



Minutes from November 12, 2019 Regular Board Meeting
McMenamin's, Wilsonville

Call to Order

The November meeting of the Libertarian Party of Oregon (LPO) board of directors was held on Tuesday, November 12, at 7:00 pm at McMenamin's, the Chairman being in the chair.

Attendance was as follows:

Present

Timothy Perkins
Carolyn Wade
Kyle Markley
Kenny Sernach
Ted Yanez
Katy Brumbelow
Gary Dye

Remote

Don Crawford

Observers

Jack Oeming (remote)
Toby Knight-Meigs
Will Hobson

Absent

Wes Wagner

Approval of Agenda

The agenda was approved after the deletion of the approval of minutes, the addition of "Membership" to the Reports of Committees and Directors, the addition of "Job Description" to Public Relations and the additions of "Discuss Board of Directors' Email List" and "Method to Improve Work Between Meetings" to Unfinished and New Business. A further request was made for agendas to be delivered in advance of each meeting. On motion of Carolyn, seconded by Kenny, the revised agenda was approved without objection.

Approval of Minutes

The minutes of the October 8, 2019 meeting were not addressed, as sufficient paper copies were not provided at the meeting. In future, paper copies of the minutes, agenda, and any reports should be brought to meetings.

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Consent Agenda

There were no items on the Consent Agenda.

Open Forum

Will Hobson asked about the policy for delegate selection for the National Convention in May. Don sent a draft of a proposed policy to the directors. The basis for the allocation of delegates (believed to be 15 for Oregon) was discussed.

Reports of Officers

1. Timothy reported that his family and he are all sick, and that he is nearing burnout.

Taxation is still theft. (Jeffrey Epstein did not commit suicide.)

2. Don reported from Rio Grande City, TX that it was very cold. He agreed that the duties of the board should be allocated among the members. The proposed delegate selection policy and the Membership Director job description will be discussed later in the meeting.

3. The Treasurer reported that cash on hand is \$4,855.69, and that our monthly revenue stream has now increased to a total of \$120 per month.

4. Secretary's report: Carolyn reported that the minutes are current. We agreed that in the future, paper copies of the minutes, agenda, and any reports should be brought to meetings.

Reports of Boards, and Committees

1. Report of the Campaigns Committee: Ted reported that he now has access to the computer listing of registered libertarians. He has had some contact with Brian Haffner, who is interested in running for state Senate District 18 or state House District 35. He has reached out to other potential candidates. He noted a new opportunity, in that Greg Walden has announced he will not be running for reelection. Kenny asked about how to deal with seats which appear to be unopposed; until after the primaries, no decision can be made. He has been receiving questions about our primary, which is traditionally in the spring. Taylor Rickey wants to run against Raquel Moore-Green in state House District 19, as she will have had only one session under her belt and may be vulnerable.

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2. Report of the Fund Raising Committee: Katy reported on the First Supper, which was a success. It was nice to discuss issues without being burdened by the rule that the board not take political positions. It was agreed that business would not be conducted at such social events. We will aim to have such events monthly; Gary will host the next one on December 8. The proposed job description, a copy of which is attached to these minutes as Attachment 1, was approved with the correction of minor scrivener's errors on Kyle's motion with Don's second..

3. Report about Public Relations: Katy sent a draft newsletter to Timothy. Katy will edit and resubmit it. Katy would like to change relations with the school district.

4. Report of the Special Convention Committee. It was agreed that a special convention should be held sooner than June, 2021. To successfully meet the quorum requirement, we will need to have live contacts. The space could be smaller (i.e., not a hotel) if the agenda is just to update the bylaws; it was noted that no alcohol is allowed at Granges.

5. Kyle gave the report of the Data Director by email. A copy is attached to these minutes as Attachment 2. Katy's husband volunteered to help with the data work. Carolyn moved to authorize Kyle to spend up to \$50 to get an updated list of LPO members from the Secretary of State. A vote was taken by roll call:

Timothy: Aye
Carolyn: Aye
Kyle: Aye
Gary: Aye
Don: Aye
Katy: Aye

The expenditure was authorized.

Kyle read the proposed job description of the Data Director, a copy of which is attached to these minutes as Attachment 3. Carolyn moved to approve it; Kenny seconded the motion. It was approved by acclamation.

6. There was no report of the Bylaws Committee.

7. There was no report of the Website Committee.

8. We do not have an Affiliate Liaison. Will mentioned that he may be moving to Hood River, and may begin an affiliate there.

9. Don presented his proposed job description for the Membership Director. A copy is attached to these minutes as Attachment 4. After discussion, he deleted paragraph #6. Carolyn moved, Kyle seconded, and the job description was adopted by acclamation. Carolyn moved and Kenny seconded that Don be named Membership Director. The motion passed by acclamation. Timothy will add Don to CRM and Mailchimp.

Special Orders

There were no Special Orders.

Unfinished & New Business

1. We revisited last month's discussion about how to fill the two board vacancies, and whether we actually needed to do so, given the board currently consists of seven voting and two non-voting members. A larger need is for volunteers. At the end, we decided to take the actions previously agreed to:

- Ask the membership who might want to sit on the board.
- Notify those who previously expressed interest, those who participate on the website, on the Facebook group, and those who receive the newsletter.
- Timothy would draft a page describing the role of the board, and would then link a website announcement to it.
- When that has been prepared, Carolyn will post it on Facebook.
- Katy will post it on the newsletter, also mentioning the need for an Affiliate Director.

2. 2020 National Convention Delegate Policy. We reviewed the policy Kyle circulated. A copy is attached to these minutes as Attachment 5. The decision was made that the delegate pool would be maintained by the delegation chair, not the Party. That amended policy was approved by acclamation. Carolyn was named delegation chair.

3. The Meetup group had previously been paid for by Wes, who recently stopped paying for it. Kyle has picked it up and LPO events may now be posted there.

4. Preparation for primary election. This is an opportunity to review and change the rules that we do have. One idea would be to have a standing set of election rules for both the general and the primary elections. The goal is to have a proposal ready for the December board meeting.

Having an election announcement could bring money in as well as getting candidates. Possibly the announcement could coincide with a special convention announcement? Katy will call a meeting of the Special Convention Committee.

Kyle will buy the voter list when the time is closer to when we will need it.

5. We agreed that directors may specify their preferred email address for board business. An email list will be gathered. Carolyn requested that telephone numbers be included.

6. Kyle suggested that our work flow between meetings would be enhanced by the use of a written record soon after each meeting of who is supposed to do what by what date: Action Items. The secretary should produce this list. (She did not.) Kyle produced the November Action Item list, attached to these minutes as Attachment 6.

Open Forum Redux

Cricketts.

Next Meeting

The next meeting is on December 10. Ted will appear by Skype. There being no further business, the meeting was adjourned at 9:25 p.m.

ATTACHMENTS to November 12, 2019 Minutes

ATTACHMENT 1: Proposed Job Description of Director of Fund Raising

Duties of Director of Fund Raising

The Director of Fund Raising is responsible for ensuring that adequate funds are raised for the ongoing activities of the Libertarian Party of Oregon. These costs include, but are not limited to:

- 1) Nationbuilder
- 2) Post Office Box
- 3) Website maintenance
- 4) Conventions (odd-years) and any special
- 5) Primary (annual)
- 6) Miscellaneous correspondence from the board
- 7) Any other events or activities that are agreed upon by the board to promote its activities throughout the state

The Fundraising Director will maintain proper communication between the Board and Treasurer regarding current donation levels and the need for future funding.

Additionally, the director will pursue ways of raising money to help ensure costs are covered and will maintain records of fundraising events and activities to be passed along to and documented by the Treasurer.

ATTACHMENT 2: Data Director's report:

Migration of the statewide voter list from my PC to the Iporegon.org server is complete. This was more complex than anticipated due to our server having a particularly old version of MySQL, and our cPanel instance only supporting database-level (rather than table-level) permissions. The system supports district-level access controls for users, enabling direct database access for candidates to see the voters in their district, or county affiliates to see the voters in their county or counties. The chief maintenance pain will be that we need know our users' IP addresses in order to configure the server to allow them to connect. The system is ready for users.

Voting history information is loaded for state elections, but not for LPO elections. This data isn't available through the district-level access controls yet, but that will not take much additional work.

I have been working on improving the system for election and candidate information. It is not finished yet, but should be in time for the December meeting. The remaining work is to enter the open partisan county commissioner positions, migrate 2018 candidate information, and enter the 2020 candidates we already have. I also intend to have a 2020 primary candidates website live by the next meeting.

I've thought about the timing of our requests for free voter lists -- we're eligible for 2 free lists for each statewide election (primary and general) -- and have concluded that the best cycle is:

- Primary 1 - fall/winter before primary election, for the election announcement
- Primary 2 - spring before primary election, for primary balloting
- General 1 - summer before general election, to provide data to candidates
- General 2 - spring after general election, for biennial convention delegate credentialing

There are three additional events where a voter list is useful:

- Director election announcement
 - We don't need a fresh list; we can announce to those who returned ballots even if they are not still members
- Director election balloting
 - Use the "general 2" list
- Vetting prospective national convention delegates
 - Use the "primary 2" list

For these additional events, we only need the list of party members rather than the statewide list. If we want more timely lists than we would get by re-using a list, we could purchase the list of members from the Secretary of State for a nearly negligible sum (~\$35). Statewide lists cost \$500.

We are currently off-cycle, and I would therefore like to purchase the voter list to be used for our 2020 primary election announcement.

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Kyle Markley

ATTACHMENT 3: Proposed Job Description of Data Director

The data director's role is to provide and maintain interfaces to voter registration, election, candidate, and ballot information, and to help connect this data with our CRM system. In no particular order, this includes:

- Creating and maintaining appropriate databases on the lporegon.org server
- Creating and maintaining appropriate web pages with election and candidate listings
- Facilitating candidate recruitment and election balloting, including mail merges
- Devising a method to update CRM data (such as names and addresses) based on changes from voter registration
- Administration of the LPO voting (ballot counting) software
- Keeping records of voting eligibility and ballot returns for LPO elections
- Generating useful summaries of voter registration data for the LPO and county affiliates

ATTACHMENT 4: Job Description for the Membership Director

LP Oregon Membership Director

Mission: Increase membership in the Libertarian Party of Oregon and increase level of membership involvement.

Tasks:

- 1) **Outreach Campaign.** Undertake to contact people who volunteer to help the party and collect contact information for them.
- 2) Look for volunteers who would be willing to be a **“Team Leader.”**
 - a. Team leaders would be given contact information of volunteers and other dormant members and asked to network with up to a dozen other libertarians on their team.
 - b. We would ask Team Leaders to make contact with and keep contact with up to a dozen other libertarians. These won’t really need to be geographically close.
 - b.i. Get their team member’s contact information updated.
 - b.ii. Work towards a commitment from their team members of being an “active” member of the Libertarian party (one who would take calls, answer emails, or come to an annual convention if possible.)
 - b.iii. Get them subscribed to the newsletter.
 - b.iv. Ask for a donation or a small monthly donations.
 - b.v. Keep in contact with their team members at least once a quarter.
- 3) Membership Director to report to the board quarterly on the number of Team Leaders and the number of individuals who wish to be classified as “active” members of the Libertarian Party.
- 4) Collect or delegate the collection of email addresses and contact information and see that it is put into whatever CRM or other mechanism is available to collect membership contacts. Preferably this chore can be delegated to Team Leaders.
- 5) Begin to develop “True Friends of Liberty” cadre of dues paying members who make a minimal monthly donation and give them recognition of some kind through the newsletter and at the convention.

- 6) Solicit guest opinion pieces from Team Leaders or members of "True Friends of Liberty" to publish in the newsletter and/or on our website to give members an opportunity to articulate and be recognized for their views.
- 7) Goal is to develop a list of 100 or more people who are active enough to attend a convention.

ATTACHMENT 5: National Delegate Policy

This policy defines the process for becoming an Oregon delegate to the 2020 Libertarian Party National Convention.

The Oregon delegation chair shall be selected by the Board.

Any member of the Libertarian Party of Oregon may request to become an Oregon delegate by contacting any director or officer, or by contacting the Party by postal mail. The Party shall maintain a list of interested members, the "delegate pool".

The board of directors shall from time to time vote to designate individuals from the delegate pool to be members of the Oregon delegation as a "delegate" or "alternate", limited by the number of positions afforded to us in each category by the national Libertarian Party.

If the size of the delegate pool at the end of March is smaller than the number of available positions, then the entire delegate pool at that time is automatically added to the Oregon delegation, first as delegates, then as alternates, in the order that the individuals' requests are received.

Requests by delegates to withdraw from the delegation are accepted automatically. The board of directors may vote to recategorize people between delegate and alternate to give preference to those who confirm that they have booked travel or other convention-related expenses.

The Oregon delegation may vote to fill vacancies at the convention, and such new delegates are not required to be members of the Libertarian Party of Oregon.

ATTACHMENT 6 : Action Items

Who	What	When
Carolyn	Prepare agenda	Dec. 7
Carolyn	Print paper materials	Dec. 10
Timothy	Create webpage describing role of director and advertising the vacancies	
Kenny	Edit newsletter draft	
	Send newsletter	
	Advertise director vacancies on Facebook	
Kyle	Make Katy and Will admins on the meetup group	
Timothy	Make Kyle manager of directors google group	
Kyle	Update directors group e-mail addresses	
Katy	Revise job description	Dec. 7
Kyle	Send 2018/2019 primary/director election rules to directors	
All	Send e-mail and telephone number to Carolyn	
Timothy	Add Don to CRM and MailChimp	