

League of Women Voters of Buffalo-Niagara
Minutes of the Board of Directors Meeting
Monday, August 14, 2023

Present: Amy Moritz, Deborah Shiffner, Sue Czyrny, Nancy DeTine, Marian Deutschman, Cindy Havey, Terri Parks, Lori Robinson, and (via Zoom) Barbara Gunderson (until 5:30), Alberta Roman and Olivia Sheldon (intern)

Excused: Kat Cejka

1. Meeting called to order by Lori Robinson, president, at 4:32 p.m.

2. Additions to agenda

After some discussion of a suggestion by Sue Czyrny, it was agreed by consensus to provide food for in-person board meetings. Sue Czyrny and Cindy Havey will comprise a food committee. Terri Parks, treasurer, will find funding in the budget.

3. Approval of minutes of July 10 board meeting

Terri Parks moved to approve the minutes; seconded and approved.

4. Membership Committee update

Terri Parks moved to appoint Timothy Priano, Membership Committee chair, to the board for one year; seconded and approved.

5. Communications Committee

Amy Moritz, chair, presented recommendations for large vertical retractable banners, tabletop size retractable banners, and tabletop runners for use at events. After some discussion of sizes and formats, Ms. Moritz moved to approve expenditure of about \$400 for these materials; seconded and approved. Ms. Robinson also noted that additional signs and other materials are also available and stored in the office; members should contact her for access.

6. Governance / Strategic Planning Committee

(a) Sue Czyrny, chair, is compiling information for board and member orientations.

(b) Ms. Czyrny is also creating a database of organizations and contact information which board members can update; this will be accessed via a shared Google drive.

(c) She is also developing a spreadsheet containing strategic plan action items which can be updated to reflect progress; this will be presented at the September board meeting.

7. Nominating Committee

Amy Moritz moved to appoint Deborah Shiffner and Nancy DeTine, who volunteered, to the Nominating Committee; seconded and approved.

8. Office manager

Amy Moritz and Olivia Sheldon will post the job opportunity on LinkedIn with a link to apply; the job will also be posted again on Facebook. Ms. Moritz and Ms. Sheldon will handle responses from any Facebook inquiries. Given the tight job market, the pay rate may need to be increased.

9. BMHA contract

Volunteers are needed to manage this contract, which is a major source of revenue for LWVBN. Amy Moritz offered to create an email informing members about our responsibilities and explaining what volunteers would be required to do.

10. National Voter Registration Day on September 19

(a) LWVBN is planning to participate in several events in the community; Alberta Roman will help to coordinate these.

(b) Amy Moritz will draft a submission to Another Voice in The Buffalo News for board approval, incorporating state and national League messaging.

(c) For 2024, Cindy Havey suggested and will pursue partnering with Music Is Art and other organizations (such as PUSH Buffalo) for a major voter registration effort in conjunction with the MIA festival.

11. New business

(a) Committees: Alberta Roman requested that a message regarding committees and their meeting schedules be sent to members. Ms. Roman also requested board approval for the Healthcare Committee to research suicide. These issues should be addressed later; a new committee structure is to be presented for approval at the board meeting on September 11, per the strategic plan. The subcommittee on committee structure will meet on August 21.

(b) Voter newsletter: Terri Parks reminded board members the deadline for articles for the Voter is always the same day as the board meeting. Additional articles are needed.

A new schedule for publishing the Voter has been developed (attached). The board agreed by consensus to adopt the new schedule.

(c) Board minutes: Terri Parks proposed a new schedule for distributing minutes of board meetings. The secretary will submit a draft to the president within one week of the meeting; the president will have one week to submit adjustments; board members will have one week to suggest further adjustments if necessary; the final draft will be sent to the president. This schedule should preclude the need for any changes during board meetings and facilitate approval. The schedule was agreed to by consensus.

12. Workers compensation policy

Amy Moritz moved to renew the League's policy that all officers of LWVBN are unpaid and exempt from workers compensation; only the office manager is covered. The motion was seconded and approved.

The meeting was adjourned at 6:12 p.m.

The next meeting will take place at 4:30 p.m. on Monday, September 11, at the League office.