two weeks in advance; emergency items may be added later.

MEMBERSHIP/VOTER CHANGES

It is vital that membership changes - new members, transfers, drops or changes of address and/or name - be reported promptly, both to LWVUS and LWVMN. Use the national VOTER Membership Report Form for these changes, sending the original to LWVUS and a copy to LWVMN.

Undelivered VOTERS are returned to the state office at a charge of \$.30 each. Only four change notices from the post office are allowed, and then mailing privileges can be revoked if the post office chooses. New members are discouraged by delays in receiving their newsletters; relatives of deceased members do not appreciate receiving reminders either.

ANNUAL MEMBERSHIP REPORTS/MEMBERSHIP ROSTER

You will be asked to send the state office your complete membership roster by November 15th so we can, at least once a year, make sure the office's records match yours.

Annual Membership Reports are due to LWVUS and LWVMN on January 15th. The report forms will be sent to local Leagues by LWVUS. The Annual Report will request the LL's membership count as of January 1, 1988; that count will be the basis for computing your local League's per member payment for the 1988-89 fiscal year for LWVUS. It is extremely important that local Leagues file this report! Be sure one person on your Board, either the Treasurer, Secretary or

Membership Chair, takes responsibility for sending the membership report forms to LWVUS and LWVMN.

Note: The Per Member Payment for both 1987-88 and 1988-89 for LWVMN will be based on your local League's membership as of January 1, 1987, pending action by convention delegates. The Budget Committee and LWVMN Board have proposed the January 1, 1987 membership count as a basis for your PMP for the biennium as an incentive to increase membership, so we will be very interested in receiving your January 1, 1988 count.

STATE OFFICE HOURS AND STAFF

State office hours are 9 a.m. to 4 p.m. daily.

Address: LWVMN
106 Como Avenue
St. Paul, MN 55103
Phone: 612/224-5445

Staff, Full Time: Sally Sawyer, Executive Director
Rose Krauser, Secretary
Part Time: Jean Tews, Development/PR Director
Peggy Thompson, Field Service, on call Action Clerk
Shirley Ungar, LWVMN Bookkeeper
Georgeann Hall, LWVMNEF Bookkeeper
Jessie Merrell, On call typist

Look for a change of address around January 1, 1988 when the state office hopes to be in its new permanent home in the Minnesota Women's Building.

COPYING SERVICE AT STATE OFFICE

The State League Office uses a Xerox 2400 and a Xerox 1048. These machines are available for use by local Leagues. Leagues in the metro area are asked to call the office to make an appointment to use the copier and do the copying themselves. Non-metro Leagues may mail their materials to the office. Type the copy as you want it reproduced on plain white paper. Tell us if you want it run on one or both sides of the paper and color. We have green, blue, pink, canary and buff, in addition to white. The copies can be made on your letterhead too, but only on 20# paper stock. The size can be 8½ x 14.

Cost to local Leagues is:

For up to 10 copies - \$.07/copy
For 11-25 copies .05/copy
For 26 and up .02/copy

Local Leagues will receive a 10% discount on a copying bill which is over \$5 in a given month. If you mail to us for duplicating, we will need to charge for postage and handling. Also allow at least ten days to accommodate our schedule and the post office.

PUBLICATIONS

LWVMN pubs are available for sale in the state office. If publications are mailed, a postage and handling fee is charged.

We do not have copies of national publications for sale. They are to be ordered directly from the national office. The address is: LWVUS, 1730 M Street, N.W.; Washington, D.C. 20036; Phone: 202/429-1965. Please see the section entitled

"Publications for League Leaders" at the end of this publication.

COUNTERPART COMMUNIQUE - PRESIDENT

Joan Higinbotham, 2749 Dean Pkwy., Minneapolis, MN 55416, 612/926-9399

Congratulations! Many of you are just beginning your term as president. Assuming this post of League leadership and visibility in your community is really an honor and indicates the confidence your fellow members have in your abilities. I hope that you will enjoy the job and learn from it without letting it consume your life.

You may be wondering how you can keep the League from taking over your life during your presidency. Some suggestions have come from former presidents. Divide the jobs into small, well-defined pieces and you will have better luck getting people involved. Remember that no League has to do everything. By choosing a few issues and working hard on them you can gain new members who are interested in those issues. Your members can volunteer to participate in fewer things which will keep active members from suffering "burn out."

This copy of OUTLOOK will be valuable to you in several ways:

The calendar provides the most accurate information we have about dates for events, deadlines for returning some forms, etc. Use it as you plan your local League calendar, and refer to it often so that you won't miss any League programs.

The counterpart pieces will give your Board Members some ideas about what the focus will be in their portfolios. It also contains the name, address and phone number of state Board Members (who do like to get calls from Leaguers from all over the state). Please remind your Board Members that the state Board Members enjoy talking to local members, and they should feel free to call them.

Membership is a top priority for the League, so I would encourage you to begin this summer to plan how you can encourage people to join your organization. Don't forget that one of our best strategies is to encourage former members to renew their membership in the League.

Watch the Board Memo for more information on leadership development. We hope that this new program will help you to sharpen your skills, or those of other members. Leaguers are already leaders, we just want to help them become even better at what they are already doing well.

The Financial Options Committee recommended that new sources of revenue be identified for the League. Direct mail was one option that was adopted. During the next year, LWVMN will be carrying out several direct mail campaigns to raise money for work on issue campaigns (non-tax deductible funds) and on education fund projects (tax deductible funds). This is a new endeavor for us and your help and input will be valuable. If you are interested in finding out more about the direct mail effort, or would like to be involved in the campaign, please call Anne Francis, Marketing Director.

Marketing the League is something that every League member should have as a primary consideration! Please make sure that all boarders read that section of the OUTLOOK on Marketing written by State Marketing Chair, Anne Francis, who will be happy to get your ideas on how to make the League more visible, vital and viable.

Minnesota Women's Building: LWVN/EF are presently happily settled at 106 Como Avenue. We will be at that location until our new building is ready. The timeline we're presently adhering to will have us moving into our permanent home in January, 1988.

There will be many special events in conjunction with the building - groundbreaking, moving dedication and more. Since this is truly our building we will keep you informed about what is happening.

Good luck to you, and remember that we need your comments to serve you better. Please keep in touch!

COUNTERPART COMMUNIQUE - FIELD SERVICE

Beverly McKinnell, 2124 W. Hoyt, St. Paul, MN 55108, 612/646-3690

Working with and learning from local Leagues is an excellent way to describe my function on the state Board. These learning and working sessions are brought about in several ways. A local League can request a visit if they have a particular problem or feel they need general board training or development. State Board members who can provide assistance respond to the requests. In addition, all local League bulletins and minutes are read by someone on the state Board and ideas gleaned from them are shared with other Leagues. Of course, opportunities to talk directly with other Leaguers are great ways to exchange ideas, and Convention and Council provide time for this both formally and informally.

I think one of my most important functions is to be a clearing house for information. Always feel free to ask for or give suggestions. I will do my best to match up problems and solutions!

REGIONAL REPRESENTATIVES

The four regional representatives listed below are on the state Board. The regional directors will be working closely with the Field Service Director and staff, as well as with the Leagues in her/his region. Regional representatives will be making 3 phone calls throughout the year to each League in their regions. In order to maintain contact, state Board members will be reading the VOTERS of selected local Leagues. Please check out the VOTER list in this section and send a copy of your VOTER to the listed Board person.

Regional representatives have three primary functions. These are:

1. make 3 liaison calls per year to Leagues in region to:
 - gather general information about health of League;
 - follow-up on how they are doing on membership, retention;
 - give reminders about report forms;
 - and make written reports to the state office.
2. share information received and reflect local League viewpoint in Board discussions.
3. make field service calls when appropriate.

Regional representatives and their areas are:

Dee Bowman, Box 124, Detroit Lakes, MN 56501 - (218) 847-4389

NW Region

Stevens County
Wilkin County
Alexandria
Battle Lake
Detroit Lakes
Moorhead Area
Bemidji Area

Cass Lake/Walker Area
Brooklyn Center
Brooklyn Pk/Osseo/Maple Grove
Crystal/New Hope
Golden Valley
Robbinsdale
Wayzata/Plymouth Area

Prudy Cameron, 10969 Stoney Point Drive, Duluth, MN 55804, 218/525-4164

NE Region

Duluth	Buffalo/Monticello
Mid Mesabi	Fridley
Hibbing	Mahtomedi Area
Grand Rapids Area	New Brighton
Roseville	St. Anthony
St. Cloud Area	Arden Hills/Shoreview
Anoka/Blaine/Coon Rapids	White Bear Lake/North Oaks

Betty Haats, 702 Monongalia, Willmar, MN 56201 - (612) 235-3899

SW REGION

Rock County	Bloomington
Worthington	Eastern Carver County
Jackson Area	Edina
Mankato Area	Westonka
St. Peter	Shakopee
New Ulm	South Tonka
Marshall	Minnetonka/Eden Prairie/Hopkins
Willmar	Richfield
Hutchinson	St. Louis Park

Bobbi Megard, 1439 Hythe, St. Paul, MN 55108, 612/646-3827

SE REGION

Austin	Woodbury/Cottage Grove
Winona	Minneapolis
Rochester	St. Paul
Red Wing	St. Croix Valley
Northfield	Owatonna
Northern Dakota County	Freeborn County
Cannon Falls	

BOARD DEVELOPMENT

Please consider scheduling a Board development session for your new Board. If your Board has not had such training in the past several years, if your Board is relatively new to League and/or your League has a new president, it is time for a League Board orientation session. This is one of the ways state Board members interact with local Leagues. They look forward to coming to your area to meet with local League Boards.

STATE COUNCIL

State Council will be held in conjunction with the Spring Focus. There will be opportunities to participate in workshops, meet with other local League delegates and meet with state Board members. Check the OUTLOOK calendar for the date.

MINUTES/BULLETINS

Please make sure these are sent to the state office for these too are a form of communication. At least three people read each of these communications (the VOTER editor, Field Service chair and LWVN President). Include details of attendance and program publicity in your minutes. Please send one VOTER to your regional representative as well.

FIELD SERVICE (cont.)

1987-88 VOTER LIST

Kay Erickson, 6000 Wyngate Lane, Minnetonka, 55343 - 612/934-2991
Detroit Lakes Alexandria Crystal/New Hope
Richfield

Linda Peck, 12299 Sauk River Road, St. Cloud, 56301 - 612/685-3365
White Bear/North Oaks Northern Dakota Co. St. Peter
Robbinsdale

Nancy Crippen, 2140 Timmy, Mendota Heights, 55120 - (612) 452-9117
Worthington Freeborn County Arden Hills/Shoreview

Judy Duffy, 505 Lake Avenue, Birchwood, 55110 - (612) 429-9703
Golden Valley Anoka/Blaine/Coon Rapids
South Tonka Hutchinson

Carolyn Hendrixson, 1427 W. Minnehaha Pkwy., Minneapolis, 55409 - 612/925-5079
Grand Rapids Area Edina Northfield
Stevens County

Joan Higinbotham, 2749 Dean Parkway, Minneapolis, 55416 - (612) 926-9399
St. Anthony Mid Mesabi Red Wing
Brooklyn Park/Osseo/Maple Grove

Corrine McDonald, 1826 West 13th Avenue, Shakopee, 55379 - 612/445-6862
St. Croix Valley Minnetonka/Eden Prairie/Hopkins

Polly Keppel, 10 Luverne Avenue, Minneapolis, 55419 - (612) 823-3389
Wilkin County Buffalo/Monticello Area
Roseville

Phyllis Brostrom, 1009 Columbine, Marshall, 56258 - 507/532-4954
Woodbury/Cottage Grove Eastern Carver Co. Willmar
St. Louis Park

Peggy Leppik, 7500 Western Ave. N, Golden Valley, 55427 - (612) 546-3328
Brooklyn Center Mahtomedi Area Wayzata Area
Shakopee

Beverly McKinnell, 2124 W. Hoyt, St. Paul, 55108 - (612) 646-3690
Duluth Austin Owatonna
Fridley Cannon Falls

Margit Johnson, 613 Union Street, Northfield, 55057 - 507/645-5726
Rock County Battle Lake Winona
Westonka

Mary Santi, 5935 Otter Lake Rd., White Bear Lk., 55110 - (612) 426-5151
Bloomington St. Cloud Moorhead
Marshall Bemidji Area

Jane McWilliams, 901 W. First Street, Northfield, 55057 - 507/645-8423
Cass Lake/Walker Area Minneapolis Hibbing

Candy Takkunen, 1291 Bluff Creek Dr., Chaska, 55318 - (612) 445-4218
New Brighton New Ulm Jackson Area
St. Paul Rochester

YOUR OWN LOCAL LEAGUE ORGANIZATION

If we can be of any help with local League organization problems, please don't hesitate to call. We want to help you do the job well. If you keep League references such as IN LEAGUE, the OUTLOOK and Will the Meeting Please Come to Order (the annual meeting guide) handy, you will find them most helpful as you progress through the year. Remember, the OUTLOOK calendar is a valuable tool for all Board members. Also, please read the Post Board mailings, especially the state BOARD MEMO. Two copies of the BOARD MEMO will be mailed to the local League President - local League Board members may order a subscription from the state office at a cost of \$5.00. They will provide you with help in both organization and program areas.

COUNTERPART COMMUNIQUE - LOCAL PROGRAM

Beverly McKinnell, 2124 W. Hoyt Avenue, St. Paul, 55108, 612/646-3690

There are a lot of exciting local Program items for members to choose from but resources extend only so far, so each year Leagues must choose where they wish to expend their human and financial resources. Local Program can be a study of cable television, monitoring changes in the school system, updating your Know Your Town publication to incorporate changes in your city's structure, studying changes in city government structure, working with another local League on a question of concern to both municipalities, taking action on positions already adopted and much more.

As you plan the local Program projects for the coming League year, remember that your Program was adopted because members felt strongly about the issues involved. This is a guarantee that they are interested in the issues and may be interested in working on the committee. So while the enthusiasm of the Annual Meeting is with you, organize a committee, calling on those members who were particularly supportive of that Program item.

The committee's first task is to clearly define the scope of the Program. This should be done at the Annual Meeting. Referring back to the minutes of the meeting can be helpful. The Board should also work with you to narrow the project to a manageable level, if it wasn't done at the Annual Meeting.

Equally important is the development of a timeline. Allow more time than you think you will need! Remember that study and consensus should be followed by action, so if you are planning a study, include an action plan in your timeline (maybe for the next League year).

Summer is a good time to begin work on your Program project. It is a time when babysitters are available, so parents of preschoolers can help out, and some people's schedules are a bit more flexible. An early start will also keep enthusiasm high and get you off to a good start.

Help is available to you if this seems like a pretty big job for one person! Work with your Board, share with other local Program chairs who have similar items and be sure to call on me and I will put you in touch with state Board members or other local Leagues who can be of help. Also refer to LWVMN's Guide to Local Program for more help in developing Program and working with resource topic chairs.

Remember to set aside time on your League calendar for Program-making on the local and national levels for 1988. Alert Board members early so they can be thinking of some Lively Issues to present and encourage members to do so as well.

LWVMN will provide back-up help to local Leagues planning public meetings on League issues. LWVMN has special invitations that can be ordered. Program chairs can also be contacted for suggestions for speakers. We also stand ready to help on the planning of a meeting.

I can't help unless I hear from you - so don't hesitate - call me!

COUNTERPART COMMUNIQUE - NOMINATING COMMITTEE

Peggy Lucas, 4427 E. Lake Harriett Blvd., Minneapolis, 55409, 612/823-8544
(h) 612/332-5664 (o)

The local League Nominating Committee is one of the most important League committees. Ideally, it should function on a year round basis, filling vacancies as they may occur, and identifying future League leaders. It is helpful if the committee members visit Board meetings, represent all units in the local League and be familiar with League Board responsibilities.

Beginning in September, the Nominating Committee should develop a timeline which will assure adequate time to identify positions to be filled and to develop a good list of prospects.

You should have a copy of "A Guide for the Nominating Committee." If it's not in your file, check with the president. This Guide will be helpful to you in developing a timetable and performing this most important service to the League. In addition, "The Nominating Committee," is available from LWVUS. Refer also to IN LEAGUE, especially pp. 55-57.

The LWVMN Nominating Committee Chair is listed above. The Nominating Committee is always looking for candidates for service on the State Board - to fill vacancies that may occur over the next two years and to prepare the proposed slate of officers and directors for election at Convention '89. Please submit your candidates/prospects/suggestions to Peggy at her home or in care of the State League office. The Nominating Committee also determines the recipient of the Hope Washburn Award, bestowed annually to an individual for outstanding service to the League of Women Voters of Minnesota. Look for the nomination form in the President's mailing late fall or early winter.

COUNTERPART COMMUNIQUE - RAISING MINNESOTA'S LEADERS

Candy Takkunen, 1291 Bluff Creek Drive, Chaska, 55318, 612/445-4218
Beverly McKinnell, 2124 Hoyt, St. Paul, 55108, 612/646-3690

A Practical Approach to the Development of Key Leadership Skills

A major activity for LWVMN in 1987-88 will be training in leadership development. By fall of '87, LWVMN will be taking applications for twelve Leaguers with special skills who will be trained as Leadership Development Specialists. This training will occur in January of 1988. Later in January and February, teams of trainers will conduct all day workshops for specially selected local League members and community persons as well. At ten workshops throughout the state, members of each and every League will have an opportunity to work on improving their leadership skills. Opportunities to practice such skills will be part of the training along with time during March and April to utilize those skills in their own League. In April and May trainees will once again come together to evaluate their progress and learn how to train their own League members in much the same way. More skill development will be part of LWVMN Convention '89.

If you are asking why leadership development, the answer is: what organization has always been a forum for empowering its members? What group is credited with producing the most women governmental leaders? The League of Women Voters, of course! This year we have made it a priority to give members what they want and leadership skills are high on that list.

Be on the lookout for more information as we search for a project director and outstanding trainers. Leaders may or may not be born in Minnesota but surely they can be "raised" here.

COUNTERPART COMMUNIQUE - SECRETARY

Phyllis Brostrom, 1009 Columbine, Marshall, 56258, 507/532-4954

As secretary of your local League, you are responsible for recording the work of your League by taking minutes of all Board meetings, general membership meetings at which business is conducted and the annual meeting. During meetings you assist the chair in conducting orderly meetings; therefore, a knowledge of parliamentary procedure is needed.

The minutes of League meetings are the historical record of its decisions, action, participation and performance. Anyone reading past minutes should be able to get a clear picture of decisions, who was responsible for follow-through and how projects were evaluated. Minutes need not be dull - use your own style.

While you are secretary, you are also a Board member. DO participate in discussions and vote on motions. You should be aware of the total League calendar, especially those dates on which reports are due. You may be asked to write letters and carry on other duties such as notification of changes in Board members and addresses. These are needed to keep mailing lists current. Please note whether member receives BOARD MEMO and/or CAPITOL LETTER. After the annual meeting the outgoing Secretary or President sends to LWVMN the annual meeting minutes, adopted budget, bylaw changes, list of officers and directors and adopted local program.

DOING THE JOB

Before meetings you may be asked to help prepare and/or mail agendas. This is frequently when minutes of the last meeting are mailed, as well. If you must miss a meeting, arrange for a substitute.

At the beginning of meetings, arrive early with your supplies: past minutes, extra copies of current minutes and agendas, local bylaws, pen and paper. Check attendance and verify if a quorum is present.

Reading minutes is not necessary if they have been mailed to Board members. The President asks for errors or omissions. The minutes are approved, with changes carefully noted in current meeting minutes.

Reports from Board members should be given to you to file with the minutes. A copy of the Treasurer's statement should be filed with you for inclusion. Copies of consensus reports should be attached to minutes since questions may arise on future action. Ask for clarification of anything you do not understand.

Motions should be accurately recorded. If a motion is important, long or complicated, have the mover give you a copy of the motion. By reading it back accurately, you will save a lot of confusion. Motions are necessary: to accept minutes, the Treasurer's report, Board appointments and committee assignments, to change local policy, to approve consensus report and for recommendations for spending money.

Write up the minutes as soon as possible. Record the type of meeting, place, date, presiding officer and time meeting began and ended. For Board meetings, list the names of those present. Use either full name or surnames in the minutes. For easy reference, use headings set in capitals on the left side of the page. Use the agenda as an outline for your minutes. If an issue came up several times, you may pull all the information together in one place. Sign the minutes.

The President should read the minutes before they are copied and sent out. Remember to send a copy to LWVMN as soon as possible (within one week of the meeting).

COUNTERPART COMMUNIQUE - TREASURER

Corrine McDonald, 1826 West 13th Avenue, Shakopee, 55379, 612/445-6862

PER MEMBER PAYMENTS (PMP)

The proposed per member payment for the support of the 1987-89 LWVMN Budget is \$18.00. (This will be voted on by the delegates at the 1987 LWVMN Convention.) It is based for the two years on your League's membership as of January 1, 1987. That gives your League a significant incentive to increase membership. For the second year, you would see no increase in your total PMP paid to the LWVMN. Household members (two members living at the same address) are charged \$9.00 apiece.

Due dates for quarterly payments for PMPs to LWVMN are June 1, 1987; September 1, 1987; December 1, 1987; and March 1, 1988. If your League wishes to pay the entire per member payment by July 1, 1987, the amount due will be discounted by 5%. Your League may also choose to contribute the 5% discount to LWVMN. When a League pays in full by July 1 it helps the cash flow problems at the state office during the summer months.

Per member payments are paid separately to LWVMN and LWVUS. Your job is to insure that your League's PMPs are paid on time. The national League sends your League a payment schedule for LWVUS PMPs. The state League will mail a quarterly statement to you, the treasurer. If you have any questions, please call or write me.

VOUCHERS

Please encourage members to turn in a voucher, even if they do not want to be reimbursed, for gas, child care, meals, etc. If the majority of members cooperate, the local League will get a clear picture of the cost of running a local League. Non-cash contributions are as important to League operations as hard cash and are a good selling point during your finance campaign.

MEMBERSHIP LISTS

These are due in the state office November 15, 1987. We need to check our VOTER mailing lists. All drops, transfers and new members should be sent monthly. Part I - Membership Annual Reports are due to LWVUS and LWVMN by January 15, 1987.

SALES TAX

Remember to file sales tax forms when required. Cookbook sales are not included. LWVMN will pay sales tax on these. It is included in the \$8.95 price. The general rule is that local Leagues pay sales tax on publications purchased by them for distribution or resale. Tax is paid on the final sale price. LWVMN maintains a file of local League sales tax numbers in the state office.

LWVMNEF collects and pays the sales tax on copies of INDIANS IN MINNESOTA sold to individuals. However, local Leagues are responsible for payment of sales tax on copies of INDIANS IN MINNESOTA purchased from LWVMNEF.

PUBLICATIONS

Each local League Treasurer must have a copy of "Ledger-de-Main for Local League Treasurers" (Pub. #248, LWVUS).

COUNTERPART COMMUNIQUE - FINANCE/DEVELOPMENT

Kay Erickson, 6000 Wyngate Lane, Minnetonka, 55345, 612-934-2991

FINANCIAL PLANNING FOR YOUR LEAGUE YEAR

Finance Campaign - An annual finance campaign is a must for all Leagues. The campaign brings you visibility in your community as well as raising money for your League activities. That community presence will reap benefits in membership and public relations in addition to adding dollars to your bank account; and the dollars will allow you to do more for your community. Remember, you get a greater dollar return for less time and effort in a Finance Campaign than in any other kind of fundraising.

STEPS TO A SUCCESSFUL FINANCE CAMPAIGN

1. Get an enthusiastic Finance Chair.
2. Emphasize total Board support of the campaign.
3. Get a Finance Committee.
4. Set a goal and a deadline to wrap up the campaign.
5. Research and target prospective donors.
6. Begin with the most likely prospects - your Board, members, former and present donors, and those with League contacts.
7. Send a letter to donors and prospects requesting a specific dollar amount.
8. Train your volunteer solicitors.
9. Make phone and in person follow-up calls.
10. Thank all donors and solicitors.
11. Recognize all donors and solicitors.
12. Throughout the year, keep donors informed of League through your VOTER, meeting announcements and/or publications of interest to that donor.
13. Congratulate yourselves on your success!

TIPS FOR A SUCCESSFUL FUNDRAISER

1. Research and plan a fundraiser that will appeal to your members to work on and support. Be sure that you have total Board support.
2. Be sure that it will appeal to your constituency (whoever is to attend, pay, etc.).
3. Keep your expenses low - keep risk of loss low.
4. Be sure that the dollar return will be worth the time and effort expended by members.
5. Organize! If selling tickets, you will need ticket sellers. Tickets do not sell themselves.
6. Don't forget the FUN in fundraiser.

THE LWVMN EDUCATION FUND: WHY USE IT AND HOW TO USE IT

Tax deductible dollars to the Education Fund are generally easier to raise than regular contributions to your League. Those dollars will enable your League to do any Voter Service or Citizen Information project in your community.

The criteria for spending Ed Fund money from your account on your project are that the project must be:

1. Objective and factual - not involve League positions
2. Educational
3. Designed to serve the public
4. Approved by the LWNMNEF prior to starting the project

EXAMPLES OF LWNMNEF PROJECTS

1. A Voter Guide or Citizens Guide insert in your VOTER
2. Purchase of LWNMNEF publications for distribution to your members and the community
3. A public meeting on an issue of interest in your community
4. A candidates meeting or debate
5. A voters service publication on how to register, how to contact your elected officials, how to vote, stands of candidates on issues, etc.
6. A study of an issue up to the point of consensus

LWNMNEF SHARING POLICY WITH LOCAL LEAGUES

25% of individual gifts of \$50 and above are deposited in the local League education fund account when donors ask that they be shared with the local League. 10% of unrestricted corporate and foundation gifts are deposited in the education fund of local Leagues where the corporation or foundation is located.

HOW TO USE THE EDUCATION FUND

1. A booklet, How to Use Your LWVMN Education Fund: A Guide for Local Leagues with forms is available from the state office.
2. You can continue to use the LWVUS Education Fund as well as the LWVMN one.
3. Call or write Kay Erickson for help, advice, consultation or call Jean Tews, Development staff person, in the state office.

OPTIONAL METHOD OF PAYING THE LWVUS PER MEMBER PAYMENT

Local Leagues may pay up to 25% of their LWVUS PMP in tax-deductible money through the LWVEF (national League Education Fund). You cannot take money from your Ed Fund account with national or restricted funds for a project to pay the PMP. The easiest way to do it is to solicit contributions (not part of a dues payment) from members. Members then get a tax deduction for their contribution. For further information, get the LWVMN publication, Optional Method of Paying the LWVUS Per Member Payment, May, 1984, from the state LWV office.

COUNTERPART COMMUNIQUE - BUDGET

Joann Buie, 6224 Braeburn Circle, Edina, 55435, 612/941-7979

The budget is an important part of League planning. In order to reach the objectives in study and action so vital to League, planning for covering the expenses is needed. An indispensable aid to local League budget chairs is "The Art of Budget Building," LWVUS, #268, 60 cents. This gives the job description, timeline and local League budget planning form which clearly spells out your job responsibilities and facilitates your work.

The following is a suggested budget planning guide. Adapt this plan to meet the needs of your own local League. Be sure to check your local League bylaws for deadlines.

Calendar for local League budget committee:

- Summer: Board appoints budget chair and committee. Bylaws suggest at least two months before the annual meeting as a minimum.
- Fall: Committee reviews "The Art of Budget Building" and local League existing budget. Visit Board and unit meetings to "listen" to the members and Board on ideas and concerns about the budget.
- Winter: Committee studies state and national proposed budgets. Committee meets to put ideas together and develop cost estimates. Committee proposes budget and presents to Board. Board approves or revises.
- Spring: (or one month before Annual Meetings): Present proposed budget and explanation in bulletin. Plan presentation to Annual Meeting. Chair presents budget at Annual Meeting. Membership revises and/or adopts. Print adopted budget in bulletin or member handbook. Send copy to state League and to national League.

The state League budget committee welcomes input and assistance from all local League members and encourages any comments to be sent to the state budget chair at the LWVNM office.

COUNTERPART COMMUNIQUE - MEMBERSHIP

Candy Takkunen, 1291 Bluff Creek Drive, Chaska, MN 55318, 612/445-4218

Thanks for your willingness to take on or continue in the position of Membership Chair for your local League. Yours is a key role because virtually everything the League does or tries to do depends on a healthy membership profile. If you have not already done so, please find and read the membership chair's handbook, entitled League on the Grow: A Handbook for Membership Chairs, LWVMN, 1985. Every local League received one copy of this handbook in June of 1985. If you or your president do not have this handbook, which has a goldenrod cover and is approximately 40 pages in length, it is available from the LWVMN office for \$5. I can not emphasize strongly enough the importance of this as a guide. I am not the author of the handbook, but it comes with my personal guarantee that if you do what's in the handbook, your membership WILL GROW.

Eight times a year you should receive a copy of the Membership section of the Board Memo. This information in capsule form will help you anticipate what you should be doing next and also pass on any pertinent membership information. Please send me any special news you might have for inclusion in the Board Memo or MN VOTER.

In 1985-86 LWVMN took on a project designed to market the League. The goal of this project was simply (simply said, that is): to increase membership. We have identified four strategies which should aid you in doing just that. I would encourage you to make them part of your repertoire as soon as possible.

1. Plug the dike - If your League is losing members, formulate some ways of stopping the "outgo." It is perhaps ten times easier to meet the needs of those who have already joined than to find new people to take their place.
2. Round-up the strays - Up to 40% of former members surveyed believed they still belonged to League! Why? I'm not sure, but be sure you ask former members, then ask them again.
3. Bring your friends! - More than 90% of members surveyed were brought to League by a friend and stay because of friendships that develop. Every member needs to be reminded to give you the names of their friends and acquaintances so that formally and informally they can be invited to join League.
4. Help a teacher - The wealth of information available to LWV members can provide a treasure trove to numbers of teachers - social studies teachers interested in government, social policy and international issues, science teachers interested in ecology, acid rain, waste. You and your members have an opportunity to help them out and then ask the big question. Won't you join? Perhaps even go so far as to ask the student council if they need help running elections. Let me add one more:
5. Do a favor for your community. The saying goes "Nothing succeeds like success" and "Everyone loves a winner". If your community has a need - fill it! Make yourself needed. Be an organization your community can't live without. Your membership and bank balance will prosper.

You'll be hearing more about this as the year progresses, but now is the perfect orientation time. Now is the beginning of a year-round effort to achieve the greatest membership growth possible for your League. But please, don't feel overwhelmed. This job is not yours alone and very shortly you should start to build your support system as follows:

- The Board. Help them to recognize the role each of their jobs can play in the total membership picture - in recruitment and retention. Involve them in major decisions too.
- A Membership Committee. Enlist some enthusiastic Leagues to help you throughout the year. Share the work to lighten the load, accomplish more, enlarge the pool of good ideas, groom your successor!
- All League Members. Educate your members to seek out and talk to prospects, spread the word about League, accept a check on the spot from an interested prospect. "Each one reach one" is an effective strategy, year after year.

The Handbook in a very complete way outlines what you need to do but in brief, you should:

1. Set a goal. If you've been losing 10% a year, perhaps your goal will be to stay even, if you're even; perhaps a 5 to 10% growth. Set the goal realistically. Bring success within sight and GO FOR IT!
2. Find prospective members. Every one of your members has friends. They are your most likely prospects. If you are a growing League with many prospects, you may want to branch out even further to perhaps include students, seniors, local corporation's employees, etc. But first, do what you do best - bring your friends.
3. Plan exciting recruitment events. Break the mold, change the location. Perhaps find a location pertinent to your local study topic - a courtroom, a jail, a day-care facility, a waste site? Make it informal, friendly and, above all, enthusiastic.
4. Follow-up on prospects. Major marketers will tell you that most people need to be asked at least three times before making a commitment. Don't stop at one contact. Call them, invite them, offer to have them picked up. Lots of personal contact is essential!
5. Orientation. Let them know what they joined. De-mystify the workings and jargon of League so that new members will be comfortable and in-the-know.
6. Survey of member interests. On behalf of the entire Board, survey all members (old and new) to find out their needs, their interests, their time commitment. Then try to make sure they're asked to do something of interest to them during the year. Complete the equation. You need me, I need you.
7. Retention efforts. For all members you are the rejoining connection. Pay particular attention to those who have belonged less than two years or who have attended no meetings for the past year. Be sure you don't lose them by omission (See steps 4 and 6.)
8. Exit interviews. Follow-up on those who really do intend to leave. Thank them for their past support and ask them for their opinions on the strengths and weaknesses of the organization. Encourage honesty perhaps even anonymous response. This information can be very helpful to your Board in evaluating your entire organization.
9. Evaluation. Learn from the exit interviews. Learn how closely you met your goal and look back with the help of your committee, if you have one, and your Board to help plan the following year. Don't fall into the trap "Those who forget the past are doomed to repeat it."

10. Enjoy yourself. If you are enthusiastic, others will be also. If you get down, don't hesitate to write or call. If you don't understand the guide, write or call. If you feel elated about something terrific, write or call! If you don't know where to turn CALL! We can never afford to be complacent about membership growth and retention in League, and I challenge each of you to aim high, work hard, have fun and send me a number in November, higher than the one sent in last January.

Good Luck!

COUNTERPART COMMUNIQUE - PUBLIC RELATIONS

Mary Santi, 5935 Otter Lake Road, White Bear Lake, MN 55110, 612-426-5151

As Public relations Chair you are the link between your local League and the community. Your community is the source for members, contributions and moral support. Letting everyone know what your League is doing will add to their interest and willingness to support your League.

Some of your publicity releases will be tied to specific events - candidate meetings, action campaigns, unit meetings. But you could also be submitting stories about current studies, (local, state and national), new officers, profiles of members, finance campaigns, convention delegations and more. If it is a position you are advocating, try a letter to the editor.

When calendar planning is underway you can begin to develop your public relations calendar for the year. Decide what League events you will publicize during the year, what audience should receive your message and how you are going to reach them. The PR plan should also include a timetable for each event and a determination of who will carry out each phase of the plan. Fill in any slow time with feature articles on people in your League. Try to find some way to measure results--how many non-members came to the meeting, number of phone calls or comments in response to an article.

A good reference source for publicity is the public library. There are books on getting free publicity, some written especially for non-profit groups, that will give you a starting point for your creative juices. One that is particularly good is Free Publicity: A Step by Step Guide, by Dave Knesel (1982), Sterling Publishing Co., NY.

Since there is no state Council planned for next year, there will be no Public Relations award. Competition for the following year (1989) will include activities of next and the following year. Keeping a scrapbook of clippings will provide handy reference for entering the competition and will give you a memento of your year as Public Relations Chair.

Public Affairs Radio Time

League study and action topics can be given free publicity and discussion on the University of Minnesota radio station. KUOM radio (780 on the dial) is very interested in having local Leagues or LWVMN provide topics and people for its live, call-in public affairs program hosted from 12:30 to 1:30 by Carol Robertshaw. They would like us to provide as many as four or five programs a month. According to producer Huldah Curl, the station reaches across three-fourths of Minnesota.

Call Curl or Robertshaw directly at 612-625-3500 if you have program ideas. The producers have found ideas for several programs by reading local League bulletins. If you like, you could add KUOM to your bulletin's mailing list and who knows, maybe they will be calling you. The address is KUOM, Room 550, Rarig Center, U of M, 330 - 21st Avenue So., Minneapolis, MN 55455.

COUNTERPART COMMUNIQUE - BULLETIN

Mary Santi, 5935 Otter Lake Road, White Bear Lake, MN 55110, 612/426-5151

Congratulations on being your League's Bulletin Editor. It is your job to keep current with your League's activities and get the information out to members and the community through your local bulletin.

Even though you may not put out your first issue until fall, you'll want to start planning for the year when your League does calendar planning. Your bulletin calendar starts with a list of each issue with an outline of possible articles for each. Check your bylaws for what you are required to publish and when. Previous year's bulletins can be a guide. Decide on deadlines for each, give board members a schedule and then stick to it.

To make your Bulletin the best it can be, sit down and look through the last several issues. Are they easily readable - no murky mimeograph, uncorrected typing errors or listless layout. Making up a dummy issue will help. Find a good permanent location for the president's column, calendar of events, information on unit and general meetings, membership information, board meeting summary, action information and opportunities for volunteering. Be sure to include the names of president, editor and membership chair with telephone numbers and addresses. Your League name and the date should appear on every page. A bulletin checklist will be included in the next third class mailing to presidents. Ask for it and use it to rate your bulletin.

Distribution:

1. Send one copy of your bulletin to LWWMN, 106 Como Avenue, St. Paul, 55103.
2. Send one copy to me, Mary Santi, 5935 Otter Lake Road, White Bear Lake, MN 55110.
3. Send one copy to Minnesota's LWVUS liaison, Marilyn B. Reeves, Rt. #1, Box 252-143, Amity, OR 97101.
4. Send two copies to LWVUS, 1730 M Street, N.W., Washington, D.C. 20036.
5. Send one to your regional representative on the LWWMN Board as listed below.
6. Send a copy to the president and/or bulletin editor of as many other Leagues in your region as possible. If that is not possible, send just to the other metro or Greater MN Leagues in your region. Feel free to establish exchanges with others in your county or legislative district. Exchanging bulletins is an excellent networking tool!

Southeast Region

Regional Rep: Bobbi Megard, 1439 Hythe, St. Paul, 55108

Greater MN

Austin
Winona
Rochester
Red Wing
Northfield
Owatonna
Freeborn County

Metro

Northern Dakota County
Woodbury/Cottage Grove
Cannon Falls
Minneapolis
St. Paul
St. Croix Valley

Southwest Region

Regional Rep: Betty Haats, 702 Monongalia, Willmar, 56201

Greater MN

Rock County
Worthington
Jackson Area
Mankato Area
St. Peter
New Ulm
Marshall
Willmar
Hutchinson

Metro

Bloomington
Eastern Carver Co.
Edina
Westonka
Shakopee
South Tonka
Minnetonka/Eden Prairie/ Hopkins
Richfield
St. Louis Park

Northwest Region

Regional Rep: Dee Bowman, Box 124, Detroit Lakes, 56501

Greater MN

Brooklyn Center
Stevens County
Wilkin County
Alexandria
Battle Lake
Detroit Lakes
Moorhead Area
Cass Lake/Walker Area

Metro

Bemidji Area
Crystal/New Hope
Golden Valley
Robbinsdale
Wayzata/Plymouth Area
Brooklyn Park/Osseo/Maple Grove

Northeast Region

Regional Rep: Prudy Cameron, 10969 Stoney Point Drive, Duluth, 55804

Greater MN

Duluth
Mid-Mesabi
Hibbing
Grand Rapids Area
Roseville
St. Cloud Area
Buffalo/Monticello Area

Metro

Anoka/Blaine/Coon Rapids
Arden Hills/Shoreview
Fridley
New Brighton
White Bear/North Oaks
St. Anthony
Mahtomedi Area

COUNTERPART COMMUNIQUE - VOTERS SERVICE

Peggy Leppik, 7500 Western Avenue No., Golden Valley, 55427, 612/546-3328

Voter Service revolves around elections and so moves in two-year cycles. The odd-numbered year is the time for local elections and smaller scale activities. This is the time to train new moderators, develop video and broadcasting skills, and in the spring to make contact with schools for LWV programs and materials for the following fall. Caucus activities will pick up in January and February, and with a wide-open presidential election in the offing, interest in caucuses will be high. Although the legislature changed the caucus date to February 23rd, the caucus videotape made three years ago is still a useful tool. An excellent service local Leagues can offer to community organizations is a caucus presentation using the videotape and its companion discussion guide. This presentation is also available to outside organizations for a fee through the LWVMN Speakers Bureau.

On the state level, this will be the year to begin planning for 1988 election activities. LWVMN and the University of Minnesota are joining forces to bring a presidential debate to Northrop Auditorium in October, 1988. If we succeed, local Leagues will be drawn upon for the hundreds of volunteers that will be necessary. This will be an exciting, albeit expensive, project for us and promises many payoffs in terms of membership, visibility and fundraising. We hope to package other activities, such as the hotline, with the debate for maximum effect.

Other LWVMN projects will be phasing in throughout the year: senatorial debates, voter guide, hotline, ABC precinct reporting. Project directors will be needed for all of these, and job descriptions will be sent out as they get started.

A list of experienced moderators will be available this summer. Because it needs to be continually updated, new evaluation forms will be included in the third class mailing each fall. Please return an evaluation sheet each time you use a League moderator to help keep the list current and complete.

If you need ideas, advice or assistance with voter service activities, that's what I'm here for. I also enjoy hearing about your successes, and if you have ideas you'd like to share, I'll include them in the Board Memo.

COUNTERPART COMMUNIQUE - CITIZEN INFORMATION

Diane O'Connor, 1405 Valleyview Road, Chaska, 55318, 612/448-5706

If the League of Women Voters were a liberal arts college, citizen information would be an interdisciplinary major. Only when you combine the content and energy of state and national studies, membership and voter service, does this portfolio acquire its full stature.

I'm new to this position, and I'll admit that our local League doesn't have a citizen information chair per se. But our voter service chair, our membership chairs, our sundry public relations efforts and our town meetings on local, state and national study items have all served this purpose.

Perhaps this decentralization on the local level is the best reason to turn to the state citizen information resources when you need them. LWVNM offers, videotapes on selected past League conferences and live conferences on emerging issues. For the 1987-88 year we offer you:

- Meeting Human Needs
- Agriculture forums
- Leadership Training
- Lobbyist Workshop
- State Study

The LWVUS' publication "Making a Difference: A Voters Service/Citizen Information Handbook" #330, \$2 describes the basics of citizen information programs. Observer corps, town meetings, local publications, speakers' bureaus, radio and video programs and documentaries - any of these can give your League more credibility, visibility and membership, while you provide your community with information about issues which affect them.

1987 is a good time to try out your citizen information efforts, before you succumb to the full force of League's invaluable voters services in 1988. At the state level we are looking for additional ways to make LWVNM citizen information programs more accessible to your local League. Call or write me if you have any ideas about how we can better serve you, can impact large groups of people and can make citizen information programs more accessible to your local League. Contact me also if you have any questions, need assistance or simply want to boast of a citizen information job well done!

COUNTERPART COMMUNIQUE - ACTION

Carolyn Hendrixson, 1427 W. Minnehaha Pkwy., Minneapolis, MN 55409, (612) 925-5079

WHAT IS ACTION?

Action is what League does at every level of government to implement its program. It is fun, exciting and the lifeblood of the League. Action includes contacting elected officials by telephone, by letter, in face-to-face meetings and with public testimony. Action covers a variety of activity levels from observing and monitoring to lobbying and litigating.

WHO DOES ACTION?

All League members like to be in the know and share a piece of the action. You, as Action Chair, are the coordinator and pusher who will, ideally, some time or other, involve most everyone.

You may want to form an action committee in your League which includes program chairs, the president, the public relations chair and other members who like to "take political action". In a small League, the entire Board may serve as the Action Committee. Or you may be "action central" and call on others for help when specific work needs to be done. If you need support or advice, please call upon me, the state Action Chair, at any time.

WHAT INFORMATION IS AVAILABLE?

LWVUS

1. A complete action handbook - ACTION, LWVUS, #161, \$1.50
2. Background information on action - IN LEAGUE, LWVUS, #275 pp. 38-42, \$3.
3. A newsletter on congressional League activity - REPORT FROM THE HILL, LWVUS subscription.
4. Weekend updated information on congressional action - LWVUS Spotmaster, 202/296-0218.
5. A summary of national League positions - IMPACT ON ISSUES, 1986-88, LWVUS, \$3.

LWMN

1. A summary of state League positions - LWMN PROGRAM FOR ACTION, 1987-89, LWMN, \$2.00
2. Everything you need to know to lobby, prepare testimony and write effective action letters. Plus a directory of legislators, the MN Executive Branch and a summary of the legislative process - CITIZENS IN ACTION, LWMN, \$5.00
3. A newsletter on current Minnesota legislative action. - CAPITOL LETTER, LWMN, \$5.00 for a subscription for one year. Your whole Board can subscribe!

HOW CAN IT ALL BE USED?

Preparation

Share as much information as you can with League members so you are all prepared for action when ACTION ALERTS are sent to local Leagues for necessary congressional or legislative contact. Encourage your League to respond to action alerts with official letters based on background information and signed by the president and with letters and/or phone

calls from League members. It is important that League members respond as individuals because constituent pressure is the most important way the League makes the difference. Action alerts from both the state and national Leagues will include simple action report forms for you to complete so state and national action people know the extent of grassroots lobbying.

Please return to: Welfare Reform Desk, League of Women Voters of the US
1730 M Street, NW., Washington, DC 20036

_____ We wrote or called Representative _____

_____ We wrote a letter to the editor of _____

_____ We wrote or called Senators _____

_____ Other _____

Name _____ League _____

Address _____

City _____ Congressional District _____

State _____ Zip _____ Phone _____

Prepare your members by providing them with names, addresses and telephone numbers of local, state and national officials plus tips on how to best contact them when action is requested. This can be done with an insert in the local VOTER or as a page in a local League directory.

Getting the word out

There are various methods for getting the action alert information to members. If the issue is complicated a printed postcard with some background information might be helpful. Otherwise a telephone tree, established early in the year, is a good means for quick action. Of course the urgency of the alert will also determine the method you use.

Unit Activity

Perhaps you would like to recruit an action person for each unit who will give a five minute report each unit meeting to request action or report action. National and state alerts as well as the Report from the Hill and the Capitol Letter are good resources. You may want to write a monthly action column for your VOTER with specific opportunities for individual action.

WHAT IS GOING TO HAPPEN THIS YEAR?

Fall: You will receive the legislative interview question prepared by state program chairs. Plan to meet with state legislators sometime before the legislative session, in November, December or early January. You can interview them in homes, in their office or in public meetings. Some Leagues invite legislators to unit meetings for the interview or to breakfast or luncheon meetings. Plan what works best for your members' involvement. You will need to return these questionnaires to LWVMN by January 30th. LWVMN will be offering legislative internships for members who want legislative training. Members can apply for these in September.

The internship will last during the six week legislative session in February and March.

Winter: The Citizen Lobbyist conference will be held Saturday, January 30, 1988. This all-day workshop is open to the public as well as members and focuses on effective citizen lobbying at the legislature. Anyone interested in action plus those who plan to lobby or be a legislative intern should plan to attend. There will be additional training sessions at the Capitol for interns and lobbyists. LWVMN plans to cosponsor "Women Come to the Capitol" again in February. We hope to entice as many League members as possible to come for information on important issues and meetings with elected officials at the State Capitol

All year: Seek out action opportunities at the local level. Review your positions and watch for ways in which you can have an impact. Members may be motivated to act on positions from a recent study. Remember that you may act on the local level using local, state or national positions and LWV principles. Check with LWVMN before taking action at the state level if LWVMN has not called for the action. Local Leagues may take action at the state level under local positions if the legislation or policy is not statewide in scope and every affected local League is notified of proposed action. Send information on your state action (i.e., summaries, copies of testimony) to LWVMN.

Plan a major action campaign, document it and submit it for consideration for the 1988 Convention Action Award. Entries must be received by the state office by April 15, 1988. Entry forms will be sent.) Taking action at the local level is one of the best PR/membership tools a League has.

Feel free to contact me with questions. Your portfolio is usually assigned to someone who likes to get things done and I want to help you all I can to do that. Have fun!

COUNTERPART COMMUNIQUE - AGRICULTURE STUDY

Judy Duffy, 505 Lake Avenue, Birchwood, 55110, 612/429-9703

"Our Growing Interest" a study of U.S. Agriculture policy is now underway. The study was adopted at the LWVUS Convention in 1986.

The assertion that all citizens are affected by U.S. Agriculture policy is substantiated by the high costs to the taxpayer for government agriculture programs. Our money is collected and spent in myriad ways from production of food and fiber to its consumption. Few of us, aside from those directly affected understand the vast costs and ramifications of these policies.

A number of Leagues have undertaken the study and have held programs already. The state League is planning to assist local Leagues by holding workshops throughout the state in late fall or winter in four locations in a partnership with the U of M Extension Service. LWVUS will provide us basic information via the National Voter, already in the Winter 1986-87 issue and in subsequent issues this year. Consensus will be taken in Spring, 1988 (due date June 8, 1988) with the announced position coming in Fall, 1988.

Our study of agriculture policy in the U.S. will be affected by certain of our already held positions in the program areas of International Relations, Social Policy and Natural Resources. The positions we have will be understood to be basic to any new position on agriculture policy. That is, our International Relations position on full trade, Social Policy positions on basic needs, and Natural Resources positions on protecting our environment will all be taken account of throughout our study. So you see, our exercise to remind members of our interdependence as a nation and as an organization is played out here within the confines of our own program. Within this study, we will not be considering the issues of rural poverty and rural community development. The Social Policy study, Meeting Basic Human Needs, running concurrently with this study will be looking at poverty issues in great detail.

As we progress through the next year, many of you will be called on to assist us with the study. We need the voices of those of you directly affected by agriculture policy to lend your perspective. I believe as a multi-issue organization with both rural and urban members, we can provide a valuable contribution to the dialogue on these issues.

COUNTERPART COMMUNIQUE - CRIMINAL JUSTICE

What is Criminal Justice?

In the LWVMN, many areas of Criminal Justice and Social Policy overlap. Why? Because both portfolios are concerned with human needs, justice and equality. In the area of Criminal Justice, we Leaguers are required to do two things according to our LWVMN positions. They are: 1. Support a judicial system with the capacity to assure a speedy trial and equal justice for all. (Judiciary) 2. Support a correctional system that is responsive to the needs of the individual offender as well as the needs of society. (Corrections)

What information is available?

Information is available at the state office in the following areas: Handgun Control, Sentencing Guidelines, Appeals Court, Jails and Prisons, Courts (general), Crime Control, Women in Prison, Juvenile Justice. (The most recent addition is a videotape of the November 1986 LWVMN FOCUS Meeting entitled, JUVENILE JUSTICE: PROBLEMS AND SOLUTIONS. League has and will continue to educate and influence our communities and legislators - but only when local Leagues show support and interest in these areas of justice are we able to successfully and expeditiously bring about legislative action that might produce funding for community based services, county programs and better facilities. Only legislation can insist upon criteria being met e.g. treatment centers, licensing of counselors, psychologists, etc.

What can local Leagues do?

Or better yet, "How do we get started?" Ask questions. For example: What happens to a child when it is removed from its sexually, physically or mentally abusive parent in your community? (Who is removed? The child or parent? Is this fair? Who is really being punished?) What is the average length of stay for a child placed in foster care or a detention center? What did my legislator(s) do in the areas of community based services concerning restitution, crime victims, safer jails, keeping kids from being unnecessarily detained in adult jails? What is being done to help communities help families to stay together and overcome problems together so that its members do not become criminal justice statistics?

Questions, tours of jails, detention centers, court rooms, forums (formal and informal, public or League oriented), letters to the editor posing questions or stating fact are all examples of how some local Leagues have addressed their communities' problems and solutions in these areas. Justice and equality when it concerns kids and their families is a burning issue. Children placed out of their families to linger in foster care is the reason for the PERMANENCY PLANNING ACT. The state office has a lot of material about this also.

Do try to pick some area of Criminal Justice and plan something around it that is appropriate for your community in the coming year.

COUNTERPART COMMUNIQUE - EDUCATION

Jane McWilliams, 901 W. First Street, Northfield, 55057, 507/645-8423

Monitoring New Education Legislation

As I write this OUTLOOK, the legislature is putting the finishing touches on the 1987-89 School Aids Bill. Leagues with Education Committees may want to review a summary of the legislation and monitor the impact on their local school districts.

Notice, first of all, how the revised formula in 1988-89 affects your district's revenues, both in the general fund and capital outlay. In the second year of the biennium, certain categorical aids (gifted and talented, elementary art among others) have been folded into the formula. Districts must dedicate 1.85% of the basic revenue for one or more of these programs. Watch, too, to see how the new formula affects property taxes in your district.

There are several educational improvement programs in the bill, although reformers feel that attention to these issues was lost in the financial reform and belt-tightening shuffle. Check Article 8 for these, and monitor your district's participation. Copies of the summary of the Omnibus School Aids Bill are available from the LWV office.

Multicultural/Gender Fair Curriculum

Is your League concerned about equity in the curriculum? The State Board of Education (SBE) has received a recommendation to establish a rule which would enforce local efforts to make curriculum sensitive to minority and gender fairness. Although the SBE has had guidelines since 1970, a recent survey of school districts revealed misunderstanding of and inattention to this issue. I can provide more information if you are interested.

Stronger League Role

In observing the legislature this year, I have been struck by the number of special interest groups with full time lobbyists molding educational policy. There is a real need for the informed, thoughtful and objective influence LWV lobbyists bring to education decisionmakers. LWV lobbyists working in human services and environmental issues have a great deal of credibility with legislators. It is my goal during the next two years to encourage LWV members to become influential players in education at the local and state level. It would be good to have a committee which would meet periodically to exchange information and resources, to share what is going on in education locally, and to monitor developments on the state level. If you're interested, please let me know.

In the meantime I will do all I can to call attention to resources and developments. Please let me hear what your needs are!

COUNTERPART COMMUNIQUE - GOVERNMENT

Nancy Crippen, 2140 Timmy, Mendota Heights, MN 55120, 612/452-9117

The LWV Government Program includes national positions as well as state positions. It gives the local League the opportunity to focus on what interests each League - one or several varied, vital and current issues. Government positions at the national and state level can also be applied at the local level.

As the Government Chair, you will need to become familiar with the various LWV positions included in the Government area, aid your local president in responding to LWVMN TIME FOR ACTION, LWVUS ACTION ALERTs and REPORT FROM THE HILL suggestions for action, and help your local League in making the best use of LWV publications on Government issues. Be sure to review LWVMN's Program for Action and follow state government action in the CAPITOL LETTER issued periodically during the legislative session from LWVMN.

State Issues

Election Laws/Procedures
Campaign Practices/Campaign Financing
Open Meetings/Open Records
Apportionment
Amending the MN Constitution
MN Legislative Branch
MN Executive Branch
Financing State Government
Initiative, Referendum & Recall

National Issues

Election Laws/Election Procedures
Direct Election of the President
Voting Representation for D.C.
The Presidency
U.S. Congress
Campaign Practices/Campaign Financing
Urban Crisis
Financing Federal Government

ELECTION LAWS/PROCEDURES

LWVMN continues to monitor bills dealing with election laws and election judges since these laws are basic to the right of every citizen to vote. Local Leagues can review the Election Judge Monitoring Guide (LWVMN, 1979) for use during all elections. This is an area in which LWV is especially visible and can be a real community asset.

OPEN MEETINGS/OPEN RECORDS

The openness of government, the so-called "sunshine laws", that assure that the public's business is conducted in public, continues to be a primary concern for LWV at all levels. It is at the local level that LWVs can perform a significant public service by watching closely the work of the local school boards, county commissioners and city councils. In order for the open meeting law to be effective, representatives of the public should be monitoring these bodies. It is an excellent practice to routinely have LWV members in attendance at these meetings.

CAMPAIGN FINANCING

The national publication "Report Card on Campaign Financing, Current Focus," 1978, #351, 30 cents, continues to be helpful. The most recent national publication is "Facts on Pacs: Political Action Committees & American Campaign Finance," 1984, LWVEF #297, \$1.50. All bills relating to Minnesota's disclosure laws as administered by the Ethical Practices Board are very carefully monitored. LWVMN continues to support legislation that would restrict fundraisers during the sessions of the Minnesota Legislature.

FINANCING STATE GOVERNMENT

The LWVUS has developed a new consensus on financing federal government. LWVMN is reviewing our position on this issue and will be closely monitoring the efforts at reform in Minnesota. Our last study on financing state government was in 1977. We continue to support a flexible multi-tax system, with support of using the Minnesota individual income tax as the elastic tax. However, this elasticity produces a "roller coaster" effect on state finances. The 1987 legislative session is expected to produce some reform. This is a developing issue that we must follow, with an eye to updating our positions.

BICENTENNIAL OF THE U.S. CONSTITUTION

September 17, 1987 is the bicentennial of the signing of the United States Constitution. LWVMN has meeting ready materials for local League study. It is important to encourage local Leagues to study this remarkable document that is the basis for our form of government.

COUNTERPART COMMUNIQUE - INTERNATIONAL RELATIONS

Judy Duffy, 505 Lake Avenue, Birchwood, MN 55110, 612/429-9703

Since 1983, LWV has expanded and strengthened our international relations positions through study and consensus. Throughout the last four years, League members have maintained consistency on a number of issues. One of our oldest positions, that of support for the United Nations and its agencies in order to reduce the risk of war, has been solidly upheld. Consistent with this is our rejection of the use of the military except as a last resort, expanded economic aid to developing countries and negotiated nuclear arms control. These are only a few references to our positions but over the years, we have remained constant in those objectives within this program area and, therefore, strengthened our ability to act.

Above all, our task is one of action. Action on the issues of arms control, military policy and spending, U.N. issues including funding and economic and military aid to developing countries. LWVUS has identified within this program area some priorities for action. They are: action in opposition to increases in the funding for the Strategic Defense Initiative (SDI); adhering to the nuclear arms limitations as set in the signed but unratified Salt II Agreement; and opposition to military aid to the Nicaraguan Contras.

To continue to act on these issues, we need to be knowledgeable about LWV positions, up to date on the issues and ready to react to events as they occur. Keep up on the issues by reading the daily newspapers and the LWVUS publication, Report from the Hill. Respond to LWVUS Times for Action - grassroots lobbying is our strong point.

Take advantage of opportunities to help to inform the public. Make use of League publications, videotapes and other resources to hold meetings. LWV MN will continue to inform you of events and resources that would be helpful to you. We will continue to cosponsor the Annual U.N. Rally this year on October 22nd and urge your attendance. Also we urge your participation in the Annual Great Decisions program series held through late winter and early spring every year by the MN International Center, U.N. Association and AAUW.

COUNTERPART COMMUNIQUE - NATURAL RESOURCES

Linda Peck, 12299 Sauk River Road, St. Cloud, 56301, 612/685-3365

Beverage Container Deposits: Watch for activity on this between now and February '88 with a determination to be made in the '88 legislative session. The bills (SF 959 and HF 1085) remain alive, and we think have a good chance of passage. Container Conservation Coalition members are already implementing plans to present the truth about deposits all over the state. (We hope to have a short video showing how it works in Michigan, plus reports from east coast states.) Meantime, consider using the Crystal/New Hope LWV video program locally as background on the whole waste problem. It is interesting and very professionally done. (Call Diane Christopher, 612/537-3309 for information.) LWV contacts on deposits are Jeanne Crampton, 612/926-8760; Gayle Hann, 612/484-0420 or Linda Peck, above.

High-Level Radioactive Waste Disposal: The following is a description of several proposals currently under discussion for dealing with the crisis in the federal (DOE) high-level radioactive waste program.

The Johnston-McClure Bill - would create a \$100 million dollar per year incentive for any state or tribe that volunteers a site for a repository (or \$50 million per year for a monitored retrievable storage (MRS) facility volunteer). A 12-month period beginning with the enactment of the bill would be devoted to negotiating an incentive agreement between DOE and a host state or tribe for an MRS or a repository. In return for the annual payment, a state or tribe would agree to accept the repository, "expedite" its construction, waive their right to sue DOE over anything covered in the incentive agreement, and waive their right to veto the site selection. The second repository siting process would continue until an incentive agreement had been signed with both a repository volunteer and an MRS host. Senator Johnston, chairman of the Senate & Natural Resources Committee has held hearings on this bill, S 839 and hearings will be continuing.

Moratorium and Appropriations: Because any decisive action on siting activity for waste disposal (such as amendments to the Nuclear Waste Policy Act) seems unlikely, it has been suggested that the Dept. of Energy (DOE) first and second repository programs be put on hold. A commission could then be set up through which changes in the waste program and the NWPA can be openly debated and, if possible, a consensus reached. The appropriations process could be another avenue for resolution of the stalemate. (Full-funding meaning "Go" to DOE.) Congress has warned DOE that they should not interpret increases or decreases in funding as policy directives. No hearing dates have been set for work on the appropriations in either house. For updates contact Bill Clausen, Nuclear Waste Council, 612/296-1424.

Household Hazardous Waste: Minnesota Pollution Control Agency has just released the first of three informational articles on the subject, suitable for publication in newspapers and bulletins. (Contact Suzanne Hanson, Waste Management Board, 612/536-0816, or Elizabeth Gelbmann, MPCA, 612/296-7792 for copies.) The Legislature appropriated about \$600,000 for collecting HHW, and MPCA plans to set up five or six collection stations across the state.

Low-Level Radioactive Waste Facility: Minnesota is a member of the Mid-west Interstate Compact along with Indiana, Iowa, Michigan, Missouri, Ohio and Wisconsin. In February, 1987, the Commission identified four top runners (Michigan, Ohio, Minnesota, Wisconsin) to host the first low-level radioactive waste facility for the Midwest region. On June 30, 1987, the Commission will select the first host state out of these four unless a state volunteers. Michigan is expected to be the state selected and a volunteer is unlikely. All

states, as part of their agreement with the Compact, are moving forward on siting legislation. In Minnesota bills outlining the siting process and identifying the siting authority (SF 1202; HF 1407) have both passed in the state legislature and are now waiting to be signed by Governor Perpich. No siting will take place in Minnesota unless we are: 1) designated as the host state; 2) volunteer to be the host state; 3) choose to withdraw from the Compact. However, the legislation is in place and it: 1) designates the EQB as the agency to administer and staff the siting process; 2) sets up an 11-member Siting Board composed of the Commissioner of the DNR, the Chair of the EQB, the Commissioner of the DOT, and eight citizens, one from each Congressional District. For fiscal year 1988-89, \$1, 320,000 has been appropriated - all dollars will be coming out of special revenue funds and would be assessed from generators of low-level radioactive waste. No tax dollars have been appropriated. For latest update, contact Dagmar Romano, MPCA, 612/296-7992.

Safe Drinking Water Project: LWVEF has initiated a 3-year project with the help of local Leagues and in cooperation with the EPA, public and private water utilities, rural water systems and state health departments. The goals of the project: to increase community awareness about drinking water quality and management; to solicit answers to questions such as, what is safe drinking water? How much safety are citizens willing to pay for? Is zero contamination feasible? Reasonable? Many local Leagues around the state are participating. Those involved are presently conducting a Drinking Water Perceptions Survey of their members. In August, Leagues will receive the project's major component: a water quality and issues survey that will serve as the foundation for interviews with local water officials and state agency personnel. In the projects second year, Leagues will be invited to design a local project based on the needs or problems identified in their survey and to apply to the LWVEF for the funding to make it possible.

It is not too late to become involved: the April-May National VOTER has an article "Safety on Tap" which outlines the project; The Drinking Water Handbook, a detailed informative guide to drinking water issues will be available this summer; local Leagues can investigate what their counties are doing with respect to water planning issues - how are health concerns a part of this planning? In Minnesota a work study group is presently being formed by the MN Health Department. This group will review the entire drinking water program in the state and discuss how best to incorporate the 1986 amendments to the Safe Drinking Water Act and decide what state legislation, if any, is needed to facilitate these efforts. LWWMN Representative will be Katie Fournier, 612/331-5615; Linda Peck, alternate.

Stabilization Containment Facility for Hazardous Wastes: Thirteen counties have passed resolutions of interest with the Waste Management Board and will now be setting up local committees to pursue the location of such a facility in their county.

Counties involved in this process include: Kittson, Red Lake, Koochiching, Itasca, Aitkin, Carlton, Kanabec, Norman, Douglas, Stearns, Nobles, Jackson and Martin. Any Leagues located within these areas may wish to observe how this process develops.

Clean Air Act: This landmark legislation was passed by Congress in 1955, overhauled in 1970 and amended again in 1977. The law requires the EPA to set specific air quality standards to protect public health and the environment. It also established programs administered by the EPA to meet these standards through installation of emissions controls on sources of pollution. Although the act technically expired in 1981, its programs and regulations remain in

effect until the law is reauthorized. The long-overdue reauthorization of this act is high on the agenda for the 1987-88 Congress.

As presently written, the Clean Air Act does not address adequately the critical problem of acid rain. League wants to see reauthorization that will include ways to reduce the annual emissions which cause acid rain - sulfur dioxide and nitrous oxides - through a serious regulatory program aimed at electric utilities and industrial sources. The act also does not adequately deal with toxic air pollutants. These are the especially dangerous airborne substances that can cause cancer, birth defects and other serious health problems. League wants to see this area addressed in the reauthorization process as well i.e. ways to regulate airborne toxic pollutants from chemical facilities and other sources.

Congressional committees that will consider reauthorization legislation: House of Representatives - Energy and Commerce, particularly its subcommittee on Health & Environment; Senate - Environment & Public Works, particularly its subcommittee on Environmental Pollution. WHAT YOU CAN DO: write to your senators and representative expressing your support for a strong Clean Air Act that addresses acid rain and toxic pollutants. If they serve on one of the committees listed above it is especially important that they hear from you. Address your senators at U.S. Senate, Washington, D.C. 20510, and your representative at U.S. House of Representatives, Washington, D.C. 20515.

Clean Air/Acid Rain in Minnesota: The 1987 Legislature gave \$700,000 to MPCA to hire five air-quality experts for a new program to identify and eliminate toxic air pollutants not now covered by air-quality regulations, particularly those that might be caused by air emissions from garbage burning plants. A bill was also passed that assessed utilities for the cost of continued acid rain studies.

COUNTERPART COMMUNIQUE - SOCIAL POLICY

Polly Keppel, 10 Luverne Avenue, Minneapolis, 55419, 612/823-3389

Anticipate another big year in Social Policy in study as well as action! At both state and national levels issues important to League are going to be debated and acted upon. We need to follow these issues closely and bring an awareness and concern to our communities as well as our members.

NATIONAL

"Meeting Basic Human Needs" is the new 2-year study adopted by the LWVUS delegates at the 1986 Convention, is the primary focus for national social policy program and action in the upcoming year. The study will evaluate public and private responsibilities for providing food, shelter, a basic income level and access to health care.

Many of the Minnesota local Leagues completed surveys developing a profile of their local community's unmet needs. The profiles provided League members with an opportunity to discuss suggestions for improving the delivery of social services with elected officials and program administrators. The material provided by local Leagues is being analyzed by the national office. A report will be written summarizing the important conclusions gleaned from the surveys.

Local Leagues are asked to plan unit time to discuss these findings and take consensus before the March 1988 deadline. In preparation for this study save National VOTER articles "A Dream Deferred," September/October 1986 and "In Search of Welfare Solutions", April/May 1987. Newspapers and weekly news magazines have been publishing articles on welfare reform. Welfare reform proposals also received a great deal of discussion (and some action) during the 1987 legislative session. Some of the key issues to watch for are:

- the welfare to work debate: should recipients of welfare and/or food stamps be obligated to work for their benefits?
- the voucher vs. cash benefit debate: should programs such as medicaid and low-income housing be turned into voucher programs?
- the "mega-block" grant debate: should federal social welfare programs be turned into large block grants to states?
- the "how to count the poor" debate: should calculations of the poverty level take into account noncash benefits in determining a family's income for purposes of counting the number of poor people in the country?

LWVWNEF is applying for a grant to fund a series of "road show" Focus Meetings to address unmet needs' critical issues. If we receive funding, these could be the basis for an interesting and provocative debate on these issues in several Minnesota communities.

Action Focus at the national level, in addition to welfare reform, will be ERA and parental leave legislation at the federal level.

STATE

After two years of hard work, excellent support and enthusiasm from local Leagues across the state, we have completed three comprehensive, interesting and well-received studies on the health and safety of children. With new positions adopted and announced at Convention 1987, we must continue to use our new children's studies in educating our communities, elected officials and policy makers through outreach. There are good supplies of the publications available to local Leagues for distribution. In upcoming Board Memos I will make suggestions for distribution and outreach - many ideas coming from local Leagues who have already taken some actions. Many of the needs, programs and proposals for change identified in the unmet needs surveys have been described

in the children's studies. Use them as a resource for this topic also. Also consult the final Capitol Letter summarizing legislative action in 1987 in the social policy area.

As a beginning, check and see that each of your county commissioners and director of social services receives a copy of each of the three children's studies for "some meaningful summer reading". LWVMN will provide copies at no cost, if local Leagues will pay postage.

Action Focus at the state level will be implementation of the children's study positions.

COUNTERPART COMMUNIQUE - MARKETING

Anne Francis, 4909 Bywood West, Edina, MN 55436 - 612/925-4510

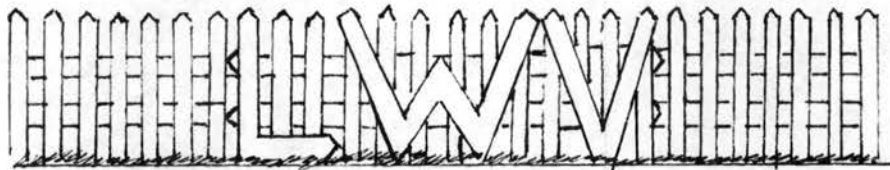
MEMBERSHIP CONTINUES TO BE OUR STRONGEST AND MOST IMPORTANT ECONOMIC BASE. OUR MEMBERS ARE THE BACKBONE OF OUR ORGANIZATION THROUGH FINANCIAL SUPPORT, PROGRAM SUPPORT.....AND MORAL SUPPORT.

However.....

Marketing is not something that is done by a few select people on the state Board or on your local Board. Marketing is a concept that pervades an entire organization and is based on a few general principles:

1. Nobody owes us support.
2. We can't "pretend" to give people what they want. Either give them what they want or face the consequences of losing their support.
3. We all need to know what we are really accomplishing.

We know that our local League organizations, where our members first come in contact with LWV, are the pulse and heartbeat that keep us going. Myriad programs, innovative and creative ideas, the giving of time and abilities - these are proof of the dedication and commitment of our League members. Now we need to draw together and meet the challenge of strengthening our membership.



LET LEAGUE BE A GATEWAY FOR YOU

Nonprofit organizations do not exist to make profits. However, organizations such as ours are constantly concerned with financial issues. LWV is charged with producing revenue but we know money is a means, not an end.

Joan mentioned to you our plan for direct mail fundraising this fall. Objectives include financial support for specific issues important to local Leagues and maintaining the current PMP level. Your input is essential. Contact me with suggestions as well as volunteers from your League to help on the direct mail campaign.

TO RESPOND TO MEMBER NEEDS AND DESIRES IS OUR MOST IMPORTANT PROGRAM

Let's work to retain the best of yesterday and move forward to the promise of tomorrow.

COUNTERPART COMMUNIQUE - COUNCIL OF METROPOLITAN AREA LEAGUES
(CMAL)

Meridith Poland, 255 West 62nd Street, Excelsior, 55331, 612/474-5783

At its Annual Convention in May, CMAL delegates adopted a new study for 1987 through 1989: "Housing and Health Care Services for the Aging."

CMAL holds quarterly meeting seminars in October, January and March and its Annual Meeting in May. The quarterly meetings focus on topics of regional interest, featuring speakers and panel presentations. All League members are encouraged to attend and the public is welcome too.

QUARTERLY MEETINGS:

Thursday, October 15, 1987

Thursday, January 21, 1988

Thursday, March 17, 1988

Thursday, May 19, 1988 - Annual Convention

USEFUL PUBLICATIONS FOR LOCAL LEAGUE LEADERS, 1987-88

Please note the following:

- * National publications catalogs are abbreviated CL (Catalogs for Leaders) and C (League of Women Voters Catalog, 1986-87 (green on white). You should have both catalogs.
- * National publications must be ordered from LWVUS, 1730 M St., NW, Washington, DC 20036.
- * For the Program areas in which there are many national publications, only new or very important ones are listed here.
- * Presidents receive a Presidents mailing automatically from LWVUS which includes all new publications and the League Action Service.
- * A Duplicate Presidents Mailing (DPM) may be ordered for others at \$25.00 from LWVUS.
- * State League publications may be ordered from LWVMN, 106 Como Avenue, St. Paul, 55103. In addition to this listing you should have the LWVMN catalog, 1983. A new catalog will be available in the fall of 1987. A listing of videos available from LWVMN will be sent to LIs over the summer.
- * Presidents receive the Board Memo and President's mailing automatically as well as the CAPITOL LETTER. A Board Memo subscription may be ordered at \$5.00 from LWVMN. A DPM (includes Board Memo) may be ordered at \$15.00 from LWVMN. A Board Memo subscription for local League Board members is strongly recommended.

Resources every local League should have available:

LWVMN

State Board List plus address and phone number of LWVMN office; PROGRAM FOR ACTION 1987-89 (published fall, 1987); LEAGUE-I-ESE; FACTS about the League of Women Voters of Minnesota, 1919-1986; LWVMN Bylaws (revised 1987, mailed in August, 1987 President's mailing). Sample Local League Board Agenda; Sample Local League Board Meeting Minutes; Annual Meeting Planning Guide (being revised); List of Local League Presidents ; State Budget '87-'88, Minutes: of Convention, Council and State Board meetings; How to Use Your LWVMN Ed Fund; Tips on Filing; Board Orientation (Apr. '82); Policies of LWVMN (Aug. '81 and replacement if/when published); 1987 Ed Fund Annual Report (to be published Fall, 1987); A Guide for the Nominating Committee (Dec. '81); Guide to Local Program Planning (Sept. '81); ABCs for Changing the Organizational Basis of a Local League.

LWVUS

LWVUS Board List, address and phone number of LWVUS office; IN LEAGUE, CL #275; IMPACT ON ISSUES - 1986-88, CL #386; MEANINGFUL MEETINGS, LWVUS - CL #319, essential for Program chairs. Simplified Parliamentary Procedures, CL #138; Art of Budget Building, CL #268; League Action Service (R/H & Action Alerts), C - p. 15; National Budget '87-'88; The Way to Go (raising tax-deductible money), CL #348; Developing Program: Fresh Approaches, CL #369; Presidents' Packet (mailed in summer); LWVUS Bylaws, CL #381; Planning for the Future...Your Future and the Future of the League of Women Voters; CL #352. Ledger-de-Main, CL #248; Membership Report Form; Membership Cards, CL #227; Dues Notices, CL #218.

LOCAL INFORMATION:

Local League Board List; Local League Job Descriptions; Local League Board Policies; Local League Budget; Local League Bylaws; Local League Calendar for the year; Local League Committee List; Local League Program Positions; Expense Vouchers.

Recent LWMN publications local Leagues should have include:

Citizens in Action, 1987

Capitol Letter

Indians in Minnesota, 1985

League on the Grow, '85

Membership Flyer, '87

Pay Equity, '85

Protecting MN's Children: Public Issues, '86

Health Care for Mn's Children: Investing in the Future, '87

Child Care in MN: Public Issues, '87

Facts & Issues: Who Owns MN Water, 3/84

Facts & Issues: MN's Liquid Asset, 9/84