



League of Women Voters of Minnesota Records

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MINNESOTA

ANNUAL

REPORT

3/31/62

Copy # 3

THIS COPY IS FOR YOUR INFORMATION. COPIES UPON WHICH TO REPORT WILL REACH YOU AFTER JANUARY 1.

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

STATE MINNESOTA

OFFICE ADDRESS (if any) 15th & Washington Avenues S.E.

ANNUAL REPORT
April 1, 1961 - March 31, 1962

Minneapolis 14, Minnesota

(Please fill in and return 2 copies NOT LATER THAN Mar. 31, 1962 to League of Women Voters of the United States, 1026 17th St., N.W., Washington 6, D.C. If enough space is not provided for your replies, attach additional sheets.)

LOCAL LEAGUES:

Number of local Leagues, 3/31/62 58
Number of provisional Leagues, 3/31/62 1

Total local and provisional Leagues,
3/31/62 59

Increase of local & provisional Leagues over 3/31/61 1

OR
Decrease of local & provisional Leagues under 3/31/61

MEMBERSHIP:

Voting members, 3/31/62 5299
Associate members, 3/31/62 41
Members-at-large, 3/31/62 7
Total voting, associate and members-at-large,
3/31/62 5347

Increase of voting, associate & members-at-large
over 3/31/61 OR

Decrease of voting, associate & members-at-large
under 3/31/61 61

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|-------------------------------|--|--|--|------------------------------------|---|---|
| Name of League (indicate if provisional League) | Population of Community | No. of Voting Members 3/31/62 | No. of Asso- ciate Members 3/31/62 | No. of Mem- bers not renewing this year | No. of new Members this year | No. New Mem- bers who were in an- other League in 1960-61 | Name governmental meetings regularly attended by League observers |
| Albert Lea | 17,975 | 39 | | 15 | 12 | 1 | Council, School board, Library board |
| Alexandria | 6,713 | 28 | | 6 | 3 | 1 | None this year because of time confl. |
| Anoka | 10,000 | 45 | | 7 | 5 | | None |
| Arden Hills | 3,850 | 52 | | 15 | 5 | 1 | Village Council & some school board |
| Austin | 27,908 | 148 | | 31 | 11 | | |
| Battle Lake | 900 | 15 | 3 | 2 | 2 | | Township & school board |

League of Women Voters of the United States
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|-------------------------------|--|--|--|------------------------------------|---|--|
| Name of League (indicate if provisional League) | Population of Community | No. of Voting Members 3/31/62 | No. of Asso- ciate Members 3/31/62 | No. of Mem- bers not renewing this year | No. of New Members this year | No. New Mem- bers who were in another League in 1960-61 | Name governmental meetings regularly attended by League observers. |
| Bemidji | 9,865 | 55 | | 14 | 3 | 1 | Library, council when agenda concerns our particular interests |
| Bloomington | 50,498 | 105 | | 35 | 25 | 3 | Charter commission School board, planning commission, |
| Brainerd | 12,898 | 28 | | | 6 | 1 | City Council, School Board, Library board, city charter comm. |
| Brooklyn Center | 24,356 | 70 | | 19 | 25 | | City council, planning commission |
| Buffalo | 2,100 | 20 | | | 4 | | |
| Cass Lake | 2,000 | 17 | | 5 | 6 | | |
| Columbia Heights | 15,000 | 25 | | | | | |
| Crystal | 26,500 | 36 | | 10 | 7 | | City Council |
| Deephaven | 3,286 | 58 | | 12 | 9 | | Greater Minnetonka Council City Council, school board, |
| Duluth | 106,884 | 305 | | 62 | 54 | | |
| Edina | 28,500 | 290 | 2 | 67 | 49 | 1 | planning commission Council, school board, park bd. |
| Excelsior | 6,700 | 52 | | 4 | 12 | 2 | School board, county commissioners |
| Falcon Heights | 5,922 | 52 | | 14 | 14 | | City Council |
| Faribault | 16,931 | 34 | | 3 | 4 | | City council, recreation bd. county commissioners |
| Fergus Falls | 14,000 | 31 | | 7 | 10 | | City council, school board, |
| Fridley | 15,173 | 70 | | 16 | 27 | | City council, school board |

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|-------------------------------|--|--|--|------------------------------------|---|--|
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| Golden Valley | 12,000 | 80 | | 5 | | 2 | City Council |
| Granite Falls | 2,800 | 25 | | | | | |
| Hibbing | 17,731 | 107 | | 11 | 13 | | |
| Hopkins | 12,000 | 27 | | 3 | | | county commissioner City Council, school board |
| Jackson | 3,370 | 14 | | 4 | | | |
| Mahtomedi | 2,300 | 53 | | 1 | 10 | 1 | |
| Maplewood | 19,000 | 69 | | 18 | 3 | | City Council |
| McLeod-Hutch. | 6,200 | 22 | | 2 | 5 | 1 | |
| Minneapolis | 482,872 | 1128 | 19 | 142 | 152 | 10 | all city and school boards & comm. |
| Mtka Village | 25,000 | 84 | 1 | 35 | 12 | | City council, planning comm. |
| Moorhead | 23,000 | 40 | 1 | 14 | 12 | 2 | |
| Mound | 10,000 | 56 | | 27 | 7 | | City council and school board |
| New Richland | 1,096 | 22 | | 2 | 3 | | |
| New Ulm | 11,500 | 23 | | 4 | 4 | | City Council |
| North St. Paul | 8,000 | 28 | | 4 | 2 | | |
| Owatonna | 13,400 | 53 | | 11 | 6 | | City council & county comm. |

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|-------------------------------|--|--|--|------------------------------------|---|--|
| Name of League (indicate if provisional League) | Population of Community | No. of Voting Members 3/31/62 | No. of Asso- ciate Members 3/31/62 | No. of Mem- bers not renewing this year | No. of New Members this year | No. New Mem- bers who were in another League in 1960-61 | Name governmental meetings regularly attended by League observers. |
| Red Wing | 10,645 | 46 | | 10 | 6 | | |
| Richfield | 43,539 | 100 | | 12 | 16 | | City council & school board |
| Robbinsdale | 16,381 | 45 | | 6 | 6 | 2 | City council |
| Rochester | 40,000 | 212 | 3 | 37 | 40 | | Planning commission |
| Roseville | 24,000 | 150 | 2 | 49 | 32 | | City council & county commissioners |
| St. Anthony | 5,043 | 52 | | 8 | 8 | | City council & school board |
| St. Cloud | 33,815 | 74 | | 6 | 9 | 2 | City Council |
| St. Croix Valley | 13,000 | 62 | | 9 | 6 | | School board |
| St. Louis Park | 43,310 | 144 | | 39 | 25 | | City Council, school board |
| St. Paul | 313,411 | 450 | 1 | 103 | 60 | 5 | City Council, County Comm., Port Authority |
| Shoreview | 7,200 | 44 | | 19 | 10 | 1 | Village council, planning commission |
| Silver Bay | 3,700 | 55 | 3 | 6 | 25 | | City Council |
| So. St. Paul | 23,000 | 52 | | 2 | 13 | | School board |
| Virginia | 14,000 | 48 | | | | | |
| Wayzata | 3,200 | 66 | 8 | 16 | 19 | 1 | School Board |
| Wells | 2,900 | 23 | 1 | 3 | 2 | | |

MINNESOTA

| | | | | | | |
|-----------------|--------|-----|----|----|---|--|
| West St. Paul | 21,000 | 77 | 13 | 38 | 1 | City Council, school board, charter commission |
| White Bear Lake | 14,000 | 107 | 17 | 25 | 3 | Area Planning commission city council, library board, park bd. |
| * Willmar | 10,000 | 57 | | 13 | | City Council-occasionally |
| Worthington | 9,901 | 39 | 4 | 8 | | City Council, school board, library bd. county library, planning commission |

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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 bylaws, if adopted.

HENNEPIN COUNTY COUNCIL

Chairman: Mrs. John E. Jones
4725 W. 110, Mpls. 20, Minn.

Members of Council:

Bloomington
Brooklyn Center
Crystal
Deephaven
Edina
Excelsior
Golden Valley
Hopkins
Minneapolis
Minnetonka
Mound
Richfield
Robbinsdale
St. Anthony
St. Louis Park
Wayzata

Agreement attached.

RAMSEY COUNTY COUNCIL

Chairman: Mrs. E. C. Roberson
1420 Rambler Road, St. Paul 13, Minn.

Members of Council:

Arden Hills
Falcon Heights *
Maplewood
North St. Paul
Roseville *very disinterested
St. Paul
Shoreview *
White Bear

Agreement Attached

ST. LOUIS COUNTY COUNCIL

Chairman: Mrs. Wm. Minter
Box 4, Elm Road, Ely Lake, Eveleth, Minn.

Members of Council:

Duluth
Hibbing
Virginia

Agreement notes attached

HENNEPIN COUNTY COUNCIL AGREEMENT - as of June 1, 1957

As agreed, on March 31, 1953, by representatives of Deephaven, Excelsior, Golden Valley, Minneapolis, Minnetonka, Mound, Richfield Leagues, and as re-defined in minutes of June 2, 1954; October 13, 1954; April 13, 1955; September, 1955 Newsletter and of January 22, 1957.

I. AUTHORIZATION. In order to study and take action on county governmental matters, a Hennepin County Council of the League of Women Voters of Minnesota is now formed, and all local leagues in Hennepin County shall take part in it.

II. AGREEMENT. The local leagues in Hennepin County hereby agree to form a Hennepin County Council.

III. PURPOSE. The purpose of this council shall be to increase the knowledge and effectiveness of the local leagues in the field of county government.

IV. COMPOSITION. Each league in Hennepin County shall appoint a representative to the Council, after the annual meeting of each local league. Each representative will serve a one year term, but may be reappointed. Each year that the local league has a county agenda item, the representative shall be, or shall be made a member of the local board, and shall have the responsibility of keeping her board informed about the activities of the Council.

Each year that the local league does not have a county agenda item, the representative may or may not be a member of her local league board.

V. ORGANIZATION. The members of the council shall a chairman and secretary-treasurer, who may not be members of the same league. If either of these officers is already a league representative on the council, that league may choose a new representative to the county council. In case of resignation of the chairman, the secretary-treasurer shall call the council together for the selection of a successor.

The officers of the Hennepin County Council shall serve a two year term, staggered so that a candidate for chairman shall be presented in odd numbered years and the secretary-treasurer in even numbered years. After the annual meeting of all the local leagues in Hennepin County, the chairman of the council shall appoint a nominating committee composed of three members. The slate shall be presented at an election meeting to be held in June.

VI. DUTIES. The Hennepin County Council shall follow the developments of Hennepin County Government, and shall call to the attention of the local leagues any situation that merits their consideration. It may represent the local leagues before county governmental agencies.

The council may supervise the work of making a survey of county government. The council shall coordinate any action taken by the local leagues on matters of county government. The council may coordinate the Voters Service work of the leagues with regard to candidates elected on a county basis. The council may be made responsible for county publicity in county newspapers.

VII. FINANCE. Each local league in Hennepin County shall allocate a small sum annually for the routine expenses of the council payable in June. If special projects are undertaken or a county agenda item is adopted, each local league adopting the item shall bear a share of the expenses, proportionate to its size and strength, to be included in its budget.

VIII. PROCEDURE FOR ADOPTING COUNTY CURRENT AGENDA. When local leagues are considering their local current agenda, any league in the county may send to the council one or more suggestions for action on the county level. The deadline date for such suggestions shall be by the January council meeting. The council shall consider such proposals, and may recommend one of them to the local leagues, - not later than February 1st.

If a majority of the leagues adopt this item through the regular program making procedure, it shall become a part of the local current agenda of those leagues. Any league may refrain from taking action ~~action~~ on this item, but may not take action in opposition to it. In such case, the local Board should make information available to its members.

If a majority of the leagues do not adopt a county item through the regular program making procedures, there shall be no county item.

IX. MEETINGS. The Hennepin County Council shall hold a minimum of four (4) meetings a year. The chairman may call special meetings, and shall call such meetings at the request of any two leagues in the Council.

X. AMENDMENTS. Any local league in the county may propose amendments to this agreement. Such a proposal shall be considered by all the leagues and if approved by a majority shall be adopted, provided that at least two months shall elapse between the proposal and its adoption.

RAMSEY COUNTY COUNCIL AGREEMENT

I. AUTHORIZATION

In order to study and take action on county governmental matters when there are more than two Leagues within a county, a county council should be formed. When a county council is formed all local Leagues in that county shall take part in it.

II. AGREEMENT

The local Leagues in Ramsey County hereby agree to form a County Council.

III. PURPOSE

The purpose of this Council shall be to increase the knowledge and effectiveness of the local Leagues in the field of county government.

IV. COMPOSITION

Each League in the County shall appoint a representative and an alternate to the Council, immediately after each League's Annual meeting, each delegate to serve for one year. Each representative shall be, or shall be made, a member of her local Board, and shall have the responsibility of keeping her Board informed about the activities of the Council. Each League shall have one vote on the County Council.

V. ORGANIZATION

a. The members of the Council shall elect a Chairman and a secretary, who may not both be members of the same League. If either of these officers is already a League representative on the Council, that League may choose a new representative. In case of the resignation of the Chairman, the Secretary-Treasurer shall call the Council together for the selection of a successor.

b. The Chairman of the County Council shall appoint a Nominating Committee of three persons, not more than one from a League, at the June meeting of the Council. The Nominating Committee shall present a name for Chairman on even years, and a name for Secretary-Treasurer on odd years, each of whom shall serve for two years. A meeting of the County Council for election of officers shall be held between March 1 and April 30.

VI. DUTIES

The council shall follow the developments of county government, and shall call to the attention of the local Leagues any situation that merits their consideration. It may represent the local Leagues before county governmental agencies.

The council shall supervise the work of making a survey of county government.

The council shall coordinate any action taken by local Leagues on matters of county government.

The Council shall coordinate the Voters Service work of the League with regard to candidates elected on a county basis.

The Council shall coordinate county publicity in county newspapers.

VII/ FINANCE

Each local league in the county shall allocate a small sum annually for the routine expenses of the Council. If special projects are undertaken, or a county Current Agenda item is adopted, each local League adopting the item shall bear a share of the expense proportionate to its size and strength, to be included in its budget. The fiscal year shall start April 1.

VIII. PROCEDURE FOR ADOPTING COUNTY CURRENT AGENDA

When the local leagues are considering their local Current Agenda, any league in the county may send to the Council one or more suggestions for action on the county level. The deadline date for such suggestions shall be February 15.

The Council shall consider such proposals, and may recommend one of them to the local Leagues, - not later than March 1.

If a majority of the Leagues adopt this item through the regular program making procedure, it shall become part of the local Current Agenda of those Leagues.

Any League in the county may refrain from taking action on this item, but may not take action in opposition to it. In such a case, the local board should make information about the item available to its members.

LX MEETINGS

The Council shall hold at least four meetings a year.

The Chairman may call special meetings; and shall call such a meeting at the request of any two Leagues in the county.

X. AMENDMENTS

Any local League in the county may propose amendments to this agreement. Such a proposal shall be considered by all the Leagues, and if approved by a majority of them shall be adopted, provided that at least two months shall have elapsed between the proposal and its adoption.

XI. SCHEDULE

By January 15, local Leagues start thinking of county item.

By February 15, local leagues shall send program recommendations to the County Council

By March 1, the County Council is to send back its suggested agenda to the local Leagues to be acted on at the Leagues' Annual Meetings.

ST. LOUIS COUNTY COUNCIL

Minnesota

According to minutes of County Council, May 1, 1957

"The model county council agreement of the national office of the League of Women Voters was then adopted by the Leagues with the following adaptations of St. Louis County:

- II. fill in blank with St. Louis County
- VI. last duty to read "The Council may be made responsible for county publicity in newspapers."
- VIII. The first date is January 31, deadline date for local League suggestions and the second date is February 29, for council recommendations to the local Leagues.
- I X. "The Council shall hold at least 3 meetings a year."

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

MAPLEWOOD
STATE _____

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Both full time.

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

Mrs. Harold Wilson, Organization Secretary -- works chiefly with local leagues under 2 Organization Chairmen on State Board thru correspondence and visits, briefs Minutes for Board, helps planning workshops, helps legislative, Voters Servi

Mrs. E. C. Williams, Executive Secretary -- works chiefly with Treasurer, Finance Chm., Publications Chairman, Resource people in preparation of publications, bookkeeping, (keeps books.

2. Title of state Bulletin and number and dates of issues in 1961-62. (pays bills.
Minnesota Voter, issued 6 times a year

3. If your state has been redistricted for Congress list your local Leagues by districts.
See attached.

4. List state League publications and prices, 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 catalogs.

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.

League of Women Voters of Minnesota, 15th & Washington S.E., Minneapolis 14, Minn.
January 1962

LOCAL LEAGUE FOREIGN POLICY CHAIRMEN IN NEW CONGRESSIONAL DISTRICT GROUPINGS

| DISTRICT | LEAGUE | NAME AND ADDRESS |
|----------|------------------|---|
| I | Albert Lea | Mrs. Ken Allen, 609 Park Avenue |
| | Austin | Mrs. Mansur Taufic, 713 S. W. 6th Avenue |
| | Faribault | Mrs. Arnold Madow, 522-3rd Street N. E. |
| | Owatonna | Mrs. Herald Carlson, 603 East South |
| | Red Wing | Mrs. A. D. Belden, 901 East Avenue |
| | Rochester | Mrs. J. W. Kirklin, 1165 Plummer Circle |
| | So. St. Paul | Mrs. David Jones, 833 N. 2nd Street |
| | West St. Paul | Mrs. H. G. Lancaster, 735 Keokuk Lane, St. Paul 18 |
| II | Jackson | Mrs. Waldo Solstad, 208 Lee Avenue |
| | McLeod-Hutch. | Mrs. Delwin Derifield, Route 2, Hutchinson |
| | New Richland | Mrs. Robert Westland |
| | New Ulm | Mrs. Kermit Kleene, 518 S. Franklin |
| | Wells | Mrs. Sherman Miller |
| III | Worthington | Mrs. Clarence Wasmund, 1617 S. Shore Drive |
| | Anoka | Mrs. Edward Jirousek, 155 NW 95th Lane, Coon Rapids |
| | Bloomington | Mrs. Floyd Nordland, 8225 Zenith Ave. S., Mpls 20 |
| | Brooklyn Ctr. | Mrs. Warren Arnold, 5317 Colfax Ave. N., Mpls 12 |
| | Columbia Hts. | |
| | Crystal | Mrs. James Harkins, 4000 Jersey N., Mpls 27 |
| | Deephaven | Mrs. Abner Jacoby, Route 4, Box 168, Wayzata |
| | Edina | Mrs. John Kenaston, 5737 Ewing S., Mpls 10 |
| | Excelsior | Mrs. Owen Stubbin, Route 1, Excelsior |
| | Fridley | Mrs. David Morton, 161 Sylvan Lane, Mpls 21 |
| | Golden Valley | Mrs. John Borchert, 433 Westwood Drive, Mpls 22 |
| | Hopkins | Mrs. H. Kornfuehrer, 130-15th Ave. N. |
| | Mtka Village | Mrs. Glenn Hamilton, 11310 Timberlane Rd., Mpls 26 |
| | Mound | Mrs. Scott Parks, Route 1, Wayzata |
| | Richfield | Mrs. Daniel Hart, 6845-16th Ave. S., Mpls 23 |
| | Robbinsdale | Mrs. Roy Letourneau, 2706 Brookridge Ave. N., Mpls 22 |
| | St. Anthony | Mrs. William Semple, 2921 Armour Terrace, Mpls 18 |
| | St. Louis Park | Mrs. Milton Pius, 1601 Kentucky, Mpls 26 |
| | Wayzata | Mrs. Burt Corwin, Route 5, Box 623, Wayzata |
| IV | Arden Hills | Mrs. Charlotte McNiesh, 3447 Siems Court, St. Paul 12 |
| | Falcon Hts. | Mrs. Norman Gould, 1295 Fifield Place, St. Paul 8 |
| | Mahtomedi | Mrs. M. E. Witthaus, 121 Wildwood, Wh. Bear Lake 10 |
| | Maplewood | Mrs. Conrad Peterson, 2466 Brand Avenue, St. Paul 19 |
| | No. St. Paul | Mrs. Leonard Kuehn, 2899 Bellaire |
| | Roseville | Mrs. Wallace S. Rogers, 3025 Arona, St. Paul 13 |
| | St. Croix Valley | Mrs. A. W. Hayward, Route 4, Stillwater |
| | St. Paul | Mrs. James Earl, 1476 Chelmsford |
| | Shoreview | Mrs. Orris Goyette, 640 W. Highway 96, St. Paul 12 |
| | Wh. Bear Lake | Mrs. Harry McNeely, 6 Eagle Ridge Road, St. Paul 10 |
| V | Minneapolis | Mrs. Stuart Fenton, % Mpls LWV, 84 S. 6th St. |
| VI | Brainerd | Mrs. Elaine Chesley, 303 F Street |
| | Buffalo | |
| | Granite Falls | |
| | Olivia | |
| VII | St. Cloud | Mrs. Stan Sahlstrom, 820-15th Ave. S. |
| | Alexandria | Mrs. Robert Longfellow, Rural Route #1 |
| | Battle Lake | Mrs. Paul Cress |
| | Bemidji | Mrs. Harlan Scherer, South Lake Irving |
| | Cass Lake | Mrs. T. V. Grandy |
| | Fergus Falls | Mrs. Robert Hyslop, 310 Hampden Ave. W. |
| | Moorhead | Miss Alice Grover, 517 N. 9th Street |
| VIII | Duluth | Mrs. J. Millen Bayly, 2711 Branch Street |
| | Hibbing | Mrs. A. P. Johnson, 2522 W. 2nd Avenue |
| | Silver Bay | |
| | Virginia | Mrs. Thomas Gerend, 36 Knob Hill Drive |

Publications Catalog

*League of Women
Voters of Minnesota*

15th & Washington Avenues S.E., Minneapolis 14, Minnesota

FE 8-8791, Ext. 25

PUBLICATIONS SERVICES OFFERED BY LWV OF MINNESOTA

To Individuals

Minnesota Voter

Published six times a year. Contains timely articles on state governmental issues and highlights of LWV activities. Subscription included in dues of members. Available to non-members for \$1.00 a year.

All publications listed in this Catalog are for sale. Leagues are billed quarterly.

To Leagues

President's Mailing

One copy of each new state publication is sent free to the president of each provisional and local League as soon as it is available. She also receives monthly two copies of President's Letter and one set of enclosures.

Duplicate President's Mailing

This is a duplicate of the President's Mailing, with the exception of certain non-League publications in short supply. It is intended for League board members. The subscription continues in the name entered until name is changed by specific instructions from the local League. It runs from June 1 to May 31. If subscription begins after June 1, back mailings are set. Cost is \$5.00 a year.

Unit Mailings

These include all League resource materials. The mailings are all sent to one person in each local League and she distributes the publications to the units. Subscriptions are \$2.00 on a drawing account basis.

HOW TO ORDER STATE PUBLICATIONS

Order state publications directly from the state office through your publications chairman.

When ordering, use this Publications Catalog and Order Blanks for State Publications.

Keep a supply of Order Blanks on hand. Available free from the state office. Telephone orders only when absolutely necessary.

Discard old Catalog on receipt of new one.

Keep this Publications Catalog up to date. As new publications come out, list them with description and price on blank sheet in this catalog.

Any publications not listed in the Catalog cannot be re-ordered.

FOR USE IN ORDERING STATE PUBLICATIONS (free)

Publications Catalog - includes all State League Publications
Publications Sheet - lists State LWV resource publications (useful for schools and libraries)
Publications Order Blank
Publications Subscriptions Blank

Note: National Publications

Order national publications from the national LWV office.

February 1962

LEAGUE ORGANIZATION

Bylaws, L^WV of Minnesota - 1961 - 10¢
List of State Board Members - current - free
List of Local League Presidents - current - free
Basic Publications needed by LL Board - current - 4¢
First Things to do on Becoming a Publications
Chairman - 1957 - 5¢
Sample Local League Board Minutes - 2¢
Sample Local League Treasurer's Report - 2¢
Sample Unit Report Forms - 2¢
Tips for Unit Chairmen - 1960 - 2¢
Displays for County Fairs & Floats - 1958 - 6¢

LEGISLATION

*How a Bill Becomes a Minnesota Law - 1960 - 2/5¢
Depicts in cartoon form the steps a bill must
take to become law
A Job Description for a LL Legislative Chairman
1960 - 4¢
Map of Minnesota Capitol - 2¢
Local Leagues listed by Legislative and
Congressional Districts - 1962 - 2¢
*Indicates printed material - all other is mimeographed

KNOW YOUR GOVERNMENT

*You Are the Government - 1958 - 25¢ each; 22½¢ each for 1,000 or over. A handbook setting forth the important facts about the operation of government - local, state and national.

MEMBERSHIP

*Minnesota Facts - 1961 - 3¢ each; 100-500, 10% discount; over 500, 20% discount.
Includes state program 1961-63, LWV history and accomplishments.

The LWV at Work in Minnesota - slides and script see discription on page 6

Let's Talk League - 1960 - 25¢
Orientation Kit

Sample Membership Letters - 5¢

Prospective Member Kit - unassembled - 6¢

The Member in the Unit - 2¢
A description of the League unit system

Membership Memos No. 1 - 8; 1961-62
25¢ per set

Summaries of Round Robin Workshops, 1960 Council
1960 - 20¢

BULLETIN

Information for Local League Bulletin Editors
1961 - 15¢

Suggestions to Bulletin Editors on Finance - 4¢

AUDIO-VISUAL AIDS (cont.)

Foreign Policy

Fighting Man's Ancient Enemies - film strip showing the impact of economic aid and technical assistance in the Far East, 25-30 minutes, script

Economic Development - two tapes - about 30 minutes each - by Barbara Ward, world famous economist. Stimulating talk on the importance of assistance to underdeveloped countries.

Government (each tape 13½ min., except last four)

Importance of Party Participation -
Dorothy Jacobsen and Mrs. John Mooty

Party Designation - Prof. Harold Chase

Political Parties - John Hartle & Ray Hemmenway
Party Designation in Minnesota - Wm. Carlson

Election Laws - Don Nystrom, St. Paul Supt. of
Elections

Corrupt Practices - Dr. G. T. Mitau

Problems of Minnesota Government - first three
by Prof. Ralph S. Fjelstad

½ hour - Constitutional Revision

½ hour - Party Designation

½ hour - Reapportionment

½ hour - Lobbying - Mrs. O. H. Anderson
and Rep. William Shovell

AUDIO-VISUAL AIDS

Membership

The League at Work in Minnesota - 35 mm. slides, complete with script, describing League activities.

Finance

Training Program for Finance Workers - 33 1/3 record
Questions and answers on what to say to the contributor

Speaking on Finance - two 33 1/3 records
Speech by Mr. George Watkins at 1958
National LWV Convention

Voters Service

Little Songs for Busy Voters - 45 rpm recording

All audio-visual aids may be borrowed at no cost.
Make all reservations through the state LWV office.

All tapes are single track, recorded at 7 1/2.

VOTERS SERVICE

Speak for Yourself - 1962 - 20¢

Election data including dates, list of officials, to be elected, wording of the proposed amendments to be voted on November, 1962, congressional and legislative district maps, and caucus dates.

A Digest of Minnesota Election Laws - 1962 - 10¢
Pertinent information about when elections are held, qualifications for voting, absentee voting.

Congressional Roll Calls - 1961 - 10¢
Votes on ten important issues in the 87th Congress First Session.

Legislative and Congressional District Maps - 2¢

Politics are Popping - 1960 - 10¢
Do's and Don'ts for successful candidates meeting

Sample Local Candidates Questionnaire - 2¢

FINANCE

Check List for LL Finance Chairmen - 1960 - 4¢

One-Day Finance Drive - 1959 - 5¢

Local League Budget Form, with explanation - 4¢

Local League Treasurer's Instructions - 1959 - 2¢

Metropolitan Finance Agreement - free

Master File Card Instructions - free

PROGRAM MATERIAL

Discount Rate

20% Discount on all orders of 20 or more copies of mimeographed program material.

Commentary on Minnesota State Constitution - 1962 - 25¢
Discussion, article by article, of the constitution for the purpose of deciding which sections most need change.

Proposed Amendments to Minnesota Constitution, 1962, 1962 - 50¢. Resume of the provisions of the three constitutional amendments to be voted on at November 1962 general election, with discussion of the pros and cons of each.

Doorway to Change - 1961 - 20¢
An examination of the amending article of the Minnesota constitution.

Problems of Discrimination - 1961 - 50¢
A study of discrimination with particular attention to employment and housing.

State Continuing Responsibilities - 1961 - 10¢
Review of our CR positions with background and legislative history.

Local Current Agendas and Continuing Responsibilities of Minnesota Leagues, 1961-62 - 10¢

Local Current Agenda Bibliography - 1960 - 25¢

Guide to Know Your Town Survey - 1960 - 2¢

Money in Elections - 1960 - 50¢
A study of corrupt practices.

PROGRAM MATERIAL (cont.)

Ethics and the Public Servant - 1960 - 45¢

Report of Governor's Committee on Ethics - 1959 - 25¢

*The State You're In - 1958 - 50¢
Comprehensive study of Minnesota's constitution.

*Well, What D'Ya Know, Minnesota Has a Constitution!
Promotes constitutional convention - 1957
5¢ each; 25 for \$1.00

*The 4F's of a Constitutional Convention - 5¢
Minnesota Voter, September-October 1956

*Roaring Farce, one page describing history of the writing of Minnesota Constitution - 1955 - 1¢

Water Resources Management in Minnesota - 1959 - 30¢

Water Resources State Chart - 1956 - 5¢

ANNUAL REPORT 4/1/61 - 3/31/62

Questions have been asked in this Report about state help to local Leagues under Foreign Policy, Continuing Responsibilities, Voters Service, Finance, and State Program. Has your state Board had area conferences, workshops, or other types of meetings on other than those subjects for local Leagues in your state during 1961-1962? On what subjects? 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 for any conferences held by the state.

President's Workshop - "Leadership for Effective Leagues" - 3 sessions, (May 23, 24, 25, 1961) conference for 1/3 of local Leagues in state. Total attending, 59 persons from 36 of our 59 local and provisional Leagues. 3 State Board and Staff lead. Total cost \$114, including subsidy for travel of 10 Leagues, since meeting was held in central city. See attached agenda, questions, announcement, basic publication list, fictitious agenda, model minutes & treas. report, unit report form, membership letters.
Evaluation: Very well received, good practical helps, liked the help in setting up calendar. Liked getting a preview of what to expect. Liked the specifics on developing a good local agenda, liked the discussions of prickly questions before they came up. Liked the job descriptions, the suggestions for Board organization. Liked the slides "The LWV at Work". Liked to talk to each other and the state Board. Liked the idea that there ought to be flexibility in scheduling and in some matters of interpretation. Liked getting a feeling of assurance before they took over the job because of this orientation.

Membership Workshops - held September 13, 1961. Total attending, 35 persons from 30 of our 59 local and provisional Leagues. Eight leaders, including 2 from Board, 6 Men. Committee.

Is there any national service you wish in 1962-63 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 member; special materials or information.)
What would you hope to see accomplished by the type of national service you request?

The large turnover in membership. IS integrated finance really the answer or shall we turn to projects (some local Leagues still ask this). We need new orientation helps, simpler language for the new members. How to increase attendance at general meetings.

Membership Workshops, continued - Attached are planning memos, announcement, agenda.
Evaluation: Many Leagues mentioned the Talent File and are using it. Also liked the "Buddy System" or "Big Sister" system. Cited the usefulness of "Let's Talk Leagues," state produced orientation sheets. Liked the follow-up Membership Memos (3 total). Asked for help on how to keep the old members, and how to follow up on prospects who never quite join. Liked the practical ways of finding new members we listed.

General Comments: In general I think it is fair to say that the good strong Leagues always manage to attend most of our special meetings and conferences and always find something of help to their situation. Reasons for non-attendance are distance, small membership or a working membership, finances, small children. We on the state Board felt that the P.R.- Trade Workshops in January, 1962 were among the most helpful and well received that we have done, yet most of the comment in these reports were on how to do etc. Perhaps the National Item or Public Relations Chairmen will comment in their sections of this report

MEMBERSHIP MEMO #1

15th and Washington Avenues S.E., Minneapolis 14, Minnesota, Aug., '61

The annual reports of the local Leagues in Minnesota indicated that 32 Leagues felt that the area in which they most needed to improve was on membership -- increase in membership, participation, orientation.

In an effort to help the state organization committee in its assistance to local Leagues, a membership committee has been appointed:

| | | |
|-------------------------------|---------------|-----------------------------------|
| Mrs. O. J. Janski, Richfield) | } State Board | Mrs. James L. Gooden, St. Anthony |
| Mrs. Wm. Whiting, Owatonna | | Mrs. James Harper, St. Cloud |
| Mrs. Pat Casey, Owatonna | | Mrs. Dean McGeorge, Robbinsdale |
| Mrs. Philip Frisch, New Ulm | | Mrs. Robert Runkle, Minnetonka |

This committee met for the first time on June 28th, and agreed that direct and periodic contact with local League membership chairmen through the President's Letter would be a good way to start. Hence, this first MEMBERSHIP MEMO.

Another recommendation of the membership committee was to arrange a Membership Workshop in early fall. This has been done, and we hope that you, the membership chairman of your League, will be able to attend. If you can't come, perhaps your president or unit organization chairman could substitute for you. The Workshop will be held

SEPTEMBER 13, WEDNESDAY, from 10 to 2:30, at the Midway Branch YMCA in St. Paul, on 1761 University Avenue. Ample parking is available free, in the lot back of the building.

There will be no charge, except for the luncheon, which will be \$1.50, payable in advance with your reservation. Coffee will be served in the meeting room (Banquet Room) at 9:45 A.M.

Will you make your reservation by September 1st? You may do so on the form below, enclosing your check for \$1.50, made out to the League of Women Voters of Minnesota.

On the same form, will you indicate the topics that interest you most, marking your first interest with number (1), second interest with number (2) etc. The final agenda of the meeting will be planned with your preferences in mind. The leadership of the meeting will be shared by the Membership Committee and the State Board.

The Agenda of the Membership Workshop could include: (1) Where to find new members; (2) How to get prospective members to join the LWV; (3) Orientation ideas; (4) Talent file, how to set it up and use it; (5) Membership goal for each local League; (6) Helps for keeping new members we have; (7) "Show and Tell Time" for all Leagues to show publications, tell success stories etc. in membership and orientation efforts.

Please return to state office by September 1st, 1961

LWV of _____ wishes to make 1 reservation for the coming Membership Workshop, held at Midway YMCA in St. Paul September 13, 1961, for Miss _____
Mrs. _____.

Check topics preferred:
Topic(1) ☐, Topic(2) ☐, Topic(3) ☐, Topic(4) ☐, Topic(5) ☐, Topic(6) ☐, Topic(7) ☐ Check for \$1.50 enclosed. ☐

August, 1961

PUBLICATIONS FOR MEMBERSHIP

Local League Handbook - a knowledge of what is in this national publication is essential for all Board members. The specific section on membership is a minimum requirement.

Publications Catalogs - both state and national catalogs are free; we suggest you put one of each in the hand of each member of your committee, since it is the place to check publications you might need for getting members, orienting etc.

Local Bylaws, Budget - the budget is a guide to your spending on membership projects; the bylaws you should be familiar with as part of your overall knowledge of LWV.

Facts, local, state, national - gives basic, condensed information on League. In this connection, it is important to have a counterpart on the local level; if your League does not have such a publication, it may be your job to initiate this.

How to Get and Keep Members - the basic publication for membership chairmen, full of ideas. If you have used them all, use them over again with variations. The orientation section at the back is a good guide for you.

Leadership for Effective Leagues - one of a series of booklets based on research conducted by University of Michigan..."there is abundant evidence that the basic concept, structure and procedures of the League are highly effective..."effective local Leagues are far advanced in terms of sound democratic management." This booklet should give us great confidence in our organization.

The Member and the League - another booklet based on the Michigan survey, the focus this time on the League member. It shows the value and importance of her contribution to LWV activity; it also suggests ways in which members and leaders, working together, can increase the member's participation in League affairs and the personal satisfactions that come to her from membership in the organization.

Membership Talent File and Alphabetical List of members, and lists by unit membership, noting her League job - this should be in your notebook so that at a glance you can advise Board on likely prospects for committee appointments.

Prospective Member Kit - contains a letter inviting membership (which you should personalize), a folder on unit system and a national brochure inviting membership in a folder which fits neatly into a #10 envelope.

Let's Talk League - a rather comprehensive orientation booklet, designed for general membership orientation, can be used sheet by sheet monthly at unit meetings.

Sample New Member Kit - includes a letter of welcome personally addressed to the new member and signed by the state president; sheets on publications, state Continuing Responsibilities and the unit system; state and national Facts, a Minnesota Voter, and sample state and national publications. All of this in a handsome portfolio type cover is sent to each new member in Minnesota on receipt of her name in the state office (no charge to local League). We encourage you to supplement the contents of her kit with appropriate local publications, such as survey, voters guide.

Sample Membership Letters - a summer letter to members, a prospective member letter, cartoon to one who missed a meeting, letter to member who dropped out of League.

The League at Work in Minnesota - a new set of slides and script, with Minnesota emphasis, can be used for orientation of new members; add your local League slides to add interest; runs 20 minutes, borrow from state office, order early.

File

MEMBERSHIP WORKSHOP

League of Women Voters of Minnesota, 15 & Washington Aves. S.E., Minneapolis 14, Minn
September 13, 1961

The planning memos, announcement, agenda, registration list are attached to report.

Summary of figures: 8 persons shared leadership, (2 from state Board, 6 from membership committee). In addition the state President and 2 other state Board Members and 2 staff persons were present. 30 Leagues were represented by 35 LWVers. A total of 48 persons.

9:45 Coffee available during registration.

10:15 Irene Janski opened meeting, welcoming group, introducing Membership Committee who shares leadership, and authors Membership Memos.

Annette Whiting told purpose of Workshop - how to get, how to keep members. Spoke of reasons don't have enough members (Michigan Survey); pointed to a bar graph of membership (plateau from 1953-57), and spoke of Membership Goal to be set at end of Workshop. Spoke of 3 fold job of Mem. Chairman -- increase number of members, orient new and old members, find spot in League organization for every member willing to work. Foretold agenda of the day.

10:30 Irene Janski drew from the group by discussion ideas of where to look for prospective members in the League:

- 1) our fine reputation in community should attract members, but it is rare when someone asks to join...but does sometimes happen.
- 2) friends of our members, best source, and easiest, but one fault-not a source of cross section membership.
- 3) garbage service file - an index of residents.
- 4) Welcome Wagen, village hostess, etc.
- 5) Have guest chairman in each unit
- 6) Real Estate Company, Contractor in area, gives new neighbor names
- 7) Issue invitation at workshop for teachers at beginning of school year
- 8) Women's auxiliaries
- 9) Speakers Bureau to women's organizations -invite membership after speech
- 10) contacts through finance drive, wives of contributors
- 11) before orientation meeting, have an advertisement on women's page, newspaper
- 12) letter to editor-say have such & such VS job to do, need workers, invite us
- 13) distribute VS material house to house, add personal invitation to join LWV
- 14) newly registered voters
- 15) utility companies list of names
- 16) new citizens
- 17) men's service clubs, 5 minute talk, get men to promote interest w. women.

The following ideas were listed on what to do with prospects names:

- 1) send letter to prospect (ex. pink letter from Hibbing)
- 2) send letter to list of women's organization, offering speaker, when she goes speak, invites membership, whatever subject of speech.
- 3) above approach best done, perhaps by a LWV member who is member of other organization - assure them you are not competing with them for m'ship.
- 4) don't give up on prospect if she says she is too busy now, follow up in the spring, or fall, or next year.
- 5) have a membership table at VS meetings, include name and phone on all VS materials.
- 6) in all publicity in newspaper, include name and number to call for m'ship.
- 7) Richfield map, with members spotted on it was shown, and Irene asked group to think of ways of using such a map as starting place for members:
 - a) take telephone directory, mail information to houses in that area.
 - b) if have 1 member in 'vacant' area, ask her to invite neighbors to her home, to have talk inviting LWV membership.
 - c) size up the area thru the members you do have there - are they young? older neighborhood?--make difference what type of meeting to plan

- d) If no members in area, do a concentrated VS job in area, house to house perhaps, also invite membership in LWV
- e) Minnetonka did just this, started unit this way. Samples of VS material to give away -- V.Guide, So.St.Paul Candid. mtg. announcement, White Bear Lake flyer, St. Louis Park Candidates Fair, St.Cloud idea. Bloomington VS folder used by Welcome Wagon.
- f) as follow up, take names at door of VS meeting, Mem.Chm. follow up.
- g) when start new unit, provide advisers for period of time of experienced LWV members.

The following ideas were on starting units, and orientation,

- a) don't start all inexperienced members in new unit without help, get 2 or 3 individuals to sacrifice time necessary to give unit good start, may take a year.
- b) one League thought should beware of people who join for special cause, this is to be kept in mind, to be handled wisely. but is not a reason for keeping people out.
- c) orientation of present members is necessary so that they see that membership growth is important, and they will help with it.
- d) orientation of new members is important, since is organization quite unique, and different from average organization.

The following are publicity clippings which enhance the name of the LWV and therefore encourage growth and membership:

- a) St. Anthony Garden Tea for prospective members - picture good
- b) Fridley, swearing in as deputies to register voters - large picture
- c) Roseville, women's page
- d) Rochester - registering nurses, they spoke to them also on VS info.
- e) Duluth, society page, whole front page.
- f) Wayzata, gave copy of school survey to real estate agent, he will find his customers are interested.
- g) Fergus Falls - County Survey publicity
- h) Albert Lea - have article in Community Magazine.
- i) St. Anthony Bulletin, crows about new members, lists them, and perhaps add biographical material on new member, each one.

- 11:05 Ethel Casey spoke on How to get the prospect to join LWV. You start with long list of interested persons. Can also use system on delinquent, and former members. It is called Buddy System. (personal approach)
- 1) Start with membership chairman, she needs the name. She sends out pink letter to new member, the where are you letter to delinquent member the as year has gone by letter to dropped member, in fall a hope you had a wonderful summer letter.
 - 2) Assign an active member to each new name, this active member is the buddy.
 - 3) Buddy acquaints herself with prospect, her interests, background, needs
 - 4) Buddy orients prospect to LWV
 - 5) Buddy takes prospect to next LWV meeting, calling for her, briefs her ahead of time, introduces her to all at meeting, after meeting explains what happened at meeting and why.
 - 6) Prospective member kit mailed or given to her, contains letter from LL President, Welcome, Unit explanation, All Around town
 - 7) Interchange between buddy and prospect, until prospect reaches decision. Buddy uses publication, and/or asks Membership Chairman if has question she cannot answer.
 - 8) Buddy asks prospect to join, explains if do so, receives Voters thru mail
 - 9) Will receive New Member Kit thru mail, contains letter of welcome fr. DA Facts, UN, Unit Sheet, Voter, Pink Lady, Lists of publications, Publication Sheet, St. CRs. Buddy notifies Mem. Chairman, so she can give local supplement to NMKit-- new LWV booklet, KETown, V.Guide etc.
 - 10) Buddy relationship continues till member is established enough to be a buddy herself. She has job of orientation.

Ethel Casey added:

The strength of the system is that it comes naturally...it does take time, maybe all year, but if you baby along the prospect, it pays off, you have a strong new member. Slow assimilation, gradually all the time, should eliminate turnover. Orientation also provided for, when it is needed. Also keeps old members active, alert, regular. You may treat delinquent and inactive members the same way. Keep in touch with the Treasurer through all this. Also get all information into talent file immediately. Membership chairman must watch the process all the time.

Mrs. Frisch added that personal approach is only successful way, then put them to work right away.

Someone said it is important to take prospect home in your car, to explain questions she might have, and to make her feel she is smart enough to join.

Unit Chairman could be member of Membership Committee, get orientation herself on the job, and give her own unit orientation, and welcome new members.

Name tags at unit meeting, for all there - benefit to new, prospect, and seldom attenders. Print in large black print the names.

Don't overload scared, new members, work in gradually.

11:35 Mrs. Gooden spoke of importance of orientation, publications available, gave out questions for groups to discuss in buzz sessions over lunch

11:45 Lunch

12:45 Script and Slides, "The League at Work in Minnesota" shown, read, group urged to prepare well by:

- 1) get good narrator, who practices before giving script
- 2) plan on local pictures inserted, or if have none, local inserts verbally
- 3) show local publications, scrapbooks, VS, KYTPWA
- 4) all warnings on 1st page of script
- 5) can interrupt at any time in script and have someone enlarge on a point -- example on program making, or nonpartisanship, action, visit city council, minority opinion, consensus.

1:10 Orientation Ideas presented by spokesmen of buzz groups:

- 1) All possible orientation ideas listed:
 - Small coffee parties with former president speaking, showing publication
 - Invite Mrs. OHA to talk
 - Traditional affair, speaker, personal invitations
 - Written quizzes, periodically
 - Have meeting at which Board is introduced, explains portfolio
- 2) Orientation Ideas if have 10 to 15 new members.
 - Small coffee klatsch, 2 or 3 at a time, w. Unit Org. Chm., Mem. Chm. and President talking informally
 - Social meeting plus bit of orientation
 - Short orientation led by unit chairman each unit meeting.
 - Coffee Klatsch for new and prospective members, and 2 old members, no speech, just talk
 - Have more than 1 meeting, continue thru the year.
 - When puzzled look appears on face on new member, an old member interrupts to explain to her and others.
- 3) When 3 new members come in every month.
 - Small coffee parties, buzz sessions, questions & answers.
 - Like buddy system, telephone her, take her, ask questions, all year.
 - Biographical sketch of new member in bulletin.
 - Honor new members, at luncheon, at annual meeting.
 - Continual orientation, 5 minutes, 1 page of Let's Talk League, at Units
 - Orientation also good once a year, to crystallize what they got in small doses through the year informally, and in units, in small doses

- 4) Orientation on program inherited when you join -- CRs
 - Have digest, or review meeting after each unit meeting, for those who want or need this.
 - Have 2 meetings a month so have time for review as well as new material
 - Have meeting with local officials talking to introduce local program to new members.
 - CR publication, state, contains supplementary reading for background
 - How about a complete file of must reading for new members.
 - Should have orientation be first meeting of the year, including program, CR
- Others in group gave following ideas:
- Each Board member explain job at orientation meeting.
 - If this is too much too early, do orientation in usual way first, then at later meeting, do model board meeting to increase understanding.
 - Use bulletin for orientation, ex. at finance drive time, explain philosophy of finance, as well as budget etc.
 - Do good orientation in connection w. training finance solicitors.
 - Have page in bulletin each month on membership, and orientation, plus 10 to 15 minutes at each unit meeting.
 - Question on CR, given to Unit members as arrive at meeting...does such an such theoretical and actual situation fit under any LWV position, if so, what should be done about it? Result: reminded of program position, have sympathy with Board.
 - Orientation on CRs - Resource person meet with new people and educate them on CRs, in addition to unit program. Also, new ones read publication before meeting.
 - Mem. Chairman work closely with Publication Chairman on what is available and helpful on old program items.
 - Have CR person on Board.

- 1:30 Jessie Harper spoke on development and use of Talent File or Member-Talent-File
- 1) We lose as many because we don't challenge them enough as we lose from pushing too hard...assume they want to be used.
 - 2) get 5 by 8 cards
 - 3) needed especially by L growing past 25 members, can't know everyone.
 - 4) catch? yes, secret is 1 person does all work herself. She talked on phone to all members, drew them out, recorded on cards.
 - 5) card contains name, phone, address, unit #, member since ?, listed all LWV activities prior to membership, 1961, activities this year listed. interests and talents show up. Then make as many cross files as necessary
 - 6) Insist Board use the file.
 - 7) success? -- in St. Cloud all asked to serve on Board said yes.
 - 8) She listed does and don'ts (see her typed report.)

Group expressed these ideas:

- 1) Had opposite experience, better results from form filled out at annual meeting than as result of phone calls later.
- 2) Personal touch is what is important, 1 person in unit could be responsible
- 3) Mpls. has 2 files - activity and talent. This year, sheet mailed to each member, plea in LOG to bring to unit meeting, U'Chm. is responsible for coordinating all information. Has worked well in some areas. (charter push)

- 1:50 Helene Runkle spoke on Keeping the Members We Have. Reviewed idea that is year round job...orientation, communication, participation.

- 1) orientation we cannot over emphasize, make them feel it is their organization, that they choose program, nominate, finance goal. No one works alone.
- 2) communication - how make them feel it is their organization. Cooperation of all board members is important.
 - a) Mem. Cham. 1st job is to analyze membership.
 - b) Coop. with Treasurer - up to date on records, if delinquent, why?
 - c) Coop. with Unit Org. Chm. remind of turnover in unit, absentees, who participates in discussion
 - d) Coop. with Resource people - participation, she is interested in

f) Coop. w. Bulletin Editor, have something in each month, give time, place, address of meetings, encourage to attend other units, if own unit time not convenient.

g) Coop. with Publications, ex: CR material, to orient on program, she can alert Mem.Chm. to good pubs.

Report progress and plans and problems to Board often.

3) Participation - only then do we feel it is OUR organization

a) know her interests when placing her.

b) let her participate in own way, if doesn't do topic, do typing

c) if she loves finance, let her do more than her share.

d) don't overwhelm her - at first give her portion of a topic, or some orientation re the topic of day

2:10

Irene Janski said few concluding words re not working alone, present broad plans to Board, use Board members in your work, work with a committee.

The group was asked to show samples of own work and publications.

1) Minnetonka showed "Bust Off Those Cobwebs" -mem.gismick at 6LWV Can.Mtg.

2) Should have been collected better at end of meeting.

3) Robbinsdale, V.Guide, showing register dates, voting dates, dates of council meetings, etc.

4) Rochester, Austin also do V.Guide, some do billfold card size.

5) Notify state office of transfers of membership, follow up on those you hear of coming to your town.

6) White Bear Lake has "Count Me" sheet for all to fill in, telling interest talent etc.

2:20

Annette Whiting concluded by requesting Leagues present to think of what they had heard today, and considering their membership potential in the light of these techniques, and set a goal for this year.....The Chart on the wall listed all Leagues, membership last April 1, space of quota aimed for, and space for actual membership next March 31, 1962. Chart will be displayed at Council Meeting. Leagues not attending will also be asked to set their goals.

463 NM in 28 Lh

2:30

Meeting adjourned.

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These questions regarding League policies and procedures should be answered after full Board discussion.

1. Have you or any of your local Leagues suggestions for changes in basic League policies or for improvement on the procedures and services of the national Board? If so, please describe, giving reasons and suggestions for the improvements that might be made.

These suggestions come from the local League reports, not from state Board discussion.

Longer time between material and consensus.

Material sometimes tends to lead member, as do the questions.

Publish the popular editions at same time as the resource piece.

Need special division to deal with leagues under 60 members, need smaller program and more local option.

Love receiving enough copies of state President's Letter for each member on local Board.

Would like more information on how consensus results are evaluated, easy steps to consensus. Many compliments on materials being on time this year, and on Minnesota Voter.

2. Describe any recurring nonpartisanship problems which you have or which have been reported by your local Leagues.

Very few Leagues reported problems except the usual ones of feeling the loss in the League when a board member resigns, as they should, when they or close members of family become involved in partisan activity. One of two Leagues complain because their members are so unpolitically minded, can't seem to get them interested in partisan politics. Below are a few examples of comments:

Benidji - prominent business men feel that by virtue of the number of League members in metropolitan areas throughout the state and nation, our LWV consensus are in reality the opinion first of labor unions, and second, the Democratic party.

Crystal - Only in regard to school board elections. Some of members wanted to go to coffee party for one of the candidates to hear her side of story. Felt this would have been informative. Deephaven - 1) interpreting policy to Board and community, should it be specific, or loose, allowing for interpretation; 2) Handbook says nothing re program stand and nonpartisanship - That is, if members supported a school bond issue it is defeated...should board members then be allowed to work on a citizens committee which comes up with a different bond issue? When League drops out of action (doesn't get consensus), in deference to the Citizens Committee, can 1 or 2 Board members continue to help on that committee? 3) Also, during 1st Bond issue drive, by League, 1 Board member opposed the member consensus and resigned to work actively against the Bond Issue, but Handbook does not say anything regarding this. Some say, then, there is nothing wrong with her working in opposition to the members stand. Or, do we just have to know that this cannot be permitted by a Board member? 4) Question of holding League unit meeting at home of member (not Board member) who ran for council. People feel this proves LWV supported her. 5) See detailed explanation on Annual

Report of Deephaven, Minnesota. Roseville - When husband of LWV member gets active in local politics, town misconstrues this as partisanship on part of LWV.

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FOREIGN POLICY (CA AND UN CR)

Describe briefly the activities of your state Foreign Policy resource chairman and committee:

in organizing workshops, conferences, area meetings, etc. Cooperated with FR chairman in organizing and conducting five area workshops in January, launching Trade Campaign.

see attached report under P. R

in cooperating with state organizations to bring League Program to the Public

Member of Board of Directors of World Affairs Center, AAUW Minnesota Chapter.

in meeting with and helping individual local League Foreign Policy chairmen
Attended public meetings of Local Leagues when requested, as speaker and as observer.
Helped with program suggestions, speakers, materials.

in promoting Foreign Policy publications

Sent out approx. 80 copies of Politics of Trade to persons influential in the fields of business and education.

in preparing materials, if any - bibliographies, discussion outlines, etc.

primarily bibliographies upon request from sources other than the League and on occasions discussion outlines and suggestions for coverage of the discussion material.

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FOREIGN POLICY (CA AND UN CR) Cont'd.

Summarize the information sent to you by local Leagues in regard to their activities on the national Current Agenda under each of these categories. We are looking for a general picture of the amount of activity so the summaries of each may be as brief as a sentence or two.* We hope the detailed local League answers will be useful to the state Boards.

in operating resource committees Almost all our local Leagues have resource committees, (except very small Leagues) ranging in size from 2 to 15 people.

in having workshops or meetings preparatory to unit discussion (number held)

Most committees met 2 or 3 times, some only once, some more than 3 times.
4 Leagues held monthly meetings the year around.

in holding discussion units (number of meetings of the unit)

Most of our Leagues devoted 2 or more unit meetings to the discussion of Trade
5 Leagues had some discussion at each unit meeting.

in holding general meetings (number held)

33 Leagues held one general meeting on Trade or the UN in addition to 2 or 3 unit meetings.

in bringing the League Program to the community through public meetings, radio, TV, etc. About 15 Leagues held public meetings on Trade or the United Nations
Radio is used regularly by the Minneapolis and St. Paul Leagues. About 6 or 7 outstate Leagues used radio and TV for the National program. All used newspaper coverage to a varying degree.

in promoting Foreign Policy publications.

All Leagues place F.P. publications in public and/or school libraries. About a third of the Leagues sent out complimentary copies to important people in their communities. Most purchase the basic publications like Politics of Trade for their members.

in acting in support of League Current Agenda positions.

Very good response when Call for Action issued in form of letters and telegrams to Congressional delegation.

*For example, in the first category you might report in this way: All of our local Leagues had resource committees. They ranged in size from 2 to 22. Most had 3 or 4 members. Half the committees met 3 or 4 times. 8 Leagues operated on a year round basis.

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FOREIGN POLICY (CA AND UN CR) Cont'd.

How useful did your local Leagues find the following national materials:

| titles | very useful | somewhat useful | not at all useful |
|---|----------------|--------------------|----------------------|
| THE POLITICS OF TRADE (for League leaders) | | | |
| (for members) | X | | |
| (for the public) | X | | |
| TRADE KIT (for Leaders) | X | | |
| POPULAR SUMMARY OF POLITICS OF TRADE (for the public) | | X | |
| TRADE CAMPAIGN MEMO (for leaders) | X | | |
| FOREIGN POLICY ROUNDUP (for leaders) | X | | |
| POCKET REFERENCE ON THE UN (for the public) | | X | |
| VOTER articles (for members) | X | | |

other comments

Politics of Trade unanimously considered excellent for members as well as public. All Trade material has been extensively used by local Leagues and are highly praised for providing background information necessary to follow and understand current developments in that field. UN materials a bit outdated in view of rapid developments.

Summarize consensus on the CA reported on the Local League Annual Reports.

(This consensus is additional to that previously reported by letter or Trade Consensus Issues Report to the national Board by the local League.)

1. The local Leagues overwhelmingly approve the present League position on Trade
2. Overwhelming approval of tariff concessions to developing countries.
3. General Agreement that Trade Agreements Act should be renewed in a very liberal form, granting the President extensive powers for cutting tariffs across the board.
4. Generally very cautious approach to Adjustment Assistance. About 25% of the Leagues reject it. A good number favors it with various reservations, limiting the time and the scope of the program. Since this is a new concept not before tried, the Leagues are not certain on their support.

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FOREIGN POLICY (CA AND UN CR) Cont'd.

Have you any comments about the direction of the national Board on the Current Agenda? We should continue in the field of Foreign Policy with emphasis on the economic and political forces operating in the world, which create a power struggle between opposing ideologies of the East, West and neutral countries, with a view to strengthening the United Nations as the equalizing force.

Describe, in general, coverage your local Leagues gave the United Nations CR.

All Leagues devoted one meeting either unit or general to the discussion of the United Nations. 10 Leagues had an outside speaker.

If Leagues in your state attended the OEF/LWVUS Regional conferences in Los Angeles, San Francisco, Chicago or Louisville, were they helpful to those Leagues in doing an educational job in their communities on the League Program? If so, what did they do in their communities?

About 25 local Leagues were represented at the Chicago Conference.

I definitely feel that the representatives received a great deal of information on technique, public relations and the problems of Trade plus a good portion of enthusiasm which helped them to do a better job in their Leagues and in their communities.

The result was greater use of Public Relations media in promoting Trade and a much larger number of public meetings designed to bring the issue of Trade to the people outside the League.

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NATIONAL CONTINUING RESPONSIBILITIES

In the appropriate place in the following table, check the state Board's estimate - based on the answers to the first two questions under National Continuing Responsibilities on the Annual Reports of your local Leagues - of the preparation of the local Leagues in your state for action on the national CRs.

I. CONTINUING RESPONSIBILITY

APPROXIMATE NUMBER OF LOCAL LEAGUES PREPARED FOR ACTION

| | Most 100% | Many more all than half | Half | Many Less than half | Very Few | None |
|--------------------------------------|--------------|----------------------------|------|------------------------|-------------|------|
| 1 Water | | X | | | | |
| 3 Loyalty-Security | | | | | X | |
| 4 Home Rule and National Suffrage | | | X | | | |
| 5 Item Veto | | | | | X | |
| 6 Tax Limitation | | | | | X | |
| 7 Treaty Power Limitation | | | | | X | |

II. State the reasons for unpreparedness that were given most often in answer to question 3 on Local League Annual Reports.

The most frequent reason is lack of time to keep an informed membership.

Many feel that either their League is new or membership turnover is great enough that few members or none are familiar with the CRs when consensus was taken. They don't feel that they can catch up on enough background to be in a position to take action.

In small Leagues, there is a problem of woman power, and the CRs do not get a chairman nor the proper attention, then, during the year.

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NATIONAL CONTINUING RESPONSIBILITIES (Cont'd)

- III. How can state and national Boards help overcome the problems presented in these reasons for unpreparedness.

Continued help in unit program scheduling, use of materials and training of resource chairmen. Can help with this particular problem.

- IV. In the space in front of each of the following types of material, state the number of local Leagues in your state that listed this piece as the most helpful in their work on national CRs. (See Annual Report of Local Leagues, question 4).

NUMBER OF LEAGUES
SELECTING AS FIRST
CHOICE

NAME OF MATERIAL ON NATIONAL CRs
SENT OUT FROM NATIONAL OFFICE

| | |
|----|--|
| 6 | National Continuing Responsibilities |
| 3 | National Board Reports - Outlook for Work on CRs |
| 23 | Current Review of Continuing Responsibilities |
| 6 | NATIONAL VOTER - KULP |
| | Times for Action |
| | Times for Action - Background Information |
| 1 | National CRs Bibliography |

- V. Name the type of material in the above list which has been most helpful to the state Board in guiding local Leagues in work on national CRs.

National Voter - KULP and Current Review of Continuing Responsibilities.

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NATIONAL CONTINUING RESPONSIBILITIES (Cont'd)

- VI. State the changes in type of material (sent from the national office on national CRs) which were suggested in answer to question 5 on the Local League Annual Reports.

If many Leagues in your state answer this question, use only suggestions appearing frequently. Tell how many Leagues made this sort of suggestion. Combine similar suggestions.

The most frequent comment was appreciation of the type of material sent out by the national office. Several Leagues suggested an additional bibliography of magazine articles, new books, periodicals be sent out every six months. Another comment was a brief summary of statements (could send for copy of full statement, if desires.) Also suggested was a summary of current review for all member distribution.

- VII. State the changes or improvements in the materials now being issued (from the national office on national CR) as recommended in answer to question 6 on Local League Annual Reports.

If many Leagues in your state answer this question, use only suggestions appearing frequently. Combine similar suggestions. Tell how many Leagues made the suggestion.

There were few comments on this question. One felt the national board assumed we know more than we do. Another felt the Current Review is lengthy unless it is being used by a CR Chairman who has this as her only job.

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NATIONAL CONTINUING RESPONSIBILITIES (Cont'd)

VIII. If any Leagues in your state are participating in inter-League groups working on river basins other than the Columbia, Delaware, Ohio, Missouri, Colorado, or in regional groups other than the New England Inter-League Group supporting the Northeastern Compact.*
(See question 7 on Local League Annual Reports):

- a) State the name of the group. There is an "ad hoc" committee authorized by the state Board which follows the progress of the
List the local Leagues participating in it. Metropolitan Sanitary District Bill
State the purpose of the group. / Robbinsdale, Roseville,
/ Hopkins, Wayzata, So. St. Paul
/ Excelsior, No. St. Paul,
/ Richfield, Anoka, W. St. Paul
- b) List and describe materials prepared for League and community use by this group. Include examples, if possible. / White Bear
/ St. Anthony
/ St. Paul
/ Bloomington
- c) Describe briefly any action taken or contemplated by the inter-League group or by Leagues in the group which action is related to the purpose of the inter-League association. / Fridley
/ St. Louis
/ Park

This long list of Leagues is deceiving, for only a small handful responded by attending a meeting called, though all responded to a questionnaire in Sept., 1961. This questionnaire indicated only 2 Leagues had spent time studying item under CR I. I don't believe the committee put out any material, but does intend to send out materials on this before the next legislative session.

See next page for attendance at a meeting for discussion of Sanitary District Bill.

*Note: Reports from the basins and regions listed here will be obtained directly from their chairmen.

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NATIONAL CONTINUING RESPONSIBILITIES (Con'd)

IX. Describe services the state League provided to local Leagues on National Continuing Responsibilities during the past year.

An ad hoc committee was authorized by the state Board to study the Metropolitan ~~District~~ Sanitary Bill. (This Committee was the result of a meeting of representatives of the metropolitan area Leagues.)

Last fall, a meeting was held to explore the possibilities of a metropolitan area study. The ad hoc committee used part of the time for speakers and discussion of the Sanitation Bill. This was a well attended meeting. (about 25 persons).

The recently appointed interstate committee for the Red River Basin by the governors of Minnesota and North Dakota is of particular interest to the Leagues in this area.

I also have answered several requests from individual Leagues for information.

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STATE PROGRAM - Item I (Constitutional Revision)

Describe briefly state and local League activity on state Current Agenda items and state Continuing Responsibilities. Tell us about state-planned workshops and conferences, legislative activity and community activity, if any. In reporting legislative activity please describe the League goals, the kind of action taken, 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. You need to send copies of material only if these have not already been sent in to us.

The state Board Item I Chairman and her state-wide committee (12 members) wrote three publications: 1) A study of each of three proposed constitutional amendments, 2) a study of Minnesota's amending process, 3) a commentary on Minnesota's constitution.

The state chairman and committee served as experts in answering local Leagues questions on the publications (to help them reach consensus on the three amendments and the amending process). They spoke at local League general membership meetings and on the radio, encouraged and suggested ways for local Leagues to bring the publications and the debate on these public questions to the public.

This was a non-legislative year. But we were successful in influencing the Governor to appoint a Governor's Committee on Constitutional Revision. This committee has heavy League representation. Our work with legislators was principally in persuading local Leagues to supply their legislators with the new publications. The Board sent legislators in the non-League areas of the state the publications, they went also to a number of other influential people throughout the state, and also to members of the Governor's Committee.

We did reach a consensus on all 3 three proposed amendments and on the amending process. The amending consensus will allow us to work to change our amending process next legislative session.

Our Council Meeting in May will start plans to implement our consensus on the three amendments.

Of the 50 (out of 58 local Leagues reporting on their work on Item I:

36 had state item resource committees

37 had briefing sessions on Item I resource material

50 had at least 1 unit meeting on Item I (almost $\frac{1}{2}$ had 2 or more unit meetings)

8 held community meetings on Item I

14 held general membership meetings on Item I

5 reported having promoted radio, TV or news stories on the item.

On publication promotion -- 14 reported sending them to legislators, 6 to schools, 7 to libraries, 6 to newspapers, 9 promoting "with the people"

5 Leagues reported they spoke to other organizations about Item I

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STATE PROGRAM

- II - *Civil Rights*

Describe briefly state and local League activity on state Current Agenda items and state Continuing Responsibilities. Tell us about state-planned workshops and conferences, legislative activity and community activity, if any. In reporting legislative activity please describe the League goals, the kind of action taken, 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. You need to send copies of material only if these have not already been sent in to us.

Minnesota State CA Item II: The LWV of Minnesota will continue its support of the principle of employment on merit and will study other problems of discrimination. Direction from the 1961 convention included study of our new fair housing law, bases of discrimination in employment other than race, religion and national origin, the role of state government in civil rights legislation, and an examination of the special problems of the Minnesota Indian. All but the Indian problems have been dealt with this year.

We are in the middle of study of Item II now. Of 49 local leagues reporting, 10 gave no report of progress, 19 reported preparations for programs to be presented later, and 20 reported study meetings in progress or completed. Consensus reports are due May 1, 1962.

Most leagues report satisfaction with the state board publication, "Problems of Discrimination," and it has been widely circulated. Local leagues report placing copies in public and high school and college libraries. Copies have been sent to Governor Andersen, many of the state legislators, boards of realtors, human relations committees, newspapers, TV and radio stations.

League members have reached outside this organization in the process of gathering information and educating the membership. Legislators, human relations organizations and realtors have been consulted and have provided speakers and films for briefing sessions. A Minneapolis-St. Paul League Day featuring 2 panels of "experts" and a luncheon speech on the topic of the role of state government by Governor Andersen was attended by league members from all over the state. ~~Little~~

Little has been done to bring the problem to the public since our own position is not yet clear. However, a series of four radio programs on discrimination is being presented on KUOM, the University of Minnesota radio station. Governor Andersen's speech was broadcast over this station as well. The St. Cloud League of Women Voters, in cooperation with the St. Cloud Human Rights Committee, sponsored a public meeting at which Mr. James McDonald, Executive Director of the Minnesota FEPC was speaker. This received good TV and radio coverage in that area.

Our consensus questions ask for decisions on the principle of fair housing legislation, coverage and methods of enforcement, the inclusion of other factors such as age, sex and marital status in our employment law, the form and method of enforcement of the Minnesota public accommodations law, and the provision of funds for the enforcement agency.

Legislative and community activity for the most part must wait on these decisions.

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STATE PROGRAM - C. R.

Continuing Responsibilities

We published our first separate pamphlet giving our League positions, brief background, and legislative history of the State Continuing Responsibilities. Local League approval and use of the material is shown by this sampling of comments on their reports:

Austin: This is the first year that we have had such comprehensive material. It was presented by the State Board in a manner that made a very interesting meeting to old and new members alike.

Bloomington: Excellent. We plan to use it extensively next year (legislative year). The Tip Sheet is especially helpful.

Edinas: Very helpful—cogently stated—good review.

Maplewood: We felt the State Board material was excellent, complete, and concise in reviewing the C.R.'s and invaluable as study material for new members who wanted a quick picture.

New Ulm: An excellent summing up of past League activity on these items and ^{League's} present position.

St. Louis Park: Excellent for study and to keep for reference.

Over one-third of the local Leagues provided copies of the publication for all members. Most had unit discussions of the C.R.'s. A few took the material to their communities in newspaper articles, T.V., radio, and open meetings.

Active promotion of the C.R. for party designation for legislators as the key to legislative action on other issues was undertaken. The State Board met with the state leaders of both political parties to reaffirm the League's position. Some local Leagues worked with the political parties at their level to secure precinct caucus resolutions for party designation. Leagues furnished copies of the C. R. publication to present legislators and people active in the political parties in their areas.

The League goal is to have party designation for Minnesota legislators restored by the 1963 legislature. Election laws since 1913 have kept legislators on the non-partisan ballot. We consider this the most important legislative goal of our Continuing Responsibilities.

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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.

Hopkins- Population 12,000 League members- 24 This was a case where the league took action on two of their CRS, i.e., support of library facilities and support of construction of a new city hall. At this time a proposal was under discussion to submit to the voters the building for a city hall to incl a library. The League had an Open House at old City Hall so the public could see the disrepair they interviewed the architects as to the design of the new city hall, had the state library director talk to the city officials and library board members (incl LWV members), peddled their local program door to door in the village, sent letters to all businesses and organizations in the village, arranged for excellent newspaper coverage and prepared and distributed flyers announcing the open house. This operation was carried on under the direction of one resource person. They had no workshops or preparatory meetings but had 2 general meetings as part of their local agenda to give members the information.

Edina- Pop 28,000 LWV 205 This is a much more sophisticated group of leaguers in a very prosperous community with an alert citizenry to deal with. They had done a school survey and when a school bond issue was up for vote they were able to support it- they researched the need, met with school board and educators, prepared short report to members,

List local Leagues which have available printed town or county surveys.

Local survey - Austin, Bemidji, Bloomington, Brainerd (not yet publ)
Cass Lake, Duluth, Edina, Fridley (not yet publ), Mahtomedi,
Maplewood, New Ulm, No. St Paul, Red Wing, Shoreview, Silver Bay
Rochester, Robbinsdale, St Anthony, St Louis Park, Wells

County Survey- Anoka, Austin, Battle Lake, Duluth, Pergus Falls,
Fridley, Owatonna, Rochester, St Croix Valley

Preparing County Survey- Alexandria, Bemidji, Bloomington
Moleod-Hutchinson

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VOTERS SERVICE

1. What have you done to help your local Leagues in Voters Service this year, workshops, conferences, printed materials, memos, etc.?
Publication: "Speak for Yourself" (maps of new Congressional and Legislative districts, list of offices to be filled, summaries of proposed amendments, information on political party caucuses and conventions, etc.)
Memo to VS Chairmen: Attention called to availability of film on precinct caucuses.
2. What have you done in Voters Service to develop understanding of state government and the state legislature, Go-See Tours, printed materials, meetings, etc.?
1962 Non-legislative year in Minnesota
3. If there were state elections describe your most successful state Voters Service project.
No state election in 1961

Summarize the information received in reply to questions on the local report form I through IV. If your local Leagues have, during the year, sent you reports giving the information asked in any of these questions (particularly suggestion I) you may suggest to them that they need not report again on the Annual Report Form. Will you please pass along to us any unusual success story.

I. Local Projects

Please describe what you have done in Voters Service this year. Note which project was the most successful and why. Comment on working with political parties, on dealing with nonpartisan elections. (52 local leagues reporting)

| | |
|-------------------------------------|----|
| School Board Candidates Meetings | 11 |
| City or village Candidates Meetings | 37 |
| Public Meeting on local issues | 12 |
| Candidates Questionnaire Published | 33 |
| Voter Registration | 4 |
| Practical Politics Course | 1 |
| Caucus Workshop | 1 |
| Information Booth at Fair | 1 |
| Speakers Bureau | 1 |
| Special Publicity | 38 |
| Cooperation with Political Parties | 2 |

II. Member Participation

What percentage of your members did Voters Service work this year?
Local Leagues reported from none to 100% of members working
in voters service, with an average percentage of 34.7, for the
47 leagues reporting in percentages.

III. Citizen Interest in Local Government

Is there a noticeable increase of interest and participation in local
government or a decrease?

| | |
|-----------|-------------|
| Increase | 32 Leagues |
| Decrease | 5 " |
| Same | 7 " |
| No answer | 8 " |
| | <u>52</u> " |

Leagues reported less interest as
elections presented no particular
issues. However, 5 Leagues reported
"write-in" candidates, which would
seem to indicate late interest.
Candidates meetings generally successful

"LWV members outnumber others 4-1." "Marked increase when issue is controversial."

IV. Evaluation of National Materials

Did you use YOU AND YOUR NATIONAL GOVERNMENT in your Voters Service work?

If so, how? What did your League do to help stimulate the widest
possible use of this pamphlet? Were the discussion materials and
promotion materials helpful? If not, why not? What else do you
need to help you?

This publication arrived too late to be used in many Leagues.
45 Leagues have not used it. 7 Leagues reported that this publication
has been distributed to schools, contributors, League members, or will
be used as a basis for unit discussions.

V. Please describe any unusual "success story" that occurred this year.

Austin sponsored Practical Politics course, resulting in noticeable increase in active
participation in events sponsored by political parties and civic affairs.

Brainerd had "standing-room-only" Candidates Meeting.

Cass Lake had poster parade--posters in business places.

Duluth sent revised list of national, state, county, and local officials to contrib.

West St. Paul's speakers bureau covered local items. County Survey distributed from
booth at Fall Festival.

Richfield had outdoor Cand. Meet. to reach people who "do not normally attend."

Robbinsdale had requests for repeat of city hall open house.

St. Louis Park had workshop on precinct caucuses (cooperation from parties).

St. Paul had school on local government--parties cooperated.

Mahtomedi reports effective use of school bulletin for VS publicity. Sent 19 new
voter letters to 21-year olds. Called new residents before election.

Owatonna registered voters in rest homes and delivered absentee ballots to hospital
patients and other shut-ins. (Prepared local reapportionment plan.)

St. Anthony preparing to sent out post cards to all residents, listing congressional,
legislative, judicial, county commissioner, and precinct areas--necessary because they are
located in two different counties, 2 cong. dists., and possibly 2 legis. districts.

In answer to a question re number of LL Members active in government or politics - 188 in
(Local, state appointments, elective offices especially School Board.) (the 52 local LWVs reporting.)

League of Women Voters of the United States
1026 - 17th St., N.W., Washington 6, D. C.

STATE Minnesota

ANNUAL REPORT, 4/1/61 - 3/31/62

PUBLIC RELATIONS

1. From the state point of view what was your foremost Public Relations achievement for the year 1961-62? Describe. The really exciting Trade Campaign plans being developed now by so many local Leagues in Minnesota. I like to think perhaps our recent state workshops on the subject had something to do with this. The report on the workshops was sent to you last month. I sent the Trade Campaign plans to Mrs. Gayol last week in connection with her inquiry from LIFE International and NEWSWEEK.

x enclosed copy of report

2. What has the League done at the state level to build public understanding of the League and of the issues in which the League is interested?

League at Work script and slides (patterned after Your Vote is the Key) which local Leagues show to new members etc. This will be on display at the National Convention, Marknad.

Our current press conference scheduled next Monday March 26 for radio, TV suburban and city papers. At this time we will announce the League stand on the three proposed amendments to the Constitution which will be on the ballot next fall. Our press conference two years ago on reapportionment did a great deal to build public understanding of the League and on the issue of reapportionment. *after this current press conference I'll report along an evaluation of it. We're still feeling our way in this and I have some doubts about its value.*

PUBLIC RELATIONS WORKSHOPS - January 1962
Mrs. W. E. Duff, chm.

Attendance

Fergus Falls workshop - 34 ladies from 6 Leagues (not there - Brainerd, Cass Lake, Olivia)
St. Louis Park - 77 from 17 Leagues (all there)
Austin - 27 from 6 Leagues (not there Faribault, Jackson, New Ulm, Worthington - Red Wing attended another workshop)
Duluth - 18 people from 3 Leagues (not there - Silver Bay)
St. Anthony - 53 from 15 Leagues (not there - Falcon Heights, Maplewood, West. St. Paul)

Evaluation

The workshops were excellent - well handled and much appreciated. Local League attendance was good and enthusiasm high. However, it should be noted that very few public relations chairman showed up and not too many foreign policy chairmen. Mostly it seemed to depend on who could come from a local League. Group participation varied; it was excellent at Fergus Falls, fairly good in Austin. The 2 workshops in the metropolitan area: participation was slow in starting, perhaps because of large size. The Duluth workshop was particularly lively and tested our abilities to the limit. The iron range ladies are discouraged; this trade issue will be most difficult for them to sell in their communities. Everywhere else the ladies seemed raring to go - Duluth and Rochester are off the ground already. State Board participants did very fine job, Barb Stuhler was superb.

Physical arrangements were superb. good meeting rooms (except the Prudential auditorium was hard to hear in), good planning committees. Having all reservations go directly to the hostess Leagues worked well. Coffee hour seemed appreciated.

For the Future from the committee and the state Board:

These were considered very successful workshops - some of our best. Particularly appreciated was the attempt to localize these workshops - tailor them to the particular Leagues in attendance. For example, separate speeches for each area. We should do more of this in the future. The Know Your Congressman section was much appreciated generally but did confuse a few ladies re the nonpartisanship policy. The Congressman Quiz tape was particularly successful in the Austin workshop - added a spark which perhaps the others lacked. Some felt we may have overwhelmed the local Leagues with facts - perhaps in the future do some of this with visual aids? Some of the public relations chairmen, if they came at all, were not so clear on what this had to do with them. Hopefully the others got the message - time will tell. A written agenda would have been appreciated by some.

Follow-Up on Trade Campaign

The state Board suggested we keep in close contact with the local Leagues to encourage them on through the Presidents' mailing - such things as last month's sending of the names of each LL foreign policy chairman and the congressional districts. Leagues not in attendance will get personal letter from Mrs. Zaidenweber. Mrs. Duff has followed through on the individual requests she received at the workshops: Red Wing and South St. Paul (information on 1st district), Edina (on 3rd district), Battle Lake (on 7th district plus agriculture, St. Cloud and Buffalo (on 6th district plus agriculture). The agriculture information was also requested by the Willmar League and is being forwarded to them from Battle Lake, St. Cloud and Buffalo. Mrs. Janski and/or Mrs. Anderson have written Willmar about their provisional LNV status and hence their activity limited to giving of information. Mrs. Duff has a bit of information on the 2nd district which she has given to Mrs. Zaidenweber. All Leagues will be kept in touch and encouraged by monthly newsheets. Mrs. Zaidenweber is in charge of this follow-up ~~work~~ with advice from Mrs. Duff.

Cost roughly \$ 200.00. Thoughts for cutting in future - fewer participants, workshops not so spread out geographically.

ANNUAL REPORT, 4/1/61 - 3/31/62

PUBLIC RELATIONS (con'd)

3. Describe or cite reference to any local League Public Relations activity that might be shared with other Leagues. Include any outstanding local League job on League Program - including local work on national Program - in which the League has successfully built support in the community for the League position. (over)

St. Paul League had great success with a large public meeting, Know Your City Government. See inclosed clipping. In Duluth a similar program was called Lively Issues in City Government. In Minneapolis it's Day at City Hall. In the small farm community of Granite Falls it's a Pot Luck dinner for the town officials and well received by the community year after year. In the medium size suburban League of Robbinsdale it's called City Hall Open House. An excellent public relations tool to explain the League as well as keep channels of communication open to the community leaders, other organizations and official decision makers. They find this makes their work on state and national agendas easier to fulfill in the action states. In some Leagues (Fridley, Bloomington) this takes the form of newspaper articles "Know Your City Officials" or VS boxes.

4. Please mention any techniques you have suggested to local Leagues.

I have been working rather strenuously in the area of discussion at the local level. Our state Board feels this an important part of the public relations job - relations within the League. Discussion leader workshops and joint League briefing meetings on a state or national agenda item - showing how informed discussion and sound consensus emerge from Local League unit meetings.

I suggested a variety of PR techniques to Leagues in our PR workshops using clippings (see Workshop report sent in last month.)

5. Do you have any suggestions as to what the national Board could do to assist you and/or the local Leagues in Public Relations. Radio tapes are particularly welcomed and much used all over the state in big and little Leagues alike. As one League commented "radio reaches a tri-state rural audience to which TV is not yet available. I would like to see national send out tapes regularly, say one each month, so we could set up regular programs using the tape and added group discussion by LWV members." FYI continues to be much appreciated. This helps fill a gap which worries me: in the public relations area our 4 city Leagues have more to learn from other cities in the U.S. than they do from other local Leagues here in Minnesota. The arrival of National Convention in Minneapolis is giving the whole state a big boost.

A small suggestion for next year's report form to local Leagues: combine radio and television in one question. This will give you twice as much space for the first question's answers on achievement or activity. The state form could use more space there also (question 3).

League of Women Voters of the United States
1026 - 17th St., N.W., Washington 6, D. C.

STATE MINNESOTA

ANNUAL REPORT, 4/1/61 - 3/31/62

STATE FINANCE CHAIRMAN'S REPORT

1. What services (letters, visits, publications, workshops, state-wide promotion, etc.) has the state Board provided for local Leagues in connection with the following. Please describe briefly and attach sample materials if possible.
 - a) Budget building (of either local or state budgets)
Budget Building Day - Representatives from 15 local Leagues are asked to attend the Budget Committee (state) meeting as observers. They sit in on the portion of the state Board meeting when budget requests are made. They receive all printed information that is given the budget committee. This includes pertinent information on local Leagues de-
 - b) Fund raising
One state-wide finance workshop was held. Personal letters are sent to Leagues planning first drive. The letters are designed to emphasize certain important points and to remind them not to forget certain less apparent but nonetheless important points in carrying out their drives. Some Leagues that seem to need much help getting started received detailed letters on how to lay out their drives and some receive a visit.
2. Has your state Board recommended any procedures in connection with the following? If so, please describe them:
 - a) Amount of dues (for either established or provisional Leagues);
\$5.00 dues are recommended for all Leagues. It is now required for provisional Leagues.
 - b) Size of pledge (for either established or provisional Leagues);
All Leagues receive a suggested pledge established by the state budget committee. \$125 is required for provisionals.
 - c) Patterns of inter-League cooperation in finance drives;
The closest we have come to inter-League cooperation is the establishment of a Metropolitan Finance Committee. (over)
 - d) Size or type of contribution which may not be acceptable;
No
 - e) Any others?

1. a) signed to aid in establishing suggested pledges.

Suggestions and reminders of proper procedures in budget making appear periodically in the President's Letter.

- b) ~~out their drives and some receive a visit.~~ The finance chairman attends any local training session when asked by the local chairman.

Suggestions for Finance Chairmen appear in President's Letter.

Article urging member contributions appeared in Minnesota VOTER.

2. c) The chief purpose here is to allow cross files on contributors' names as sent in by local Leagues in the metropolitan area. This is to prevent a contributor being contacted by more than one League as can sometimes happen in a large metropolitan area.

League of Women Voters of the United States
1026 - 17th St., N.W., Washington 6, D. C.

ANNUAL REPORT, 4/1/61 - 3/31/62

STATE Minnesota

STATE FINANCE CHAIRMAN'S REPORT (con'd)

3. What is your over-all estimate of the progress local Leagues are making in fund-raising in your state?

There is improvement in that more and more Leagues are having drives. There is a good percentage of successful drives, but the Leagues in general seem to be making little progress in involving large numbers of their membership. Many Leagues are reaching the limit of what they can accomplish until they can enlist the aid of the majority of the membership. There has been only slight progress in obtaining member contributions for the local Leagues.

In the period of the last 3 years, the percentage of local budgets allocated to state and national services (pledge) has risen sharply. We have only 1 league pledging less than 25% of their total local budget.

4. List names of any nation-wide business firms which have contributed to Leagues within your state. If they have contributed to more than one League in your state, indicate to how many Leagues.

Penney's - 2
Walgreen Drugs
Cargill, Inc.
Tonka Toys
Ben Franklin Stores - 2
Standard Conveyor
Montgomery Ward - 2
Kresge
IBM
Woolworth
State Farm Insurance
Sears-Roebuck

ANNUAL REPORT, 4/1/61 - 3/31/62

STATE FINANCE CHAIRMAN'S REPORT FOR LWV OF
Minnesota
(State)

FOR THE YEAR ENDING MARCH 31, 1962

| Name of local or Provisional League | Total Cam- paign Goal | Number of Contributors* | | | No. of Work- ers | Comment on each drive, e.g. ef- fort fair; shows improvement; exceeded goal; failed because; resists drive; project (describe) only, or in addition to drive. |
|--|--------------------------------|-------------------------|--------------------------------|-------------------|------------------------|---|
| | | Memb. | Non-Mem. (Indi- viduals) | Business Firms | | |
| Albert Lea | 500 | | 10 | 45 | 16 | new League, some short of goal. They will come along |
| Alexandria | 364 | | 10 | 23 | 28 | Successful drive. Seems large amount for so few contributors |
| Anoka | 400 | 2 | 18 | 100 | 16 | Exceeded goal |
| Arden Hills | 100 | 25 | 30 | 1 | 15 | Area of limited resources Not completed yet. |
| Austin | 350 | 17 | | 35 | 14 | Short of goal. Resists drive. Could do much more |
| Battle Lake | | | | | | |
| Bemidji | 400 | 49 | | | | Planned drive for 1st time., but didn't have one. |
| Bloomington | 720 | 61 | 34 | 48 | 39 | Good drive. Too slow. |
| Brainerd | 230 | | 80 | 10 | 20 | Went way over goal, but goal should be higher |
| Brooklyn Center | | | | | | |
| Buffalo | 150 | 3 | 7 | 34 | 10 | 1st drive. Very successful |
| Cass Lake | 60 | 4 | 9 | 1 | 2 | Didn't make goal. Very small League. Poor economic area. |
| Columbia Heights | | | | | | |
| Crystal | 420 | 1 | 1 | 91 | 21 | Just short of goal, but con- duct good drive. |
| Deephaven | 400 | 22 | 4 | 65 | 20 | Short of goal |
| Duluth | 1500 | | 103 | 52 | 35 | Usually have excellent member contributions but didn't indi- cate them on report |
| Edina | 1150 | 54 | 116 | 15 | 60 | Successful drive |
| Excelsior | 215 | 6 | 10 | 33 | 13 | Successful drive. Improving |
| Sub or Grand TOTAL | 6959 | 244 | 432 | 553 | 309 | |

* The amount received from members and non-member contributions appears on the Treasurer's Report, so is not asked for on the Finance Chairman's Report.

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

ANNUAL REPORT, 4/1/61 - 3/31/62

STATE FINANCE CHAIRMAN'S REPORT FOR LWV OF

Minnesota

(State)

FOR THE YEAR ENDING MARCH 31, 1962

| Name of local or Provisional League | Total Cam- paign Goal | Number of Contributors* | | | No. of Work- ers | Comment on each drive, e.g. ef- fort fair; shows improvement; exceeded goal; failed because; resists drive; project (describe) only, or in addition to drive. |
|--|--------------------------------|-------------------------|--------------------------------|-------------------|------------------------|---|
| | | Memb. | Non-Mem. (Indi- viduals) | Business Firms | | |
| Falcon Heights | 265 | 30 | 24 | 4 | 24 | Short of goal. Limited area |
| Faribault | 342 | | 3 | 44 | 15 | Middle of drive |
| Fergus Falls | 254 | 4 | 20 | | 7 | \$70 short. Should do much better in this town. |
| Fridley | 472 | 1 | 3 | 13 | 35 | Partial report. Drive in progress. Looks good |
| Golden Valley | | | | | | |
| Granite Falls | | | | | | |
| Hibbing | 700 | | | 92 | 28 | Short of goal, but have a good drive. Depressed area. |
| Hopkins | | | | | | Will not have drive. \$70 from unnamed project |
| Jackson | 45 | 14 | | 9 | 1 | Actual collected \$181.1 |
| Mahtomedi | 400 | 10 | 123 | 9 | 31 | Excellent drive. Do fine job in limited area |
| Maplewood | 300 | | | | 25 | Drive in progress. |
| McLeod-Hutchinson | 50 | | | | 4 | Need better organization |
| Minneapolis | 11,100 | 357 | | 469 | 162 | Drive not complete. 1st drive for shaky League. Looks good. |
| Minnetonka | 610 | | | | 30 | Just short of goal |
| Moorhead | 420 | | 6 | 62 | 18 | Good member contributions. |
| Mound | 350 | | 12 | 42 | 23 | Drive in progress |
| New Richland | | | | | | Usually good |
| New Ulm | 250 | 1 | 51 | | 16 | Successful drive |
| Sub or Grand TOTAL | 22517 | 661 | 674 | 1297 | 728 | A little short because of no member contributions |
| | | | | | | Refuse drive |
| | | | | | | Excellent drive. Remarkable improvement |

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

ANNUAL REPORT, 4/1/61 - 3/31/62

STATE FINANCE CHAIRMAN'S REPORT FOR LWV OF

Minnesota

(State)

FOR THE YEAR ENDING MARCH 31, 1962

| Name of local or Provisional League | Total Cam- paign Goal | Number of Contributors* | | | No. of Work- ers | Comment on each drive, e.g. ef- fort fair; shows improvement; exceeded goal; failed because; resists drive; project (describe) only, or in addition to drive. |
|--|--------------------------------|-------------------------|--------------------------------|-------------------|------------------------|---|
| | | Memb. | Non-Mem. (Indi- viduals) | Business Firms | | |
| North St. Paul | 322 | 1 | | 74 | 9 | Successful drive Well organized |
| Olivia | | | | | | |
| Owatonna | 300 | | | 86 | 30 | Almost doubled amount of goal |
| Red Wing | 434 | | 50 | | 15 | Drive should be expanded |
| Richfield | 505 | 99 | 65 | 25 | 85 | Successful drive |
| Robbinston | 350 | | 20 | 59 | 21 | Successful drive |
| Rochester | 1100 | 73 | 16 | 100 | 30 | Successful drive Always do good job |
| Roseville | 750 | 14 | 32 | 56 | 25 | Successful drive |
| St. Anthony | 350 | | | | | Drive in progress |
| St. Cloud | 600 | | | | | Drive in progress. Always good |
| St. Croix Valley | 285 | 31 | 22 | 10 | 17 | Very successful drive Could do more |
| St. Louis Park | 1020 | | 1 | 144 | 50 | Short. Just getting away from projects |
| St. Paul | 3000 | | | | 100 | Drive in progress. Better organized this year |
| Shoreview | 250 | | | | | Drive in progress |
| Silver Bay | 300 | 5 | 61 | 10 | 38 | Short. Depressed area. |
| South St. Paul | 550 | 1 | 61 | 55 | 13 | A little short |
| Virginia | | | | | | |
| Wayzata | 550 | 20 | 50 | 12 | 24 | Very short. Reasons unknown |
| Sub or Grand TOTAL | 33183 | 905 | 1052 | 1928 | 1185 | |

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ANNUAL REPORT, 4/1/61 - 3/31/62

(State)

FOR THE YEAR ENDING MARCH 31, 1962

* The amount received from members and non-member contributions appears on the Treasurer's Report, so is not asked for on the Finance Chairman's Report.

There has been a substantial increase in orders for state publications this year. We have sold \$3,000 worth of state publications. \$900 of this \$3,000 was sold to schools and libraries. Orders for publications have been sold to 51 schools and libraries in towns where there are no leagues.

School Libraries and Social Study Departments of Schools are contacted with a list of pertinent publications we prepare for the state department of school libraries, who in turn sends out these lists with their regular mailing twice a year to all school libraries. Public libraries print our list of publications and mail out to all public libraries in the state. Colleges and private schools are reached by a list we send directly to the school from our state office.

Out of 51 leagues reporting (of our 58 local and 1 provisional leagues):

- 14 have a local subscription service to members. The amount varies from \$1 to \$5
- 8 have unit mailing service
- 35 rely on resource chairmen to give orders to publication chairman
- 9 Local League Presidents give orders for study materials
- 4 Leagues use \$1 to \$2 out of dues to give back to members in form of publications
- 42 Publication Chairmen have NO committees set up
- 10 have committees.
- 15 have unit librarians that handle publications
- 37 have new publications reviewed at unit meetings
- 23 gave out "Proposed Amendments to Minn. Constitution" to legislators
- 31 have furnished local libraries (school and public) with publications
- 29 have contacted social study departments in Jr. & Sr. High Schools for publications
- 56 have sold and shown publications outside the League. Most popular or most used publications were: "Politics of Trade," "You and Your National Government," "County Survey Booklets," "Capitol Letter" (legislative newsletter subscription), "United Nations," "Problems of Discrimination," "Proposed Amendments to Const."
- 42 sent some kind of publications to their contributors, most used "How Much is Enough?" "You and Your National Government," County Surveys, "Capitol Letter," "Politics of Trade," Town Surveys.
- 38 Leagues budget money for giveaways

LEAGUE OF WOMEN VOTERS OF MINNESOTA

15TH AND WASHINGTON AVENUES S.E., MINNEAPOLIS 14, MINNESOTA FE 8-8791

PUBLICATIONS, continued

Ideas used in promoting publications:

Displays at County Fairs, Public Meetings, Store Windows, 4 H Meetings
P.T.A.'s, Rural County School Teachers Meetings

Reviews -- Local League Bulletins, Newspapers, Literary Club, Chambers
of Commerce

Murphy Bag -- on display at local library, U.M. shelf in library

Posters on trade in public places

Distributed in Doctor's offices, given to A.F.S. students

National Voter subscribed for generous contributors

Distributed sample copies - Civic organizations, local paper, legislators,
industry, schools, libraries

Problems in promotion of publications

Getting right publication out in time for meetings

Short of finances for "giveaways"

Too many good, but expensive, publications (50¢) this year
Need more at 25¢ or less

Lack of interested "woman power" to do a good job of promotion

Lack of time to get out and work

Problem of getting unit chairmen to review new publications

Lack of interest among members to buy

*Money etc in bank instead of being used for
publications —*



League of Women Voters of the United States
1026 - 17th St., N.W., Washington 6, D. C.

ANNUAL REPORT, 4/1/61 - 3/31/62

TREASURER'S REPORT FOR LWV OF MINNESOTA

For year ending March 31, 1962
(estimated)

| I N C O M E | | | | EXPENDITURES | | | |
|-----------------------|----------|----------|------------------------------|------------------------|-----------------------------|----------------------------|----------------------------------|
| Name of local League | Members | | Non-mem- bers Contrib. | From Other Projects | Sources Reserves etc. | Local Disburse- ment | State and National service |
| | Dues | Contrib. | | | | | |
| Albert Lea | 120. | | 462. | 88.95 | 389.01 | 567.19 | 215. |
| Alexandria | 112. | | 369.50 | 59.10 | 439.12 | 162.03 | 235. |
| Anoka | 126 | 10.00 | 443.50 | 129.25 | 462.37 | 492.92 | 325 |
| Arden Hills | 245 | 11.19 | 100.00 | 225.00 | 225.00 | 417.91 | 205 |
| Austin | 740 | 113.00 | 206.00 | | 29.10 | 716.81 | 575 |
| Battle Lake | 60 | 48.00 | 10.00 | 12.00 | | 68.80 | 60 |
| Bemidji | 129 | | 119.00 | | 87.42 | 128.92 | 265 |
| Bloomington | 454 | 71.00 | 770.18 | | | 1093.08 | 525 |
| Brainerd | 140 | | 336.00 | 74.24 | | 424.38 | 125 |
| Brooklyn Center | 310 | 3.15 | 436.00 | 85.56 | | 480.21 | 300 |
| Buffalo | 60 | 38.63 | 216.37 | 5.10 | | 97.01 | 60 |
| Cass Lake | 44 | 22.50 | 24.50 | 14.40 | 38.76 | 48.47 | 70 |
| Columbia Heights | | | | | | | 100 |
| Crystal | 172 | 2.40 | 403.50 | | | 225.14 | 235 |
| Deephaven | 165 | 80.29 | 304.00 | 20.70 | 149.25 | 494.24 | 225 |
| Duluth | 1,142 | 601.25 | 1,457.00 | 129.50 | | 1,929.75 | 1,400 |
| Edina | 1,383 | 197.00 | 1,047.50 | 359.69 | | 1,600.00 | 950 |
| Excelsior | 182 | 23.00 | 186.00 | 4.67 | 3.33 | 110.00 | 215 |
| Falcon Heights | 153 | 45.50 | 177.50 | 30.00 | | 228.10 | 200 |
| Faribault | 150 | | 144.00 | 6.40 | | 108.65 | 175 |
| Fergus Falls | 155 | 71.50 | 150.00 | 541.50 | 4.50 | 522.75 | 200 |
| Sub or Grand TOTAL | 6,042.00 | 1,338.41 | 7,362.55 | 1,561.06 | 1,827.86 | 9,916.36 | 6,660.00 |

League of Women Voters of the United States
1026 - 17th St., N.W., Washington 6, D. C.

ANNUAL REPORT, 4/1/61 - 3/31/62

TREASURER'S REPORT FOR LWV OF MINNESOTA For year ending March 31, 1962
(estimated)

| I N C O M E | | | | E X P E N D I T U R E S | | | |
|-----------------------|---------|----------|------------------------------|-------------------------|-----------------------------|----------------------------|----------------------------------|
| Name of local League | Members | | Non-mem- bers Contrib. | From Other Projects | Sources Reserves etc. | Local Disburse- ment | State and National service |
| | Dues | Contrib. | | | | | |
| Fridley | 250 | 30.00 | 400.00 | | | 450.00 | 200 |
| Golden Valley | 385 | 109.50 | 406.00 | 138.67 | | 659.66 | 400 |
| Granite Falls | | | | | | | 135 |
| Hibbing | 318 | | 740.00 | | | 384.28 | 485 |
| Hopkins | 135 | 8.50 | 70.50 | 20.00 | 50.00 | 146.70 | 120 |
| Jackson | 42 | 145.49 | 36.00 | | | 54.09 | 80 |
| Mahtomedi | 265 | | 502.23 | | | 373.00 | 300 |
| Maplewood | 355 | 15.00 | 400.00 | 100.00 | 372.36 | 513.00 | 250 |
| McLeod-Hutchinson | 75 | 14.42 | 8.50 | 20.00 | | 40.95 | 60 |
| Minneapolis | 5380 | 2,346.50 | 7,750.50 | 4,801.90 | 503.72 | 13,914.28 | 5,650 |
| Minnetonka Village | 425 | 30.00 | 500.00 | | | 480.50 | 425 |
| Moorhead | 205 | | 432.00 | 67.40 | 341.26 | 402.92 | 200 |
| Mound | 280 | 39.65 | 330.00 | 48.10 | 57.48 | 442.83 | 250 |
| New Richland | 50 | 20.00 | | 86.50 | | 81.50 | 75 |
| New Ulm | 92 | 30.93 | 314.00 | 17.75 | | 267.70 | 125 |
| North St. Paul | 72 | 1.00 | 345.00 | 4.50 | 97.82 | 188.07 | 200 |
| Olivia | | | | | | | 5 |
| Owatonna | 258 | | 556.00 | 126.35 | 249.50 | 731.60 | 285 |
| Red Wing | 225 | 20.00 | 414.50 | 7.25 | | 205.17 | 315 |
| Richfield | 400 | 80.00 | 448.00 | 111.00 | 527.00 | 360.00 | 500 |
| Robbinsdale | 220 | | 360.00 | 129.12 | | 389.60 | 240 |
| Sub or Grand TOTAL | 15,474. | 4,229.40 | 21,375.78 | 7,239.60 | 4,027.00 | 30002.21 | 16,960. |

MINNESOTA

| | | | | | | | |
|------------------|--------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|--------|--|--------------------------------|
| Rochester | 860 | 144.71 | 1154.00 | 154.19 | 15.00 | 688.87 | 1,175 |
| Roseville | 730 | 155.60 | 624.00 | 276.50 | | 659.35 | 800 |
| St. Anthony | 220 | | 20.00 | 53.00 | 255.00 | 445.66 | 200 |
| St. Cloud | 322. | | 699.00 | 53.00 | 927.27 | 381.95 | 325 |
| St. Croix Valley | 177 | 71.00 | 313.00 | 135.37 | | 359.62 | 250 |
| St. Louis Park | 720 | 10.50 | 767.00 | 608.57 | 797.58 | 1,930.20 | 650 |
| St. Paul | 1735 | 988.87 | 1818.00 | 141.29 | 464.62 | 3,441.48 | 2,575 |
| Shoreview | 210 | 40.00 | 38.00 | 41.95 | | 283.96 | 180 |
| Silver Bay | 290 | 23.00 | 202.50 | 35.65 | | 282.42 | 150 |
| South St. Paul | 156 | 10.25 | 516.00 | 149.15 | | 393.19 | 300 |
| Virginia | | | | | | | 175 |
| Wayzata | 276 | 113.00 | 354.00 | 14.50 | | 312.91 | 300 |
| Wells | 72 89 | 11.75 37.00 | 29.78 34.00 | 101.55 83.35 | 23.16 | 161.07 177.51 | 90 90 |
| West St. Paul | 266 | 85.00 | 434.50 | 433.75 | | 595.75 | 250 |
| White Bear Lake | 500 | 50.00 | 450.00 | 50.00 | | 450.00 | 400 |
| Willmar | 240 | 12.45 | 459.50 | | | 211.00 | 125 |
| Worthington | 75 | 7.67 | 509.00 | | | 123.13 | 120 |

22,323. 5,953.20 29834.06 9,488.07 6,509.63 40722.77 25,025.

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

STATE

ANNUAL REPORT, 4/1/61 - 3/31/62

MINNESOTA

STATE LEAGUE

1960-61 Estimated
1961-62

Income

Local Leagues Support
Contributions direct to state
All other receipts (including Members-at-large dues)

| | | | |
|----|--------|----|--------|
| \$ | | \$ | |
| | 23,400 | | 25,010 |
| | 389 | | 379 |
| \$ | 1,698 | \$ | 20 |
| | 25,487 | | 25,409 |

TOTAL INCOME

Expenditures

General Administration
Direct Services to local Leagues
Salaries
Provision for national services
All other disbursements

| | | | |
|----|-------|----|-------|
| \$ | | \$ | |
| | 4,973 | | 4,731 |
| | 1,087 | | 1,040 |
| | 7,252 | | 7,105 |
| | 9,100 | | 9,550 |
| \$ | 2,406 | \$ | 2,553 |

TOTAL EXPENDITURE

* * * * *

| | | | |
|--|--------|--|--------|
| | 24,818 | | 24,979 |
|--|--------|--|--------|

CASH STATEMENT

Balance on hand (including savings) at beginning of year April 1, 1961 \$
Balance on hand (including savings) at close of year March 31, 1962 \$ 6,080

6,510

LOCAL AND PROVISIONAL LEAGUES

1960-61 Estimated
1961-62

Income

Dues
Member Contributions
Non-Members' Contributions
All other receipts: (from projects
(from reserves, etc.)

| | | | |
|----|-----------|----|-----------|
| \$ | | \$ | |
| | 21,671.00 | | 22,323.00 |
| | 6,194.95 | | 5,953.20 |
| | 29,362.24 | | 29,834.06 |
| | 9,840.36 | | 9,488.07 |
| \$ | 9,059.39 | \$ | 6,509.63 |

TOTAL INCOME

Expenditures

Local Work
State and national services

| | | | |
|----|-----------|----|-----------|
| \$ | 76,126.94 | | 74,108.96 |
| | 43,663.39 | | 40,722.77 |
| \$ | 23,330.00 | \$ | 25,025.00 |

TOTAL EXPENSES

* * * * *

| | | | |
|--|-----------|--|-----------|
| | 66,993.39 | | 65,747.77 |
|--|-----------|--|-----------|

CASH STATEMENT

Total of local Leagues'

Balances on hand (including savings) at beginning of year
April 1, 1961 \$
Estimated balances (including savings) on hand at close of
year March 31, 1962 \$ 33,961.18

37,447.85

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.

48 Leagues reporting in 1960-61
54 Leagues reporting in 1961-62