

CONVENTION 2021

LWV LEAGUE OF WOMEN VOTERS'
OF ILLINOIS

60th Biennium: Uplifting Democracy, Equity and Our Ideals

LWVIL BOARD AT WORK The 2019-2021 Biennium at a glance

Two years ago you entrusted this board with the well being of the LWVIL and the work of the Biennium and we gladly accepted the responsibility. We knew that it would be a term like no other - because of the 100th anniversary, the presidential election cycle and the census. We were ready.

What we weren't ready for was a pandemic and the challenge of running our organization in the face of deficits - of budget and staff. We gathered our board experience and our talents and with a constant eye on the future we tackled the list of problems, and adapted to our new virtual world. From advancing the LWVIL mission impact and scope, to serving local Leagues in their work on priority issues, the League is stronger than we were two years ago.

Together, we keep moving forward,
Your board of directors

LWVIL SIGNATURE EVENTS

2019-2020

- LWVILEF Benefit August 2019
- Women's March Chicago - January 2020
- LWV 100th Anniversary Celebration February 2020 (in person)
- Issues Briefing - February 2020
- Lobby Day (virtual)- April 2020
- Legislative Hours (virtual)

2020-2021

- LWVILEF Power the Vote Benefit September 2020 (virtual)
 - Issues Briefing - February 2021 (virtual)
 - Legislative Hour - Spring 2021
 - Lobby Day - April 2021 (virtual)
 - LWVIL Convention - June 2021 (virtual)
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ELECTION CYCLE IMPACTS our MISSION WORK

- Presidential Primary Spring 2020 and General Election Fall 2020
 - access to the ballot during pandemic
 - combating misinformation on election security
 - Waiting for final vote count
 - Fair Tax Amendment for Illinois - Ballot Referendum
- Census 2020
- Consolidated Elections Spring 2021

CHALLENGES 2019 - 2021

- Deficit Budget
 - Simultaneous operations of two businesses
 - Unexpected Resignations of Staff: Executive Director and Marketing/Communications
 - Ongoing discovery of operations & procedural deficits
 - Pandemic:
 - March 2020: office closed due to state “stay at home” order
 - Remote work for 2020 and 2021
 - Ongoing adaptations for virtual work
 - 100th Anniversary Year - increased demand for LWV community outreach, appearances, resources, activities and celebrations
 - Presidential Election Cycle: additional activities
 - Census: additional activities
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MISSION WORK

Activating the public and uplifting local Leagues.

VOTER SERVICE

- Negotiated a 4-year contract with vendor for Illinois Voter Guide (IVG)
- Prepared Illinois Voter Guide for 3 elections
- IVG available in Spanish and English, 2 most recent elections,
- Created Local League/LWVIL Voter Service online Shared Resource Center
- Created Voter Service Google Group; materials and ideas sharing with almost 200 members
- Created state wide education campaign for SB 1863 – new voter access law
- Presented Webinar on Vote by Mail with postal service officials
- Held 15 individual League meetings on voter service, IVG and upcoming elections

- Held many individual League meetings for training in use of Zoom webinar platform
- Held 3 moderator trainings (an additional 43 moderators added to the list)
- Held 5 observer corp trainings for over 156 League members
- Held 1 Candidate forum training for 29 members
- Updated Candidate Participation Policy and several other Candidate Forum documents
- Post election debrief with all Leagues after General Elections and Consolidated Elections
- Obtained \$10,000 MacArthur Foundation /Just Democracy Grant, November 2020; Provided local Leagues and partner organizations statewide with voter education and GOTV materials to activate Black and Brown communities and persons in pretrial detention 15,000 cards 1,550 yard signs (Spanish and English), 15,000 flyers
- Worked with ACLU of IL to prepare LWVIL as plaintiff in potential voter intimidation litigation for election day Nov. 4, 2020
- Voter education and activation information partnerships with **Akira Clothing, Shedd Aquarium and Colectivo Coffee** for the November 2020 presidential election
- Partnered with Women's March Chicago for voter activation in the January 2020 March
- Issues Briefing 2020 - presented Get Out the Vote discussion
- How to Protect the Vote presentation meetings with many outside organizations
- Regular meetings with coalition of good government organizations to promote voter education
- Daily advice and guidance for local League leaders and outside organizations inquiring about voter service issues

ISSUES & ADVOCACY

- Held virtual Lobby Day 2020 and 2021
- Prepared local Leagues for Legislative interviews
- Provided Support for Criminal Justice Position Update
- Provided support for statewide advocacy on Fair Tax Amendment
- Received LWVUS People Powered Fair Maps redistricting grant (\$4000)
- Created Google Group issues-related forums for Issues and Advocacy committee
- Activated advocacy efforts via TFAs during FY20 and FY21 legislative sessions
- Held four Legislative Hour Webinars in 2020, one in 2021
- Added Bill Tracker function on LWVIL website
- Held Issues Briefing 2020 in person, 2021 virtual

LOCAL LEAGUE SUPPORT AND GUIDANCE

President, Officers, board members and committees provide group and individualized support and guidance throughout the year to local leagues on various topics and needs.

- Adapted to need for virtual connections; provided Zoom access and training for local leagues
- Guidance for conducting virtual annual meetings during 2020 pandemic lockdown
- Ongoing management of all local League Education Fund accounts
- Maintained General Liability Insurance for all local leagues

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- Created template for local League bylaws in conjunction with expert legal counsel
 - Held bylaws template education meeting for local Leagues
 - Created Annual Fiduciary Checklist for local league responsibilities and best practice
 - Held Town Hall for local League treasurers to review Annual Fiduciary Checklist, responsibilities and best practices
 - Created template for Conflict of Interest Policy for local League board members
 - Provided support for eight local Leagues on path to becoming 501(c)(3)
 - Provided annual local League 990-N filing reminders and support
 - Provided tax compliance support for multiple local Leagues in need
 - Provided guidance and support for three Members-Around-the-State (MAS) Units
 - Created online portal for new member joining MAS units
 - Created automatic membership renewal system and notification for MAS unit members
 - Created *Leader's Edge* - 2x month e-bulletin for local League leaders with guidance on management, support and leader functions
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OPERATIONS WORK

Achieving greater mission impact with stronger operations and expanded capabilities.

GENERAL OPERATIONS - EXECUTIVE COMMITTEE

- Met weekly to manage **ALL** business operations during Executive Director vacancy
- Addressed multiple deficiencies discovered during this period
- Conducted needs assessment of office/operations requirements and activities
- Determined staffing level requirements and costs to meet needs
- Provided supervision and oversight of staff members including performance reviews in absence of Executive Director
- Addressed issues with LWVIL data maintenance in US Roster, NEON, and Constant Contact
- Developed organization procedures for ongoing data management
- Complied with quarterly reporting requirements for Jo Daviess grants management
- Assessed phone service utility and costs; obtained new phone system
- Secured contractor to assist with communication tasks

DIVERSITY, EQUITY AND INCLUSION INITIATIVES - BOARD

- Ongoing implementation and evaluation related to DEI policy
- Bylaws to include DEI policy (proposed for ratification at convention)
- Added DEI policy in Spanish to website
- Added opportunity to request accommodations to all event promotions

- Provided ASL interpreters for external facing events
- Educated Zoom users about closed caption feature
- Updated LWVIL MAL unit terminology to MAS
- Offered need-based scholarships for Issues Briefing
- Provided Illinois Voter Guide (IVG) in Spanish and English
- Began duplicate social media posts English and Spanish
- Secured Spanish translation of voter education materials

TRANSITION TO 501(C)(3) - BOARD AND COMMITTEE

- Preparations for transition to 501(c)(3) for LWVIL
- Secured LWVUS 501(c)(3) expert tax consultant
- Secured 501(c)(3), nonprofit expert legal team for duration of transition project
- Created membership education materials
- Conducted education webinars for local League leaders and treasurers

COMMUNICATIONS COMMITTEE

- Worked with professional web designer to develop and implement new website
- Executed website content updates
- Established process for consistent website updates
- Implemented regular publications; content, editing, layout/design, distribution
 - *Leader's Edge* - for local League Presidents, twice a month
 - *News You can Use* - for members and nonmember supporters, once a month
 - *Member Bulletin* - update specifically for members (new), once a month
- Developed Constant Contact list management procedures
- Create and implement brand standards across organization, education, advocacy materials; design and editorial content
- Provided design, content, materials, and promotion for signature events - Power the Vote, Issues Briefing, Legislative Hour, Lobby Day, Convention,
- Voter Service election materials: designed & executed campaigns in Spanish and English: IVG; Just Democracy grant; AKIRA; Shedd; social media
- Utilized Mobile Cause platform for promotion and registration; annual Benefit and Issues Briefing
- Web page development for event materials access (Issues Briefing, Lobby Day, Convention)
- Increased social media posting frequency on three platforms
- Began tracking metrics for social media posting
- Began tracking metrics for email
- Event registrations: Developed procedures and managed zoom registrations, delivery of links and reminders, thank yous, evaluations and event recordings

FINANCE COMMITTEE

- Managed Deficit Budget (all Board)
- Renewed General Liability and D & O insurance contracts
- Obtained PPP Loan (cash flow at a critical time)
- Ongoing Jo Daviess Grant Management
- Completed audit of FY19 financials
- Completed review of FY20 financials
- Completed tax and annual filings for FY19 and FY20 with federal and state entities
- Conducted group exemption maintenance with IRS
- Study of endowment fund and policy to discern the intent of the original donors; establish Board education on endowment management principles and best practices
- Support to MAS units for budget development

BYLAWS COMMITTEE

- Revised LWVIL Bylaws for 2021 convention
- Created template for local League bylaws with expert legal counsel

GOVERNANCE COMMITTEE

- Initiated BoardSource subscription; utilized resources for ongoing board education,
- All board members completed BoardSource certification course
- Organization, Board and Committee Policies and Guidelines Improvements
 - Updated 72% of existing policies (23 total) (many last updated in 2013)
 - Updated 70% of guidance documents (19 total)
 - Created 2 new policies and 5 new guidelines
- Development of Committee Charters template, oversight of charter creation and committee goal creation

HUMAN RESOURCE COMMITTEE

- Newly chartered committee to support LWVIL employees and HR functions
- Completed review and updated organization Personnel Policy including:
 - Compliance with Chicago and Cook County sick time ordinances
 - Remote work guidelines
- Created and implemented Employed Health Care Benefit Plan
- Oversight of transition to remote work during pandemic, including employee safety and necessary equipment
- Designed and implemented standardized employee performance review process
- Exit management for two staff member resignations
- Assessment of payroll processing service, changed providers
- Developed Executive Director job description
- Coordinated and supported Executive Director search
- Hired new Executive Director

DEVELOPMENT COMMITTEE

- Calendar year-end appeal 2019
- Spring/Fiscal year-end appeal 2020
- Provided support for 100th Anniversary Birthday celebration February 14, 2020
- Executed 2019 benefit with special event committee
- Executed 2020 Power the Vote virtual benefit with special event committee (raised three times more than previous year)
- Implemented use of Mobile Cause platform for virtual benefit: event donations, sponsorships, text-to-donate, and peer-to-peer fundraising.

100th ANNIVERSARY CELEBRATION COMMITTEE

- Implemented three year education and celebration initiative
- Planned for several in-person events; speakers bureau; book/movie list
- Documented 100 years of League history found on LWVIL website
- Worked on suffrage markers for National Votes for Women Trail

CONVENTION COMMITTEE

- Planning for a successful first ever virtual convention
- In process, creating templates and guide for future convention production