

LPNH Executive Committee Meeting Agenda

Time and Date: 2/12/2020, 6pm via Conference Call.

In attendance: Shields, Rondeau, Menard, Jarvis, Lombardo

Absent: Spangler, Manzo

Call to order 6:04pm

Approval of agenda - approved no changes

Officer Reports

1. Chair Report

- a. We received a huge amount of feedback from the Presidential Preference Primary results. The kickback has mostly calmed down as other states hold their debates and strawpolls. There was some earned media as a result, and I attempted to join in the discussions and clear the air about the process and election method as much as possible.
- b. I have contacted most of the committee volunteers, set up an LPNH email address for any that did not have one, and set up access to CiviCRM for the Membership Committee. For those committees without an assigned chair, I have asked them to get together and elect their own Chair and Secretary. I have also created an email forward for each committee, platform@ membership@, bylaws@ and politics@ will forward to each LPNH address of the committee members.
- c. We'll discuss the EC Transition later, but I believe I have set up Tobin and Jarec with everything they need, email, Civi Access, etc.
- d. I have transmitted the names and contact info for our LNC Convention delegates and alternates to Caryn Ann Harlos, LNC Secretary, who forwarded it to the person in charge of the delegation of the Convention Committee.
- e. I am thinking of a post-election plan. After the 2018 election we had a significant drop off in activity and motivation, and I am looking into ways to prevent it this November. Setting appropriate expectations and goals is paramount. We need to discuss this in the near future so we are ready when the election ends.
- f. Speaking of elections, Brian McQuade and I collected over 100 petitions for Brandon Phinney in Ward 2 of Rochester. Darryl and Jackie Perry collected over 160 in Manchester
- g. Vice Chair Report
 - i. Since the convention, I've worked on getting the SNHLP set up with a payment processor and getting my campaign for County Treasurer off the ground.
 - ii. The uncontested municipal election I'm running in is for an office that meets six Wednesdays per year, so please be cognizant of that when scheduling EC meetings.

- h. Secretary Report– will typically have minutes posted to website within 48 hours of EC Meeting
- i. Treasurer Report
 - i. Ballot Access Fundraiser
 - 1. Total pledge amount - \$22,585
 - 2. Total received - \$20,925
 - 3. On hand after commission paid - \$10,462.50
- j. At-Large Reports
 - i. Tobin Menard – Nothing to report
 - Jarec Rondeau – reached out to candidates to make sure their campaigns online for present. There are 32 entries in the spreadsheet mentioned in LPNH member site (FB)
- k. Past Chair Report
 - i. I met with Jarec to discuss re: various tech things for future conventions. I think it was a productive conversation. Won't bore you with details but we should have a more professional A/V / tech setup moving forward (not that it's bad as it was but we'll make it a bit better).
 - ii. I'm getting some information regarding gripes I have re: Manchester zoning issues to Jason Sorens per his request (the gripes never end but I'm focusing on a few).
 - iii. I suck at minutes. The convention ones (LPNH and SNHLP) are in progress but still aren't done. I'll email the LPNH ones to everyone once they're done.
 - iv. I have three checks outstanding from the mailbox. One I already informed Robert of, the other I'll open and check when I go home this evening.
 - v. I attempted to go to the PO box recently and I think that it may be locked. Because my name's not on it, they won't tell me anything about it. I do not know whether or not Robert's name is on the box or it's still in Tom's name or what. I'm assuming we haven't paid a bill but I don't know. We really haven't gotten much of anything in the box, other than a couple of non-LP items for Tomasso a month or two ago.
 - vi. If I was able to attend I'd talk a bit about this online software that I think we should consider using ... it's effectively both a task manager and project manager. One of my co-workers introduced it to us and I've found it's been helpful for me at work. The software is called "ToDoist" and it's at this website: <https://todoist.com/> ... if people are interested I can set something basic up so that we can try it out. I'll give more info later.

Affiliate reports

2. LPSeacoast

- a. We are planning an organizational meeting to discuss the possibility and gauge interest in reorganizing LPSeacoast into two county-level affiliates. Robb Goodell, Brian McQuade, Zach Dumont and Brian Shields (current Seacoast Officers) have

discussed this and think it's a good idea. There will be a business meeting on March 7th, location TBD. If there is enough support from Rockingham members, we will move forward. If not, we won't. Either way, we're looking at a convention and new EC in April.

3. LPSouthern – No report
4. Upper Valley LP – regular meet-ups right now, hoping to get some banners made for summer parades
5. Development Groups – none at the moment. No word from Western NH LP

Committee reports

6. Convention Committee Report (see attached) \$1300 profit!!
 - a. After calculating final actual expenses and receipts from the Silent Auction, same-day registrations, and funds pledged*[1] at Convention; I have completed the final report from the 2020 Convention Committee.
 - b. Room Rental: \$600; Meals for 52 people: \$1077.40; Tax & Gratuity: \$455.77; Misc Expenses*[2]: \$655.45; for total of \$2,788.62. The Convention Committee had a budget of \$3300, which means that, thanks in part to having fee-free speakers, we came in \$511.38 UNDER BUDGET!
 - c. **More good news:**
 - d. Based upon estimates from previous convention attendance, I estimated we would get 4 Gold Sponsors and 1 Silver Sponsor, and sell 33 Meal Tickets. We exceeded expectations with 34 Adult Meal Tickets, 4 Kid's Meals, 2 Gold Sponsors, 5 Silver Sponsors, and 1 Bronze Sponsor. We also sold 7 vendor tables, and 3 half page ads to bring in \$235 more in sponsorships than expected.
 - e. In addition to the \$3275 brought in prior to the start of the 2020 Annual Convention, we brought in \$120 at the door via non-member registration fees, membership renewals & last minute meal purchases (only possible due to a couple of no-shows and early departures). The Silent/Live Auction brought in another \$656.93, and Justin O'Donnell pledged \$200 to the Ballot Access Drive, for which he became a Life Member of LPNH after members paid off the balance of his Life Membership to LP National.
 - f. Childcare was also provided thanks to Valerie Sarwark. She raised \$500 via GoFundMe and pledged half of the unused funds (\$116) to LPNH.
 - g. This means that total receipts (income) for the convention was \$4,367.93, for a total profit of **\$1,379.31[3]!**

What we did right:

Name tags for attendees that included name, membership status, ticket/sponsorship level, title (if any), delegate status.	LPNH Member Roster at registration table.
Silent Auction that required minimum value, that went to Live Auction if not met.	Credentials Report at registration table
Fee-free speakers	Sponsored breakfast (helped prevent pre-lunch hangriness)
Candidate Meet-and-Greet prior to convention (hosted & paid for by Darryl W Perry for Governor)	

What we did wrong, and how to fix it:

Convention Rules and a Robert's Rules cheat sheet were missing from convention book	Compile Convention Documents (Bylaws, Platform & Convention Rules) into a single document for easy inclusion into book
LPNH Banner not hung on EC Table or Podium	Ensure that banners are separated from other items the night prior to convention
Lack of LPNH branding behind EC table & Podium	Purchase a Step-and-Repeat; this will help with branding for anyone who watches the convention after it was live, or on a channel other than LPNH facebook or youtube
No 50/50 Raffle	Ensure raffle tickets are brought to convention and separated from other items the night prior to convention
Sound system not properly set-up	Ensure that sound equipment is separated from other items the night prior to convention
POTUS Candidates weren't easily identifiable	Have Tent-Cards with names of confirmed candidates, and extra for any candidate that attends but didn't confirm beforehand
The Credentials Committee reported that Delegates weren't easily identifiable when exiting the Convention Hall; which prevented the Committee from keeping an accurate Delegate count.	1) Remind members to Check-Out at Registration Table if they're leaving and not returning 2) Have different colored name tags for Delegates & non-Delegates

h. Additional thoughts:

- i. I think a Buffet Lunch should be part of the Meal Ticket in future conventions, especially considering the hotel restaurant is not open for lunch on weekends. Buffet is cheaper than plated.
- ii. Even with the convention being early in the year, having registration deadlines during the holidays may have prevented some members from registering or buying Meal Tickets. If we have another convention this early in the year, it's something to keep in mind, considering the hotel needs meal numbers 2-weeks prior to the event. We also had IT problems that caused us to lose two months over the Summer where tickets weren't able to be purchased.

[1] Pledged Funds described in following paragraphs

[2] Convention Programs, Swag Bags, Misc Doc Printing (name tags, meal tickets, voting cards, volunteer sign-up sheets, silent auction sheets, POTUS debate petitions)

[3] \$1,579.31 less \$200 to the Ballot Access Fund

Committee Nominees - Chip has nomination documents and was unable to attend today's meeting so we will have to do these appointments via email

Transition - Jilletta will get with Chip to get the previous minutes from meetings

Updated Governing Documents – Jilletta will post once she gets these from Chip

7. Bylaws
8. Convention Rules
9. Platform

Budget Proposal

10. July 1st Fiscal year.
11. Review information from chat window and get feedback from committees.
12. Need committee proposals by April EC meeting

Candidate Nominations

13. Robert Daniel - Hillsborough 11 – motion passed

Family Membership

14. Motion to amend the definition of a Family Membership. “Motion to amend the definition of a “Family Membership” from two Annual Memberships at a 25% discount and replace the option with a 25% off discount code “household” for purchases of multiple Annual and Youth memberships in one transaction at one address.” Requested by Valerie Sarwark, sponsored by Brian Shields
15. The concern was that our current family membership doesn't cover an entire family and is confusing. Utilizing a discount code allows for multiple and various memberships without defining what is considered a family. By limiting to Annual and Youth members, we eliminate possible shenanigans with Basic, Sustaining, or Lifetime memberships.
16. Motion Amended as follows “Motion to amend the definition of “Family Membership” from two Annual Memberships at a 25% discount and replace the option with a “Household Membership” 25% off discount code “household” for purchases of multiple Annual and Youth memberships from the same transaction in the same address.” Approved

Committees

17. Convention Committee Nomination
18. Communications Committee Motion TABLED
 - a. Motion to create a Special Committee titled “Communications Committee” with the Communications Director as it's Chair and Social Media Director as it's Secretary.
 - b. The duties of the Communications Director are to create press releases, handle press inquiries, train candidates for media relations, and create and develop content for the website.
 - c. A Social Media Director position will be tasked with creating and maintaining content for the LPNH website and social media accounts.

- d. The committee will be required to report to the Executive Committee monthly as to it's progress.
- e. Motion to nominate the following members to the Communications Committee:
(need list from Chip)

19. Membership and Outreach (see attached)

- a. Brian McQuade's membership proposal
- b. Appoint Brian McQuade to Membership Committee – motion passes
- c. Proposal for Welcoming Committee (see below) – Motion passes

Proposal for Welcoming Committee

Purpose:

The purpose of this committee is to reach out and welcome new members of the Libertarian Party and solicit their further help into the areas of the party in which they may be interested. Examples would be to encourage the new member to join in a current campaign, or help with technical, legal, marketing or other expertise needed by the party.

Activities:

The main activity of the Welcoming Committee would be to contact new members of the LPNH and solicit their help in whatever interests them or wherever we need it. In addition to this, we will contact new members of LP National and encourage them to get a membership with LPNH and further solicit their help in their interests or wherever we need it. Ideally this contact will be made by telephone as it's more personal. In the event a phone number is not available, or if we are unable to reach the member by phone, an email should be sent. Efforts should be made to answer any questions the member should have and let them know about opportunities that may be available to them. These opportunities include but are not limited to: running for office, helping a candidate campaign, petitioning, fundraising, marketing, joining a committee, helping with outreach programs, writing policy papers, and offering or helping to run educational classes.

Other activities that could be implemented later would be welcoming bags/gifts/membership cards as well as working with the Membership Committee to formulate welcome letters to new members. New Member meetups could also be a great way to welcome new members into the fold.

The following page offers a Standard Operating Procedure for making phone calls to new members.

Welcoming Committee Call Procedure

1. Calls to be made should be sorted between those who have become new members of LPNH, and those who have joined LP National, but are living in NH. Efforts should be made to ensure that those being contacted through the LP National list are not already members of LPNH.
2. New members to LPNH should be contacted first. Multiple attempts by phone should be made first before resorting to email or postal mail. It's incredibly important that we give that personal touch to our new members by speaking with them directly and thanking them for their contribution and membership to the party.
3. When speaking to a new member it is important to speak clearly and in a positive demeanor.
4. Before speaking with a member, make sure you have the Welcoming Committee Contact List so that you may direct the member to the necessary area for help. Also have a pen or pencil and paper ready for any comments or questions you're unable to answer can be noted.
5. Upon reaching a member by phone: A) clearly state your name, B) that you're calling from the Libertarian Party of New Hampshire Welcoming Committee and C) thank them for their contribution and membership.
6. Make good efforts to solicit further help in whatever our current pressing needs are as a party by asking if they'd be interested in petitioning, campaigning, etc. If they are unable to do so, ask if there is something that they are interested in helping with. Help narrow down or filter what that is into any of the committees or activities that we participate in. If the help they can offer is completely unique and you believe it would benefit the party in some way, make a note of it and let them know you'll pass it on and have someone contact them to discuss further.
7. If possible, find out what their major concerns or ideas of focus within or for the party are.
8. If the member is not there, find out if there is a better time to make contact. Say goodbye with grace even if the member didn't appreciate the call. Remember that while we're on the phone with a member we're representing the party.
9. In the event that a member cannot be reached by phone, work with the Membership Committee to send a welcoming email in an attempt to encourage further participation in the party.

Unfinished business - none

New Business:

- d. Ballot Access: Hiring a paid petitioner for the Presidential race - Brian will reach out to Justin for the process he used in 2016 for the presidential petitioning process (getting petitioners and organization)

Adjourn – Meeting Adjourned at 6:57pm