



[League of Women Voters of Minnesota Records](#)

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Directions to Carol's:

From the east take either Highway 494 or the Crosstown to 169, go north from 494 or south from the Crosstown. Take the Valley View exit which is the only one in between these two highways. Go east on Valley View. On the east side of 169 it turns north for a short block to a stop sign. After stopping turn right or east for two blocks to Comanche Court, a left hand turn. Carol's is the third house on the right. Phone: 952-829-0604

LWVMN Retreat and Board Meetings
Saturday, June 16, 2001, 10 AM – 2 PM
Home of Carol Frisch, 7025 Comanche Court, Edina, MN

Mission

The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government, and influences public policy through education and advocacy.

Diversity

The League of Women Voters of Minnesota affirms its commitment to reflecting the diversity of Minnesota in its membership. . .and strives to overcome barriers of gender, race, creed, age, sexual orientation, national origin, or disability in the activities of the organization.

AGENDA

10:00 - Orientation and Planning

- | | |
|---------|---|
| 20 min. | Get Acquainted |
| 15 min. | Review of General Board Responsibilities |
| 15 min. | Review of Policies of LWVMN & LWVMNEF (refer to committee for recommendations—Mary Steen, Karen Gochberg, Miriam Simmons) |
| 10 min. | Board Committees |
| 15 min. | Future Trek Long Range Plan Executive Summary |
| 10 min. | Office Procedures |
| 30 min. | Outlook for 2001-2002 Calendar/Portfolio Updates |

12:00 - Lunch

12:30 p.m. - LWVMNEF Board Meeting

1:00 p.m. – LWVMN Board Meeting

LWVMN Agenda

1. 5 - Housekeeping/Sawyer
2. 4 - Minutes of March 21, 2001 LWVMN Board Meeting/Gilley
1 - Minutes of May 5, 2001 LWVMN Board Meeting/Gilley
3. 5 – Treasurer's Report for the Period Ending May 31, 2001/Hondl
4. 2 – REVISION OF AGENDA

Action

5. 5 – Resolution re change of Presidents for TBMH Contract/Doepner-Hove
6. 2 – Approval of Check Signers for LWVMN accounts/Hondl
7. 5 - Forgiveness of invoices to LWVMNEF/Hondl

Discussion

8. 15 – Alliance for Metropolitan Stability/Palmer, Frisch
9. 15 -- LWVUS Council Report/Frisch, Palmer

Agenda

1. **Housekeeping:** Sawyer: review of calendar, expense vouchers, volunteer hour forms; review of President's Mailing with Portfolio Updates, Outlook Calendar for 2001-02. If you were asked to review Portfolio update, please bring with you.
2. **Minutes: Gilley: Motion:** to approve the minutes of the March 21, 2001 LWVMN Board Meeting (as corrected). (enclosed, white)

Minutes: Gilley: Motion: to approve the minutes of the May 5, 2001 LWVMN Board Meeting (as corrected). (enclosed, white)
3. **Treasurer's Report: Hondl: Motion:** to accept the Treasurer's Report for the Period ending May 31, 2001 and file it for audit. (enclosed, green)
4. **Revision of the Agenda**
5. **Resolution re LWVMN President: Doepner-Hove: Motion:** that the LWVMN Board, at its June 16, 2001 meeting, confirms/attests that Judy Duffy, former LWVMN President, has been replaced by Carol Frisch, who was elected to the office of President by Delegates to the LWVMN Convention on May 4, 2001.

Background: This resolution is required by the terms of LWVMN's contract with DHS/State of Minnesota for the project *Toward Better Mental Health in Minnesota: A Community Approach*.

Status report: Seven community projects are underway in Willmar, Marshall, Dakota County, Crookston, Rochester, Pilot City in Minneapolis and Duluth. LWVMN has agreed to take on an eighth project in the Hmong/Frogstown community in St. Paul. The contract with the state will be revised to reflect the additional community and it will be extended from August 31st to perhaps January of 2002. LWVMN will organize a showcase event (invitations to Commissioners, Governor, senior managers of Departments, key legislators) for all aspects of the *TBMH* project (any additional costs will be paid by DHS). Project consultant Barbara Flanigan will write a final report. Our outstanding Project Director Susan Anderson resigned as of 5/31/01—her duties will be assumed by Kathy Kolb.

6. **Check Signers: Hondl: Motion:** to approve Carol Frisch, President, Connie Hondl, Treasurer, Sally Sawyer, Executive Director, and Georgeann Hall, Bookkeeper as check signers on LWVMN's checking account.
7. **Forgiveness: Hondl: Motion:** that LWVMN forgive LWVMNEF payment of invoice #31208 for General Administration in the amount of \$8,876.97 and invoice #31202 for Development of \$7,056.07 from the 2000-2001 fiscal year.

Background: see copies attached. These are administrative reimbursements for general administration and development services provided to the EF by LWVMN office. As these services were provided in the last fiscal year and are paid with unrestricted contributions to the Education Fund which fell short in the 2000-2001 fiscal year, Executive Director and Treasurer recommend that they be taken off the books. Any new unrestricted money will be needed to pay for services provided in the current fiscal year of 2001-2002. And by taking these invoices off the books, we also lower the percentage amount of expenses devoted to administration and fundraising, a good thing.

8. **Alliance for Metropolitan Stability: Discussion: Palmer, Frisch**

The Alliance for Metropolitan Stability has been conducting a campaign to make public entities meet their obligations under the Land Use Planning Act (LUPA), thereby increasing the supply of affordable housing in the metro area to meet regional needs. We have belonged to the Alliance for over 5 years. Lorraine Fischer of the ROMAFH-LWV has been representing LWVMN there most of that time. There have been numerous strategies developed, targeting the Met Council, the State Legislature, city and county governments, and others. The Met Council is regarded as particularly responsible because as of 1995 all metro area cities have been required to update their comprehensive land use plans and submit new versions to the Met Council for comment. Affordable housing is a requirement of the plans. This is the third wave of these plans since the LUPA was adopted. Each has been more relaxed regarding affordable housing.

The Livable Communities Act (LCA), which was also adopted in 1995, enabled modest voluntary affordable housing goals attached to eligibility for certain modest pots of funding. The Met Council, in the process of negotiating these goals, lowered the expectations for cities to about 1/10 of the regional need for affordable rental housing by 2015. In short, the Alliance alleges, the Met Council is directing cities to create about 1/10 of the affordable housing opportunities that state law actually requires.

The Alliance concludes that conversation is not likely to lead to voluntary compliance with LUPA and that a lawsuit may be the only means to effectively accomplish full compliance. That course of action is now under consideration by the Alliance for Metropolitan Stability and will be further discussed at its July meeting.

It seems premature for this Board to make a decision about supporting such a serious decision, but we need to become increasingly knowledgeable about the potential.

Discussion

9. **LWVUS Council Report from Carol Frisch and Helen Palmer**

Administrative Reimbursements LWMNEF	INVOICE-AR	31208
AR's from Apr 2000 - Dec 2000		
GENERAL NVOICE # 31208		
ADMIN	5040	
<u>\$6,499.06</u> sal.exp. 0.035278 x	\$273,475	9647.77
\$184,222 Bud.sal.		

Less Other Oper. Exp. already billed on same inv. #'s (\$770.80)

Total Administrative Reimbursement due LWWMN 8876.97

Administrative Reimbursements LWMNEF	INVOICE-A	31202
AR's from Apr 2000 - Dec 2000		
DEVELOP- NVOICE # 31202		
MENT	5040	
<u>\$5,162.44</u> sal.exp. 0.028023 x	\$273,475	7663.57
\$184,222 Bud.sal.		

Less Other Oper. Exp. already billed on same inv. #'s (\$607.50)

Total Administrative Reimbursement due LWWMN 7056.07

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55101
(October 1999)

*Orig. by Sally
(Used per Board
Mtg. 6/16)*

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Following a policy's adoption by the Board of Directors, the Executive Director will prepare procedures for review by the Office Management Committee to be sure that the procedures conform with the intent of the Board of Directors.

1. Policy Activity

The nonpartisanship of the LWVMN is the basis of our public credibility and must be carefully maintained. All members are responsible for maintaining the LWVMN's reputation for fairness and objectivity.

Members are encouraged to seek elective/appointive office in government as well as responsible positions in the private sector. To avoid any perceived or actual conflict with the partisan integrity of LWVMN, the following guidelines apply:

a. Partisan Activity

Directors in highly visible positions such as president, voter service, action, and executive directors may not undertake any action which would publicly identify them with partisan activity. They may not run for public or party office or publicly support campaigns at the regional, state or national levels.

Directors may not run for national or state elective office. Should they choose to run for local office they will first consult with the State Board and notify the local Leagues affected.

Directors may not be highly visible in the campaign of any candidate running for U.S. Senate, Congress or for Minnesota executive or legislative office. They may make contributions to candidates at all levels and work on local campaigns. Directors not in highly visible positions may hold positions in a political party at any level with Board approval, after consideration of possible conflicts of interest.

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b. Appointed Office

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LWVMN strives to overcome barriers of gender, race, creed, age, sexual orientation, national origin, or disability in the activities of the organization. The LWVMN recognizes that diverse perspectives are important and necessary for responsible and representative decision making.

3. Use of Membership Lists

The President and Executive Director may sell or exchange our mailing lists with other organizations on a selected basis considering the following guidelines:

- a. The sale of the list has the capability of producing revenue or attracting members and supporters for LWVMN.
- b. The policies and public positions of the organization receiving the LWVMN list must be compatible with League purposes or positions.
- c. The LWVMN list cannot be traded or sold to be used for partisan or commercial purposes.

Telemarketing is an approved fundraising tool. The exchange of our membership lists with other organizations for this purpose is permissible providing that the above criteria established for direct mail exchanges are met.

4. Office Staff Work Outside of Office

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5. Reimbursement of Board Member Expenses

Board members should submit monthly expense vouchers whether they wish to be reimbursed or not. Expenses should be listed for all functions state Board members are required to attend. The voucher form defines categories and allowable amounts. Board members may be reimbursed for Board meetings, committee meetings, etc. required by their job description. Mileage will be reimbursed at a rate to be set in the LWVMN/EF budgets. Volunteer Hour forms should also be submitted monthly.

6. Consensus Questions

When a consensus or concurrence is planned, the state Study Committee should submit questions to an ad hoc review committee consisting of League members not involved in the study. Materials and consensus/concurrence questions will be submitted to the Board for its approval.

7. Editing of Written Material

All written official information or communication, whether printed or electronic (Internet, web site, etc.) should be reviewed by the President and/or Executive Director prior to publication and distribution. Materials must conform to *Logo and Print Guidelines* (see attachment A).

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Name of writers and contributors to a publication should be included. All publications including pricing, distribution, and number printed are reviewed by the President and Executive Director.

All LWVMN program publications will be reviewed for content and style by an expert(s) in the subject and a selected Board member(s).

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Registration cost is to be approved by the meeting planners in consultation with the Executive Director. All meetings are designed to be self-supporting. Efforts to raise outside funds should be done in consultation with the Development Director and staff.

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Board members are encouraged to attend Convention and Council caucuses but are asked to remember that local delegates take the lead in such discussions.

Board members are expected to be representatives of the State Board at these meetings, rather than to be local League delegates.

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LWVMN COMMITTEES FOR 2001-2003

6/14/01

Office Management Committee

Chair, Connie Hondl (Treasurer)
Carol Frisch
Judy Ham (Development)
Lee Humphrey (Member Resources)
Stacy Doepner-Hove, (Voter Service)
Helen Palmer (Action)
Karen Gochberg (Communications)
Judy Duffy
Staff: Sally Sawyer, Tania Dolphy as needed

Action Committee

Chair, Helen Palmer
Carol Frisch
Janet Gendler
Nancy Witta
Lobbyists and Interns
Staff: Legislative Coordinator, Sawyer

Voter Service Committee

Chair, Stacy Doepner-Hove
Carol Frisch
Karen Gochberg, as needed
Judy Covey
Project Directors for 2002 projects
Staff: Sawyer, Andrea Lex (as needed)

Member Resources Committee

Chair, Lee Humphrey
Carol Frisch
Miriam Simmons (Membership)
Janet Gendler (Program)
Ellen Biales, (Leaders of Today and Tomorrow--LOTT)
Staff: Laurie Boche (for summer, 2001), Sawyer

Development

Chair, Judy Ham
Carol Frisch
Joan Higinbotham (Planned Giving)
Beverly McKinnell (Major Gifts)
Susan Weisbrod (Special Projects)
Fundraiser Chair
Staff: Andrea Lex, Sawyer (as needed); Annual Appeal Project Director

Budget Committee

Chair, Liz Nordling
Four to six LL reps.
Carol Frisch
Connie Hondl
Staff: Sawyer, bookkeepers

Toward Better Mental Health

Team: Carol Frisch, Sawyer,
Barbara Flanigan, Kathy Kolb

Communications

Chair, Karen Gochberg
Carol Frisch
Jane Gilley (Secretary)
Mary Steen (*VOTER*)
Ady Wickstrom (Webmaster)
Staff: Lex, Sawyer (as needed)
Kargas, Marketing

Immigration Study

Chair(s)

Carol Frisch

Janet Gendler (Program)

Local Leagues/members

Staff: Sawyer, Lex (as needed)

Project Director/or writer, editor?

Judicial Independence Project

Chair, Janet Gendler

Carol Frisch

Judy Duffy

Local members

Staff: Sawyer, Lex (as needed)

Technology/Web (reports to Communications)

Chairs, Diane Gibson, Ady Wickstrom

Liaison with Office Management Committee?

Staff: Sawyer, Lex, as needed; Staffing for Dnet?

Citizen Information

Chair, Jeanne Matlock

Susan Weisbrod (Special Projects)

Helen Palmer ("Citizens in Action" only)

Staff: Sawyer, Lex, as needed

Nominating Committee

Chair, Andy Otness

Karlynn Fronck

Jessie Harper

Two LWVMN Board members to be appointed

Consultants: Frisch, Humphrey, Sawyer, Boche/Outreach, Field Service staff

Leaders of Today and Tomorrow (reports to Member Resources)

Chair: Ellen Biales

Steering Committee members

Staff: Boche/Outreach, Field Service staff; Sawyer, Lex, as needed

Minnesota Women's Building Partnership/Management Committee

LWVMN representatives: Janet Gendler

Sally Sawyer

League of Women Voters of Minnesota, 550 Rice Street, St. Paul, MN 55103

THE LWVMN OFFICE
What Board Members Need to Know

Office Hours: 8:30 a.m. – 4:30 p.m., Monday through Friday

Phone: 651/224-5445

Fax: 651/290-2145

800#: 1-800-663-9328

E-mail: office@lwvmn.org

LWVMN website: www.lwvmn.org

Staff Members and Project Directors/Consultants

Sally Sawyer, Executive Director, fulltime, ssawyer@lwvmn.org

Andrea Lex, Director of Communications and Development, fulltime,
alex@lwvmn.org

Tania Dolphy, Office Administrator, fulltime, office@lwvmn.org

Laurie Boche, Field Service/Outreach, part-time, summer, labl@aol.com

Georgeann Hall, LWVMNEF Bookkeeper, 1/3 time

Connie Hondl, temporary LWVMN Bookkeeper, 1/3 time, conhondl@aol.com

Kathy Kolb, Legislative Coordinator, part-time during Legislative Session,
“Toward Better Mental Health in Minnesota” project, kathyjokolb@aol.com

Eydie Kargas, Marketing Consultant, ekargas@wavefront.com

Barbara Flanigan, “Toward Better Mental Health” Consultant,
bchannaf@msn.com

Working with Staff

Please route all requests for office work through the executive director, who looks at the total workload and sets the office work schedule accordingly. Advance notice for major projects is greatly appreciated whenever you have work for the office staff—typing, copying, mailing/e-mailing, planning, editing, writing, facility arrangements, staffing committee meetings. She needs to know who, what, when and how.

Messages and Communications

Messages: Messages for staff members and Project Directors will be either on the Administrator’s ledge (to the right of the entrance) or in their folders to the left of the office entrance. Please check them often. You may also leave voice messages and e-mail messages for staff—we check our voice and e-mail first thing in the morning and throughout the day.

Board members and off-Board chairs have folders to the left of the office entrance—**please check and empty folders whenever you are in the office.** We do a weekly mailing to Board and selected off-Board chairs of their folder's contents. Should a message come into the office that appears to need a timely response, the staff will phone or e-mail you.

Office Schedule: The executive director prepares a schedule about twice per month and distributes it via e-mail (when possible) to Board and Staff. Included is information about dates when staff and Board members are unavailable (vacations, business trips, etc.). Also included are meeting dates and major work projects in office. Please relay information to be included on the schedule to the executive director—e-mail is the most efficient way to do this. It is useful to plan your phone calls, appointments or major mailings/copying/use of computers around this schedule.

Use of Space

Where to Meet – office – 10 to 12 people

Small conference room -- under 12 people

Large conference room -- larger groups to 50 or 60

How to Reserve Space

All space for office activities should be reserved through the executive director or office administrator as far in advance as possible.

Conference rooms need to be reserved through the administrative assistant. The reservation schedule for conference rooms is located on the Office Administrator's ledge to the right of the front door. A specific set-up—board room style, classroom style, theater style—must be requested when the reservation is made.

Use of Equipment and Postage

If you are making copies or making long-distance phone calls, you will need to use a specific project code. The copier has the code fixed to the machine; a code sheet is posted by each phone. Please record actual postage used on the clipboard provided for that purpose.

There are seven computer stations in the office, available for your use if they are free—please check with executive director about reserving time on a computer. We also have a laptop which can be used in the office and at meetings—again check out through executive director or office administrator.

General Office

Phones are to be answered by staff members by the third ring, but should a phone continue to ring, please answer it ("League of Women Voters—this is <your name>").

Use face-to-face communication or the office intercom system when you need to talk with someone in the office, especially when the office is full or there is a meeting in progress.

Remember that lunch is *sacred* in the LWV office—everyone is welcome to join in. The conversations are fun and stimulating—no business talk allowed! Well—almost never!

See executive director or office administrator if you have items you would like to store. We have a very small storage room that quickly becomes chaotic if we all just pile things in there.

Coffee, tea, water and snacks are available in the office and there is a pop machine in the lower level kitchen. The office administrator has locked up the snack tray—see her for snacks; pay the office administrator \$.50 for soda or water from the refrigerator. Contributions of coffee, pop, snacks, cups, napkins, etc. are gratefully accepted. The office staff tries to keep coffee, tea and cups on hand, but additions to supplies are appreciated.

If you wish to serve refreshments at a meeting, please provide the plates, cups, napkins and goodies. There are carafes for coffee or hot water and you may use the office coffee maker and coffee or tea. While the staff is often willing to help if they have time, the responsibility for setup and cleanup belongs to each committee chair or board member.

Expense Vouchers and Volunteer Hours

Reimbursable expenses should be recorded on MN(green) and EF(pink) vouchers, even if you do not want to be reimbursed. This helps us to determine the true costs of running the League of Women Voters.

Please also indicate hours spent doing League business on the forms provided for this purpose—green for LWVMN projects and functions and pink for LWVMNEF programs. This is an accounting requirement for non-profits. The hours donated by volunteers are assigned an average dollar value and reflected on our financial statements. Additionally this helps make our case to funders and the community that the League of Women Voters is run largely by dedicated volunteers. It is strongly recommended that you do this on a monthly basis.

Board Meetings, Presidents Mailings, VOTER, Website

The LWVMN/EF Board Meetings will be held a minimum of four times per year. The executive director sends a “Request for Time on the State Board Agenda” to you about two weeks in advance of the meeting. If you have an item to place on the agenda, please fill out the form and return it by mail, in person or via e-mail to the executive director or the president. The president and executive director are available for consultation on agenda items. The Board agenda packet is mailed to you a week in advance of the meeting. Items may be added to the agenda during the Board Meeting, of course. Board review of agenda materials in advance facilitates discussion and action at meetings.

During the week following the Board Meetings, LWVMN sends a *Board Memo/Presidents' Mailing* to local League presidents. Board members and Committee Chairs should think about what they need to communicate to local Leagues. The deadline for articles and materials is the Board Meeting. We offer local Leagues and subscribers the option receiving the *Board Memo* via e-mail. During months when there is no Board Meeting, we will do mailings to local Leagues about mid-month. Watch office schedules for deadlines.

VOTER assignments and deadlines are set by the editor, in consultation with the president and the executive director.

If you are writing an article, report, publication or planning a meeting or event, remember the League's website as a vehicle for getting the word out. Our webmaster is Ady Wickstrom and she is always eager for material. Her e-mail address is adywickstrom@mn.mediaone.net.

thanks -
SS

Sally Sawyer

From: "Sally Sawyer" <ssawyer@lwvmn.org>
To: <office@lwvmn.org>
Sent: Thursday, June 07, 2001 10:56 AM
Subject: Message to include with emails and regular mailing to board members re Portfolio Updates
To: LWVMN Board Members
From: Sally Sawyer
Re: Portfolio Updates for 2001-2002
Date: June 7, 2001

Every year LWVMN sends a packet to local Leagues entitled Portfolio Updates. These Portfolio Updates go to counterpart board members in local Leagues and are part job description and advice and part forecast of the upcoming year, with an emphasis on how local Leagues might participate.

I have gone through the Portfolio Updates as they exist and made some obvious changes: dates, names and addresses, etc. Please review, rewrite, adjust your column which is enclosed. I would love to have them by the June 16th Board meeting, but it may be easier for you to assess them after the calendar discussion at the meeting. If I can have your comments/rewrites/okay-as-is by June 22nd, that would be fine. You may either email a corrected version or mark up the hard copy sent with your agenda packet.

Call me or email me if you have questions--I'm happy to help.

Sally Sawyer

Shared / Outlook / Contact Names

LWVMN Board Meeting
Holiday Inn, New Ulm, Minnesota
May 5, 2001

Present: Frisch, Doepner-Hove, Gilley, Hondl, Palmer, Matlock, Gochberg, Witta, Humphrey, Simmons, Gendler, Wickstrom, Duffy, Weisbrod, Biales; Sawyer, staff; President Carol Frisch presiding.

ACTION

1. Motion by Matlock: To appoint Ellen Biales, Judy Duffy, Chia Vang and Susan Weisbrod to the LWVMN Board. Seconded. Passed.

2. Motion by Duffy: To become a Community Sponsor of Minnesota Meetings. Seconded. Passed.

This is a collection of business leaders who bring in provocative speakers for lunch/dinner meetings. The LWVMN President has always been invited to be a member. This year is the 20th Anniversary and Duane Benson of the Minnesota Business Partnership has proposed a series of meetings. The League has been asked to lend it's name to the effort; no monetary contribution is anticipated, as the meetings have always been self-supporting.

3. Board orientation and planning will be held at Carol Frisch's on June 16th from 10 a.m. to 2 p.m.. A map and agenda will be mailed to board members.

4. Motion was made and seconded to adjourn.

25 on
white

Orig

**League of Women Voters Minnesota
Board Meeting
Wednesday, March 21, 2001
Women's Building
550 Rice Street
St. Paul, MN**

Present: Covey, Duffy, Erickson, Frisch, Gendler, Hondl, Lang, Matlock, Steen
Staff: Sawyer, Lex

Call to Order 9:46 am

1. Housekeeping: Sawyer reported that our new e-mail addresses are as follows. Please use new e-mail addresses: office@lwvmn.org

Ssawyer@lwvmn.org

Alex@lwvmn.org

Convention plans were discussed. Anyone NOT planning on attending should alert Laurie Boche as soon as possible.

Vouchers were discussed. We need to complete no later than 3/28/01

2. Minutes of the January 17, 2001 meeting. MOTION by Lang: to approve the minutes of the LWVMN Board Meeting for January 17, 2001. Seconded. Passed as corrected.

- The spellings for Hondl, Matlock names need to be corrected.
- Item 8. Approval of Appointment of Kay Erickson as Co-chair of MN FACE: Clarify sentence . . . *come from President Clinton to look at . .*
- Item 9. Correct spelling of *McCallum*. Omit sentences 3 & 4, *LWVMN supports this bill . . . mentally challenged that are not being provided.*
- Item 13. Sentence should read: *Our budget is approximately \$5,000 for this audit currently and we may need to look for additional funding for on-going maintenance of the site.*

Minutes of the February 7, 2001 meeting. MOTION by Lang: to approve the minutes of the February Board Meeting for February 7, 2001. Seconded.

Passed as corrected.

Kathy Kolb, not Sally as presented.

3. Treasurer's Report: MOTION by Hondl: to accept the Treasurer's Report for the Period ending January 31, 2001 and file it for audit. Seconded. Passed. Hondl reported that due to a cash flow problem the executive committee of the board approved the withdrawal of \$12,000 from the Board directed fund of LWVMNEF on March 13, 2001 to pay bills of LWVMN and LWVMNEF. We may need to take more before the end of the fiscal year March 31st. We have plenty of MN billings if EF should get more money.

We need to do this because we had less income from the annual appeal and unrestricted corporate contributions. We also had little funding for the agriculture study and needed unrestricted funds to cover those expenses. The following will help to ease the cash flow problems.

- A letter of appeal is being sent for contributions to support our lobbying expenses for MN
- PMP letters sent in April
- Convention money will be coming in

These monies were drawn from Special Fund #102. This is a normal cyclical pattern and this fund is specifically set up for this kind of purpose. We have (partially) repaid these transfers in recent years.

Assets account #1050: Mental Health Project

4. Revision of Agenda – Sawyer distributed

Add: #11 Lobbyist Approval

Add: #12 Resignation from the Board

Edit: #8 Proposed LWVMN Budget items

Membership report will be presented at the same time as Program

5. Slate of Officers and Directors: MOTION by Erickson: to accept the Report of the Nominating Committee for the proposed slate of officers and directors for 2001-2003.

Seconded. Passed. *ATTACH FROM LWVMN FILE*

6. Proposed Bylaw Amendments: MOTION by Matlock: to recommend the following changes to the LWVMN Bylaws as shown in the enclosed copy of the Bylaws. Seconded. Passed with minor suggestions *ATTACH FROM LWVMN FILE*

Thanks to Jeanne and Stacy for doing this review (Covey) Under **Program** the proposal for study must come to the State office in a written report three months before discussion at State Convention.

7. Proposed Program: MOTION by Frisch: to recommend retention of LWVMN positions for the 2001-2003 LWVMN Program as indicated in enclosed program planning report. Seconded. Passed.

Proposed New Study: MOTION by Frisch:

The League of Women Voters of Minnesota recommends a new study as follows: A study of Immigration in Minnesota.

Scope: The study would examine:

1. Challenges and opportunities presented by immigration in MN.

- Social services (housing, health care, child care)
- Education (English Language Learners, early childhood)
- Government (legal rights of immigrants, impact of INS laws)
- Assimilation or isolation (religion, customs, and traditions)

2. Impact on Minnesota's economy, society and educational system.

Immigration was supported by nine Leagues, and first by a number of Leagues. Some additions were included as presented by Carol Frisch. Funding and support were discussed as being in the planning stages for this study, but we think there is potential for funding a statewide study. Hondl recommended that we look for some kinds of funding options prior to convention. Diversity is an issue of importance in our state as indicated by the Community Circles project for the past two years. It is a natural next step to that project. Passed.

Membership Report (added) Frisch report LWVMN increased by 45 members statewide for the past year. This represents a larger increase than any year other than 1993. Much of this is due to Laurie Boche's efforts. Also, thanks to Carol Frisch for her efforts in this area.

Revision of Agenda: Insert Item #10 due to Guests' arrival.

Guests attending the LWVMN meeting: Nancy Gunderson, Stephanie Henrickson, Helen Palmer, Linda Peck and Joanne Rohricht.

MOTION by Covey: to approve the Agriculture Committee's consensus report as enclosed and to adopt the position statement as presented. Seconded. Passed. Ulrich is chair of committee, Palmer tallied the results with Rohricht who assisted with tallies.

Proposed: Agriculture Consensus/Position Statement:

The LWVMN believes that the state should encourage a system of sustainable agricultural production which provides safe, healthful food and which preserves and protects the state's human and natural agricultural resources and enhances the environment. State policy should support research and technical assistance in farming practices and rural economies that improve the economic viability of family farms, environmental health, and the quality of life of family farmers and their communities.

(Gendler) We need to be sure we can lobby from the position, and have terms that are clear and understandable, 'family farm' and 'sustainable' specifically. (Steen) Highlight family farm as initial term in report, it works well here. Discussion continued in a presentation of final results of the state consensus efforts. 28 Leagues responded, with 382 individuals giving data at the local league level. Presenters were clear about the consistency of responses of leagues throughout the states—urban and local leagues were clear in the direction the position should be written. Thanks go to the presenters and the committee members for their efforts. Some minor changes were recommended to the committee for the Convention handout.

8. Proposed LWVMN Budgets: MOTION by Hondl: to approve the proposed LWVMN Budgets for 2001-02 and 2002-03. Seconded. Passed.

Sawyer presented the budgets. Figures amended to reflect \$1,700 less in PMP income because membership decreased—new figure is \$30,970; add item for rebates \$700 for nationally recruited members; \$1,000 honorariums rather than \$500.

The office Management committee met and made a more conservative staff/office budget—narratives were distributed, staff changes were explained by Sawyer to reduce the amount to be reimbursed by the Ed Fund to MN, so some figures have been amended as presented today.

9. Request from LWV Mpls: MOTION by Matlock: to approve LWV of Minneapolis's request that their League delegates to the LWVMN Convention be "seated" as voting delegates. Seconded. Passed.

The Minneapolis League has not paid the state PMP in full, due to some financial difficulties, which they are trying to address. LWVMN Bylaws specify that Leagues may not have voting delegates at Convention unless the state Board makes a specific exception. We agree to make a special consideration.

10. Lobbyist Approval: Motion by Erickson: to approve Gwen Myers (LWV-Mpls) as a League of Women Voters of MN lobbyist. Seconded. Passed.

11. Resignation from Board: MOTION by Matlock: to accept the resignation of Deidra Avendasora from the LWVMN Board. Seconded. Passed.

Mary Lou Hill distributed some information that we have joined *Seniors and Workers for Quality* efforts for caregivers and organizations who represent the long-term care issues.

Thanks go to Judy Duffy for her work during the past four years. Flowers were presented to her in thanks.

Motion to adjourn at 12:43 pm.

Dmj

**League of Women Voters of Minnesota Education Fund
Board Meeting**

Minnesota Women's Building
550 Rice Street
St. Paul, MN
March 21, 2001

Present: Covey, Duffy, Erickson, Frisch, Gendler, Hondl, Lang, Matlock, Steen
Staff: Sawyer, Lex

Call to Order 9:11 am

Stacey Doepner-Hove had a son and we are sending her our best. She will not be here today.

ACTION

1. **Minutes of January 17, 2001 meeting.** MOTION by Lang: To approve the minutes of the January 17, 2001, Board Meeting as corrected. Seconded. Passed as corrected. Spelling corrections are for Hondl and Matlock.

Minutes of February 7, 2001 meeting. MOTION by Lang: To approve the minutes of the February 7, 2001, Board Meeting as corrected. Seconded. Passed as corrected. Spelling corrections are for Hondl and Matlock. Projects passed during this meeting were:

- a. LWV St. Cloud Public Forum: Food, Farm and Community - \$730.
- b. LWV Woodbury/CG – publication: Government Connection for south Washington County for 2001--\$110.

2. **Treasurer's Report:** MOTION by Hondl: To accept the Treasurer's Report for the period ending January 31, 2001. Seconded. Passed.
Bookkeeping errors will be corrected by year-end report. There are bills payable that will be paid when we get more money in, but for now they will stand as payables. We are under budgeted on some income items, with fewer expenses as well. Net income less expenses leaves us with a balance of \$12,568, even though the monies reported for the month were \$33,435 in the red. We discussed restricted funds and their use as opposed to general operating funds. Specific line items were discussed.

3. **Development Report:** MOTION by Lex: To accept the Development Report for February 7, 2001, through March 14, 2001. Seconded. Passed.
Citizens In Action donations were explained by Lex. Letters were sent asking for donations for general operating funds recently, with little response so far. Anderson Foundation was requested for general operating funds @ \$8,000 on March 7. Future grant requests were outlined.

4. **Approval of State League Projects:** MOTION by Gendler. To approve the Independence of the Judiciary as a State League Project - \$3,000 - \$10,000 (approximately). Seconded. Passed.
(LWVMNEF will receive at least \$2,700 from LWVUS Education Fund.)

LWVMNEF has been approved for an RFP from the Education Fund of LWVUS for a project on the independence of the judiciary. The project will implement citizen education campaigns about the importance of protecting access to a fair and independent judiciary. Focusing at the state level, the level at which the role of citizens is most visible and at which the threats are the most serious, the project will be carried out in two phases.

Working with our partners, LWVMNEF will conduct a public education campaign on the need for judicial independence and how the voters can learn about the judiciary, the selection of the judiciary and how to specifically learn about judicial candidates. The highlight of the campaign will be a public forum in the fall of 2001 in cooperation with the Minnesota State Bar Association and others. First, LWVMNEF will develop an assessment tool with which LWVMNEF and Local Leagues can evaluate the independence of the judiciary in Minnesota. Second, LWVMNEF will design a public information campaign addressing the local judicial independence concerns and issues raised through the assessment reports.

Steen asked if we include judicial information in our voter guides. We do at a statewide level, and local leagues may be asked to incorporate information for their own districts as a good service for the state.

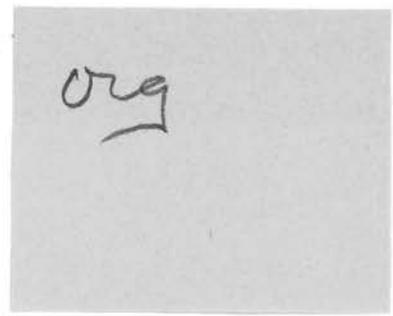
5. **Approval of Local League Projects:** MOTION by Matlock: To approve Local League projects, 5a through 5f as Education Fund projects by general consent. Seconded. Passed.

Preliminary Review Committee, consisting of the LWVMNEF President, Executive Director and Development Director, has read and reviewed projects 4a through 4b. Full applications were available at the meeting.

- a. Anoka/Blaine/Coon Rapids LWV – Photographs of the Agriculture Study - \$98.12
- b. Edina LWV – Payment of Per Member Dues (PMP) from Ed fund to LWVUS \$1,476.
- c. Rochester LWV – Summer youth program on the importance of community service - \$200
- d. Rochester LWV – Olmstead County Historical Center donation in lieu of speaker's fee-\$50
- e. RoMaFH – Memorial for Sally Simundson - \$250
- f. Duluth – Voter for 2000-2001 - \$439.45
- g. Brainerd Lakes Area – Ag study \$25.56

Adjourn 9:45 a.m.

**League of Women Voters of Minnesota Education Fund
Board Meeting**
Minnesota Women's Building
Saturday, June 16, 2001



AGENDA

ACTION

1. 5 Minutes of March 21, 2001 (Gilley)
2. 5 Treasurer's Report for April 30, 2001 (Hondl)
3. 3 Development Report (Duffy)
4. 5 Approval of State League projects (Doepner-Hove)
5. 5 Approval of Local League projects (Humphrey)

DISCUSSION

1. 5 How to utilize an offer of in-kind printing – what are our priorities? (Steen)

ACTION

1. Minutes: (Gilley) MOTION: To approve the minutes of the March 21, 2001, Board Meeting (Enclosed white).
2. Treasurer's Report: (Hondl) MOTION: To accept the Treasurer's Report for the period ending April 30, 2001 (Enclosed pink).
3. Development Report: (Duffy) MOTION: To accept the Development Report for April 1 through June 7, 2001 (Enclosed pink).

Funds received from March 14 through June 8, 2001: Minnesota Women's Foundation, the Meredith Fund, \$500 for LOTT; Rudy Luther's – Stephen's Buick Jeep - \$100 Unrestricted; LWVUS Education Fund, \$1,350 for Judicial Independence; the Andersen Foundation, \$5,000 Unrestricted; and the Hazel Shimmin Estate, \$6,396.97 for the Permanent Endowment.
Total funds received: \$8,346.97.

4. Approval of State League projects: (Doepner-Hove): MOTION: To approve a.) *Immigration in Minnesota* - \$35,500; b.) the *Road to Election Day Video* - \$18,000; and c.) the *Rosalie Wahl Fundraiser for Leaders of Today and Tomorrow (LOTT)* - \$2,000. The full applications are enclosed.

BACKGROUND:

a. Immigration in Minnesota

The study will examine the impact of immigration on Minnesota's economy, society and educational system. Looking at the challenges and opportunities of immigration in Minnesota, specific areas of focus will include social services (housing, health care, child care); education (English Language Learners, early childhood); government (legal rights of immigrants, impact of INS laws); and assimilation or isolation (religions, customs, traditions).

The rationale for selecting Immigration in Minnesota as the new Education Fund project for the next two years was the success of a recent Education Fund project on immigration, *Changing Faces Changing Communities – What It Means to Be an American in this Age of Immigration – And Creating a Better Minnesota through Citizen Involvement.*

b. Road to Election Day Video

For the 2000 election, this election process video was updated and distributed statewide by the Education Fund and KSTP-TV. KSTP-TV produced the tape at its studio and aired it on its network. The original tape, made in 1996, and the updated version educates voters on how they

can get involved in the election process from the time of the caucuses in March up through the General Election in November. Copies of the 2000 version were distributed extensively statewide, and the Education Fund will do the same with the 2002 version. The Education Fund plans to have the video completed no later than January. The Education Fund will produce approximately 150 VHS tapes and 30 broadcast quality videotapes. It is anticipated that the tapes and the reproduction of them will be contributed in-kind, as was the case for the 2000 version.

c. Rosalie Wahl Fundraiser

This event will be held August 16, at 6:00 p.m., location TBA. The purpose of this event is to raise funds and awareness for the LOTT annual seminar to be held in January 2002, *Women Making a Difference in Public Policy*, the LOTT mini-seminars that will be held on college campuses around the state in the fall and spring, and the new LOTT programs for girls ages 9-12 to be held this fall and spring, *Girl Scout Junior Citizen Day*. The fundraiser is usually held in August and brings in \$1,000 to \$1,500 for LOTT programming. Retired Minnesota Supreme Court Justice Rosalie Wahl usually makes an address.

5. Approval of Local League Projects: (Humphrey) MOTION: To approve Local League projects, 5a through 5c as Education Fund projects by general consent.

BACKGROUND: Preliminary Review Committee, consisting of the LWVMNEF President, Executive Director and Development Director, has read and reviewed projects 5a through 5c. Full applications are available at the meeting.

- a. Brooklyn Park/Osseo/Maple Grove LWV – *Your Government Officials – A Citizens Directory* - \$100
- b. Roseville/Maplewood/Falcon Heights LWV – *Make Democracy Work* Unit in Roseville Parade on June 25, 2001 - \$750
- c. Edina LWV – Public Forum on City School Referendum on April 30, 2001 - \$148

DISCUSSION

1. In-kind Printing Offer (Steen)

The Education Fund has received an offer for in-kind printing with a fair market value (FMV) of up to \$5,000 from ING Americas/ReliaStar. At first, the Executive Director and Development Director thought it would be appropriate to print the booklet *What Can Be Done, Let Us Do*, about the League of Women Voters of Minnesota at 75. Our 75th Anniversary was in 1994, and we are now in our 81st year. This project has taken much longer than we anticipated, and there have been some obstacles along the way. The desktop publisher died last year. We have a hard copy of the document, but recent review suggests that there are several significant changes that must be made. This project is getting more dated every day. We may need to hire another desktop publisher or graphic designer to layout the document. It may require staff time, as we would need to re-enter the text so that we have all of it on a floppy disk for a designer.

The other project we have for printing that will come up in August or September is the Education Fund's Annual Report for 1999-2001. ING Americas/ReliaStar has agreed to print either *What Can Be Done, Let Us Do*, or the Annual Report. Staff has secured in-kind graphic design for the Annual Report, and work will be done in July and August when the articles will be written and the design will be selected and approved. This publication is an important tool for presenting the League's case to contributors both large and small.

This allocation of resources is a board decision that must be made.

Company/Foundation	Project	Req Date	Req Amt	Recd Date	Recd Amt	Refuse Date	LL Share/Comments
Andersen Foundation	General Op	3/7/01	\$8,000.00	5/21/01	\$5,000.00		Share \$500 St. Croix Valley
Cargill	Gen Op	5/21/01	\$5,000.00		\$0.00		Should receive in 3 months
G&K Services	Gen Op	6/1/01	\$500.00		\$0.00		Should know by end of month
Medtronic Foundation	Gen Op	5/31/01	\$10,000.00		\$0.00		
SuperValu, Inc.	Voter Education	5/15/01	\$3,000.00		\$0.00		Should know/receive in 3 months
Supreme Court of Minnesota	Judicial Ind	4/18/01	\$12,000.00		\$0.00		Will know 6/18 after 1 p.m.
Xcel Energy	Voter Education	5/16/01	\$5,000.00		\$0.00		Should know/receive in 3 months

LWVMN Education Fund
550 Rice Street
St. Paul, MN 55103
Phone: 651-224-5445 Fax: 651-290-2145

APPLICATION FOR APPROVAL TO DO A STATE PROJECT

TO: League of Women Voters of Minnesota Education Fund **DATE:** May 7, 2001

FROM: Carol Frisch
(name of person submitting proposal)

LWVMNEF PORTFOLIO: Immigration & Diversity

TITLE OF PROJECT: Immigration in Minnesota

PURPOSE OF PROJECT:

The study will examine the impact of immigration on Minnesota's economy, society and educational system. Looking at the challenges and opportunities of immigration in Minnesota, specific areas of focus will include social services (housing, health care, child care); education (English Language Learners, early childhood); government (legal rights of immigrants, impact of INS laws); and assimilation or isolation (religions, customs, traditions).

The rationale for selecting Immigration in Minnesota as the new Education Fund project for the next two years was the success of a recent Education Fund project on immigration, *Changing Faces Changing Communities – What It Means to Be an American in this Age of Immigration – And Creating a Better Minnesota through Citizen Involvement*.

Changing Faces Changing Communities involved community dialogues, held in February and March, 2000, in 17 Minnesota communities with 1,000 participants from diverse perspectives and backgrounds, demonstrated that when citizens know they are stakeholders, they will take action to make a difference in their communities. At the Action Forum in April 2000, ideas for community, state and federal action were presented. Major concerns included all of those listed in the scope of this study.

DETAILS OF PROJECT:

- Summer 2001 – Define scope, research assignments, set publication process, schedule interviews, plan spring regional workshops and major public forum, schedule speakers for committee meetings, and determine final products.
- Fall 2001 – Regional Meetings with local Leagues.
- Spring 2002 – Major Public Forum and public meetings in communities across the state.
- Summer 2002 – Publication production and distribution. Drafts due for final publication, final edits.
- Fall 2002 - Other materials, such as discussion guides, will be approved by the LWVMNEF Board and mailed to local Leagues.
- Fall and Winter 2002 and 2003 – Local Leagues hold meetings and discuss parameters of study.

TOTAL PROJECT BUDGET: \$35,500

LWVMN Education Fund
550 Rice Street
St. Paul, MN 55103
Phone: 651-224-5445 Fax: 651-290-2145

APPLICATION FOR APPROVAL TO DO A STATE PROJECT

TO: League of Women Voters of Minnesota Education Fund DATE: June 5, 2001

FROM: Stacy Doepner-Hove, Voter Service Chair
(name of person submitting proposal)

LWVMNEF PORTFOLIO: Voter Service

TITLE OF PROJECT: Road to Election Day Video Revision for 2002 election

PURPOSE OF PROJECT:

The video will be a new resource to bring citizens into the election process – and bring them in early, when they can feel they can really have an influence. Videos will be distributed and marketed to libraries, community centers, schools, senior citizen centers and a variety of statewide organization. The video is also available for two-week rental. An accompanying booklet includes the script of the video and is especially useful for teachers, parents and anyone who is using the video as an educational tool.

DETAILS OF PROJECT:

For the 2002 election, this election process video will be updated and distributed statewide by the Education Fund and KSTP-TV. The original video was produced in 1996. This will be a second update and revision, and the first revision was done for the 2000 election. At that time, KSTP-TV produced the tape at its studio and aired it on its network. The video educates voters on how they can get involved in the election process from the time of the caucuses in March up through the General Election in November. Copies of the 2000 version were distributed extensively statewide, and the Education Fund will do the same with the 2002 version. The Education Fund plans to have the video completed no later than January 2002. The Education Fund will produce approximately 150 VHS tapes and 30 broadcast quality videotapes. It is anticipated that the tapes and the reproduction of them will be contributed in-kind, as was the case for the 2000 version.

TOTAL PROJECT BUDGET: \$18,000

LWVMN Education Fund
550 Rice Street
St. Paul, MN 55103
Phone: 651-224-5445 Fax: 651-290-2145

APPLICATION FOR APPROVAL TO DO A STATE PROJECT

TO: League of Women Voters of Minnesota Education Fund

DATE: June 5, 2001

FROM: Ellen Biales

(name of person submitting proposal)

LWVMNEF PORTFOLIO: Leaders of Today & Tomorrow (LOTT)

TITLE OF PROJECT: Rosalie Wahl Fundraiser

PURPOSE OF PROJECT:

The purpose of this event is to raise funds and awareness for the LOTT annual seminar to be held in January 2002, *Women Making a Difference in Public Policy*, the LOTT mini-seminars that will be held on college campuses around the state in the fall and spring, and the new LOTT programs for girls ages 9-12 to be held this fall and spring, *Girl Scout Junior Citizen Day*.

DETAILS OF PROJECT:

The fundraiser will be held on Thursday, August 16, at 6:00 p.m. The location is to be announced. It usually brings in \$1,000 to \$1,500 for LOTT programming. Retired Minnesota Supreme Court Justice Rosalie Wahl usually makes an address. There will be a presentation on LOTT and the *Women Making a Difference in Public Policy* seminar as well as *Girl Scout Junior Citizen Day*. LOTT seminar alumnae will testify the value of their experience. It is anticipated that there will be 75 to 100 guests.

TOTAL PROJECT BUDGET: \$2,000