

League of Women Voters of Appleton-Fox Cities Annual Meeting
Saturday, May 20, 2023
Scheig Center and Gardens, Memorial Park, Appleton

Presiding: Co-Presidents Linda Bjella and Marti Hemwall

Parliamentarian: Nadine Miller

Recording Secretary: Julie Evers

Land Acknowledgment

Agenda

1. Call to order
 - A. Introduction and remarks from parliamentarian
 - B. Adoption of the agenda
 - C. Approval of 2022 Annual Meeting minutes
 - D. Appointment of readers of 2023 Annual Meeting minutes
2. Reports
 - A. Presidents' report: Our League in the 21st century
 - B. Membership
 - C. Financial Report for fiscal year ending 6/30/2023
 - D. Action
 - E. Voter Services
 - F. Programs
 - G. DEI
 - H. Communications and Technology
3. Action items
 - A. Bylaw changes presentation and adoption
 - i. Article IV
 - ii. Article VIII
 - B. Budget presentation and adoption
 - C. Record Retention Policy adoption
 - D. Adoption of Healthcare Equity Position
 - E. Adoption of 2023-2024 comprehensive assessment of all local positions with a Fox Cities regional perspective and diversity, equity, and inclusion (DEI) lens
 - F. Nominating Committee report and election of new board members and officers
 - G. Recognition of retiring Board Members
4. Advice to the board
5. Announcements
 - A. "Show Your Pride" promotional items program
 - B. LWV WI Annual Meeting in La Crosse
 - C. Summer gathering
 - D. Women's Action Coalition events
6. Adjournment

Table of Contents

2022 Annual Meeting minutes	3
Presidents' report	5
Action Items:	
Proposed bylaws changes	7
Proposed budget	8
Record Retention Policy	11
Proposed DEI Health Care Position	13
Recommendation for 2023-2024 Position Review	18
Nominating Committee report: slate of officers and directors	19
Reports from the board:	
Action / Advocacy report	20
Communications & Technology report	21
Diversity, Equity & Inclusion report	22
Membership report	24
Programs & Events reports	25
Swag Committee report	27
Treasurer and Financial reports	27
Voter Services report	30

**Annual Meeting
Thursday, May 19, 2022**

Presiding: Linda Bjella and Marti Hemwall

Recorder: Julie Evers

Minutes

- I. Call to Order: Linda and Marti called the meeting to order at 6:52 pm. They thanked Renee Gralewicz for planning the meeting.

Introduction of Parliamentarian: Nadine Miller

Remarks from the Parliamentarian

Agenda adoption - add Communications and technology. Dottie LeClair made a motion to adopt the agenda. Vered Meltzer seconded the motion. There was no discussion. All were in favor, none opposed. Motion passed

Meeting Minutes - 2021 Annual Meeting minutes, appointment of readers for 2022 minutes
Cindy Carter moved to accept the 2021 Annual Meeting Minutes. Vered Meltzer seconded the motion. There was no discussion. All were in favor, none opposed. Motion passed. Denise Fenton, Cindy Carter and Becca Linekin volunteered to be readers for the 2022 minutes.

- II. Presidents' Report and Updates - Linda and Marti

Special recognition - celebrating new website Marti recognized Dave Strange and Barb Kelly for their work on Club Express and the rollout of the new website. Coalesce marketing will be our new web master. All members are encouraged to visit the website and update their profile. Upload your photo if you're comfortable with that. We're getting a lot of good publicity with the new site.

New name and new office Linda noted that about 40% of our members are NOT from Appleton, so our name did not reflect our membership. The name change was approved by the State and National Leagues in December. We are now transitioning our written materials. Our new office is in Appleton Coworking on N. Morrison St.

New swag Marti introduced our new swag for sale.

Membership - a growing organization We're one of the largest and most active leagues in the state. Cindy has done a great job with new membership.

Financial Report on fiscal year ending 6/30/2022 We spent \$5900 less than income in the last fiscal year. We are working at becoming more systematic in asking for donations. There were some additional expenses last year for the implementation of Club Express.

Program - WE Day 2021; follow-up on Lively Issues We held two Spring programs, two Fall programs and a candidate forum. Our programs were virtual rather than in person, but we hope to have hybrid programs next year.

Action - Who speaks for the League policy We expanded observer corps and developed a policy statement on who speaks for the league. Public statements must be approved by the president and two other board members. Jan Quinlan also oversees the legislative town halls.

Voter Services - election season We organized a votercade, had voter registration tables at the Juneteenth event and are working on programs with local high schools to encourage newly eligible voters to register and vote. We worked with Starbucks to get written materials out to their customers to encourage them to vote. We did 14 candidate interviews for the primary election that were posted to our website. Jacqui is looking for help with Vote 411 in areas other than Appleton, ideally someone who is familiar with issues of their area.

Communications and Technology Kathy has put us in contact with a lot of press and communications.

DEI - how to make this priority part of what we do every day Linda DEI is as central to LWV as nonpartisanship. We want to be conscious of DEI in everything we do.

Vision for our League Our main emphasis will be to empower voters and defend democracy. DEI and nonpartisanship are central to everything we do.

III. Action Items

DEI Study -approval of second year of current study - Renee (MOVED TO APPROVE FIRST) Renee Gralewicz made a motion to approve the second year of the study. Cindy Carter seconded the motion. There was no discussion. All were in favor, no opposed. Motion passed.

LWV Wisconsin will be starting a state-wide education study which will require a local committee.

Bylaw changes presentation and adoption -Jan, Linda, and Marti (TREASURER, TERMS, # OF BOARD MEETINGS, APPT OF BUDGET COMMITTEE BY NOM COMM;) See meeting packet

1. President and Treasurer to sign contracts
2. Change maximum consecutive terms in office from 2 to three terms Discussion – this pertains only to consecutive terms.
3. Change minimum board meetings from 9 per year to quarterly
4. Elect 3 people to the budget committee rather than being appointed by the president and to provide a financial review.

Discussion: Should secretary sign contracts because they are the ones in charge of retaining records? Would it be appropriate to add language regarding records retention by the secretary?

Cindy Carter made a motion to approve the changes. Vered Meltzer seconded the motion.

Direction to the board was made to make above modifications.

Dottie LeClair noted there should be a proposal in next year's annual meeting to change language to President OR Co-President.

All were in favor, no opposed. Motion passed.

Budget presentation and adoption –See Meeting packet for budget details.

Barb Kelly made a motion to accept the budget, Cindy Carter seconded the motion. There was no discussion. All in were in favor, none opposed. Motion passed.

Nomination Committee presentation of slate and election - Linda (NEXT YEAR'S NOMINATING COMMITTEE WILL ALSO NEED TO APPOINT AT-LARGE BUDGET COMMITTEE AND NOMINATE 3 FOR FOLLOWING YEAR) See meeting packet for nominations.

There were no nominations from the floor. Dottie LeClair made a motion to approve all nominations. Vered Meltzer seconded the motion. There was no discussion. All were in favor, none opposed. Motion passed

IV. Advice to the board - Bylaws, archive, records retention need attention.

V. Announcements – The online store will be live by end of June. The State Annual will be held in Appleton on June 10 – 11. Save the date for July 13 5:00 pm summer picnic. Women's Equality Day August 26 (Marti - still discussing stay tuned, collaborative, may change format)

Adjournment Cindy Carter made a motion to adjourn. Jan Quinlan seconded the motion. Marti and Linda adjourned the meeting at 8:09pm.

Presidents' Annual Report - 2023

As we reflect on our two years as co-presidents, we fully understood that we were standing on the shoulders of many strong women. Women willing to work to create positive changes in our community. League members have been instrumental in accomplishing the smoking ban, advocating for recycling legislation, mediating differences between housing organizations to better serve our community, and pushing for educational reforms, to name just a few.

Leading such an incredible group is such a privilege. Our advocacy, our outreach to voters, our respect as an information source speaks volumes about all our members. The difference we make in our world is possible only because of each of us.

Making a difference is also possible because of the strength of the League's organization. The League emerged from the pandemic as strong as ever; its members are committed and energized, and the organization is on strong financial footing. Our local League easily meets the five basic characteristics of a strong effective nonprofit - a clear mission, a well organized board, strong leaders, motivated volunteers, and solid finances. This organizational strength is what has helped the League to achieve so much. (*Research on this topic abounds - for example: Nonprofit Organizational Effectiveness: a Literature Review Monica Heuer, 1999; Nonprofit Life Cycles, Susan Kenny Stevens, 2002*)

A healthy organization is always learning how to be better. When we assumed the presidency in 2021, League members were already discussing what steps were needed to be more

inclusive, and to expand services. The League was ready to take the necessary risks to be more effective.

The last two years have been defined by creating a stronger infrastructure, changes that help the League do our work more effectively. Take a peek at just a few of the changes:

- Expanding into the larger area Fox Valley
- Changing name to reflect our expanded service.
- Decentralizing more work from the board to committees – Events Committee, Executive Action Committee, DEI Committee, expanded Budget Committee, Awards Committee now work along with the existing Membership Committee, Nominating Committee, and Voter Services Committee.
- Renting an office to encourage coordination and communication
- Addressing the best ways to document our history and retain documents.
- Implementing an interactive website to increase outreach and visibility
- Hiring a marketing firm to provide technological support
- Purchasing the necessary equipment, such as OWL for hybrid meeting, and an iPad and hotspot for voter registration
- Changing the Bylaws to create a more flexible, adaptable organization
- Implementing regular strategic planning
- Continuing our collaborative work with partners from the 19th Amendment Centennial Celebration Coalition - now the Women's Action Coalition - and receiving a grant to assure its effectiveness
- Expanding the effort to reach out to donors and potential donors
- Creating systematic marketing efforts including Swag for sale and better communication with print, radio and television outlets

The League of Women Voters of Appleton-Fox Cities is expanding its impact, providing more information about voting, candidates, and advocacy opportunities – in other words, getting even better achieving the mission of Empowering Voters and Expanding Democracy.

What a privilege to have been part of all these accomplishments. Thanks to every member, through donations of time, money, and spirit, for keeping the League growing as a strong, effective, visible, respected community organization.

Linda Bjella and Marti Hemwall

ACTION ITEMS

PROPOSED BYLAW CHANGES

Article IV Officers

Section 1. Enumeration and Election of Officers.

The officers of LWV Appleton-Fox Cities shall be a President **or Co-Presidents**, a First Vice President, a Second Vice President, a Secretary, and a Treasurer, who shall be elected for terms of two years by the general membership at the annual Meeting. All officers, except the treasurer shall take office immediately following the annual Meeting. The treasurer shall take office on July 1. The President **or Co-Presidents**, First Vice President and Secretary shall be elected in odd-numbered years. The Treasurer and Second Vice President shall be elected in even-numbered years.

Section 2. The President.

The President **or Co-Presidents** shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the Board, or designate another person to do so; shall appoint chairs for all committees; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts and notes in the absence of the treasurer; and shall perform such other duties as the board may direct. **Co-Presidents shall share one vote at board of directors' meetings.** In the event of the absence, disability, resignation or death of the president, the vice-presidents, in order of their rank, shall assume the office. If no vice-president is able to serve as president, the Board shall fill the vacancy from among the elected directors.

Article VIII Principles, and **Study Program, and Action**

Section 1. Principles. The Principles are concepts of government adopted by the LWVUS Convention and supported by the League as a whole. They are the authorization for the adoption of national, state and local study programs.

Section 2. **Study Program and Action.**

The **Study Program** of LWV Appleton-Fox Cities shall comport with consistent action to implement the League Principles and those local governmental issues chosen by the Annual Meeting for concerted study and action as follows:

A. Voting members may make recommendations to the Board at least two months before the Annual Meeting.

B. The Board shall consider these recommendations and formulate a proposed **Study Program** which shall be sent to the members at least one month before the Annual Meeting.

C. The Annual Meeting shall adopt a **Study Program** by a majority vote. **Study Program** recommendations submitted to the Board at least two months before the Annual Meeting but not proposed by the Board may be considered by the Annual Meeting, provided that the Annual Meeting shall order consideration by a majority vote and shall adopt the item by a two-thirds vote.

D. A Study Program may culminate in new or revised local support positions which can be used to take action.

Section 3. Changes in Study Program. Changes in the Study Program, in the case of altered conditions, changes in the Study Program may be made provided that information concerning the proposed changes has been sent to all members at least two weeks before a general membership meeting at which the change is to be discussed, and that final action by the membership is taken at a succeeding meeting.

Section 4. Study Program Action. As an organization, LWV Appleton-Fox Cities may act only in conformity with, and not contrary to, a position taken by LWV Appleton-Fox Cities, LWVWI, and LWVUS. Members may act in the name of the LWV Appleton-Fox Cities only when authorized to do so by the Board.

Proposed 2023-2024 Budget

2023-2024 Annual Budget - Income

https://drive.google.com/file/d/1netWjIRqP0QTnvqm_12b4B8cOhPIEU5g/view?usp=sharing

2023-2024 Annual Budget - Expenses

(<https://drive.google.com/file/d/1FjYf9bbJPGFN--wGFQ-Shez5cG2FtpLL/view?usp=sharing>)

2023-2024 Annual Budget - Income

	A	Z	AM	AO	BB	BE	BF
1	Report of Treasurer's Office	Report				Report	
2		2021-2022	2021-22	2022-2023	2022-23	2023-2024	
3		Budget	YTD Actual	Budget	YTD	Budget	
4	INCOME						
5	Dues						
6	1. Regular Dues	\$ 10,875.00	\$ 8,025.00	\$ 8,250.00	\$ 7,800.00	\$ 8,250.00	110 regular members
7	2. Dues open Door	\$ 271.00	\$ 400.00	\$ 300.00	\$ 335.00	\$ 300.00	estimate
8	3. Sponsoring (extra only)	\$ 2,100.00	\$ 2,525.00	\$ 2,400.00	\$ 2,625.00	\$ 2,400.00	est 32 members being sponsors
9	4. Dues Second in Household	\$ 245.00	\$ 350.00	\$ 350.00	\$ 280.00	\$ 350.00	same as current yr
10	5. Student		\$ 20.00	\$ 10.00	\$ 10.00	\$ 10.00	same as current yr
11	Donations				\$ -		
12	1. Member Donations	\$ 3,500.00	\$ 4,697.00	\$ 5,000.00	\$ 1,520.00	\$ 5,000.00	generous members & more asks (spring fundraiser vs. fall)
13	2. Non-member Donations/Grants (no designation)	\$ 750.00	\$ -		\$ 650.00	\$ 500.00	
14	Event Income				\$ -		
15	1. HoliBrunch	\$ 1,300.00	\$ 600.01	\$ 1,500.00	\$ 1,625.00	\$ 1,500.00	
16	2. Annual Meeting	\$ 1,200.00	\$ 1,586.00	\$ 1,400.00	\$ -	\$ 1,400.00	
17	3. Women's Equality Day		\$ -	\$ 1,500.00	\$ -	\$ -	Women's Action Coalition (WAC) responsible
18	Other Income				\$ -		
19	1. Interest	\$ 30.00	\$ 18.94	\$ 30.00	\$ 6.71	\$ 150.00	on \$10K CD vs \$5K CD
20	2. Transfer from (to) Savings	\$ 5,000.00	\$ -		\$ -	\$ 5,000.00	
21	3. Fundraising	\$ 1,200.00	\$ 1,165.00	\$ 1,200.00	\$ 1,408.00	\$ 2,000.00	Silent Auction+
22	4. Merchandise Sales		\$ 1,305.00	\$ 1,000.00	\$ 90.00	\$ 1,000.00	New swag to sell
24	5. Transfer from 100th Anniver		\$ -	\$ 5,600.00	\$ 5,649.76	\$ -	Transfer from 100th Anniver
25	100th Anniversary Revenue		\$ -		\$ -		
26	Designated - Voter Services	\$ -	\$ 58.00		\$ 34.00		
27	Designated - Youth MDWork	\$ -	\$ -		\$ -		
28	Designated - Website/Technology	\$ -	\$ 709.00		\$ -		
29	Designated - DEI	\$ -	\$ -		\$ -		
30	(Spending from Checking)	\$ 2,050.00	\$ -	\$ 7,415.00	\$ -	\$ 11,460.00	Needed to balance - from cash reserves
31	In Kind - not in totals		\$ -		\$ -		
32	TOTAL INCOME	\$ 28,521.00	\$ 21,608.95	35,955.00	22,033.47	39,320.00	

2023-2024 Annual Budget - Expenses

	A	BV	Z	AM	AJ	AO	BS	B	BE	BF
1	Repeal of 2023-2024 Budget									
2			2021-2022	2021-22		2022-2023	2022-23		2023-2024	
3			Budget	YTD Actual		Budget	YTD		Budget	
35	Repeal of 2023-2024 Budget									
36			2021-22	2020-21		2022-2023	2022-23		2023-2024	
37			Budget	YTD Actual		Budget	YTD		Budget	
38	EXPENSES									
39	Board and Committees									
40	1. Fund Raising		\$ 500.00	\$ 230.82		\$ 500.00	\$ 30.00		\$ 500.00	
41	2. Membership		\$ 500.00	\$ 154.78		\$ 500.00	\$ 285.31		\$ 600.00	incr per request from Cindy F
42	3. President		\$ 250.00	\$ 180.77		\$ 250.00	\$ -		\$ 250.00	
43	4. Board		\$ 100.00	\$ 100.00		\$ 100.00	\$ -		\$ 100.00	
44	Communication		\$ -			\$ -				
45	1. Newsletter/Publicity		\$ 100.00	\$ -		\$ 200.00	\$ -		\$ 200.00	FB increase priority
46	Delegates, Travel & Workshop		\$ -			\$ -				
47	1. State Annual Meeting		\$ 1,000.00	\$ 284.00		\$ 1,000.00	\$ (19.04)		\$ 1,000.00	Jun-24
48	2. National Convention		\$ 4,000.00	\$ 1,708.36		\$ -	\$ -		\$ 4,000.00	Nat'l Conference 6/2024 unknown location
49	3. Workshops		\$ 500.00	\$ 150.00		\$ 500.00	\$ -		\$ 250.00	
50	4. Committee Travel		\$ 250.00	\$ -		\$ 250.00	\$ -		\$ 250.00	
51	Educational Activity		\$ -			\$ -				
52	1. Programs - monthly/annual		\$ 500.00	\$ 580.00		\$ 500.00	\$ 28.37		\$ 1,000.00	Add'l facilities expenses
53	2. Voter's Service (Registration & Education)								\$ 3,000.00	
54	2a. Voter's Service (Registration)		\$ 3,300.00	\$ 277.50		\$ 3,300.00	\$ 25.00			combine into 1 line (See 2. above)
55	2b. Voter's Service (Voter Education)		\$ 1,200.00	\$ 364.84		\$ 1,200.00	\$ 125.00			combine into 1 line (See 2. above)
56	3. Legislative Action Committee (includes advocacy)		\$ 600.00	\$ 125.00		\$ 600.00	\$ -		\$ 300.00	
57	4. Archive		\$ 25.00	\$ -		\$ 25.00	\$ -		\$ 200.00	Legacy Project
59	5. Study Activities		\$ 200.00	\$ -		\$ 200.00	\$ -		\$ 200.00	
60	6. Youth Voter Registration grant		\$ -	\$ -		\$ -	\$ -		\$ -	
61	7. DEI Outreach					\$ 1,000.00	\$ 147.15		\$ 1,000.00	subsidies, translations
62										
63	Technology Expenses									
64	1. Club Express - ongoing		\$ 300.00	\$ 268.48		\$ 325.00	\$ 259.00		\$ 385.00	\$30/mo + \$25 for add'l email addresses
65	2. Club Express - new LWV website - set up		\$ 1,550.00	\$ 1,690.00		\$ -	\$ 79.50			
66	3. Websites (websites + domain names)		\$ 150.00	\$ 172.21		\$ 150.00	\$ 112.11		\$ 175.00	
67	4. Zoom		\$ 275.00	\$ 351.69		\$ 300.00	\$ 168.00		\$ 300.00	now \$21/mo; possible increase
68	5. Event Management (website security)		\$ 120.00	\$ -		\$ 1,000.00	\$ -		\$ 1,000.00	Hybrid meeting/social media
69	6. WiFi		\$ 600.00	\$ 59.99		\$ 600.00	\$ 450.00		\$ 600.00	Hot spot (Boost Mobile \$50/mo)
70	7. Club Express webmaster			\$ 600.00		\$ 2,400.00	\$ 1,500.00		\$ 4,800.00	Per Coalesce Contract + enhancements
71	8. Misc technology		\$ 75.00	\$ 227.84		\$ 1,200.00	\$ 1,060.28		\$ 200.00	OWL purchased; don't know other needs
72	Event Expenses		\$ -			\$ -				
73	1. Holiday Brunch		\$ 1,300.00	\$ -		\$ 1,300.00	\$ 2,060.81		\$ 1,500.00	
74	2. Annual Meeting		\$ 1,200.00	\$ 1,480.13		\$ 1,200.00	\$ -		\$ 1,400.00	
75	3. Women's Equality day		\$ -	\$ -		\$ 1,500.00	\$ -		\$ -	
76	4. Making Democracy Work Award		\$ 250.00	\$ 99.80		\$ 250.00	\$ 340.00		\$ 300.00	
77	Financial Support for League									
78	1. Lake Michigan Interleague		\$ 25.00	\$ 63.00		\$ 80.00	\$ -		\$ 80.00	
79	2. State PMA		\$ 4,050.00	\$ 2,955.00		\$ 3,000.00	\$ 3,075.00		\$ 3,400.00	based on 1/31/2023 counts
80	3. National PMP		\$ 4,704.00	\$ 3,536.00		\$ 3,750.00	\$ 3,664.00		\$ 3,700.00	based on 1/31/2023 counts
81	Women's Action Coalition (was 100th Anniv) Donation			\$ -			\$ 1,500.00		\$ 250.00	Annual dues to new organization
82	Women's Action Coalition (was 100th Anniv) Expenses			\$ -			\$ -			
83	Operating Costs									
84	1. Corporate Filing Fee (fed + state)		\$ 10.00	\$ 10.00		\$ 10.00	\$ 25.00		\$ 25.00	fee increase
85	2. General Supplies		\$ 250.00	\$ 66.45		\$ 1,000.00	\$ 316.48		\$ 500.00	
86	3. Insurance		\$ 250.00	\$ 260.00		\$ 275.00	\$ 250.00		\$ 1,250.00	Liability + possible D&O
87	4. PayPal/Square Fees		\$ 200.00	\$ 269.55		\$ 250.00	\$ 276.79		\$ 400.00	More online transactions = more fees
88	5. Post Office Box		\$ 175.00	\$ 204.00		\$ 210.00	\$ 232.00		\$ 275.00	estimating 20% increase
89	6. Postage		\$ -	\$ 81.20		\$ 100.00	\$ -		\$ 200.00	
90	7. Bank and Service Fees		\$ 50.00	\$ -		\$ 50.00	\$ -		\$ 50.00	
91	8. Fundraising Envelopes/Name change expenses		\$ 1,500.00	\$ 297.17		\$ 1,500.00	\$ 1,280.83		\$ 500.00	name chg printing expenses in 22-23
92	9. Merchandise Expenses		\$ 200.00	\$ 1,499.16		\$ 1,000.00	\$ 21.97		\$ 1,000.00	
93	10. Youth Marketing (Willems)			\$ -		\$ 200.00	\$ -			youth project expenses
94	11. Rent			\$ 1,050.00		\$ 4,200.00	\$ 3,150.00		\$ 4,200.00	12 months @ \$350/mo
95	12. Donation - World Relief			\$ 150.00			\$ -			
96	13. Transfer to CD						\$ 5,000.00			
97	** In Kind			\$ -			\$ -			
98	TOTAL EXPENSES		\$ 28,509.00	\$ 19,487.12		\$ 35,955.00	\$ 25,443.12		\$ 39,320.00	
99										
100			\$ 12.00	2,121.83			(3,406.65)			

**Record Retention Policy to begin 7/1/2023
League of Women Voters of Appleton-Fox Cities**

Documents (Person responsible)

- Retention Policy

(In alphabetical order)

Articles of Incorporation/Name Change document (President(s), Secretary)

- Store hard copies in LWV-AFC office file
- Save in electronic Board document file and permanent archives

Bank Statements (Treasurer)

- Electronic bank statements are available electronically through the bank and paper copies do not need to be kept permanently.
- Current and previous two fiscal year bank statements which include duplicate copies of check and deposit slips, will be stored electronically. Treasurer will upload the statements monthly. Access to the Board of Directors but not to other members unless specific permission is granted by the Board. For example, the Budget Committee may need access to do the annual financial review.

Bills and payments (Treasurer) - refer to "Income and Expense Documentation"

Bylaws (President(s), Secretary)

- Store current bylaws in electronic folder accessible to all Board members
- Save all past bylaws in electronic archives with a link to the organization's website, and hard copies in the office.

Contracts and leases (President(s), Treasurer)

- current documents should be filed in the office, as well as scanned into the Finance folder (for example, Coalesce contract, Appleton CoWorking agreement, venue, catering and other events contracts)
- Save past documents (hard copy and/or electronic) for four years

Contribution and Donor Sheets (Treasurer, Fundraising/Development Chair)

- should be stored in a secure, password protected electronic file for past four years

Correspondences, legal and important (President(s), Secretary)

(e.g. 501c3 status, name change documents, tax exempt number, correspondences about 19th Amendment copyright case)

- Should be stored permanently in the office and in an electronic file, and in archives.

Correspondences, standard (President(s), Secretary)

- Keep for four years in the office and in an electronic file.

End-of-year financial report (Treasurer)

- Save permanently in the office and in an electronic file.

Income and expense documentation (e.g. invoices, bills) (Treasurer)

- Scan checks, bills, credit card statements, invoices, deposit slips for current year financial review and save in a secure, password-protected electronic file.
- Keep electronic and/or hard copies for four years. Store current year in Treasurer's files

Insurance policies and records (Treasurer)

- Store current policy in office and in electronic file
- Save old policy records for four years

Inventories of products, materials, and supplies (Secretary)

- Store annual inventory (listing important items such as banners, tents, computers, hot spot, brochures), in the LWV-AFC office for four years, then discard.

IRS submissions (President(s), Treasurer)

- Save permanently in office and electronically in Tax Filings/Finance folder

Membership Lists (Membership chair)

- Store December 31 roster in electronic membership file
- Save past rosters in permanent electronic file

Minutes of the Board of Directors (Secretary)

- Store current four years in electronic file accessible to Board
- Save all copies, electronic and hard copies, permanently in archives

Tax Exempt official document (President(s), Treasurer)

- Store paper copies in the office
- Save in permanent electronic and hard copies in permanent archives

NOTE: All document destruction should halt if the League of Women Voters of Appleton-Fox Cities is investigated by a governmental agency, and not resume without written approval of counsel.

Organization of Record Retention folders

- Each folder should be organized in two parts: permanent and time-limited
- Upon retirement from Board, permanent folders should be filed in archives

Finance Folder (Treasurer)

Sub folders: budget, contracts and leases, income statements, bank statements, tax filings

Fundraising/Development Folder (Treasurer, Fundraising/Development Chair)

Sub folders: Donor contribution list; Donation summaries; Fundraising strategies and events; fundraising annual reports and financial summaries

Program Folder (Program Chair)

Annual Meeting report, Lively Issues report; completed studies including consensus questions and answers, and resulting new position, should be kept permanently in the electronic archives.

Local Support Positions (Action VP)

Current positions should be updated electronically and dated by incoming Action VP following the Annual Meeting. Our current Local Support Position document should always be available on website and in the electronic archives

Newsletters (Communications Chair)

Current and past year newsletters should be available on the League website and in the electronic archives.

**2020-2023 Study: Diversity, Equity, and Inclusion (DEI) in Local Health Care
Draft Position Statements**

The DEI Health Care Study Team has approved these position statements on February 17, 2023, after 18 months of study. The Team consisted of Linda Bjella, April Savage, Kathie Kinnaman, Helene Pohl, Jeanne Roberts, and Renee Gralewicz. We also acknowledge the work and support of Shirley Strange, Gayle Hardt, Joyanne Eggert, Brianne Connelly, Penny Robinson, Stephanie Melaney, Judy Goodnight, Zola Nimmer, Xiylali Moore, and Terri Gonya. Each of these people contributed to the research and helped focus the project.

Executive Summary:

- In response to many factors, this study shifted over the course of work. The initial mandate offered a very broad scope. Healthcare has an interconnected and complex network of factors. The healthcare system and broader population were exasperated and exhausted by COVID.
- The state requires health departments to conduct needs and improvement plans every five years. Currently diversity, equity, and inclusion (DEI) in our local health data is sparse. We recommend conducting the five-year and/or three-year studies using a DEI lens including clearly laid out goals and metrics to track tangible action and progress. For clarification purposes, DEI lens means that we believe that all area residents should have their health care needs addressed regardless of their individual characteristics, economic ability, and location with special emphasis on improving the disparities in health care among groups that research has shown to historically have poorer health outcomes.
- We also recommend health providers and departments adopt approaches to meet and serve everyone, especially the unseen, think holistically, and partner broadly to improve and incorporate social determinants of health.
- Recent research conducted by the non-partisan, non-profit organization Vot+Er has found voting, civic engagement, and a sense of belonging are social determinants of health. Vot+Er has been diligently working to educate healthcare professionals as well as their clients on the connections between civic and physical health.
- We encourage all local governmental bodies to adopt something similar to the city of Appleton's "Health in all Policies" ordinance.
- We support the efforts of the Fox Cities Multicultural Coalition which was developed initially to deal with Covid 19 but has expanded to focus on the overall health care of marginalized communities.

- We support tailoring health care to patients' norms, beliefs, and values, as well as their language and literacy skills by increasing health care providers' skills and knowledge to understand and respond to cultural differences and value diversity.
- We support public/private partnerships such as mobile dental services offered by PCHC and vision services offered by the Lions Club partnering with the public school system.
- The study's resulting body of work will be relevant in advocacy efforts in local healthcare. Our position statements are intended to advocate for government entities to meaningfully serve, measure and track *everyone*, particularly the unseen. And that this data should be transparent and utilized to direct services equitably, inclusively and to those most in need.

I. Introduction

We acknowledge that health care is a national crisis that touches many parts of our lives. The COVID-19 pandemic exacerbated healthcare system weaknesses leaving many without adequate access to care. None was more devastating than the shortage of behavioral health care providers. We also acknowledge the national crisis of healthcare debt and that about 10% of Wisconsin families carry medical debt and struggle to make ends meet.

While this report does not specify types of healthcare needs, it is clear that we intend for the positions to include, but not limited to: behavioral, oral, maternal, infant, and child health care needs for all genders, ages, and socioeconomic conditions.

In 2020, the League of Women Voters of Appleton-Fox Cities (LWV-AFC) voted to study diversity, equity, and inclusion (DEI) issues within the Fox Valley. Once the study committee began, the first decision was how to narrow our focus. Recognizing there would be opportunity for future studies to address DEI, we selected our course by dividing our purview into two categories- systems of government and groups of marginalized populations. We chose to focus on *systems* and recognized that our bandwidth allowed for a single *system* of government. We therefore choose to focus on healthcare through a broad DEI lens.

The committee identified five subgroups: Public Health / Preventative, Mental Health Access / Availability, Under / Uninsured, Home / Long Term / Elder Care, Holistic, Hospital / Clinic / Urgent Care, LGBTQ+ Gender Affirming Care, Maternal / Infant / Reproductive Health Care. Recognizing the breadth of work involved and amount of time required, two groups moved forward examining Public Health, Mental Health, and Under and Uninsured.

II. Methodology

The course of this study was severely hampered by the Covid 19 pandemic. The committee was not able to meet in person, and it was decided that in the midst of the severe strain that the pandemic caused to health care providers, it was not appropriate to conduct large scale interviews with them. We were also not able to conduct interviews with individual patients to obtain anecdotal stories about their experiences with the health care system. Instead, we focused on reviewing public health and private system reports.

We started with research. First, we framed our approach, focusing on the facets of healthcare rather than marginalized or minority populations. From there, we built on the passion of study members around topics within healthcare to focus on (infant/ maternal, mental health, un/underinsured). Next, we agreed to use the 5 A's Framework to assess healthcare in our area. The 5 As include:

1. **Affordability** - how the provider's charges relate to the client's ability and willingness to pay for services.
2. **Availability** - the extent to which the provider has the requisite resources, such as personnel and technology, to meet the needs of the client.
3. **Accessibility** - geographic accessibility, which is determined by how easily the client can physically reach the provider's location.
4. **Accommodation** - the extent to which the provider's operation is organized in ways that meet the constraints and preferences of the client.
5. **Acceptability** - the extent to which the client is comfortable with the more immutable characteristics of the provider, and vice versa.

III. Resources

Through our research, we identified the sources of health and health metric information in our area, as well as demographic and DEI data. Our full sources are listed and referenced in our bibliography.

Although we developed a list of priority healthcare organizations and interview questions, we decided to forego pursuing primary research due to the pandemic. We then focused our research on the most recent health reports from local governmental bodies to review. These included:

- Appleton Health Department Report 2021
- Appleton CHIP Report 2016-2021
- City of Appleton Health Department Strategic Plan January 29, 2019
- Outagamie County CHIP Report 2018
- Outagamie County Health Assessment
- Partnership Community Health Center Community Needs Assessment (2022)
- WI Health Equity Report
- Imagine Fox Cities Well Being Data

IV. Recommendations to all health care stakeholders:

Our recommendations for position statements follow the “Five A” framework and include:

1. **Affordability: how the provider’s charges relate to the client’s ability and willingness to pay for services**
 - a. Ensure that healthcare fees are clear, understandable, and transparent to the consumer.
 - b. Support and engage community health workers (medical and non-medical) and healthcare navigators/ facilitators to assist individuals at high risk for poor health outcomes and those whose employers do not offer affordable health insurance coverage or who are self-employed or unemployed.
2. **Availability: the extent to which the provider has the requisite resources, such as personnel and technology, to meet the needs of vulnerable, underserved, and marginalized clients.**
 - a. Identify shortages in healthcare personnel and facilities including steps to address these shortages.
 - b. Include actual and optimum provider / patient ratios in public health reports.
 - c. Identify oral health facilities and include this in overall health care community-wide assessments.

d. Provide funding sufficient to the needs of healthcare organizations that serve underrepresented populations, including but not limited to, local federally qualified community health (FQCH) centers.

3. Accessibility: geographic accessibility, which is determined by how easily the client can physically reach the provider's location.

- a. Provide access to affordable, efficient transportation to publicly funded clinics.
- b. Expand telehealth services and assistance including to underserved areas.
- c. Offer physical space for confidential telehealth consultations or appointments in public facilities such as libraries.
- d. Expand broadband internet services to accommodate telehealth.
- e. Provide telehealth access in public schools.

4. Accommodation: the extent to which the provider's operation is organized in ways that meet the constraints and preferences of the client.

- a. Assure that all public health care reports include accurate demographic data including, but not limited to: race, ethnicity, economic status, abilities, age, gender identity and sexual orientation.
- b. Report the outcomes of health care services based on this demographic data to identify underserved communities.
- c. Develop strategic planning with clear metrics to chart progress to mitigate disparities in the delivery of health care to underserved communities.
- d. Provide public funding and support to increase certified and culturally competent translators.
- e. Provide health care navigators as needed.

5. Acceptability: the extent to which the client is comfortable with the more immutable characteristics of the provider, and vice versa.

- a. Use current evidence-based best practices for specific populations to guide health care decisions and to serve all diverse communities.
- b. Ensure culturally and linguistically competent health care providers are available and empowered to be advocates, changemakers, and influencers within the scope of their organization.
- c. Encourage public health departments to strengthen a collaborative health care environment throughout the community.

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Recommendation for 2023 – 2024 Position Review

Rather than a new study, we propose a comprehensive assessment of all our positions with a Fox Cities **regional perspective and diversity, equity, and inclusion (DEI) lens**. The intent is to identify standing positions that need further review, updating, and/or identifying areas that potentially require a future study. This recommendation was identified as the highest priority through our Lively Issues discussion.

The following current positions were specifically singled out for DEI review:

- local police protection
- law enforcement related issues of sexual assault advocacy and bail bond procedures
- juvenile justice including how/why arrests are made in schools
- parks and recreation
- mental health including a public safety perspective and youth accessibility
- local government organization and functions with a look at staffing

2023 Nominating Committee Report

Nominating Committee: Stephanie Malaney (Chair), Brian Post, Jeanne Roberts, Jan Quinlan (board member), Cindy Fallona (board member)

To be elected to two-year term:

President Linda Bjella	2023-2025 (2 nd term)
VP Action Jan Quinlan	2023-2025 (2 nd term)
Secretary Karin Alvarez	2023-2025 (1 st term)
Director, DEI April Savage	2023-2025 (1 st term)
Director, Membership Cindy Fallona	2023-2025 (3 rd term)

To be elected to one-year term

VP Voter Services Jacqui Klimaszewski 2023-2024 (1st term)

2023-2024 Budget Committee Members — to be elected to one year term:

At large: Kristen Dassler-Alfheim, Denise Fenton, Sue Silton
(With President Linda Bjella, Treasurer Diane Putzer)

2023-2024 Nominating Committee — to be elected to one year term:

At large: Jim Bowman (chair), Sara Companik, Miriam Douglass
(With 2 Board representatives to be determined in the fall)

For information only:

Continuing Board Members (year two of two-year terms):

Treasurer Diane Putzer	2022-2024 (2 nd term)
Director, Program Renee Gralewicz	2022-2024 (2 nd term)
Director, Communication and Technology Kathy Voigt	2022-2024 (2 nd term)

Respectively Submitted, Stephanie Malaney

BOARD REPORTS

Action Annual Report 2022-2023

Jan Quinlan

Legislative Town Hall -- February 6, 2023

Our 4th Legislative Town Hall was held by Zoom on Monday February 6, 2023. We were pleased to host four elected lawmakers, a bipartisan group: Senator Cabral-Guevara, Senator Jacques, Representative Snodgrass, and Representative Tusler. Questions were submitted by the Executive Action team and other members. Over 50 people viewed the Town Hall live and the video is available on our website. Our next Legislative Town Hall is scheduled for Monday, September 18, 2023. Thank you to our volunteer committee: Linda Bjella, Penny Bernard-Schaber, Mike Goodnight, Marti Hemwall, Barb Kelly, and Kathy Voigt.

Observer Corps/Equity Network

League members observed the City of Appleton, Town of Grand Chute, and Outagamie County budget deliberations in the fall. Throughout the rest of the year, we partner with Equity Network, a group founded by Nancy Jones to observe government meetings with a DEI lens. In August Nancy and Jan Quinlan hosted an orientation in which we presented guidelines and helpful hints for observing government meetings. An active group of about 12 Grand Chute LWV members continues to observe Grand Chute Board meetings. With the exception of the Outagamie County Board, most public meetings are now available virtually.

Climate/Sustainability

Penny Bernard-Schaber, Terry Dawson, Miriam Douglass, Deb Otteson, Jan Quinlan, Jill Mitchler, Ligia Rivera, and Cathy Thompson of our Climate Resiliency Committee met with Steve Schrage, Appleton's newly named Project Resiliency Manager on October 6. We were impressed with Steve's commitment to climate issues and his background as WI DNR staff in the energy efficiency department. Ligia Rivera shared the results of our local League Climate study with Steve at that meeting.

Earth Day Election Edition was held October 22 in Pierce Park. Jill Mitchler (in partnership with Citizens Climate Lobby) led a group of about a dozen activists and LWV members. The event ended with a rally to Houdini Square. Over 100 people attended and the organizing group was pleased with the event's success. Another Earth Day celebration is planned for April 22 at Houdini Square with participants marching to Lawrence University to combine forces.

Housing

Linda Bjella, Nancy Jones, Connie Raether, and Jan Quinlan attended the Housing Strategy Forum on September 26 following Outagamie County's report. On October 18, we hosted a program on housing in the Fox Cities with panelists: Outagamie County Housing Authority Director Kari Kuiper, Appleton's Director of Community Development Karen Harkness, and Post-Crescent reporter Jelissa Burns. We had over 30 participants who attended in person or by Zoom that evening with the session recorded and available on our website. After the meeting,

we sent links to the Housing Strategy Report and to Karen Harkness' slide presentation about what Appleton is doing in the affordable housing arena. We continue to monitor regional initiatives for affordable housing.

Executive Action team

The Executive Action team is composed of high-level community activists and meets every other month by Zoom to share their advocacy priorities. Each meeting is jam-packed with information. These meetings have assisted our League finding ideas, authors, and opportunities to take action throughout the year. They also provide the team members with resources and background information on a host of action items. Thank you to this year's team members: Linda Bjella, Sara Companik, Marcia Engen, Cindy Fallona, Denise Fenton, Nancy Jones, Carol Lenz, Jill Mitchler, Ann Muenster, Joy Perry, Karen Pfefferle, Connie Raether, Ligia Rivera, April Savage, and Cathy Thompson.

Statements to Government/Letters to the Editor

- City of Appleton Budget Hearing, in support of various budget items, November 2
- Outagamie County Board Budget Hearing, on various budget items, October 25
- City of Appleton, in support of Election Officials resolution: September 28 and October 5.
- City of Appleton, applauding the newly-named Project Resiliency Manager, late August
- Outagamie County, supporting the Clean Water Referendum, October 11.
- Grand Chute Town Board, questioning Plan Commission appointment, October 18
- Grand Chute Budget Hearing, November 5
- Appleton Post-Crescent, in support of the AASD Referendum, mid-October
- Appleton Post-Crescent, in support of Clean Water referendum, October 30
- City of Appleton, in support of College Avenue Lane reconfiguration, April 5
- Town of Grand Chute, in support of Town Administrator position, April 11

Communications/Technology Annual Meeting Report 2022-23

Kathy Voigt

Some 50 people attended or tuned in online for "Stop the Presses: Local News Matters," the League's April program on challenges and innovations in local news coverage by newspapers. The noteworthy panel consisted of Jim Fitzhenry, editor of the Milwaukee Journal Sentinel's Ideas Lab, the organization's statewide editorial board, and director of community engagement for 11 Gannett newspapers in Wisconsin, and Karen Schneider, co-owner and publisher of the Oshkosh Herald and Neenah News. Tim Hanna, executive director of the Local Government Institute of Wisconsin and former Appleton mayor, moderated the program. The journalists faced topics including how news media are vital to healthy communities; how "news deserts" are created when newspapers close — especially in rural and under-represented and under-heard communities; the news niches of regional and local newspapers, and how to vet the news in the social media realm. Marti Hemwall, Renee Gralewicz and Barbara Kelly assisted Kathy Voigt with the program.

Media outreach resulted in meetings with a Post-Crescent editor, a reporter and 2 radio news-talk hosts, positioning the League as a respected, nonpartisan resource to put breaking news into context. These relationships also resulted in several on-air interviews, a "community viewpoint" letter to the editor, and League members being quoted in a statewide story on false challenges to the League's nonpartisan status. These contacts provided a chance to introduce editors and reporters about the League's Observer Corps.

The Informed Voter monthly newsletter has drawn, on average, about a 64 percent open rate. Each Board member contributes at least one article to each issue to keep members abreast of the League's work and accomplishments.

We logged our first year learning about and utilizing the new website powered by Club Express. Many Board members have taken advantage of CE workgroups to learn about the features related to their work. A new module related to Membership and dues structures has created much interest by Leagues around the country.

Informational brochures are being updated with new branding as well as revised descriptions of the League's Membership benefits, and its consensus and position-development procedures. More are planned.

Refreshed materials for events like the Holiday Brunch, annual fund appeal, and Making Democracy Work Awards enhanced the value of these events and awards. Each event also provided opportunities to expand our photo files and show participants engaged in League activities.

Our League is represented on the LWV Wisconsin communications committee, which coordinated virtual programs on how to vet news sources, and the workings of the Wisconsin court system.

Diversity, Equity & Inclusion (DEI) Annual Report

April Savage

Over the past twelve months, the DEI committee has welcomed new members, hosted a major event and focused our efforts into three work streams. There are many dedicated members to the work of the committee. We appreciate and are so grateful to all who have participated or gotten involved in DEI related work. With the risk of forgetting to mention someone I respect and truly appreciate, I would like to acknowledge the following committee members: Linda Bjella, Jim Bowman, Kathie Kinnaman, Kathleen Gribble, Gordon Lind, Hélène Pohl, Ligia Rivera, Jeanne Roberts, Laurie Seim, Irene Strohbeen, Mary Sullivan.

We have defined our goals and efforts with both an inward focus- how can we strengthen DEI within our chapter of the league- as well as outward facing- connecting more broadly and bravely with marginalized groups in our community.

Reflecting back over the past year, a few themes come to the top. These themes touched across our three work streams and our members' areas of expertise and passion. Each member has a unique perspective on the intersectionality of DEI in our work and our mission to educate and empower voters. We remain open to finding new perspectives, and including all voices at the table to help us in this work. Below please find the highlights from our work over the past twelve months.

Workstream 1: Experimental/ Partnerships

The goal of this work is to make it easy to take action, to show up, to attend. We are pushing the boundaries of our comfort zone and forging connections in the community. At the heart of this work, we are learning about those often overlooked- how we can empower and educate voters who may be missed, especially if we don't step outside our usual routes and routines.

The shining example of this was hosting a very well attended **community discussion at Long Cheng Marketplace on August 29th** titled *Slights, Snubs and Insults: Uncovering Discrimination in the Fox Cities*. The discussion challenged participants to take a hard look at their experiences and the experiences of others. Since then, our members have been engaged with Community Conversations (hosted by Common Ground, and partnering with other local nonprofits such as world relief), to have regular touch points and facilitated discussions on these challenging issues. We have also been a part of the work of **Imagine Fox Cities**- addressing the sense of belonging as it relates to civic engagement. Additional events attended by committee members include **Black History Month Celebrations, Indigenous Peoples Day Activities, Implicit Bias Training** offered by the WI LWV and film screenings/ discussions on **The Exchange at 50: Kaukauna and King**. Additionally, there has been a strong interest from the **Lawrence University Center for Community Engagement** to offer service opportunities and involve students interested in civic engagement.

Workstream 2: Research

The goal of this work is to **improve our webpage resources** and better connect with resources provided by the state. This work is closely interlinked with our partnership efforts, addressing our local communities' specific needs and amplifying the work of other local groups aligned with our mission to educate and empower the underserved. In addition to strengthening our local network, we are working to strengthen communication with the state league's Community Alliance Committee (**CAC**), **which provides toolkits, trainings and resources**. We also seek to better communicate our events and learnings with other leagues, as well as seek out their resources and advice. This will be achieved by strengthening a central repository/ connector so that we can easily connect and **communicate with leagues across the state**.

Workstream 3: Events & Trips

The goal of this work is to host and co-host book studies, discussions, and trips to strengthen our understanding of how DEI is important to all we do. There has been strong interest in forming **book studies**, which we are open to over the coming spring and summer months. We are additionally planning a field trip to **America's Black Holocaust Museum in Milwaukee in the fall**. The resources and learnings from this work will also feature prominently on our webpage.

Overall, it has been a year of connecting and experimenting. There is a push to do more, go further and get out there. We are doing so with a commitment to stay true to our organization's mission of voter education and empowerment. We do so by connecting with our state and other local leagues, to amplify our organizations impact. We do so by collaborating with local groups aligned with our mission, amplifying their work.

2022-23 MEMBERSHIP REPORT

Cindy Fallona

It was a great year as the League was able to resume in-person meetings and programs. Zoom and hybrid events were still utilized but the face to face experience cannot be beat. Once again the membership committee did an outstanding job. Twenty three (23) new members were added to our roster. Total membership at the end of 2022 was 146.

2022 also showcased the updated name of the organization, League of Women Voters Appleton-**Fox Cities**. Reviewing the residential locations of our members reveals why it was appropriate to change our name. Listed below are the cities, towns and villages that make up our membership.

Appleton	Freedom	Kimberly	Little Chute
Menasha	Neenah	Hortonville	Harrison
Shiocton	Kaukauna	Larson	Ogdensburg
Clintonville	Grand Chute	Greenville	

2022 was the third year of the options dues structure. It continues to enable members to join the League at a dues level comfortable for them to pay. Support of our members makes this possible.

The summer social in July had a new look as we gathered at 1000 Islands Environmental Center in Kaukauna for an evening picnic. There was an outstanding turnout of members and friends.

THanks to committee members: Linda Bjella, Sara Companik, Cindy, Sue Hopfensperger, Theresa C Iacullo, Barbara Kelly, Dottie LeClair, Jan Quinlan, Ronna Swift

Membership List

For up-to-date list of League of Women Voters AFC members who have approved sharing of their information, visit the League website: www.lwvappletonfoxcities.org

This information is available to members only on the website. After logging in click on Member Only icon at the top of the page, and then select Membership Directory. Enter any information - like USA, or Wisconsin, and the full directory will appear. Or you can sort by areas of interest, and other factors.

Forgot your login information? You can reset easily by clicking on “forgot username/login”

If you haven't yet created a member profile on our new website, please consider doing so! Contact Cindy Fallona, membership@lwvappletonfoxcities.org She will help get you registered.

Program 2023 Annual Report **Renee Gralewicz, Vice President, Program**

Programming in 2022 – 2023 began on **September 19, 2022** with our usual update from our area City Clerks regarding voting rights and ballot access, “Voting: What's New for '22”. Invitations were sent to Appleton, Grand Chute, Kaukauna, Little Chute, Menasha, and Neenah City Clerks. Kami Lynch of Appleton and Charlotte Nagel of Neenah were the only ones able to present. This virtual only program was attended by 30 people and viewed by nine others. Click [HERE](#) to view the recording.

Housing is always a concern in our area and we addressed it through the **October 17, 2022** “Housing: What's Happening in our Area?” program was a presentation by Kari Kuiper (Executive Director at Outagamie County Housing Authority), Karen Harkness (Director of Community and Economic Development, City of Appleton), and Jelissa Burns (Post-Crescent Personal Finance Reporter). This was our first in-person event which also included a virtual component. We had 15 people join online and 17 in-person. The video recording has been viewed 22 times. Click [HERE](#) to view the recording.

We were invited to cosponsor a program with Partnership Community Health Center on **November 15, 2022**: “Health Care Open Enrollment: Information You Need to Know!” Julia Garvey of Partnership Community Health Center provided important information regarding health care insurance open enrollment for our communities. Three attended virtually and the video has had nine views. Click [HERE](#) to view the recording.

The **November 21, 2022** program, “Why Should I Care About Wisconsin Courts? Part 1” was co-sponsored with the LWV of Winnebago County. The room at UWO-Fox Cities Campus was full! The recording is unavailable.

December 5, 2022 the “Judicial Integrity Series Part 2: Outside Influences on Our Court” was co-sponsored with the LWV of Winnebago County and was an in-person only event. The LWV Winnebago provided the recording which has been viewed 13 times. Click [HERE](#) to view the recording.

The new year started with our **January 14, 2023** Lively Issues program. This was our first in-person only event where over 30 people gathered to discuss important Appleton-Fox Cities issues.

Nine issues under Local Government, four issues under Natural Resources, and 12 issues under Social Policy were brought to the table.

February 6, 2023 was our League’s third Legislative Town Hall. This was a virtual only event in which over 50 people registered. The program has 82 views. Click [HERE](#) to view the video.

February 20, 2023 we hosted “Public School Funding: Challenges and Solutions” which was cosponsored with Fox Cities Advocates for Public Education. This virtual only gathering had 23 participants and 24 have viewed the recording. Click [HERE](#) to view the video.

Our 2020-2023 Study Diversity, Equity, and Inclusion (DEI) in Local Healthcare was one step closer to its conclusion with the **March 20, 2023** “Consensus” gathering. This was an in-person only event which was attended by 27 people.

April 17 program “Stop the Presses! Challenges in Local News Coverage” looked into the relationship between local governments and journalists. The changing structures of print media altered the relationship. We had over 30 people attend in person and over 15 attend online. Click [HERE](#) to view the video.

Click [HERE](#) to view past LWV Appleton-Fox Cities videos on our YouTube Channel. Please subscribe to our channel!

Events Committee - annual report 2003

Marti Hemwall

The Board of Directors voted to create an Events Committee to handle the major annual events during the year, including Women's Equality Day, Holiday Brunch and the Annual Meeting. This allows the Program Director to concentrate on monthly programming and related events. The Committee began meeting in the Fall of 2022. The committee is responsible for three tasks.

1. Holiday Brunch. This past year, the brunch was held at Bubolz Nature Center, a lovely venue. The brunch, which included an outstanding panel discussing the experience of immigrants and refugees in the Fox Valley, attracted more than 70 attendees.
2. Annual Meeting. This year, it will be held at Scheig Center and Gardens on May 20, 2023. The Board of Directors decided to shift the time to a Saturday morning to attract more participation.
3. Women’s Equality Day. Planning for how to best recognize this important date is now shared with League’s partner organizations: American Association of University Women

- Fox Valley (AAUW). Delta Sigma Theta (NE Alumnae Chapter), and the Women's Fund for the Fox Valley. The partnership began with the 19th Amendment Centennial Celebration Coalition and has now become Women's Action Coalition. Leadership will shift annually. This coming year is being led by the Women's Fund. Our Events Committee will always have at least one representative on the WAC steering committee.

The 19th Amendment Centennial Coalition website will become the website for WAC. A grant from Community Foundation grant was awarded to WAC to hire Coalesce Marketing for help in this transition.

Many thanks to the committee members: Linda Bjella, Cindy Fallona, Denise Fenton, Dottie LeClair, Connie Radtke, Sue Silton, Kathy Voigt.

Swag Committee Report

Annual Meeting Report 2022-23

Kathy Voigt

Branding apparel and accessories draw attention to the League's mission and voice in places and ways well beyond traditional marketing and outreach. The Swag team coordinated by Cindy Fallona and including Sue Hopfensperger, Jeanne Roberts and Kathy Voigt curated a collection of items that will be available from an online store, and sold at League and community events. The team engaged Patti Clark-Stojke and Amano Print House to produce the branding merchandise.

The merchandise was first introduced at the LWV of Wisconsin Annual Meeting in Appleton in June 2022, and showcased items bearing the LWV logo as well as the LWV Appleton-Fox Cities brand. Items included t-shirts, hoodies, cell phone stands, bookmarks, and buttons honoring indigenous and other under-represented communities in the region. A sturdy tote has been added to the inventory.

Treasurer and Financial Reports

Treasurer's Report

Diane Putzer, Treasurer

The 2022-23 financial report through March 31, 2023 and the proposed budget for 2023-24 are included in this annual meeting packet. Thank you to Barb Kelly, Lois Bressette, and Kristin Alfheim for serving with Marti Hemwall and me on the budget committee. In addition to providing input on next year's budget, they each also reviewed four months of transactions to verify the financial documentation tied back to our bank statements. They found no irregularities.

Financial Statement Comments:

- For fiscal YTD through March 31, 2023, we spent \$3,401.40 more than our income for the same period. This is primarily due to the timing of our annual fundraising campaign. Traditionally held in

the fall, the fundraising was changed to spring with the letter mailed on March 24th. The results of the campaign are not reflected in the financial report. As of the date of this report (4/7/23), donations total \$1,575 so I am confident we will break even or be very close to break even for this fiscal year.

- The 100th Anniversary Coalition's ending balance of \$5,649.76 was transferred to the League in September. Our donation of \$15,000 to the 100th Anniversary Coalition, was the Coalition's largest donation. In their final report to the Community Foundation for the Fox Valley Region (CFFVR), the Coalition requested that the fund balance be returned to our League to continue to fund voter outreach to under-represented populations. The CFFVR did not object.
- The partnership began with the 19th Amendment Centennial Celebration Committee and has now become Women's Action Coalition. Along with our League, members include American Association of University Women - Fox Valley (AAUW), Delta Sigma Theta (NE Alumnae Chapter), and the Women's Fund for the Fox Valley. The League will be the fiscal agent for the Women's Action Coalition. Because this Coalition began as the 100th Anniversary Coalition, our board voted to transfer \$1,000 of the funds we received from the 100th Anniversary Coalition, along with a \$500 donation to the new Women's Action Coalition. Future annual donations are expected to be in the \$200-\$250 range.
- We have contracted with Coalesce for ongoing maintenance of our new Club Express website and establishment of an online store for selling our merchandise. We have paid Coalesce \$1,500 for their services through January and anticipate an additional \$2,500 for the balance of the year.
- Our office expense is \$350 per month (\$4,200 annually). Having a one-room office in a co-working space has allowed us to have a central location for our supplies and equipment, access to a conference room for meetings and a presence in downtown Appleton.

Budget Comments:

- Membership is expected to stay the same or increase slightly next year.
- Voter's Service lines of Registration and Voter Education are combined into one Voter's Service budget item because the two functions are so closely related that it is difficult to split the expenditures between the categories.
- Program expense budget has increased to \$1,000 from \$500 due to additional facilities charges incurred for in-person programs.
- There is \$1,000 budgeted for DEI Outreach including funds for translations and subsidies.
- There will be a LWV-US convention held in 2024. We have allocated \$4,000 to assist members with travel and other conference expenses for attendees.
- The LWV-WI has stopped providing liability insurance for local League events. An additional \$1,000 was included in the budget in anticipation of obtaining Officer & Director insurance in addition to increasing our liability coverage.
- We anticipate breaking even on the swag items products next year.
- The rent on our office space is \$4,200 annually (\$350/month).
- Technology expenses include \$4,800 (\$400/month) for Coalesce Marketing & Design to manage our website (this may be reduced after our online store is established), \$1,000 for assistance with hybrid meetings, \$600 annually for a hot spot to support Voter Registration events, and \$200 for unanticipated technical needs.
- The "spending from checking" is the amount expected to be needed from the cash reserves to support the budget. We rarely used the transfers in the past. With current cash reserves of nearly \$30,000, a possible transfer of 11,460 would still leave \$18,000 in reserves.

If you have any questions regarding the financial reports or budget, please contact me at treasurer@lwwapletonfoxcities.org. Thank you for allowing me to serve as your treasurer.

League of Women Voters Appleton-Fox Cities Financial Report 7/1/2022-3/31/2023

Beg Bal - 6/30/2022	Checking	CDs	Total
	32,789.09	5,000.00	37,789.09
Income			
Interest Income		6.71	
Membership dues - regular	7,800.00		
Membership dues - open door	335.00		
Membership dues - sponsoring (extra only)	2,625.00		
Membership dues - 2nd in household	280.00		
Membership dues - student	10.00		
Member Donation Unrestricted	1,520.00		
Non-member Donations/Grants	650.00		
Holiday Brunch registration fees	1,625.00		
Fundraising (silent auction)	1,408.00		
Voter Services Income	34.00		
Merchandise Sales	90.00		
Transfer from 100th Anniversary Coalition	5,649.76		
Transfer Interest from CD account	6.71	(6.71)	
Total Income 7/1/2021-3/31/2022	22,033.47	-	22,033.47
Expenses			
Fundraising	30.00		
Board Retreat	-		
Membership	285.31		
Voter Services	150.00		
Programs	20.12		
DEI	147.15		
Holiday Brunch	2,060.61		
Making Democracy Work Awards	340.00		
Paypal Fees	276.79		
Zoom Fees	168.00		
State Annual Meeting	(19.04)		
LWV Lake Michigan - member fee	-		
LWV WI - membership fees	3,075.00		
LWV US - membership fees	3,664.00		
Women's Action Coalition Support	1,500.00		
Domain Name renewal	112.11		
Miscellaneous Technology (Owl)	1,060.26		
WiFi	450.00		
Club Express Set Up Fees & Coalesce maintenance	1,579.50		
Club Express Monthly Fees	259.00		
Office Rent	3,150.00		
Merchandise Costs	21.97		
Liability Insurance	250.00		
PO Box annual fee	232.00		
Non-profit Registration Fee - State of WI	25.00		
Printing Expenses	1,280.63		
General Supplies	316.46		
Transfer to Savings (CD)	5,000.00	(5,000.00)	
Total Expenses 7/1/2022-3/31/2023	25,434.87	(5,000.00)	20,434.87
LWV Appleton-Fox Cities Net Cash Flow 7/1/2022-3/31/2023	(3,401.40)	5,000.00	1,598.60
100th Anniversary Net Cash Flow 7/1/2022-3/31/2023	(5,649.76)		(5,649.76)
Women's Action Coalition Net Cash Flow 7/1/2022-3/31/2023	4,790.00		4,790.00
Combined net cash flow 7/1/2021-3/31/2023	(4,261.16)	5,000.00	738.84
Ending Bank Balances 3/31/2023	24,660.57	10,000.00	34,660.57
Less: Women's Action Coalition funds	(4,790.00)		(4,790.00)
LWV Appleton Funds	19,870.57	10,000.00	29,870.57
	Checking	CDs	Total

Voter Services Report- Annual Meeting May 2023

J. Klimaszewski – Director of Voter Services

Voter Registration - in-person Events:

- Legends Barbershop – Fox Cities Mall Expo with ESTHER
- Voter Suppression Talk – Elisha D. Smith Public Library-Menasha
- Juneteenth event in Jones Park
- Senate Roundtable – Main Street Alliance - Long Cheng Market
- July and August- Appleton Farm Market
- Democracy Tour – Appleton City Park
- Celebrate Diversity Picnic – Jefferson Park, Menasha
- Latino Fest – Jones Park
- Community Health Care
- Community Dental
- Fox Valley Tech
- Head Start
- Appleton Public Library – 10 times
- Appleton West – 4 times
- Appleton East – 2 times
- Appleton North – 4 times
- Appleton Central
- UWO Fox Cities – 2 times
- Lawrence University

We helped 48 individuals to register and provided information to over 200. This is significant because many people could register with the MyVote.wi.us information that we provided after the event itself. Given the online avenue for registering, paper registration forms are no longer being used. 52 Future Voters were passed out as well as membership information and information on Wisconsin Courts.

This entailed over 190 volunteer hours; special thanks to Linda Bjella, Brian Post, April Savage, Marti Hemwall, Sara Companik, Sandi Rohde, Nancy Pourciau, Helene Pohl, Sharon Miller, Diane Putzer, Laura Kempf and Gordon Lind. Brian Post trained 13 Voter Registration Volunteers that were added to our list. Connected with ESTHER to assist with information for canvassing.

Voter Registration Reminder Project:

Materials are still available for distribution to business locations.

Candidate Interviews

The LWV Appleton-Fox Cities shared voter information through recorded Interviews. This format allowed for flexible scheduling and we have received a positive response from members and the public that this enables them to view the responses when it is convenient for them. **Produced and distributed 14 candidate interviews for the Spring primary and general elections:**

AASD School Board Interviews-all 5 participated; hits on YouTube: Truymen 110, Kolpack 153, Sauter 162, Ross 124, Blackwell 216.

Grand Chute- Districts #1 and #3 participated

Appleton City Council - District #7 Interview

Outagamie County Executive- All candidates were interviewed; hits on YouTube: Nelson 94, Sturn 134, Krueger 76.

VOTE411

Contacted candidates and solicited responses to VOTE411 resulting in more than EVER before and a more solid base for future elections. This was accomplished through district liaisons who contact the municipality/school board to get the candidate information and suggest appropriate questions for the local race.

- All **AASD School Board** responded.
- **Appleton City Council**: All candidates were invited; some who didn't respond already participated in a forum and others were in uncontested races.
- **Grand Chute Town Supervisors**: One candidate in district #1 and one candidate in #3 participated in an interview and Vote411. All four candidates submitted responses to a voter guide on our League website.
- **Outagamie County Executive**: All candidates were interviewed and the recordings were on our website.
- **Kaukauna School Board**
- **Kaukauna Common Council**
- **Village of Harrison**

VOTE411 goal for 2023-24: Increase the number of contact liaisons and the number of races covered.

Special thanks to Julie Evers for assisting with the data entry!