

**League of Women Voters of Winchester
Steering Committee Meeting
Final Minutes**

for Tuesday, September 11, 2018
at the home of Robin Wolf,
15 Ledyard Road

The meeting convened at 7:15 P.M.

Attending: Patty Shepard, Judy Blaine, Meredith Crowley, Gail O'Reilly, Jeannette Kolodiej, Lynne Brodsky, Robin Wolf, & Jan Dolan

Absent: Denise Goluboff

Facilitator: Jan Dolan

Secretary: Patty Shepard

MEMBER CHECK-IN

APPROVAL OF THE MINUTES: The minutes of the August 14, 2018 meeting were read and approved with one minor correction: "hands out" under "Plans for the Farmer's Market Booth, Saturday 9/1" was corrected to "hand outs."

MEMBERSHIP UPDATE: There was nothing new to report at this time. Gail agreed to be in touch with Vicky and Denise to continue learning from Vicky about the role and working out with Denise how they are going to work together on membership. Patty indicated that she would also contact Vicky about how to make use of the information on the sign up sheets from the first forum and also the farmer's market event. Gail asked about the cost of the membership brochures and agreed to ask Vicky for some background on that as well, so we can decide if we want to keep making use of these relatively expensive brochures going forward.

COMMUNICATION REPORT: Judy and Robin reported that they were each unable to meet with Susan because of health emergencies. Judy agreed to be in touch with Susan Robin and Denise to follow up on the plan to get our new communications committee up and running.

TREASURER'S REPORT: Robin handed out a Treasurer's Report for August 31, 2018 and explained that our major expenses for the year are usually our PMP (per member payments) both LWV state (\$1569.75) and national (\$2192.00). We only have a healthy balance currently because we had such a successful fundraiser last spring. She also indicated that she will apply for another Scharfman grant in 2019. Lynne reported that, thanks to Nancy Polcari, our contact at the Jenks Center, the rent for the October Candidate forum is going to be paid by a Cummings Foundation grant. Robin agreed to look into applying for other possible grants from the Cummings Foundation for our "civic" activities in the future.

VOTER SERVICES UPDATE: Jeanette reported that she has a meeting scheduled with Susan Woodward on Thursday regarding voter registration at WHS. Judy explained that

Susan already took care of the banners for both the primary and the general election this fall. Judy will be sending the letter requesting a banner hanging for the spring town elections in March soon. Jeanette indicated she will be happy to follow up with Christopher Kurhajetz (ckurhajetz@winchesterps.org - the high school social studies teacher that initiated the book read late last spring) on having another book read at WHS this year. We all agreed that it would be better to do the book read earlier in the year.

PROGRAM FOLLOW-UPS:

1. **Primary Candidate Forum on Monday, 8/20** - Jan congratulated those that led the first forum on their successful event and great attendance. Lynne spoke about how much we learned from this event. Lynne and her committee (Merry, Jan and Patty) have been hard at work planning the next forum to minimize the issues that did come up in August. We are not planning to circulate posters this time as only one person at the first forum reported that they learned about the event from a poster, and they are expensive and time consuming to post.
2. **Farmer's Market Booth on Saturday, 9/1** - Jan made a similar congratulatory statement about the farmer's market booth and several suggestions were made for our next day there on 9/15, including:
 - a larger sign for the candidate forum, Robin printing some more hand outs, and leaving any leftover hand outs at Book Ends. Patty mentioned that we picked up 15-20 new folks for our email list at the farmers market.

UPCOMING EVENTS

1. **Community Organizations Fair on Saturday, 9/15** - Patty will send out an email soon to volunteers and is planning to follow pretty much the same plan, but having two volunteers on each shift and incorporating the suggestions above.
2. **National Voter Registration Day, Tuesday, 9/25** - Patty explained that this is something the LWV recognizes every year with events at the state and national level.
3. **Candidate Forum, Sunday, 10/21** - Lynne reported that she will need lots of volunteers (10-12 or more) to be at the Jenks Center from 12:30 to 5:30 PM. She agreed to draft the language for a request for volunteers to our membership. She will also set up a meeting to train all of the volunteers ahead of time, so they will be well prepared. She agreed to check on what kinds of microphones are available at the Jenks. She is currently waiting to hear which candidates are planning to have side walk demonstrations during the event. She explained that the candidates will be in 3 separate rooms at the Jenks so there will only be one question and answer group in each room. Candidates will rotate in 3 groups, starting with the Representative Candidates (2-3 PM), then the Senatorial Candidates (3:20-4:20 PM), and lastly the Governor's Council Candidates, which will only need two rooms (4:25-5:05 PM). We will have water and probably some kind of individually wrapped snacks. Merry agreed to check on whether or not these can be supplied by the Medford Cullinary School. Lynne has written out detailed instructions and also an introduction to be read by the facilitators and time keepers in each room at the beginning of the program. Patty asked for input from SC on a one page hand out and agreed to have 250 copies printed in color, with the same suggested questions printed in black and white on the back. Merry volunteered to work on some additional questions for the Governor's Council period only. Patty reported that we already have the signs for time keepers and also the no political signs etc. at the event policy. She has already contacted the local police department about a police detail, which costs \$250 in total, regardless of whether the police decide to use one or two officers. This is currently being asked for by the Jenks and the police think it's a good idea for "anything political" too. This plan was approved by the board. Patty agreed to call the police to confirm the detail.

4. **Moveable Feast, Thursday, 12/6** - Jan explained that this annual event has no program or speeches. It is the League's thank you to all of the Town's Municipal Employees for their service. (Does not include teachers.) Judy agreed to be on her committee and learn how Jan has managed this event for the last few years. She will reach out to the membership for volunteers.
5. **Consensus Study, Sunday, 1/6**, snow date 1/13, from 1-3 PM. Patty explained that she will be updating her committee members Denise and Robin via email that the consensus questions have been posted and the rest of the materials, including training for the leaders and a power point for use on the day of, will be posted by 10/1. Things are already set up with the Sanborn House and arrangements have been made with the Arlington LWV to join us as well. Please mark your calendars and plan to attend.
6. Patty past out a written **LWV non-partisan policy, dated 2016**, for each of us to keep in our binders. We reviewed it together and agreed to read it carefully in the next month and bring any additional questions to the next meeting. Patty explained that, as board members, it was important for us all to be as careful about this as we can, especially during election season.

NEW BUSINESS

1. **Co-sponsor program with the Winchester Multi-Cultural Network (WMCN) on ballot question #3 on transgender rights?** - Patty explained that Gloria Legvold had contacted us about possibly co-sponsoring this educational event, which WMCN is planning. The Board indicated they were in favor or co-sponsor, as long as there were no expectations other than advertising to our membership. The LWVMA has already released its positive position on this ballot question.
2. **Miscellaneous from LWV State and National** - Patty apologized that she did not bring her notes on this item but indicated she would email board members with anything that is important for this month. (I have pasted a copy of the email, sent on 9/12 below as a delayed report.)

The meeting was adjourned at 8:30 PM

Respectfully Submitted,
Patty Shepard

Hi All,

Sorry again about forgetting my notes last night. Below I'm pasting the portions we didn't cover at the end of the meeting, in the order or priority:

- First is an invitation to a league leader lunch in Harvard MA on 10/20, the day before our Candidate forum. I would like to go to this and would love to bring one or two other Winchester League with me. Please let us know if you are interested.
- Second and 3rd are 2 items that I am not familiar with but suspect they have been managed by Vicky in the past and may likely be best handled going forward by Denise. Please let us know if you have any information on what is needed from our SC in these two areas.
- The 3rd and last item is not urgent but could be a great joy to someone who is interested in having an event about the 100th anniversary of the LWV in our area. Please let us know if this excites you.

Thanks again for your patience with me!
Patty

MISCELLANEOUS FROM NATIONAL AND STATE

#1 League Leader Lunch--Mark Your Calendar!

Ever wonder what other Leagues find successful when engaging their membership? How do they develop succession plans? Our annual fall LWVMA League Leader lunch is a great opportunity to meet, share ideas, socialize and put a face to that email address!

We will gather on Saturday, Oct. 20, at the Harvard Unitarian Universalist Church, 9 Ayer Road, Harvard, MA from 10 a.m. to 2 p.m.

We hope to have representation from all Leagues and units. This year's focus will be on diversity, equality and inclusion. We welcome other ideas too! Please send comments or questions to membership chair [Kate Boland](#).

#2 Finding LWVUS How-To Information

In June, LWVUS launched [the new League Management Site](#) on LWV.org, replacing the old forum site. You can reach the new site by clicking League Management at the bottom of the LWV.org [home page](#). Any links you have from the forum site will now redirect to the League Management Site content. Staff worked with League leaders to reorganize the content into the categories of: Manage Your League, Communications, Mission Impact Tools, and Governance. Watch [a short demo video](#) (no audio) about how to navigate the new site. If you have any questions about it, please contact communications@lww.org.

#3 Updating Your League Page on LWV.org--The state and local League pages on LWV.org now connect directly to the member database, so roster managers can make updates, such as correcting League website links, or update the names and contacts of League leaders. LWV.org will then update that information every 24 hours. Any questions on updating this information can be directed to rostersupport@lww.org.

#4 100th Anniversary Survey--Is your League planning something big for 2020? LWVUS wants to know about it. The 100th Anniversary Committee has put together [a brief survey](#) to gauge where Leagues are with their plans and so we can offer the right level of support, from events to fundraising to communications tools.

