



Executive Committee Meeting Minutes

Monday, February 10, 2020, 6:23 – 8:34

The Lamplighters
211 4th Ave E, Olympia, WA 98501

Call to Order & Quorum

Officers Present: Victor Minjares (Chair); Danielle Westbrook (1st VC – left 8:22); Deborah Lee (2nd VC); Jordan Morris (Treas.); Kyrian MacMichael (Sec./Communications); Keoki Kauanoë (SCP); Ann Chaudhry (SCP - late); Neil Turner (MAL), Meren Gadman (MAL); Jeff Sowers (LD22 rep.); , Jed Haney (LD20 rep.),

Officers Absent: Dave Little (LD2 rep., excused), Vanessa Malapote (LD35 rep., excused).

Members Present: Zahid Chaudhry, Patrick McLaughlin, Kevin Pestinger (KP)(late – left early), David Gaw (late), William Osterhoff

- The monthly regular meeting was called to order by the Chair at 6:23 PM. A quorum was established with 11 committee members present.

Appointments/Agenda/Minutes

- MAL Meren Gadman appointed as Sergeant-at-Arms
- Motion passed to approve EC meeting agenda
- November 2019 regular executive committee meeting minutes. Amended to add officer attendance. Motion passed to approve as amended.
- December 2019 regular executive committee meeting minutes. Motion passed to approve. .
- January 2020 regular executive committee meeting minutes. Motion passed to approve..

E-Board Reports

1. Opening Remarks (Chair). Dave Little at special meeting of LD2 Finance Committee; Vanessa Malapote hospitalized.
2. General Meeting (Chair). LD22 rep. confirmed courthouse is reserved for Feb. TCDC meeting.
3. Membership/PCO (1st VC)
 - a. Westbrook - Unsure how many current members
 - i. Jordan - 86 members, lifetime members - ? 7-8 known, but archived members are unknown – looking for NGP activist codes to find the older lifetime memberships



- ii. Lifetime membership –E-Board members listed known lifetime member: Jim Lazar, Mary Hall, Karen Mesmer , __Forester, Cheryl Selby, Lisa Parshley, Karen Valenzuela, John Halverson, Renda Strub,
 - b. Turner – needs list of his members in LD 35 to cross-check names
 - i. Need of list of every member in each precinct
 - ii. Danielle - Would have to be searched individually – or run in vote builder and individually take information
 - c. Patrick – needs to data merge about 400 duplicates in the system
 - d. Pol – KP – has a list of lifetime members – about 20 on the list and knows how to find activist code, will circulate to officers
 - e. Jedd – please complete membership list for LD 20
 - i. Victor – every LD will have a list
 - ii. Jeff – create a hard copy mailing address list
 - f. Jedd – membership committee?
 - i. Danielle – planning to create committee for March meeting
 - ii. Victor – concerns about Danielle’s absences affecting duties and it needs to be completed by Feb meeting
 - iii. Danielle – please specify what is needed
 - iv. Victor – Pull LD reports, needs to have a committee for the February meeting
 - v. Danielle - a committee is not necessary now, but can be built by March meeting
 - g. Pol – Jedd – ad hock committee for taking on issues of outreach
 - h. Danielle has list of ____ members in car
 - i. Victor – 5-minute recess while Danielle gets list (7:03 – 7:12)
4. PCO (1st VC)
- a. Danielle – doesn’t know how many there are
 - i. KP - 145 out of 280 spots
 - ii. Victor 2 filled last meeting – currently 147 in total
 - b. Patrick – if people need reports – reach-out to him and he will generate that report – volunteering to help with caucus lists and can run by city, - needs 8 hours total to create these lists – needs requests by the end of February for the next general meeting
 - i. Jordan – his scope of knowledge in NGP is about expenditures, but not relating to creating lists as discussed – please reach out to Patrick for that information
 - ii. Danielle – please ensure financial doesn’t get wiped out of NGP when
 - iii. Victor – be careful when de-duplicating people entered twice to merge into profile with financial information
 - c. Patrick - concerns are raised when people don’t get the Blast! and that when he edits the emails in NPG it fixes email errors
 - d. Paul Pickett application for PCO of Libby 195 –
 - i. Elected official of Thurston County Conservation District



- ii. Danielle recommends approval of applicant Pickett
 - iii. Victor – inquires if committee wants discussion or if any opposition
 - iv. No opposition –approved by acclimation
5. Campaign Services (2nd VC)
- a. Deborah – no temporary ad hoc committee?
 - b. Endorsements won't come until after the primaries
 - i. One application for campaign services since the last meeting, Michael Steadman, to be interviewed before general meeting so that he can be presented to body at next TCDCC meeting.
6. Event Calendar (Secretary)
- a. Thank you to Patrick who has spent numerous hours helping her learn how to be an effective secretary and created the updated format for The Blast!.
 - b. Coordinating efforts in G- Drive to ensure agendas, minutes, and the Blast go out on time to membership – establish if documents and sheets in Google are best form of communication
 - i. Victor - antiquated email server system – emails are disappearing and can't recover any of the emails that are lost with current provider
 - ii. Jedd - has researched moving to Google Business Suite - \$50 base commitment, \$70 monthly is expected expense
 - iii. Deborah – moves to approve up to \$100/monthly for email server, other services
 - iv. Jeff – seconds motion
 - v. Approved unanimously
 - c. Personal email will be hyperlinks on website until issue resolved of failed emails through server
7. Financial Report (Treasurer)
- a. At general TCDCC – Franz bakery invoices coming from July
 - i. TDC – advised to add them to January
 - ii. Since that would make accounting errors for 2019, the July late invoices were added to the December financials to reflect Franz Bakery invoice as a debt incurred in 2019
 - iii. The change of the invoices: \$993 invoices previously, now an additional \$1500 owed added to that amount
 - iv. Membership came in – a bit space
 - b. Finance Committee – approve them?
 - i. Victor – we should lodge them to ut they need to be reviewed by independent audit at later date
 - ii. Financial reports can be included in the TCDEC minutes as lodged on that day and added as an appendix, but they would be visible of the website
 - iii. For past year they have matched to the cent
 - iv. Discussion surrounding how to store and lodge financials



- v. KP - strongly discourages sharing financial information online
 - c. Banking resolution passed around to remove William Kilpatrick and Kathy Package, from Financial Account, and adding Victor M. Minjares
 - i. Passed unanimously
 - d. Victor is paying for current meeting space
 - i. Jordan – submit the receipts
 - e. Ann - Finance committee meeting – need for more trained treasurers
 - f. Get into Act Blue platform as opposed to NGP to transfer funds to state committee
 - i. Jordan - Act Blue– requires a physical address that is not a PO Box.
 - ii. Victor – can use his office as an address
8. Budget (Treasurer)
- a. Needs firmer numbers to generate budget
 - b. Meren - will contact Treasurer after meeting about Kennedy Dinner
 - c. Jeff - need to discuss about caucus budget
 - i. He is prepared to report out later
 - d. Jedd's budget needs a timeline
 - i. Jordan - If we start in April, we could save about \$3000
9. Coordinated Campaign (State Committee Member)
- a. Ann – Still looking for Campaign Headquarters, looking for a space large enough to accommodate 200 cars or more – events debates, candidates, speakers, for election night, etc.
 - i. Martin Way very tight parking
 - ii. Harrison - over 30 stalls parking lot -
 - iii. Old Key Bank – demolishing – out
 - iv. 4811 Lacey 2000 sq ft a double house
 - v. Park Mountain Lane – above Trader Joes and iHop in Cooper Point Road
 - vi. Other places from \$1800 – \$2000/monthly
 - vii. State Ave – \$1250/monthly, with a second level with elevator available as an add-on
 - b. In a big space, expenses would include furniture rentals
 - c. Issues of Limited lease and budget
 - i. \$1,500 – 2,000/monthly for up to 10 months, \$15-20,000
 - d. Election Night – can be a different space
 - e. With appropriate contributions, \$5000 monthly is a possibility
 - i. Campaigns should contribute to the cost of the space
 - ii. Jordan – it should be asked up front from candidates about what they could contribute in renting a campaign space
 - iii. Jedd - Solicit a range of fees
 - iv. Jordan - A lot of candidates make more than our annual budget, so renting a smaller



- v. Zahid – campaign spaces inspire people to become active - our role should be to organize and coordinate – and levels of donations/contributions for smaller campaigns – win or lose, they donate the excess funds at the end of their campaign
 - vi. Meren – create a formal rental agreement with candidates using our space
 - f. Victor met with Gale Tarleton – rep running for secretary of state
 - g. Ann - Finance committee meeting – need for more trained treasurers
 - h. Get into Act Blue platform as opposed to NGP to transfer funds to state committee
 - i. Jordan - Act Blue– requires a physical address that is not a PO Box. Victor – can use his office as an address
10. WSDCC Meeting (State Committee Member)
- a. Keoki - Spent bulk of time passing caucus rules and elected DNC officers David McDonald, Marie Perez, Sharon Mask, Javier Valdez
 - b. Many resolutions passed
 - c. Victor – commended Code of Conduct for organization – took away application mandate to all local divisions – no sunset clause –
 - d. Motion to continue to use Code of Conduct previously in place “continue using the current Code of Conduct of the state CC until we have time to replace it.”
 - i. Jedd – seconds motion
 - ii. Jeff – does body need to be considered
 - iii. Victor – we need it in place as of this meeting
 - iv. Meren – will we approve it at the next TCDCC meeting? Victor – yes, this is an action by EC between regular meetings, so this will be submitted to the body at next meeting.
 - v. Neil – he attended WSDCC meeting, speaks in favor of motion
 - vi. Passes unanimously – place on agenda for next meeting
 - e. Neil – honored to be there at WSDCC meeting
 - f. Keoki – can we have a debate in CD 10?
 - i. Meren – League of Woman Voters hosts a televised debate, we could do the same. Comment: LWV events are Q&A, not debates. TCD looking to do live events.
 - g. Chair – TCD looking to combining with LD’s by the borders to join forces for debate events. Chair & LD2 Chair discussing.
11. LD 2 Update (LD 2 Rep)
- a. Including LD 20 into caucus plans
12. LD 20 Rep (LD 20 Rep)
13. LD 22 Update (LD 22 Rep)
- a. Working on caucus
 - i. Janitor \$665, Transport \$500, Insurance, and possible addition costs for ADA and concessions



- ii. Total expenses \$5,083 - \$6,000 anticipated
 - 1. State recommends - Could collect \$3,000 towards fees if all attendees submit a \$10 donation
 - 2. LD 22 – will/can contribute half of current bank balance towards expenses
 - 3. Jordan – discussed PDC rules, Victor – received signed contract that is arraigned with LD 22
- iii. Jordan – recommends that \$6000 is asked to be approved from the body to cover the expenses of the LD 22 caucus
 - 1. Friendly modification – to be added to the budget
- b. Jeff moves to appoint Helen Wheatley as platform Chair
 - i. Keoki – seconds motion
 - ii. Time for debate provided – nothing was discussed, no opposition
 - iii. Motion passed unanimously
- 14. LD 35 Update (LD 35 Rep)
 - a. Vanessa – excused from meeting due to hospitalization. Update on her condition.
- 15. Burger Booth (MAL Turner)
 - a. No update on submitted recertification application yet; looking at storage.
- 16. Fundraising (MAL Gadman)
 - i. Champagne Brunch – on the website, Blast! out, reach out to friends and family and encourage all to attend. Only 6 tickets sold so far
 - b.
 - i. Chair presenting Dem of the Year
 - ii. LD22 legislators presenting if available
 - iii. Candidates will have 3 minutes each to present – Deborah wi
 - iv. Has champagne servers already
 - v. Patrick – pay \$30 – 40 for Facebook advertising, has special authorization to post for political advertising
 - vi. Kyrian – waiting for application to be approved to post political items on Facebook –up to 30 days to process
 - c. Pol – Jedd – approve \$50 for advertising on FB
 - i. Victor \$50 weekly
 - ii. Motion to allocate \$50/week for advertising
 - 1. None against
 - 2. Motion passes
 - d. Meren – Kennedy Dinner on a Friday or Saturday Night
 - i. Lacey Community Center about \$1000, Friday, May 29th and Wednesday, May 27th also available (Thursday 28th is booked)
 - ii. BBQ dinner - \$10-15/person, Costco for sides
 - iii. Full stocked bar - \$1000 before, donation of \$3 per beer or wine if we provide beer and wine
 - iv. Wednesdays are good for elected officials, and venue cost is \$500, but unsure if it will draw a big crowd



- v. Compostable dishes, no table cloths nor china, people could still pay \$75 per person
- vi. Silent auction not advised - a lot of work, and does not bring in a lot of money
- vii. Cake walk will still go on
- viii. Wine sponsor being solicited
- ix. Raise the paddle being considered
- x. (Danielle leaves at 8:22)
- xi. Requested budget between \$5,000-10,000
- xii. Theme: "Denim to Diamonds"
- xiii. Neil – state not doing the crab feed – Danielle has run previously
- xiv. Request that TCDEC members sponsor a table
- xv. Jedd - moves to create a \$10,000 budget for Kennedy Dinner
 1. All approve
 2. Motion passes

Old Business

17. Governance Committee (Chair)
 - a. Deferred for time
18. Gifts/Donation Policy (Chair)
 - a. Deferred for time
19. Evalyn Poff Scholarship (Treasurer)
 - a. Victor moves to defer to general meeting. Finance committee will discuss before monthly meeting

New Business

1. Strategic Plan (Chair)
 - a. Deferred for time
2. Duties of Members/Officers (Chair)
 - a. Deferred for time
3. PCO Conduct/Attendance Issues (Chair)
 - b. Deferred for time
4. Draft Agenda Items for Monthly Meeting (MAL Turner)
 - c. Deferred for time
5. Next General Meeting (Chair)

TCDCC General meeting will be at the **Thurston Courthouse, 2000 Lakeridge Dr. SW, Room 165, Olympia, WA 98502 on Monday, January 24, 2020, at 7:00 p.m.**

Adjournment

Motion to adjourn the meeting made by Chair at 8:34



Motions/Actions Summary

Motion/Discussion	Result
Motion to approve November 2019 EC meeting minutes as amended	Passed
Motion to approve December EC meeting minutes	Passed
Motion to approve January EC meeting minutes	Passed
Motion to approve Paul Pickett – PCO Libby 195	Passed
Banking resolution to remove William Kilpatrick and Kathy Package from Financial Account and add Victor M. Minjares	Passed
Motion to approve up to \$100/monthly for Office 365 or Google Suite	Passed
Motion to continue using the previous version of the WSDCC Code of Conduct until such time as TCD replaces it	Passed
Motion to appoint Helen Wheatley as TCD Platform Chair	Passed
Motion to \$50/week for advertising	Passed
Motion to approve a \$10,000 budget for Kennedy Dinner	Passed

Drafted by: Kyrian MacMichael

Drafted	2/10/20
Revised	2/23/20
Approved	3/9/20