

Meeting of the Craven County Democratic Party Executive Committee

January 30, 2018 — 6:00PM

Meeting minutes prepared by James G. Gilmore, 3rd Vice Chair

1. Call to Order

Meeting called to order at 6:04PM.

Chair Dorothea White led attendees in the Pledge of Allegiance.

2. Roll Call

Roll was called by James Gilmore, 3rd Vice Chair. Quorum-Counted Attendees:

Dorothea White: County Chair
Richard Friend: County 1st Vice Chair
Helen Robinson: County 2nd Vice Chair, Chair of West New Bern
James Gilmore: County 3rd Vice Chair, Chair of George St
Norm McCullough (proxy for Linda Moore): Chair of Grantham 1A
Joe Ely (proxy for Jay DeLoach): Vice Chair of Grantham 1A
Napoleon Carter: Chair of Harlowe
David Herndon, Chair of Grantham 2B
Susan Long (proxy for Linda Wahnsiedler): Vice Chair of Brices Creek
Marilyn Simmon: Vice Chair of Grantham 2B
Lorraine Detrude: Vice Chair of West New Bern
Barbara Harrison: Chair of River Bend
Gerald Wingate: Vice Chair of River Bend
Kate Blakefield: Chair of Trent Woods

Electeds:

Terri Sharp, Clerk of Superior Court

Ex-Officio:

Valeria Truitt: SEC Representative

James Gilmore, 3rd Vice Chair, affirms that with 14 quorum-counted attendees out of a quorum total of 34, we have over 40% of our quorum total and thus have a quorum for conducting business.

3. Approval of Minutes

3rd Vice Chair James Gilmore reported that due to a communication error, there were no printed copies of the minutes of the August 24, 2017 Executive Committee meeting available for the committee's review, and requested that the approval of the previous meeting's minutes be tabled until the next Executive Committee meeting. **Norm McCullough moved** to table the approval of minutes in the absence of a printed copy, **second by Marilyn Simmon. Approved unanimously.**

4a: Strategic Plan

3rd Vice Chair James Gilmore advised the Executive Committee that the Strategic Planning Committee has not yet been able to meet, but that they would have recommended changes for

the Strategic Plan to present at the County Convention, and requested that this item be tabled. **Norm McCullough moved** to table recommendations for the Strategic Plan as we await the Strategic Planning Committee meeting, **second by Marilyn Simmon. Approved unanimously.**

Richard Friend read a report on our current financial situation, in the absence of our treasurer. Current account balance, less any small pending items, is \$15,844.77. Mr. Friend indicated that we will have a more complete financial report after we have reviewed the documents left to us by outgoing treasurer Libbie Griffin. Mr. Friend indicated that the required final financial report for 2017 was completed and submitted on time. David Herndon asked if the financial report will be made available in written form; Mr. Friend indicated that he would email it to the Executive Committee listserv. No action was needed on this agenda item.

Helen Robinson passed out copies of the proposed 2018 budget. Ms. Robinson and Mr. Friend outlined the process by which the budget was put together.

Barbara Harrison asked what period of time the budget for building expenses was supposed to cover; Mr. Friend answered that it was six months. Ms. Robinson and Mr. Friend further discussed the process by which the building expenses were estimated, and pointed out that this is a top priority for attendees at our often-at-capacity monthly meetings.

David Herndon asked about the budget process, and indicated that the budget shouldn't be changed once it is approved; Mr. Friend indicated that since this is a forecast of income and expenses, it must be a flexible budget, and Ms. Robinson indicated that we would revisit the budget with the Executive Committee at the six-month mark.

Valeria Truitt asked about the chart of accounts listed; Ms. Robinson indicated that it was a description of line-items.

Valeria Truitt asked about the projected income, asking if there was a plan for raising the individual donations and events. Mr. Friend indicated that the donation projections are based on the pattern of individual donations in previous midterm election cycles.

Valeria Truitt moved that on the 2018 Proposed Budget the heading "Chart of Accounts" be changed to "Line Items." **Marilyn Simmon seconded. Approved unanimously.**

David Herndon asked about the precincts submitting proposals for GOTV expenses, whether there would be a format or template for submitting those proposals. Mr. Friend indicated that he would put together a standardized template for those proposals.

Norm McCullough asked if the digital infrastructure included online space, domain names, etc. Ms. Robinson and Dr. Gilmore indicated that it does.

Barbara Harrison asked about precinct packets (including recommended donations to the Sustaining Fund, votes for county convention, etc.). Dr. Gilmore and Mr. Friend indicated that we will send those materials to precinct chairs before the February 5 precinct organizing window opens. Discussion was somewhat out of order.

Joe Ely moved that the 2018 Proposed Budget be approved. **Valeria Truitt seconded. Approved unanimously.**

4d. Resignation of Treasurer

Chair Dorothea White apprised the Executive Committee that Libbie Griffin, Treasurer, has submitted her resignation as of January 31. Ms. White reported that Sheila Johnson has indicated that she is willing to have her name put forth in nomination for the Executive Committee to approve as treasurer, to replace her. As the nomination of a new treasurer was an agenda item later on in the program for this meeting, no action was required at this time.

4e. Officers Reports

1st Vice Chair Richard Friend:

Budget - Mr. Friend indicated that when the final accounting for the 2017 Wainwright Dinner was completed, the event only made about \$800, not including people who donated in lieu of buying a ticket. Valeria Truitt indicated that the ticket cost for the Wainwright Dinner may have been a bit too low, so that more people would be able to attend, as a balance between the fundraising and the publicity, and asked if there was a review process to determine if we should raise ticket prices to a more standard \$150-200 to raise more funds at the cost of lower participation. Barbara Harrison indicated that the ticket prices were higher than in previous years.

2nd Vice Chair Helen Robinson:

Training - Ms. Robinson reviewed the most recent Tips and Tools Training at Fairfield Harbour earlier this month.

Pipeline Committee - Ms. Robinson indicated that the Pipeline Committee met after the most recent county meeting, prioritizing county commissioners, state legislators, and supporting Democratic candidates for local office, that they are trying to get more diverse geographic representation from across Craven County, and that they will be meeting again on February 12.

Precinct Contacts - Ms. Robinson asked that all precinct leaders make sure that current contact information is on file for them.

Feedback - Ms. Robinson asked that meeting attendees fill out feedback forms before leaving.

3rd Vice Chair James Gilmore:

Communications Committee - Dr. Gilmore indicated that the committee is working on meeting soon, and that they had a scheduled meeting cancelled due to snow.

Votebuilder - Dr. Gilmore noted that VoteBuilder training occurred in December: 10 people went through training. Another session will be scheduled before the end of February.

5a. Treasurer Candidate.

Chair Dorothea White placed Sheila Johnson's name in nomination for the open position of Treasurer and indicated that Ms. Johnson would be unable to join us due to a family emergency. No other nominations were offered from the floor.

Gerald Wingate moved that the nominations be closed, **Norm McCullough seconded.**

Approved unanimously.

Marilyn Simmon moved the nomination of Sheila Johnson as treasurer, **Lorraine Detrude seconded. Approved unanimously.**

5b. County Convention and Precinct Meetings

Chair Dorothea White announced that our county convention will be occurring on March 17, 2018 at the Craven County Courthouse (with approval from the state party on a variance from the March 24-31 window) and asked for suggestions as to a proposed speaker. Suggestions included Wayne Goodwin and G.K. Butterfield.

1st Vice Chair Richard Friend also indicated that precincts are required to meet during the window between February 5 and 19. Precinct leadership will be notified of their expected contribution to the Sustaining Fund and the number of delegates they may send to the County Convention. Chair Dorothea White indicated that precinct leaders should pick up documentation at the end of the meeting.

5c. Party Headquarters Location

1st Vice Chair Richard Friend indicated that while he had covered much of this topic during the discussion of the budget, he has been talking with realtors about potential locations. Looking at all costs related to the HQ - insurance, utilities, etc. Priorities are a room large enough to seat at least 40 people, office space, parking, and ideally vehicle traffic as a location people can see. Mr. Friend asked that if people see good potential locations, they call his cell phone, and gave out his cell phone number. Goal is to have an HQ location by June 1, but is willing to negotiate on a space earlier than that

Norm McCullough asked if we would be able to get money from the district, state, or national committees for the location; Dorothea White indicated that the fundraising committee will be exploring that possibility, and Richard Friend indicated that he had asked district chair Chris Hardee about this and Mr. Hardee said that the state prefers to fund staff (GOTV, organizers, etc.) rather than infrastructure. Ms. White noted that she had been engaged in discussions with other county chairs about this issue. Mr. McCullough indicated that he is frustrated with the lack of funding and support from the district and state parties, and Ms. White indicated that she and Mr. Friend are actively working at the district and state levels to bypass the current obstacles and acquire additional funding.

5d. Resignation of Secretary

Chair Dorothea White indicated that our current county secretary, Amber Harmon, will be moving out of the county in April and will thus need to resign her position at that point. Ms. White asked Executive Committee members to keep candidates in mind, ideally candidates under the age of 36 to fulfill the demographic goals as laid out in the Plan of Organization. No action required.

6. Adjournment

Gerald Wingate moved to adjourn, Barbara Harrison seconded. Approved unanimously.

Meeting was adjourned at 7:26PM.