

Minutes  
LWV-TLC Board Meeting  
September 18, 2006  
Reynolds Corner Library

The meeting was called to order by Co-President Peg Hull Smith at 7:05 P.M.  
Members present were Peg Hull Smith, Bonnie Bishop, Mary Karazim, Sue Nichols, Sharon Friedman, Diane Mieczkowski, Meg Murphy, Ann Payne, Nancy Watts, Nina Sabrack and Yvette Thompson [8:05 P.M.].  
Member absent was Rose Mary Alloy

**Minutes**

Mary Karazim presented the minutes of the August 7, 2006 meeting.

**Motion:** It was moved by Meg Murphy and seconded by Ann Payne that the minutes be approved as printed. The motion carried.

**New Financial Policies**

Sue Nichols presented a proposed four part Financial Policy for consideration.  
Each part was considered separately.

**A. Reimbursement for out-of-town travel**

Members may receive reimbursement for *out-of-town* automobile expenses when officially representing the League of Women Voters of Toledo-Lucas County at an official League of Women Voter's function at the IRS rate for charitable travel expenses. (The current rate is 15 cents per mile.)

The funds would come from the conventions and conferences line item in the budget, from monies raised for a project, or from a grant budget. The policy does not pertain only to Board members. This will be a help for many who do a lot of local League business without any reimbursement. Also, anyone can make an in-kind donation.

**Motion:** It was moved by Bonnie Bishop and seconded by Ann Payne that the policy be accepted. The motion carried.

**B. Bequests and Memorials**

Unrestricted funds received from bequests and memorials shall be considered an endowment and be invested in a secure investment vehicle such as a short-term insured Certificate of Deposit or other insured account. The interest earned may be deposited into an operating account and be used, without restrictions, for operating expenses.

This year we have secured over \$500.00. Presently the funds are in a short term CD [six months].

If we haven't received the income, can we still incur expenses? [yes]

What if a bequest has stipulations? “Unrestricted funds” was substituted for “Income.”

There were concerns about smaller memorial donations. There was a feeling that this is still something special.

**Motion:** It was moved by Sue Nichols and seconded by Nina Sabrack that the policy be accepted as edited. The motion carried.

Comment: For the first time we’ve officially organized our use o our money. It may feel restrictive but it’s probably the best thing. We should give it a try.

### **C. Operating Reserve**

For the sake of long-term operating and organizational stability, a reserve of cash equal to 50% of the total annual budget shall be kept to help the following situations, should they occur: (1) membership declines, (2) cash flow shortages that arise when expenses fall due before the income to pay for them is received. (3) cash flow shortages which are caused by the unpredictability of delivering services which are part of the League’s basic mission, (4) cash flow shortages which are caused by unexpected emergencies, such as the withdrawal of a key funder or the loss of a key asset, (5) cash is needed to start a new program or take advantage of an unexpected opportunity which will significantly contribute to the League mission.

When a surplus occurs beyond the amount dedicated to the reserve fund, it must be used for the designated mission of the League. It may not be used be benefit any member of officer of the League.

Sue Nichols gave a short background on our use of the reserve funds. She research sites to see how reserves are identified and categorized. Reserves should be in the assets part of the budget. Now, we don’t know exactly what it is when we look at a budget report. We can’t tell what’s left from the previous year. The whole issue is, do we build an annual budget knowing we’ll have a deficit? We have done this for the last several years. On monthly reports, if expenses are greater than reserves, this difference is what has been taken from reserves. The goal is to keep the reserves stable and to increase them.

**Motion:** It was moved by Bonnie Bishop and seconded by Nina Sabrack that the policy be approved as written. The motion carried. There was one abstention.

### **D. Reimbursement Policy**

Members who wish to be reimbursed for expenditures must have prior authorization to make the expenditure and must provide a receipt to the Treasurer before the reimbursement is made. Expenses that appear in the budget may be authorized by the Treasurer. Expenses that have not been budgeted must be approved by the Board of Directors or, in case of an emergency, by the Executive Board.

What amount of money is being considered here? Should there be a cap? There was concern expressed about possible confusion for chairmen of committees. The purpose is as a safeguard to keep a check and balance system.

**Motion:** It was moved by Bonnie Bishop and seconded by Ann Payne to table the matter until the October meeting. The motion carried. There was one abstention.

### **Revised Budget**

Treasurer Sue Nichols presented a revised budget. that reflects the decrease in membership. Reserves have been eliminated from both the regular fund and from the Ed fund.

The National r4bate will not be through a separate check, but the amount has been deducted from the PMP statement

At the time the report was printed the dues revenue was \$1,850.00 [56 members]. An additional membership was received at the meeting. Seventeen members have not renewed from last year.. Meg Murphy will send a *Voter* flyer with a membership reminder to these persons.

We can buy 50% of the National PMP's from the Ed Fund and 25% for the State. Peg Hull Smith carefully went through each planned activity to assure that it was accounted for in the budget.

**Motion:** It was moved by Sue Nichols and seconded by Ann Payne that the revised budget be accepted. The motion carried.

**Note:** This budget is different from the one passed by the membership at the Annual Meeting but our By-Laws authorize the Board to amend the budget.

### **Program**

#### **A. Voter Issues**

The General Meeting will be at the Holland Library on September 28. Yvette has invited a speaker from People for the American Way, Sean Tucker, to discuss the election process.

Bonnie Bishop distributed "Be Sure Your Vote Counts" flyers. The targeted audience is those who most likely could be turned away.

The Junior League has agreed to help distribute. There are several special interest agencies that have also agreed to help. We've also had a request from a Maumee social studies teacher. We have 2500.

Ken Blackwell has ruled that it is okay if your address does not match what is on your driver's license if you can give the last four digits of your social security number. The card mailed from the Board of Elections cannot be used for identification. The state League has sent a letter to Blackwell requesting clarifications.

There will be a Candidate Forum for County Commissioners and for the City Council at Large position on October 8. We are working in conjunction with Westgate Neighbors.

Bonnie Bishop reported that the poll worker training session she attended was better than those in the past.

**B. Townhall Meeting, November 16, 2006**

The committee is following the State Guidelines for the use of the \$750.00 funding. Redistricting is the topic chosen from the five options. This will take the place of the November General Meeting. It will be at the Wyndham Hotel. The cost of the space is the rock bottom, non-profit rate of \$300.00. The capacity is 100 persons. If they'll give us a small room, maybe we can have a small reception. The State recommended that the format be a panel event. There will be six panelists. So far we have an environmental specialist, Tom Henry. Deborah Barnett from the Toledo School Board, and Sandy Crawford from the ACLU.

Sandy Bihn from the Oregon City Council was suggested as a possibility.

The committee is working on publicity in all the media.

**D. Reception for Public Officials, January 19, 2007**

Decisions need to be made.

**E. Annual Meeting, May 24, 2007**

Darcy said yes. [She will chair the committee.]

The meeting was adjourned [at the request of the library staff].at 8:50 P.M.

Respectfully submitted,

Mary Karazim, Secretary