

August 14, 2018

CCDC Executive Meeting Agenda

- I. 7:00. Call to Order and Welcome from the Chair.
 - A. Any changes to agenda & vote to accept.
 - B. Welcome to our newest executive members: Secretary Ed Dunphy, 2nd Vice Chair Rebecca Layne, and Meroë in her new role as 1st Vice Chair!
 - C. Brief review of Robert's rules for small meetings, and any general questions about operations from Ed and Rebecca
- II. Secretary's Report
 - A. Vote to accept July minutes
 - B. Discussion of attendance-taking and sign-in sheet format, maintenance of member contact info (per David's question), and the template for taking the minutes in the google drive per our February motion.
- III. Treasurer's report
- IV. 7:20 Webmaster's report (Ben)
 - A. Ben would like help with web manager duties, and recommends that we split up the duties in the following way:
 - *Facebook*: Ben will post events and announcements to Facebook before they happen, including 7 days notice of each general meeting. Meroë will take pictures at all meetings and events and will post them to Facebook as soon as possible and within 24 hours of the event or meeting. For events that she's unable to attend she will find a substitute photographer.
 - *Website*: Ben will maintain the website, including posting all meeting announcements, agendas, attendance sheets, and minutes in as timely a manner as possible. He will update meeting and event posts with the pictures that Meroë takes once she posts them. David will continue to update the web calendar with community and ccdc events, and Mike will post campaign-related events to the website calendar.
 - *MobilizeAmerica* (new forum for easy volunteer signup): Ben will post meetings and events.
 - *Email*: Rebecca will be in charge of mailchimp email, in particular an announcement email at least 7 days before each general meeting.
 - *Twitter*: Ben is happy to continue as the Twitter handler but is also happy to turn it over to Rebecca who has expressed interest.

V. Design Committee

A. Committee Report:

No report submitted.

- B. We're having trouble getting lit from the campaigns and we'd like to create our own for canvassing. Request \$300 for Postcards and handouts, to be designed by design committee. If using X-press copy, let's make this purchase by August 31st to get the discount.

VI. Social Committee

A. Committee Report:

No report submitted.

VII. 7:30 Events Committee

A. Committee Report:

BIE Day. Friday CCDC participated in the Chamber of Commerce BIE which introduces local vendors and organizations to school employees - the second largest employer in the county. CCDC offered a raffle of teacher oriented supplies and various donated items such as a 2 course meal for 2 at Foti's. Our efforts drew raffle submissions from 176.
--David Reuther

- B. AirFest: is it confirmed that we're allowed to host a nonpartisan voter registration booth so long as we don't display any Democratic Party-identifying material?

C. Culpeper Fiesta - status of booth preparation

D. NAACP banquet

1. Advertisement (Alicia)
2. Tables
3. What else? When is the deadline for this?

VIII. 7:45 Precinct Ops Committee

A. Committee Report:

Spent 40 minutes on the phone coordinating with Kristi Black on canvassing in Culpeper. Talked strategy, tactics, and VAN problems that need to be solved by DPVA. Two weeks ago, Kristi's canvassers, including about 30 from Alexandria, knocked on 2000 doors in the town in one day. Another big effort this coming Sunday that should concentrate on more rural precincts. Kristi is supposed to let me know which ones.
--Mike McClary

- B. When is the next PO meeting?

- C. Regular Sunday canvassing with the Persisters starting september 2nd. Ben agreed to FO for them using the CCDC VAN.
- D. VAN Precinct Captain report (Ben)

Lignum - Gail has called all 198 Strong Dems (80+ support) in Lignum!
Jeffersonton - Peggy has called 69% (261 out of 381) of the SDs as of morning of 8/14
Rixeyville - Mary and Dick together have called 10% (33 of 330) SDs. Dick began helping over the weekend of 8/12.
East Fairfax - Anna has made 39 calls, which is 11% of the very strong Democrats (95+ support) in East Fairfax. Her last call was a few weeks ago
Brandy Station - Sharon Church has called one person.

Browns Store (Donna), Pearl Sample (Mike), and West Fairfax (Ed) phone banks are also set up but no calls have been made.

- E. Given that West Fairfax and East Fairfax have by far the highest concentration of Strong Democrats, Ben proposes asking Mike to work with Anna and Ed to develop a policy proposal for voter, membership, and volunteer outreach into those two districts, and submit that proposal to us by next month's executive meeting.
- IX. 8:00 Fundraising - Fall Festival for Change and Country Fair
 - A. Budget proposal and update. The subcommittee will submit their recommended budget and we will discuss and vote to approve.
 - X. 8:15 New Business
 - A. The Tri-county fundraiser went well! Great job David!

Tri-County Unity Fundraiser for Abigail. Saturday CCDC participated in a rally and fundraiser for Abigail at the Lake of the Woods Community Center that was standing room only! This event was designed to draw a large crowd. Dan Ward was MC and both he and Abigail had the room moved to standing ovations and prolonged applause. The campaign has already released a video of this event. Coordination with our Spotsy and Orange colleagues was awesome and the Lake of the Woods Democratic Club offered professional encouragement and support. We raised approximately \$4,000 in donations and LOW Democratic Club threw in another \$2,000 from its Treasury.
--David Reuther

- B. Ed requests changing executive meeting dates to second Thursday instead of second Tuesday to avoid conflict with Town Council
- C. Establish an internship program

- D. Ben signed the lease on behalf of the CCDC after showing all exec committee members copies of the lease, but before it's binding on the CCDC we need to officially vote on it.
 - E. Key policy. We don't want to give keys to people who won't use them, and we don't want lots of copies of the keys floating around without tracking them. Proposal: Sign-out sheet for keys with promise to use keys for CCDC business only, not make copies of the keys or to give them to anyone, and agree to at least one two-hour shift a week in office.
 - F. Office opening party?
 - G. Who would like to get venue for September 25th? Or BOS room again?
 - H. Progress on pocket constitutions?
 - I. 7th District public meeting is August 19th, 3:30pm. David is attending.
 - J. August 28th meeting: RD agreed to be guest speaker. Let's decide on schedule to accommodate May's motion. (How about convene at 7pm and do reports, committee announcements & motions, then have a 15 minute social, followed by member and guest announcements at 7:45 and then our guest speaker at 8pm?) Anything else we need to do? When did they want us out of there? (Mike)
 - K. Press releases. We would like to begin sending regular press releases of our important events. Rebecca has said she would like to make this her focus. We can give her this authority without an actual bylaw change. Discussion of best practices. (Rebecca)
 - 1. Motion: To give Rebecca the authority to write informative, factual, non-editorializing press releases on behalf of the CCDC and submit them to a press contact list. Rebecca should make each release available for review by the exec committee on Slack prior to submission. (ben)
 - 2. Motion: Any executive committee member who is in charge of a press-significant event has the responsibility of passing to Rebecca important statistics about the event, at least one quote about the purpose or success of the event, and a relevant picture of the event within 12 hours of the event's close. (ben)
 - L. Discussion and adoption of the proposed bylaw changes (executive committee reorganization)
 - M. Any other new business?
- XI. Adjourn