

LEAGUE OF WOMEN VOTERS OF DECATUR  
Decatur, Illinois

January 31, 1968

The meeting was held at the home of Mrs. Jack McLaugh, 1801 W. Main St. with Mrs. W. H. Tilley presiding.

PRESENT: Mesdames Tilley, Hurst, Protzman, Jurgens, Hamilton, Butler, Dakin, Homan, Calhoun, Schade, Mee, Landholt, Barber, Miller, Mann, and Verbanac.

ABSENT: Mesdames Harris, Green and Axon.

MINUTES: Approved as mailed.

REPRODUCTION MACHINE: The secretary presented the current need for action regarding the problems of reproducing minutes and related League material. Mrs. Butler moved that the League pay \$10.00 a month on a lease-purchase option of a ditto machine with a maximum purchase price of \$100.00. Seconded and passed.

NOMINATING COMMITTEE REPORT: Mrs. F. Verbanac, chm., presented the following slate of officers and board members for the 1968-69 and 70 years:

*President: 1968-69	Mrs. Keith Westenhaver (Janet)
*First Vice Pres. 1968-69	Mrs. M. E. Barber (Geneva)
**Second Vice Pres. 1968-69	Mrs. C. V. Crow (Lucille)
Third Vice Pres. 1968-70	Mrs. Robert Schade (Ruth)
*Secretary 1968-69	Mrs. Charles E. Hipp'ler (Mary Jane)
Treasurer 1968-70	Mrs. William D. Johnson (Charlene)

Elected Directors 1968-70:	Mrs. Thomas Protzman (Mildred)
	Mrs. W. H. Tilley (Barbara)
	Mrs. John C. Weinman (Karla)

Nominating Committee for 1969:	Mrs. Thomas Hurst (Elise), Chairman
	Mrs. Gordon Axon (Barbara)
	Mrs. Daniel Moore (Shirley)

\* The nominating committee filled these offices because the officers had accepted the office on a one year only basis; and because the officer had moved or was planning to move from Decatur.

\*\* The term of this office should be 1969-70 but the nominee has agreed to accept the office on a one year only basis.

BUDGET COMMITTEE REPORT: Mrs. D. Mann, Chm., presented the proposed budget for 1968-69, having mailed copies to the board members prior to the meeting. She suggested that the board think of the proposed budget as a flexible guide line rather than an inescapable box.

Mrs. Mee, Finance Com. Chm., moved that the following changes be made:

"INCOME": Contributions: members:	from \$ 200.00	to \$350.00
non-members:	from 1200.00	to 1150.00
Macon Co. Booklet:	from 300.00	to 240.00

"EXPENDITURES": finance: from 60.00 to 100.00 Seconded and passed.

These changes in the total proposed budget amounted to an increase of \$40.00. from \$2900.00 to \$2940.00.

The following recommendation was made by the board to the budget committee: "That the 'Proposed Budget for 1968-69' that is submitted to the membership for action include an adequate explanation of each item."

The following recommendations were made by the Budget committee to the Board:

1. That in future budgets all related expenses to membership be under the "membership" category.
2. That a special project should be considered to make use of the reserved monies now held in a \$1000.00 savings certificate.
3. That the travel policy be revised to change the baby sitting allowance of \$2.50 to \$5.00 per day to permit more mothers to attend League workshops, conferences and conventions. (Mrs. Schade so moved and it was seconded and passed.)

PUBLICATIONS: Mrs. Butler moved that a variety of publications be sent to non-member contributors, the news media, and a selected number of professional organizations in Decatur together with a gift card at an approximate cost of \$25-30. The publications include: "Jobs and Hard Cash," "Illinois Needs a New Constitution," the recent School Fact Sheet, and the Oct. 1967 National Voter that contained an article about the radio program "Community Conversation." Seconded and passed. This action is the result of a previous board recommendation that such action be taken at appropriate times to foster public relations and as a voter service.

Mrs. Butler reported that an ad hoc committee has been formed and is working to distribute the booklet, "This is Macon County". The newspaper is expected to carry an article in a forthcoming edition on the booklet. Purchase of 600 copies by the public schools has been promised.

SCHOOL UNIT MEETINGS: Mrs. Calhoun reported that consensus was not reached at the unit meetings on the question regarding the election of school board members. The "Fact Sheet" that the committee prepared has become so popular that 1500 more copies have been printed to meet the public demand.

"KNOW YOUR TOWN WEEK" has been designated by the Illinois governor as March 4-11. No special activities are planned by the local League at this time.

ANNUAL MEETING: The annual meeting will be held at the Westminister Church. It will be a catered luncheon meeting at \$1.80 per person, on March 13, 1968.

PROGRAM: The <sup>proposed</sup> national program for 1968-70 has been <sup>received</sup> decided. It will be a single list and will include human resources, foreign policy, water and representative government.

NEXT BOARD MEETING: The next board meeting will be at the home of Mrs. W. H. Tilley, 1421 W. Riverview, on February 22, 1968, Thursday evening, 7:30 PM.

Respectfully submitted,

*Persis Hamilton*

Persis Hamilton, Secretary

## BUDGET DESCRIPTION

- A. 1. President's Expense - To cover miscellaneous expenses. (Travel expenses are paid under Delegates, 4 a or B.)
2. Board Expense - Duplicate President's mailings (3 vice-pres.), National Board Reports, local League Handbooks; any publications necessary in each portfolio.
3. Committees
- a. Resource - Publications needed by members of the resource committees. (Does not include factsheets or other publications that might be printed as a result of comm. research. These items are budgeted under Local Publications or Action in Community - whichever applies.)
- b. Public Relations - To cover expense incurred promoting League that does not come under Membership, Finance, Voters Service or Action in Community.
- c. Membership - Kits for new members, publications for new or prospective members, meetings, orientations, supplies; any expense incurred encouraging membership.
- d. Yearbook - Publishing costs.
- e. Finance - Cost of the drive; stationery, envelopes, postage, printing, solicitors kits, publications to contributors and any other costs related to the drive.
4. Delegates
- a. Convention - National, even years. State, odd years. For expenses of delegates. (See information from State & National on registration fees, travel equalization, and reimbursement policies.)
- b. State & Regional Meetings - Travel expenses, meals, hotel and babysitting. (See Decatur League Travel Reimbursement Policy.)
- B. 1. Supplies - Stationery, envelopes, mimeo paper, carbon paper, stencils & masters; any office supplies for general use. (Bulletin not included.)
2. Postage - For general use. (Bulletin, Finance, Membership, Subscription serv. not included.)
3. Telephone & Telegraph - Business calls.
4. Bank Charges - To bank for handling checking acct.
5. Audit - This has been a contributed service.
- C. 1. State & National - Publications purchased for and sold from the suitcase. Subscription Service amounts are entered here. But, the Publications Chr. keeps the detailed records.
2. Local - Factsheets printed.
3. Bulletin - Cost of printing and postage.
4. Other - To handle publishing and selling of booklets, e.g. "This is Macon County".
- D. Activities
1. Meetings - Room rentals, refreshments, etc.
2. Voters Service - Publications and information given to voters; All costs related to Candidates Meetings. (Major election years usually require a large budgeted amount.)
3. Action in Community - Expenses incurred promoting League stands on issues.
4. Other
- E. State & National Services - Our pledged financial support.

BUDGET COMMITTEE REPORT

January 31, 1968

PROPOSED BUDGET 1968-69

	Adopted 1967-68	YTD 1967-68	Proposed 1968-69
<b>INCOME</b>			
Dues (150 members @ \$8.00) (145 members)	\$1160.00	1104.00	1200.00
Contributions - member	200.00	467.33	200.00 <i>350.00</i>
non-member	1160.00	1157.00	1200.00 <i>1150.00</i>
Other - Sub. Service & Suitcase		56.06	
Macon County Booklet (antepd. sales - 400 copies)		302.60	300.00 <i>240.00</i>
From Reserves		<u>294.33</u>	
	<u>\$2520.00</u>	<u>\$3331.32</u>	<u>\$2900.00</u> <i>2940.00</i>
<b>EXPENDITURES</b>			
<b>A. General Administration</b>			
1. President's expense	25.00	25.00	25.00
2. Board expense	75.00	72.84	100.00
3. Committees			
a. Resource	40.00	9.00	60.00
b. Public Relations	5.00		5.00
c. Membership	25.00	21.47	50.00
d. Yearbook	45.00	37.07	50.00
e. Finance	60.00	39.84	60.00 <i>700</i>
4. Delegates			
a. Convention	350.00	349.50	400.00
b. Other Meetings (State & Regional)	100.00	58.45	200.00
<b>B. Operating Costs</b>			
1. Supplies	75.00	57.89	75.00
2. Postage	85.00	61.73	85.00
3. Telephone & Telegraph	5.00	3.04	5.00
4. Bank Charges	15.00	8.37	15.00
<b>C. Publications</b>			
1. State & National (Suitcase & Sub. Service)	---	---	---
2. Local	60.00	39.25	60.00
3. Bulletins (postage incld.)	275.00	283.16	300.00
4. Other - Macon County Booklet		1347.25	
<b>D. Activities</b>			
1. Meetings (Room rental, etc.)	30.00	5.00	35.00
2. Voters Service	200.00	5.60	200.00
3. Action in Community	200.00	119.61	200.00
4. Other			
<b>E. State &amp; National Services</b>			
(Pledge \$955. / \$20. gift)	850.00	850.00	975.00
To Reserves			
	<u>\$2520.00</u>	<u>\$3394.07</u>	<u>\$2900.00</u> <i>2940.00</i>

## EXPLANATION OF PROPOSED BUDGET

- A. 2. Board tools. It is important that the Board be adequately supplied with all needed publications. And because of rising costs the budgeted amount was increased.
3. <sup>a</sup> Publications needed by each member of a committee in order for that committee to function and do complete research. (Does not include factsheets or other publications that might be printed as a result of committee reports. These items are budgeted under Local Publications and Action in Community - which ever applies.)  
 It seems evident that committee members have been apprehensive about submitting bills for payment of expenses incurred. Funds are available and should be used. (\$10. per committee is suggested as an equitable division of the \$60. budgeted amount. However, some committees may need more, some less - this should be taken into consideration.)
- c. Expansion is apparent in this area. Funds must be available to encourage inventive approaches to getting new members and retaining present members.
- d. Rising costs of materials and printing make it necessary to increase this amount. It is hoped that a budget page can be included in the Yearbook.
- e. all cost of finance dues included.*
4. a. National Convention is in Chicago this year. This is a convenient location for our League members and it is hoped that by increasing the budgeted amount a full delegation will attend.
- b. State League strongly urges local Leagues to subsidize babysitting expenses. (We recommend a maximum of \$5.00 per day - see Travel Reimbursement Policy.)
- B. 2. This amount should remain the same only if the Treasurer is allowed to use the Bulletin to notify members when their dues are due. Second notices (if necessary) will be mailed out to the individuals.
- C. 3. Rising costs in materials and printing and advancing postal rates make this increase necessary.
- D. 1. Rising costs make this increase necessary.
- E. Due to increases in spending in most areas, the State League recommends raising the Finance Formula. December 1967 the Presidents Council approved raising the base of the formula from \$4.50 to \$5.00. This will produce one half of the money the State League needs over and above their last years budget. Individual Leagues are given 3 options on figuring the rest of their formula. We chose option No. 7. This figures \$955.00, a little less than the State League recommended. We recommend a \$20.00 gift to compensate, and also because last year \$20.00 less was sent than the year before.