

Board meeting: Tuesday, April 23, 7:00 p.m.
Laura Verbanac's
12 Dakota Drive

*No Agenda: Preparation for
Annual Mtg. Reports of
Committees for Votes (May)*

LEAGUE OF WOMEN VOTERS OF DECATUR
Minutes of Board Meeting
March 19, 1985

The meeting was called to order at the home of Dee Meyerson at 7:00 p.m. by Andrea Bowen.

PRESENT: Lauri Thornton, Milli Protzman, Laura Verbanac, Pat McVay, Dee Meyerson.
Absent: Lucille Crow, Barbara Brown, Janet Beck, Linda Hughes.

MINUTES: It was MSC (Protzman, Thornton) that the minutes of the meeting of February 19, 1985, be approved.

TREASURER'S REPORT: Barbara Brown was absent and had indicated that the monthly report was not ready. She had suggested that the board consider covering the expenses of those attending the Legislative Seminar from the amount allocated for workshops in the budget. It was agreed.

ORGANIZATION: Arrangements for the Annual Meeting were discussed. The date will be changed to May 15. Andrea said that we can use the Pi Beta Phi House at Millikin at no cost on that date. We will have a 6:00 p.m. Salad Supper, and will ask members who attend to bring a salad or rolls, etc. The meeting will begin at 6:45 p.m.

It was agreed that the board as a whole will serve as local program committee. The Voter will carry a request for suggestions for local program from our members. Andrea will be in charge of program for the Annual Meeting.

Laura Verbanac will serve as Parliamentarian for the meeting and Dee Meyerson will be Secretary.

PROGRAM: Pat McVay presented the consensus from the two meetings on Marital Rights. The report was approved and will be sent to the state LWV office.

The International Relations committee is meeting for presentation of the UN update in April. We will have one meeting, in the evening, at First Methodist Church.

FINANCE: We do not have a chairwoman for the Finance Drive as yet. It was suggested that a board committee prepare a letter to contributors. Dee Meyerson will do the typing, duplicating, and mailing.

Andrea had received the Raffle tickets from state, with additional information. The tickets will be offered to members through the Voter and at meetings. If we sell all of the books of tickets we could add \$120 to our budget.

VOTERS SERVICE: Laura Verbanac reported on plans for the Candidates Meeting to be held on March 25 at the Public Library. Ellsworth Dansby of the Voters Unlimited coalition will do the publicity for the meeting.

A large number of the candidates will not be in attendance at the meeting according to their responses to the questionnaire. One candidate sent a statement to be read which is much longer than the time allotted for each statement. The board discussed who should edit the statement, who should read it, and whether this procedure should be discussed with the other candidates. The Voters Unlimited Coalition board does not want to cancel the meeting. Recommendations about the handling of the absent candidate's statement were left to Laura's judgment.

The new voters service brochure will be distributed at the Candidates Meeting and to Voters Unlimited coalition members.

VOTER: The Voter deadline is Monday, March 25. The April Voter should indicate the change in the date of the Annual Meeting from May 14 to 15. The May Voter will be devoted to the committee reports for the Annual Meeting.

OLD BUSINESS: Milli Protzman said that the legislative interviews have been completed, and that the interviewers felt they had had some good discussion with our legislators.

The meeting adjourned at 10:00 p.m.

Dee Meyerson, Secretary

DECATUR LEAGUE OF WOMEN VOTERS

BOARD AGENDA

March 19, 1985 7 p.m.

175 Park Place

Call to order

Minutes

Treasurer's report

Organization - Annual Meeting

Recommendation #1 - Change date to Wed., May 15 in order to use the PiBeta Phi House at no cost

Recommendation #2 - Board as a whole act as the local program committee

Directions to Annual Meeting Committees

(Their reports due to the board on April 16 for approval)

Needed- *Chrm. of Annual Meeting Arrangements

*Program/speaker

Recommendation #3 - Meaningful but not so meaty as to deter us from our business

*Parliamentarian/Rules

*Secretary

Program - I. R. Update in April
Marital Law Consensus

Finance - Finance drive

Response re: participation in "Best of Illinois" sweepstakes

V. S. - "Taking Charge" Final report

Activities with Voters Unlimited

Publications - Introduction of new pubs

Progress of our "Directory of Local Government Officials"

Voter - deadline _____ Possible inclusions: IR material, synopsis of interview with Hendren, synopses of legislative interviews, finance plan, membership tear-off, State school mtg. report

Old Business - Evaluation of activities

New Business - proposal for "Open Forum" debates sponsored by LWV

Announcements

(312) 236-0315

MINUTES - THE RECORD OF LEAGUE POLICY MAKING

WHAT ARE MINUTES FOR? The minutes are the official record of what happened at a meeting. Secretaries should keep in mind the uses to which the minutes may be put:

1. Remind present Board members of decisions made and actions which they should take.
2. Tell absent members what happened at the meeting.
3. Tell future interested people why certain decisions were made and what the League's reasoning was at the time.

SOME DO'S AND DON'TS FOR SECRETARIES:

DO start minutes as follows:

The Board of Directors of the League of Women Voters of _____ was called to order by _____ (name and League position) for a regular (or special) meeting on _____ (date) at _____ (time) at (place). Present were: _____.
Absent were: _____.

DO use paragraph titles for each new agenda item discussed: as TREASURER'S REPORT, ANNOUNCEMENT, COMMITTEE REPORTS, LEGISLATIVE ACTION, etc. That way things can be found more easily. You may use capitals or underlining for key points.

DON'T MIND if your minutes are amended; that means they are being read.

DO record all amendments to the minutes

MINUTES: Page 2, line 17 was amended to read" _____ " instead of " _____ ". The minutes were then approved as corrected.*

DO reflect all policy decisions made: DON'T JUST SAY: "A lively discussion ensued regarding the use of PAR", but DO give some sense of the discussion so that people know why the decision was made:

"The Board discussed the use of the PAR. Most Board members believe it is a legitimate League tool that would make legislators more accountable. A minority of the Board members felt that the danger of its being misused by the press and the legislators was a serious one."

DO give motions in their entirety, including the name of the proponent and the final vote.

"Betty Smith moved THAT WE WRITE THE NATIONAL LEAGUE A LETTER STATING THAT WE WISH TO SEE THE USE OF PAR CONTINUED. The motion was seconded and carried, 8-5."

This way, anyone who looks at the minutes in the future can see immediately which decisions were made at which meeting.

* Parliamentary Pointer: A motion is not necessary to approve minutes.

DO reflect all instructions given by the Board:

"The Board considered the suggestions as presented by the Social Chairman and decided that a luncheon on May 3rd would be the appropriate occasion at which to honor all village officials."

DO give the time the meeting adjourned.

DO write a rough draft of the minutes as soon after the meeting as possible and give it to the President to correct.

DO sign with the name of the secretary (respectfully submitted is not necessary).

DO have copies of the minutes mailed to all Board members with their agenda in time for them to read before the next meeting.

DO remember that the joy of being secretary is that you will probably recall more about each meeting than anyone else!

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Recommendation #3 - Meaningful but not so meaty as to deter us from our business

*Parliamentarian/Rules *Laura V.*

*Secretary *See*

Program - I. R. Update in April *Change Florence*
Marital Law Consensus *(Excellent Cmte.)*

Finance - Finance drive

Brain storm at the annual mtg: See will do.
~~Response re: participation in "Best of Illinois" sweepstakes~~ *Cull list before sending, as a brd.*
Put in Voter

V. S. - *✓* "Taking Charge" Final report
Activities with Voters Unlimited

Publications - Introduction of new pubs

Progress of our "Directory of Local Government Officials"

Voter - deadline *Mon. 25th* Possible inclusions: IR material, synopsis of interview with Hendren, synopses of legislative interviews, ~~finance plan~~, membership tear-off, State school mtg. report

Best of Ill.
Old Business - Evaluation of activities *Change of date / place / salad supper*

New Business - proposal for "Open Forum" debates sponsored by LWV *Broad sponsorship at library perhaps*
Legial. Pay Raised

Announcements

• need Voucher for \$10. file

*• Accomplishments
Aided other groups in developing cond. mtgs.
PR for ~~cond. mtg.~~*

Bart - good job,

George Meyer WAND news anchorman