

**League of Women Voters of Dane County
Board of Directors Meeting
Minutes**

January 18, 2024

5:30 - 7:30 PM

ONLINE ONLY

Attendees: Barb Feeney, Amber Rottier, Lili Crane, Julie Allen, Jill Jokela, Sue Jennik,
Beth Fultz

1. Welcome and Approval of Agenda

- a. Call to order 5:39 pm by Feeney.
- b. Motion to approve agenda by Rottier, seconded by Allen, all in favor, none opposed. Motion carried.

2. Treasurer's Report

3. Approve revisions to Nominating Committee procedures for insertion into Policies and Procedures - Lili

- a. This is to replace existing Section VIII Board Nominating process
- b. *See attachment: Final Revisions to Nominating Policies and Procedure 01-18-2024*
- c. Motion to approve the revisions to the Nominating Committee procedures by Allen, seconded by Jennik. All in favor, none opposed. Motion carried.

4. Final review of Complaint procedure - Lili

- a. *See attachment: Final LWVDC Complaint Procedure 01-18-2024*
- b. Motion to approve the revisions to the complaint procedure by Jennik, seconded by Rottier. All in favor, none opposed. Motion carried.
- c. How should we inform members of the complaint procedure?
 - i. We can put a point in the Bulletin and also upload it to the website. Barb will discuss with Brook Soltvedt to determine where it should go.

5. Final review of tech policy - Lili

- a. *See attachment: Final Technology Policy - Approved 01_19_2024*
- b. Lili will review the document with Kerry to ensure she has no changes to add.
- c. Cybersecurity insurance - insurance renewal comes up in March. Our coverage does not include cybersecurity insurance right now.
 - i. Julie got two quotes, one for \$500K and one for \$1 million.
 - ii. Board agrees this is important and we should opt for the higher one for better protection for employees and members.
 - iii. Motion to approve the cybersecurity coverage by Rottier, seconded by Jennik. All in favor, none opposed. Motion carried.

- d. Motion to approve the Technology Policy by Allen, seconded by Crane. All in favor, none opposed. Motion carried.

6. Discussion of draft revisions to bylaws - Lili


- a. We went through the suggested edits to the bylaws. It will then be reviewed prior to being sent to members before the annual meeting.

7. Defender of Democracy award - Sue

- a. Award is presented at the annual meeting or the lively issues luncheon - tonight we discussed potential candidates.
- b. Board discussed and agreed on a candidate for the 2024 award.
- c. Previous winners:

<https://www.lwvdanecounty.org/defender-of-democracy-award>

8. Review of progress on Strategic Plan (new format) - Barb

- a.  Strategic Plan Progress Report_January 2024 2023 - click the link to review the document.
- b. This new format consolidates the pages of the Strategic Plan so we can quickly see what has been accomplished and what the next steps are. Board members are welcome to add things under both categories. Discussion will focus on the “Next Steps” portions of the document. At the May meeting, we will update this plan for 2024-2025.

9. Annual Meeting - current thoughts - Barb

- a. LWVWI Annual Meeting is going to be May 31/June 1. It is preferred for our LWVDC Annual Meeting to be before the LWVWI Annual Meeting.
- b. Discussing the Goodman Center or Capitol Lakes as a possible location.
 - i. Capitol Lakes is available on **May 28, 2024**
 - ii. Need to find out if the tech contractor is available then.
- c. Barb will keep us posted.

10. Continuity Project/Board and Team Calendar - Barb

- a. The purpose of this new calendar is to help leaders keep track of key tasks to be done. This is not intended to capture everything an officer or committee does.
- b. Knowing the timing of key tasks is especially important when handing off a leadership role to a new Board member or committee chair. I took my best stab at this but I am sure things are missing. **Please put key tasks under your column. Note there are two sheets.** This also helps the President know when Board action may be needed at an upcoming meeting. If needed, you can add more lines.

11. FYI Next Forum: February 13, cosponsoring with LaCrosse League. Achieving Environmental Justice in Wisconsin.

12. Adjourn

- a. Meeting adjourned at 7:23 pm.

Approved by LWVDC Board of Directors, 01/18/2024

XXII. TECHNOLOGY TERMS OF USE

The League of Women Voters of Dane County (LWVDC) technology systems are provided for the use of LWVDC's staff and other authorized users in support of the activities of the organization. All users are responsible for using the technology systems in an ethical and lawful manner.

All employees and Board Officers and Directors are required to sign an agreement to this policy. Volunteers who are given access to League software and accounts (including, but not limited to, LWVDC email, Google Workspace, and Zoom) will also be asked to sign this agreement.

This policy may be occasionally reviewed and modified. Upon implementation of a new technology use policy, employees, Board Officers and Directors, and select volunteers will have to sign the new agreement.

A. Access

1. A minimum of two individual League members; one member and one staff person, should have access to all internal and external technology systems that require a log-in. This includes, but is not limited to, licensed software applications (e.g., Google Workspace, Zoom, Little Green Light); HR and finance systems (e.g., SurePayroll, QuickBooks); and communications platforms (e.g., Squarespace, MailChimp, Facebook, Twitter).
2. All administrative accounts (owner or administrator level) must be @lwvdanecounty.org email addresses. Best practices are to use role-based accounts rather than individual accounts.
3. When a member takes on a new role, and therefore takes over an existing email address (e.g., treasurer@lwvdanecounty.org), a system administrator will reset the password.
4. Access to Shared Google Drives is determined by volunteer role (i.e., specific activities or leadership responsibilities) and can be removed at any time with notice.
5. The Operations Manager, and/or another approved staff member or volunteer, will manage the admin@lwvdanecounty.org account.
6. Only one person should have ownership of a log-in (i.e., do not share passwords; rather, create separate accounts for access by multiple staff and/or volunteers). Exceptions include:
 - a. LWVUS roster manager
 - b. Some social media accounts must be connected to personal accounts. (Note: Facebook must have at least two different admins at any given time. Authorization to post may be revoked at any time.)
7. Two-factor authentication should be used whenever possible.
8. LWVDC Zoom accounts and licenses are limited and will be assigned to volunteers and/or domains for specific purposes at different times throughout the fiscal year. Zoom access through an LWVDC license or account is solely for the purpose of

conducting LWVDC business. Access may be revoked and/or reassigned to another volunteer or domain at any time

B. Email

1. Email account(s) assigned to a volunteer (e.g., yourname@lwvdanecounty.org or domainname@lwvdanecounty.org) is solely for the purpose of conducting LWVDC business. League email addresses shall not be used for personal or private commercial use, creating, distributing, or accessing any offensive or illegal material, including but not limited to material with offensive comments about gender, race, age, sexual orientation or religious beliefs.
2. Board members and other volunteer leaders may request an official @lwvdanecounty.org email address for conducting League business. At least once a year, authorized members of the organization will review email account access and if it is determined that a user should no longer have access, administrator(s) will attempt to contact the user to give them reasonable notice that the account will be shut down; however, administrators also reserve the right to lock out users who violate the terms of this policy.
3. Electronic communication on League's emails and Workspace is not private to the user. The organization owns any communication sent via email or that is stored on the League's Google Workspace. Authorized members of the organization have the right to access any material in your email. Please do not consider your electronic communication or access to be private if it is created within the League's Google Workspace.

C. Confidential information

1. Membership data, including that which can be found in database applications and the member directory, should be used only for League business. Sharing member information to any individual outside the League (local, state, or national) or any external organization or entity is prohibited unless express written consent is given by the member . Membership data may not be used to contact members for personal or commercial purposes or on behalf of other organizations. Member data may not be downloaded, republished, resold, or duplicated, in whole or in part, for any of these purposes.
2. Confidential information should not be shared outside of the organization, without authorization, at any time.
3. Confidential HR information about paid staff (e.g., reviews, hiring, salary information, benefits) should be saved online in a location that is accessible by supervisors (e.g., Executive Committee of the Board or staff supervisors) while restricting access for all other member volunteers and leaders.

4. D. League-Owned Equipment

1. Any device or computer including, but not limited to, smartphones, tablets, laptops, and desktop computers that LWVDC provides for volunteer use should

be used only for League business. Keep in mind that LWVDC owns the devices and the information on these devices.

2. If your membership lapses or you are no longer an active volunteer, LWVDC will require that you return the equipment within one week of notification.

E. Social Media

1. Volunteers are prohibited from sharing any confidential or protected information that belongs to or is about the organization without express written permission. Volunteers should not share disparaging information that places the organization or fellow volunteers in an unfavorable light.
2. It is up to all volunteers to protect the organization's reputation and brand. The lives and actions of fellow volunteers should never be shared online. Any personal information shared about a member must have the member's written permission.
3. In social media participation on behalf of the League, social media content that discriminates against any protected classification including age, race, color, religion, gender, national origin, disability, or genetic information is prohibited. Any volunteer who participates in social media and violates this policy will have their access revoked immediately.

F. Policy Rule Enforcement

Failure to abide by any of the above guidelines and policies could result in action directed by the Executive Committee

LWVDC will carry a reasonable amount of cyber security insurance as recommended by industry standards.

VIII. BOARD LEADERSHIP NOMINATING PROCESS AND ELECTION

The nominations process to elect Board members is a key element in leadership and governance of LWVDC. The role of the Nominating Committee is to seek potential Board members and evaluate their fitness to serve.

- All nomination solicitations should clearly articulate values of diversity, equity, and inclusion, as well as nonpartisanship. Prospective candidates should be made aware that, if elected or appointed to the Board of Directors, they will be expected to participate in onboarding activities that include training in implicit bias, microaggressions, and other DEI-related principles.
- Position descriptions to be used to recruit Board members shall be approved by the Executive Committee or the Board.
- Members may self-nominate as well as nominate others, with their permission.
- Communications encouraging all members to consider leadership positions for the coming year may include emails, ENews, and Bulletin. Targeted messages may be considered for members who indicated leadership interest on their Member Survey.
- An informational meeting among interested members and exiting directors may be offered.
- Candidates will complete an application to provide information about themselves for the Nominating Committee.
- The Nominating Committee will evaluate member responses to confirm nominees understand the responsibilities of the position and their suitability for the position. The Nominating Committee will also research the candidates through conversations with the candidates themselves and with League leaders who may know the candidates, and through non-intrusive online research. The Nominating Committee may decline to advance a candidate through the nominations process.
- If there are no nominees for a position, the Nominating Committee will attempt to contact members who might be a good fit for the position to ask if they will consider running.
- The Nominating Committee shall present the proposed slate to the Board in a closed session. At that time, any member of the Board may ask the Nominating Committee to further consider a proposed candidate if they have concerns about fitness to serve.
- The Nominating Committee will finalize the slate of candidates to be advanced to the election.

- All members will be informed of the full slate of candidates prior to the election and given information provided by each candidate about their background and reasons for wanting to serve. Team steering committees may invite nominees to attend and observe committee meetings to become familiar with the scope of work before the election occurs.
- Individuals who are interested in serving on the Board but were not on the slate to be elected can apply for appointment to the Board at any time after the new Board is seated. The Board may seek the assistance of the Nominating Committee in evaluating a prospective candidate.
- If there are no nominees for a position, the Board may appoint a member interested in the position, any time after the new Board has been seated.

BYLAWS

Sec. 1. Nominating Committee

The Nominating Committee shall provide assistance in filling Board vacancies and appointed positions as the President or Board may request during the year. The Nominating Committee shall consist of five members, one of whom shall be a member of the Board. The Chair and three members, who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. The other member shall be appointed by the Board at the first Board meeting of the fiscal year. Suggestions for nominations for Officers and Directors may be sent to this committee by any voting member. Any vacancy on the Nominating Committee shall be filled by the Board.

LWV Dane County Complaint Procedure
Approved by LWVDC Board of Directors 01/18/2024

The LWV Dane County Complaint procedure is to:

- Prevent minor complaints or disagreements from becoming more serious.
- Encourage the LWVDC Board to develop policies to address issues.
- Help foster an organizational culture of transparency, openness, and trust.
- Make LWVDC members and volunteers feel heard and valued.
- Help prevent and address bias, discrimination, and harassment.
- Give members and volunteers a tool to resolve their problems.
- Alert the Board to problems within the organization.

1. Informal meeting with Team Leader

Before filing a grievance, encourage members and volunteers to talk with their supervisor or Team Leader. Often, having an informal chat can resolve a complaint. If the matter is not resolved, then the complainant should be encouraged to file a formal complaint. If the complaint is against a Board member, the complainant can discuss it with another Board member.

2. Formal Complaint in writing

A member or volunteer can raise a complaint verbally or in writing, to the Executive Committee or any member of the Committee. The preferred method is in writing. The complainant should be encouraged to send an email with details about the complaint or grievance. The Executive committee members should formally document the complaint and keep a record of actions taken. The complaint and documentation are confidential.

3. Evaluate the Complaint

The Executive Committee in a closed meeting will evaluate the details of the complaint to determine the next steps. The next step is typically a formal investigation. A Board member or Executive Committee member who is named in the complaint shall recuse themselves from the investigation and evaluation of the complaint.

4. Conduct a formal investigation

To conduct a formal investigation, the Executive Committee will interview the complainant and anyone else involved. They will collect evidence to help with a resolution (e.g., email chains, witness testimony, receipts). Depending on the complaint, the Executive Committee may also appoint an independent investigator to keep the process fair and unbiased.

5. Resolution

When a resolution is reached, a written formal conclusion based on the findings will be issued and sent to the complainant(s). This conclusion will include any actions taken by the Executive Committee.

6. Timeline:

Unresolved complaints should be sent to the Executive Committee, or any member of the Committee, by the complainant within 2 weeks of the complaint being received by the Team Leader or Board member.

The Executive Committee will meet within 2 weeks of the filing of the formal complaint. Investigation and resolution of the complaint will be completed as soon as practicable but within 30 days of the formal complaint being filed.