

LWVB/N BOARD MEETING MINUTES, July 9, 2018
1272 Delaware Avenue, Buffalo NY 14209

At 4:03 P.M., President Terri Parks convened the regular monthly Board meeting with a quorum present.

Board members shared personal goals or a League goal for this year.

Present: Marian Deutschman, Terri Parks, Nancy DeTine, Margaret Brunson, Shirley Joy, Nora Mikes, Janet Massaro, Pat Costanzo, Joan Simmons, Ramona Gallagher, Elisabeth Zausmer, Mary Herbst and Office Manager Mary Ann Turkla.

Excused: Lori Robinson and Ann Converso

Absent: Janet Zehr

Guest: Lyle Toohey

Additions to the Agenda – T. Parks

Letter to the Editor of the *Buffalo News* from Gladys Gifford, LWVBN Waterfront Committee Chair, to follow the Buffalo Green Code for waterfront development that “requires water dependent uses.”

Request for expenses for the League fall program

Approval of the Consent Agenda Items

Minutes of the May 2018 Board Meeting

Minutes of the 2018 Annual Meeting

Finance Committee Members

Election to Exclude Unsalariated Executives from Worker’s Compensation

Motion by Ramona Gallagher and seconded to approve the items of the consent agenda.

Motion approved.

Board Member Approval and Training Part 1 – L. Toohey, R. Gallagher, T. Parks, N. DeTine, P. Costanzo

Prior to the meeting, Board members had received LWVBN orientation materials which included their roles, responsibilities and obligations as Board members, LWVBN policies and information about the practices of the League.

Fiduciary duty of Board Members – L. Toohey

L. Toohey explained that the Board is responsible for everything that goes on in this organization. L. Toohey encouraged Board members to become familiar with the NY State website LWVNY.org and the national website LWV.org

L. Toohey referred Board members to LWVNY Guide to Board Orientation.

Fiduciary responsibility includes loyalty, impartiality, delegation and being invested.

It means being responsible for the financial well being of the organization, making sure there is adequate funding to do what we want to do.

Board Member Responsibilities and Obligations – R. Gallagher

R. Gallagher referenced the League of Women Voters of Buffalo/Nagara Board Member Responsibilities and Obligations. She noted the suggested changes to the Responsibilities were set aside for approval at the August board meeting.

LWV.org – T. Parks

T. Parks had asked board members to bring their tablets or smart phones to the meeting. She provided a hands-on demonstration of how to access information on LWV.org

League Management – T. Parks

A local League may not act in opposition to a national League or state League position.

T. Parks clarified the importance of following the guidelines in *Speaking With One Voice: Action Guidelines For Local Leagues*.

The Executive Committee is the only committee that has board members only on it at present. Their role is to approve necessary things that happen between board meetings. Most Executive Committee decisions have been to approve letters for publication in the *Buffalo News* or to elected officials.

The Finance Committee makes recommendations to the board and the board makes decisions as a safeguard for the prudent use of resources.

Treasurer's Report – The 2017-2018 year-end fiscal report will be available at the August board meeting.

Policies:

LWVBN Nonpartisan Policy – L. Toohey explained that non-partisanship is required because we must be even-handed and not hurt our credibility or impinge on our ability to do lobbying. Motion by Ramona Gallagher and seconded that the Non-Partisan Policy of the LWVB/N be accepted as discussed and printed. Motion adopted.

LWVBN Conflict of Interest Policy – T. Parks used an example where a conflict of interest would occur such as a board member benefitting financially from a board decision. The conflict of interest form was signed by board members at the meeting, as is done annually, and returned to M.A. Turkla for filing.

LWVBN Diversity Policy – R. Gallagher referred to the Diversity Policy. The policy has a suggested revision for the LWVBN Diversity Policy to begin with the LWVUS 2018 Diversity Policy and conclude with the final paragraph of the 9/2012 LWVBN Diversity Policy. This revision will be discussed and decided at the August board meeting.

LWVBN Investment Policy – P. Costanzo noted that board members guide the Finance Committee with their input.

LWVBN Communications Policy – N. DeTine

N. DeTine referred to LWVBN Communications and Public Relations Tips and Procedures which reflects the Communication Policy and provides information with a how to guide and bullet points. When planning an event or program, submit the information to N. DeTine six

weeks in advance, to get the material out, to use volunteers and to accommodate the schedule of our volunteer designer.

N. DeTine would like to increase our Facebook presence. If you want anything to be posted on Facebook, such as committee meetings, send the information to N. DeTine.

If you want anything to go out to the membership, send the information to N. DeTine, not directly to M.A. Turkla.

Set Dates and Times for Board Meetings – T. Parks

Board meetings are usually the second Monday of the month, starting at 4:00 P.M., unless changed due to holidays or other traditions.

The next board meeting is August 13 at 4:00 P.M.

The board meeting dates for the 2018-2019 board year:

September 11, Tuesday – Changed from Monday due to Rosh Hashana

October 8

November 12

December-No board meeting scheduled, Holiday Party – Date to be determined

January 14

February 11

March 11

April 8

May 13

June – No board meeting scheduled, Annual Meeting – Date to be determined

Board Goals for 2018-2019

T. Parks read the suggestions from the board for goals to focus on this year:

Voter preparedness, Diversity, Increased advocacy efforts are three of the top goals suggested.

T. Parks will send the complete list to the board. At the August board meeting, the board will select the goals for the year and key actions to achieve them. Board assignments will relate to the goals.

Fall Program

Our Damaged Democracy: We the People Must Act by Joseph A. Califano will be the focus of the program. A definite date has not been decided. Since the budget for the program is not complete, the Board has not yet voted on it.

Assessment of the Annual Meeting – especially the Venue

T. Parks asked Board members for their assessment of the Fairdale for the annual meeting. Responses were positive.

MLD Coaching Call Interest – T. Parks

T. Parks circulated a sign-up for the bi-monthly coaching calls with our coach, Lisa Scott. The following people signed the list: Marian Deutschman, Nancy DeTine, Janet Massaro, Shirley Joy, Ramona Gallagher, Margaret Brunson and Elisabeth Zausmer.

Motion by Elisabeth Zausmer and seconded to adjourn the meeting. Motion approved. Meeting adjourned at 6:11 P.M.

Next board meeting: Monday, August 13, 2018 at 4:00 P.M.

Mary Herbst

Submitted by Mary Herbst
Secretary

Filed with the Minutes: Monthly Board Reports, Summary of Issues Meeting, Summary of Local Government Meeting, League of Women Voters of Buffalo/Niagara Board Member Responsibilities and Obligations