

Democracy Maine Boards of Directors Meetings

Saturday, January 27th, 2024 ♦ 9:00 am - 11:00 am

Via Zoom

Board present: Pamela Cox, Ellen Dohmen, Maya Eichorn, Ben Gaines, Rick Lyles, Melissa Murphy, Alex Newell Taylor, Alison Smith, Jill Ward, and Tobin Williamson

Absent: Susana Hancock, Ann Luther, Abdikhadar Shire

Staff present: John Brautigam, Senior Advisor & Counsel, Anna Kellar, Executive Director and Nadya Mullen, Finance and Operations Director

The LWVME Board was called to order at 9:03 am.

Administration (Pamela Cox)

- **Note of email vote:** Minutes of the October 28th, 2023 meeting were approved. Susana Hancock moved, Melissa Murphy seconded. **All voted in favor.**
- Nadya Mullen presented the Compliance Checklist.
- Nadya Mullen presented the Financial Review Letter.

Treasurers Reports (Nadya Mullen)

- Nadya presented the combined organizations' cash forecast, statement of cash flow, and budget v. actual reports, as well as the restricted funds accounts. The Board discussed the need for additional fundraising in order to meet projected needs and to rebuild the reserves.
- The Board received the financial reports from the Portland Area and Downeast chapters.
- All reports were received and filed for financial review.

Development Committee (Anna Kellar)

- Anna presented the Development Progress report and the positive results of the End of Year Appeal.
- There are two confirmed house parties in Portland in late February. One is being hosted at Barbara Wirth's house and co hosted with Kari Suva. This is focused on youth work. The second is being hosted by Alison Smith which will focus on upcoming election and advocacy work. The Board is invited to attend and to circulate within your networks.

Governance (Jill Ward)

- Jill updated the Board on the corporate restructure progress.
- Jill reported on the progress to review and update the Building Relationships with Other Entities Policy in collaboration with the Program Committee. This may come to the Board at the next meeting or via an email vote if earlier timing is critical.
- Jill presented the updated Fundraising Policy. **VOTE:** Jill Ward moved to adopt the revised Fundraising Policy. Melissa Murphy seconded. **All voted in favor.**
- Jill presented the Document Retention Policy for readoption without amendment. **VOTE:** Jill Ward moved to readopt the Document Retention Policy, Rick Lyles seconded. **All voted in favor.**

- Jill presented the Financial Management Policy for readoption without amendment. **VOTE:** Jill Ward moved to readopt the Financial Management Policy, Rick Lyles seconded. **All voted in favor.**

Executive Director's Report (Anna Kellar)

- Staff Update: Lane Sturtevant has resigned and is moving to the Maine Community Foundation as their Midcoast Officer. They have been very thorough in preparing for the transition of responsibilities. Essentially these will be split amongst other staff members for the moment and we will be looking to hire a replacement in advance of the fall election period. We will be looking for an organizer with specific focus around local government, supporting local leagues, the adopt a town program and all areas that intersect (eg. voter guide distribution). This role will not cover the advocacy work as this is covered amply elsewhere. We are aiming to post the job in the March/April timeframe and hire in May to get someone fully onboarded over the summer.

Council of Local Leaders (CLL) (Rick Lyles)

- Rick noted that the CLL is not necessarily working as originally planned at this point. It is made up of some chapters that are working at capacity and others that have the structure to take on state-wide programs. Anna will be attending the upcoming CLL meeting and plans to engage their input in the development of the new role to replace Lane. This is a pivotal point for the development of the CLL. The Board is encouraged to read the minutes and reach out to Rick with comments or questions.

Program Committee Report (Melissa Murphy)

- Melissa noted how intertwined the Program Committee is with other aspects of the organizations' work. The Committee has almost finished reviewing the program plans and will move to assessing impacts of the work. The members will be engaging with the Building Relationships with Other Entities Policy at its next meeting. They are also focusing on preparation for the upcoming LWVUS Convention in June.

Diversity, Equity, Inclusion and Membership Committee Report (Anna Kellar and Nadya Mullen)

- Nadya presented the Membership Report and Volunteer Dashboard included in the meeting papers.

There being no further business, the meeting adjourned at 10:59 am.

MCCE

The meeting was called to order at 10:59 am.

Administration (Pamela Cox)

- **Note of email vote:** Minutes of the October 28th, 2023 meeting were approved. Susana Hancock moved, Melissa Murphy seconded. **All voted in favor.**
- **VOTE:** Jill Ward moved to adopt the updated Fundraising Policy and to readopt the Document Retention and Financial Management Policies en bloc, Rick Lyles seconded. **All voted in favor.**

Treasurers Reports (Ann Luther)

- C3 reports were presented.
- All reports were received and filed for financial review.

There being no further business the meeting adjourned at 11:01 am.

LWVME Education Fund

The meeting was called to order at 11:01 am.

Administration (Pamela Cox)

- Note of email vote: Minutes of the October 28th, 2023 meeting were approved. Susana Hancock moved, Melissa Murphy seconded. **All voted in favor.**
- **VOTE:** Rick Lyles moved to adopt the updated Fundraising Policy and to readopt the Document Retention and Financial Management Policies en bloc, Melissa Murphy seconded. **All voted in favor.**

There being no further business the meeting adjourned at 11:02 am.

MCCE Action

Alison Smith called the meeting to order at 11:02 am.

- Note of email vote: Minutes of the October 28th, 2023 meeting were approved. Susana Hancock moved, Melissa Murphy seconded. **All voted in favor.**

- **VOTE:** Alison Smith moved to adopt the updated Fundraising Policy and to readopt the Document Retention and Financial Management Policies en bloc, Melissa Murphy seconded.
All voted in favor.

There being no further business the meeting adjourned at 11:03 am.

Before the Board dispersed, Anna reminded them about Advocacy Day and said they would love to see as many of them there as possible as this is one of our key annual events. Also, they noted that we just published our Guide to Semi Open Primaries - please share this resource. Finally, invitations to the house parties will be shared next week.

Respectfully submitted,
Nadya Mullen, Finance and Operations Director