

Annual Administrative Report

LWVSFC 2025

- Monthly Board meetings were held throughout the year, by Zoom and in-person at SJUMC Bell Room (hybrid), and were very well attended with excellent participation.
- An Executive Committee was elected by the Board and included Debbie Helper, Ellen Stelling, Kelly Davis, Cathy Harvey and Stephanie Schlanger. The Budget and Finance Committee was elected by the Board and included Chair, Debbie Helper, Marcy Litzenberg, Ellen Stelling and Cathy Harvey. The Nominating Committee was elected and included Chair Joann Volinski, Board members Kelly Davis, Marcy Litzenberg and Off Board members Val Brooker and Donna Reynolds.
- Conflict of Interest forms were signed by Board members, collected and filed.
- We continue to store files, supplies and office equipment at ExtraSpace Storage on Rodeo Road. The rates continue to climb so we need to look at an alternative.
- Our contract with St Johns United Methodist Church for use of space in the Bell Room for monthly hybrid Board meetings and the Gathering Hall for larger hybrid events was renewed for the year.
- Our General Liability and D&O insurance policies are up-to-date. In October we will cancel the DL insurance and renew when we renew the D&O insurance so these are synched to renew at the same time with the same broker.
- I participated in the training on the new membership platform, ChapterSpot.
- We had 3 delegates virtually attend the LWV National Convention last June and those delegates returned with summaries of what they learned at convention and suggestions as to how we might apply that to our League activities.
- We sent a full delegation (7 delegates - 5 Board members and 2 off-Board members) to the LWV State Convention hosted by us here in Santa Fe over the weekend of April 25-27, 2025.
- We hosted the State League Convention which was accomplished with a great team effort. There were 30 delegates and one non-delegate members attending. Speakers included mayor Webber with a welcome address, our national liaison Alexis Juday-Marshall with a progress report on national's activities, ACLU-NM interim director Leon Howard with a presentation entitled Holding the Line to address what is being done and can be done to protect democracy in New Mexico and beyond. The Friday evening reception was attended by 17 members and guests from around the state, the banquet was attended by 42 people including delegates, members, non- members and guests. Social activities included a tour of the Vladem led by Ellen Vladem attended by 8 people and a local hike attended by 10 people. At the time of this report, cost overruns have not been determined.

Annual Administrative Report LWVSFC 2024 (cont'd)

- A grant proposal for \$5000 written by Kelly Davis and submitted to the Santa Fe Community Foundation in April 2024 was accepted a year ago. Those funds were used to enhance our social media and community outreach communications.
- Other big news is the successful migration of our website to WordPress with local firm StudioX as our consultant and host. We have been able to work to continue to improve the website and hope to use it as an informational source for members and non-members alike.

- Goals for the upcoming year include:
 - Reach out to Santa Fe Community College regarding student and/or faculty tech help for hybrid meetings and social media presence. According to a recent survey, one wish of our members was to have more hybrid meetings. Currently I am the only person who knows how to set them up, so we at least need back-up.
 - Establishing robust backups for each Leadership position is an ongoing project.
 - Hold a retreat to brainstorm ideas for better membership participation, use of the website, possible changes to the Leadership Team model among other things.
 - Continue to recruit members for Leadership positions throughout the year by reaching out to current and new members with various skill sets and interests either as mentored “back-ups” or co-directors.
 - Establish professional email addresses for VPs and Directors using our lwvsfc.org domain and use these exclusively for League-related business.
 - Learn and begin using Google WorkSpace for maintenance and sharing of our files.
 - Find a membership director. In the meantime, become more familiar with ChapterSpot.
 - Continue maintaining office files, updating and saving League documents, responding to League communications – print and email, monitoring and answering phone calls, renewing/maintaining subscriptions, organizing board meetings and other events as needed, hosting Zoom meetings/webinars as needed, mentoring a new membership director when available including maintaining the national database, updating local membership directory and sending out welcome and renewal letters as well as reminder notices for renewal as needed.
 - Continue to provide support as needed to all members of the Leadership team.

Respectfully submitted,

Debbie Helper

VP Administration, LWVSFC