



## Executive Committee Meeting Agenda

Monday, March 9, 2020, 6:15 PM

Zoom Platform

### Call to Order & Quorum 6:15 PM

#### Minutes 6:20

- Review and approve

#### Agenda

- Approve agenda

#### Board Reports/ Old Business

1. Chair's 2020 Opening Remarks (*Victor Minjares*)
  - a. Coronavirus and hosting LD Caucus or County Convention in a school building (see appendix A)
2. Membership (*1<sup>st</sup> VC Danielle Westbrook*)
  - a. John Marley – resigned from PCO for Precinct 128
  - b. Consideration and appointment of applicants for the vacancy in Precinct 128
    - i. Bill Fishburn submitted application for PCO position in Precinct 128
  - c. Stewart Henderson - applied for PCO position in Precinct 186 (Wilderness\_186)
3. Campaign Services Committee (*2<sup>nd</sup> VC Deborah Cano-Lee*)
4. Finance Committee (*Treasurer Jordan Morris*)
5. Communications Committee (*Secretary Kyrian MacMichael*)
6. 2020 Campaign Space (*SCPs Keoki Kauanoie & Ann Chaudhry*)
7. Burger Booth recertification status (*MAL Neil Turner*)
8. Fundraising Chair (*MAL Meren Gadman*)
9. LD2 Caucus (*LD2 Rep. Dave Little*)
10. LC 20 Updates (*LD 20 Rep Jed Haney*)
11. TCD Convention & LD Caucuses (*LD22 Rep. Jeff Sowers*)
  - a. Q Code
12. LD 35 Updates (*LD 35 Rep. Vanessa Malapote*)

#### Old Business

1. Governance Committee (Chair)
2. Gifts/Donation Policy (Chair)
3. Evalyn Poff Scholarship (Treasurer)
4. Strategic Plan (Chair)
5. Duties of Members/Officers (Chair)
4. PCO Conduct/Attendance Issues (Chair)
5. Draft Agenda Items for Monthly Meeting (MAL Turner)
6. Next General Meeting (Chair)

TCDECC General meeting will be at the Lacey Community Center - 6729 Pacific Ave SE, Lacey, WA 98503 on Monday, March 23, 2020, at 7:00 p.m.



**New Business**

1. Platform Committee Reps

**Good of the Order**

**Adjournment**

Appendix A



Local Party Members,

As the public discussion around Coronavirus increases, and reports of new cases are developing I wanted to reach out to let everyone know that State Party staff are tracking the situation closely and we will be following healthcare professionals advice as closely as possible in the days and weeks to come.

At this time we have a number of suggestions in the planning of the Legislative District Caucuses and County Conventions scheduled on April 26th and May 3rd. We may update these suggestions as more information becomes clear, so do please remember these are simply a snapshot in time currently.

1. If you are currently hosting your LD caucus or County Convention in a school building, we recommend beginning the search for a “Plan B” facility in the event that your districts school system closes their schools for the Caucus. Please work with Anjali (anjali@wa-democrats.org) and myself in identifying potential plan B options for locations. At this time we are **not** advising cancelling any currently reserved contracts while we wait to see how the situation develops.
2. If you have a signed contract with a venue that is not a school, we recommend reviewing the *Force Majeure* clause in your contract, and setting up a time to speak with your venue to discuss under what circumstances they may utilize their *Force Majeure* clause to cancel your reservation. If they indicate it may be likely that they will close their venue due to Coronavirus, we recommend beginning the process of identifying a “Plan B” location.
3. Please remember that your health and well-being is of paramount concern; if your immune system is in anyway compromised, or if you are at particular risk from the Coronavirus, we are recommending that you begin identifying individuals to begin taking over your day-of responsibilities of the caucus or convention.
4. Even if you are not at high-risk from the Coronavirus, we are recommending at this time that everyone who will be in a leadership position on the day of their caucus or convention have an understudy who is able to fill in for them. **Leadership should not attend LD caucuses or County Conventions while ill.**
5. To help minimize the risk of exposure to your planning committees, we recommend establishing norms for digital conferencing, for the immediate future, for any planning meetings that you currently have scheduled.
6. Finally, we are recommending that all LD Caucuses and County Conventions have basic first-aid kits on site, and that each caucus has a plan for handling emergency medical situations (these were already within our recommendations before this, but it is worth underlining at this point, as they take on increased importance). Additionally, please do a check on your venue for hand-washing stations, and be sure to have hand sanitizer available on site.



We are working actively with the DNC on developing contingency plans in the event that the situation becomes more serious. As of now the biggest recommendation we can give is to be patient and calm as we wait for additional information on the topic. We currently do not believe that the situation has escalated to a point that steps beyond those above are merited.

We are planning on making any final recommendations regarding the Caucuses and Conventions between April 1 and 15, as more information becomes available, but please use these recommendations as a starting point in your work.

Thank you for all that you do, and please do let me know if you have any questions,

Drew

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