

Board Meeting Agenda
June 18, 2014, 1:00 p.m.
Kathy Johnson's house, 5701 Anchorage Ave

Please contact the office, lwvdc@chorus.net or 232-9447, if you are unable to attend

1. Call to Order – Rothe/Fullin (1 minute)
2. Approval of Minutes – (~ 2-5 minutes)
3. Treasurer's Report – Mary Conroy, Helen Horn (~ 10 minutes)
4. President's Report –Fullin / Rothe (~40 minutes)
 - a. Date and time for Sept meeting (please bring your calendars)
 - b. Directors' and Officers' Liability Insurance. We have received advice that while incorporation would probably protect Board members from being found liable in a court for actions by the League, Board members would still have to hire their own attorneys to defend themselves. We have received quotes for D&O liability insurance that would handle that legal action.
 - c. update on Vote411/website
 - d. Executive Committee establishment for coming year
 - e. Guidelines for what documents to retain in the office. See proposed amendment to *Policies and Procedures*, below:
 - f. PSR lease status
 - g. Appointment of Steve Ploeser and Helen Horn to Board
 - h. Background on national League issues
 - i. Bequest from Sheila Chaffee
 - j. Brief review of Board packets
5. Portfolio Reports
 - a. Bulletin – Karen Gunderson (~10 minutes)
 - b. Fundraising – Pat Kippert/Gail Krc including May member challenge, plans for summer. (~ 10 minutes)
 - c. Membership– Steve P, Mary A(~ 10 minutes)
 - d. Publicity – Lois Kiggins (~5 minutes)
 - e. Voters' Service – Gail Bliss) (~ 10 minutes)

- f. Program, focus on January/February. See hard copy chart from state League in your in-box. -- Kathy Johnson (~ 15 minutes)
- g. Business Systems – Steve P, (~5 minutes)
- 6. Old Business (~ 0-5 minutes)
- 7. New Business (~ 0-5 minutes)
- 8. Adjournment

The next LWVDC Board Meeting is Wednesday July 16, 2014, at 1 p.m. [please mark your calendars now!]

Proposed amendment to Policies and Procedures:

XV. DOCUMENT RETENTION

At least one hard copy of the following documents should be retained permanently in the office, marked as “Office Copy, Do Not Remove”: Member Directory; Annual Report; Annual Meeting Materials; Bulletin; *Candidates’ Answers*.

At least one hard copy of the following materials should be retained for five years, marked as “Office Copy, Do Not Remove”: Grant and Award Applications, Approval Letters, and Reports; Issue Forum Study Materials.

Treasurer’s Documents: Payroll records should be retained for 7 years and then shredded; the IRS 990 form and any tax returns should be kept for 10 years and then shredded; End of Year Balance Sheets and End of Year Income and Expense Statements should be retained permanently.