



Minutes

Culpeper County Democratic Committee
Executive Committee
August monthly meeting

Date: Aug 14th, 2018

Location: CCDC Office Room 302 Yates
Building

Prepared by: Ed Dunphy, Secretary

Agenda

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. Meroe 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 Meroe 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

Call to Order. *Ben Hixon called the meeting to order at 7:06 pm.*

Attendance. *Officers present: Ben Hixon, Meroë Dawson, Rebecca Layne, Ed Dunphy.*

Committee Chairs present: Mike McClary, David Reuther, Alicia Guy, Lis Piatt.

Absent: Pam Novy

Guests present: Eva Dawson, Mary Lou Hamilton, Mike McCluskey

It was noted that today was Eva Dawson's 10th birthday. We all sang Happy Birthday to Eva.

(Mary Lou and Mike arrived later in the meeting).

Changes to the agenda. *There were no changes to the agenda.*

Changes to and Approval of the minutes. *Minutes for 7/10/2018 meeting were approved with no changes.*

Motions. *The following motions were introduced:*

- **Motion 1:** *A motion to request \$300 for postcards and handouts, to be designed by design committee. If using X-press copy, let's submit this purchase by August 31st to get the discount.*

Introduced by: Ben Hixon

Passed by unanimous consent.

- **Motion 2:** *A motion to purchase two tables for the October 6th NAACP Freedom Banquet for \$800, with the intent to sell the seats to 15 CCDC members for \$50 ea and offer a seat to Abigail Spanberger.*

Introduced by: Ben Hixon and David Reuther

Passed by unanimous consent.

- **Motion 3:** *A motion to purchase a full-page ad in the NAACP Banquet publication for \$150 and have Alicia Guy create and submit an ad by the September 15th deadline.*
 Introduced by: Ben Hixon
Passed by unanimous consent.
- **Motion 4:** *A motion to have Mike McClary work with Anna Marquardt and Ed Dunphy to figure out how to accomplish more in East and West Fairfax precincts.*
 Introduced by: Ben Hixon
Passed by unanimous consent
- **Motion 5:** *A motion to approve up to \$1,700 of CCDC funds for use in putting on the Festival for Change Country Fair. Insurance \$200, Porta John \$290, Musicians \$400, Food & Beverages \$500, Games & Prizes \$110, Discretionary \$200.*
 Introduced by: Ed Dunphy
Passed by unanimous consent
- **Motion 6:** *A motion to change the date of the CCDC Executive Committee meeting to the second Thursday of each month.*
 Introduced by: Ed Dunphy and Ben Hixon
Amended: *Meroë Dawson recommended that we also amend the motion to meet at 6:00 pm rather than 7:00 pm.*
Passed as Amended by unanimous consent
- **Motion 7:** *A motion to give Rebecca Layne 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 Executive Committee on Slack prior to submission.*
Introduced by: Rebecca Layne and Ben Hixon
Discussion: Mike McClary that Rebecca did not need authorization before submitting these press releases but would make them

available for viewing and editing via SLACK as a way for others to help her spot any needed corrections.

Passed unanimous consent

- **Motion 8:** *Any Executive Committee member who is in charge of a press-significant event has the responsibility of passing to Rebecca Layne important details 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.*

Introduced by: Rebecca Layne

Passed by unanimous consent

- **Motion 9:** *Ben signed the lease for office space on behalf of the CCDC and requested that the lease agreement be ratified by the Executive Committee.*

Introduced by: Ben Hixon

Passed by unanimous consent

- **Motion 10:** *A motion was made to create volunteer internship positions for young democrats. These positions would be structured to give them experience in CCDC operations.*

Introduced by: Ben Hixon

Passed by unanimous consent

Additional notes or announcements.

Treasurer

No treasurer report, since Pam Novy was out sick.

Fundraising

The Festival for Change Committee is seeking sponsors for the event with a goal of raising \$1,500 to \$3,000 in the next two weeks. If anyone knows a potential contributor, please direct them to our Act Blue page to donate.

<https://secure.actblue.com/donate/culpeperdemsfair> Pam Northam has agreed to speak at the event. Four musical acts have been lined up.

There will be family-fun activities, contradancing, and food provided for the price of admission. The committee has set the admission price at \$20 for adults and \$5 for children under 18.

David Reuther reported that the tri-county fundraiser for Abigail Spanberger raised \$10,891.

Events

Refer to the Events report in the Agenda section.

As a result of BIE Day, David Reuther will be entering 176 names in VAN.

A teacher was chosen as the winner of the gift basket. David Reuther will contact her.

Precinct Ops

See report in the Agenda. Kristi Black with Abigail's campaign will be holding canvassing in the rural parts of Culpeper on Sunday, August 19th.

Meet at Dunkin Donuts at 10 am and 2 pm if you want to participate. You can sign up at Mobilizing America

<https://events.mobilizeamerica.io/culpeperdemsfair/event/10991/>

Webmaster

See notes in agenda. Ben will maintain the website. David Reuther and Mike McClary will keep the calendar up-to-date. Rebecca will handle

MailChimp. Ben will keep Twitter going. Ben will post items on Facebook

in advance. Meroë, with assistance from others, will post photos and content on the CCDC FB page after events have occurred.

Keys

Ben will make copies of the office keys as needed. We would like to minimize the number of copies but at the same time make them available as needed.

Design Committee

Alicia Guy is working on the flyer for the Festival for Change. Mary Lou Hamilton and Mike McCluskey visited. Mary Lou produced 200 window clings with one of the stylized CCDC logos on it. She gave them to the committee for free and recommended that we sell them for \$5 ea.

Social Committee

Lis reported on the full Moon social at Old House. In spite of the weather, 9 CCDC members showed up. Nancy Halgren attended and expressed her interest in re-engaging with CCDC.

Ben requested, and Lis agreed, to hold an office-opening party at 206 S. Main St., Suite 302, Culpeper. Saturday, Aug 25th will be the tentative date.

Bylaws

Ben discussed bylaw changes that have been proposed and are available to view on Drive: First vice chair of Fundraising; Second vice chair of Press Relations; Third vice chair of Membership; and Do away with the Web Manager position. He recommended that these changes be presented at the August membership meeting for discussion and a final vote taken at the September membership meeting. Mike McClary questioned if they were too detailed. Mike recommended that specifics of the duties of the various officers be contained in an operational document that the bylaws could refer to.

Membership Meeting

The September membership meeting will be Tuesday, September 25th at 7:00 pm. David Reuther will book a venue.

Adjournment. The meeting was adjourned at 9:06 pm.

Signed: Ed Dunphy, Secretary