



**Annual Meetings of the  
 76th LWVFA General Fund  
 and  
 42nd LWVFA Education Fund  
 Wednesday, April 17, 2024  
 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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2023-2024 LWVFA Board of Directors

Officers

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

Directors

- Action/Advocacy – Barbara Boardman
- Action/Advocacy – Anu Sahai
- At-Large – Cindy Kalkwarf
- At-Large – Jessica Storrs
- At-Large – Mary Valder
- Membership Director – Donna Blake
- Program Director – Julie Jones
- Program Directorc – Judy Helein
- Public Relations Director – Kristen Farrand
- Unit Director – Judy Smith
- Voter Registration Director – Arina van Breda

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  
Recognition of Current Board  
Adoption of Rules of Procedure  
Proposed Order of Business
- 7:10 p.m. Appointment of Reading Committee  
Minutes of 2023 Annual General Fund meeting have been approved by the Board.
- 7:15 p.m. Review of 2022-2023 Fiscal Year  
Presentation of Proposed LWVFA FY 2024-2025 General Fund Budget  
Adoption of LWVFA FY 2024-2025 General Fund Budget
- 7:25 p.m. Report of the Nominating Committee and nominations from the floor  
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 2023 Annual Education Fund Meeting have been approved by the board.
- 7:35 p.m. Review of 2022-2023 Fiscal Year  
Presentation of Proposed LWVFA FY 2024-2025 Education Fund Budget  
Adoption of LWVFA FY 2024-2025 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

April, 2024

AMK - 3

Date: February 21, 2024

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: Cindy Kalkwarf (Chair), Susan Cowart, Judy Helein, Wayne Knight, Mary Valder, Lynn Stewart (Ex-Officio)

Subject: **Proposed General Fund and Education Fund Budgets for Fiscal Year 2024-25**

Attachments: Proposed General Fund and Education Fund Budgets for the Fiscal Year 2024-25

### Summary

LWVFA continues to operate at a loss, which is not a good practice in the long run. Those losses in the past have been covered by the Legacy Fund, which was created by a 2009 bequest. Fortunately, that money has been carefully invested and has helped support our organizations.

We believe that the League needs to put a much greater emphasis on fund raising, especially for the Ed Fund, for it to continue to provide such valuable services and educational materials to the public. 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 appreciate the efforts being undertaken by the Board, addressed elsewhere in the Meeting Kit.

### Budget Snapshot

Gen Fund: Approximate numbers: Revenue \$40,000, Expenses \$42,000 (net of overhead cost sharing with Ed Fund) for a Net Loss of \$2,000. The net loss will be funded by any cash available in the operating cash account, or by the Legacy Fund as needed.

Membership Dues are a key component of the budgeted revenue. The LWV-US plans to make significant changes to the dues structure during FY25, expected to be in early Q3. As such, we used our current dues structure for the dues budget since the majority of dues are collected at the beginning of the fiscal year.

Ed Fund: Approximate numbers: Revenue \$29,000, Expenses \$50,000 (includes overhead cost sharing with Gen Fund), for a Net Loss of \$21,000. The net loss will be funded by any cash available in the operating cash account, or by the Legacy Fund as needed.

### Budgeting Process

Our budgeting process this year was able to be more thorough than in prior years. Our Quickbooks accounting system provided a good level of detail into actual expenditures in fiscal year 2023 to use as a starting point for budget development. For each line item in the budget, we identified an "owner" with whom we worked closely to determine their plans, and anticipated cost needs or revenue for FY25 to meet the League's goals.

### Change in Overhead Allocation from the Gen Fund to the Ed Fund

In December 2023, the Gen and Ed Fund Boards approved a change in how Overhead Costs are shared between the two funds. The prior 25% allocation from the Gen Fund to the Ed Fund was developed in 2011, when the Ed Fund did not provide Voter Registration services. Since much of the League's activities and Overhead Costs are driven by Voter Registration activities, the Boards approved a 75% allocation to the Ed Fund. The rationale for this decision can be found in the December Board Minutes. Thus, the budgeted costs for each Fund look different when compared to prior years' budget submissions.

### Conclusion and Request

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  
Budget Overview FY 25 & PL July 24 – June 25

	TOTAL		TOTAL
<b>Revenue</b>		8300 Liability Insurance	1,400
4000 Donations & Grants		8400 PayPal Fees	800
4010 Member	2,400	8500 Training	1,000
4020 Community	250	8600 Other General Expenses	75
<b>Total 4000 Donations &amp; Grants</b>	<b>2,650</b>	9000 Conferences/Conventions/Meetings	4,000
		9020 LWV-VA Convention	
4100 Membership Dues	23,500	9030 LWV-NCA Convention	200
4200 Event Registration & Tickets	4,000	9040 Annual & General Meetings	4,000
4300 Community Center Elections	9,000	9060 Other Meetings & Events	200
4400 Merchandise Sales	3,300	<b>Total 9000 Conferences/Conventions/Meetings</b>	<b>8,400</b>
<b>Total Revenue</b>	<b>\$42,450</b>		
		9100 Affiliates Per Member Payment	
Cost of Goods Sold		91100 LWV-US Per Member Payment	14,200
6000 Cost of Goods Sold	2,000	<b>Total 9100 Affiliates Per Member Payment</b>	<b>14,200</b>
Total Cost of Goods Sold	<b>\$2,000</b>		
<b>GROSS PROFIT</b>	<b>\$40,450</b>	9530 Operational Cost Sharing	-33,855
		<b>Total Expenditures</b>	<b>\$42,725</b>
<b>Expenditures</b>		<b>NET OPERATING REVENUE</b>	<b>\$ -2,275</b>
5000 Employee Compensation	32,370	<b>NET REVENUE</b>	<b>\$ -2,275</b>
7500 Fees for Service			
7510 Accounting Services	1,200		
<b>Total 7500 Fees for Service</b>	<b>1,200</b>		
8000 Office Expenses	500		
8040 Information Technology			
8047 IT Support Platforms	2,300		
<b>Total 8040 Information Technology</b>	<b>2,300</b>		
8050 Telephone and Internet	1,170		
8060 Rent	5,000		
8070 Printing & Copying			
8071 Print Fairfax Voter	5,100		
8079 Print Operational Expense	500		
<b>Total 8070 Printing &amp; Copying</b>	<b>5,600</b>		
8080 Postage & Shipping			
8081 Fairfax Voter	2,150		
8083 Community Center Elections Support	190		
8089 Postage Operational Expense	200		
<b>Total 8080 Postage &amp; Shipping</b>	<b>2,540</b>		
8200 Licenses & Permits			
8210 State Corporation Fee	25		
<b>Total 8200 Licenses &amp; Permits</b>	<b>25</b>		

Dear Leaguers,

During this past year, LWVFA assisted record numbers of people register to vote and provided nonpartisan information through print materials, candidate forums, and community events. Our efforts were highly successful; however, we are facing a financial challenge. For the most part, our costs have been supported by our membership. We need additional ways to fund our good work in addition to members' donations.

As your presidents, we are confident that this funding challenge can be met. We need your help in obtaining partners who are willing to support our local efforts to ensure that the citizens of the Fairfax Area are knowledgeable about voting procedures, the candidates, and the issues. Through the years, our organization has conquered previous challenges, and we are optimistic that this financial challenge will be overcome as well.

You can help by helping us develop grant requests or by identifying groups and individuals interested in supporting our work. Just as everything you all do to participate in our work in so many ways, we will need ideas and help from our broader membership in this effort.

Katherine and Pat

Education Fund LWVFA  
Budget Overview: FY25\_P&L  
July 2024 - June 2025

TOTAL

**Revenue**

4000 Contributions	
4010 Member	23,000
4020 Community	2,000
4040 Foundations	3,750
<b>Total 4000 Contributions</b>	<b>28,750</b>
<b>Total Revenue</b>	<b>\$28,750</b>
<b>GROSS PROFIT</b>	<b>\$28,750</b>

**Expenditures**

8040 Information Technology	
8047 IT Support Platforms	1,320
<b>Total 8040 Information Technology</b>	<b>1,320</b>
8070 Printing & Copying	
8071 Print Fairfax Voter/Studies	900
8073 Print Fundraising	575
8074 Print High School Voter Registration	800
8075 Print Fairfax Facts	3,000
8076 Print What's on Your Ballot	1,100
8077 Print Quick Reference Guide	910
8078 Print Voter Services Outreach	3,500
<b>Total 8070 Printing &amp; Copying</b>	<b>10,785</b>
8080 Postage & Shipping	2,050
8200 Licenses & Permits	
8210 State Corporation Fee	25
<b>Total 8200 Licenses &amp; Permits</b>	<b>25</b>
8400 PayPal Fees	80
8600 Other General Expenses	75
9000 Voter Services	
9070 Candidate Forums	225
9100 Outreach	1,900
9110 Event Registration Fees	300
<b>Total 9100 Outreach</b>	<b>2,200</b>
<b>Total 9000 Voter Services</b>	<b>2,425</b>
<b>9500 Transfers to General Fund 9530 Operational Cost Sharing</b>	<b>33,855</b>
Total 9500 Transfers to General Fund	33,855
<b>Total Expenditures</b>	<b>\$50,615</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -21,865</b>
<b>NET REVENUE</b>	<b>\$ -21,865</b>

## 2024 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, 2024-2026, Beginning July 1, 2024:

### Officers:

Co-President	Katherine Ingmanson
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### Directors:

Action/Advocacy Director	Barbara Boardman
Action/Advocacy Director	Anu Sahai
At-Large Director	Julie Jones
At-Large Director	Sheryl Williams
Units Director	Linda Beaty
Voter Services	Lyn Lister

### To Be Elected to Serve One-year Term, 2024-2025, Beginning July 1, 2024

Nominating Committee Co-Chair	Sue O'Neill
Nominating Committee Co-Chair	Dianna White
Nominating Committee Member	Judy Helein
Nominating Committee Member	Mary Valder

The Nominating Committee thanks all the LWVFA members who volunteered to serve in Board positions for 2022-2024.

Respectfully submitted,

Nominating Committee: Peggy Knight, Chair

Charleen Deasy, Alice Reilly, Mary Valder, and Arina Van Breda

## MEET YOUR NOMINEES

### Officers:

#### *Katherine Ingmanson - Co-President*

Katherine has been a member of the League for seven years, and has been honored to serve in a number of capacities during that time. She believes it is of paramount importance to protect our democracy and encourage all voters to participate. She has a degree in International Affairs and a Masters in National Security Strategy. She spent 29 years as a Foreign Service Officer promoting democracy around the world.

### Directors:

#### *Barbara Boardman – Action/ Advocacy*

Barbara has been active in the League for five years. She is a pediatrician who retired from Kaiser in 2019. She obtained her MD from Temple University in 1982 and did a pediatric residency and ambulatory specialty fellowship at Boston Medical Center. She completed a Master of Public Health in Environmental and Occupational Health at Harvard in 1986 and was a Congressional Fellow with the Office of Technology Assessment in 1987-88. She initiated a League project to educate health workers in Virginia about early absentee voting working with the Virginia Hospital and Healthcare Association. Barbara is Co-Chair of the Virginia Academy of Pediatrics legislative committee working on pediatric legislation and advocacy. She is currently serving as Co-Director of LWVFA Action/ Advocacy.



*Anu Sahai – Action/ Advocacy*

Anu has been a member of the Fairfax League since 2016 and served as a Co-President from 2018 to 2022. She has a BA in Economics from Delhi University and a degree in Law from the Faculty of Law, Delhi University. She worked in Legal Aid for several years in India. She came to America in 1991 and worked in Immigration law from 1992 to 1999. Since joining the League, she has been a discussion leader and a moderator at candidate forums. She has also volunteered at several Voter Registration events. She has represented the League as a delegate at the UN Commission on the Status of Women (CSW) since 2019. She feels very strongly about voter suppression and women's rights and feels that the League is out there fighting for those rights and wants to use her time and energy to be a part of this effort. She is currently also serving as a Vice President of LWV of Virginia.

*Julie Jones - At-Large Director*

Julie served as LWVFA Unit Co-Coordinator for four years, Co-President from 2011-2015, Program Director (2018 -2020) and again as Co-Director of Program for the past two years. Julie coordinates several community/condo elections and serves for LWVFA on the Fairfax County Airports Advisory Committee. Julie grew up in Ohio, graduated from Miami University with a B.S. in Elementary Education, and earned a Master's Degree in Geography at Michigan State University. After moving to Columbia, SC, she joined the League in 1974. When she moved to Reston in 1982, she joined the Reston Day Unit, but switched to the Reston Evening Unit when she resumed teaching elementary school. In Julie's extra time, she enjoys her honorary education sorority, traveling, reading, and spending time with her five grandchildren.

*Sheryl Williams – At Large Director*

Sheryl officially joined LWVFA in September 2022, but she started volunteering with LWVFA in September 2020. Sheryl volunteers with the League's voter registration events at high schools, new citizen naturalizations, and community special events; she volunteers for League support of association elections; and she served on a League review task force. Sheryl is a retired federal employee and worked as a Supervisory Attorney and Acting Director, Human Resources. She is also a retired U.S. Marine Corps Colonel and served as a Judge Advocate (Attorney). In addition to Sheryl's League activities, she is a volunteer mentor at Edison HS in Fairfax County. She is also PTSA Chair, Food Pantry and Food Insecurity Issues at Edison HS. Sheryl serves as Finance Chair at her church, The Kingstowne Communion, in Alexandria.

*Linda Beaty - Units Director*

I joined the League of Women Voters after moving to Fairfax City fourteen years ago. I became interested in the League after attending a local candidate forum. I am active in the Fairfax Station unit, attending most meetings. I have served as discussion leader for specific meeting topics. I have engaged in post card campaigns and distributed voter material. I was a member of the committee which analyzed the responses to the Members Survey. I am a retired federal employee with 37 years of service. My undergraduate degree is from Oklahoma State University. My graduate degree is from George Washington University. Currently I serve on the Leadership Committee at Holy Trinity (HT) Lutheran Church, lead the Miriam Lydia Bible Circle, and the HT Book Club.

*Lyn Lister – Voter Services*

Lyn has been a League member for three years. She attended the League of Women Voters of Virginia Biennial Convention at William and Mary College in June 2023, and has volunteered with the LWVFA voter registration team at new U.S. Citizen events, Fairfax County High Schools, and at the Fairfax City Fall Festival. Lyn served as the LWVFA Candidate Forum Coordinator in 2023, successfully staging four forums: Chairman, Fairfax County Board of Supervisors; Members at Large, Fairfax County School Board; Board Members, Soil and Water Conservation District; and Clerk of the Court. Lyn also led the LWVFA GOTV Postcard Campaign; her team of twenty-three volunteers and a work party of twenty-two residents from Greenspring Senior Living Community wrote and mailed 1,000 postcards. Lyn served as a Logistics Officer in the United States Army and retired in 2000. She recently retired as a DA Civilian in 2022 after serving as a Senior Management and Program Analyst for fifteen years in the Army G-3/5/7, Force Management, Pentagon. Lyn holds a Business Administration Degree from Al-

corn State University and a Master of Science degree in Procurement and Acquisition Management from Webster University. Lyn is a life member of Alpha Kappa Alpha Sorority, Incorporated and member of National Association for the Advancement of Colored People. Lyn's hobbies include traveling, volunteering, walking, and attending civic engagement events. Lyn's passion is advocating for social justice alongside the dedicated members of the LWVFA.

#### Nominating Committee

##### *Susan O'Neill*

Born and raised in the United Kingdom, I came to the USA in 1976 after marrying a Peace Corps volunteer in St Lucia. We spent the next 20 odd years living overseas and then came back to the USA in 1997. In 2008 I became a naturalized American citizen and practically the first thing I did was join the League of Women Voters in Fairfax. I joined a very vibrant and friendly unit, Fairfax Station, and along with Diana White have been co-leader for the last 3 years. I enjoy spirited discussions on just about anything, but especially politics and voting. I have helped with Get Out the Vote at Centreville Library and also distributed *What's On The Ballot?* at various commuter parking lots. Work experience has little directly to do with voting, but I have connected with all sorts of people over the years while I worked at a travel agency, Decatur House, and The Virginian Retirement Community.

##### *Diana White*

Diana has been a member of the Fairfax League of Women Voters since 2016. She retired as an educator and administrator from Fairfax County Public Schools, and has made it her mission to advocate for voting rights and public schools. Diana was an observer for the Health Care Board for Fairfax County for 3 years. Currently, she is an observer of the FCPS School Board. Diana also volunteered with registration drives, at libraries and farmers markets. She also served 2 years working with Candidate Forums for Fairfax County. Currently she is a Co-Leader of her LWVFA Unit. She communicates with her legislators to promote the league positions on certain issues. She is aware of the challenges that educators and administrators face every day. Her hope is to give back to the community by educating and advocating for students, teachers, administrators and their communities. The League has given her an opportunity to support her goals and passion to help others. Diana has 2 children who attended FCPS and is a grandmother of 3 boys. She divides her time between taking care of her mom in Texas and helping with the grandchildren. She is a native Texan, but has lived in VA for 20 plus years. Someday she hopes to retire to Texas.

##### *Judy Smith*

Judy is a graduate of Smith College (B.A.), George Mason University (M.Ed.), and Virginia Tech (Ph.D. in Educational Leadership and Policy Studies). She worked in Fairfax County Public Schools (FCPS) and has been a classroom teacher, assistant principal, and Coordinator of Elementary Programs in an area office. Upon retiring from FCPS in 2001, Judy worked as Director of the Basic School Network for Virginia Tech, taught in the Troops to Teachers program at Fort Belvoir, and supervised a school project for America's Promise Alliance, founded by General Colin Powell. Judy has been a member of the League for many years in Fairfax and Prince William Counties. She served on the Virginia League committee to study school vouchers and tax credits and was a delegate to the U. S. League National Convention in 2022. She is currently chair of the Greenspring unit and a member of the Fairfax Board as unit coordinator. Judy has been instrumental in the growth of the Greenspring unit from 20 to 45 members in the last two years. She provides all new Greenspring residents with voter information and regularly participates in high school and new citizen voter registration events. Judy enjoys singing in a large auditioned choral group, advocating for the performing arts, and spending time with her three grandchildren.

##### *Mary Valder*

Mary joined the Fairfax League in 1973 when she moved to Oakton. Her friend, Therese Martin, arranged for a ride to her first unit meeting at the home of Liz Brooke who was the current president of the League. The discussion leader for the meeting was Vivian Watts. A lot to learn from this group! She joined the board the following year doing Voter Services with Louise Meade and Edith Appel. She served on and off the board over the next many years. She even served as the office assistant for a few years. She returned to serve on the board again as Unit Coordinator after retiring from The Trilateral Commission in 2017. She is unit chair for the Oakton Vienna unit. Mary is currently overseeing the various Community Elections with the hope that we can improve our League's finances.