

League of Women Voters of Decatur, Ill.

February, 1965

REIMBURSEMENT POLICY FOR STATE-SPONSORED MEETINGS

In recognition of the advantages of having as many League members as possible attend state-sponsored meetings, it is the feeling of this board that as much financial help and other encouragement as possible should be offered. The following guidelines are recommended for state-sponsored meetings other than conventions and legislative schools.

1. Representatives should be named by the board prior to the date of the meeting. In case no regular board meeting is scheduled, the president and the treasurer may name the representatives and allow the expenses, using this policy as a guide. Itemized accounts should be submitted before reimbursement.

In general, committee chairmen on the topics to be discussed are eligible for reimbursement. However, committee members as well as committee chairmen should be reimbursed for regional meetings, and the board has the discretion of allowing reimbursement for committee members attending other meetings, subject to budget considerations.

2. The local League will reimburse for the following expenses for all meetings covered by this policy:
  - a. Transportation. Drivers of cars at the rate of five cents per mile, all parking fees, and public transportation fares.
  - b. Any registration fees, luncheon expense and up to \$2 for dinner en route (if necessary).
  - c. Baby-sitting allowance of not more than \$2.50 per person.
  - d. If an overnight stay is necessary, reimbursement shall also be made for all meals, tips and hotel room in addition to the expenses listed above.
3. Attention is called to the fact that the state League pays all but \$3.50 of railroad coach fare or five cents per mile travel allowance to official delegates to most meetings. This amount is paid directly to the delegate and should be deducted from total expenses before reimbursement is made by the local League. (Note: Application for travel reimbursement by state must be made at the meeting.)
4. Thirty dollars (including any state reimbursement) shall be the maximum allowed for any one representative per meeting.
5. A committee chairman may wish to share her expense money with other committee members who attend, but she is not expected nor required to.
6. The figures on the attached sheet should be helpful in determining the most economical way for the greatest number of members to attend meetings in Chicago.

Approximate costs of transportation to and from Chicago

Train, round trip	\$10.25
Train, one way	5.70
Plane, one way	14.70
Bus from airport to Loop	2.00
Taxi to Decatur airport from west side	3.00 approx
Taxi from train depot to hotel, including tip	1.00
Bus from League office to train depot	.25

reimbursement policy of state, as it applies to Decatur.

Train coach fare minus \$3.50 equals reimbursement by state  
 $\$10.25 - 3.50 = \$6.75$  (or expense of \$3.50 for Decatur League)

Car allowance of five cents per mile minus \$3.50 equals state reimbursement  
 $\$18.00 (360 \text{ miles} \times .05) - 3.50 = \$14.50$  (or \$3.50 for Decatur League)

Plane allowance of five cents per mile minus \$3.50 equals state reimbursement, or \$14.50, same as for car.

Taxi to Decatur airport	\$3.00
Plane, one way	14.70
Bus to Loop	2.00
Bus to train	.25
Train, one way to Decatur	5.70
	<u>25.65</u>
	-14.50 state reimbursement
	<u>11.15</u> cost to Decatur League

Comparative costs to Decatur League for one representative to attend a meeting in Chicago, when state reimbursement policy is in effect. (Food expense is based on approximate cost of breakfast \$1, lunch \$2, and dinner \$2, or a total of \$5. Hotel cost listed here as \$9 may vary one way or the other.)

Train & Hotel	Car & Hotel	Car (one day)	Plane up and Train back, same day
\$3.50 train	\$3.50 mileage	\$3.50 mileage	Train back, same day
1.00 taxi	2.00 parking	2.00 parking	\$11.15 travel exp.
9.00 hotel	9.00 hotel	<u>5.00</u> meals	paid by Dec.
1.00 taxi	5.00 meals		<u>5.00</u> meals
1.00 tips	<u>1.00</u> tips		
<u>5.00</u> meals			
\$20.50	20.50	10.50	16.15

LEAGUE OF WOMEN VOTERS BOARD MEETING  
Wed., Feb. 17, 1965, 12:45 p.m.  
Home of Elise Hurst, 2095 W. Sunset

(Be sure to telephone me if you are unable to attend. EH)

AGENDA

Minutes - Meyerson  
Treasurer's Report - Mann  
Program - Fuller

Coming meetings

- ✓ Units, Feb. 23 and 24, Library Study - Crow (Plans for presentation, committee conclusions, consensus; should there be a special board meeting on consensus in order to release to news media before next regular board meeting?)
- ✓ Annual Meeting (first half) and Urban Renewal Study, Mar. 9, 7:30, Swartz Restaurant, Dessert - Fuller for Wolf (Plans for presentation, conclusions, consensus)
- ✓ Units, March 23 and 24, East-West Trade - Bachrach (At time originally scheduled since consensus called for by March 31 and suggestions for local program can be April 13 with By-law change)
- ✓ April 13, All Member, (In addition to suggestions for local program, should we cover Nat'l CRs also? There will not be time for them at May 12 meeting when originally scheduled since we'll be adopting local program and hearing state convention report.)

✓ Voters Service - Protzman

Plans for Candidates meeting or Meetings (City Council and/or Park District)  
Plans for Township election questionnaire  
Plans for publishing Leaflet of officials and voting information  
Giving information on writing letters to legislators to other groups?  
Give "How to Mark Ballot" for spring elections?

Action

- ✓ Schools - What next? - Westenhaver and Becker
- ✓ Council Manager City Gov't retention
- ✓ Welfare - Becker
- ✓ Bus Study - write researcher from U. of Ill. suggestions committee had
- Other?

Membership - Cordes (new members, retention of members, etc.)

Public Relations - Ruedi

Township report to newspaper before Township election

Other

✓ Units Coordinator - Ritter (Attendance, should we continue South Shores unit?)

Bulletin Editor - Rufford (Name and design for heading, other?)

Other Resource committees - Fuller

✓ Human Resources - Dilley (Report on state meeting in Chicago, Feb. 10) Outline of committee report to membership at April units.)

✓ Child Welfare - Becker

Publications sent out; \$2000 grant to state for distribution of publications, etc.)

✓ Schools - Westenhaver (Review minimum program for schools for Bulletin? Other?)

Township - Unger (Evaluation of unit meetings in Jan. What next?)

Other Business

✓ Do we favor an emergency national item for next year on Apportionment of State Legislatures and Congress?

✓ Plans for getting as many members as possible to attend Legislative School, Mar. 9, 16, 23, and/or 30, Capitol Bldg., Springfield. Push March 16 for Decatur?

✓ State Convention, Springfield, April 28, 29, 30 - we can have six delegates and also some observers, who wants to go?

Annual Reports - turn in at meeting (those who are to make such were given forms - all board members are to have reports for bulletin after end of year)

Correspondence

LWV BOARD MEETING  
Decatur, Illinois  
February 17, 1965

The meeting was held at the home of Elise Hurst at 1:00 p.m. with Mrs. Hurst presiding.

Present: Mrs. Hurst, Doubleday, Mann, Clifford Smith, Westenhaver, Fuller, Redford, Ruedi, Ritter, Crow, Langenberg, Dilley, Carroll Smith, Becker, Bachrach, Meyerson, Protzman.

Absent: Mrs. Cordes, Unger.

Minutes: The minutes were approved without additions or corrections.

Treasurer's Report: Mrs. Mann reported cash on hand as of December 31, 1964 of \$1,454.59; receipts for the months of January and February were \$197.20; expenditures for January and February were \$564.12, and an "Unallocated Reserve" account of \$500 was opened in Mutual Home and Savings Association; leaving cash on hand, including the account, as of February 17, 1965 of \$583.17. An end of the year report will be given as of March 31, 1965, and bills should be in before then.

Mrs. Mann said the Rockford League handles individual memberships on a 12 month basis, instead of having all memberships require renewal at the same time as we do. Such a change in our bookkeeping system would require a by-law change and would make keeping records for our subscription service difficult, it was pointed out. It was decided to give further thought to the advantages and disadvantages of making a change.

Program: Library. Mrs. Crow gave a report of the study of the operation and needs of the Decatur Public Library, with the conclusions reached by the committee for presentation to the membership at the unit meetings on February 23 and 24. She said the committee felt the study should be continued because the City Planning Department is preparing a report which won't be completed until August, and there is legislation concerning libraries before the legislature. A fact sheet will be distributed at the unit meetings. The board felt the committee had done a good job. There will be a board meeting on February 25 to determine consensus on the questions raised and to prepare a press release.

Voters Service: Mrs. Protzman submitted her committee's suggestions for holding a candidates meeting prior to the coming elections. It was agreed that the meeting would be held on March 30 at the YMCA. Park Board and City Council candidates will speak briefly; candidates for township supervisor positions will be introduced. Coffee will be served after the formal meeting and the audience will be able to meet and speak to all candidates. The printed program or information sheets will include a description of the jobs, pay, and the names of the people running for the office. The yellow sheet with information on how to mark ballots will be available for the audience. Mrs. Jack Banton of the Herald and Review and Mr. Frank Bowman of WSOY were suggested for moderator. The audience will have an opportunity to submit written questions, which will be screened, after the speeches are made.

Program: Annual Meeting and Urban Renewal Report. Mrs. Fuller said the Annual Meeting will be held March 9 at Swartz' Restaurant. There will be election of officers, by-law changes, and adoption of the budget for 1965-66. The Annual Meeting will be adjourned until May at which time the local program will be adopted. The Urban Renewal Committee will present their report and evaluation, with conclusions reached, of the Greenwood Project, Mueller Park neighborhood rehabilitation program, and the spot clearance program. Members will be asked in the bulletin to bring last year's fact sheets to the meeting. New fact sheets bringing the study up to date will be distributed and those not at the meeting will receive them with the April bulletin. We will try to reach consensus on all three types of urban renewal. There will be a board meeting immediately after the meeting to assess consensus.

Foreign Economic Policy: Mrs. Bachrach said there would be a bulletin article in the March bulletin summarizing the areas to be discussed at the unit meetings on March 23 and 24. Members will be asked to re-read the "Facts and Issues" leaflets on east-west trade from last year. The new publication, "Freshening East-West Trade Winds", has been sent out on our subscription service and is available in the publications suitcase.

April All Member Meeting: The program will cover national continuing responsibilities as well as local program suggestions. The date will be April 14.

School Study: Mrs. Westenhaver commented on the news stories as well as the editorial in the Herald and Review following presentation of the League's statement to the Board of Education by Mrs. Hurst, in which our position on the building program and education fund tax rate increase was re-stated and commended to the Board of Education. Mrs. Westenhaver recommended that the League wait to see what action the Board of Education would take before again urging that a referendum be held at an early date.

Welfare: Mrs. Becker reported sending 15 packets of State League material to those people in the community who took part in the survey and would be interested. She read letters she had received expressing appreciation. The board discussed what groups might be interested in using the welfare kits made possible by the \$2,000 gift to the State League, and decided that the Association of Commerce and AAUW should be contacted.

Council-Manager: Mrs. Hurst announced that Marilyn Kessinger will work with the All Decatur Committee, and direct League activities, in support of retention of the council-manager form of government, which will be the subject of a referendum in the city election on April 20.

Township: An article was submitted to the newspaper to be used before April 6 on township government and urging voter attendance at the Annual Township Meeting on April 6.

Bus Study: The board authorized a letter to be written to the man in charge of the University of Illinois bus transportation study for Decatur telling of suggestions the League had for increasing bus use as a result of the bus study in 1961.