



**Annual Meetings of the
75th LWVFA General Fund
and
41st LWVFA Education Fund**

**Wednesday, April 19, 2023
7:00 p.m.**

Virtual

The purpose of this Annual Meeting is to allow members to collectively consider and adopt an annual budget and to elect officers and directors for the organization.

Members may also give direction to the Board.

Please bring this Kit with you to the Annual Meeting.

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2022-2023 LWVFA Board of Directors

Officers

- Co-President – Katherine Ingmanson
- Co-President – Pat Fege
- First Vice President – Cindy Kalkwarf
- Second Vice President – Jessica Storrs
- Secretary – Lois Page
- Treasurer – Lynn Stewart

Directors

- Action/Advocacy – Barbara Boardman
- Action/Advocacy – Anu Sahai
- At-Large – Cindy Kalkwarf
- At-Large – Nancy Roodberg
- At-Large – Jessica Storrs
- At-Large – Mary Valder
- Membership Director – Donna Blake
- Program Director– Julie Jones
- Program Director– Judy Helein
- Public Relations Director– Katharina Gollner-Sweet
- Unit Director – Judy Smith
- Voter Service Director – Don Craig
- Voter Registration Director– Arina van Breda

Proposed Rules of Procedure

Rules of Procedure are the tools that permit a majority to accomplish its purpose within a reasonable period, but only after allowing the minority a reasonable opportunity to express its views on issues.

- I. LWV Bylaws and Robert’s Rules of Order Newly Revised (“Parliamentary Procedure”) generally guide the proceedings.
- II. Only LWVFA members may speak and vote.
 - Voting is by general consent unless there is an objection.
 - Voting may also be by voice vote for determining majority or by roll call vote for 2/3 or 3/5 vote needed for approval.
- III. Discussion
 - Speakers identify themselves by name and unit.
 - Each speaker has two minutes to speak on each motion.
 - A person cannot speak the second time until all who wish to speak have done so.
 - Debate must be germane to the motion.
 - Members may move for an extension or limitation of time.
- IV. Motions and Amendments
 - All items of business require prior notice.
 - Lengthy motions and amendments must be written and submitted to the co-presidents and secretary.

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## LWVFA General Fund Annual Meeting: Proposed Order of Business

- |           |                                                                                                                                                                                                       |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:45 p.m. | Zoom Sign-in begins                                                                                                                                                                                   |
| 7:00 p.m. | Call to Order, Presidents’ Welcome, and Announcements<br>Recognition of Current Board<br>Adoption of Rules of Procedure<br>Proposed Order of Business                                                 |
| 7:10      | Appointment of Reading Committee<br>Minutes of 2022 Annual General Fund meeting have been approved by the Board.                                                                                      |
| 7:15 p.m. | Treasurer’s Report – 3 <sup>rd</sup> Quarter LWVFA FY 2022-2023 General Fund<br>Presentation of Proposed LWVFA FY 2023-2024 General Fund Budget<br>Adoption of LWVFA FY 2023-2024 General Fund Budget |
| 7:25      | Report of the Nominating Committee and nominations from the floor<br>Election of Officers and Directors for LWVFA General Fund                                                                        |
| 7:30 p.m. | Adjournment of General Fund Meeting                                                                                                                                                                   |

## LWVFA Education Fund Meeting: Proposed Order of Business

- 7:30 p.m. Call to Order  
Adoption of Rules of Procedure  
Proposed Order of Business  
Minutes of 2022 Annual Education Fund Meeting have been approved by the board.
- 7:35 p.m. Treasurer's Report – 3<sup>rd</sup> Quarter LWVFA FY 2022-2023 Education Fund  
Presentation of Proposed LWVFA FY 2023-2024 Education Fund Budget  
Adoption of LWVFA FY 2023-2024 Education Fund Budget
- 7:45 p.m. Report of the Nominating Committee and nominations from the floor  
Election of Officers and Directors for LWVFA Education Fund
- 7:50 p.m. Directions to the Board, Closing Remarks
- 8:00 p.m. Adjournment of Annual Meeting

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DATE: February 7, 2023  
TO: Members of the League of Women Voters of the Fairfax Area  
THROUGH: Boards of Directors of the League of Women Voters of the Fairfax Area  
FROM: LWVFA Budget Committee: Jane Pacelli (Chair), Susan Cowart, Judy Helein, Wayne Knight, Lynn Stewart (*Ex-Officio*)  
SUBJECT: Proposed General Fund and Education Fund Budgets for Fiscal Year 2023-24

The proposed General Fund and Education Fund budgets for the fiscal year 2023-24 are attached.

The General Fund budget projects revenue of about \$50,000 and anticipated expenses of roughly \$76,000. It shows the difference in anticipated revenues and expenses being funded by a transfer from the Legacy Fund of about \$26,000. Funds carried over from the current fiscal year, if any, will reduce the amount transferred from the Legacy Fund.

Note that in prior fiscal years we have generally needed significantly less than the budgeted amount of transfer from the Legacy Fund.

The Education Fund budget projects expenses of \$28,000. Much of the expenses are for voter services and voter registration – the League’s primary missions. Projected total income of \$28,000 from contributions and grants will cover all the Education Fund expenses, so no support will be needed from the General Fund.

The Education Fund budget fully funds budget requests submitted by the Director of Voter Registration. We also included amounts to fund anticipated Voter Service activities.

This budget continues the pattern of the last several years in which we must draw from the Legacy Fund to cover the gap between regular income and regular expenses. We believe that the League needs to continue to prioritize fund raising. This would include pursuit of grants, solicitation of contributions from individuals, organizations, and corporations, promotion of Qualified Charitable Distributions from Individual Retirement Accounts, and encouragement of bequests to LWVFA.

We believe these budgets represent a reasonable financial plan for the upcoming fiscal year. We request the approval of the budgets by the Boards of Directors of the General Fund and the Education Fund, and your recommendation that the membership adopt these budgets in April.

**General Fund: League of Women Voters of the Fairfax Area  
Proposed Budget FY2024 (July 2023 - June 2024)**

The General Fund budget derives most of its revenue from Membership dues, supplemented by donations and revenue from the administration of community elections. Expenses include general office administration, membership events, printing, and convention attendance. The following budget summary projects revenue of about \$50,000 and expenses of roughly \$76,000. It shows the difference in anticipated revenues and expenses being funded by a transfer from the Legacy Fund of about \$26,000. Funds carried over from the current fiscal year, if any, will reduce the amount transferred from the Legacy Fund. **This is a summary. The unabridged version is on the Annual Meeting webpage.**

**Revenue Summary**

|                                          |                  |
|------------------------------------------|------------------|
| Total 4000 Donations & Grants            | 2,200.00         |
| 4100 Membership Dues                     | 25,000.00        |
| Total 4200 Event Registration & Tickets  | 4,000.00         |
| 4300 Community Center Elections          | 9,000.00         |
| Total 4700 Transfers from Education Fund | 10,040.00        |
| 4750 Transfers from Legacy Funds         | 25,893.25        |
| <b>Total Revenue</b>                     | <b>76,133.25</b> |

**Expenditures Summary**

|                                             |                  |
|---------------------------------------------|------------------|
| Total 5000 Employee Compensation            | 24,000.00        |
| Total 7500 Fees for Service                 | 1,600.00         |
| Total 8000 Office Expenses                  | 1,500.00         |
| Total 8030 Ads/Promotion/Marketing          | 150.00           |
| Total 8040 Information Technology           | 3,000.00         |
| 8050 Telephone and Internet                 | 840.00           |
| 8060 Rent                                   | 5,000.00         |
| Total 8070 Printing & Copying               | 6,000.00         |
| Total 8080 Postage & Shipping               | 2,570.00         |
| Total 8200 Licenses & Permits               | 25.00            |
| 8300 Liability Insurance                    | 1,200.00         |
| 8400 PayPal Fees                            | 1,000.00         |
| 8500 Training                               | 500.00           |
| 8600 Other General Expenses                 | 500.00           |
| Total 9000 Conferences/Conventions/Meetings | 13,150.00        |
| 9100 Affiliates Per Member Payment          | 15,098.25        |
| <b>Total Expenditures</b>                   | <b>76,133.25</b> |
| Net Operating Revenue                       | \$ 0.00          |
| Net Revenue                                 | \$ 0.00          |

**Education Fund: League of Women Voters of the Fairfax Area  
Proposed Budget FY2024 (July 2023 - June 2024)**

The Education Fund budget provides resources for the core of our public work and reflects our priorities of engaging and informing voters in the Fairfax Area. The Education Fund budget projects expenses of \$28,000. Most of the expenses are for voter services and voter registration events and publications. Projected total income of \$28,000 from contributions and grants will cover all the Education Fund expenses, so no support will be needed from the General Fund. **This is a summary. The unabridged version is on the Annual Meeting webpage.**

We are undertaking efforts to expand fundraising, which will allow us to expand the services we offer.

**Revenue Summary**

|                          |                  |
|--------------------------|------------------|
| Total 4000 Contributions | 28,000.00        |
| <b>Total Revenue</b>     | <b>28,000.00</b> |

**Expenditures Summary**

|                                      |                  |
|--------------------------------------|------------------|
| Total 8000 Office expenses           | 1,500.00         |
| Total 8030 Ads/Promotion/Marketing   | 400.00           |
| 8040 Information Technology          | 1,000.00         |
| Total 8070 Printing & Copying        | 11,085.00        |
| 8080 Postage & Shipping              | 500.00           |
| Total 8200 Licenses & Permits        | 25.00            |
| 8400 PayPal Fees                     | 1,000.00         |
| 8500 Training                        | 500.00           |
| 8600 Other General Expenses          | 500.00           |
| Total Voter Services                 | 2,300.00         |
| Total 9500 Transfers to General Fund | 10,040.00        |
| <b>Total Expenditures</b>            | <b>28,000.00</b> |
| Net Operating Revenue                | \$ 0.00          |
| Net Revenue                          | \$ 0.00          |

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## 2023 NOMINATING COMMITTEE REPORT

The Nominating Committee recommends the following slate to serve as Officers and Directors of the League of Women Voters of the Fairfax Area and the League of Women Voters of the Fairfax Area Education Fund.

### To Be Elected to Serve Two-year Terms, 2023-2025, Beginning July 1, 2023:

#### Officers:

|              |               |
|--------------|---------------|
| Co-President | Pat Fege      |
| Secretary    | Alison Rivard |

#### Directors:

|                             |                 |
|-----------------------------|-----------------|
| Membership Director         | Donna Blake     |
| Public Relations Director   | Kristen Farrand |
| Voter Registration Director | Arina van Breda |
| Development Director        | Rona Ackerman   |
| At-Large Director           | Cindy Kalkwarf  |

### To Be Elected to Serve One-year Term, 2022-2023, Beginning July 1, 2023

|                             |                |
|-----------------------------|----------------|
| Nominating Committee Chair  | Peggy Knight   |
| Nominating Committee Member | Charleen Deasy |
| Nominating Committee Member | Alice Reilly   |

The Nominating Committee thanks all the LWVFA members who volunteered to serve in Board positions for 2023-2025.

Respectfully submitted,  
Nominating Committee: Wendy Fox-Grage, Chair  
Judy Helein, Kathleen Pablo, Beth Tudan, and Arina Van Breda

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## MEET YOUR NOMINEES

#### Officers:

##### Pat Fege - President

Pat has been a League member since 2017 and is currently LWVFA Co-President. She is a graduate of Concordia Teachers College (BA) and Teachers College, Columbia University (MA). She retired from Fairfax County Public Schools (FCPS) where she worked as a classroom teacher, reading teacher, Title I Coordinator, and K-12 Language Arts Coordinator. She served on many FCPS committees and held several offices, including president, of the Greater Washington Reading Council. She currently volunteers as a scholarship reviewer for the Community Foundation for Northern Virginia and as a story time volunteer for the Fairfax County Public Library. She is active on the LWVFA High School Voter Registration and Education team and is passionate about helping high school students register and learn more about voting.

**Alison Rivard – Secretary**

Alison is a longtime LWV member who moved to Reston, Virginia in 2020. Her first LWV board memberships were in Mamaroneck and Chappaqua, New York, focusing on social policy and water quality. After moving to Westport CT, she joined the LWV Board in 2006 and served as a co-vice president and co-president, working on voter turnout and environmental issues. She joined the LWV of CT Board in 2011-15 as the Social Policy Director and then as the Vice President for Public Issues, when major issues confronting LWVCT included gun violence, mental health reform, and campaign finance regulation. The mother of three adult children, Alison obtained her law degree from UC Berkeley and an MSSW from Columbia University. After initial legal training, she worked as in-house counsel at a major private foundation and with a national community development financial intermediary. Her community-based volunteer work has included church outreach to local service organizations, women's mentoring, and board work for the CT State Parks Friends.

**Directors:****Donna Blake – Membership**

Donna spent her fifty-year career as an atmospheric scientist in university, government, and private industry roles. Her last position was as part of the team which developed and patented an environmental sensor package for unmanned airborne vehicles. Her primary professional organization is the Military Operations Research Society where she served in many positions while working for the various symposiums and meetings as an organizer and presenter. For many years Donna worked as an election officer where she became increasingly concerned about the number of adults who do not vote. She joined the League of Women Voters with the passion of making voting more accessible to every adult. She has worked with Sidney Johnson and the LWVFA to send out letters every year to the senior citizen residences and centers, explaining how to obtain information on voting for their members from the Fairfax County Office of Elections. As current Membership Director, she has streamlined the membership recordkeeping by eliminating the manual dual entry process for the National and Fairfax databases. Donna earned a BA in Physics and an MS in Astro-Geophysics from the University of Colorado and a PhD in Geosciences (Geophysical Fluid Dynamics) from the University of Chicago. She and her husband love to travel and have several long-delayed trips planned for 2023 and 2024.

**Kristen Farrand – Public Relations/ Social Media**

Kristen has been a member of the League since 2017, shortly after moving to Vienna, VA from the Kansas City area. Starting with attending monthly unit meetings with Reston Evening, she became involved with the High School Voter Registration Team as a volunteer, then presenter, and now helps on the leadership team. Leading up to the 2022 election, she added support to the Voter Registration Team and its endeavor to register all eligible area voters. Stepping in to help support the LWVFA Social Media accounts over the last few months of 2022 has rounded out her volunteerism for the League. Kristen was a proud military spouse of 25 years, life-long educator of kids and adults, involved mom to three amazing daughters, and currently manages a family-owned industrial real estate management company located in Michigan. The League has been the perfect outlet for her passions of educating and activism.

**Arina van Breda – Voter Registration**

Arina has served as Director of Voter Registration for the LWVFA for the past two years. She practiced medicine for 36 years in the Northern Virginia area and on retiring immediately joined the LWVFA with the goal of participating in voter registration (VR). Since becoming Director of VR, she has been happy to see the LWVFA successfully return to in-person events after the COVID-related hiatus. The LWVFA VR team undertook a range of new activities including the New Citizen events and the county-wide National Voter Registration events at all Fairfax County Public Library branches, while continuing a wide range of community outreach events. Future plans include increased engagement with citizens returning from incarceration and disenfranchisement and with the un-housed population. We also hope to build a stronger LWV presence on our local college campuses. Arina is a long-time resident of the Mt Vernon area of Fairfax County.

### **Rona Ackerman – Development/Fundraising**

Rona has been a League member for over 30 years, and a member of the Fairfax League since 2000. She has held many board positions including Voters Service Director, Program Director, and Secretary. She was LWVFA's first Executive Director. She has also served as a Membership and Leadership Development Coach for LWV-VA and as a congressional lobbyist for LWVUS.

### **Cindy Kalkwarf – At Large**

Cindy currently serves on the LWVFA Board of Directors as Vice President and Director At-Large. In 2019–2021, she served as the Director of Voter Services, responsible for Voter Registration, Voter Education, and Candidate Forms. This was challenging and required creativity during the height of the pandemic. She spent her career in various leadership positions in finance, operations, business management and software consulting. Highlights include VP of Finance for a telecom consulting company; Director of European Consulting and Managing Director for a major software company; and lastly running her own software consulting practice. She graduated with a B.A in Business Magna Cum Laude from Gettysburg College, followed by an MBA from George Mason University. She also earned her C.P.A. and PMP (project manager professional).

### **Nominating Committee**

#### **Peggy Knight - Chair**

Peggy is a retired nurse educator. Following retirement in 2005, she finally had time to pursue her hobbies of traveling, reading, and quilting. Her first retirement activity was a 3-month camping trip to Alaska. After returning from “a trip of a lifetime”, she began quilting and became active with elections. She has been an election officer since 2007. Peggy decided the best way to make a change and have her voice heard was to work with a non-partisan organization, and she joined the LWVFA in 2007. Peggy has served in various LWVFA leadership positions including Board member, McLean unit co-chair, Meet and Greet Coordinator for 2013 and 2014, and LWVFA Co-President, 2015 – 2017.

#### **Charleen Deasy**

Charleen joined LWVFA and the Reston Day unit upon retiring from Prince William Schools where she taught for 33 years. Her motivation was to learn more about local Fairfax government as well as state government. That has been accomplished as well as meeting many wonderful League members in the process. Charleen has been a part of the nominating process previously as a chair and committee member. Presently she is chair of the Reston Day unit. She has also served two terms as unit coordinator for LWVFA. Charleen and her husband live in the Oak Hill section of Fairfax County and have since 1969; the classic military family that found the area a great place to settle. Their grown “children” live in Richmond, VA and New Orleans, LA.

#### **Alice Reilly**

Alice has been a member of the LWV-Fairfax since 2018 after retiring from Fairfax County Public Schools after 28 years. During her tenure in FCPS, she worked with the LWVFA and the Fairfax County Office of Elections supporting voter registration in high schools in her role as the K-12 Social Studies Coordinator. Since joining LWVFA, Alice has been instrumental in organizing and facilitating voter registration drives in FCPS high schools. Last year, the LWV-Fairfax High School Voter Registration Team supported schools and registered almost 2,000 FCPS students. Alice serves as the co-lead for the HS voter registration team and is responsible for reaching out to FCPS schools and scheduling their voter registration drives. She is enthusiastic about promoting active citizenship and civic engagement, especially with youth and has been appointed by the Virginia Senate to serve on the Virginia Commission for Civic Education.