



League of Women Voters of Minnesota Records

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

League of Women Voters of the U.S.
1026 17th Street, N.W.
Washington 6, D.C.

STATE MINNESOTA

OFFICE ADDRESS 15 & Washington Aves. S.E.
Minneapolis 14, Minnesota
(if any)

ANNUAL REPORT
April 1, 1959 - March 31, 1960

(Please fill in and return 2 copies NOT LATER THAN March 31, 1960 to League of Women Voters of the U.S., 1026 - 17th Street, N.W., Washington 6, D.C. If enough space is not provided for your replies, attach additional sheets.)

LOCAL LEAGUES:

Number of local Leagues, 3/31/60 54
Number of provisional Leagues, 3/31/60 1
Total local and provisional
Leagues, 3/31/60 55

MEMBERSHIP:

Voting members, 3/31/60 5241
Associate members, 3/31/60 33
Members-at-large, 3/31/60 7
Total voting, associate and members-
at-large, 3/31/60 52 81

Increase of local & provisional Leagues over 3/31/59

OR

Decrease of local & provisional Leagues under 3/31/59 1

Increase of voting, associate & members-
at-large over 3/31/59

OR

Decrease of voting, associate & members-
at-large under 3/31/59 42

	1	2	3	4	5	6	7	8	9	10
Cong. Dist.	Name of League (indicate if provisional League)	Population of Community	No. of Voting Members 3/31/60	No. of Associate Members 3/31/60	No. of Mem- bers not renewing this year	No. these who dropped out after only 1 year	Bul- letin Yes? No?	Date of Annual Meeting	Date of 1959-60 Finance Drive Month by number	Frequency of meetings at which membership discusses Program (i.e. discussion units or general member- ship) Semi-monthly? Monthly?
	Alexandria	8,000	33				yes		fall?	3 Units
3	Anoka	20,000	55		7	1	yes	4/25	9/28	3 Units-3 general meetings
4	Arden Hills	3,000	61		15	9	yes	5/2	2/26	4 Units-once a month
1	Austin	27,000	192		25	3	yes	3/2	2	10 Units-once a month
9	Battle Lake	800	15	3			no	4/25	5	1 Unit-once a month

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

ANNUAL REPORT, 4/1/59-3/31/60

STATE MINNESOTA

	1	2	3	4	5	6	7	8	9	10
Cong. Dist.	Name of League (indicate if provisional League)	Population of Community	No. of Voting Members 3/31/60	No. of Associate Members 3/31/60	No. of Members not renewing this year	No. these who dropped out after only 1 year	Bulletin Yes? No?	Date of Annual Meeting	Date of 1959-60 Finance Drive	Frequency of meetings at which membership discusses Program (i.e. discussion units or general membership) Semi-monthly? Monthly?
9	Bemidji	10,001	60		9		yes	4/21	None	3 Units. Once a month, Sept.-May
3	Bloomington	49,000	120		10		yes	4	9	10 Units. Monthly
6	Brainerd	13,000	46		9		yes	4/20	---	2 Units. Twice monthly, once mthl
3	Brooklyn Center	22,000	58		20		yes	4/23	9/28	5 Units. Monthly.
6	Buffalo	3,000	15				no	4	Nov-Feb	1 Unit, Monthly.
6	Cass Lake	1,900	17				no	4/18	8/21	1 Unit, Monthly.
3	Columbia Hts.	15,000	18		2		yes	3/17	9/1/	1 Unit. Monthly, plus 2 mtgs.
3	Crystal	20,000	38		5	1	yes	4/28	9/23	3 Units. Monthly
3	Deephaven	2,750	48		9	6	yes	5/24	4/23	2 Units. Twice monthly.
8	Duluth	104,511	345		53	12	yes	4/21	10/19	15 Units. Monthly. 6-7 Genl. Mtg
3	Edina	26,000	225		47	26	yes	3/31	9	15 Units. 13, Monthly. 2 bi-monthly
3	Excelsior	2,500	40		15	5	yes	4/21	5	2 Units. Monthly, year round (4 gen'l mtgs.)
4	Falcon Hts.	5,965	58		12	6	yes	4/21	10/19	3 Units. Two monthly, 1 bi-month
	Fergus Falls	15,000	29	2	2		yes	5/11	4/4	3 Units. Twice monthly.
	Golden Valley	12,000	75				yes	4/21	4/6	5 Units.
7	Granite Falls	3,000	26		6	4	no	5/9	10	1 Unit. Twice monthly.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

ANNUAL REPORT, 4/1/59-3/31/60

STATE MINNESOTA

	1	2	3	4	5	6	7	8	9	10
Cong Dist.	Name of League (indicate if provisional League)	Population of Community	No. of Voting Members 3/31/60	No. of Associate Members 3/31/60	No. of Mem- bers not renewing this year	No. these who dropped out after only 1 year	Bul- letin Yes? No?	Date of Annual Meeting	Date of 1959-60 Finance Drive	Frequency of meetings at which membership discusses Program (i.e. discussion units or general membership) Semi-monthly? Monthly?
8	Hibbing	17,000	120		20	4	yes	4/28	3	9 Units. ^{Twice} Monthly; 3 Genl. mtgs.
3	Hopkins	12,000	37		12	2	yes	4/25	11	2 Units. Monthly.
2	Jackson	4,000	19				no	3/15	10	1 Unit. Monthly
3	Mahtomedi	2,420	65		8	2	yes	3/23	9/12	2 Units. Twice a month.
4	*Maplewood	17,000	88	3	6		yes	4/21	2/22	8 Units. Monthly
2	McLeod-Hutchinson	5,000	14	3	4		no	3/15	none	7 Units. Monthly, Sept.-May
3-5	Minneapolis	557,100	1180		174	30	yes	5/25	4/18	42 Units. Half monthly, Half (twice monthly).
3	Minnetonka	23,000	116	2	26	12	yes	3/28	10	8 Units. Monthly, Sept-May. (4 Genl. mtgs.)
9	Moorhead	20,000	31	15	6		yes	4/20	8	2 Units. Bi-monthly.
3	Mound	6,000	70		16	8	yes	5/10	4/6	2 Units. Monthly
1	New Richland	1,000	22		2	3	no	4/12	---	1 Unit. Monthly.
2	New Ulm	10,000	17		1		yes	4/26	2/11	2 Units. (Twice monthly (4 Genl meetings.
4	No. St. Paul	9,100	31		1		yes	4/11	6/21	2 Units. Monthly, Spt.-May (3 Genl meetings.
7	Olivia	2,200	16				no	5/19	none	1 Unit. Monthly, except 4 months
1	Owatonna	14,000	43		12	3	yes	4/12	11/12	3 Units. Twice monthly.
1	Red Wing	11,000	50		2		yes	3	5	2 Units. Twice monthly

MINNESOTA

3	Richfield	42,000	106	7		yes	4/12	10/14	9 Units. Monthly	
3	Robbinsdale	12,000	40	5	1	yes	4/21	10/1	3 Units. Monthly. 6 Gen'l.	
1	Rochester	40,000	212	20	7	yes	4/7	9	10 Units. 63 Gen'l mtgs.	
4	Roseville	24,000	155	40	6	yes	3/28	11/5	10 Units. (8 Monthly, 2 Twice-M.	
									(Monthly, Sept.-May	
									(6 Gen'l & combined)	
3	St. Anthony	5,000	36	20	20	no	3/31	10/7	7 ³ Units. Monthly	
6	St. Cloud	30,000	64	9	3	yes	4/26	2	4 Units. Monthly. 4 Gen'l.	
3	(note) St. Croix Valley	9,100	49	13		yes	3/9	9	3 Units. (Monthly, alternating (with gen'l mtgs.)	
3	St. Louis Park	42,000	158	35	12	yes	4/18	1/26	13 Units. Most, twice monthly.	
4	St. Paul	337,000	435	5	125	35	yes	5/4	4/1	27 Units. (4 Gen'l meetings. Most, twice monthly
4	Shoreview	5,820	46	3		yes	4/26	2/15	3 Units. Monthly. 4 Gen'l.	
8	Silver Bay	5,000	51	5		yes	4/21	11/10	3 Units. Monthly. 4 Gen'l.	
2	So. St. Paul	20,000	51	7	16	yes	4/9	3/17	4 Units. Monthly. 4 Gen'l.	
8	Virginia	14,000	50	15	15	no	4/30?	2/22	5 Units. Monthly. 4 Gen'l.	
3	Wayzata	3,000	74	12	8	yes	5/3	4/5	2 Units. Twice monthly.	
2	Wells	2,700	30	5	1	yes	4/26	none	1 Unit.. Monthly	
2	West St. Paul	8,000	48	5	2	yes	4/23	9/14	5 Units. Monthly	
4	White Bear Lake	13,000	103	31	13	yes	4/20	11/10	8 Units. 14 times a year. (4 General mtgs.	
7	Worthington	10,000	40	7		no	3/8	none	1 Unit. Monthly	

VLS

5241

33

898

276

44

295 units

ANNUAL REPORT, 4/1/59-3/31/60

LEAGUE COOPERATIVE ARRANGEMENTS

List county, metropolitan or regional councils, committees, or other cooperative arrangements of neighboring local Leagues, except inter-League committees set up specifically to work on the National (or state) Water Resources item (which is covered in the Water Resources section of this annual report). Include names of Leagues belonging to each, and name and address of chairman. Attach working agreement, statement of purpose and procedures of each, or by-laws, if adopted.

We have five county councils in Minnesota, including:

**Hennepin County Council - Chairman, Mrs. Paul Swensson, P.O.Box 26, Glen Lake, Minn.
Bloomington, Brooklyn Center, Crystal, Deephaven, Edina, Excelsior, Golden Valley,
Hopkins, Minneapolis, Minnetonka, Mound, Richfield, Robbinsdale, St. Anthony,
St. Louis Park, Wayzata.**

**Ramsey County Council - Chairman, Mrs. E. C. Roberson, 1420 Rambler Road, St. Paul 13, Minn.
Arden Hills, Falcon Heights, *Maplewood, North St. Paul, Roseville, St. Paul,
Shoreview, White Bear Lake.**

**Washington County Council - Chairman, Mrs. M. E. Buzzell, 95 Quail, Mahtomedi, Minn.
Mahtomedi, (Birchwood, formerly, but this League is now part of Mahtomedi),
St. Croix Valley (formerly Afton-Lakeland LNV).**

**Anoka County Council - Chairman, Mrs. Thomas Forsberg, 11308 Coon Rapids, Anoka, Minn.
Anoka, Columbia Heights, (formerly Circle Pines, now disbanded).**

**St. Louis County Council - Chairman, Mrs. Geo. C. Zeller, 327 Kenilworth Ave., Duluth 3
Duluth, Hibbing, Virginia.**

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT 4/1/59 - 3/31/60

Number of state Board meetings held this year: **eleven**
Length of state Board meetings: **9:30 A.M. to 3:30 P.M.**
Dates of state Board meetings: **First Thursday of each month, except July.**

Place and date of your 1960 Council or 1960 Convention (indicate whether Council or Convention).

Pick-Nicollet Hotel, Minneapolis, May 18-19, State Council Meeting.

Name and brief job description of staff (indicate full or part-time).

Mrs. Harold Wilson, full time, Organization and Legislative Secretary.

Mrs. E. C. Williams, full time, Office Manager, Publications, Book-keeper.

Title of state Bulletin and number and dates of issues this year.

Minnesota Voter, issued 6 times yearly. Jan-Feb., March- April, May-June, July*Aug.etc., usually comes out mid-point of two month period.

List state League publications and price or attach mimeographed publications list if your state has one. ("Publications" are mimeographed or printed material of one page or more which are produced and sold by the state Board.)

See attached catalog.

ANNUAL REPORT 4/1/59 - 3/31/60

What orientation or training did your state Board members have?

They had a one-day pre-election Board Training session with a carry-over President. We met with the out-going members after State Convention for a turning-over of materials and for advice. Special jobs have a day or two in the office with the staff to become familiar with files etc. We have a publication, "What Every State Board Member Should Know" (attached). Usually, new Board members meet with their predecessor for a day or more for a good briefing.

How is communication between Board members carried on between Board meetings?

We have an inter-Board bulletin called "Group Gropings" which keeps Board members up to date on what goes on in other portfolios between meetings. We use a Memo system in which duplicates are sent to Board members in allied fields so that they are kept up to date on decisions made. Copies of all letters sent by Board and Staff, unless very routine, are sent to Office and President.

How do you keep local Leagues up-to-date regarding state Board plans, decisions, and pertinent discussions? (e.g. Board reports; reports in state bulletin; area conferences or workshops; as part of plans for local League visits; as part of state Convention or Council plans.)

We send out a monthly President's Letter one week after the Board meeting in which plans are announced. Each Board member who has something to say has a chance here. We try to keep our local League mailings to one monthly. We announce news in this President's Letter. We sometimes send announcements of other organization's allied meetings. When the Voter is timely, we use it for exciting news as our Reapportionment Consensus, special mention of local Leagues, material not covered in resource material, although we try to use Voter articles as a come-on rather than as program. I use my President's column in the Voter for philosophizing and special note of unusual accomplishments or exhortations.

How does state Board keep abreast of local League thinking re Program, policies, and procedures? (e.g. reading local Leagues minutes; as result of plans carried out for local League visits; area conferences or workshops; as parts of state Convention or Council plans.)

Several of us read all local League minutes. We have area meetings and workshops. We have a regular schedule of League visiting. We send out questionnaires. Our Council workshops subjects are chosen as a result of choices made by our local League Presidents. We answer countless requests for advice, by letter and telephone. Anything picked up from these various sources is often brought up for State Board discussion. Our organization secretary briefs local League minutes and reports for State Board members, interested in various phases of LL work.

April, 1957

Form 4-7-57 54

GENERAL INFORMATION FOR STATE BOARD MEMBERS

Function of a Board of Directors

There are two ways in which a board might fulfill its function. The first method is one in which the board sits essentially as a planning committee, outlining the work to be implemented by each board member and her committee. The second method is one in which the board approves, modifies or rejects plans, policies and programs initiated by the several board committees, and then delegates responsibility for implementation to the board members and committees concerned. This second method is the method generally used by the Board of Directors of the League of Women Voters of Minnesota. Its use emphasizes the role of the state Board as an over-all policy determiner and points up the importance of the committee function on the state level.

The state Board member's objective is to plan for activities for the entire membership of the state and not to represent only the interests of her own local League members or the special interests of her field. Every member of a state Board is assigned a specific responsibility, but at all times she should remember that the Board works as a team and is responsible for making all decisions after full Board discussion.

Function of a State Board Committee

The first and most important job of a state Board member is the organization of her committee. The committee proposes plans which are reported by the Board member chairman to the state Board for approval, modification or rejection. The Board chairman reports back to her committee the Board discussion, and the plan is carried out by the committee to implement the Board's decision. The organization of committees accomplishes four major objectives: 1) increases member participation on the state level; 2) provides training for future state leaders; 3) helps local Leagues, through their representation on these committees, to understand League activities and needs on the state level; and 4) saves precious Board time. (Each Board member should turn in the names of her committee personnel to the Board.)

Required Actions of State Board Members

1. Read the State Leaders and Local League Handbooks. Be familiar with all current League publications under your portfolio.
2. Each Board member is expected to keep a notebook and a file. They should contain the State Leaders and Local League Handbooks, state and national Programs, Budgets, By-laws (including the Standard Local League By-laws) and any other material or correspondence relating to the Board member's particular portfolio and matters of concern to the whole Board. They should be kept in such a way that they will be of help to a successor and, together with other written or oral information, will give the next Board member a picture of her job. Please be responsible for throwing away material which is no longer of value.

It is very valuable to the League to have the benefit of a record of all the work you do. You give many hours and learn a great deal by trial and error which might help the next person who takes over your job. Each chairman is expected to hand in a report of the work she and her committee have done during the year before the council meeting or convention. The report will be gratefully used over and over again and make for a more efficient and effective League. Keep the Board informed of the work being done by your committee.

Materials for State Board Members

1. You will receive from the state office and/or your predecessor information you dealing with your responsibilities on the Board. Additional material and tools may want may be ordered from the state office.
2. You will receive a copy of all material sent out by the state and national offices. Please be prepared to discuss these materials at the Board meeting following your receipt of them.
3. Material of which we have only one copy will be marked for attention of certain Board members. Please indicate you have read through the material by crossing off your name. Pass on the material to the next person whose name appears or to the office for filing, if you are the last to read it.
4. The staff will brief the minutes, correspondence and bulletins received from local Leagues and alert board members to items of interest to them.

Expenses for State Board and State Committees

Please observe the following in reporting expenses:

Transportation: Car - 5¢ a mile for driving (includes parking costs);
Bus and train - purchase round trip ticket when feasible;
Airplane - when cheaper or League considerations justify expense.
Meals: Up to \$2.50 for 3 meals (50¢, 75¢, \$1.25 for breakfast, lunch, dinner
on field trips only).

Lodging: Actual cost of hotel room and tips.

Telephone; Telegraph, Stamps: Necessary expenses.

Travel expenses to state Board meetings are covered by the state budget. If a Board member finds it impossible to attend meetings without staying overnight, hotel expenses will also be paid. Eating expenses are not covered. Expense forms may be obtained in the state office and submitted after each field visit or Board meeting.

The only committees that have travel expenses allowed in the budget are Organization, Budget and Nominating Committees.

ANNUAL REPORT 4/1/59 - 3/31/60

Has your state Board had area conferences, workshops, or other types of meetings for local Leagues in your state? On what subjects? Locations? Has the number of Leagues represented and the participation been good? Please describe and evaluate effectiveness of such conferences as a type of state Board service to local Leagues. Attach detailed working agendas, working plans of such conferences or detailed reports if available.

Last fall, we had a series of 6 workshops on taking League program to our communities. We used Foreign Policy as the subject and had the general theme of "how not to talk to ourselves." We had one outside speaker at each workshop who explored the many other groups, angles etc. with whom we could work. These workshops were located throughout the state for easier accessibility and were very well attended. We felt them to be very effective. We unveiled our New Member kits at these meetings, as well as "Let's Talk League" our orientation kit. These have been well received. See attached evaluation sheet.

Do you have a system for visiting local Leagues? Is it effective? How frequently are local Leagues visited? For what purpose? By whom? Are visits made to Board meetings only or to other kinds of meetings? Do you have a "consultant," "advisor," or "coordinator" system, and if so, for all Leagues, or selected Leagues only? Evaluate your experience with such a system.

We have different categories of local Leagues (this is for our own purposes, naturally). which determine how often and when they are helped. Our newly recognized Leagues get at least two visits a year. We try to keep a close check on their progress. The strong Leagues usually get a Board visit once a year. Special help is given on request or need. Our State Board carries most of the responsibility of visiting, and is used on spot help calls frequently. Our able state organization chairman (1 general organization, the other expansion and members-at-large) and staff carry on with letters, phone calls, emergency treatment. Naturally our Organization Committee members meet with the Provisional Leagues at every meeting of Board and Committees. We do not have any particular one system but probably use members of the State Board more than some other states do.

~~Last spring, we initiated Board Training sessions for as many local Leagues as we could~~

Have you developed any particularly effective methods for helping local Leagues except by inter-League conferences or systematic local Leagues visits as mentioned above? If so, describe.

Last spring we initiated Board Training sessions for as many local Leagues as we could handle, scheduled 11 last year, actually did 16, scattered geographically and strategically over the state. We sent two -- either two State Board members, or one staff and one Board. We developed a detailed plan and outline. The planned part took about 2 hours though these varied as we were interrupted by questions. We avoided using the Handbook as our text assuming that they can all read, and developed further actual Board problems and cited possible solutions actually made. We expect to do at least that many more Leagues this year, and believe that they were very helpful.

MEMO on STAFF DUTIES DIVISION, as of September 9, 1959

Quotes found in file on Office Operation still apply: "Duties are better assigned according to the abilities and experience of the staff and circumstances pertaining to the office than by title or tradition" -- "Although we staff people have our separate jobs, we often help with the work of the other when the load is more than one can carry" -- "Though the person indicated takes first responsibility for the areas mentioned, under pressure the other person does whatever needs to be done."

* * * * *

ORGANIZATION SECRETARY, Grace Wilson

WORKS WITH PRESIDENT on President's Letter, State Board Report, Planning Board meetings, Keeping track of talent.

WORKS WITH ORGANIZATION CHAIRMEN

Helps plan work of Committee, whether it be field trips, conferences, training meeting for committee, cultivating for new Leagues:

- ..Reads & briefs LL minutes for information of St.Board, then circulates minutes to President & Org.Chairmen
- ..Corresponds with local Leagues
- ..Keeps local League files in order
- ..Writes letters for committee
- ..Takes field trips to Leagues usually with Committee member
- ..Helps organize new Leagues, emphasis this year to be on out-state
- ..Helps with members-at-large

WORKS WITH LEGISLATIVE CHAIRMAN - this work is more demanding in the legislative year. Helps plan work of committee, whether it be training meetings, conferences, lobbying, publications, mailings:

- ..Clips newspapers for legislative news
- ..Keeps legislative files in order
- ..Responsible for Legislative Bulletin
- ..Writes letters for Committee

WORKS WITH VOTERS SERVICE CHAIRMAN

Helps plan work of Committee, whether it be conferences, candidates questionnaires, publications, letters, mailings etc.

- ..Keeps Voters Service files in order
- ..Writes letters for committee
- ..Clips newspapers for V.S.news

WORKS WITH PUBLIC RELATIONS CHAIRMAN & LOCAL AGENDA CHAIRMAN, on Committee plans, such as exhibits, conferences, news releases, publications etc.

WORKS WITH NOMINATING COMMITTEE

EXECUTIVE SECRETARY, Roberta Williams

AS OFFICE MANAGER,

Receives and distributes mail
Orders office supplies
Keeps her portion of files in order
Fills publication orders
Keeps membership card files up to date and addressograph office informed of new, drops, changes.
Cuts stencils of program material and material for public
Types letters for Board Members as requested

AS ASSISTANT TREASURER,

Keeps the books
Prepares monthly cumulative Treas.Rpt.
Writes checks
Makes bank deposits
Sends bills including publication orders and pledge payments due

WORKS WITH FINANCE CHAIRMAN

Helps committee with plans for workshops, budgets, finance drive helps to local Leagues

WORKS WITH BUDGET CHAIRMAN

Helps prepare state budget, plan presentation, helps revise it

WORKS WITH PUBLICATION CHAIRMAN

Helps committee plan
Helps execute plans, such as distribution, records of sales, news releases etc.

WORKS WITH RESOURCE CHAIRMEN, especially in publication of materials, but also with Committee in their plans

WORKS ON CONVENTIONS & COUNCILS

especially in arrangements, finance, publications, workbook - Grace helps more in program planning, workshops etc.

BOTH GRACE & ROBERTA WORK WITH SECRETARY & VOTER EDITOR checking minutes, copy

INDEX to the FILES in the STATE OFFICE

September, 1959

Board Members are encouraged to become familiar with the office files, especially in their assigned field. There is a goldmine of information here. The File Index below is an outline for your information. The Complete File Index is on Grace's Desk in a black loose leaf notebook, marked, surprisingly enough, "FILE INDEX."

If anything is borrowed from the File, please mark it with the Code Number* on the Folder from which you take it, and that will make it easier to place it in the proper Folder when it is returned.

When you borrow from the Files or the Bookcase, please make a note of it with your name and address on a memo sheet and give to the Office Secretary. Try to return material within a month.

Please do not remove File Folders from the Office. If you take things from the Files, ask for an envelope to carry them in.

*Example: If you borrow something from the Jane Grey Swisshelm Fund Folder, please mark the sheets thus: "F1 D1 B1"

* * * * *

There are 5 File Cabinets which are numbered as they stand from left to right: File 1 (F1), File 2 (F2), File 3 (F3), File 4 (F4), and File 5 (F5).

There are 5 or 4 File Drawers in each File Cabinet which are numbered from top to bottom: Drawer 1(D1), Drawer 2 (D2), etc.

File 1 (F1) -- has Labels on Drawers and on the File Folders that are buff color. This File contains general Office Information, circular mailings from state and national offices, convention and council records, history of LWV, funds, file materials.

File 2 (F2) -- has Labels on Drawers and on File Folders that are white color. This File contains State Board Non-Program Material, and is arranged in alphabetical order from Board to Voters Service, from top to bottom drawer.

File 3 (F3) -- has Labels on Drawers and on File Folders that are pink color. This File contains State Board Program Material, and is arranged so that General Program comes first, then Local, State, and National Program, from top to bottom drawer.

File 4 (F4) -- has Labels on Drawers and on File Folders that are yellow color. This File contains material For Sale. (Large supplies of material For Sale are also in two large cabinets). It is arranged so that Non-Program Material comes first, in alphabetical order from Board to Voters Service, and so that Program Material comes next, with General Program first, and then Local, State and National Program in that order.

File 5 (F5) -- has Labels on Drawers and on File Folders that are green. This File contains Organization Committee Files, Local League Files, alphabetically arranged, and prospective and "dead" Leagues.

This FILE INDEX is a guide to those doing filing, and to those looking for material in the Files.

"Program is a three-ring circus. Not only are the three rings -- local, state, national -- operating simultaneously, but for the most part continuously, except for intervals when the stage is being reset. The state Board is actor, producer, or technical consultant for all three rings." State Board Handbook, page 15.

The privilege, yes, even the responsibility of the individual League member to make program suggestions is one of the most important characteristics of the League of Women Voters. I remind you that you may do this either through your League Board or directly to the national Board, remembering to be as specific and detailed as necessary, outlining possible scope, etc. Remember -- November 25th!

We have received information from the Woman's Club of Minneapolis regarding a series of six lectures on "Our Political Parties" led by Dr. Ralph Fjelstad, in January and February. All are invited to attend, fee is \$3.50 Details later.

Your list of Local League Presidents need up-dating thus:
 AFTON-LAKELAND Mrs. Eugene Becker, Rt. 5, Stillwater
 ST. PAUL Mrs. Clyde McDonald, 123 West 5th St., St. Paul

FIELD SERVICE -- We think you would be interested in this six months report on how your field service item in the state budget is being spent, and how your state Board and Staff and Committees have been spending much of their League time, since April.

The Area Workshops on Membership and Foreign Policy, just held in five sections of the state, are now completed. You will be interested to know that we reached 48 of our Leagues and 337 of our League members. A total of 24 state Board and Committee people led the five sessions, and five speakers -- Father Coleman Barry, Wilbur Elston, William C. Rogers, Reginald Lang and Barbara Stuhler -- provided the information, encouragement and inspiration we sought. We appreciate the hospitality of the hostess Leagues -- St. Cloud, Edina, Roseville, Owatonna and Silver Bay. In general, you through your evaluation sheets and the state Board after discussion, concluded the Workshops were valuable. We noted points for improvement in future planning.

The State Board Training sessions for local Leagues, which were forecast for 11 Leagues in the State Board Report last May, have so far been conducted with 16 of our Leagues. A total of eight state Board members and staff conducted these sessions (a team of two or three worked with each League). The state Board feels they were so useful that they recommended that more be planned next year, that more state Board members be involved in the leadership, that they be held during the summer if possible, that they be supplemented, perhaps, with special workshops for local League Presidents at Council and/or Convention. We would be glad to hear your reactions to these sessions.

The Kits for New Members, launched at the Area Workshops, are being mailed at a fast rate out of the state office -- over 600 to date. (By the way, your Treasurer does not need to send in a separate list of new members for this purpose, the regular report form serves; we only ask that she note on that list when a "new member" is actually a re-instated member.) The Prospective Member Kits, of which you were given a supply, are just what some Leagues were waiting for, judging from the re-orders. The orientation kit, "Let's Talk League," were supplied to you in sufficient number so that each of your units could have one. In today's mailing, we are sending you one free copy for your President, but we don't plan to include it in the Duplicate President's Mailing. You may order more, however, and maybe several of your Board members should have one. (Enclosure)

COSTS OF RE-ORDERS

New Member Kit, good also for "not so new" members	50¢
Prospective Member Kit - unassembled - with "We're the League" -	6¢; without, 3¢
Orientation Kit, "Let's Talk League" -	25¢
Member in the Unit, folded (part of New and Prospective Kit)	2¢
Missing Member Sheet, one sheet, 2 drawings -	1¢

FIELD SERVICE, continued

10/19/59, President's Letter, p.3

New Leagues are making progress, you will be delighted to hear: Silver Bay now has 51 paid members; Maplewood has 57; Shoreview, 43. You will be sorry to hear that we have lost several Leagues: Birchwood has disbanded and its members have joined the Mahtomedi League; Waseca has requested to disband; Circle Pines has decided it can no longer function up to standard, and we hope its members will join a neighboring League; Park Rapids, in operation since 1935, has decided it does not have enough interested personnel to continue. We hope the members of these Leagues will all either join a neighboring League or become a member-at-large. On the bright side, we are exploring the possibility of starting two new Leagues. Mrs. R. Drew Miller, Expansion Chairman, and Mrs. Wilson will be visiting Faribault October 19th (at Hotel Faribault) and Albert Lea October 26 (in Hotel Albert), holding an "open house" type of meeting at the hotel, preceded by an advertisement in the newspaper, and special announcements mailed to prospects we have on our list. League members all over Minnesota, who have contacts in these two towns, can help by alerting their friends to this organization experiment, and generally "selling" them on starting a League in their home town.

Please give to the Foreign Policy Chairman

10/19/59

FOREIGN POLICY

You will receive in this mailing a pamphlet entitled "Community Education in World Affairs" which the state Board has obtained for you and which we know will be extremely helpful to you in your foreign policy work. Highly readable and realistic in its suggestions, this pamphlet will help you fill in the gaps and polish your plans for the coming year. Take the time TODAY to read it and let it guide you in doing successful foreign policy work in your community. (Incidentally, while this pamphlet is concerned directly with world affairs, it also will help other local Board members, so when you have read it, pass it around.) (Enclosure)

Our fall area workshops on foreign policy and membership were an excellent opportunity for us to meet and get to know you local foreign policy chairmen and to learn what you are planning for the year. Among other things, we found that many local League F.P. chairmen have not yet concretely formulated their plans for the coming season. In that connection, we urge the use of the above mentioned publication and remind you that the state foreign policy committee is ready to work with you.

In a few weeks (November 25) the first round of suggestions for the 1960 national program will be in. Even as this letter goes to you, local League unit members are mulling over program suggestions, going through the wonderful, grass-roots process which distinguishes and strengthens the League. Naturally, no one is more concerned than the local national program chairman that her League produce worthy program suggestions. Yet, in the interest of protecting the process we use for developing our League program, the local national item chairman should make every effort to restrain her own personal item preferences, either of subject matter or phrasing. She should be ready to assist but not to direct her League's suggestions. Especially in the first round is it important for the national Board to get an uninfluenced picture of League thinking. Please, in your League, do your best to help generate program suggestions which truly reflect your League's thinking.

Please give to the Water Conservation Chairman

10/19/59

WATER CONSERVATION

As a national item chairman you will naturally feel both interest and responsibility in making first round national program suggestions. With your special concentration during your chairmanship on national issues and League's way of handling them, you will have a valuable contribution to make as your Board writes out the recommendation which is to be sent to national office by November 25. Unlike the water resources consensus, which is to be evaluated by state Board before going to the national Board, the program suggestions

SUGGESTED OUTLINE FOR LOCAL BOARD TRAINING SESSIONS

TOOLS for BOARD TRAINING

Name cards (4" by 6")	State Board Report & National Board Rpt.
Crayon and pins	Basic Publications List (3)
Small calendars for planning	Large calendar for planning
Publication Catalogs, state & nat'l.	Sample publication kit

GENERAL INSTRUCTIONS for BOARD TRAINING COMMITTEE

Have 1 of the 3 visitors designated as chairman or spokesman, 1 designated to sum up at the end of the session, the staff person will record dates etc. on large calendar, and will take notes. All three should feel free to interject with comments or suggestions when timely.

Don't sit all together.

Have introductions all around, hand out name cards, pins and crayons, so each person can print her name and portfolio for identification.

OUTLINE for BOARD TRAINING SESSION

1. Purpose and Procedure

Spokesman explains suggested procedure and purpose, that this is not matter of disciplining a weak League, but of helping Leagues with a great potential.

Show necessity of every member of Board participating in all areas of League work, and working as a team. In some Leagues, primary and secondary assignments work well, in other Leagues a committee of non-board members under a board chairman is best.

Show how the Board jobs intermingle and overlap.

Show relationship of state and national to the local League.

Show Recognition Standards in Local League Handbook, and review briefly.

Show how good financial practices affect the whole League program.

Note: This is all to be shown by actually planning this particular League's Calendar for 1959-60. We will use the large calendar to mark dates and activities, and each local Board member will have an individual calendar to use.

2. What Every Board Member Needs to Know -- Discuss what materials, duties and deadlines she should have in mind including:

Publication Catalogs, state & nat'l.	Regular Board Meetings
Basic Publications Needed	Use of Agenda for same
Duplicate Presidents Mailing (\$5)	Plan full year of activity even though board personnel may change earlier
President's Letter (2 free copies, use)	Regular unit meeting dates.
State Board Report (Outlook for Work)	Regular briefing meeting for unit and resource chairmen
National Board Report	Fix dates for finance drive, voters service, general meetings for program, orientation, new members, consensus etc.
Secretary's Minutes (copy to state)	
Treasurer's Report on Members (1 to state, 1 to national)	
Local Bulletins (18 to state)	
Regular Pledge Payments to State	

3. Start with July, go through all the months until June, noting recurring deadlines, and plan the year's LWV program.

4. Program Scheduling

National -- When is consensus coming? New materials coming? Is there a good possibility here for a public meeting? Plan for C.R.'s

State -- For a new item, schedule late in the year. Election laws - when will the material be out? State C.R.'s - this is a good year to do something exciting on these.

Local -- Is it a new item? Does it involve research? Are committees appointed? Will there be action? How about public meetings?

5. How Are We Going to Handle Program?

Is there a better method than the Resource/Unit Chairmen's Briefing Meetings? How do publications serve in this field? How about Resource Chairmen from neighboring Leagues meeting together to share knowledge and generate interest?

6. The Local Bulletin or Voter

This is not primarily a program tool -- if so used, have it lead the units so that there is some advance preparation for discussion.

7. What should the local League expect from the State Board?

Good planning -- not too many publications, or meetings, or questionnaires. Materials on schedule.

Answers to any and all questions -- use State Board list and don't expect the State Office to have all the answers.

Help when needed or asked for.

Plenty of notice on such things as deadlines, reports etc.

8. What should the state Board expect from you?

A knowledge of and an adherence to the Recognition Standards.

That you open and read your mail.

Answers to letters, reports when requested, answers to Calls to Actions plus a report to state office on what you did, board minutes, full & detailed.

Attendance at state meetings, workshops, conferences -- if they are good, tell us; if you don't benefit, tell us why; if you want something special, ask.

That you communicate freely with us.

QUESTION PERIOD -- after session, and in fact, all through the session.

NOTE TO BOARD TRAINING COMMITTEE: This is a broad outline, so you're going to have to play a good part of it by ear, and use your good common sense. Tailor it to the particular League you are helping. When this session is over, you should be aware of any problem areas in this League on which the State Board might offer specific help. Bear in mind that you don't want to hold the group for a longer time than they are willing to spend. It may vary from 2 to 4 hours. Tailor your outline accordingly. In the event you don't have time to plan the whole year's calendar for a League, plan at least for the first three months.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT 4/1/59 - 3/31/60

Summarize in general terms the information local Leagues send you in answer to the "improvement this year" question in the local League Annual Report. Please attach copies of a few local League reports to this question that might be useful to the national Board as case studies or as examples for other local Leagues.

Annual Report forms were completed and returned by 53 of our 55 Leagues. Many Leagues indicated satisfaction with Voters Service programs; though this, I believe, is true every year. V.S. seems always to be the most satisfying of League jobs. Improvement in Public Relations was noted by almost all of our Leagues. Greater membership participation in program coverage was reported by a large majority of Leagues, with members taking a more active part in program selection and consensus reaching as two other areas of improvement, running a close second and third. This is most gratifying to our State Board, we feel that assistance we gave through workshops etc, must have been useful. A number of Leagues have set up year round resource committees in addition to those Leagues who have had them. Improvement in the distribution of publications to members and community was given as another area of improvement by many Leagues.

Summarize in general terms the information local Leagues send you in answer to the "would like to improve" question in the local League Annual Report, especially, how the state and national Boards might help local Leagues.

Most Leagues, regardless of size, listed membership as the area in which they would like to improve -- acquiring new members and keeping the old ones, active and interested. In almost all cases local Leagues felt that this was their problem, that the state Board had done a great deal to help. They feel they know how to get members and where to find them, but that they have not had the time or taken the time to work on this problem as they should. Several Leagues felt that improvement in the quality and organization of their briefing sessions was needed. The state Board has provided assistance, but I know that we could do more. Many Leagues complain of not having time to cover program as they feel they should. These were Leagues whose units meet but once a month, with an average of four general meetings a year. They know they should have two meetings a month, and in many cases have tried and failed to get the attendance they think necessary. There were suggestions for a one item agenda on all ~~local~~ levels as being a partial solution to this problem.

ANNUAL REPORT 4/1/59 - 3/31/60

Attached are copies of a few local League reports to this question that might be useful to the national Board as case studies or as examples for other local Leagues. Question: "Summarize in general terms the information local Leagues send you in answer to the 'improvement this year' question in the local League Annual Report!"

BROOKLYN CENTER - 1) Have developed year-round program resource committees with membership from each unit. 2) Have planned coverage of more than one program item for each meeting stepping up both interest and discussion. 3) Have done a solid job on local level in Voters Service (which really means public relations, too). Held our first candidates meeting, registered more than 400 voters, and gave about 180 women hours in demonstrating new voting machines. (Note: this League is in its first year as a local).

ROCHESTER - We have been most encouraged that our League has grown in numbers. This has been due to excellent programs, good public relations, and more enthusiasm among the members. We went over the goal of our finance drive again this year and this can only be due to the fact the community think we do a job that no other group does. (An old, established League.)

MINNETONKA - I think our greatest improvement has been in membership participation in all areas. It is becoming easier to solicit help from members. Discussions in most units are more thoughtful and spirited, probably to be expected. We are a new League and each year should find us more mature and informed on League matters. We have also improved in percentage of members staying with us - much less turnover this year. (Note: this League is in its 2nd year as a local League.)

(formerly printed)
MINNEAPOLIS - This past year we have been mimeographing our bulletin/and including separate pages bringing the members up-to-date on local government happenings. In this way we can give much more information to both members and members of the community who are on our mailing list. We feel that our unit members have participated much more in program making and consensus teaching than in some other years - in fact, they have been most conscientious. We have more resource committees, and they are more active. (Our largest, oldest, city League).

ST. CLOUD - In several areas our League has progressed tremendously this year. Membership and Public Relations have had particularly effective chairmen, and I feel we have progressed most in these two areas. Our board as whole has been excellent. Our membership chairman has held regular orientation meetings with potential members. All members have cooperated in interesting friends in the League. We feel these meetings are paying off, not only with the most new members we have ever taken in (about 15) but with much stronger new members. Our Public Relations Chairman has taken every opportunity to advertise League. Our finance ~~chair~~ drive in progress now is always our barometer of community feeling. We have had the most pleasant response we've had. Also our plans for city election candidates meeting are meeting with a good response everywhere. Through our study of tax disbursements, led by a most effective and thorough chairman, we have made friends at the school, city hall, and all 3 court houses. The few speeches we've made in the community have created a most pleasant reaction. Particularly are we pleased with the new attitude of the AFL-CIO and Auxiliary. They are requesting much of our literature, and have a new attitude toward the League in general. Our members have responded to our state program -- new for many. In short, many of us feel we are finally over the hump in the community. I do feel that our activity belies our relatively small membership. (St. Cloud is noted for citizen apathy in politics). There is almost no dead wood among our membership. I am most optimistic at this time.

(Note: an old league - nearly died few years ago; revived with help of ST. Bd. help - not this is good news!)

League of Women Voters of the U.S.
1026 17 St. N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59 - 3/31/60

continued...

ROBBINSDALE - We feel that we have improved in all League work except membership increase. All of our members are participating in League study. We have had excellent public relations through some fine newspaper coverage. Our League has made a good start in distribution of publications through the schools. Our Open Meetings were well received. (Note: 2nd year as a local League, but in an old, conservative suburban town.)

AUSTIN - Our League has improved this year in membership participation in program coverage through better attendance at resource workshops which we have stressed in our monthly bulletin and through the work of very good resource chairmen. We have had more members participating in program selection which we have also stressed in our bulletin and at our unit chairmen's meetings. In fact, through the use of the monthly bulletin, we have tried to bring a better knowledge and hence better participation in all facets of League.

(an old established League)

GRANITE FALLS - I feel as though our old as well as new members understand the League program and purpose now since we have used the "Let's Talk League" booklet for orientation at nearly every meeting and have made a special effort to explain background of each topic. Consensus reaching has been better and I believe public relations, too. (a long time League, in a small town.)

ROSEVILLE - 1) Distribution of publications to the community: New Publications from the State and national office have been distributed free to the County Library and Council members. Additional copies have been sent to the School Board Trustees and to the County Commissioner. Finance contributors have been given material in areas of their interest as indicated at the time of the Finance Drive. The School libraries have been given catalogues and make their own orders direct.

2) Healthy growth of membership. Although our membership shows a decrease we feel little discouragement. Coffee parties for new and prospective members have been bringing better informed members into the organization. All units are growing at about the same rate.

3) Consensus taking: By means of unit combinations our consensus taking shows more thinking together and we feel reflects our total League better than a one meeting shot.

(Note: a suburb of St. Paul, new town, fast growing; League about 8 years old)

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

MINNESOTA
STATE _____

ANNUAL REPORT 4/1/59 - 3/31/60

What are the major strengths of your local Leagues? Your state Board? To what do you attribute these strengths?

ANSWER BY ORGANIZATION CHAIRMAN - Major strength of our local Leagues seems to be in the field of Voters Service, Public Relations and this year there is more member participation in program coverage. Members have been more actively concerned with program selection and also seem to have a better understanding of consensus making. Major strength of state Board, I think, are Public Relations and State Program publications. As a member of the state Board and as organization chairman, I optimistically attribute the major strengths of our local Leagues and improvements in the various areas of League activity to the help and advice provided by the state Board, and state organization committee and our staff. We have provided help at area workshops, through local League board training and calendar planning sessions and individual help in just about all phases of League work. One of the chief reasons for improvement in program coverage, I think, is due to the improvement in both state and national program publications. The suggestions for coverage and discussion questions are a great help.

ANSWER BY STATE PRESIDENT - See attached page.

What are the major recurring problems in your local Leagues? Your state Board? What do you think causes these problems?

ANSWER BY ORGANIZATION CHAIRMAN - The major recurring problems in our local Leagues have to do with membership, getting new members and keeping the old. Briefing sessions seem to be another problem, quality and organization of same. One of the big problems, mentioned by only a few Leagues, is one that concerns us a great deal. That of obtaining good leadership for Leagues with a membership of between 40 and 50; this is again a membership problem. Perhaps we need a magic formula to present to these Leagues on the value of acquiring just one or two new members at a time and working year round on membership. Seems we've tried everything else. I really don't know what causes these problems. Perhaps there is something more that the state Board can do to help with briefing sessions. A recurring organization problem is getting good advisers in our out state areas.

ANSWER BY STATE PRESIDENT - See attached page.

Is there any national service you wish in 1960-61 that would help your state Board carry out its responsibilities? (e.g. interstate regional conferences, and if so, on what subject; visit by national Board or staff member; special materials or information.) What would you hope to see accomplished by the type of national service you request?

ANSWER BY STATE PRESIDENT -

We can still improve our distribution and use of publications -- especially state ones. Our theme for Council Workshops this year is "How Not to Talk to Ourselves" and more of this kind of community involvement information would be good. It is always fine to meet with other League leaders, possibly interstate regional conferences would be good for us right now. I think we need to use the fine materials we have now rather than write any more.

League of Women Voters of the U.S.
1026 17 St. N.W.
Washington 6 D.C.

STATE MINNESOTA

ANNUAL REPORT 4/1/59 - 3/31/60

continued

What are the major strengths of your local Leagues? your state Board? To what do you attribute these strengths?

ANSWER BY STATE PRESIDENT -

I see an improvement in program coverage by the local Leagues, a much better understanding of the consensus procedure, all probably due to better understanding because of State Board helps -- through visits, through our Minnesota Voter. We are all doing better in seizing Public Relations opportunities -- seem prouder of our organization. This is somewhat due to magnificent state P.R. relations with the metropolitan press. Hardly a week goes by without favorable mention of the League. This runs off on the local League.

Our State Board is doing outstanding work in Organization and Expansion -- good, imaginative planning and plenty of State Board members to go to those important first meetings of pre-provisional Leagues. Excellent St.Bd. presentations & planning for Bd. mtg. What are the major recurring problems in your local Leagues? your state Board? What do you think causes these problems?

ANSWER BY STATE PRESIDENT -

The getting and keeping of members is still number 1. We have used our new member kits with good results, and our Let's Talk League sheets are helping to orient. We have tightened the numbers and finance factors in our new organization policies (minimum of 40 paid members for Provisional League recognition, and \$5. dues required). We expect to start off stronger Leagues.

Our only State Board problem this year is keeping members. One took a job, one ran for public office, one is enlarging her family (t five) -- all good reasons, but as President, I am always scanning the Talent Files. The problem of getting out-state members for the State Board is difficult.

The more contact the local League has with state Board members and meetings of many leaguers, the higher the morale and the deeper the pride in League membership. We try to do both fall and spring area workshops which build this good feeling, but there is room for more pride in belonging to the League. The farther away they are from our state office, the harder to keep a feeling of belonging to something BIG.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE

MINNESOTA

ANNUAL REPORT 4/1/59 - 3/31/60

Have you or any of your local Leagues suggestions for basic changes in national policies or procedures which would increase the effectiveness of the League or improve the service from the national office? If so, please describe, giving reasons for suggestions and possible solutions or methods for improvements.

We see need of some machinery for local Leagues in the metropolitan area to work together on state legislation. Do we need it on the state agenda? Next legislative session (Jan '61) will see bills introduced to allow municipalities to work on problems of area concern. How can Leagues that are interested work on this?

Could we form ad hoc committees from the 30 local Leagues in our Twin City area to work on this kind of governmental planning? Would not their function be merely an information getting and dispensing one? There will be great need for pressure to get this big metropolitan District established, due to the rural resentments against us (the cities) in the legislature. We can all work as citizens, of course, but League members like to work within the prestige-laden arm of the League.

It seems to me that everything which comes from the National office and Board is of uniformly high quality. We wish to see the Recognition Standards changed in the matter of the numbers required for a local League -- up from 15 to perhaps 25.

ANNUAL REPORT, 4/1/59-3/31/60

NATIONAL PROGRAM

"Foreign Policy: Evaluation of U.S. foreign policy with continued support of the United Nations system, world trade and economic development, and collective security."

Describe briefly the services which your Foreign Policy Resource Chairman and Committee provided local Leagues (e.g., state workshops, newsletters, clearing house services, help in obtaining resource material and speakers, adapting item to interests and needs of your state).

In Fall, 1959, the FP committee worked together with the organization committee to hold a series of five workshops in various areas of the state. We attempted to define problems of carrying out the foreign policy item: i.e., what it should include, how not to go afield from the League program, how the first year of FP work related to the second year under our CA, motivating chairmen to go to the community with foreign policy, priming them to use the forthcoming publications, etc.

Since that time our service has been to relay, through state mailings, specific information regarding the FP program developments and continuously to attempt to motivate local chairmen. We have attempted to bridge differences in the ways the FP item was handled from one League to another by sharing information and know-how. While it was not necessarily the result of state efforts, there has been more cooperation between Leagues on foreign policy this year than previously. The state chairman further carried on correspondence with the local Leagues on how to solve specific problems.

Describe, in general, coverage your local Leagues gave the foreign policy item (e.g. kind and extent in League and in community, year-round resource committee, resource committee meetings, kind and number of meetings with membership, community meetings, use of radio and/or television, legislative action in support of League positions).

On the basis of annual reports from 52 of our 55 Leagues, the following points seem justified:

- 1) Most of the local Leagues did a better job (more time, more effort, more interest) on foreign policy this year than last year.
- 2) Almost all the local Leagues had unit meetings. A few Leagues initiated FP study groups. Those which didn't take unit time are rather "weak" Leagues. Some Leagues had 1 unit meeting, more 2 unit meetings, a few had 3 unit meetings.
- 3) Across the board, more Leagues had working foreign policy committees than previously. This includes small Leagues; large League FP committee work was really superior.
- 4) Few Leagues did community work on FP. Those which did were proud of their successes. Many of the projects, however, while they were worthy and interesting phases of foreign relations, were not strictly speaking "League Program."

That we had a good year in foreign policy is due to many things: the foundation laid last year, the fine publications this year, the fact that it was a nonlegislative year in Minnesota, etc. Hopefully, the coming year will be even better.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59-3/31/60

Foreign Policy (Continued)

How useful were the following national materials:

.World Economic Development: Our Part in the Common Effort

Local Leagues used this effectively, considered it "tops", and distributed to members more than usually.
October 21, 1959 Memo re A Plan for Action on Aid

Not too widely used.

Foreign Policy Roundups (especially supplement to September issue, "Facts about Programs for World Economic Development")

Extremely helpful. Couldn't do without them.

Leaders Guide, Part 3

Excellent tool.

Pocket Reference on the U.N.

All the local Leagues count on having this very readable publication.

With Continued Support

Not all Leagues used it extensively, but those that did really appreciated it.

VOTER articles (specify which were the most useful)

Believe that Lively Issues was one of best received. The Voter has been consistently good this year.

In preparation for Convention, the national Board is anxious to have any additional information or observation on consensus within the foreign policy item which you think would supplement the consensus letters from the local Leagues as asked for in the National Board Report.

Beyond the unreserved endorsement of the Council Statement, by our local Leagues in Minnesota, the writer knows of no additional data on foreign policy consensus.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59-3/31/60

NATIONAL PROGRAM

"Water Resources: Support of those national water policies and practices which promote coordinated administration, equitable financing and regional or river basin planning."

Describe briefly the services your state Board has provided local Leagues (e.g. consensus workshops, program conferences, speakers).

Publication -- "Water Resource Management in Minnesota." This work was begun by a committee (headed by a non-Board member) in the spring of 1959 and completed by the new state Board chairman in August for use in fall meetings. It was based on KYRB outline (for Upper Mississippi River basin) but in the end took a slightly different form so it could be used in the whole state.

Memos -- in President's Letters most months, noting some new publications, new developments, meetings, advice on program-making etc.

Time for Action -- Special memo for Leagues in Congressional districts of Representatives who had voted "no" on pollution bill.

Indicate any regional or additional consensus that may have emerged since the November 1959 consensus report. If regional, describe the procedure that was followed to arrive at consensus.

Red River Basin: "There is a need for a revived interstate compact on the Red River, or some other form of basin wide machinery." The Red River Basin committee (Minnesota and North Dakota) thought it could make this view known when asked to participate in political party platform discussions. The committee found this opinion emerged in Red River Leagues when national consensus was being taken.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59-3/31/60

Water Resources (Continued)

Was the Memorandum of August 1959 to the State Water Resource Chairmen helpful? Have you any other comments on activity on the Water Resources item that might be helpful to the national Board?

The memo was definitely useful to the state chairman, especially in preparing a talk for a St. Paul briefing meeting. Unhappily, I did not get this information out in memo form to all local Leagues. Some of the discontent which showed up at consensus time can be attributed to this.

There has been marked resistance to this study among Minnesota LWVs, although each time a person new to the field is drawn into the work she is surprised to find it interesting and important. Some of the discouragement in the Midwest may be due to the fact that even those willing and interested women run into blind alleys:

1) In the long view reforms needed are, of course, regional -- interstate. But in the Midwest that may be more long range than we can even think. Much can be done state by state without elaborate regional machinery. The Midwest state Leagues seem to understand this well because there has been no serious proposal for inter-state League work. The needs for governmental reorganization (in Minnesota - conservation department, pollution commission, Water Resources Board) and better management (Minnesota's watershed district legislation has its shortcomings and is not being widely used) involve state legislation. I think this topic will not be well understood by our Leagues unless it is someday a state item. (The Red River basin is an exception because it is compact, easily understood.)

2) The other blind alley is inter-municipal complications. Sewage disposal and water supply problems in the Minneapolis-St. Paul area have pointed to the need for cooperation between the numerous municipalities: How? Will it involve state legislation? How can the Metropolitan Leagues deal with it? We have only one example of local Leagues cooperating in this field, working through local agenda.

Interest is increasing, showing up in local agenda. Not upsurge, a growing thing, needs to be described inter-League river basin committees, activities, or publications, if any. (nurtured Red River Basin committees: representatives from Fergus Falls and Moorhead in Minnesota and from North Dakota Leagues.

Publication: Red River Basin of the North: Water Resources and Needs -- a thorough study based on KYRB outline, nicely bound, attractive cover. 1,000 printed, 25¢, nearly all of them gone now.

Every word we hear about this committee is complimentary. Its activity has been well received in the basin, and its testimony to the Senate Select Committee was praised by the Senators.

ANNUAL REPORT, 4/1/59-3/31/60

NATIONAL CONTINUING RESPONSIBILITIES

1. Modification of federal loyalty-security programs to limit scope, standardize procedures, apply "common sense" judgment, and provide the greatest possible protection for the individual.
 2. Self-government for the District of Columbia; extension of national suffrage to citizens of the District.
 3. Measures granting the President authority to veto items in appropriation bills.
 4. Opposition to constitutional limitation on tax rates.
 5. Opposition to constitutional changes that would limit the existing powers of the Executive and the Congress over foreign relations.
- - - - -

What services were provided local Leagues on National Continuing Responsibilities?

The State Board consistently urges that local Leagues take the time to up-date their members of long standing and carefully orient new members on the National CRs. However, beyond responding to calls for action and using state channels to encourage local Leagues to act, the state organization has done nothing specific this year on National CRs.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59-3/31/60

National Continuing Responsibilities (Continued):

Please describe in general local League coverage of each of the CRs, including legislative action. Please evaluate this coverage in terms of local League preparedness and interest in taking action.

Few local Leagues indicated in their annual reports any particular effort devoted to the CRs. Most of the, however, indicated that they had taken some action on CR 2, when the call came out.

I believe that in their local League work on CR2, the members were coming to the support of a principle or ideal and were not as informed on the specifics as might be necessary in the case of some of the other CRs. In other words, considering the percentage of new League members and the amount of forgetfulness in average League members, more work ought to be done on reviewing CRs and keeping current on them if we want members to respond intelligently to calls for action. How to bring this about in view of the size of the total League program; not to mention the out-of-League pressures most of our members feel, it is a difficult problem to solve.

Did you find National Continuing Responsibilities useful in working on the CRs?
Would you like to see more materials on the CRs? If so, what?

This publication is the core of understanding of the CRs to most of our members. It is used and appreciated. However, most of our local Leagues indicated that they did not want more material because they felt they would not have the time to use it.

When action is imminent I am certain that local Leagues would welcome specifics related to the action expected.

ANNUAL REPORT, 4/1/59-3/31/60

STATE PROGRAM

Describe briefly state and local League activity on state Current Agenda items and state Continuing Responsibilities. Include mention of publications, state-planned workshops and conferences, legislative activity, community activity and state council action, if any. In reporting legislative activity please include the kind of action taken, a brief description of the bills, whether the legislative goal was accomplished and an evaluation of the role of the League in the result. If a vote by the electorate was involved (such as an amendment) please describe League activity in connection with it, a brief description of the measure, the result of the voting, and future steps necessary (such as action by legislature) to accomplish the goal.

CURRENT AGENDA, LWV of MINNESOTA: Will support improvements in Minnesota Election Laws and in the related area of ethics in government, and will promote party designation.

This nominally one item agenda is obviously composed of three distinct parts. The local Leagues have tended to deal with the item by devoting one meeting, or one month's meetings, to each of the parts. In some cases they have combined school election laws with party designation (which is an old subject in Minnesota) for one month, have presented ethics in government another month, and then devoted a third month to the State CRs. In either way three meetings have been spent on the state program by most Leagues.

The State Board has prepared the following publications for the state item:

- 1) The Missing Link in Minnesota Government - study of Party Designation in Minnesota
- 2) Minnesota School Election Laws
- 3) Ethics and the Public Servant.

Since this is not a legislative year in Minnesota the only such activity to report is what spilled over into this report from last year's session. The Minnesota League likes to think that it was somewhat influential in securing the passage of the proposed constitutional amendment which would allow the legislature to permit persons to vote who change their place of residence within thirty days of an election. The amendment will be voted upon by the people in 1961. Other legislative activity, per se, is in the Legislative Chairmen's report.

STATE CONTINUING RESPONSIBILITIES

- 1) Constitutional Revision. LWV is supporting Amendment 3 which provides for continuity of government in case of emergencies.
- 2) Reapportionment. LWV supported the Bergerud-Popovich bill which definitely is a compromise but offers an improvement over present apportionment. Most of local Leagues studied Amendment 2 and were opposed. As a result the state Board announced a consensus to oppose the amendment. This led to a special press release, which resulted in newspaper publicity and radio and TV coverage, letters to editors, and publications on the consensus.
- 3) Home Rule. Enabling legislation was passed by 1959 legislature which will help communities solve local problems. Because further improvement is needed, this item continues as a CR.
- 4) Fair Employment Practices Legislation. This CR was watched in 1959 legislative session and will be watched to see that fair employment, without regard to race, creed, or color or that the Commission itself is threatened, by reduction of appropriations. Our position does not cover age or housing.

A few local Leagues had CR programs, other than reapportionment. More have them planned for spring. Some resource material on CRs in local bulletins. Members followed bills during legislative session and some visited legislature.

(next page)

League of Women Voters of the U.S.
1026 17 St. N.W., Washington 6 D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59- 3/31/60

STATE PROGRAM, continued

All CRs to be on ~~XXXXXX~~Program at State Council meeting. Also, workshop at Council meeting on the CRs.

Fall workshop planned for CRs, along with other program material.

Popular type flyer on Amendment 2 is in the making.

Other publications include: Minnesota Voter, (our state bulletin), Capitol Letter (our legislative news letter), State Board Report and outlook for work, Broadside on State Continuing Responsibilities.

League members lobbied during the 1959 session, as always.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59-3/31/60

State Program (Continued)

Describe how your state carries out its legislative activity on state program. Do you have a legislative committee? If so, how are members recruited (from the capital city only; state-wide committee; Board and non-Board; Program chairman and/or committee members)? What are the responsibilities of your legislative committee (observing legislature; screening bills; speaking at hearings; lobbying; conducting go-and-see tours of legislature; preparing materials; producing legislative newsletter)? How are decisions on legislative action made between Board meetings?

Yes, we have a Legislative Committee.

Members are recruited from as broad an area as possible, representing board and non-board women.

Responsibilities include:

- 1) Planning and executing Legislative Workshops, before and after Legislative session.
- 2) Planning and executing an Observers Program, during the session - regularly scheduled all day sessions.
- 3) Producing a Legislative Newsletter - available bi-weekly on subscription basis, only.
- 4) Working with local League Legislative Chairmen and/or President, re state program and community action.
- 5) Some coordination of League lobbying during the session. Actual lobbying is to be done by the state resource people or their representatives.
- 6) Representation of the League on bi-partisan or other community committees concerned with state issues.
- 7) Development and circulation of a Lobby b Letter Kit.
- 8) Decisions on legislative action between board meetings are made by Executive Committee.

ANNUAL REPORT, 4/1/59-3/31/60

LOCAL PROGRAMS

Describe, in general, outstanding local League activity on a local Program item, especially anything that might be useful for national publicity or as case studies or examples for other local Leagues. Give name of local League or Leagues whose activity you are describing.

Local Leagues in Minnesota has as LCA the following:

Planning and Zoning, 22	Taxes, revenue, 9
Schools in some form, 16	KYF Surveys, 8
City charters, 13	Sanitation, sewage, 8
Recreation, parks, 12	health, 6
	Water problems 7

Other items included - Libraries, Civil Service, Civil Defense, Election Laws, Voter registration, Traffic and Safety Law Enforcement, etc.

EDINA, a League of 225 members with 15 units did an outstanding job on planning and zoning. Their planning committee met with the Metropolitan Planning Committee for discussion and advice, also with the Village Manager, Village Planner, Mayor and recorded their interviews for the paper.

A "Suggested Study Outline for Planning and Zoning" was mimeographed and distributed to all units, also explained at Unit Chairmen's meeting. A mimeographed speech on planning by Mr. David Loeck, Director of the Metropolitan Planning Commission was also distributed along with the Metropolitan Planning Bulletins and population studies.

Mr. George Hite, local planning director, spoke to all unit chairmen and also spoke to many individual units.

The Walter Blucher Planning Report, made to the village in 1956 and the Gardner Report also made in 1956 were condensed, mimeographed and distributed to all units.

A letter (about 500) was mimeographed and mailed to all League contributors and Edina organizations inviting them to a town meeting on planning and zoning. This meeting was a tremendous success, largest ever held in the village, with standing room only. Excellent publicity was given to it in the paper.

All village meetings, school board, city planning and park board and village council have been vitified and throughout the sehee year and reports on these have been given to the League board.

Results of the League interest in planning: Village planning budget has been increased and consultants will be hired, also a plan is being worked on.

FALCON HEIGHTS, a League of 58 members and 3 units did this complete job on recreation:

In April, 1959, an open meeting was held at the village hall to discuss recreation in Falcon Heights. A seven page survey on Recreational Facilities and Programs, prepared by the League in 1959 was given to all attending the meeting. (All contributors received the recreation survey also). A mimeographed sheet showing the distrigution of the tax dollar in the village was also presented.

In September, 1960, a recreation study was made in the five surrounding villages. Recreational facilities and programs were examined and methods of financing them were explored. From this study costs per capita were compared with Falcon Heights. Results of the study were presented to all units at the September general meeting.

As a result of the League study and work on Recreation, these things have been accomplished: 1) the open meeting created an interest in improving recreational facilities 2) Methods of financing village recreation programs were made available to the community. 3) A village recreation committee was formed. 4) \$2400 was allotted to Recreation in Falcon Heights, previously no funds were available.

League of Women Voters of the U.S.
1026 17 St. N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59 - 3/31/60

LOCAL PROGRAMS, continued

MINNEAPOLIS, a League of 1180 members and 42 units did this job on Charter Revision.

They participated in the Joint Committee on Charter Review, a group formed by the two political parties, the Citizen's League and the Chamber of Commerce besides the League of Women Voters, to prepare a complete revision of the city charter. The League had 12 of the 56 members on this JCCR committee.

May, 1959 -- JCCR report distributed to all League members.

Sept., '59 -- Mpls. LWV Board approved form of government recommended in report.

Dec., 1959 -- Board took a position in favor of revisions submitted to the City Charter Commission by JCCR, after the units had studied the revisions.

Jan. 1960 -- Board took a position for the whole League in support of the JCCR Charter Amendment and urged League members to join CIVIC - Charter Improvement Volunteer Information Committee, a group of individuals who will provide education for the public on the charter amendment.

Jan. 1960 -- CIVIC begins to petition to get amendment on ballot and League supports this.

3 Radio programs on charter revision.

1 TV program on charter revision.

BATTLE LAKE, a League of 15 members, with one unit, obviously, did the following:

Very good plan of visiting school board meetings all through the year. Two different people attended each meeting. Were well received and were instrumental in interpreting the school board to the community as their opinions were respected. Also, one of their League members was ultimately elected to the school board which was a first for a woman in this community. Attractive flyer on getting out the vote is included.

ANNUAL REPORT, 4/1/59-3/31/60

VOTERS SERVICE

What services, if any, did your state Board provide directly to the voter?

Rollcalls of Congress were compiled and distributed through local leagues. Also a packet of Election Data including offices to be filled, duties and salaries of offices, absentee voting regulations, and a summary of the four Amendments to the State Constitution that will be voted upon next fall. This material was distributed to the local leagues early so that it would be included in Voter Information which the local leagues might prepare for service men. We also produced a short article on the steps to the National Political Party Conventions. We are now about to begin planning on a Voters Guide which we will produce in cooperation with the Minneapolis Tribune. It will cover the Candidates for State Office to be elected in the fall. Details of this effort will be covered in the next annual report.

Describe briefly services provided voters in areas where there are no local Leagues.

Occasionally we have requests from women who want to set up a public meeting and would like to know how to go about it. We have sent advice and given the name of the nearest local League. Our Voters Guide covers the state during a State Election year but since the past year did not contain such an election, this was not done. We have been working on and thinking through some sort of Voter Information packet or course that could be sent into areas that do not have leagues. We have also been thinking about large firms that might be interested in Voters Service for their employees in those non-League areas.

Describe what your state is doing on the Defense Department Project. Do you have any suggestions about the project?

Our leagues have done very little because we found that most of our local filing dates are so late that it makes it almost impossible for a ballot to be returned in time for local elections and there have been no State Elections since this project was begun. We have advised the local Leagues to find out what established the local filing dates, how their city clerk feels about it, and perhaps help push for a more realistic set of dates. In the meantime they have been planning what they can send for the fall elections and are to complement our State information with Voter Information about their area Candidates. There has been quite a bit of confusion about this project but it seems to be straightened out now. One of our Leagues that is located near a large air base has established a good relationship with Personnel and has given some VS information of a general nature to officers and wives, also plans to help them secure information in the fall.

Has business and industry in your state used Voters Service material in quantity?

If so, would you list the types of industry, include the names of any national concerns and explain how the material was financed? It has been financed by the local League budgets. St. Paul contacted 160 firms and they distributed 3,679 pieces of information but the money for the pieces came from the St. Paul VS budget. Some of these firms were: American Hoist & Derrick, Burt's Shoe Store, Ford Motor Co., Fruehauf & Co., Woolworth, International Harvester, Jane Garret Candies, McGill-Warner, Minnesota Mining & Manufacturing, Montgomery-Ward, Northern States Power Co., N.W. Bell Telephone, Remington-Rand, Schiff Shoes, Snyder Drug, U.S. Bedding, U.S. Steel Supply Division, Whirlpool Corp., W.T. Grant. Some local firms have bought County Survey booklets and given them to their employees. Andersen Corp. bought 1,000 booklets from the local League. IBM Co. uses local information for employee distribution.

ANNUAL REPORT, 4/1/59-3/31/60

Voters Service (Continued)

Please describe unusual or outstanding local League services to the voter. Indicate why you think they were successful. (Please include name of the local League.)

Most of the VS has been centered around city elections, bond issues, or school board elections. Some of the outstanding projects are as follows:

ANOKA - Permanent wooden Vote Today signs on highways, 3000 ward maps with election information were distributed. They felt increased vote justified their efforts.

RICHFIELD - a real push made for interest in local election. "Get on the Ball" theme, with Neon signs, sandwich boards paraded by school children, billboard signs, and excellent newspaper publicity. Good turnout for Candidates meeting and election

BLOOMINGTON - Well promoted School Board Candidates meeting. Good radio, TV, fliers, store windows, sound trucks, weather balloons. Bought 10 signs with removable slots for use in all elections. Now planning an open meeting to inform about political parties.

EDINA - Very attractive slate flyer with school board information. 6,400 distributed.

FALCON HEIGHTS - Standing room only at Candidates meeting held by this small League.

1500 circulars passed out. Permanent signs with Vote Today placed on members' lawns.

MAPLEWOOD - 23 Volunteers for $\frac{1}{2}$ hour baby sitting service on election day.

These projects were ALL well planned and executed.

What important problems, aside from voter apathy, are encountered by local Leagues in carrying out Voters Service activities?

We have a variety of problems because our Leagues range from very large ones down to many very small ones.

The small Leagues find it hard to get very excited about VS except at State Elections because the local contests are so often dull, with the same people running for the same office year after year. They like the Defense Project because it is easy for them to know the service personnel and do something for them. Also the information to 21 year olds gives the VS chairman more to do.

The Leagues that are located around the large city areas complain that VS is often difficult because many people feel allegiance to the city in which they work and many times feel that their present homes are temporary so have little interest. Also, distribution of information is sometimes a problem. Space is limited in the metropolitan papers and sometimes there is not a local paper or it is not widely read. They feel that this difficulty of communication is directly responsible for poor turnouts at Candidate and other public meetings.

Do you have any suggestions for national Voters Service materials and services?

The materials are all excellent. We have had requests for a tip sheet containing spot announcements and clever slogans that can be used on posters or for radio etc.

We have also had requests for a voter information movie for 21 year olds.

Many of our Leagues are becoming interested in Schools for Political Effectiveness. The national publication is out of print and some sort of a suggested agenda might be worthwhile. We have referred them to other groups that hold these schools and we also have the information that the N.Y. State League uses in their workshop.

The Swap Shops are well received and local Leagues would like them to continue.

The biggest problem is getting the information into the hands of the Voters Service Chairman. We constantly remind our local Chairmen through our President's Letter and Outlook for Work and yet we continually receive requests for help in finding information that would be unnecessary if they had read what had already been sent. The new handbook on VS should be a great help, too. Booklets are more apt to be handed down than memos or tip sheets.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59-3/31/60

Voters Service (Continued)

How do you feel the League in general could be more effective in its Voters Service work?

We must look to the next generation to dispel voter apathy. If we can reach the young people before they become weary and jaded perhaps we can revive an interest in government. Government workshops for Scouts, help and encouragement to our government classes of study in our schools, parties for new voters, and personal indoctrination of our children and their friends will help.

Our Leagues are beginning to catch the idea that VS is a dynamic year round operation not just information at election time. Many of the things they do under other portfolios such as IMA really are information service to voters. Giving VS all rightful credit will expand its importance and League will see other services they can render. Getting out an uninformed vote is debatable as to value in my mind. I feel that we should always couple information with get out the vote efforts.

What materials and techniques has the state Board found most useful in helping local Leagues with Voters Service work?

The annual Outlook for Work and the monthly President's Letter are our main avenues of communication with local chairmen and in general work very well.

All the League publications are good and useful in their field.

I think the best way to help local Leagues is to get all the information they need to them as soon as is practical, suggest ways that it can be used, continually remind them of coming events and preparations they should be making, and create a friendly climate that will encourage local VS chairmen to ask for help no matter how small the problem. When we are thinking VS all the time we tend to forget that most local League chairmen are not so concerned and we are not hitting all of the time. Repetition is essential at the risk of being boring.

What kinds of requests for help with Voters Service work do you most frequently receive from your local Leagues?

We receive requests of all kinds. I feel the local Leagues are very free about asking for help which is the way we want it. Many requests come from new chairmen about to set up a meeting or general plan of action. They usually want reassurance. We have requests to clarify what is program and what is voters service. Occasionally we have a non-partisan question which involves factions in a community since we do not have party designation. Sometimes local chairmen write and ask us for information on a specific VS. At one time or another all Leagues ask what to do about voter apathy.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59-3/31/60

PUBLIC RELATIONS

From the state point of view what was your foremost Public Relations achievement for the year 1959-60? Describe.

Our 2 State Issues Luncheons are a new type of venture in Voters Service and Public Relations. A unique form of cooperation with a large business firm is allowing us to invite 150 Minnesota leaders in education, government, the mass media, business, labor and the larger statewide organizations to 2 relaxed and elegant luncheons, one featuring the Democratic Governor and the other featuring the Republican candidates for Governor. This gives the League a valuable chance to converse informally -- see and be seen -- by this array of opinion builders in our state. Great pains are being taken to assure at these sessions spontaneity and sharp focusing on the issues. The big days are to be March 22 and April 6 so at the moment "our retrospections are all to the future."

We basked in glory as our state President was ceremoniously handed the pen with which the Governor was signing the Reapportionment Statute. The League's foremost role for good government was widely recognized.

What has the League done at the state level to build public understanding of the League?

7 years of Minnesota League work on reapportionment finds us at the moment opposing a reapportionment amendment on the ballot next fall. A wonderful opportunity to build public understanding of the League. We called our very first press conference to announce the League stand on the amendment. There was tremendous interest in the press, radio, TV as well as the halls of the legislature. Our President gave the League stand including many quotes from specific Leagues throughout the state. A liberal education in the process of League consensus was had by all. This was a golden moment, for some 90% of our membership had taken a well informed part in this consensus and the area of agreement was overwhelming. Our action on this agenda item shall continue in the form of public education - on reapportionment and in the process on what the League is and how it functions.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

MINNESOTA

STATE _____

ANNUAL REPORT, 4/1/59-3/31/60

Public Relations (Continued)

Describe any unusually good local League Public Relations activity that might be shared with other Leagues. Include also any outstanding local League job on League program which has built good community and public relations. Please give name of League or Leagues whose activities are described.

Minneapolis LWV cooperation in 1959 municipal elections gathering & sponsoring with WTCN-TV the election returns.

7 suburban Minneapolis Leagues Foreign Policy Forum made nationally known speakers available and lured 600 guests. Chairman Mrs. Samuel Timmons, Deephaven LWV. Roseville cooperated with the Girl Scouts on a citizenship project for the elementary grades providing the instructors.

Several imaginative U.N. Day dinners, luncheons & coffees with excellent community relations -- White Bear Lake, Duluth, Wells, Deephaven, Roseville

UNICEF community projects very successful outstate - Austin, Red Wing

Granite Falls' annual city budget meeting continues to be a great P.R. success.

Minneapolis League's excellent public relations job with their joint charter revision committee working closely with these groups during the decision-making process. Joint committee includes Citizens League, Chamber of Commerce, both political parties, LWV.

Mahtomedi cooperated with the adult education department of the local school and put on a series of 4 foreign policy lectures. Had great speakers (\$25 each session), charged 50¢ a lecture, 25¢ for students. These were well received and attended, had a total of over 300. Just made expenses. Sent all contributors pair of free tickets to the last lecture. There is demand for this series to continue next year. League did all the planning and work and school furnished facilities and publicity.

What has the state Board done to help local Leagues in their public relations efforts?

Nothing directly but much indirectly. We find it more understandable and helpful to local League chairmen to see League relations with the public coming as a natural outgrowth of all phases of League work. So at each area or state-wide meeting, regardless of the subject matter at hand, public relations is always there on the agenda in some form but seldom by name.

ANNUAL REPORT, 4/1/59-3/31/60

Public Relations (Continued)

Would you say that the local Leagues in your state are taking full advantage of the public relations opportunities offered in their communities? Explain.

No, I think most of us fail to recognize golden opportunities right under our noses. However, a significant state-wide picture is emerging. That is, if the League cooperating with other groups in the community, particularly in the fields of Voters Service and national agenda. This is apparent in Leagues of all sizes. Cooperation between Leagues, particularly on foreign relations items or locally if several Leagues share the same news outlets, is also on the upswing.

What public relations areas need building up by local Leagues? by state Board? by national Board?

Local Leagues -- alertness to the everyday opportunities at hand, more willingness to cooperate with others during the decision-making process on local agenda, and a sizeable number still needs to see public relations as more than publicity.

State -- we are weak in the public relations action area on national agenda in spite of your superb help on this.

National -- I've tried hard, but can't think of a single area that needs building up!

What public relations help do local Leagues want from the state Board?

1. Press releases should be in hands of local Leagues (P.R. chairmen, too) well before release date and several copies for larger Leagues.
2. Suburban Leagues were annoyed at Thursday release on Amendment #2 stand; outstate Leagues never even notices that date was geared to state-wide Minnesota Newspaper mailing.
3. Exchange of success stories.
4. State Speakers' Bureau for local League use in program study and annual dinners.

What public relations help do local Leagues (and/or state Board) want from the national Board?

1. A continued flow of down-to-earth know-hows; how to adapt public relations material to little Leagues and small communities, how to develop personal relationships and goodwill within a community, how to write a letter with more impact or eye appeal offering speakers to organizations, how to make a poster.
2. The press release on Federal Pollution Control was most welcome and well used. 2 Leagues suggested this also for League policies.

League of Women Voters of the U.S.
1026 17th St., N.W., Washington 6, D.C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/59-3/31/60

STATE LEAGUE

	1958-59	Estimated 1959-60
Income		
Local Leagues Support	\$ 20,785	\$ 22,205
Contributions direct to state	362	325
All other receipts (including Members-at-large dues)	1,500	800
TOTAL INCOME	\$ 22,647	\$ 23,330
Expenditures		
General Administration	\$ 4,335	\$ 3,910
* Direct Services to local Leagues	2,000	1,100
* Salaries	4,730	7,062
Provision for national services	8,500	8,700
All other disbursements	2,525	2,520
TOTAL EXPENDITURE	\$ 22,090	\$ 23,292

* * * * *

CASH STATEMENT

Balance on hand at beginning of year April 1, 1959.....	\$ 3,887
Balance on hand at close of year March 31, 1960.....	\$ 2,400 #

<u>LOCAL AND PROVISIONAL LEAGUES</u>	1958-59	Estimated 1959-60
Income		
Dues	\$ 19,372.00	\$ 21,639.00
Member Contributions	6,517.36	6,824.89
Non-Members' Contributions	25,579.82	26,638.95
All other receipts: (from projects (from reserves, etc.)	1,246.51	9,428.27
TOTAL INCOME	\$ 60,578.67	\$ 67,564.56
Expenditures		
Local work	\$ 39,658.67	\$ 39,633.61
State and national services	20,920.00	22,205.00
TOTAL EXPENSES	\$ 60,578.67	\$ 61,838.61

* * * * *

CASH STATEMENT

Total of local Leagues':	
Balances on hand at beginning of year April 1, 1959	\$ 18,427.93
Estimated balances on hand at close of year March 31, 1960	\$ 19,865.00

Note: We are aware that the state Board must receive local League figures by March 15. We suggest you reassure your local Leagues that their figures may be based on their best estimates.

* Part of our Organization Secretary's salary was included under Direct Services last year
This figure is hard to estimate as we are making payments on a publication bill that does not appear in the budget.

53 League Report

MINNSOTA

	Campaign Goal	Number of Contributors		Business Firms	No. of Workers	Comments
		Memb.	Non-Memb. (Indiv.)			
Alexandria	463					Short, stopped drive @ \$285 Have always been strong financially
Anoka	367				11	Exceeded goal by \$63 Larger budget but lowered goal \$75
Arden Hills	145	11	35		22	Raised dues to \$5 Not successful - letter only
Austin	400	48	18		2	Contr. from husband listed as mbr No drive - \$27 from project \$20 non-member contributions
Battle Lake	40					
Bemidji	25		1			Resists drive - \$205 from project Drive short-25 less members working on drive. Project income \$758 Drive postponed 3 times This League in trouble.
Bloomington	775	40	50	75	40	
Brainerd Brooklyn Center	300 325			66	13	Exceeded goal by \$143 Set goal but still no drive Travelogue raised \$10 Successful drive, also sold coffee at booth at Community Fair Failed because this is an uninspired group resisting drive
Buffalo	65					
Cass Lake	70	7	9		2	
Columbia Hts.	120			25	7	
Crystal	385	12	15	70	21	Successful
Deephaven	325	30	80		25	Exceeded goal by \$70 Successful drive, inspite of effect of steel strike on this area
Duluth	1840	68	149		42	
Edina	1050	25	140	12	50	Exceeded goal by \$100
Excelsior	115	9	18	23	12	Exceeded goal by \$50
	6810	250	515	271	247	

MINNESOTA

	Falcon Hts	155	17	12	13	38	Exceeded goal by \$50
	Fergus Falls	175	9	24		12	Successful drive - have resist. dr.
	Golden Valley	500					Need to raise goal
	Granite Falls	150	20	64		20	Short about \$50 - some resistance to drive but optimistic
	Hibbing	726					Have established pattern of commun. dinner for contributors.
	Hopkins	166		32		12	Successful-encouraged by results
	Jackson	45	4	6	4	3	Have had unsuccessful letter drives
	Mahtomedi	479	36	75	7	14	Small membership resists drive
(Prov.)	Maplewood	300	4	6	32	51	Rummage sale raised \$150
	McLeod-Hutchinson	58					Goal raised but not reached
	Minneapolis	10950	261		385	125	Just not enough effort
	Minnetonka	475	12	48	22	69	Failed to make goal by \$100- 1/2 of mbrs new since 1/1/60. too few pros
	Village	310	6	30	37	11	Weak League but now making plans for drive.
	Moorhead	355	25	22	41	22	Goal lowered-close to goal
	Mound	20					More workers-outstanding effort
	New Richland	123		32		12	Successful, well organized
	New Ulm	358	2		80	10	Successful due to efforts of Pres. who served as Finance Dhmn
	North St. Paul						Last year short. Raised goal and met it.
		15345	396	351	621	399	Resists drive. Funds from "silver dish" at coffee-usually have guests

MINNESOTA

Olivia	130					Barely alive - resist drive
Owatonna	295	13	25	42	24	Outstanding effort-well organized
Red Wing	395		22	45	20	Exceeded goal by \$200
Richfield	515	80	74	8	74	Exceed goal by \$100
Robbinsdale	350		40	43	22	Always well supported
Rochester	1100	2	16	97	34	Goal lowered, receipts down \$100
Roseville	850		31	48	20	Just not sold on finance drive
St. Anthony Village	325	1	37		14	Successful; fewer contributors but more per contributor
St. Cloud	580	2	80		15	Successful but down from last year
St. Croix Valley	220	5	21	8	12	More solicitors
St. Louis Park	1000	6	40	108	75	Goal lowered \$100; non-memb. contributions same as last yr
St. Paul	2700	190	160		75	Short \$25; down from 58-59; not enough solicitors
(Prov.) Shoreview	220	6	44	9	28	Successful; effective League
(Prov.) Silver Bay	150	2	42	44	34	Exceeded goal for first time.
South St. Paul	450	1	21	46	21	Card party as project
Virginia	155	7	8	31	13	Successful, well-organized. Cons.
Wabzata	465	18	104		24	theatre party but did not follow the Resistance; close to goal
	9,900	333	765	529	505	Book Sale & Theater Party
						Prov. League; exceeded goal by \$50
						Need to raise goal
						Low goal but exceeded; outstanding
						because drive during steel strike
						Successful in spite of labor
						difficulties in community
						Goal cut by \$120; incomplete
						reports, pessimistic
						Successful drive; over \$100 in member contributions.

STATE FINANCE CHAIRMAN'S REPORT FOR LWV OF
MINNESOTA

Name of local League	Total Campaign Goal	Number of Contributors Memb.	Non-Mem. (Indiv.)	Business Firms	No. of Workers	Comments
Wells	182					Postponed drive; U.N. Fair as project
West St. Paul	395	12	43		19	Short about \$80; goal lowered, not inspired
White Bear Lake	387	35	44	57	26	Goal raised & exceeded by \$50; well organized
Werthington						Drive every 4 years - but they are running out of money!

Grand Total \$33,019 1026 1718 1478 1196

MINNESOTA

	<i>Income</i> <i>Member</i> <i>Lines</i> <i>Contr.</i> <i>Non</i>			<i>Project</i>	<i>Reserve</i>	<i>Local</i> <i>Slab.</i>	<i>State &</i> <i>Natl. Ser.</i>
Alexandria							285.00
Anoka	171.50	20.00	410.00	26.35		298.14	300.00
Arden Hills	300.00	42.68	223.50	20.00		97.24	150.00
Austin	937.00	211.00	102.00	10.80		758.70	550.00
Battle Lake	45.00	27.00	20.00	25.00		60.77	55.00
Bemidji	195.00		25.00	205.00		105.00	250.00
Bloomington	520.00	20.00	614.50	757.25		1241.52	450.00
Brainerd	138.00	11.00		49.50	5.65	198.51	220.00
Brocklyn Center	265.00		518.50	108.82	208.84	523.74	200.00
Buffalo							55.00
Cass Lake	51.00	22.00	30.00	19.91		66.50	70.00
Columbia Hts	57.00	23.42	73.50	5.70		46.02	90.00
Crystal	148.00	16.00	403.00			479.88	200.00
Deephaven	151.50	101.50	288.00	81.15		284.96	200.00
Duluth	1370.00	750.00	1500.00	200.00		2510.00	1310.00
Edina	1140.00	99.50	1059.50	479.71		1163.48	800.00
Excelsior	144.00	40.25	175.50	92.27		278.10 44	175.00
Falcon Heights	174.00	17.00	186.00	112.10		229.46	150.00
Fergus Falls	87.	95.00	142.00	125.50		287.70	150.00
Golden Valley	375.00		447.00	43.82		495.64	325.00
Granite Falls	75.00			215.00		106.16	125.00
Hibbing	356.00		332.00	11.41		535.19	445.00
-----	6700	1496.35	6550.00	2589.29	214.49	9766.71	6,555.00

MINNESOTA

Jackson	57.00	17.00	23.00	82.40	148.07	126.50	75.00
Hopkins	152.	51.20	160.00	105.00		317.80	180.00
Mahtomedi	195.	155.25	243.25			527.65	275.00
Maplewood	272.	7.80	193.50	47.81		265.02	125.00
McLeod-Hutch.	42.		1.00	33.07		6.50	55.00
Minneapolis	5640.	2920.42	7855.50	2172.45		13065.85	5525.00
Mtka Village	456.	52.05	443.00	128.03		558.32	310.00
Moorhead	108.	47.00	313.59	91.20		471.70	110.00
Mound 11/	210.	80.00	296.00	60.00		350.00	250.00
New Richland	52.50-	16.73	17.91			25.31	60.00
New Ulm	57.50	15.60	106.00	41.70		258.53	55.00
No. St. Paul	96.	6.00	351.50	170.00	29.43	427.93	125.00
Oliksia	45.00			50.00	10.00	50.00	55.00
Owatonna	147.	14.50	478.50	156.80	163.00	641.93	250.00
Red Wing	235.	43.25	448.00	7.79		434.04	300.00
Richfield	426.	60.00	368.00	120.00		480.00	500.00
Robbinsdale	190.	5.54	356.00	61.99		239.54	250.00
Rochester	812.	76.00	1050.50	349.47	1287.80	1190.00	1200.00
Roseville	769.		685.00	33.00	451.66	959.42	700.00
St. Anthony	180.	26.50	273.00	205.66	106.50	214.87	125.00
St. Cloud	300.		610.00	15.00		675.00 2511.00	250.00
St. Croix Valley	147.	5.00	253.00	154.86		365.69	215.00
-----	10589	3599.84	14526.25	4086.23	2196.46	21651.60	10,990.

MINNESOTA

St. Louis Park	568.	14.46	1021.70	4.00		1025.	575.00
St. Paul	2221.	1359.14	2451.50	1926.89		4235.34	2400.00
Shoreview	184.	19.00	269.50	122.36		217.39	125.00
Silver Bay	168.	79.60	164.00	3.75		201.77	125.00
South St. Paul	153.	10.00	459.00	69.40	370.00	374.87	300.00
Virginia	150.	20.00	116.00			158.33	155.00
Wayzata	222.	109.00	416.00	86.00		677.21	250.00
Wells	90.	18.50		102.75		198.47	80.00
West St. Paul	150.	59.00	265.00	37.60		232.92	225.00
White Bear Lake	342.	60.00	400.00	400.00	75.00	734.00	325.00
Worthington	102.	10.00			147.50	160.00	100.00

21639 6854.89 26638.95 9428.27 3003.45 39,633.61 22,205.

Additional comments on the State Finance Chairman's Report for the LWV of Minnesota

Totals for number of contributors and the number of workers is far from accurate because of the many incomplete reports received.

Not all projects are described because most Leagues report only the additional income. Seventeen Leagues budget for income from sale of calendars.

Thirty drives were successful in meeting goal (several others were very close to goal). Thirteen of these went way over their goal and in most cases these goals were not low. The number of members participating has definitely increased. In all cases this does not mean increased contributions but it has meant increased enthusiasm for the League. Organization of drives has definitely improved with ~~4~~ more one-day drives. There have been fewer large projects; more Leagues are realizing projects are too time consuming and not promoting purpose of the League.

Six Leagues still resist drive completely; all but one are in communities with population under 2500. One of these small Leagues is now making plans for a drive. One League is still trying to exist with a drive every four years.

Only 13 Leagues have \$5 dues. A few more are recommending raise to \$5 this year. Only one League raising its dues to \$5 cut its goal.

As non-member contributions have increased, member contributions have shown decline. Most Leagues seem to be reluctant to seek member contributions. We know there are many member contributions not recorded simply because members do not bother to turn in vouchers covering budgeted expenses they have paid themselves and wish to contribute.

A few Leagues report they solicit and receive only personal contributions, others don't know when it is a personal or a business contribution. It is my believe that a good percentage of the contributions are business though the local League feels it is making a "personal" contact — which is advantageous to the League. Not many Leagues reported names of nationwide firms which have contributed to their Leagues.

Minneapolis listed Kresge, Pillsbury Flour Mills, J.C. Penney and Woolworths and this year they hope to receive a contribution from Sears. Rochester reported contributions from IBM and J.C. Penneys. Others reported gasoline stations such as Pure Oil and Standard which are generally leased operations. We also received from several Leagues the names of some regional concerns such as food stores and lumber companies. Owatonna received a contribution from Jostens that has plants in Ohio, Illinois, and California.