

LWV-Texas
October 17, 1978
State Board and Convention
Task Force
I. H. 2.
Convention - State

TO: State Board and Convention Task Force
FROM: Helen Hunter
RE: Convention Task Force Recommendations

The purpose of the Task Force was to determine specific objectives of the State convention and make recommendations for needs and alternate plans for future conventions.

- to examine concept of convention other than prescribed order of business to occur.
- to consider future, not only immediate needs, but 2, 4, 6, 8 years from now.
- to attempt to formalize goals and objectives of a LWV gathering.
- to challenge present methods, retaining good, capable of discarding bad.
- to refine communications.
- to set up an on-going exchange of ideas.
- to prepare guidelines for responsibilities of state board.
- convention chair or co-chairs, local committee, local League.
- to search out feelings/opinions of local Leagues re what they want and expect.
- to follow up evaluations 6 months after convention.

The task force felt that an important goal should be to increase attendance at state convention -- not just the number of delegates but to increase the number of local Leagues represented.

- If cost is a major factor we must look at other alternatives. Other meeting times such as May, June, week ends, etc. Other location options should be examined, i.e., retreat, campus, non-urban sites, etc. Should convention always be held in one place?
- Any surplus funds should accumulate for future conventions; however, it is recommended that all costs should be kept at a minimum so that surplus would be minimal. There should be a reserve (predetermined, with limit) to bail out loss or extraordinary expenses such as speakers, transportation, etc.
- "Start up money" should be sent to hostess League early in planning year.
- Budget should include all meetings of state board including convention/ council so that entire League is supporting state board attendance, not just those Leagues attending convention.
- No travel equalization; as convention moves around state travel is equalized to some extent over the long run. (UNLESS a more equitable and less complicated plan can be devised.)
- Because of large number of first time delegates, the task force suggests that tools be developed to aid in understanding procedures such as:
 1. "How to be effective at convention" workshops.
 2. "How to be effective at convention" publications.
 3. Field service representatives advise LL on procedures.
 4. Time before plenary session for instructions.
- Program more free time. Don't rush the agenda.

- Allow time and place for unstructured meetings and mixing of delegates.
- Convention committee should have more authority to make snap decisions on matters such as food, tours, etc.

- Tours should relate to League program.

- The task force recommends that a convention portfolio be added to the state board. This portfolio should include examining all alternatives for meetings, places, times, etc. This portfolio should also include all statewide meetings.

- Calendar and specific responsibilities should be set out. A manual for convention should include:

1. A calendar for planning beginning well in advance of convention with duties of state board, local League, and state office.
2. Guidelines for physical arrangements.
3. Structure and duties of committees and individual participants (treasurer).

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-- "Start up money" should be sent to hostess League early in planning year.

-- Budget should include all meetings of state board (including convention) council so that entire League is supporting state board attendance, not just the League attending convention.

-- The travel education as convention moves around state travel is equalized to some extent over the long run. (UNLESS a more equitable and less complex card plan can be devised.)

-- Because of large number of first time delegates, the task force suggests that focus be developed to aid in understanding procedures such as:

1. How to be effective at convention "workshops."
2. How to be effective at convention "publications."
3. Field service representatives advise in procedures.
4. Time before: lobby session for instructions.

-- Program note from the hostess League, don't rush the agenda.

March 24, 1978

To: Convention Task Force

From: Helen Hunter

Re: March 15 meeting

MAR 28 1978

The purpose of this Task Force was to "examine the concept of convention and make recommendations for needs and alternate plans for future state conventions".

We got bogged down on specific details and physical arrangements for San Antonio. But we feel that this time was well spent and I hope the 2 San Antonio members were able to benefit.

I would like to plan another meeting--possibly in Sept., in Austin, either the day before (a Monday) or the day after (a Friday) the state board meeting. The exact dates have not been set for the board meeting. I'll let you know later.

This time we want to consider the convention concept. What is a convention? What is the purpose? Why have a convention or council? Why not take consensus on issues and a budget as we do on program? The committee agreed that a specific objective of a convention should be the one-to-one exchange of ideas, ideals, philosophies, dreams, as well as nightmares, and problems. Does our conventions provide a forum for such?

Future conventions will decide what direction the LWV will take. Is it inevitable that the present structure of League must change? Must total dedication make room for more activities other than League, i.e. home, families, spouse, (even grandchildren) employment, education, and active participation in government? If so how?

Is money the only consideration for non-attendance at convention or council? or is it lack of time? disinterest? is convention at the bottom of the priority list?

In addition to these weighty thoughts we also wish to prepare an outline for convention/council that will include a calendar and list the responsibilities for all participants--state board, host League including chairs, president, board, treasurer, PR, VS, everyone involved.

Please circulate some of your thoughts with the committee. Keep a record of all ideas so we can meet in September with lots of ideas.

We received some suggestions from local Leagues and from the past host League that refer to physical arrangements. (Well, we added some, too)

I have compiled these suggestions and am sending them to you.

This list does not have approval or disapproval of the committee except in areas so noted.

March 24, 1978

To: Convention Task Force
From: Helen Hunter
Re: Suggestions for convention from LLe.

MAR 28 1978

These are not committee recommendations except where noted.

PHYSICAL ARRANGEMENTS

- *Chart on display of discussion groups, workshops, state board rooms and times available for consultation or discussion, etc.
- *Council should have session on national program and budget (On agenda for council '78.)
- *Local Leagues should be allowed to vote all delegates not present "to be fair to everyone, not just urban Leagues." (The committee rejected this idea.) It wouldn't work ~~that~~ the way they think it would.
- *Don't sit together as delegates after first session.
- *Discussion of budget in small interested groups--then brought to floor with group's recommendations passed along to full floor.
- *Handout sheet or two on parliamentary procedure to each delegate (In '77 convention workbook)
- **State board mingle with delegates at luncheon.
- *A room or place set aside for visiting with people from other Leagues as well as state board members. Usually this is done in hallways, at meals, during breaks, etc. This could be a hospitality-type place.
- *Do away with travel equalization. (Committee suggests keeping equalization but suggests simplification.)
- *Eliminate state board expenses from convention/council fees and crank into regular budget.
- *Time allowed in the agenda for general direction to the state board.
- *Better questions on evaluation sheets.
- *Recommend an off-board committee to handle all statewide meetings.
- *Consider a courtesy car if have to walk to convention center or similar.
- *Local arrangements chair needs privilege of the floor.
- *Think of workers when changing times--particularly when starting earlier in the morning. Last minute changes present problems with baby sitters, getting children off to school, etc.
- *How about a late registration fee?
- *Be careful about running late--hotels cannot hold meals 30 or 45 minutes beyond scheduled serving time.

VOTER

- *Convention VOTER should have list of delegates, as well as a review of each day's activities.

(Voter)

- *List of delegates rooms.

PUBLICATIONS

- *Ask LIs for a background on a publication-how developed? how funded? how many workers? time? how distributed?
- *Eye catching place to exhibit material.

LOCATION

Campus or retreat

- *Camp setting or retreat would create too great a transportation problem.

TIME-DATE

- *Week end
- *Week end convention would allow for better choice of speakers.
- *What about church services? (Committee suggested listing of times of early services at nearby churches and starting convention at 9:30 or 10:00)
- *Tours or entertainment for families? (Committee felt that a listing of tours, amusement parks, museums, etc. would suffice.

WORKSHOPS

- *Membership
- *Membership involvement & recruitment for small ~~League~~ Leagues.
- *"How-to" on how to be effective at state and national conventions.
- *"How-to" on developing local program or community survey.
- *More formal counterparts (planned?)
- *Counterpart workshops
- *Local program workshops or conferences.
- *Teaching League practical skills and program update briefings. (Endangered species)
- *Unstructured meetings and mixings.
- *A local program workshop or learn-in.

STATE BOARD

- *State board members should ~~but quietly~~ attend caucuses. How better to hear what local Leagues are saying? (Emphasis on "but quietly" added by committee)
- *State board members should be at front of room--on display.

Feb. 3, 1978

FEB 14 1978

CTF

To: Convention Task Force, Anderson, State office
From: Helen Hunter
Re: Cabbages and Kings

"The time has come" to give serious thought to formulating recommendations for a convention that will meet the needs and wishes of more of the local Leagues. We have been charged with the following:

- to examine concept of convention other than prescribed order of business to occur.
- to consider future, not only immediate needs but 2, 4, 6, 8 years from now.
- to attempt to formalize goals and objectives of a LWV gathering,
- to challenge present methods, retaining good, capable of discarding bad.
- to refine communications.
- to set up an on-going exchange of ideas.
- to prepare guidelines for responsibilities of State Board, ~~max~~ Convention Chair or Co-Chairs, local committee, local League.
- to search out feelings/opinions of local leagues re what they want and expect.
- to follow up evaluations 6 months after convention. (NOTE: evaluations made at end of a convention are last minute and not a particularly legit method for basis of future planning.)

The general feeling seems to be that since state convention is the one time and place where local Leagues can meet and exchange ideas, problems, etc., a forum could be provided.

We have heard requests for week-end meetings, retreat settings, college campus, and foremost less expensive.

Please check your past convention workbooks for agenda, and activities, time schedules, meals, entertainment, workshops, etc. Share your thoughts and ideas, criticisms and recommendations with each member of the committee so we can formulate definite recommendations when we meet.

I will try to get some material to you in the next week or two.

The best time I can find on the calendar seems to be the week of March 13. Which date--March 14 or Wed. March 15? I one or either day is not good let me know. I will set up the meeting at a time when everyone can attend. This will be a one day meeting--in Houston. Also let me know how you will come.

Committee:

Helen Hunter, [REDACTED]

Sue Jacobson, [REDACTED]

Mary Catherine Monroe, [REDACTED]

Nancy Price, [REDACTED]

Diana Tilley [REDACTED]

Beth Brown, [REDACTED]

(Some one from Orange Area League, I'll get name and address to you.)

LWV of Texas
February 3, 1978
LL Presidents Mailing, DPM
I. H. 2.
Convention - State

TO: LL Presidents, DPM
FROM: Helen Hunter, Chair, Convention Task Force

This committee has been designated to examine the concept of convention and make recommendations for needs and alternate plans for future state conventions. We will attempt to formalize goals and objectives of an LWV gathering, prepare guidelines, and recommend new and challenging ideas. We would like to have opinions or suggestions from local Leagues re what you want and expect. Will you please send me (via the state office) your thoughts, criticisms, recommendations, high hopes, or even vague ideas by March 15. Thank you.

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NOV 28 1977

Conn. T. F.

November 15, 1977

Ruthe Wolverton
LWVUSEF Administrator
League of Women Voters of the US
1730 M Street, NW
Washington, D. C. 20036

Dear Ms Wolverton:

I have been assigned to chair a state convention task force to make some recommendations for needs and alternative plans for future Texas state conventions. I am seeking some advice from you as to the first step.

Can you suggest other state Leagues who have used new and challenging ideas in their state convention? Do you have any ideas you can share with us? I would appreciate any help you can give us.

Cordially,

Helen Hunter Organization Vice President
8930 Beechnut #3
Houston, Texas 77036

NOV 9 1977

RECOMMENDATIONS RE CONVENTION

CONVENTION TASK FORCE

- to examine concept of convention other than prescribed order of business to occur.
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- to follow up evaluations 6 months after convention. (NOTE: evaluations made at end of a convention are last minute and not a particularly legit method for basis of future planning.)

TASK FORCE MEMBERS

- State Board representation.
- Off-board representation from local leagues chosen by local leagues. (NOTE: all subject to approval by State Board.)

CONVENTION BUDGET

- see Convention Treasurer report
- convention co-chairs recommend an amount _____, to be placed in a separate interest-bearing account to pay for quality speakers.

LEAGUE OF WOMEN VOTERS OF TEXAS CONVENTION 1977 FINANCIAL STATEMENT

INCOME \$10642.86

EXPENSES

State Board and Guests	1164.36
Registration (materials, packets, etc)	384.01
Travel Equalization (self-supporting)	648.00
Tours, meals, etc (self-supporting)	4160.96
Miscellaneous (includes refunds, office expenses,	<u>1305.41</u>
Convention VOTER, table decorations, hotel for	
convention chairs, telephone, AV rental, etc)	\$ 7662.74

NET GAIN \$ 2980.12

RECOMMENDATIONS FROM THE CONVENTION TREASURER:

1. That the convention account be separate from other League funds, and \$500 from the net gain above be forwarded to the next treasurer, and that \$500 from her funds be forwarded to the next treasurer, etc.
2. THAT THE CONVENTION TREASURER RECEIVE ALL REGISTRATIONS AND MONEY FIRST! (I have no way of knowing what the income breakdown is because I never saw the forms that accompanied the fees)
3. That the registration fee for the convention be set upon recommendation of the convention budget committee. This fee should cover the following items:
 - a. hotel and other expenses for 1) convention chairs, 2) guests, 3) state nominating committee chair, 4) state budget chair, 5) other off-board chairs, 6) parliamentarian, 7) election clerk, 8) other considered appropriate by the committee (local league workers, etc.)
 - b. registration materials and procedures
 - c. travel -- an amount to be included which would provide for delegates from Leagues that are located (X #) miles from the convention site
 - d. honoraria as needed
 - e. miscellaneous expenses such as table decorations, see list above

(This is assuming that state board expense will be handled from the state budget; otherwise it will need to be budgeted, also.)

FOR EXAMPLE, items in the above report covered by the registration fee include part of the state board and guests item, registration, and miscellaneous. These items total \$2209.78. (Beth estimated our expenses at \$2396.45 in February, 1977.)

4. That the vouchers from the previous convention be made available to the convention budget committee to help them in estimating what their expenses might be before the vouchers are filed in the State Office.
5. That the travel equalization fee be dropped, and travel handled in the manner suggested in 3c. There is very little semblance of equalization in the method (?) used this year.

Mary Shrewell
Convention Treasurer

November 9, 1977

Sue Jacobson
5816 Monterrey
Fort Worth, Texas 76112

Dear Sue,

We thank you and Mary Catherine for your thoughtful presentation on Convention to the board yesterday. The board designated \$500.00 for start up money for the next Convention as you suggested. Authorization of a five-person Task Force to study the Convention question was given, and we would like for you to be one of those persons. Helen Hunter will contact you later about a meeting time. A San Antonio representative, the board convention liaison Diana Tilley, and another local League representative will complete the Task Force.

The board opted to wait until January to decide how to disburse the balance of the Convention balance.

Again, thanks for your interest in the League and the future of state Conventions.

Sincerely,

Betty Anderson

BA:js
cc: Sue O'Kelley

November 9, 1977

Mary Catherine Monroe
2901 Norwood Drive
Arlington, Texas 76013

Dear Mary Catherine,

We thank you and Sue for your thoughtful presentation on Convention to the board yesterday. The board designated \$500.00 for start up money for the next Convention as you suggested. Authorization of a five-person Task Force to study the Convention question was given, and we are asking Sue to serve on that committee since we understand that your volunteer time is limited because of your position. The board opted to wait until January to decide how to disburse the balance of the Convention balance.

Again, thank you for your interest in the League and the future of state Conventions. Your evaluation and recommendations were most helpful.

Sincerely,

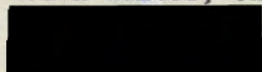
Betty Anderson

BA:js

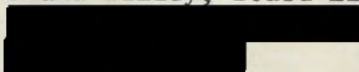
cc: Sue O'Kelley

CONVENTION TASK FORCE

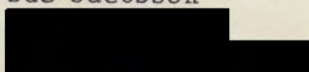
Helen Hunter, Chair



Diana Tilley, Board Liaison



Sue Jacobson



barber blue sea

