To: Yolanda Moreno May 12, 1984

From: Jeanette Vanderwater Jeanette

I was glad to receive your note concerning the Council accounting of income and expenses. As far as I know the only outstanding expenses for the Council are:

(1) Margie Morrill has a telephone bill which she was going to turn into to you when you had things pretty well cleared up. If she hasn't called you, call her.
(2) Nancy Neuman's travel. By now I would assume that she is not going to turn in a bill. If it comes after you have cleared out your bank account, I can always pay it from state funds. Don't wait for it.
(3) Polly Cave's travel. She rode to Corpus with a car full of folks from Ft. Worth. I think Rachel Gooch drove the car and Rachel hasn't turned in a bill. I expect Rachel will some time soon and when she does 1/4 of it should be travel for Polly. I can take care of this, if the bill comes after you have cleared your bank account.

I would suggest that you talk to Margie and pay her phone bill and then wrap it up. Would you put together an income and expense statement? Attach the statement to the check for the balance in the account and send both to the state office.

As for the records, they should eventually get to my house for the auditor late in the summer, (maybe July). How about putting them in Margie's trunk when she drives to Austin in June.

If there are any late bills, they can always be paid from the state treasury when they arrive. Don't forget about last minute bills that you may incur after the account is closed out, such as postage, etc.

I enjoyed meeting you in Corpus Christi and am sorry that I had to run off, but we had a long drive and arrived home late as it was.

April 17, 1984

To: Yolanda Moreno, Council Treas.

From: Jeanette Vanderwater

Sorry I had to leave on Sunday without saying goodby. We had a long drive and wanted to get home by dinner. In settling the hotel bill, I noticed that they did not charge for roll-a-ways on any of the rooms. I don't know if it was an oversight or what, but every little bit helps.

The enclosed voucher are charges that have appeared on my books, that should be paid out of your account. Send the check to the state office.

I have tried to go over the vouchers that you should have received from the nominating committee and the budget chair. Since everyone was mixed up on the rooms and on the transportation to Corpus, it is a bit difficult. Here goes:

Rooms, we fixed that up and I think it is all OK

Polly Cave, around $100; hotel in San Antonio, about $20-25,
mileage from Ft. Worth, about $35-40,
Meals, probably $35-40 (they had to eat on the way).

Jan Wilbur, around $80; mileage from Houston, about $20
½ cost of double room, $35.20
Meals, about $25

Donna Green, about $50; Travel, probably $25??????
Meals, about $25

Barb Swartz, about $30; Room handled by you
travel on the enclosed voucher.

Nancy Neuman?????????? No one knows if she will turn in a travel bill, you have taken care of the room, did she ask for any meal money or just eat what there at the lunch and breakfast.

John Davis, I have taken care of his room, travel, and honorarium.
Don't know about food!

Be sure your committee writes up a summary, with suggestions, for t when all of this is all over. I helps the next time we do a Council.

from Jeanette Vanderwater [redacted]

[redacted]

February 15, 1984

Dear Yolanda,

I am glad to see that you will be the treasurer for the LWV-Texas Council to be held in Corpus Christi in mid-April. I spoke with Margie Morrill this morning and we agreed that you needed some information about the league. The League of Women Voters of Texas is classified as a C-4 organization by the IRS. The tax ID number is 74-1106488. We are exempt from paying sales tax on any purchases made for use by the league itself. This exemption does not extend to food consumed at meals. A sample exemption certificate is enclosed. We have no credit card number. I don't know what the hotel will want, but you may have to use someone's personal credit card number. Joann is in the process of making the hotel reservations for the state board members. As soon as possible, I should have the name of the bank and the account number for the Council Account.

As far as your books are concerned, set them up as you wish. Use some kind of voucher system for expenses. You can either use the state vouchers (Margie has copies) or you can develop your own. Receipts should be attached to vouchers. Be sure to save the copy of all registration forms. When this is all over; all vouchers, copies of registration forms, journal sheets, cancelled checks, etc. have to be sent to me to be included with my books for the auditor. Our fiscal year ends May 31, 1984 and it would be nice if all the accounting could be complete by then.

I am sure that Margie has given you a copy of the Council budget as approved by the state board. A budget, of course, is just a guide and should be used as a planning tool. We would like it all to come out as even as possible; but if it doesn't, it doesn't.

The item titled "Local Council Chair and Workers" included expenses of those workers including one hotel room for one night, child care if needed, any meals, travel, etc. The other item titled "off Board Chairs..." includes expenses of Budget chair (from Houston), three Nominating Committee members (from Houston, Ft. Worth, & Austin??), and Parliamentarian. This includes meals, travel, hotel room, etc. I expect the parliamentarian will not stay at the hotel, but will need a meal or two. At previous Councils/ Conventions the hotel has made up two bills: One for the Council Treasurer and one for me. If they don't want to do that, then we can work it out betweenus.

As far as I am concerned, if more registrations come in than budgeted, then we can consider providing coffee for the breaks. As far as registrations are concerned; they are waived for state board members, invited guests, and local workers. The meals however, everyone pays. State board members are reimbursed by us and [illegible]

TO: LL Presidents, State Units, MALs

FROM: Burma Barnett and Joyce Sosa, Council
Co-chairs and Margie Morrill, SB Liaison

RE: COUNCIL '84 ARRANGEMENTS

WELCOME TO CORPUS CHRISTI! Members of the Corpus Christi LWV are looking forward to your coming to Council '84 the weekend of April 14-15. Hotel reservation cards are enclosed with this mailing. Convention room rates are:

- Single (1 person): $54 plus 10% hotel tax - $59.40
- Double (2 persons-2 beds): $64 plus 10% hotel tax - $70.40
- A charge of $5 will be made for a rollway bed

A bit of explanation about Holiday Inn's room reservation cards:

- Fill out one card per room requested
- Include names of roommate/s on top line if appropriate
- Ignore phrase re $35 deposit but the hotel does require a credit card number for each room. We suggest the first person listed supply a credit card number
- Deadline for room reservation is March 23
- Room reservation cards should be mailed directly to hotel

Registration fee for the Council is $30 for each delegate and $20 for each observer. See registration forms included in this mailing for council activities and costs. Members of state units and members at large are most welcome and urged to attend as observers. The Council agenda features information which will be very important to all Leaguers.

Mail registration forms and checks to: Yolanda Moreno
5701 Cresthaven
Corpus Christi, Texas 78415

She should receive all forms and checks by MARCH 23. Cancellations received by her by April 2 will receive a full refund. Cancellations received after that date CANNOT be refunded. If you need more forms, please request them from the state office.

Six commercial airlines serve Corpus Christi International Airport: American; Continental; Eastern; Emerald; Southwest; and United.

Check with the airlines or your travel agent for schedules and weekenc rates. Transportation from the airport to the hotel is available as follows:

- Limousine - $5 per person
- Cab - $10.25 for 1 to 5 persons

If traveling by car, take out your trusty Texas road map to determine the best route to the "coast."

Council '84 Arrangements cont'd.

Council Workbooks will be included in the March 9 mailing from the state office. Two per League and one per state unit will be sent. Extra copies for registered observers will be provided at no cost and may be picked up at the registration desk. Members at large who register as observers may obtain their workbooks prior to Council by notifying the state office. This does not include members of state units because state unit chairmen will each receive one workbook in the mail.

April is Corpus Christi is usually springlike temperature, but humid and windy. A head scarf might be appropriate for the boat trip. The hotel has a large recreation area with a spacious indoor pool plus an assortment of games for those so inclined.

So come on down to the Sparkling City by the Sea for the weekend of April 14-15. Corpus Christi is the Place to Be!!

LEAGUE of WOMEN VOTERS of TEXAS
SUITE 109 • 1212 GUADALUPE • AUSTIN, TEXAS 78701

2/10/84

TO: Jeanette V. - copy to Lois

FROM: Margie

RE: Council '84 Room & Expenses

Attached are: A copy of the council budget; Room Reservation Form; letter to LLs, etc.; and Holiday Inn room reservation form.

I have a question about the way the co-chairs' room and expenses are handled. The just-revised policy guide states the expenses of the parliamentarian are reimbursed as well as the rest of us but is silent on council and convention chair/s. However, the Council Manual states on page 18 that the chair and co-chair "should plan on staying at the hotel the night before the council starts and during council."--and further that the room is to be paid out of the council account. Nothing else is mentioned such as council activities. The council budget is set up for $175 "for expenses for council chair/s including hotel room."---this language from the form in the manual. Do these persons register as guests or workers (no registration fee), pay for the events and get reimbursed as SB members do? And do you pay for their room along with SB members with a TEF check? Just let us know.

Also do the new state board members know about not paying the registration fee but paying the other expenses and getting reimbursed? In other words is the registration form clear--or do you want to put a Memo to SB members, budget chair, and nominating committee members in the Feb. 24 mailing?

The room reservation request is whacky but the hotel was adamant about the requirement for a credit card number for each room. Life is never simple, is it?

Back to the January board meeting minutes I go---

memorandum

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

CC. wants to have reg. deadline 3 weeks before Council so I agreed we will mail reg. forms, etc. on Feb. 24
Lois

To:; Jeanette V., Margie cc: Joann
From: Lois
Re: 1.Memo on SB members expenses at Council
2.Memo on Asso. Dir. and FSR expenses at Council

1. I cannot find a similar memo from Council previously, but he[re] of what was sent last year prior to convention. If Joann will f[ill in] name and address, is it all right? Note I indicated deadline of March 23, same as for delegates. This would be sent Feb. 24 with registration forms.

2. My memory and notes are fuzzy. I seem to recall we decided that we could not have Council budget pay expenses of Asso. Dirs. and FSRs, but did we discuss waiving the observer fee if they come on their own? That is what we did 2 years ago. We also said at that time that we did not intend for that to be the case next year at Convention. But my files don't indicate what we did or did not do for them at '83 Convention, but I suspect we did not pay.

LWV-Texas 24
February ~~22~~, 1983
State Board Mailing

TO: State Board

FROM: Jeanette Vanderwater

RE: How you are to deal with CONVENTION FINANCIAL ARRANGEMENTS

State board members' expenses for the pre-convention board meeting (beginning at 1:00 P.M. ~~Thursday~~ Friday, April ~~14~~ 13) and ~~convention~~ Council are paid from the regular LWV-T account, O. 3. b. E Please note that:

The ~~convention~~ Council registration fee is not charged for state board members.

The motel bill will be paid by Jeanette V. You are responsible for all other charges on your room bill WHEN YOU CHECK OUT (room service, phone, etc.)

YOU MUST fill out the accompanying forms in triplicate no later than March ~~15~~ 23. Return by that date with your check to:

Kay Irvin, Convention Treas. [redacted] (Fill in name & address of council registrar)

~~Note that this date is earlier than the one for local Leagues.~~ There is not as large a block of rooms reserved for ~~Thursday~~ Friday night. Do not let this deadline slip past!

~~Diana Clark~~ Lois Carpenter will assign hotel rooms and Joann will make all hotel reservations only. Let ~~Diana~~ Lois know if you will not be present for all or part of the ~~con-~~ ~~vention~~ Council AS SOON AS POSSIBLE!

At your convenience, submit a regular League voucher to me (J.V.) for reimbursement of all allowable expenses covered in the Policy Guide, i.e. travel, baby sitting, meal allowances. The scheduled meals at ~~convention~~ Council (Saturday Luncheon, ~~and Saturday Dinner and/or~~ Sunday Continental Bkfst.) are reimbursable at their full cost. ~~The pre-convention tour of Dallas City Hall, etc. is not reimbursable.~~

If you need vouchers, request them now from the state office or from me at the board meeting.

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LWV-Texas
February 24, 1984
State Board Mailing

To: Associate Directors and Field Service Representatives
From: Lois Carpenter
Re: Council, Corpus Christi, April 13-14, 1982

The state board has reluctantly decided that the budget for this year's Council will not allow us to pay your expenses to attend.

We have, however, been able to waive the observer registration fee if you can come on your own. If you come as a local League delegate, the delegate registration fee will have to be paid. Additionally, the less expensive weekend rates available on some air lines should help relieve funding problems.

Besides the necessary budget adoption, this year's Council will focus mainly on long range planning and fundraising. We are not having the customary program development discussions, but there will be a counterpart meeting time at the Sunday continental breakfast. Those associate program directors present will be asked to participate.

Council registration forms and hotel reservation cards are enclosed. Council registration deadline is March 23; deadline for hotel reservations is March 30. We hope to see many of you there.

cc: ✓Jeanette V.
Margie
SO

LWV-Texas
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Margie
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LEAGUE OF WOMEN VOTERS OF TEXAS
COUNCIL '84 - APRIL 14-15, 1984
HOLIDAYX INN EMERALD BEACH - CORPUS CHRISTI, TEXAS

****

REGISTRATION FORM

DEADLINE FOR REGISTRATION: March 23, 1984
DEADLINE FOR CANCELLATION WITH REFUND: April 2, 1984
Mail 2 copies (blue & pink) of this form for each delegate observer to the address below. Keep yellow copy for your files. EACH PERSON planing to attend Council must fill out a set of forms.

NAME: _____ PHONE: _____
Last First Area Code

ADDRESS: _____
No. & Street City Zip

NAME OF LEAGUE OR STATE UNIT: _____

PORTFOLIO: _____

ATTENDING AS:
_____ Local League President
_____ Local League Delegate
_____ Observer
_____ Guest
_____ State Board Member*
_____ Budget Chair*
_____ Nominating Committee Member*

FEES:	LL President or Delegate	$30.00 _____
	Observer	20.00 _____
	Saturday Luncheon	7.50 _____
	Bayfront Cruise	6.00 _____
	Presidents Breakfast	4.50 _____
	Other Delegates Breakfast	4.50 _____
	TOTAL ENCLOSED:	_____

Please make check or money order payable to LWV-T Council Account.

Mail 2 copies of this form and check to: YOLANDA MORENO
5701 CRESTHAVEN
CORPUS CHRISTI, TX 78415

REGISTRATION DEADLINE: March 23, 1984

*~~Do not pay registration fee, but pay all other activity fees in advance. Send check with registration forms.~~

LEAGUE OF WOMEN VOTERS OF TEXAS
COUNCIL '84 - APRIL 14-15, 1984
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LEAGUE OF WOMEN VOTERS OF TEXAS
1212 Guadalupe, #109
Austin, Texas 78701

COUNCIL MANUAL

Councils are one-and-a-half-day meetings generally held during the month of April (even-numbered years), preferably after local elections. The council is composed of two delegates chosen by the board of each local League, any number of local League observers, and the Board of Directors of the League of Women Voters of Texas. It gives program direction to the state board, adopts an LWV-Texas budget for the ensuing year, and transacts other business that is presented. The state board usually meets the day preceding the council meeting.

Invitations to council are issued by local Leagues at convention one year preceding council. Leagues which are considering hosting the meeting should notify the state board by the September preceding convention. These Leagues will be sent a copy of "Criteria for Hosting Councils" for use in making their final decisions.

Plans for council are made by the state board in cooperation with the host local League.

This manual outlines the responsibilities of the host League, the state board, and the state office for formulating the plans and carrying them out. It is to be used as a guide -- local conditions may necessitate some changes.

12/82 cl

LEAGUE OF WOMEN VOTERS OF TEXAS
1212 Guadalupe, #109
Austin, Texas 78701

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12/82 cl

I. STATE BOARD RESPONSIBILITIES

A. FIRST BOARD MEETING FOLLOWING EACH STATE CONVENTION

1. The board selects location and dates for council based on data submitted by the local League. The state president notifies all Leagues that issued invitations of the decision.

2. The board appoints a state liaison for council. If offboard, this person should attend all board meetings when council matters are on the agenda. The liaison should have some experience with a council meeting and work well with the state president.

3. The state liaison contacts the president of the host League requesting that a local chair and co-chair be appointed.

4. The liaison reminds the state office to send the local chair four copies of the Council Manual, workbooks, committee reports, budget, and minutes from the previous council as well as the LWV-T policy guide and the LWV-T state directory.

B. SUMMER FOLLOWING CONVENTION

1. The state president and/or state liaison should meet with the local chair and co-chair.

2. Council site should be selected by the state president, state liaison, and local committee. It should be toured by the state president and state liaison. A contract with the hotel should be negotiated and signed by the president.

C. SEPTEMBER FOLLOWING CONVENTION

1. At the September board meeting, a preliminary special events agenda should be discussed and decisions should be made regarding outside speakers.

   a. Should there be an outside speaker?

   b. Who should be the speaker? There should be several alternatives.

   c. When should the speaker be scheduled?

2. The state president should invite the selected speaker.

3. Written and signed hotel confirmation should be received.

I. STATE BOARD RESPONSIBILITIES (cont.)

D. FALL PRIOR TO COUNCIL

If a November board meeting is held, the tentative agenda

1. If a November board meeting is held, the tentative agenda should be discussed and decisions should be considered on small group meetings, agenda, procedures, workshops, etc. If a November board meeting is not held, these should be taken up at the September board meeting.

2. The state liaison should meet with the local chair, co-chair, and committee chairs to review plans and tour the facilities. The state liaison, local council chair, and treasurer should meet to prepare a budget and set a registration fee for approval at the January state board meeting.

3. The state president should appoint & invite a parliamentarian. This person should be a League member if at all possible.

4. On/off-board people planning workshops or special events or making presentations to a plenary session should report all arrangements necessary, including equipment, to the local chair in writing with a copy to the state liaison by Nov. 1.

E. JANUARY PRIOR TO COUNCIL

1. At the January board meeting, the state board should

a. Finalize the tentative agenda and plan a timed agenda.

b. Information sheets about workshops to be sent to local Leagues should be in the state office by February 1.

c. Approve the registration fee and registration deadline. These should be based upon council budget and host League recommendations.

d. Be informed of plans for meals, special events, counterpart events, presidents' breakfast, etc.

e. Discuss responsibilities of state board at council.

f. The state publications director should prepare and send to the state office by February 1 a memo detailing local League publiaation sales and display information.

g. Determine the following & provide convention chair with:

I. STATE BOARD RESPONSIBILITIES (cont.)

E. JANUARY PRIOR TO COUNCIL (cont.)

(1) List of state board people requiring room reservations. LWV-T pays for these rooms and for staff lodging.
(2) List of people whose rooms are being paid for by the council account: off-board chairs, field service representatives, nominating & budget committee chairs/members, others.
(3) List of guest speaker(s) and other guests requiring room & meal reservations and the dates required. These are paid for by the council account.
(4) List of local Leagues, provisional Leagues, and state units.
(5) The state treasurer, development director, vice presidents, and others as recommended by the board give oral reports.
(6) Decide what materials should go into Presidents' Packets to be distributed to presidents at council.

2. The state president should notify offboard chairs, field service representatives, nominating & budget committee chairs/members and others which ones are expected to attend; which part of their expenses will be reimbursed; who will make reservations; and if any are expected to attend any precouncil workshops and how these reservations, etc. will be handled.

3. The state publications director should contact the host League publications chair (see XI D 2, p. 31).

4. On/offboard people planning workshops or special events or making presentations at a plenary session should report any changes in arrangements or equipment needs to the local chair in writing with a copy to the state liaison. No changes should be made after this point.

F. FEBRUARY PRIOR TO COUNCIL

1. The state liaison should remind the state office to send local Leagues the proposed state budget at least one month before council.

2. The state liaison should remind the state office to send local Leagues the final Call to Council at least one month before council.

3. The state public relations director should arrange to meet with the council publicity chair to discuss press packets and handling of publicity for the meeting (see XII A 2&3, p. 33).

I. STATE BOARD RESPONSIBILITIES, cont:

F. FEBRUARY PRIOR TO COUNCIL

4. The state liaison should meet with the local council chair, co-chair, and committee chairs.

5. The state treasurer shall send memo detailing voucher procedures to state board, off-board chairs, nominating and budget committees, and field service representatives.

G. PRE-COUNCIL BOARD MEETING

1. The state president provides the state liaison with seating arrangements for speaker's table at main luncheon or dinner. The state liaison then notifies the local chair.

2. The Board takes care of last minute details, such as adjusting the timed agenda and advises the local chair through the state liaison.

H. AT COUNCIL

1. The state president announces the following appointments:

a. Parliamentarian

b. Timekeeper

c. Tellers chair

d. Credentials chair

e. 3-member courtesy resolutions committee

2. The state president advises the council that

a. Observers and visitors are not permitted to vote.

b. Provisional Leagues and state units do not have delegates but may send observers.

c. Field service representatives and off-board state unit advisors; off-board chairs; members of the budget and nominating committees are considered observers unless they are delegates of their local Leagues.

I. STATE BOARD RESPONSIBILITIES, cont:

I. FOLLOWING COUNCIL

1. The state president shall appoint a committee to approve the council minutes.

2. The state liaison and council committee shall update this manual - changes approved at the September state board meeting.

3. The state liaison will make arrangements for disposition of all materials, i. e., signs, manuals, etc.

4. The state treasurer shall pay expenses covered by the LWV-T budget. These include expenses incurred by the state board (rooms, travel, meals, babysitting).

5. The state treasurer shall check the council treasurer's accounting and make a final accounting of council finances to the state board.

II. STATE OFFICE RESPONSIBILITIES

A. GENERAL

1. Copies of all mailings concerning the meeting should be sent to the local council chair and the state liaison.

B. SUMMER FOLLOWING EACH STATE CONVENTION

1. The state office insures that the local council chair receives copies of the COUNCIL MANUAL (4), workbooks, LWV-T policy guide, LWV-T directory, committee reports, budget, and minutes from the previous council and samples of mailings not included in the manual.

2. The state liaison should be sent copies of the COUNCIL MANUAL, workbooks, committee reports, budget, and minutes from the previous council.

C. FEBRUARY/MARCH

1. The state office should receive from the appropriate person at least two months prior to council and should send the following at least 6 weeks before council:

   a. Registration forms for council, meals, special events, etc.*--format provided by host League.

   b. Information on optio nal workshops--provided by appropriate on/off board chairs.

   c. Attendance boost for council and special events--provided by host League.

   d. Local League publication and display information--provided by state publications chair.

   e. Map of community showing location of council site and list of restaurants within walking distance--provided by host League.

   f. Room reservation cards--supplied by the hotel.

   g. Proposed state budget--must be received by local Leagues at least 30 days before council.

   h. Information on accessibility by air, rail--provided by local League.

2. The state office must send local Leagues the Final Call to Council at least 30 days before council. It usually includes the following:

*See Appendix, pages ii and iii.

II. STATE OFFICE RESPONSIBILITIES, cont:

a. Workbook--one is provided for each delegate

(1) Proposed state budget
(2) Agenda
(3) Council procedures
(4) Parliamentary procedure information
(5) Committee and director reports

3. The state office should receive materials from the state board to prepare for inclusion in the President's Packets distributed to presidents at council.

D. IMMEDIATELY PRIOR TO COUNCIL

1. Provides timer and material used from year to year as listed under Section IV C. 3 - Equipment for Floor Committee

IT SHOULD BE NOTED THAT ROOM RESERVATIONS ARE MADE DIRECTLY TO THE HOTEL. COUNCIL AND MEAL RESERVATIONS ARE HANDLED BY THE COUNCIL TREASURER. CHECKS ARE MADE PAYABLE TO THE LEAGUE OF WOMEN VOTERS OF TEXAS, COUNCIL ACCOUNT.

III. HOST LEAGUE RESPONSIBILITIES

A. SUMMER FOLLOWING CONVENTION

1. The local League president should appoint the council chair, co-chair, and treasurer as soon as possible after being notified that their invitation has been accepted.

   a. The co-chair and treasurer should work with the chair on all aspects of council.

   b. The co-chair should be ready to take over the chairmanship in case of an emergency.

   c. In some cases it may be advisable to appoint the local League president as the co-chair.

2. The council site should be selected by the state president, state liaison, and local committee. Written and signed hotel confirmation should be received by September 1.

3. The state president and/or the state liaison should tour the council site.

4. The chair and co-chair should begin working with the hotel to arrange space for plenary sessions, registration, publications display, office, small meeting rooms, meals.

5. The chair and co-chair should meet with the state president and/or state liaison.

B. SEPTEMBER PRIOR TO COUNCIL

1. The council chair should appoint, with the advice and consent of the local League president, local committee chairs for the following:

   a. Registration chair and co-chair
   b. Credentials
   c. Public relations
   d. Floor
   e. Office and equipment
   f. Hospitality
   g. Special events--luncheon, dinner, tour, etc.
   h. Housing co-ordinator (could be Hospitality)

PERSONS SHOULD BE SELECTED WHO ARE RESPONSIBLE, INTERESTED, AND WILLING TO WORK. AVOID APPOINTING ANYONE WHO IS HESITANT OR ALREADY OVERWORKED. PERSONS WHO WILL BE DELEGATES SHOULD BE GIVEN JOBS THAT CAN BE COMPLETED PRIOR TO COUNCIL.

III. HOST LEAGUE RESPONSIBILITIES, cont.

C. FALL PRIOR TO COUNCIL

1. The local committee chairs should recruit their committees. Some local Leagues may find it desirable to have a volunteer chair who will recruit committee members.

2. The council chair, co-chair, and committee chairs should meet with the state liaison to formalize meeting plans, including:

   a. Meal prices
   b. Room rates
   c. Any other pertinent information regarding tours, facilities, etc.
   d. Theme, if desired

3. Attendance boosters supplied by the local chamber of commerce or convention bureau should be sent to the state office.

4. Prepare a cover design for the workbook--may be printed locally or by the state office.

5. The council treasurer, chair, and state liaison should prepare a budget and set a registration fee for approval at the January state board meeting.*

D. JANUARY PRIOR TO COUNCIL

1. The council chair should ask the hotel to send room reservation cards to the state office by January 10.

   Urge the hotel to send confirmation of reservations--this can save many problems when delegates arrive at council.

2. Send to the state office for inclusion in council information the following:

   a. Registration forms*--sample.
   b. An attendance booster.
   c. Name of person giving welcome for the host League and city.
   d. Names of all local council committee chairs
   e. Map of community with information on how to get to the hotel and list of restaurants within walking distance.
   f. Information about accessibility by air, rail, bus, etc.

*See Appendix, pages ix, x, xi.

III. HOST LEAGUE RESPONSIBILITIES, cont:

3. Committee chairs should have arranged for a sufficient number of committee members to handle their assigned responsibilities.

4. Each chair should appoint an assistant capable of taking over the chair's responsibilities if necessary.

5. Each chair should schedule one meeting of the committee prior to council in order to receive specific assignments. Written confirmation of assignments should be sent to both those attending the meeting and those not present.

6. Send to state office in the fall: (list of meeting rooms and see b, c, d, f above.)

E. FEBRUARY/MARCH PRIOR TO COUNCIL

1. The council chair, co-chair, and committee chairs should meet with the state liaison to finalize plans and check on the adequacy/suitability of space assigned to each purpose.

F. IMMEDIATELY PRIOR TO COUNCIL

1. The council chair should prepare a detailed, timed schedule of events for the entire council. It should list rooms, equipment, and personnel needed for each time period during council. The chair should confirm these details with the hotel. The chair should have a copy available at all times during the council.*

2. The host League is responsible for handling public relations with the local media (refer to xii).

G. IMMEDIATELY FOLLOWING COUNCIL

1. Council chair, co-chair, committee chairs, and other workers should meet to evaluate the meeting. Reports, including comments and suggestions, should be compiled and forwarded to the state liaison, with a copy to the state office.

2. All materials (signs, 4-part forms, COUNCIL MANUALS, timer, etc.) should be returned to the state office.

*See Appendix, pages iv and v

IV. PHYSICAL ARRANGEMENTS

A. LODGING

1. Sleeping rooms for approximately 120 local League delegates, observers, state board members, visitors, etc. will be needed for council. Most of the rooms should be double bedrooms. There may be some requests for rooms with an extra cot.

   The number of rooms may vary due to optional workshops and location.

2. The state board usually meets the day preceding council. Therefore, their rooms would be needed the night preceding the meeting.

3. The dates and number of rooms required for off-board chairs, guest speaker(s), and/or other guests will be sent by the state board to the cou ncil chair.

4. The hotel usually furnishes a complimentary suite based on the number of rooms reserved. The suite, generally used by the state president, may sleep 4-6 people. Complimentary rooms such as these are essential to the budget.

5. The council chair and co-chair should arrange to stay at the hotel the night preceding council and during council. This should be paid for by the council account if not complimentary.

6. The housing co-ordinator (or hospitality chair) will work with the hotel on room reservations, assignment of people to rooms, and registration.

B. MEETING AND ACTIVITY ROOMS

1. These may be provided free of charge by the hotel.

2. Board meeting room

   a. A room with a long table will be needed to accommodate approximately 20. This room will be needed the day and evening preceding council.

   b. Coffee and/or tea should be available.

3. Meeting room for plenary session.

   a. This room should be large enough to seat 120 school-room style. Extra chairs should be available for visitors.

   b. A speaker's table for 6 with a lectern for the presiding officer should be provided.

IV. PHYSICAL ARRANGEMENTS, cont:

B. MEETING AND ACTIVITY ROOMS

3. d. There should be a press table

e. Loud speaker equipment: 1 microphone at the speaker's table and 2 floor microphones

(1) This equipment should be checked before the beginning of each session.

f. Facilities for refreshments--may be in the foyer

4. Registration space

a. Space in a hall, foyer, or separate room large enough to accommodate registration of 120.

b. Should be readily accessible

5. Luncheon or banquet room

a. Should be large enough to accommodate more than the anticipated attendance. Local League members, workers, and guests may want to attend, especially if a special program is planned.

b. Ideally, the banquet room should not be the same room where plenary sessions are held. However, not all locations can provide two large rooms.

6. Publication and display area or room

a. A room or area large enough to accommodate several tables plus room to circulate

(1) 1 or 2 tables for state and national publications to be sold

(2) Several tables for local Leagues wishing to sell or display material. The number will depend upon the number of Leagues reserving space in advance.

(3) 1 table for free publications

b. THE ROOM MUST BE ABLE TO BE LOCKED!

7. Office

a. Should be large enough to accommodate 1 typewriter, supplies, have a phone and space for storing luggage, equipment.

IV. PHYSICAL ARRANGEMENTS, cont:

7. b. A mimeograph or copier is not needed but there should be access to one.

c. Can be the chair and co-chair's bedroom, the room used for the state board meeting prior to council, or combined with the publication and display room.

d. THE ROOM MUST BE ABLE TO BE LOCKED!

8. Small to medium-sized meeting rooms--4 to 6 such rooms needed for workshops, meetings, and evening caucuses.

9. Room(s) for special events, such as receptions, breakfasts

a. Size will depend upon the function but should be large enough to accommodate more than anticipated attendance.

b. The presidents' breakfast may be held in the president's suite if adequate space is available.

C. EQUIPMENT

1. Registration

a. 2 or 3 registration tables

b. 1 typewriter with large type for name badges (most of these will be done in advance but there are always some last minute changes). Most convention bureaus have these available free of charge. The state office also has an element that will fit IBM Selectrics and can be used for name tags. A magic marker can be used for name tags if a typewriter is not available.

2. Plenary session

a. Overhead projector, acetate sheets for projector, tissues to wipe them off, grease pencils for projectionist.

b. Screen--daylight--at least 6'.

c. Speakers' table for 6 with lectern

d. Loud speaker equipment--1 microphone at speakers' table (1 (lectern) and 2 floor microphones.

(1) Insist on seeing and checking this equipment prior to meeting date to insure that equipment is working and properly placed.
(2) Check this equipment before each session.

IV. PHYSICAL ARRANGEMENTS, cont:

e. Press table

f. Sufficient tables to seat the state board and 2-3 others (such as budget committee chair) facing the delegates, in front of the speakers' table

g. Sufficient tables to seat delegates and observers by local Leagues, provisional Leagues, and state units schoolroom style.

h. Ash trays in designated smoking areas

i. Special equipment requested for presentations (i. e., blackboard)

j. Refreshments (ice water, coffee, tea, etc.) available during breaks

(1) Ice water and glasses should be on all tables.

3. Floor committee

a. Bell for time keeper--provided by state office

b. 4-part motion forms--provided by state office

c. Stop watch for time keeper--provided by state office

d. Clip boards for microphone attendants

e. Each microphone attendant should have three signs: "Requesting Information," "Point of Order," and "Parliamentary Inquiry." These are provided by state office.

f. "Pro" sign for one microphone and "Con" sign for the other microphone--provided by state office

g. The following signs for the tables: each local League, provisional Leagues, state units; Observers, Visitors; Press--provided by state office

4. Banquet and planned meals

a. Speakers' table with lectern and microphone. The state liaison will notify the convention chair as to the number to be seated at the table.

b. Place cards for speakers' table; ash trays

c. Meal tickets--color coded if more than one event is planned

IV. PHYSICAL ARRANGEMENTS, cont:

d. Decorations--flowers on speakers' table, the hotel may provide something for the other tables. The host League may make table decorations to use at other appropriate events and sell later.

5. Office

a. 1 typewriter

b. Adding machine or small calculator

c. Telephone

d. Pencil sharpener

e. 2 staplers

f. Log book--workers for all committees sign in and out here

g. Carbon paper, typing eraser, scissors, scotch tape, masking tape, pencils, paper clips, rubber bands, staples, paper towels, waste baskets, aspirin, needle and thread, first aid kit, ash trays

6. Publications and displays

a. Sufficient 6 x 2 1/2' tables draped with cloths provided by the hotel--number determined by the number of local Leagues reserving space.

b. Signs: foyer sign pointing way to publications and displays; sign for door or area of publications and displays indicating hours open; sign indicating type of material on table

c. Cash box--local Leagues will provide their own money boxes. It is on the "honor system."

d. Scotch tape, poster board, magic markers, stapler, scissors, pads of scratch paper, pencils, ash trays

7. Council bulletin board

a. Is responsibility of office manager

b. Should be located in foyer near main meeting room

c. Uses include posting news articles, message center, etc.

V. COUNCIL CHAIR AND CO-CHAIR RESPONSIBILITIES

A. Handle all hotel arrangements and coordinate all activities

1. Must be the only person dealing directly with the hotel.

2. A tentative schedule* with required facilities should be given to the hotel as soon as it is available (2-3 months before council). This can be revised as necessary. A detailed timed agenda including equipment needs should be reviewed with hotel just prior to council.** It is very important that the hotel be kept informed of any changes in the schedule.

3. All correspondence with the hotel should go through the council chair and that person should make all decisions regarding arrangements after consulting with the state liaison.

4. If any plenary sessions or caucuses are held outside the hotel, the chair should be the only person dealing with the facility.

5. Establish close and friendly relationship with person assigned by hotel to work with you.

B. Appoint committee chairs, with advice and consent of the local League president.

1. Committee chairs should be responsible League members who are not over-committed.

2. Members who are going to be delegates should be given responsibilities that are over before the council starts.

3. The number of committee chairs will depend, to a certain degree, on the number of people available in the local League. Chairmanships can be combined or broken up.

4. Baby sitters should be provided if necessary.

C. Three meetings of all committee chairs should be called--one in the fall prior to council, one approximately one month before the meeting, and one immediately following council. The state liaison should attend the meetings prior to council--these are planning meetings. The meeting following council is for the purpose of evaluating the council and correcting and/or updating the material in this manual. All manuals, signs, reports, etc. should be forwarded to the state office after consulting state liaison after this meeting. Reports and recommendations for updating the manual should also be sent to the state liaison.

* See Appendix, vi
** See Appendix, iv and v

V. COUNCIL CHAIR AND CO-CHAIR RESPONSIBILITIES

D. During council

1. Try to get lots of rest ahead of time.

2. Stay calm.

3. Be sure that the co-chair is well informed on all aspects of the meeting and able to take over at any time.

4. Plan on staying at the hotel the night before the council starts and during council. The co-chair may also stay.

   The room should be paid for out of the council account unless it is complimentary.

5. Do not leave the hotel until the last delegate has checked out.

6. Check on everything: Is registration going smoothly? Is the coffee served when needed? Do the lights work in the meeting rooms? Etc.

7. Be prepared to make quick decisions.

8. Expect emergencies and don't let them throw you.

9. Keep in mind that you will never be able to please everyone.

10. HAVE A GOOD TIME AND KEEP A SENSE OF HUMOR.

E. Keep the local League president informed on all aspects of council.

VI. REGISTRATION COMMITTEE

A. RESPONSIBILITIES

1. Handles registration prior to and during council

B. GENERAL RECOMMENDATIONS

1. A co-chair who works closely with the chair and is able to take over responsibility in case of an emergency should be appointed.

2. Detailed check lists should be kept. These lists should be broken down alphabetically by local League and, in addition, the chair should keep a master list.

3. Be prepared for last minute changes and adjustments. There should be a typewriter available at registration time. It should have large type for typing badges. These can usually be obtained free of charge from your convention and tourist bureau or chamber of commerce. The state office has an element that can be used on IBM Selectrics.

4. Be sure to keep the original registration forms in the chair's file.

C. PERSONNEL

1. A committee of approximately 4 people is needed. Three or four people will be needed for registration on opening day of council.

D. EQUIPMENT: See Equipment, Section IV, C, 1.

E. PROCEDURES

1. Prior to council

   a. Work closely with the council treasurer and/or person receiving the registration forms. The appropriate registration fee must accompany each form.

      (1) The council treasurer (or office secretary in some cases) makes a list of the registrants (name, local League, status, home address, phone number, events registering for, amount paid). One of the original registration forms is forwarded to the registration chair.

VI. REGISTRATION COMMITTEE, cont.

E. PROCEDURES

1. b. The registration chair sends a confirmation card to each registrant indicating the registrant's status (delegate, local League president, state board member, observer, etc.) and events for which reservations were made.*

c. The chair files registration forms alphabetically by local League.

d. Badges are prepared for delegates, observers, visitors, etc. as registrations are received. These may, in most cases, be obtained from local convention bureaus or chambers of commerce. TYPE each person's name, League and status (president, portfolio, etc.) using a typewriter with large type. Badge colors should correspond with the type of registration--one color for voting delegates, one for observers, one for visitors, and one for workers--the color to be decided upon by the local council committee.

Each local League is entitled to 2 delegates.

e. Assemble folder for each registrant--include badge, special event tickets, i nformation on local restaurants, material provided by the state office, letter of welcome from the host League, maps and information on area, etc. The registrant's name should be on the folder cover.

f. File the folders alphabetically, by local League. Prepare a master list for each local League giving the names of persons attending from the League, their status, whether or not they have paid all fees, and whether they have registered for extra activities. This list is invaluable when discrepancies occur.**

An alternative method would be to have an envelope containing the delegate's badge and special event tickets. File these envelopes alphabetically. Keep the folders separate. Give each delegate/ observer a folder after they have checked the contents of the envelope.

g. Registration chair provides list of housing needs to housing co-ordinator.

*See Appendix, vii
**See Appendix, viii

VI. REGISTRATION COMMITTEE, cont:

E. PROCEDURES

2. As delegates, observers, and visitors arrive at council

a. State board members will register before council begins, either before and after the state board meeting. The council chair may wish to handle this early registration.

b. The first morning: 3 or 4 registration committee members should be at the registration tables 3 hours preceding the first plenary session.

c. The registration chair, co-chair, and treasurer should remain in the registration room or area all day to handle late arrivals.

d. The person registering should give the registrar a confirmation card. The registrar should then give the registrant the appropriate folder, check the name on the master list for each local League, and file the confirmation card. The registrant should be asked to check tickets and other materials in the folder. If the registrant does not have a confirmation card, it should be so noted on the master list.

e. The registrant should be referred to the person handling fee collection if all fees have not been paid.

f. Someone appointed by the council treasurer (or the treasurer) should be asked to sit at the end of the registration table to collect registration fees from those who may not have paid in advance (there should be very, very few of these), and to sell special events tickets if they are still available. This person should keep a careful record of the names, amounts received, and purpose, and be aware of limits on reservations for special events.

g. Be sure late arrivals are given all council materials.

h. Ask all registrants their room numbers and record them on the master list. The council office should prepare a room roster from these records for delegates' use. This roster should be distributed by the end of the first plenary session.

i. Delegates' badges are not transferable from one delegate to another once registration is completed.

Check this with proposed rules for current council.

VI. REGISTRATION COMMITTEE, cont:

E. PROCEDURES

2. As delegates, observers, and visitors arrive at council

j. Press packets prepared by the PR committee should be available. The press is not required to register or pay a fee. Their badges are included in the press packets.

k. Inquiries about refunds must be referred to the council treasurer. Registrars cannot make a decision on this.

3. After council begins

a. Keep all materials (registration forms and confirmation cards) until the meeting ends. They should then be turned over to the council treasurer.

b. Keep accurate records of additional registrants and visitors by sessions as they are needed for the credentials report given at each plenary session.

c. If a delegate does not come, write "canceled" on the form and file at the back of the appropriate local League file.

d. The registration chair should be available to register late arrivals before the opening of the meeting on the second day. Throughout the day there may be a few people wishing to register or who need answers to questions concerning registration, meals, etc.

VII. CREDENTIALS COMMITTEE

A. The chair is announced by the state president at the opening plenary session.

B. RESPONSIBILITIES

The chair reports to the council <u>each day</u> at the beginning of each session on attendance, giving the number registered in the following categories: delegates, state board members, observers, visitors, workers and staff, other official personnel, press.

This report should also be presented in writing to the council secretary.

C. PROCEDURE

The chair gets the latest registration figures from the registration chair immediately before each plenary session.

VIII. FLOOR COMMITTEE

A. RESPONSIBILITIES

1. Coordinate personnel, equipment, and supplies needed during plenary sessions.

B. GENERAL RECOMMENDATIONS

1. All floor personnel should wear clearly marked badges or other easily recognizable item in order to be clearly identified by delegates needing assistance.

2. Floor chair should check the agenda and become familiar with what is planned for each session.

C. PERSONNEL

1. Ushers, pages, doorkeepers, microphone attendants, election tellers, overhead projector operator.

   a. Ushers and pages can act as election tellers.

D. EQUIPMENT: See Equipment Section IV, C, 3.

E. PROCEDURES

1. USHERS: Two ushers are needed at each plenary session. They should report promptly one-half hour before the session begins. They are responsible for:

   a. Making certain people are seated at the proper tables:

      delegates (by local Leagues and state board), observers (by provisional Leagues, state units, or members-at-large), press, and visitors. Delegates should be clearly separated from observers and visitors in order to facilitate counting when voting takes place--it is almost impossible to accurately determine a vote if this is not done.

   b. Distributing appropriate printed materials at each session. Ushers are also responsible for preventing the distribution of any material not approved by the state board, council secretary, or council chair or co-chair.

VIII. FLOOR COMMITTEE, cont:

E. PROCEDURES

1. c. Distributing and collecting motion slips. Four-part forms are used for this—one copy for the maker of the motion, one for the projector operator, one for the council secretary, and one for the presiding officer. These forms come from the state office.

(1) Copies of all courtesy resolutions, business motions, and action motions must be given to the council secretary. Only business motions need to be projected.

2. PAGE: The floor chair should assign a page to the council secretary and presiding officer at all plenary sessions. The page is responsible for:

a. Taking all announcements and messages to the council secretary or others at the speaker's table.

b. Running errands.

3. MICROPHONE ATTENDANTS: One person is needed to attend each floor microphone (2).

a. Each attendant should have a clip board, small sign reminding the delegate to give name and local League before speaking.

b. Each attendant should have available 3 signs of distinctive color saying "Requesting Information," "Point of Order," and "Parliamentary Inquiry."

c. Attendants should record on a sheet on the clip board the name, local League, and subject matter of each person speaking. These sheets should be given to the council secretary at the end of each session.

d. Attendants should be able to answer simple questions concerning parliamentary procedure.

4. OVERHEAD PROJECTOR OPERATOR: There should be one person assigned to the projector for each session. The focus should be adjusted before each session.

Do not erase or discard any motions until council adjourns.

5. DOORKEEPERS: The number needed depends upon the number of entrances to the meeting room. There should be one or two at each door. They should:

VIII. FLOOR COMMITTEE, cont:

E. PROCEDURES

5. DOORKEEPERS:

a. Report one-half hour before each session.

b. Admit only those persons showing a council badge: that of a delegate, observer, visitor, staff, state board member, press, council worker. After a session has been called to order, all doors should be closed. No one should be admitted during a speech or while a vote is being taken. Late arrivals should be cautioned to be very quiet and not disturb the proceedings.

c. Be responsible for collecting evaluation sheets at the end of the final session.

6. TIMEKEEPER

a. Sits at the speaker's table next to the parliamentarian and times speakers according to the time allotted in the rules adopted at the first session. The timekeeper may sit at the state board table but must always be in view of the presiding officer.

b. Needs a stopwatch, time cards, and some method to signal time (bell or card to wave).

7. TELLERS

a. Count all votes by standing votes or written ballot as announced by the chair.

b. Should be carefully chosen. They must be accurate, reasonably speedy, not easily flustered.

c. Should be assigned specific areas of the room and should have a practice session to thoroughly understand the procedures of badge identification, standing vote counting, and reporting.

d. When ballots are collected, make sure that no one votes except local League presidents (or alternates), local League delegates, and state board members, and that each votes only once.

e. When counting ballots, tellers should work in two groups far enough apart so that they will not disturb each other. When the count is completed, be sure to check that the number of votes cast corresponds to the number of ballots. The ballots and tally sheets are turned over to the teller chair who records the results. The teller chair gives the report to the council secretary and announces the results. The report should include the number of votes required for a majority or a 2/3 majority if applicable.

IX. SPECIAL EVENTS COMMITTEE

A. RESPONSIBILITIES

1. Plans meals and special events during council.

   a. Most hotels require that some planned meals be held at the hotel. Arrangements for these are made through the council chair.

   b. Makes direct arrangements for activities held outside the hotel or council site.

2. Has tickets printed for each planned meal and special event. Each should have a different colored ticket.

3. The tentative agenda must be received from state liaison before arrangements can be made.

B. PERSONNEL

1. The chair will need a committee to assist at the time of council with decorations, flowers, place cards, collection of tickets, etc.

C. EQUIPMENT: See Equipment, Section IV, C, 4.

D. PROCEDURES

1. Not later than the January state board meeting final decisions will be made concerning the agenda and guests. The state liaison will so advise the council chair who, in turn, will notify the special events chair.

2. The state office will send each local League reservation forms for planned meals and special events. They may be part of the council reservation form.*

3. Forms are returned by the registrant directly to the council treasurer (or local League office secretary) at least 2 weeks before the meeting.

4. The special events chair, in consultation with the chair/co-chair, working with the agenda, reservation figures (from the council treasurer), and lists of guests from the state board, makes the necessary arrangements.

5. Tickets will be given to registrants when they pick up their folders at registration.

* See Appendix, ii and iii

IX. SPECIAL EVENTS, cont:

D. PROCEDURES

6. Provision for additional meal and special event reservations should be provided at the time of registration (arrival at council), but care must be taken not to exceed the capacity of the facility . The registration deadline will depend upon the local situation.

7. Outside guests should be urged to attend the banquet luncheon or dinner, including League spouses and friends.

8. Speaker's table: The council chair will be notified by the state liaison in advance of the persons (with proper titles and arranged in the order of seating) who will be seated at the speaker's table at the main luncheon or dinner. This list should be given to the state president or master of ceremonies. Place cards and flowers or other decorations should be provided (these could be sold at the end of the meeting).

X. OFFICE MANAGER AND EQUIPMENT COMMITTEE

A. RESPONSIBILITIES

1. Coordinates work done in the council office and sees that all necessary equipment for each room or activity is provided.

B. OFFICE PURPOSE AND DUTIES

1. Purpose of the office is to provide a nerve center for the operation of the council where:

   a. Council workers sign in and pick up their badges.

   b. Incoming phone calls are taken. Outgoing calls should be paid for by the workers.

   c. Table decorations, equipment, luggage, etc. can be stored.

   d. Lost and found articles are collected.

   e. A message center and bulletin board are maintained.

   f. First aid items are available.

2. Duties of the office manager and workers are:

   a. Aid the public relations chair if necessary.

   b. Prepare a room roster of registrants for distribution by the end of the first plenary session.

   c. Keep a daily log of floor committee workers and a list of substitutes.

C. PERSONNEL

1. Office manager and one worker for each shift. The number of shifts will depend on the number of workers available.

2. Two or three workers assigned to handle equipment needs.

D. EQUIPMENT

Committee is respo nsible for seeing that all equipment detailed in Section IV, C is provided and is maintained in good working order throughout the council.

X. OFFICE MANAGER AND EQUIPMENT COMMITTEE, cont:

E. OFFICE SCHEDULE

1. The office should be open from the beginning of registration until 10 p.m. the first day of council and from 8:30 a.m. to 1 p.m. the second day.

2. The office should open promptly so floor workers can get signed in and get to the plenary session on time.

3. Workers should be asked to find substitutes in case of an emergency. There should be a list of alternates.

F. GENERAL RECOMMENDATIONS

1. It is helpful to have a poster of the work schedule on the wall and a message board.

2. Be aware of where you can have access to a copying machine.

3. Check other equipment sections to see what equipment is necessary in other rooms.

4. Be sure to check the room used for the plenary sessions to see that both the delegates and those at the podium can see the screen.

5. THE OFFICE MUST BE LOCKED WHEN NOT ATTENDED.

The council chair, co-chair, and secretary should have keys.

XI. PUBLICATIONS AND DISPLAYS COMMITTEE

A. RESPONSIBILITIES

1. Plans for adequate space and tables.

2. Makes arrangements for the sale of state and possibly national publications supplied by the state office.

3. Makes arrangements for displays and publications brought by local Leagues and state board members.

B. PERSONNEL

1. Two people should attend the sales table before and after each session and at other stated times. Rooms are generally closed during plenary sessions. Knowledge of publications and promotion ideas would be an asset but are not necessary.

C. EQUIPMENT: See Equipment, Section IV, C, 6.

D. GENERAL ARRANGEMENTS

1. Local League displays: The state office will send a memo prepared by the state publications chair to local Leagues encouraging them to reserve space for exhibiting their publications and other League projects. Local Leagues return these forms directly to the council publications chair 3 weeks before the meeting. They should be used to determine the number of tables needed.

   a. Displays will arrive with delegates the morning council begins.

   b. Each local League is responsible for setting up its own display and providing its own money box or container.

   c. Some local Leagues always arrive with publicatioons and displays without advance notification--plan on this.

2. State and possibly national publications will be sold.

   a. These will be ordered by the state office and brought to council the day preceding the meeting.

      The state publications chair should plan to be at the hotel the afternoon before council begins in order to assist in setting up the tables and arranging the publications.

   b. Some free materials may also be brought by state office and some space should be provided for them.

XI. PUBLICATIONS AND DISPLAYS COMMITTEE, cont.

D. GENERAL ARRANGEMENTS

3. The local chair should arrive in sufficient time the day council opens to direct local Leagues to their assigned tables, provide help, and take charge of sales.

4. The local chair should be familiar with hotel regulations regarding wall hangings; use of tacks, scotch tape, masking tape, etc. and should have on hand scissors, staplers, masking and scotch tape, poster board, marking pens, etc.

5. Be sure that the selling price is marked on all items.

6. Have an amount of change.

7. At the end of council, the money from the sale of state and national publications should be turned over to the state treasurer or state publications director. Local Leagues will pick up their own money boxes.

8. It is important to see that publications do not "walk away."

9. Check with the council chair and the state liaison for the hours the room should be open.

XII. PUBLIC RELATIONS

A. RESPONSIBILITIES

1. Promotes publicity through press, television, and radio prior to and during council.

2. Prepares press releases with input from the state public relations director as they are needed.

3. Assembles press packets after consulting with the state public relations director.

B. PERSONNEL

1. The chair should appoint an assistant if one is needed. One or two assistants may be needed to type last minute copy.

C. PROCEDURES

1. Two or more weeks in advance of council, the public relations chair should publicize the place, dates, and local council personnel.

2. One week in advance of council, the chair should publicize the program of council and any local entertainment plans.

3. On opening day, the chair should try to get an editorial welcome, mention by columnists, story of the state board meeting the previous day, television and/or radio interview with the state president, etc.

4. During council, the chair will prepare releases for distribution daily or as indicated at the meeting.

5. Advance publicity should be clipped for display on the council bulletin board and should be kept up to date.

6. If press people are at the press table, the public relations chair or someone appointed by the chair should also sit at the table to answer questions, give names and addresses of League and guest speakers.

XIII. COUNCIL TREASURER

A. RESPONSIBILITIES

1. Handles all council funds until they are turned over to the state treasurer after all bills have been settled. The council treasurer should be a member of the host League.

2. The council treasurer shall open a separate bank account in the name of "The League of Women Voters of Texas, Council Account" with monies provided by the state treasurer. Signature cards for this account should be signed by the council treasurer and council chair, with only one signature required.

3. The expenses paid for out of the council account are all those incurred in holding council except those of state board members. Expenses of the budget chair and nominating committee and speaker to be charged to the council account are outlined in the LWV-T Policy Guide. Off-board chairs, field service representatives", and other visitors' expenses to be charged to the council account will be determined by the state board prior to council.

4. The council treasurer is responsible for notifying speakers and other visitors of procedures for vouchering expenses.

5. The council treasurer, council chair, and state liaison shall prepare a budget and set a registration fee for approval at the January state board meeting.*

   The budget should include the expenses of the council chair and co-chair.

6. Registration forms from all delegates, observers, visitors, and state board members are returned to the council treasurer with registration fees and meal and/or special event fees. A deadline for the return of these should be set for at least 2 weeks before council. Only delegates and observers pay the registration fee.

7. The council treasurer or registration chair prepares a list of registrants, giving name, local League, address, phone number, meals and events registered for, amount paid, status (delegate, local League president, state board member, etc.). The treasurer retains one copy of the list. A copy of the list and one of the registration forms should be retained by the registration chair. A copy of the list is also sent to the special events chair.

*See appendix, ix, x, and xi.

XIII. COUNCIL TREASURER, cont:

A. RESPONSIBILITIES

8. The council treasurer should sit at the registration table during registration to collect late fees, sell meal and/or special events tickets if they are available, and handle problems.

9. The treasurer shall keep an account of all receipts and disbursements for council, using basic standard bookkeeping procedures, and a final budget analysis should be prepared. In order that this analysis show a true picture of income and expenses, refunds of registration and events fees should be shown as debits against income. Finally, all remaining funds (minus monies authorized by the state board to be sent to the next hosting League), ledger sheets, cancelled checks, and bank statements shall be sent to the state treasurer.*

*See Appendix, xi

XIV. HOSPITALITY COMMITTEE

A. RESPONSIBILITIES

1. Arranges to meet arriving state board members if necessary (such as those arriving by air) and important guests (such as LWV-US president).

2. Greets guest speakers as they arrive and introduces them to the state president and other officers and directors.

3. Acts as host during council.

4. Solicits outside funding for such expenses as refreshments at coffee breaks, etc., if feasible.

B. PERSONNEL

There should be a chair and as many members as needed.
All host League members should consider themselves hosts.

XV. PARLIAMENTARIAN

A. RESPONSIBILITIES

1. To advise the presiding officer and delegates on matters of parliamentary law.

B. GENERAL RECOMMENDATIONS

1. Chosen in consultation with state president.

2. Should be a member of the League and someone who can work well with the presiding officer.

3. Should have a single room during council in order to provide privacy for consultation.

4. Should be available for consultation at specified hours both before and during council.

5. Expenses are paid by the council account.

6. Should receive a workbook and a copy of the by-laws ahead of time.

7. Should meet with the state president or presiding officer ahead of time--preferably during February.

8. Should review proposed parliamentary information for the workbook and make recommendations.

LEAGUE OF WOMEN VOTER OF TEXAS

COUNCIL 19XX

(Space for dates, place, graphics)

* *

REGISTRATION FORM

A separate form should be submitted for each person planning to attend any activity.

NAME: _____
(Last) (First)

ADDRESS: _____
(Number and Street)

_____
(City and Zip)

_____
(Phone - area code & number)

NAME OF LEAGUE: _____

PORTFOLIO: _____

ATTENDING AS:
_____ Local League President
_____ Local League Delegate
_____ Local League Observer
_____ Guest
_____ State Board Member
_____ Field Service Rep.
_____ Off-board chair or nominating committee member

FEES:			Personal check enclosed for:	League check will cover:
REGISTRATION:	LL President or or Delegate	$20.00	_____	_____
	Observer	$15.00	_____	_____
LUNCHEON		$ 7.50	_____	_____
TOUR/DINNER		$10.00	_____	_____
	TOTAL ENCLOSED		_____	

MAKE CHECK OR MONEY ORDER PAYABLE TO LWV-T COUNCIL ACCOUNT

MAIL TO: name
address

REGISTRATION DEADLINE MARCH XX, 19XX

5/81 c1

LEAGUE OF WOMEN VOTERS OF TEXAS

COUNCIL 19XX

DATES

PLACE

REGISTRATION FORM

NAME _____
(Last) (First)

ADDRESS: _____
(Number & Street) (City & Zip)

TELEPHONE ____( )_____
Area Code

NAME OF LEAGUE _____

PORTFOLIO: _____

ATTENDING AS: _____Local League President _____Field Service Rep.*
_____Local League Delegate _____Off-board Chmn* or Nom. Comm. Chmn.* or Budget Comm. Chmn.*
_____Observer
_____Guest _____State Board Member*

FEES:			Personal check enclosed for	League check will cover
Registration:	LL Pres. or Delegate	$22.50	_____	_____
	Observer	15.00	_____	_____
Activity or tour	(Fri.A.M.)	6.50	_____	_____
Opening Day meal		4.50	_____	_____
Speaker Luncheon		6.50	_____	_____
Other Activity		14.00	_____	_____

Make check payable to "LWV-T Council Account"

Mail to: namee
and
address

REGISTRATION DEADLINE: month & day, 19XX

* Do not pay registration fee, but must pay all other activity fees in advance.

5/81 cl

TENTATIVE AGENDA

LEAGUE OF WOMEN VOTER'S

MARCH 30-APRIL 1, 1979

IDE WATER & ASHTRAYS IN ROOMS DAILY.

SDAY, MARCH 29, 1979

00 AM - 11:00 PM	BOARD MEETING	350	CONFERENCE STYLE FOR 20 P

DAY, MARCH 30, 1979

00 AM - _____	REGISTRATION/INFORMATION	SUNPORCH	3-8' TABLES, 6 CHAIRS. BUREAU TO ASSIST.
12:30 PM - 5:00 PM	PLENARY SESSION	ANACACHO	SCHOOLROOM FOR 250, STANDING POD & MIC ON STA SCREEN DOWN, DUCE TOP, EXTENSION CORD. 2 STANDIN MICS ON FLOOR. (BRINING OWN AV) SET BALCONY AUD. STYLE-AROUND RAIL
5:30 PM - 6:30 PM	COCKTAIL/RECEPTION	PERAUX	250 PPL., STAND. MIC. CATERING TO HANDLE
8:30 PM - 10:30 PM	WORKSHOP/PRESS CONF.	ANACACHO	SAME SET
8:30 PM - 10:30 PM	WORKSHOP	360	AUD. FOR 40, HT FOR 1
8:30 PM - 10:30 PM	WORKSHOP	359	AUD. FOR 30, HT FOR 1
8:30 PM - 10:30 PM	WORKSHOP	361	AUD. FOR 28, HT FOR 1
8:30 PM - 10:30 PM	WORKSHOP	356/58	AUD. FOR 35, HT FOR 1
24 HOUR HOLD	PUBLICATIONS ROOM	346	(PLEASE ADVISE ON THIS SET
24 HOUR HOLD	VOTER ROOM	350	(PLEASE ADVISE ON THIS SET)

(PETE: THEY MAY USE THE ROOM AGAIN AT 10:30 PM-MIDNIGHT - 359, 360, 361)

SATURDAY, MARCH 31, 1979

7:30 AM - 8:30 AM	COUNTERPART BREAKFAST	SIR ANTHONY	30/40 PPL., WILL ORDER OFF MENU
8:00 AM - _____	REGISTRATION/INFO.	SUNPORCH	SAME SET
8:30 AM - 12:00 NOON	PLENARY SESSION	ANACACHO	SAME SET
~~12:00~~ NOON - 2:00 PM 11:30	LUNCH	PERAUX	200/225 PPL., CATERING TO HANDLE, STAND. POD. & MIC.
2:00 PM - 5:00 PM	PLENARY SESSION	ANACACHO	SAME SET

24 HOUR HOLD	PUBLICATION ROOM	346	SAME SET
24 HOUR HOLD	VOTER ROOM	350	SAME SET

ON OWN FOR DINNER

SUNDAY, APRIL 1, 1979

10:00 AM - 2:00 PM	PLENARY SESSION	ANACACHO	SAME SET
24 HOUR HOLD	PUBLICATION ROOM	346	SAME SET
24 HOUR HOLD-4:00 PM	VOTER ROOM	350	SAME SET

ON OWN FOR BREAKFAST & LUNCH.

KB/jc
2/6/79

LEAGUE OF WOMEN VOTERS, TEXAS
STATE AGENDA, 19XX
MARCH X - APRIL X

DAY	TIME	EVENT	COMMENTS
FRIDAY, MARCH 30:	12:30 pm - 5:00 pm	Plenary session	school room style
	5:30 pm - 6:30 pm	Cocktail reception	cash bar, 1 room
	8:30 pm - 10:30 pm	Workshops	4 rooms
SATURDAY MARCH 31:	7:30 am	Counterpart breakfasts	dutch-treat
	8:30 am - 12 noon	Plenary session	school room style
	12 noon - 2:00 pm	Luncheon, guest speaker	large room
	2:00 pm - 5:00 pm	Plenary session	school room style
	5:00 pm	Open	
SUNDAY APRIL 1:	10:00 am - 2:00 pm	Plenary session	school room style

Number of delegates - approximately

Extra rooms required - publication room - 1
VOTER room - 1

CONFIRMATION FOR YOUR COUNCIL REGISTRATION

Sample

Your registration forms have been received, and we have made reservations for you to attend:

Lunch on the Brazos Queen, April 19 _____
Dinner, April 19 _____
Lunch, April 20 _____

Leadership Dev. Workshop, April 18 _____
Program Managem. Workshop, April 18 _____
Program Managem. Workshop, April 19 _____

Please notify Judy Filer, 2449 Charboneau Dr., Waco, TX 76710, if you should find any errors in the above schedule. Thank you, and we look forward to seeing you at Council!

CONFIRMATION CARD: MAILED TO REGISTRANTS UPON RECEIPT OF THEIR REGISTRATION FORMS AND FEES. IT IS TURNED IT AT THE REGISTRATION DESK ON ARRIVAL AT CONVENTION.

SAN ANTONIO, - 14 Delegates

NAME	ADDRESS	PHONE	STATUS	LUNCH	DINNER	FEES
Olga Biehler	[redacted]		guest	x	x	17.50
Pat Brock			delegate	x	2	47.50
Sally Coughlin			guest	x		7.50
Esther Curnutt			delegate	x	2	47.50
Liz Davies			observer	x	x	32.50
Ginger Evans			delegate	x		27.50
Rose Garcia			delegate	x		27.50
Mozelle Gonzales			delegate	x	2	47.50
Marianne Hooker			delegate	x		27.50
Marian Kozachik			guest	x		7.50
Martha Lankford			guest	x	x	17.50
Ruth Lofgren			delegate	x	x	37.50

NOTE: There will only be <u>two</u> Council delegates per League.

SAMPLE COUNCIL BUDGET

(Based on 1978 Lubbock Council attendance fingures)

INCOME

Delegate Registrations	$ 1,500	60 @ $25.00
Observer Registrations	225	15 @ $15.00
Luncheon	525	70 @ $7.50
Tour	175	35 @ $5.00
Dinner	700	70 @ $10.00
Coffee Donations	15	
Raffle	75	Of head table centerpiece, table decorations
Counterpart Breakfasts	175	70 @ $2.50
TOTAL INCOME	$ 3,390	

EXPENDITURES

Planning	150	Travel, phone, etc. for state board liaison, babysitting & other local costs for meetings, Xerox, long distance calls*, etc.
Mailings	50	Registration confirmation cards; other direct mail information.
Workbooks	350	150 copies printed in state office; 35 pages @ 6¢ a page, plus covers.
Equipment & Decorations	200	Audio visual; extra furniture; all decorations including head table at meals.
Packets	75	Decorative folder & enclosed material given to delegates & observers at Council.
Public Relations	50	Notices to media; film & development for photos; special news editions.
Off-board chairs, Nominating Committee, Guests	500	All expenses (except Council meals incl. under meals) in accordance with Policy Guide for Budget Chmn. & Nom. Comm. members that are offboard. Expenses (except for Council meals covered below) for offboard program chmn, speakers, parliamentarian, guests, as approved by state board. NOTE: NO expenses will be paid for any of the above that attend as delegates.
Local Council Chair/s and Workers	200	All expenses for Council chair/s, including hotel room.
Luncheon	600	70 paid, plus 10 others (off-board chairs & nominating committee members; speaker; parliamentarian; mayor; etc. as authorized). Covers meal, wine, if appropriate, tax and tips. @ $7.50 per plate.
Dinner	800	70 paid, plus 10 as outlined under luncheon, @ $10 per plate.
Breakfasts	175	70 paid @ $2.50 per plate.
Coffee	15	
Tour	175	35 paid @ $5.00 per person
Miscellaneous	50	
TOTAL EXPENDITURES	$3,390	

*Calls made out of state office are not charged unless they are $6 or more.

NOTES ON BUDGET

In the fall of 1978, the state board established the following guidelines:

1. State Council costs will be budgeted for and pai d from LWV-T general fund for travel, lodging and meals within the guidelines set by the LWV-T Policy Guide for:

   state board members
   executive secretary

2. Council and Convention budgets should include costs for the following:

   budget chair, if off-board
   nominating committee chair
   nominating committee members who are off-board
   others as determined by the local Council committee with approval of the state board, such as: selected Off-board program chairs, field service reps. speakers, parliamentarian,

LEAGUE OF WOMEN VOTERS OF TEXAS

July 1980
I.D.2.e.

COUNCIL '80 BUDGET ANALYSIS

INCOME:

Registration:	62 delegates @ $22		$1364	
	29 observers @ 16		464	
Total Registration Fees				$1828
Meals:	Boatride	114 @ $6.50	741	
	Dinner	124 @ 9.50	1178	
	Luncheon	101 @ 6.00	606	
	Pres. Brkfst.	32 @ 5.00	160	
Total Meals				2685
Other:	Workshop	97 @ 2.00	194	
	Sale of Flowers	22 @ 1.50	33	
Total Other Income				227
TOTAL INCOME				$4740

EXPENSES:

Planning	$128.10	
Equipment/Decorations	73.53	Sold Caladiums to Waco Leaguers
Mailings/Packets	97.31	Local League Welcome Letter printing and meal ticket printing donated
Workbooks	308.60	Cover art work donated
President's Packets	37.64	
Local League Expense	200.21	
Off-Board Chairs, Nominating Comm., Guests	434.97	Parliamentarian donated his time
Cash Bar	30.16	No charge for bartenders
Miscellaneous	52.85	
Meals	2657.06	
Workshop	141.48	
TOTAL EXPENSES	$4161.91	

MAY 8 1984

5-4-84

To: Jeanette Vandenwater

From: Yolanda Moreno, Council Treasurer.

Hope you had a nice trip home. I'm sure you were glad to get back.

I think I have received all vouchers and I want to give you a summary of the State Board, in case there are more questions about.

Polly Cave - paid 54.34 en-route motel, meals + council activities
no travel submitted

Jan Wilson - paid 78.00 - ok

Donna Green - paid 54.34 - ok

Barbara Swartz - paid 28.00 ok

LEAGUE OF WOMEN VOTERS - TEXAS COUNCIL
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD DECEMBER 1, 1981 THROUGH MAY 5, 1982

Receipts:

45 delegates @ $28.00	$ 1,260.00	
10 observers @ $20.00	200.00	
Workshop Registration	108.00	
Ticketed Meals	1,651.25	
Donation-LWV-Texas Education Fund	50.00	
Sale of decorations	99.85	
	3,369.10	

Pd. by. LWV-T Add'l Exp.

Disbursements:

Planning	166.74	+ 22.26
Workbooks (250 ordered)	583.01	
Equipment and decorations	108.00	
Packets	54.03	
Office supplies & printing	52.20	
Public relations	33.37	
Entertainment	100.00	
Council guests - rooms and travel	277.05	
- meals and registration	79.15	
Local council - rooms	106.47	
- meals and babysitters	49.05	
Speakers - rooms and travel	182.00	
Ticketed meals	1,603.25	
	3,394.32	+ 22.26
Excess of disbursements over receipts	$ (25.22)	(47.48)

Coffee breaks paid by Citizens National Bank $ 326.61

June 17, 1983

TO: State Board
FROM: Margie Morrill
RE: Council 84 Planning Committee Report not made at State Board Meeting, Camp Allen, June 8, 1983

Because we ran short on time at the June SB meeting, Carpenter requested memos from Council 84 Planning and Blue Sky Committees. Here goes on Council 84 planning. The following persons met at the specified time on the agenda: Morrill, Bonavita, McCormick, Gooch and Sheridan.

We began with discussion of the evaluation results and comments made in I Wish the League Would at the Abilene Council. Some people questioned the real value of council when SB costs were taken into consideration. However, there seemed to be a definite feeling that council is needed. One suggestions was that regional meetings be held with SB members in attendance. That would be more expensive. The evaluation forms and I Wish the League Would seemed to ask for SB evaluation of council!

Evaluations gave the Action Sorkshop, Speakers Panel, Hands On, and Program Development (which were listed separately on the form) very high marks. The committee discussed this and concluded this was an indication that there were good results from the last concil--one being the opportunity to meet with Leagues of the same size and another the Action Workshop success.

Morrill called attention to the copy of the hotel booking confirmation she had borrowed from the local chairman's file. It lists 20 sleeping rooms on 4/13/84 (double) and 20 people for afternoon board meeting with no meeting rooms indicated. For 4/14/84 it lists 70 double sleeping rooms and all day meeting for 140 people classroom style with 3 breakout rooms, 1 display/office room and banquet dinner. For 4/15/84 morning meeting only same as 4/14/84.

This seemed to preclude any Friday afternoon workshop time, so the committee planned a very rough tentative agenda which would allow for workshops during the 24-hour council meeting time.

Saturday, April 14

11:30 a.m. Begin with luncheon with a keynote speaker on one of the new program study items such as domestic violence or congressional and legislative redistricting.

1:30-2:30 p.m. 1st Plenary Session

2:30-5:00 p.m. Action Workshop

Instead of a SB reception in the hotel, plan cocktails and snacks aboard one of the large party boats with a short cruise around the harbor.
Dinner on your own.
After dinner, caucuses on National Convention issues and other subjects.

Sunday, April 15

8:00-9:15 a.m. Presidents Breakfast
Delegates Breakfast

9:30- 2nd Plenary Session
Follow up on Workshop
I Wish the League Would

? Luncheon

P.S. NOTE from Morril concerning action after return to Corpus Christi. I will write a full account to Lois which will be in her huge stack of mail when she returns from her trip.

Since Carpenter and others were concerned about the lack of time for a Friday afternoon workshop, I called the hotel contact person and got her to put a tentative hold on 2 small meeting rooms for the afternoon of 4/13/84. There is a large convention going on there which takes up the other space. We would need more sleeping rooms too if we plan to have a Friday workshop. We have a couple of months to decide about this--meaning mid-August as I figure, so some decision would have to be made before the September board meeting. Since this is my first effort on anything like this I was a little at sea when I first encountered the booking confirmation sheet, but the hotel contact person at Holiday Inn verified my interpretation of the figures above noted. I will send a Xerox copy to Lois.

What do "you all" think we should do?

TREASURER'S REPORT TO COUNCIL
April 1980

YOU--the local Leagues--provide the major support for the League of Women Voters of Texas, the Texas Education Fund, and the Action Committee. These organizations, in turn, are diligent in their efforts to use ALL available funds effectively to provide direct services to YOU, to expand the League in Texas, and to increase our influence in support of League beliefs....We look at income, too, and we are developing increased support from contributions outside the League (it's slow but sure!), and this year we have invested as much as possible in ready assets trust accounts in order to take advantage of their high interest rates....~~I'd like to suggest that local Leagues look into these trust accounts--~~and I'll be glad to talk to any of you who are interested in the details of high interest rate accounts. I'm in room 316.

- - - - - - - - -

Now...You have in your packets the Balance Sheet and Budget Analyses for both T and TEF as of 3/31. They provide a picture of state League activity during this past year, and reflect the current financial condition of both accounts. Do you have any questions about anything on these sheets???

- - - - - - - - -

To give you our best guess as to what we expect to be the financial health of the state League as of 5/31 (the end of the fiscal year), I am going to combine the figures of T and TEF, and consider just available operating funds--EXcluding restricted monies (such as your LL Ed Fund accounts), and EXcluding a special one time gift of $26,600 to the TEF which is invested in long term CDs.

Available funds as of 3/31 total just over $34,000. Total as of 5/31 is anticipated to be about $22,600. Of this, $3,500 has been allocated for next year's budgets. Thus our true net reserve as of 5/31 should be about $19,000--about adequate to meet "committed operating expenses" for a six month period as required in the policy.

- - - - - - - -

(over)

I failed to give you a written Action Committee report--but that account is pretty simple! Account balance as of 5/31/79 was $315.75. Income: $10 in contributions, $10.99 in interest. Expenditures: $327.27 to defeat Amendment #2 in the election last November. 3/31/80 balance is $9.47.

- - - - - - - -

Finally, I must apologize--in connection with a statement I made before you a year ago promising a Handbook for LL Treasurers last summer....It didn't get done, and it isn't finished yet, but I'm working on it, and, hopefully, I'll have all the details assembled and copy ready for publication this summer. Bear with me! And if any of you have thoughts as to what should be included, please do let me know...

- - - - - - - -

Any questions???
It's good to see you all again ....

Ethel Sturgis
Treasurer

cc: secretary

XIII. COUNCIL TREASURER

A. RESPONSIBILITIES

1. Handles all council funds until they are turned over to the state treasurer after all bills have been settled. The council treasurer should be a member of the host League.

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4. The council treasurer is responsible for notifying speakers and other visitors of procedures for vouchering expenses.

5. The council treasurer, council chair, and state liaison shall prepare a budget and set a registration fee for approval at the January state board meeting.*

   The budget should include the expenses of the council chair and co-chair.

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*See appendix, ix, x, and xi.

XIII. COUNCIL TREASURER, cont:

A. RESPONSIBILITIES

8. The council treasurer should sit at the registration table during registration to collect late fees, sell meal and/or special events tickets if they are available, and handle problems.

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*See Appendix, xi

LWV-Texas
May, 1980
Preboard report

COUNCIL EVALUATIONS — 51 forms received as of 5/2/80

Results of "Please rate the following":

	Exc.	Good	Fair	Poor
Leadership Skills Wkshp.	12	13	8	3
Membership Wkshp.	21	12	5	2
Program Mgmt. Wkshop.	8	16	17	5
Prog. Direction Exchanges	7	18	21	3
Prog. Direction Finale	7	16	22	4
Nat'l. Convention Briefing	4	19	7	7
VS/CI Media Event	25	12	1	0
I Wish the League Would. . .	16	19	3	0

Do you feel this Council's activities will help you in leading your League?

A lot 25 Some 21 Not much 2

More on activities:
-- Six mentioned the PSF caucus as being very good.
-- Comments about Iola Johnson were positive, tho one person wanted a speaker with newer ideas.
-- Six mentioned the skit -- all loved it.
-- Thirteen mentioned (and really liked) the riverboat lunch.

Did holding this Council on a weekend make your participation possible or easier

Possible or easier: 34 Didn't matter: 16

What follows is a distillation of remarks. It wasn't feasible to adhere to the questions as they appear on the eval. form in doing this report. Items are listed in order of frequency of appearance on forms.

23 liked having the chance to informally meet members of other Leagues to discuss problems, positions, solutions, etc. This indicates that pre-business-meeting gatherings are a good idea, as is some free time during proceedings.

12 indicated frustration at the generalities expressed in workshops -- lack of concrete new suggestions; too much repetition of old info. They want more Lubbock!

- more -

10 wanted more time for program direction activities -- one of the basic reasons for Council.

7 would have liked smaller groupings. They felt frustrated by 30-50 person workshops.

7 felt good about the more relaxed pace of Council vs. Convention. This is probably something fixed and immutable, however.

5 mentioned enjoying the contact with state board. One is looking forward to the promised "road show."

4 suggested that program exchange group recorders be trained/briefed better.

4 suggested that the convention briefing be optional for those attending.

5 (this one's out of order) -- all who mentioned the facilities & general planning by Waco were quite pleased.

Following are one-of-a-kind suggestions, in no sort of order, that may have some merit, or are at least interesting:

1. Provide a list of those attending and their Leagues for each person.

2. Have meetings closer to larger airlines. Mentioned by two people.

3. Have Bobette do a grants workshop.

4. Have something to drink other than coffee & water, i.e. iced tea. ($$$!)

5. Publish a list of League jargon, i.e., PMP. (Is it time to redo "League Lingo"?)

6. Have more parliamentary procedure info. (We could insert that page from the Convention Workbook.)

7. Schedule Council earlier in spring so it doesn't fall so close to natl. Convention.

8. Give observers evaluation sheets.

****AWARD*** for the most creative idea: "Is this meeting necessary? Could not much of the formal business of Council be conducted by mail, as consensus procedures are?"

And make of this what you will: "Any state board that can make idiots of themselves must be doing something right!"

San Antonio 5/79

TO: State Board
FROM: Beth Brown (Why me?)
RE: Convention Evaluations

110 evaluations. 28 LLs indentified. & 7 did not identify LL.
19 had all expenses defrayed byLL. The remainder had some expenses defrayed.

Weekend scheduling:
Permitted attendance - 55.
Made no difference - 50.
Would recommend - 84.
Would not recommend - 5.

Workshops attended: (VU - Very useful; MU - Moderately useful; NU - Not useful.)

Membership - 34; VU - 14, MU - 19, NU - 1.
Grantsmanship - 30; VU - 16, MU - 10, NU - 3.
Press Donference - 33; VU - 23, MU - 9, NU - 1.

Suggested topics for future Convention/Council workshops:
Area League management.
Conducting election schools.
Small League get together. (Sally Gullion of Marshall/Harrison Co. offered to organize one for Council or Convention if time is allotted for it.)
Leadership development.
Board member - role/responsibilities.
Program.
Parliamentary procedures for everyone:
Budget-how to make a little go a long way. Money management. Treasurer's responsibilities.
Guide to effective testifying.
The Employed Leaguer
Creativity & Packaging in Program Presentation.
More on membership & unit organization.
Organizing files - to keep or throw?
How to Run a Local Public Workshop.
Finance. More on grantsmanship.
Lobbying. Legislative action.
Human Resources.
Natural Resources.
Techniques for inexperienced Voter editors.
Problems in reaching consensus.
Methods of Study (all levels.) Mini-studies.
New member orientation.
Publicity and public relations - all phases.
Minority Women-The invisible LWV members.
Urban-Rural Interfaces - COGs.
Citizen Participation: How Much Is Enough.
TV and Citizen Education.
Membership involvement.
Public Speaking.

(The above laundry list suggests that SB should get its all-things-to-all-people act together.)

(MORE)

Tour/Dinner - generally good reviews.
Counterpart Breakfasts - mixed reviews.
Program Development - Across the spectrum from 1 to 6.
Business sessions - Same as above - from 1 to 6.

Criticism of chaos & confusion in agenda changes.
Order of business should be 1. Bylaws, 2. Budget, 3. Program. (Debate and vote should be in that order.
Hopeless confusion and unhappiness on the matter of dropping state program positions.
Management from the podium---everything from great to awful.

Sarah Weddington - an unqualified winner.
Hinerfeld - also a winner. National board member at all statewide meetings?

A felt need for more time for informal interaction among LL delegates.

Criticisms of physical arrangements:
- Quality and cost of food.
- Smoking ad infinitum.
- Lack of anything except alcoholic beverages at reception and mission.
- Size of meeting room. Overcrowded.
- Inability of everyone to attend luncheon.

Convention and Council liaisons will want to peruse these evaluations in more detail than I have attempted here. It is human nature to accentuate the negative when confronted with evaluation form. Most people will concentrate on what was wrong rather than on what was right. State board does need to do much more careful planning & organizing for the next week-end meeting. We need to face the fact that in the shortened time, we simply cannot provide time for <u>everything</u> - Counterparts, workshops, LL interaction, tours, luncheons, etc.

Despite the negative tone of this evaluation of the evaluations, the San Antonio League generally drew high praise and appreciation.

Change bylaws so paper ballots are not nec.

SAMPLE COUNCIL BUDGET

(Based on 1978 Lubbock Council attendance fingures)

INCOME

Delegate Registrations	$ 1,500	60 @ $25.00
Observer Registrations	225	15 @ $15.00
Luncheon	525	70 @ $7.50
Tour	175	35 @ $5.00
Dinner	700	70 @ $10.00
Coffee Donations	15	
Raffle	75	Of head table centerpiece, table decorations
Counterpart Breakfasts	175	70 @ $2.50
TOTAL INCOME	$ 3,390	

EXPENDITURES

Planning	150	Travel, phone, etc. for state board liaison, babysitting & other local costs for meetings, Zeroz, long distance calls*, etc.
Mailings	50	Registration confirmation cards; other direct mail information.
Workbooks	350	150 copies printed in state office; 35 pages @ 6¢ a page, plus covers.
Equipment & Decorations	200	Audio visual; extra furniture; all decorations including head table at meals.
Packets	75	Decorative folder & enclosed material given to delegates & observers at Council.
Public Relations	50	Notices to media; film & development for photos; special news editions.
Off-board chairs, Nominating Committee, Guests	500	All expenses (except Council meals, authorized but included below) in accordance with Policy Guide for Budget Chair and Nominating Committee members that are off-board. Expenses (except for Council meals covered below if authorized) for off-board program chairs, speakers, guests, as approved by state board. NOTE: NO expenses will be paid for any of the above that attend as delegates.
Local Council Chair/s and Workers	200	All expenses for Council chair/s, including hotel room.
Luncheon	600	70 paid, plus 10 others (off-board chairs & nominating committee members; speaker; mayor; etc. as authorized). Covers meal, wine, if appropriate, tax and tips. @ $7.50 per plate.
Dinner	800	70 paid, plus 10 as outlined under luncheon, @ $10 per plate.
Breakfasts	175	70 paid @ $2.50 per plate.
Coffee	15	
Tour	175	35 paid @ $5.00 per person
Miscellaneous	50	
TOTAL EXPENDITURES	$3,390	

*Calls made out of state office are not charged unless they are $6 or more.

x

Council 80

BUDGET - TREASURER DETAILS, extra copies

ue of Women Voters of Texas

July 1980
I.D.2.e.

COUNCIL '80 BUDGET ANALYSIS

COME:

gistration:	62 delegates @ $22		$1364	
	29 observers @ 16		464	
Total Registration Fees				$1828
als:	Boatride	114 @ $6.50	741	
	Dinner	124 @ 9.50	1178	
	Luncheon	101 @ 6.00	606	
	Pres. Brkfst.	32 @ 5.00	160	
Total Meals				2685
Other:	Workshop	97 @ 2.00	194	
	Sale of Flowers	22 @ 1.50	33	
Total Other Income				227
TOTAL INCOME				$4740

EXPENSES:

Planning	$128.10	
Equipment/Decorations	73.53	Sold Caladiums to Waco Leaguers
Mailings/Packets	97.31	Local League Welcome Letter printing and meal ticket printing donated
Workbooks	308.60	Cover art work donated
President's Packets	37.64	
Local League Expense	200.21	
Off-Board Chairs, Nominating Comm., Guests	434.97	Parliamentarian donated his time
Cash Bar	30.16	No charge for bartenders
Miscellaneous	52.85	
Meals	2657.06	
Workshop	141.48	
TOTAL EXPENSES	$4161.91	

COUNCIL '80 BUDGET ANALYSIS

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Meals	2657.06	
Workshop	141.48	
TOTAL EXPENSES	$4161.91	

Parliamentarian > add to sample budget

League member on ~~budget~~ Volunteer

1:30-2:45 Council meals

9:15-10:15

Observers 16

chips + dips
12.50
relish tray
20

25.00
20
45
25
70

Hey Jetus
which lunch (4)
3rd/Sun/Labor

Linda
at July 4th
calling you as to

Fri 1P-5P Leadership Wrkshp — 86 (-15 State Boards)

Fri 7:30P Program — Membership - 53(-9 States) / 36(-5 states)

Sat. 8:30A ~~Membership — Program~~ - 38(-5 ") / 51(-8 States)
Program — Membership

..To Nancy P..Proposed sample, for your editing! CC to Cathy Gordon..NOTE: No ..ble keeping Convention registration fee to $20; couldn't beat $25 for Council & ..ake it self supporting.
Ethel

SAMPLE COUNCIL BUDGET

See other side also.

(Based on 1978 Lubbock Council attendance figures)

INCOME

Delegate Registrations	$1,500	60 @ $25 each
Observer Registrations	225	15 @ $15 each
Luncheon	525	70 @ $7.50 each
Tour	175	35 @ $5 each
Dinner	700	70 @ $10 each
Coffee Donations	15	
Raffle	75	Of head table centerpiece; table decorations.
Counterpart Breakfasts	175	70 @ $2.50 each
TOTAL INCOME	$3,390	

EXPENDITURES

Planning	150	Travel, phone,etc. for state board liaison, babysitting & other local costs for meetings, Xerox, long distance calls*, etc.
Mailings	50	Registration confirmation cards; other direct mail information.
Workbooks	350	150 copies printed in state office; 35 pages @ 6¢ a page, plus covers.
Equipment & Decorations	200	Audio visual; extra furniture; all decorations including head table at meals.
Packets	75	Decorative folder and enclosed material given to delegates & observers at Council.
P.R.	50	Notices to media; film & development for photos; special news editions.
Off Board Chairs, Nominating Committee, Guests	500	All expenses (except Council meals--authorized but included below) in accordance with Policy Guide for Budget Chair and Nominating Committee members that are off-Board. Expenses (except for Council meals covered below if authorized) for off-Board program chairs, speakers, guests, as approved by state board. NOTE: NO expenses will be paid for any of the above that attend as delegates.
Local Council Chair/s & Workers	200	All expenses for Council chair/s, including hotel room
Luncheon	600	70 paid, plus 10 others (Off-Bd chairs, Nominating Committee members, speaker, mayor, etc--as authorized). Covers meal, wine, if appropriate, tax and tips.
Dinner	800	70 paid, plus 10 as outlined under luncheon.
Breakfasts	175	70 paid
Coffee	15	
Tour	175	35 paid
Miscellaneous	50	
TOTAL EXPENDITURES	$3,390	

*Calls made out of state office are charged only for calls that cost $6 or more.

Linda Poerner
Treasurer, Council '80
February, 1980

COUNCIL '80 BUDGET

INCOME:

Registration:	68 delegates @ $22	$1496	
	25 observers @ 16	400	
Total Registration Fees			$1896
Meals:			
Boatride	50 @ $6.50	325	
Dinner	90 @ 9.50	855	
Luncheon	90 @ 6.00	540	
Total Meals			1720
WORKSHOP	30 @ $2.00		60
TOTAL INCOME			$3676

EXPENSES:

Planning	$100	Xerox copies, long distance calls, babysitting, mileage, local meeting costs, postage
Equipment/Deco.	190	Overhead projector rental, supplies, flowers, decorations
Mailings/Packets	180	Confirmation cards, postage, delegates' packets, supplies, meal tickets, name tags
Workbooks	500	Printing 200 workbooks (35 pages @ .06 a page) and covers, mailing
Pres. Packets	25	Paper and supplies
Local League Expense	240	Hotel room (3 nights), all expenses for Council chair, Sunday lunch for Council Comm. chairs
Off-Board Chairs, Nom. Comm., guests	550	All expenses for budget chair, Nom. Comm.; hotel for off-board chairs; expenses for speaker and guests; Council meals (3) for National Board persons (3)
Cash Bar	75	Bartenders, snacks
Miscellaneous	36	
MEALS	1720	Delegates, observers & guests
Workshop	60	coffee, snacks
TOTAL EXPENSES	$3676	

POLICY GUIDE

IV. CONVENTION AND COUNCIL POLICY

B. COUNCIL EXPENSES

The chairperson of the Budget Committee and all members of the Nominating Committee are expected to attend Council. They may register as observers or as local League delegates. Those registering as observers shall be reimbursed for travel and living expenses according to schedule outlined in III.F. BOARD AND COMMITTEE EXPENSES. No reimbursement from state League funds is authorized for those attending as local League delegates.

21. COUNCIL 1980

Gordon presented a tenative agenda for Council. Keever requested that her program workshop be listed in two parts, Program Direction Exchanges and Program Direction Finale. Gordon MOVED that the tentative agenda be approved as corrected. SECONDED AND CARRIED.

Clark made assignments for the Council Workbook. She requested that all Council material be mailed to her by February 18th.

Sturgis MOVED that all expenses for Saturday, April 19th and Sunday, April 20th be paid for the nominating committee and the budget committee, ~~chairperson~~ chairperson. SECONDED AND CARRIED. - (includes

Sturgis MOVED that board members be reimbursed $5.00 for the river boat tour and lunch. SECONDED AND CARRIED. - Does not affect Council Budget because board member expenses are paid from State Bd. expenses.

Clark MOVED that the executive secretary be ask to attend Council and that she be reimbursed the same as a board member. SECONDED AND CARRIED.
(Board member's Council expenses will be paid from O.T.3 State Bd expenses)

Sturgis MOVED that off-board chairpersons (4) be reimbursed for room expenses only. not SECONDED AND CARRIED. — (1 room while there are 2 on Council Acct).

Keever MOVED that field service representatives be invited to attend Council and their hotel room provided. FAILED for lack of a second.

By consensus it was agreed to allow use of budget item S.3. Workshops $664 for Council expenses if necessary.

22. ADULT CORRECTIONS CONSENSUS

Carpenter presented a draft copy of the Adult Corrections consensus. Davis MOVED approval. SECONDED AND CARRIED. (See attached copy.)

23. VOTER SERVICE/CITIZENS INFORMATION (continued)

Davis reported that she plans to emphasize informing the voter and to use more news media.

24. MAY BOARD MEETING

Sturgis MOVED that the May board meeting be held in Austin. SECONDED AND CARRIED.

25. CALENDAR

Clark called the following dates to mind:
Post-board reports due February 4, 1980
Council Workbook material due February 18, 1980
Board meeting in Austin May 13-15, 1980.

The meeting adjourned at 12:30 P.M.

Catherine Gordon, Secretary

copy to Poemer

Registration Estimates

Duties fr. Nystrom

Order 752-9068

name tags 7 different colors - 4 $30.00 >

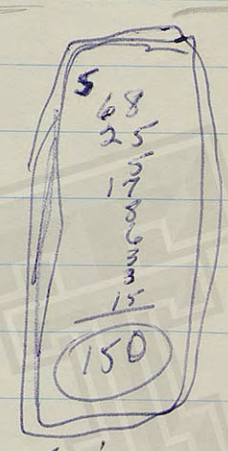
typing paper
pens
conf. cards
folders
meal tickets
} supplies 2.50 / 8.69 / 14.00 / 42.00 / 45.00 = 142.19 > $157.00 round

postage 15.00

157.19

Floor ~~Equip~~. Comm - Nita Sue Kurt

rental 30
supplies 10
misc. 10
50 total



Sharon Cushman - Equipment + Office
put $50 in Budget for misc. supplies

3 Natl. Bd. > pay 3 x Boat ride 6.50 = 19.50
3 x dinner 9.50 28.50
3 x lunch 6.00 18.00
66.00

flowers? ~~flowers for speakers table 25~~
streamers or table deco ~~30~~ 15

workers?

snacks?

Expenses - (Council pays)

4 - Nominating Comm.
meals
hotel
travel

Budget Chair
meals
hotel
travel

4 3 off-board Chairs
Room Only

Guests
meals
travel
hotel

Estimates for Budget

Workbooks:

35 pages @ .06 @ 200 = 420

Covers (1978 Budget) 200 = 18.32

Artwork on cover donated

Bartenders

Holiday Inn chgs. 12.50 hr. for 2 = 25

Misc. snacks or deco.

Local League - Office - hotel Rm.

$34 (per nite) x 3 = 102

2 Council meals = 16

workers fun. lunch 90

208

Misc exp. for Comm. chair

240 total on local league expense

Guest - Viola Johnson

Rio Airlines $66 (Dallas to Waco)

hotel 34

meals (dinner + breakfast) 15

total for speaker $115

Expenses

State Budget
3000 >
300
Workshop

1.50 breakfast
2.50 lunch
4.00 dinner

full exp. | incl. |
3 nomin committee — dinner + lunch
Helen Hunter - Houston 183 — hotel - 2 nights
Emory - San Marcos 136 — travel > 10¢ a mi.
Materka - Dallas 91 — ~~workshop exp.~~
Budget Chair
Vandewater - Houston 183

Rm. for ~~3~~ 4 off-Bd Chair
$42.00 — Sat. nite only

& Speaker - fr. Dallas -
dinner
travel 97
maybe hotel for Sat nite

Natl -
pay for dinner ?
Boat trip if stay ?

State Bd. paid by State League

Call Committee Chairs for Est.!
Equip. Committee ?
Rentals - how much?

reg. fees covers:

hotel + other expenses

nominating committee

state budget chair

local league workers

registration materials + procedures

travel

misc.

Budget
Charge to
Local League Exp.

2 League members Boatride 13.00
9 Council Chairmen workers
+ 3 guests Johnson, Mom + Niece

Sunday lunch 12 x 6 72
85.

679.33
72
607.33

601
13
598

2062.06
1939.06
23.00

13

Charge to

Off-Brd/Nom. Comm./Guests

for 4 guests x 9.50

i.e. Speaker Jola Johnson, Mother + niece

Mrs. Dorothy Brown

38

38
72
110
13
123

1208.45 R. 68

38
1170

4023.87
3900.87
123.00

4023.87
109.20
3914.67

72
38
32
1170.45 179.05
16.80 85.26
161.28 264.31
28.80 38
607.33 48.20
1939.06
28.80
72
2126.06
2126.66

123
11
12

110

2044.06
38
2011.06
72
193906

10.00
30
38
5
~~4.20~~
22
109.20
~~15~~ 180
~~110.00~~
~~124.20~~

```
  17.19
 130
  33.92
  22.68
   8.40
  31.99
```

```
  1 1 1 1
  244.18
   10
 2913.73
   855.96
 4023.87
```

```
  1 1
   741
  1178
   406
   160
 2685
```

```
 2750
 2685
  105
```

Extra

LWV-Texas
March 7, 1980
LL Pres. Mailing (2); MAL
I. H. 2.
Council - State

TO: LL Presidents, State Units, Members at large

FROM: Carol Miller, Local Council Chair

RE: Waco Council Arrangements

WELCOME TO WACO!

Members of the Waco League are looking forward to your coming to the 1980 State Council, April 19-20. We hope your stay will be enjoyable and pleasant.

Motel reservation cards are enclosed with this mailing. Room costs:

Single:	$26.00
Double:	34.00
Triple:	38.00
Quad:	42.00

These cards should be sent DIRECTLY to the Waco Holiday Inn by April 1. Deadline for room cancellations is April 5. The motel has requested that there be one reservation card per room; therefore, one person should make reservations and add roommates' names to the card. (I know there's little space. Sorry!)

Registration fees will be $22.00 for delegates; and $16.00 for observers. Members of State Units and members-at-large are most welcome and encouraged to attend as observers.

The registration forms and check should be sent to: Linda Poerner [redacted]

Forms and check must be received by Linda BY APRIL 1. Cancellations received by her by April 7 will receive a full refund of the registration fee; cancellations received after that date CANNOT BE refunded.

There will be three meals served during Council. They are:

Dinner, Saturday April 19 (featuring speaker Iola Johnson, newscaster for WFAA-T in Dallas)	$9.50
Presidents' Breakfast, Sunday April 20 (one person from each League or state unit only)	$5.00
Buffet Luncheon, Sunday April 20	$6.00

These prices include tax and gratuity.
Meals are an important part of the Council agenda. We hope you will attend.

We also hope that you will join us on Saturday, April 19, for a luncheon cruise on the riverboat Brazos Queen. Barbecue and all the trimmings will be served as we hear a commentary on the Brazos River and its environment. The cruise begins at 11:30 on Saturday. Cost of lunch and cruise is $6.50, tax and gratuity included.

Meals and cruise must be pre-paid by sending the total number of reservations and check to Linda Poerner by April 1. Cancellations received by April 7 will be

- more -

Council Arrangements (cont.)

refunded. No refunds will be given for cancellations received after that date. However, if three are not enough reservations for the boat trip, it will be cancelled and money refunded.

Miscellaneous:

1. Workbooks for delegates (two per League) are included in this mailing to LL presidents. Workbooks for registered observers will be provided at no cost and may be picked up at the registration desk in Waco.*

2. Check out time at the motel is 2:00 P.M.

3. Registration forms for observers may be Xeroxed in the quantity necessary.

* Members at large who register as observers may obtain their workbooks prior to Council by writing to the state office. This does not include members of State Units because the S.U. Chairs will each receive one workbook in this mailing.

NOTES ON BUDGETS

In the fall of 1978, the state board established the following guidelines:

1. State convention costs will be budgeted for and paid from LWV-T general fund for t avel, lodging and meals within the guidelines set by the LWV-T Policy Guide for:

   state board members
   executive secretary
   nominees (convention only)

2. Convention budgets should include costs for the following:

   budget chair, if offboard
   nominating committee chair
   others as determined by the local
       convention committee with approval
       of the state board, such as:
   selected offboard program chairs,
   field service representatives
   speakers
   parliamentarian

3. Consider adding a line item to cover honorariums for speakers or other important guests.

COUNCIL 1978 BUDGET--prepared after the fact and with all expenses of state board members deleted

COUNCIL 1978 FINAL BUDGET ANALYSIS --actual after all expenses of state board members deleted.

INCOME		BUDGETED	ACTUAL
Registrations:	60 delegates @ $25	1,500.00	11,500.00
	14 observers @ $15	210.00	210.00
		1,710.00	1,710.00
Meals:	Lunch--79 @ $4.75 (59 delegates, 15 observers, 11 workers & guests, less 6 refunded)	375.25	
	Dinner:-- 78 @ $7 (58 delegates, 14 observers, 17 workers & guests, less 11 refunds)	546.00	
	Breakfasts	75.75	
	Coffee	18.00	
		1,015.00	1,009.69
Tour with box lunch:	34 @ $3.75	127.50	127.50
Floral Centerpieces Raffle		107.50	107.50
	TOTAL INCOME	$2,960.00	$2,954.69

EXPENDITURES

Planning and travel	25.00	24.93
Snacks	24.00	23.93
Bus tour with box lunch	116.00	116.00
Workshops	38.50	38.45
Workbook	300.00	299.69
Presidents' Packets	22.00	21.93
Decorations	44.00	44.03
Meals--for delegates, observers & guests	1,061.00	1,061.21
Expenses for off-board chairs & Nominating Committee	318.00	317.61
Miscellaneous	60.00	60.19
TOTAL EXPENDITURES	$2,008.50	$2,007.97

Prepared by Ethel Sturgis, treasurer, 1/80

16 State Board members + Exec Sec'y expenses, also paid from Council Account were:

Travel	838.80
Meals--3 days	264.80
Lodge--2 nights	366.05
	$1,469.65

In the fall of 1978, the state Board Council Committee established the following guidelines:

1. State Council and Convention costs will be budgeted for and paid from LWV-T general fund for travel, lodging and meals within the guidelines set by the LWV-T Policy Guide for:

   state board members
   executive secretary
   nominees (Convention only)

2. Council and Convention budgets should include costs for the following:

   Budget chair--if off-Board
   Nominating Committee chair
   Nominating Committee members that are off-Board (Council only)
   Others as determined by the Council/Convention Committee with approval of the state Board, such as:
   selected off-Board program chairs, Field Service Reps, others;
   speakers, parliamentarian, other guests (mayor, etc.)
   local League Convention/Council chair/s, election clerk or others as considered acopriate

These guidelines were established to:

Recognize the general feeling that expenses for state board to attend Convention/Council should not be borne by delegates only.

Avoid the need to budget expenses for state board members attending Council/Convention and the piggy-backed board meeting partially in the LWV-T and partially in the Council/Convention budget..

Allow board members to submit one voucher for the whole period

Make the accounting easier both for the LWV-T treasurer and the Council/Convention treasurer.

1/7/80..To Nancy P...Proposed sample, for your editing! CC to Evelyn Lord.
See other side also Ethel

SAMPLE CONVENTION BUDGET

(Based on 1979 San Antonio Convention figures)

INCOME		
Delegate Registrations	$4,500	225 @ $20 each
Observer Registrations	225	15 @ $15 each
Luncheon	1,725	230 @ $7.50 each
Dinner	2,500	250 @ $10 each
Coffee Donations	85	
Counterpart Breakfast	250	100 @ $2.50 each
TOTAL INCOME	$9,285	
EXPENDITURES		
Planning	$ 300	Travel,phone,etc. for state board liaison, baby sitting & other local costs for meetings, Xerox,long distance calls*, etc.
Mailings	100	Registration confirmation cards; other direct mail information.
Workbooks	810	350 copies printed in state office; 35 pages @ 6¢ a page, plus covers.
Equipment & Decorations	400	Audio visual; extra furniture; all decorations including head table at meals.
Packets	150	Decorative folder and enclosed material given to delegates & observers at Convention.
P.R.	100	Notices to media; film & development for photos; special news editions.
Off Board Chairs, Field Service Reps, Guests	700	All expenses (except Convention meals--authorized but included below) in accordance with Policy Guide for LWV-T Nominating & Budget Committee chairs. Expenses (except for Convention meals covered below if authorized) for Field Service Reps, Off-Board Program Chairs, speakers, and other guests as approved by state board. NOTE: NO expenses will be paid for any of the above that attend as delegates.
Local Convention chair/s and Workers	300	All expenses for Convention chair/s, including room at hotel.
VOTER	100	Stencils, paper, masthead to mimeograph 3 VOTERS, approximately 3 pages each.
Luncheon	1,815	For 230 paid, plus 12 others (Off-Bd chairs, Field Service Reps, parliementarian mayor, speaker, etc--as authorized). Covers meal, wine, if appropriate, tax and tips. $7.50/plate
Dinner	2,620	For 250 paid, plus 12 others as outlined under luncheon. $10 per plate
Reception	300	For snacks..usually cash bar.
Counterpart breakfasts	250	For 100 paid @ $2.50 per plate
Coffee	100	For lobby of main meeting room, etc.
Workshops	200	Special materials, guest travel, honorariums.
Tour	900	Optional. Could be deleted to either lower registration fee, or avoid raising registration fees if costs increase.
Miscellaneous	140	
TOTAL EXPENDITURES	$9,285	

*Calls made out of state office are charged only for calls that costs $6 or more.

Extra

LWV-Texas
March 7, 1980
State Board Mailing

TO: State Board
FROM: Ethel Sturgis
RE: How you are to deal with Council financial matters

State board members' expenses for Council and the precouncil board meeting will be paid from the regular LWV-T account, O. 3. b. Please note that:

Council Registration Fee -- does not apply.

The motel bill will be paid by me from LWV-T funds. YOU are responsible for all OTHER charges on your room bill when you check out (room service, phone calls, etc.).

Please fill out and return to Waco upon receipt the appropriate registration/ reservation forms WITH YOUR CHECK.

At a later date, submit a voucher to me for reimbursement of ALL allowable expenses as shown in the Policy Guide (this includes travel, babysitting, meals, activities). An exception: the board approved a maximum reimbursement for the river boat lunch of $5.00.

Diana has assigned motel rooms and Joann is making the reservations, but YOU are responsible for doing the rest. If a conflict arises and you cannot attend all or part of Council and/or the board meeting, please let Diana know as soon as possible.

Please remember that you'll be able to attend the precouncil workshops as observers only.

Council memo samples

LWV-Texas
March 7, 1980
State Board Mailing

TO: State Board
FROM: Ethel Sturgis
RE: How you are to deal with Council financial matters

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Diana has assigned motel rooms and Joann is making the reservations, but YOU are responsible for doing the rest. If a conflict arises and you cannot attend all or part of Council and/or the board meeting, please let Diana know as soon as possible.

Please remember that you'll be able to attend the precouncil workshops as observers only.

LWV-Texas
February 16, 1979
State Board Mailing

TO: State board, Field Service Representatives,
Associate Directors, Marty, Jeanette V.

FROM: Betty A.

RE: Convention

At our September board meeting, it was agreed that Field Service Reps. and Associate Directors need to attend Convention.

It was decided to pay registration fees, lodging, and meals (at $8 per day) for FSRs and Associate Directors at Convention. It does not include travel costs.

The expenses allowed the nominating and budget chairpersons are covered in the Policy.

We have only two persons designated as Associate Directors, serving off-board -- Meg and Bobette.

Sometimes these letters are done by the president

SAMPLE LETTERS

Date

TO: State Board ONLY
FROM: Ethel Sturgis, Treasurer
RE: Council Expenses

Both your pre-Council board meeting and your Council expenses will be paid by me from the regular LWV-T Board Meeting account, 03b. Please note that:

Housing--is the ONLY expense that will be paid directly by me from LWV-T funds. However, you are responsible to pay all other charges on your room bill when you check out. Joann is making our room reservations.

Travel, Meals/Activities, and Baby sitting--should be paid initially by you and vouchered at a later date in the usual manner and in accordance with allowances as shown in the Policy Guide

Registration fee--does not apply

- - - - -

Date

TO: Off Board Chairs, Field Service Reps, others
FROM: Ethel Sturgis, Treasurer
RE: Council Expenses

For those of you who register as observers, the Board of Directors has authorized payment of our room and meals as follows:

Housing--is the only expense that will be paid directly by the LWV-T Council account. However, you are responsible....etc. Make your own room reservations.

Meals --should all be apid initially by you. Subsequently, submit a voucher for a refund. Allowable expenses are shown in the LWV-T Policy Guide, EXCEPT that the Board approved a maximum reimbursement for the River Boat lunch of $5.00. A voucher is enclosed for your use. It should be mailed to:

Jane Doe, Council Treasurer
address...

NO expenses will be paid from state funds for those who register as LL delegates.

- - - - - - -

A separate, similar letter needs to be sent to the Budget and Nominating Committee chairs--since Policy authorized all their expenses be paid, unless they ar LL delegates.

Also, in Convention years, a letter needs to go to nominees, with appropriate information, based on Board decisions regarding what, if any, costs will be paid.

TO: LL Presidents; DPM

FROM: Lois Carpenter, President, LWV-Texas
2603 Racquet Club Dr.
Midland, TX 78705 (915) 685-3388

LWV-Texas
April 1984
LL Pres. Mailing; DPM
I. H. 2.
Council - State

RE: COUNCIL WRAPUP

By the sea, by the beautiful sea, where skies were clear and balmy breezes blew in from the Gulf, approximately 85 Texas League members convened for Council '84.

The cheerful Council co-chairmen, Burma Barnett and Joyce Sosa, with their hard-working committee members, had activities well organized and running smoothly. We were graciously welcomed by Corpus Christi League President Mary Rhodes, and Mayor Luther Jones, who is also a League member.

This was our first council that was truly compressed into a 24-hour weekend and not preceded by a workshop the previous day. Another unusual aspect was that this Council began with a luncheon and our keynote speaker, LWVUS First Vice President Nancy Neuman.

Nancy, a member of the Long-Range Planning Committee, explained this group's work during the last two years, and reviewed highlights of the proposed five-year plan. She pointed out that, after examining the League's past and present in the light of demographic and societal pressures, the committee agreed that the long-term survival of the League as we have known it is at stake. The committee's recommendations, therefore, consist of proposals which they think would help maximize our strengths and minimize our weaknesses.

Later Saturday afternoon, all Council attendees had an opportunity to react to statements in the Long-Range Plan via small group discussions (for the statements and the results of the discussions, see the blue memo in this mailing). League members were somewhat hampered in this activity because few had yet had the opportunity to study the plan itself, but they were enthusiastic about the chance for the exchange. It appeared to generate much concern for the future of the League.

A highlight of the roll call of local Leagues was elevation of the Provisional LWV of Greater Kerrville to full-fledged status as the League of Women Voters of the Kerrville Area. In addition, formation of the new Gregg County State Unit was announced.

The official business of council was accomplished in speedy fashion. After Budget Chairman Barbara Swartz briefly explained the proposed LWV-Texas budget for 1984-85, there was (for League members) an unusual display of unanimity, as no one wanted to discuss it, debate it, or amend it. Our appointments of Parliamentarian, tellers, and timekeeper were for naught, as the budget was passed unanimously the next day. Congress should be so lucky!

The state board reception took place aboard Captain Clark's Flagship during a very pleasant and relaxing cruise of the bayfront area. It was even educational, as commentary explaining the sights was provided. There was time for lots of visiting among League members. Then, just as the sun dropped below the horizon in one of those beautiful Texas sunsets, we pulled up to the dock.

- more -

After dinner, delegates and observers gathered to express to the state board some of the things they wished the League would do. This brief session was followed by caucuses on national convention issues, current state League program (Redistricting and Women Under Texas Law), local League education funds, and the subject of immigration as a proposed national program item.

The counterpart sessions at breakfast on Sunday provided an opportunity for those who share the same portfolios to confer with each other.

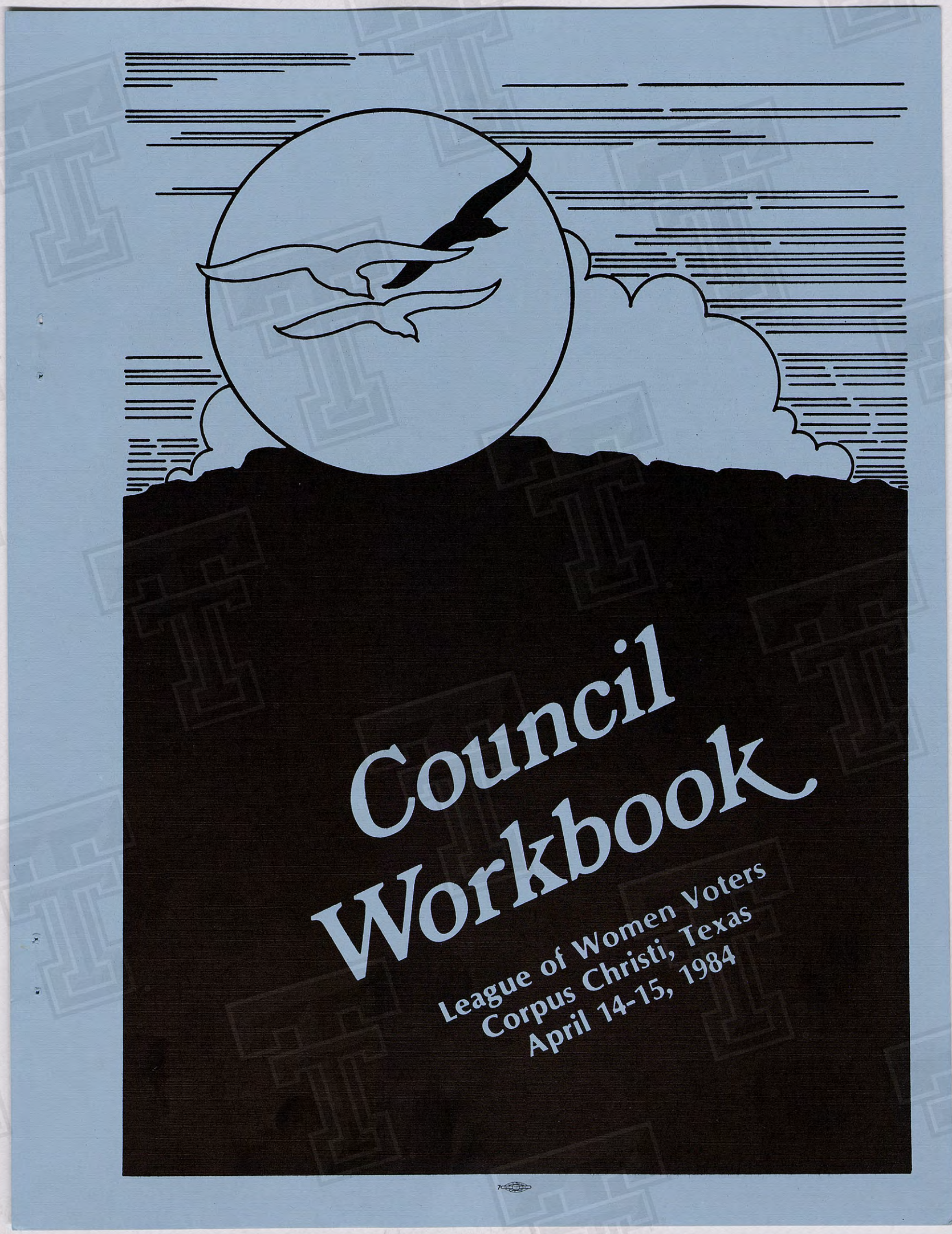
An enthusiastic, well-organized, and easy-to-understand seminar on how to raise money for local Leagues was presented by professional fundraiser John Davis of Dallas. He told us, "You raise money when you ask for it, preferably face to face, from the smallest possible number of people in the shortest possible time."

His lists of ten common fundraising mistakes and the nine cardinal principles of fundraising were duly noted by fast-writing delegates with dollar signs glinting in their eyes. Watch for a summary of his seminar by Development Director Jeanette Davis in a future mailing to local Leagues.

The President's, Treasurer's, and Development Director's Reports were given. Then Council '84 concluded with the aforementioned swift passage of the budget and resolutions thanking the LWV-Corpus Christi for a job well done.

We can return those thanks to our local Leagues for your continued participation and enthusiasm!

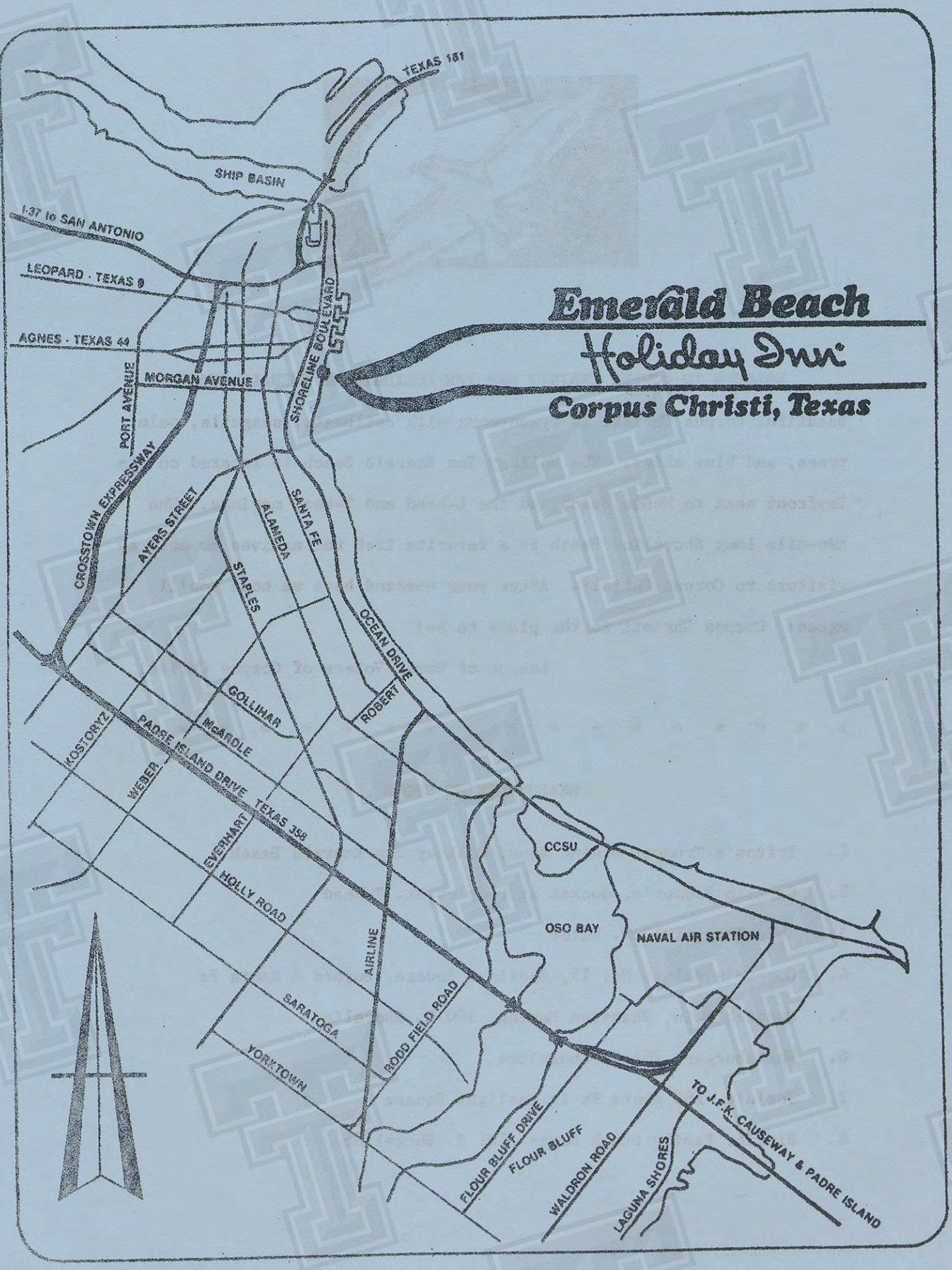
* * * * *



Council Workbook

League of Women Voters
Corpus Christi, Texas
April 14-15, 1984

Emerald Beach
Holiday Inn
Corpus Christi, Texas



WELCOME TO CORPUS CHRISTI AND THE HOLIDAY INN EMERALD BEACH

Beautiful Corpus Christi is synonymous with sailboats, seagulls, palm trees, and blue skies. The Holiday Inn Emerald Beach is located on the Bayfront next to McGee Beach and the L-head and T-head marinas. The two-mile long Shoreline Beach is a favorite trek for natives as well as visitors to Corpus Christi. After your weekend here we hope you'll agree: Corpus Christi is the place to be!

League of Women Voters of Corpus Christi

* * * * * * * * * * * * * * * * * *

NEARBY DINING SPOTS

1. Triton's Trumpet Dining Room, Holiday Inn Emerald Beach
2. Captain Boomer's, docket at Peoples St. T-head
3. Ship Ahoy, 1017 N. Water
4. Cooper's Alley, No. 15, Gaslight Square, Buford & Santa Fe
5. Spanish Main, Sheritan Marina, 300 N. Shoreline
6. Whataburger, 201 N. Shoreline
7. Josie's, 100 Santa Fe in Gaslight Square
8. Sizzler Family Steak House, 101 S. Shoreline

LEAGUE OF WOMEN VOTERS OF TEXAS

COUNCIL WORKBOOK

April 1984

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LWV-Texas Proposed Budget. . . . . Grey

LWV-Texas Education Fund Proposed Budget. . . . . Yellow

Development Report . . . . . Green

Publications Report. . . . . Green

Organization Report. . . . . Salmon

Profile of Local Leagues . . . . . Salmon

Voters Service/Citizen Information Report . . . . . Salmon

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Evaluation Form . . . . . Blue

Corpus Christi Council Chairman
Burma Barnett

State Board Council Liaison
Margie Morrill

COUNCIL WORKBOOK
April 1984

INTRODUCTION

When the 18th Biennial Council convenes in Corpus Christi on Saturday, April 14, 1984 the delegates will:

CONSIDER AND ADOPT A BUDGET FOR THE 1984-1985 LEAGUE YEAR

--Budgets are the framework for establishing priorities and goals. 1985 is a legislative year, expensive but vital for carrying out League action. Does the proposed LWV-Texas budget reflect the way you wish state funds allocated? The budget will be presented and explained, with some time allotted for questions and discussion, on Saturday afternoon. If delegates wish to amend the budget, there will be time for that on Sunday morning prior to adopting it. The treasurer and budget chairman will be available for consultation in the plenary session room from 11:00 A.M. until noon on Saturday morning.

--The proposed Texas Education Fund budget is included herein for your information, although it will be adopted by the Trustees at their next meeting rather than by Council delegates.

DISCUSS LONG RANGE PLANNING FOR LWVUS

--Our keynote speaker will inform us about the work of the LWVUS Long Range Planning Committee, and we will later have small group discussions to exchange views with other Texas League members on future directions for our organization.

LEARN THE LATEST FUNDRAISING TIPS

--A finance seminar on Sunday morning will provide advice from a professional in the field of fundraising for nonprofit organizations.

COMMUNICATE WITH THE STATE BOARD

--Time for casual visiting with the state board members (as well as other Council attendees) will occur at the state board reception aboard Captain Clark's Flagship as we cruise the bay early Saturday evening. After dinner on your own there will be time to tell us what you wish the LWV-Texas would do, or to discuss national convention issues or current state program studies.

ENJOY THE WHOLE EXPERIENCE

--Council is a grand opportunity to see old League friends and make new ones; to discuss informally common problems and goals. There will be a counterpart time (continental breakfast) Sunday morning when local League presidents meet with the state League president, while the remaining delegates and observers are invited to "bring your problems to breakfast" with your state board counterpart.

--The usual convention rules apply to all business sessions. Only delegates may vote, but observers will be granted the privilege of the floor to speak at other times. During all sessions observers may sit with delegates. (Observers include state unit members, members at large, and local League members OTHER than the two official delegates.) The schedule includes frequent breaks, and smokers will probably be asked to use the corridor outside the meeting room.

--The registration fee is $30.00 for delegates and $20.00 for observers. There will be no travel equalization.

WELCOME TO CORPUS CHRISTI!

AGENDA

18th BIENNIAL COUNCIL 1984

Holiday Inn Emerald Beach
1102 So. Shoreline Boulevard
Corpus Christi, Texas

SATURDAY, APRIL 14

8:30 A.M. - 5:00 P.M.	REGISTRATION	Shoreline Lobby
11:00 A.M. - 12:00 Noon	BUDGET CHAIRMAN & LWV-T TREASURER AVAILABLE FOR QUESTIONS	Beachcomber Room
12:00 Noon - 1:30 P.M.	LUNCHEON Welcome Mary Rhodes, President, LWV-Corpus Christi Luther Jones, Jr., Mayor of Corpus Christi Keynote Address: Nancy Neuman, First Vice President, LWV-United States	Driftwood Room
1:45 - 2:45 P.M.	FIRST PLENARY SESSION Organization of Council Roll Call Minutes of Council '82 Budget Presentation and Discussion	Beachcomber Room
2:45 - 3:00 P.M.	COFFEE BREAK	
3:00 - 4:15 P.M.	LONG RANGE PLANNING/SMALL GROUP DISCUSSIONS	Driftwood Room
5:00 - 7:00 P.M.	BAYFRONT CRUISE/STATE BOARD RECEPTION (cash bar)	Captain Clark's Flagship
7:00 - 9:00 P.M.	DINNER ON YOUR OWN	
9:00 - 9:30 P.M.	"I WISH THE LEAGUE WOULD. . ."	Beachcomber Room
9:30 -	OPTIONAL CAUCUSES National Convention Issues Redistricting & Women Under Texas Law Other caucuses as desired, (Immigration, etc.)	Beachcomber Room " " Room to be announced
8:00 A.M. - 5:00 P.M.	COUNCIL OFFICE AND PUBLICATIONS ROOM OPEN	Longboat Room

- more -

SUNDAY, APRIL 15

8:00 - 9:15 A.M.	CONTINENTAL BREAKFASTS: Presidents Breakfast Counterpart Breakfast	 Catamaran Room Outrigger Room
9:30 - 10:45 A.M.	SECOND PLENARY SESSION Finance Seminar: "Creative Ideas on Fundraising for Local Leagues"	Beachcomber Room
10:45 - 11:00 A.M.	COFFEE BREAK	
11:00 - 12:00 Noon	THIRD PLENARY SESSION President's Report Treasurer's Report Development Report Adoption of Budget	Beachcomber Room
12:00 Noon	ADJOURN	
8:00 A.M. - 1:00 P.M.	COUNCIL OFFICE AND PUBLICATIONS ROOM OPEN	Longboat Room

SUNDAY BUFFET LUNCH AVAILABLE IN HOTEL

Tips on Parliamentary Procedure

Some basic rules of parliamentary procedure which will be useful at Convention are discussed below but it is not possible to cover them all. Consult the Parliamentarian if you have special questions or problems.

Main Motions and Their Appendages

All business at the Convention is accomplished by making, debating and acting upon motions. Once a topic has been introduced by a main motion, seconded and stated by the Chair, it must normally be disposed of before the Convention can proceed to other business. Exceptions to this general rule occur when the Order of Business provides for introduction of particular motions at one meeting while action is postponed to a later time. This is the case with League program and budget. However, once a main motion is properly before the Convention for action, no other business can be brought up.

While a main motion is on the floor, several subsidiary and incidental motions can be made in connection with it. Some of these are discussed below in their order of precedence. This means that each succeeding motion can be made while the prior ones are pending.

To Amend: Debatable Majority Vote Required

I move to amend the motion by striking out the words "evaluation of."

You can amend a motion by inserting, deleting or changing words if they are germane, that is related to the subject of the motion. You cannot insert a negative to accomplish what could be done by voting against the motion. A motion can be amended several times but each amendment is considered individually and disposed of before proceeding to the next. An amendment can itself be amended but there cannot be an amendment to an amendment of an amendment. Substantial changes in the wording of a motion should be done through amendment by substitution. Consult the Parliamentarian on this. Once all amendments have been acted upon, a vote on the motion itself, as amended, is taken.

To Refer: Debatable Majority Vote Required

I move to refer this matter to a committee of three appointed by the Chair with instructions to report back to the Convention tomorrow morning.

This motion, not often used at League Conventions because of time pressures, is appropriate if you want more information about a main motion or think it needs more extensive rewording than can be done by amendment on the floor of Convention.

To Postpone Definitely: Debatable Majority Vote Required

I move to postpone consideration of this motion until Thursday morning.

This motion can be used to delay consideration of a matter until other decisions have been made or new information is available. The time to which postponement is sought must be specified.

To Limit or Extend Debate: Not Debatable Two-thirds Vote Required

I move that debate on this question be limited to one minute per speaker.

Use this motion when debate on a topic threatens to go on too long or many people wish to be heard.

I move that the limits of this debate be extended by 15 minutes.

When the time allotted for debate on a particular motion is up and you feel that the matter has not been fully explored, this motion is available.

To Close Debate: Not Debatable Two-thirds Vote Required

I move the previous question.

When debate does not seem to be shedding additional light, you may move to end it by calling the question. You must be recognized by the Chair before making this motion, which means you must be

standing in your turn at a microphone. As soon as this motion is made and seconded, debate ceases and a vote on closing debate is taken. If the motion carries, a vote is immediately taken on the question under consideration.

To Lay on the Table: Not Debatable Majority Vote Required

I move that we table this motion on candidates' meetings.

This motion postpones consideration of a matter indefinitely until the convention is ready to take it up again. You can make it any time up to the moment the final vote is taken. When a main motion is tabled it carries with it all pending amendments and other connected motions. Although it is not debatable, you may give a brief explanation of your reasons before making the motion.

I move that we take from the table the motion on candidates' meetings.

If adopted, this brings the motion previously tabled before the Convention again.

Miscellaneous Motions

These motions (or questions) are not necessarily related to the Main Motion and do not fall within the order of precedence. They may be made as appropriate or necessary. They are "red card" motions which may interrupt other business. Consult the parliamentary aides at the microphones.

Questions of Privilege: *Question of Privilege, please! It is too noisy. I request that the delegates be asked to stop talking among themselves.*

Parliamentary Inquiry: *Parliamentary Inquiry, please! Is it in order at this time to move for reconsideration of the motion to amend the budget?*

Point of Information: *Point of Information, please! How many recognized local Leagues are there at present?*

Point of Order: *Point of order, please! The motion to consider this not-recommended item is out of order because notice of intent was not given on Saturday.*

These questions are raised as the occasion demands. There is no debate or vote and the Chair rules immediately on the request or provides the information sought.

Appeals: *I appeal the decision of the Chair.*

Any ruling of the Chair can be submitted to the Convention for final determination by this motion which requires a second. The appeal must be taken immediately after the contested decision and is usually debatable. It requires a majority vote; a tie vote sustains the Chair's ruling.

Voting: *I call for a division.*

A single delegate can require a standing vote if unsatisfied with a voice vote or a show of hands.

I move that the vote on this question be counted.

This motion, if seconded, is put to the Convention. If a majority agrees, the vote in question must be taken by means of the mechanical tabulations cards.

Reconsideration: *I move that we reconsider the vote on the motion to adopt the not-recommended item on agricultural subsidies.*

This motion can be made only by one who voted with the prevailing side (the side that won) although it can be seconded by any delegate. It must be made on the same day or the next day after the original motion was carried or defeated. A motion to reconsider can be made at any time during the permitted days but a vote on the motion may be postponed to an appropriate time in keeping with the Order of Business. The motion is debatable if the original motion was debatable and requires only a majority to pass even though the original motion needed a larger vote. If the motion to reconsider passes, the original motion is again before the Convention for action. A vote can be reconsidered only once.

From: LWVUS Convention Workbook '80

COUNCIL WORKBOOK
April 1984

OFFICERS AND DIRECTORS/TRUSTEES

LWV-TEXAS AND LWV-TEXAS EDUCATION FUND
1983-85

OFFICERS

[redacted]

Jan Albers: Program Vice President
[redacted]

Lavora Arizaga: Public Relations Vice President
Executive, Legislative, Judicial
[redacted]

Ethel Sturgis: Organization Vice President
[redacted]

Margie Morrill: Secretary, LWV-Texas & LWV-TEF
[redacted]

Jeanette Vanderwater: Treasurer, LWV-Texas & LWV-TEF
[redacted]

[redacted]

DIRECTORS/TRUSTEES

Evelyn Bonavita: Legislative
[redacted]

Louise Cummins: Redistricting
[redacted]

Jeanette Davis: Public Relations Vice President
[redacted]

Sondra Ferstl: Texas VOTER
[redacted]

Rachel Gooch: Field Service
[redacted]

Barbara McCormick: Human Resources/Social Policy
[redacted]

Myrtle McMahan: Membership/State Units
[redacted]

Catherine Perrine: Water
[redacted]

[redacted]

COUNCIL WORKBOOK
April 1984

Bowena Rodgers: Voters Service/Citizen Information
[redacted]

Diane Sheridan: Hazardous Waste
[redacted]

Franci Smith: Women Under Texas Law (WUTL)
[redacted]

Eleanor Sutherland: Publications; Bylaws
[redacted]

NOMINATING COMMITTEE

Jan Wilbur, Chairman
[redacted]

Polly Cave
[redacted]

Donna Green
[redacted]

BUDGET COMMITTEE

Barbara Swartz; Chairman
[redacted]

STATE OFFICE

League of Women Voters of Texas
1212 Guadalupe, #109, Austin 78701
(512) 472-1100

STATE OFFICE STAFF

Joann Lovelace, Executive Secretary
[redacted]

NATIONAL OFFICE

League of Women Voters of the United States
1730 M St. N.W., Washington, D.C. 20036
(202) 429-1965

LOCAL LEAGUE PRESIDENTS

LEAGUE	PRESIDENT	ADDRESS	ZIP	TELEPHONE
ABILENE	Laura Cline	[redacted]		
AMARILLO	Marsha Titus LWV phone			
ARLINGTON	Joyce Morgan			
AUSTIN AREA	Frances McIntyre LWV office			
BAY AREA	Melba Heselmeyer			
BAYTOWN	Jackie Slaughter			
BEAUMONT	Lin Owen			
BRAZOS COUNTY	Doris Watson			
CORPUS CHRISTI	Mary Rhodes			
DALLAS	Pat Sabin LWV office			
DENTON	Sue Smith LWV phone			
EDINBURG/McALLEN	Pat Castanon			
EL PASO	Mateele Rittgers LWV phone			
GAINESVILLE	Nancy Williams			
GALVESTON	Lou Huyge LWV phone			
HOUSTON AREA	Helen Hunter LWV office			
IRVING	Irma Proctor			
GREATER KERRVILLE Prov	Abbie Corey			
LUBBOCK	Ruth Lauer			
MARSHALL/HARRISON CO	Greg Bell			
MIDLAND	Pat Stanley			
MONTGOMERY CO	Judith S. Zirkle			
ODESSA	Karen Johnson			
ORANGE AREA	Linda Dearing			
PEARLAND AREA	Mary Stanford			
PLANO	Mary G. Snell			
RICHARDSON	* Sue Sloos * (Mary Porter, no			
ROCKWALL CO.	Jerene Knoll			

* Co-Presidents

LWV-Texas LL Presidents (continued)

LEAGUE	PRESIDENT	ADDRESS	ZIP	TELEPHONE
SAN ANTONIO AREA	Sally Coughlin LWV office	[redacted]		
SAN MARCOS	Carol Pino			
SHERMAN	Avo S. Butler LWV phone			
TARRANT CO	Jamie Luebbehusen LWV office			
TYLER	Leigh Hughes LWV phone			
VICTORIA	Helen Duckworth			
WACO AREA	Patti McLaughlin LWV phone			
WICHITA FALLS	Bobbye Hampton			

STATE UNITS

UNIT	CHAIRMAN	ADDRESS	ZIP	TELEPHONE
BURLESON	Joyce Anderson	[redacted]		
CLEBURNE	Polly von Tungeln			
PASADENA	Dolores Brogna			
WISE CO	Birdie Elder			

STATE UNIT ADVISORS

BURLESON	Myrtle McMahan [redacted]	PASADENA	Helen Hunter [redacted]
CLEBURNE	Ethel Sturgis [redacted]	WISE COUNTY	Genevieve Scott [redacted]

LEAGUE OF WOMEN VOTERS OF TEXAS
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
BUDGETS FOR 1984-1985

The increased PMP voted in at convention last year enabled the budget committee to be much more creative. With the expected raise in both postage and telephone costs, along with the normal increases in supplies, etc., the additional funds were much needed. Let me assure you the board has worked, and will continue to work, diligently to give local Leagues the greatest amount of service possible at the least cost.

Significant changes in the LWV-Texas budget are as follows:

The cost of DPMs has been raised this year, necessitated by increases in the amount of materials sent on DPM, and the cost of postage and supplies.

The member contribution figure is significantly lower, reflecting the actual amounts coming in this year. Having signed a contract with the Center for Nonprofit Management in Dallas, we are hopeful that our non-member fundraising will be successful. (A finance seminar at Council will help local Leagues with fundraising. I hope you will all take advantage of this opportunity.)

The year of a legislative session always involves more action--and more expense--for the state board. You will notice quite a large increase in Program Action. This will enable the many program directors to represent all of you with legislative action.

Office Overhead (N-10) may look large. Past experience has shown that about 20% of office time, phone, supplies, etc. can be charged to a specific item, such as program, PR, organization, etc. This allows the budget to reflect costs more accurately.

The President's expenses were slightly reordered. She has found that more can be accomplished over the phone than she had thought possible, so that expense was raised and travel was lowered somewhat.

Expense for board meetings was raised. This includes travel, meals, and overnight lodging. Board meetings are three intense days (two nights). It was felt that, if possible, board members should be allowed to sleep two to a room. These are not luxury accommodations, I assure you.

Expense for Development was lowered. An annual report will not be printed next year because a biennial report was published this year.

Approximately one-half of the Beth Brown Memorial Fund will be used in support of leadership workshops for local Leagues, provisional Leagues, and state units. The final format for these will be set at the June state board meeting. You will note that the TEF reimbursement for Organization (S-11) excludes the $2,000 for this purpose.

It appears that the special session of the Legislature will occur after the primary and run-off elections this year. So the $650 budgeted for that last year will carry over.

If you have questions, feel free to contact the budget committee:
Barbara Swartz, Chairman; Lois Carpenter, Evelyn Bonavita, Jeanette Davis, Jeanette Vanderwater.

LOCAL LEAGUE SUPPORT FOR 1984-85 BUDGET

Membership January 1, 1984

League	Life member or joined through LWV-US (no PMP)	Household	Total	Per-member Payment
Abilene			39	$ 341.25
Amarillo			27	250.00*
Arlington		4	78	673.75
Austin Area	5	4	295	2,528.75
Bay Area	1	4	118	1,015.00
Baytown		2	59	511.88
Beaumont		10	150	1,290.63
Brazos County		4	116	1,006.25
Corpus Christi		10	119	1,019.38
Dallas	5	48	466	3,928.75
Denton		8	84	717.50
Edinburg/McAllen	1	2	42	354.38
El Paso			89	778.75
Gainesville		2	20	250.00*
Galveston		16	98	822.50
Houston Area	4		595	5,171.25
Irving	1	4	72	612.50
Lubbock		12	165	1,417.50
Marshal/Harrison Co.		12	48	393.75
Midland	1		35	297.50
Montgomery County		2	39	336.88
Odessa		2	17	250.00*
Orange Area	1	6	26	250.00*
Pearland Area		4	31	262.50
Plano		10	54	450.63
Richardson			50	437.50
Rockwall County		6	24	250.00*
San Antonio Area	3	2	199	1,710.63
San Marcos		12	44	358.75
Sherman	1	4	73	621.25
Tarrant County	2	24	187	1,566.25
Tyler		6	49	415.63
Victoria		16	68	560.00
Waco Area	1	14	76	625.63
Wichita Falls		2	36	310.63
	26	252	3688	$31,787.55
Provisional League:				
Greater Kerrville			50	$250 Prov. fee
State Units:				
Wise County			22	
Burleson			7	
Cleburne			8	
Pasadena			25	
Members-at-large			50	
TOTAL LWV-T MEMBERSHIP 1/1/84			3850	

* Minimum applies

LEAGUE OF WOMEN VOTERS OF TEXAS
RECOMMENDED BUDGET: JUNE 1, 1984 - MAY 31, 1985

INCOME	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
A. Support				
1. Local League Support	$26,664	$28,873	$31,790	Based on $8.75 PMP for 3688 members with a League minimum of $250
2. Members joining through LWVUS		33	15	Based on 2 members at $8.75
3. Dues, MALs & State Units	2,862	3,375	3,375	Based on 135 members at $25
4. Provisional Leagues	450	250	500	2nd year for Kerrville; expect one new one
Subtotal A	29,976	32,351	35,680	
B. Interest	1,749	2,000	1,600	Lower rates on investments, savings
C. Sale of Publications				
1. Duplicate Presidents Mailings	2,020	1,900	2,500	100 DPMs at $25 each
2. Standing Orders	948	1,008	600	50 @ $12, includes Directory, consensus reports, memos, etc.
3. Publications on Hand	2,121	1,500	1,500	We Support; Program Perspectives; national pubs for resale
4. Legislative Newsletter	1,714	100	1,500	'85 legislative session, 150 @ $10
5. Advocacy Papers	397	0	700	5 papers in support of League's legislative priorities
6. Action Brief	245	0	400	3 briefs on ballot or legislative issues
7. We Support	0	814	0)	Published in 83-84; sales income
8. Program Perspectives	0	100	0)	reflected in C.3
9. Texas Pins	636	0	100	Income from sales (Conv. '85 etc.)
Subtotal C	8,081	5,422	7,300	
D. Contributions				
1. Member Cash	3,418	3,008	1,095	Contributions by LWV members
2. State Fundraising	6,765	8,250	8,250	Non-member contributions prior to deducting local League share
3. National Fundraising	0	0	0	None anticipated
4. Unreimbursed Expenses	2,065	2,000	2,400	Unreimbursed board member expenses for food, phone, supplies, etc.
Subtotal D	12,248	13,258	11,745	

	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
INCOME (continued)				
E. Contractual	$ 6,527	$ 0	$ 4,500	ABC Election Night Reporting
F. State Convention/Council				
1. Convention	12,113	0	12,000	State convention in '85, receipts from registration fees, etc.
2. Council	0	4,750	0	State council in '84
3. Legislative Day	446	0	750	'85 session, 150 @ $5 registr. fee
Subtotal F	12,559	4,750	12,750	
G. In-kind Assistance	250	1,500	1,000	Outside professionals such as auditor, typesetter, etc.
H. From Reserves				
1. Reserves	0	3,775	4,970	Accrued for leg. session from 83-84
2. Beth Brown Memorial Fund	0	0	2,000	Contributions made in 83-84
Subtotal H	0	3,775	6,970	
TOTAL INCOME	$71,390	$63,236	$81,545	
EXPENSES				
N. State Office				
1. Equipment Maintenance	$ 1,342	$ 1,600	$ 1,600	Mainly contractual, includes mimeo, copier, typewriters, etc.
2. General Supplies	664	1,000	1,000	Supplies not charged to specific budget item
3. Postage	343	1,000	1,200	Meter fee, bulk mail deposit, postage not chgd. to specific item
4. Telephone	1,172	1,200	1,400	Basic charge, calls not charged to specific budget item
5. Insurance & Bonding	414	450	600	Premium on fire, liability, burglary, bonding, workers comp.
6. Rent	6,200	7,240	7,240	Rental for office & parking
7. Salaries	18,504	20,400	21,360	$1100 for exec. sec., $680 for part-time sec.; includes 5% raise
8. Payroll Taxes	1,374	1,480	1,670	Social Security, Unemployment
9. Audit & Tax Reports	450	500	500	To prepare reports

	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
EXPENSES (continued)				
N. State Office (cont.)				
10. Office Overhead	$(6,500)	$(4,500)	$(7,315)	20% of N-1 through N-9
11. Equipment Purchases	4,118	5,060	1,000	Contingency
12. TEF Reimbursement	(11,418)	(14,175)	(12,100)	40% of N-1 through N-11
Subtotal N	16,663	21,255	18,155	
O. Board & Administration				
1. President				
a. Travel/per diem & representation	712	1,200	1,000	Trips to state office & trips for other League business
b. Telephone	1,341	900	1,500	League phone in president's home
c. Postage & Supplies	176	100	100	
2. Secretary & Treasurer	599	550	750	Phone, supplies, postage, computer time
3. Board of Directors				
a. Tools	645	400	600	Nat'l DPMs & other tools for board members
b. Board Meetings	7,702	7,500	9,060	Four 3-day bd. meetings, one 1-day mtg., 18 board members
c. Mailings to Board	1,907	1,700	2,300	Postage, copying, supplies for weekly mailings from state ofc.
d. Unreimbursed Expenses	425	400	400	Expenses at board meetings beyond budgeted allotments for food, etc.
4. Administrative Committees				
a. Budget	277	300	400	6 persons, travel, etc., 1 meeting
b. Development	1,251	1,400	700	Expenses to raise funds
c. Interim Committees	224	250	300	VP & Pres. mtg., ad hoc meetings as needed
d. Nominating	320	50	465	Phone, postage, 1 mtg., 5 members
5. TEF Reimbursement	(6,074)	(5,450)	(7,030)	40% of O-1 through O-4
6. Unreimbursed Expenses	634	400	400	
Subtotal O	10,139	9,700	10,945	
P. Convention/Council				
1. National Council	1,018	0	1,500	Nat'l Council '85, two delegates
2. National Convention	0	1,500	0	No nat'l Convention in 84-85
3. State Convention	9,670	0	12,000	All costs, including travel, food, lodging for budget chmn. & others invited by state bd., No expenses of state board

	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
EXPENSES (continued)				
P. Convention/Council (cont.)				
4. State Council	$ 0	$ 4,750	$ 0	No state Council in 84-85
Subtotal P	10,688	6,250	13,500	
Q. National Services--PMP	1,458	1,536	1,035	State Units & MALs, 103 single, 6 households, 75% paid by LWV-T, 25% paid by TEF (N-3)
R. Public Relations				
1. Vice President's Expense	528	375	375	Travel, phone, supplies, etc.
2. VOTER	3,880	4,200	4,000	4 issues, no color
3. Publications				
a. Director's Expense	48	50	50	Phone, supplies
b. Marketing Expense	0	200	200	Cost of marketing publications
c. DPMs	2,099	1,800	2,500	Matched by income, C-1
d. Standing Orders	429	1,000	600	Matched by income, C-2
e. Publications on Hand	1,471	800	1,000	In-house & national pubs not charged elsewhere
f. We Support	0	800	0	Published in 83-84
g. Program Perspectives	0	100	0	Published in 83-84
h. Texas Pins	410	0	0	No expense foreseen
i. Advocacy Papers	510	0	800	5 papers, see income, C-5
j. Action Brief	308	0	400	3 briefs, see income, C-6
4. TEF Reimbursement	(1,977)	(2,135)	(1,850)	40% of R-1 through R-3b
5. Unreimbursed Expenses	247	400	400	
6. TV Film--Legislative Day	461	0	0	No plans for Legislative Day film
Subtotal R	8,423	7,590	8,475	
S. Organization				
1. Vice President's Expense	209	250	300	Travel, phone, supplies
2. Field Service	1,714	2,150	2,000	Representatives, consultant, director expenses
3. Workshops	692	400	2,500	Regional workshops; $2,000 from Beth Brown Memorial Fund to be used for special workshop(s) to be decided
4. New Leagues & New Units	104	400	300	Start up costs including travel, phone, etc.

	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
EXPENSES (continued)				
S. Organization (cont.)				
5. Membership	$ 278	$ 250	$ 250	Director's expense not charged elsewhere
6. Provisional Leagues	122	250	400	One existing, 1 new; advisor, mailings to LLP, DPM
7. State Unit Support	217	270	625	DPMs, mailings to advisors, meeting for SU advisors
8. Mailings to SU Chairmen	225	170	410	Same as LL Pres. mailings
9. Mail to All Members at Large	915	1,450	1,400	Monthly mailings, new memb. packets
10. Mail to Local League Presidents	1,687	1,800	2,000	Ten monthly mailings
11. TEF Reimbursement	(367)	(1,105)	(1,080)	25% of S-3 (minus $2,000), 8,9,10
12. Unreimbursed Expenses	456	400	400	
Subtotal S	6,252	6,685	9,505	
T. Program				
1. Vice President's Expense	800	250	500	Travel, phone, supplies, larger due to legislative session
2. Program Action	2,117	1,500	4,000	Testimony, press releases, phone, travel, ofc. overhead for 13 dir.
3. Coalitions	110	100	200	Dues; more coalitions in leg. yr.
4. Unreimbursed Expenses	186	400	400	
Subtotal T	3,213	2,250	5,100	
U. Legislative Office				
1. Lobbying	1,561	0	2,250	Legislative Service, extra phone, supplies, etc.
2. Legislative Secretary	3,021	0	3,680	5 months, includes payroll taxes
3. Office Expense	1,037	0	1,300	Office overhead
4. Legislative Priorities Brochure	0	0	150	To publicize leg. priorities
5. Legislative Newsletter	3,541	0	3,000	We lose money on this, see C-4
6. Accrual for Next Session	0	4,320	0	
7. Special Legislative Session	0	650	650	Accrual from 83-84 budget
8. Office Overhead	0	0	(650)	Action charged to specific program item
9. Legislative Day	0	0	850	Packets, refreshments, etc.
10. Unreimbursed Expenses	0	0	400	
Subtotal U	9,160	4,970	11,630	

	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
EXPENSES (continued				
V. In-kind Assistance	$ 0	$ 1,500	$ 1,000	Outside professionals
W. LL Share of State Fundraising	1,140	1,500	1,500	In accordance with sharing formula adopted at convention; shared when state solicits donations in local League area
X. Contractual Services	1,814	0	700	ABC Election Night Reporting expenses
TOTAL EXPENSES	$69,183	$63,236	$81,545	

GLOSSARY:

LL = Local League
PMP = Per-member Payment
SU = State Unit
VS = Voters Service
DPM = Duplicate Presidents Mailing
LLP = Local League President
MAL = Member at Large
WUTL = Women Under Texas Law
TEF = LWV-Texas Education Fund

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
RECOMMENDED BUDGET: JUNE 1, 1984 - MAY 31, 1985

	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
INCOME				
A. Contributions				
1. Fundraising, Unrestricted	$ 6,347	$ 8,000	$ 8,000	Total after shared portion is posted to A-5
2. Member Contributions	10,040	2,500	1,000	Seems to be the present pattern (we had an "angel" in 82-83)
3. Tributes, Memorials, Bequests	160	200	200	
4. Restricted Grants	9,955	50,000	50,000	Total raised less administrative fee & LL share if applicable
5. Local League, Restricted	11,505	11,100	11,100	Held for LLs, total less administrative fee
6. Unreimbrused Expenses	2,504	500	2,750	Unreimbursed board member expenses (O-2 + P-5)
Subtotal A	40,511	72,300	73,050	
B. Interest & Dividends				
1. Interest	7,688	5,500	5,500	From savings accounts
2. Dividends	0	0	1,800	From stocks
Subtotal B	7,688	5,500	7,300	
C. Administrative Fees				
1. Local League Accounts	726	450	450	5% fee charged on LL projects subject to fee
2. Grants, Restricted	616	2,500	1,000	Administrative fee on grants
3. Texas Government Handbook	766	0	150	25¢ per copy sold
Subtotal C	2,108	2,950	1,600	
D. Sale of Publications				
1. Voters Guides	2,812	6,250	3,000	For '84 general election, matched by O. 1. b.
2. Public Subscription Service	1,060	1,625	1,625	65 @ $25 each to schools, libraries
3. Current Issue Publications				
a. Facts & Issues	2,763	1,200	4,000	Adm. of Justice (1); WUTL (2)
b. Focus	0	1,275	1,000	2; subjects to be determined
c. Leaders Guides	0	200	0	
d. Voter Service Publication	145	600	0	None expected
4. Publications on Hand	1,816	450	500	TEF pubs from previous years
Subtotal D	8,596	11,600	10,125	

	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
INCOME (continued)				
E. In-kind Assistance	$ 1,000	$ 2,480	$ 2,500	Outside professional work which is donated
F. Transfer From Reserves	0	5,000	3,630	
TOTAL INCOME	59,903	99,830	98,205	
EXPENSES				
N. Shared Services & Administration				
1. Shared Services				
a. Office Overhead	$11,418	$12,150	$12,100	LWV-T N-12 State office spends
b. Trustee Meetings & Expense	6,074	5,450	7,030	LWV-T O-5 about 40% of its time
c. VOTER and Publications	1,977	2,135	1,850	LWV-T R-4 on TEF activity
d. Mailings & Workshops	367	905	1,080	LWV-T S-11
2. Administration	13	100	100	General supervision of LL accounts
3. Capital Expenditures	0	1,485	0	None expected
4. National PMP for MALs	486	0	345	25% of total annual PMP paid with TEF funds as allowed by LWVUS
Subtotal N	20,335	22,225	22,505	
O. Public Relations, Unrestricted				
1. Voters Service/Citizen Information				
a. VS/CI Director	92	175	175	Travel, phone, supplies
b. Voters Guides	3,230	6,250	3,000	'84 general election
c. Public Subscription Service	875	1,300	1,625	Cost of service to the public, matched by D-2
d. VS Publications	500	500	0	None expected
e. VS Projects	0	300	300	To be determined
2. Unreimbursed Expenses	340	250	250	
Subtotal O	5,037	8,775	5,350	
P. Program, Unrestricted				
1. Research on New Program Items	229	1,200	0	Completed in 83-84
2. Information & Education on Prev. Studies			1,650	Research, updates, workshops, pub. purchases on prog. other than P-1
3. Coalitions & Associations	183	150	150	Dues for coalitions & other orgs.
4. Publications				
a. Facts & Issues	1,297	1,800	1,000	Adm. Justice (WUTL done before 6/1)
b. Focus	0	800	1,000	Two, subjects to be determined
c. Leaders Guide	0	600	0	

	ACTUAL 82-83	BUDGET 83-84	PROPOSED 84-85	EXPLANATION
EXPENSES (continued)				
P. Program, Unrestricted (cont.)				
5. Unreimbursed Expenses	$ 2,164	$ 250	$ 2,500	
Subtotal P	3,873	4,800	6,300	
Q. Publications & Projects, Restricted	13,499	50,000		
1. When You Go To Austin	0	0	2,500	It seems easier to get funding for
2. VS Project	0	0	2,500	a specific project, such as #1 or a VS project (to be determined)
3. Debate	0	0	20,000	Senatorial debate in October
4. Other	0	0	25,000	Keystone hazardous waste project
Subtotal Q	13,499	50,000	50,000	
R. Local League Restricted Funds				
1. Projects	15,231	8,550	8,550	Projects approved by state board minus 5% administration fee
2. Purchases	2,201	3,000	3,000	Authorized expenditures not subj. to adm. fee, such as purchase of pubs.
Subtotal R	17,432	11,550	11,550	
In-kind Assistance	0	2,480	2,500	Services provided by outside professionals, matches E
TOTAL EXPENSES	$60,176	$99,830	$98,205	

Please note: Although the LWV-T and the LWV-TEF budgets are interrelated, only the LWV-T budget is adopted by council delegates. The LWV-TEF budget will be adopted by the Board of Trustees at its June meeting.

DEVELOPMENT
Jeanette Davis

The following contributions were made to the League of Women Voters of Texas and the League of Women Voters of Texas Education Fund during the period 5/1/83 - 2/15/84. In accordance with sharing and incentive guidelines approved by the 1983 state convention, contributions were shared with the appropriate local League.

CONTRIBUTOR	T/TEF	AMOUNT	LOCAL	STATE
Texas AFL-CIO	T	$ 500	$ 140	$ 360
Lomas & Nettleton Financial Corp.	T	1,000	200	800
Dallas Power & Light	T	600	120	480
Texas Electric Service	T	600	80	520
National Gypsum Co.	T	1,000	200	800
General Motors Assembly Division	T	100	20	80
Space Center Rotary Club Services*	T	250		250
Beth Brown Memorial*	T	3,885		3,885
Anonymous	T	1,000		1,000
Member Contributions	T	199.96		199.96
Hayter Engineering	TEF	200		200
Dresser Foundation	TEF	1,000	200	800
Hershey Foundation	TEF	250		250
Barber Foundation	TEF	200	20	180
Chemical Waste Mgmt.	TEF	1,000		1,000
Texas Utilities	TEF	1,500	300	1,200
Keystone Project:*				
Texas Chemical Council	TEF	500		500
LWVUS Education Fund	TEF	2,500		2,500
Anonymous	TEF	2,500	750	1,750
Anonymous	TEF	3,000		3,000
Member Contributions	TEF	154.33		154.33
TOTAL		$21,939.29	$2,030.00	$19,909.29

* Restricted

PUBLICATIONS
Eleanor Sutherland

When the delegates at Convention '83 voted their program choices, it became clear that a new round of Facts & Issues and other kinds of publications would be getting into the work stream from the state League. You have already received the excellent material entitled "The Decennial Dilemma: Redistricting" which, along with a previously published Leaders Guide on Redistricting, will give the League ability to comment when the Legislature convenes in regular session. Louise Cummins worked through the December holidays on the F&I!

Progress is being made on plans to market our publications to a wider public audience. We have applied for and received an assignment of International Standard Book Numbers (ISBN) which will be added to ordering information on our publications. We are also preparing a publications brochure to be distributed to the public and to our contributors.

We hope that we can again rely on all of you to send us appropriate names of individuals and organizations which should receive P.R. flyers on our publications. Your response was great for the Women Under Texas Law study, so we know there are many interested members of every community who might be reached in this way. For instance, the exciting trip taken by Diane Sheridan is chronicled in "Independent Observations on Ocean Incineration." This should reach a whole new audience of our "publics."

The other studies, which we are looking forward to, continue our emphasis on women's issues. "Intestacy" will be out in late spring, and "Domestic Violence" is on the calendar for fall. Both are under the direction of Franci Smith, and are on schedule. Also planned, but not yet on a precise schedule, is a revision and update of adult justice information by Diana Clark.

ORGANIZATION

Organization Vice President
Ethel Sturgis

The news is good! For the second year in a row, League membership in Texas has increased, and we expect to welcome Greater Kerrville as the newest local League at Council. 1983-84 also brought a new state unit into being in Wise County, and efforts are underway to establish units in Henderson and Longview. Requests from several other areas are being pursued. The more local Leagues and state units we have in Texas, the stronger we are!

Regional workshops held in the fall of 1983 allowed League leaders to exchange ideas regarding membership, program action, publications, and handling League presidency. This was the format most requested by delegates to the 1983 state Convention. One hundred three members representing 26 local Leagues, one provisional League, and one state unit participated. Our thanks to the following Leagues that provided the perfect atmosphere and delightful lunches: Baytown, Lubbock, Richardson, San Marcos, and Tarrant County.

1983-84 also produced some new League tools--a revised edition of Choosing and Developing Local League Program written by Lois Carpenter and Rachel Gooch, the brand new Publication Production Kit written by Isabel Miller, and a revised LWV-TEF Handbook of Policies and Procedures for Local Leagues prepared by the organization core of the state board. We hope your League is finding these useful.

Field Service
Rachel Gooch

Two-thirds of Texas' thirty-five Leagues were provided with board training during the summer and fall of 1983, usually by their field service representatives. Some Leagues had visits without training; a few were visited more than once to meet special needs. In addition, some Leagues asked state board members to present programs, sharing their special knowledge or expertise.

Field service representatives have made numerous telephone contacts, providing an important communication link between the state and local Leagues, and offering assistance and advice when needed. They also assisted with the area workshops last fall by moderating a number of the sessions. All their efforts are truly appreciated!

A meeting of field service representatives has been tentatively scheduled for late spring. There will no doubt be some shifting of assignments, so please watch for a possible change of representative and adjust your mailing lists promptly.

Membership and State Units
Myrtle McMahan

Clearly the decline in League membership in Texas has been turned around! We have 128 more League members now than a year ago--a 3.4% increase. Sixteen

- more -

Organization - Membership (cont.)

local Leagues reported an increase in membership; eight of these exceeded 10%. CONGRATULATIONS!

In tabulating the Annual Reports regarding membership, it is interesting to note that sixteen local Leagues participated in the Action Packed Politics campaign, and ten of these realized a gain in membership; of the nineteen Leagues that did not participate, only six reported a gain. The national League's efforts to recruit members via direct mail have netted Texas 23 new members, and the reports also reflect that men are joining Leagues in Texas in increasing numbers.

Currently we have 112 members at large, 50 of whom live in communities without a state unit. The four established state units meet a need in their communities through the extensive Voters Service activities; all meet regularly for program discussions. The time and effort of the advisors in assisting these units is greatly appreciated.

1983-84 PROFILE OF TEXAS LEAGUES

Local & Prov. Leagues	Membership 1/1/83	Membership 1/1/84	Basic Dues	1983-84 Budget	Attendance at State Meetings* LD	SC	FW
Abilene	31	39	$20.00	$ 3,288	x	x	x
Amarillo	37	27	25.00	3,919		x	x
Arlington	76	78	25.00	8,015	x	x	x
Austin Area	285	295	27.50	17,770	x	x	x
Bay Area	110	118	22.00	7,381	x	x	
Baytown	62	59	20.00	4,469		x	x
Beaumont	145	150	25.00	12,685		x	x
Brazos County	110	116	22.00	8,177		x	
Corpus Christi	124	119	25.00	7,306	x	x	x
Dallas	372	466	26.00	28,782	x	x	x
Denton	87	84	25.00	7,654	x	x	x
Edinburg/McAllen	38	42	22.50	1,865		x	x
El Paso	51	89	30.00	3,550		x	x
Gainesville	40	20	25.00	2,255			
Galveston	123	98	21.25	8,103		x	x
Houston Area	601	595	25.00	43,250	x	x	x
Irving	57	72	20.00	5,385		x	x
Greater Kerrville Provisional	50	50	25.00	4,100		x	x
Lubbock	130	165	25.00	6,625	x	x	x
Marshall/ Harrison County	45	48	25:00	2,607		x	
Midland	38	35	25.00	3,600		x	
Montgomery County	40	39	25.00	3,778	x	x	
Odessa	17	17	20.00	1,345			
Orange Area	38	26	25.00	1,947		x	x
Pearland Area	25	31	20.00	1,275	x	x	x
Plano	56	54	22.00	7,087	x	x	x
Richardson	53	50	25.00	5,389		x	x
Rockwall County	33	24	20.00	3,085		x	
San Antonio	189	199	25.00	17,750	x	x	x
San Marcos	26	44	20.00	1,766		x	x
Sherman	80	73	21.00	8,957		x	x
Tarrant County	193	187	25.00	35,039	x	x	x
Tyler	60	49	25.00	8,000	x	x	x
Victoria	56	68	25.00	7,033	x	x	x
Waco Area	79	76	25.00	6,329		x	
Wichita Falls	37	36	21.00	3,355	x	x	x
State Units & MALs							
Alvin S.U.	21	Disb.			-	-	-
Burleson S.U.	16	7					
Cleburne S.U.	10	8				x	
Pasadena S.U.	46	25					
Wise County S.U.	-	22			-	-	x
MALs not in S.U.s	35	50			2		
Totals	3722	3850					

*LD = Legislative Day 1983
SC = State Convention 1983
FW = Fall Workshops 1983

COUNCIL WORKBOOK
April 1984

VOTERS SERVICE/CITIZEN INFORMATION

Rowena Rodgers

A state Voters Guide on proposed constitutional amendments was produced for the November election, and prior to Council '84 a Guide to statewide primary candidates will be published. Many local Leagues will be incorporating the state Guide with their local Guide.

Getting out the vote begins with getting citizens to register to vote. Hence the many voter registration drives in progress. Many local Leagues are involved with projects in cooperation with other organizations such as Texas Women for the 80's, which is one of the Women's Vote Projects mentioned in the winter, 1984 issue of the National VOTER.

In Austin, Dallas, Fort Worth, Houston, and San Antonio, Texas Women for the 80's has paid organizers and registration efforts underway. Organizers have been trained by the Southwest Voter Registration & Education Project in San Antonio. While voter registration is not the sole function of Texas Women for the 80's, that is where the action is now. Later the emphasis will shift to informing voters and getting them to the polls. Some local Leagues are working with the Texas Human Serve and other voter registration projects.

Let me know if I can be of any assistance to you.

COUNCIL WORKBOOK
April 1984

PROGRAM

Jan Albers and Evelyn Bonavita

All LWV-Texas program directors invite you to "bring your problems to breakfast" on Sunday morning. This will be a time of sharing both problems and solutions. However, if you are having particular problems with the new studies, Redistricting and Women Under Texas Law, plan to meet with Louise Cummins and Franci Smith Saturday evening at 9:30 during the time set aside for optional caucuses at Council.

The following pages summarize what has been happening in the various program areas during the past year. We are also beginning to lay plans and formulate strategies for the 1985 legislative session.

During the interim we have joined an informal environmental coalition which meets regularly to exchange views and to work on legislative issues. We are active in Texans for Children, which is engaged in an effort to have AFDC payments included in the call for a special session and increased to $60 per month. We are closely following interim legislative committees on water and hazardous waste and have testified before both. We are also monitoring the Select Committee on Public Education.

We have attended workshops and/or meetings which addressed such subjects as the sunset review process, how to organize effective environmental lobbying efforts, and women's issues. We are also members of a group of lobbyists for public interest organizations which holds breakfast meetings to hear speakers.

In coming months, the state board will consider the seven amendments already mandated to be on the ballot this November. The LWV-T took positions on three of these when they were being considered by the Legislature. We supported raising the per diem for legislators, as well as the amendment on membership of the State Commission on Judicial Conduct, and the authority and procedure to discipline active and certain retired judges. We opposed authorizing the state senate to fill a vacancy in the office of lieutenant governor. If a special session is held this summer, there may be additional propositions. Our support for or opposition to proposed amendments will be decided by the state board based on our program positions.

WOMEN UNDER TEXAS LAW

Franci Smith

This study was adopted at convention in 1981. Consensus positions on the awarding of post-divorce payments and the redefinition of rape were reached prior to the 1983 legislative session. None of the bills relating to post-divorce payments passed, but a League-supported bill making it illegal to sexually assault a spouse who is living apart from the other spouse or has filed for divorce was successful.

Further study of Child Support Enforcement, Intestacy, and Domestic Violence was adopted at the 1983 Convention. Concurrence on Child Support Enforcement

enabled us to support Proposition 6 in November which was overwhelmingly approved by Texas voters.

We will continue the WUTL study with two publications: a pamphlet on Intestacy and a booklet on Domestic Violence. The deadline for consensus on both subjects is November 1, 1984.

ADMINISTRATION OF JUSTICE
Diana Clark

The 1983 session of the Texas Legislature was probably the most productive in history for reform of the criminal justice system. League members everywhere lobbied their legislators for many of these reforms. Thanks to every one of you, the League may begin to mark "achieved" next to many of our action positions under Administration of Justice.

The League may also take credit for the overwhelming yes vote on Amendment #11 last November. There is not space to list all the changes in the justice system but the most significant are:

. By the approval of Amendment 11, the Board of Pardons and Paroles is made a statutory rather than a constitutional state agency, thus making future changes more easily achieved. The board is enlarged from 3 to 6 members, all appointed by the governor. The most significant change is that the governor's power to overrule the Board on parole decisions is eliminated.

. Another plus in the parole process is increased funds for community residential facilities and programs for pre-parolees. All in all, the funding for parole was increased by 66% over the previous biennium.

. Establishment of restitution centers for non-violent offenders under the Adult Probation Commission. For many years the League has supported various forms of community-based corrections programs in lieu of prison sentences. For the first time, a specific program has been created for persons guilty of felonies (not violent nor drug or alcohol related) who otherwise would have been sent to the penitentiary. Adequate funds were appropriated to begin the program in many areas of the state. In addition, the legislature increased funds for other probation programs including intensive supervision caseloads in local departments. While the Adult Probation Commission funding increased 111% over the previous biennium, the Department of Corrections budget only increased by $21 million, far less than was requested. The legislature hopes that by increasing funds for community programs which are far less expensive than prisons, society will continue to be well protected, and offenders will be more adequately prepared to return to productive citizenship.

. By creating a Commission on Sentencing Practices and Procedures under a revitalized Criminal Justice Policy Council, a step has been made toward achieving our position on more equitable sentencing. We will be monitoring this new committee.

. Pre-trial release programs were authorized for judicial districts around the state under local probation departments. Unfortunately, no additional funds were provided so unless local departments have county funds on hand, the program will probably not be implemented beyond what already exists.

. The Crime Victims Compensation Fund, chronically short of money, will benefit from increased court costs assessed persons convicted of certain felonies and misdemeanors.

. The Legislature increased funds for the Commission on Jail Standards and directed the Commission for the first time to establish guidelines for construction, maintenance, and operation of municipal jails.

In the area of Juvenile Justice, the Legislature did not see fit to create a single state agency as we recommend. However, funds for the Juvenile Probation Commission were increased 235% over the previous biennium; the name of the Texas Youth Council was changed to Texas Youth Commission; and in each county that did not already have one, a juvenile board was created to administer juvenile services.

Also in the Juvenile Justice area, the Governor had the great foresight to appoint Lois Carpenter to the Juvenile Probation Commission.

And, last but not least, restoring voting rights to felons finally passed. Although the League would have preferred immediate restoration, the right to vote is restored five years after completion of the sentence. Persons on parole or probation for a felony conviction are not allowed the privilege until the same five years are up.

HUMAN RESOURCES/SOCIAL POLICY

Barbara McCormick

Human Resources had some notable successes during the busy legislative sessions of 1983. Foremost was participation in a strong statewide lobbying effort that resulted in an increase in appropriations for the Aid to Families with Dependent Children (AFDC) program. The $5.00 per month raise was the first since 1969 and brings the present grant to $48 per month.

A block grant procedures bill was passed, and a Texas Commission on Human Rights was finally established. It will focus on employment discrimination and will enable communities to set up local commissions. Other successful legislation which will have substantial implications for human services in Texas were the Temporary Emergency Assistance Act, the Health and Human Services Coordinating Council, and the Task Force on Indigent Health Care. For the first time, state aid has been made available for indigent families with two parents residing with their children, and to individuals who are not disabled. All need help with housing, food, fuel, or medical bills. Also for the first time, defining who is an indigent person in Texas will be addressed along with what responsibilities, especially in health care, the counties and the state have for providing assistance.

Following the passage of legislation, the League turns its attention to monitoring and education. The HR efforts have concentrated on the above-named new state committees, commissions, etc., and they are described in this year's mailings to local Leagues.

We have had much difficulty this year in monitoring employment training for women in Texas. Although jobs creation with special recognition of the employment needs of women was LWVUS's legislative emphasis this year, most larger Leagues did not respond to a statewide monitoring project on the Job Training Partnership Act program.

There has been excellent League work in our campaign to raise AFDC benefits for Texas children. The LWV-T Education Fund published a Factsheet On AFDC that was written by Texans for Children, a coalition of which LWV-T and some local Leagues are members. Many Leagues have sent letters to the Governor urging his support of an AFDC grant of $60 per month, and urging him to include AFDC funding in any special session of the Legislature. It is very important that we continue our focus on AFDC and that members keep this issue before Governor White and legislators.

Public School Finance
Jan Albers

We continue to follow school finance proposals being made by a variety of groups in anticipation of a special session. It is still not clear that the governor will call a special session, as there appears to be no statewide consensus on how to pay for increases in education. The LWV-T has written to the Perot Committee several times urging: special attention to equalization, the addition of a tax effort factor to equalization aid formulas, the phasing out of "hold harmless" provisions, the incorporating of a weighted program approach into the system, and the holding of regional hearings so that all citizens are included in the development of educational reforms.

NATURAL RESOURCES

Water
Catherine Perrine

As the 1983 legislative session entered its final month, prospects for passage of major water legislation dimmed. The "package" of three constitutional amendments and five bills, passed almost unanimously by the Senate in the first week of May, drew vigorous opposition in the House Natural Resources Committee. Major changes were made by this committee and approved by the House, and the conference committee was unable to find acceptable compromises.

The League supported the "Senate Water Package" and opposed House amendments that weakened provisions for water conservation and for protection of natural resources. We also submitted extensive testimony on a groundwater management bill by Rep. Buchanan that was not reported out of the House Natural Resources Committee. And we supported one water bill that did pass: Rep. Eckels' bill imposing annual fees for wastewater treatment plants, to be used for additional inspection of these facilities and enforcement of their permit requirements.

Meanwhile, in February of 1983 the Texas Department of Water Resources published a draft revision of the Texas Water Plan titled Water for Texas: Planning for the Future. The state League and numerous local Leagues testified on this document at public hearings held in the summer of 1983, emphasizing our positions supporting conservation, protection, and management of Texas water resources. The draft is currently being revised by the department staff in response to comments made at the public hearing.

Both the House and Senate Natural Resources Committees are conducting interim studies of water issues, and a Joint Interim Water Committee is attempting to resolve differences on the "water package" legislation of the last session. The League is following these studies, attending committee hearings, and testifying when appropriate.

Hazardous Waste
Diane Sheridan

Opportunities for both education and action have been abundant since last spring, and the League has taken advantage of many. Action efforts have included the following:

- support of HB 487, which restricts the siting of hazardous waste management facilities. We may testify on the regulations implementing this bill;
- testimony on transportation of hazardous waste before the Senate Natural Resources Committee during the interim;
- monitoring the House-Senate Joint Committee on Hazardous Waste Siting and possible testimony;
- probable testimony on Texas' application to EPA to be delegated final authority to operate its own hazardous waste program under the Resource Conservation and Recovery Act.

Our education efforts have included:

- undertaking a huge, year-long project to sponsor six regional workshops and develop materials to train communities about the need for hazardous waste management facilities and the opportunities for public involvement, including the new Keystone siting process;
- provision of information to local Leagues in monthly memos to increase the number of Leagues involved in hazardous waste issues;
- extensive research on ocean incineration including sending an observer to an incinerator ship in the North Sea, and descriptive testimony at a public hearing that followed;
- participation in a LWVUS-EF Hazardous Waste Training Seminar in Washington by three Texas League members.

Land Use
Diane Sheridan

Support for designation of a second wilderness area for Texas has been our primary land use project this year. Local Leagues have been responding to an action alert in support of HR 3788 (Bryant) which would set aside 37,000 acres (under a recent compromise proposal) of east Texas national forest for wilderness purposes.

In addition to pursuing preservation of this ecologically significant land, the League maintains an active interest in coastal issues.

Air
Kathy Jacob

The LWV-T supported a bill during the last session of the legislature requiring the director of the Texas Air Control Board (TACB) to give notice of a hearing for any permit application for a new or relocating facility which would have the

potential to contaminate the air. This failed, as did legislation which we opposed which would have lowered permit fees.

During the interim between sessions we will be watching TACB's expanded sampling program for power plant fuel oil and waste oil and hot mix asphalt plants. Problems with emissions of chlorine, sulfur, and lead were found in a sampling made in Dallas/Fort Worth. We will also be looking for a broadening of the TACB network to sample pesticides in order to determine residual levels of several pesticides, and will monitor the agency as it moves through the sunset review process.

GOVERNMENT

Redistricting
Louise Cummins

A Redistricting study was undertaken following its adoption at convention in Dallas in 1983. To date, a Leaders Guide, consensus questions, and a Facts & Issues on the subject have been published. The deadline for consensus is May 18, 1984.

Financing State Government
Jan Albers

There has been renewed interest in this program area in the past year as it became apparent that substantial new revenue would be required if major changes were to be made in the Texas system of school finance. The state board discussed how we might evaluate revenue-raising proposals, and sent local Leagues a memo in August, 1983 describing the guidelines we intend to use.

Although Texas appears to be slowly pulling out of the recession, revenues from increased economic activity are not expected to be nearly sufficient to fund the many requests state agencies will be making, and also address educational needs.

We are monitoring the Joint Select Committee on Fiscal Policy which is looking at a variety of tax options. We have written to members of the Committee, urging that all possible revenue alternatives be explored. LWV-T is concerned that recent public opinion polls indicate lack of support for increases in any taxes except those on alcohol and tobacco. It is unlikely, however, that Texans can drink or smoke enough to meet the state's revenue needs in the next biennium.

Another problem area is the continuing interest in dedicating new revenues, which will limit the state's ability to respond to changing needs in the future.

We are happy to report that there was little attempt to "gut" the 1979 Property Tax Code during the 1983 session. There were, however, many bills introduced to exempt certain kinds of property from taxation. Fortunately, most died in committee and voters in the November constitutional election defeated an amendment which would have authorized taxing units to exempt from taxation property of certain veterans' and fraternal organizations. We hope this will discourage future attempts to erode the property tax base.

Voting Rights
Rowena Rodgers

Work on a recodification of the Texas Election Code is beginning. I have been appointed to the Advisory Committee to the Election Code Study Committee, whose objective is to reorganize and restate the existing election laws in a form that will be more accurate, concise, intelligible, and usable than the current election code. Substantive changes will be made only to eliminate conflicts, clarify ambiguities, delete or replace obsolete provisions, or replace unworkable procedures.

LWVUS suggests that local Leagues monitor state and local election practices, making sure that provisions of the Voting Rights Act and its amendments are followed. See National VOTER, Winter 1984.

COUNCIL WORKBOOK
April 1984

COUNCIL EVALUATION

Completed forms may be turned in at the door or may be mailed to:
League of Women Voters of Texas, 1212 Guadalupe, #109, Austin TX 78701.

Please be candid and thoughtful; your replies are an invaluable aid in future planning.

1. Please comment on Council activities that were useful and well done, and on those you found of little value.

2. What suggestions do you have for future councils?

3. What topics would you like covered in fall '84 workshops and/or at state Convention '85?

Optional: League of Women Voters of _____

Nancy Newman - paid 133.10 for room
no other expenses submitted

John Davis - no expenses submitted

Off Board Chairs - pd 147.35 for room
(as per our trade agreement)

If you know of anything else, please
let me know.

So far, my balance is $920.46. Of course,
this includes the $500.00 State contribution
and the $175.00 for the reception fund.

Do you want me to put together an
Income + Expense Statement?

Thanks for all your help.

Yolanda