

# Houston GLBT Political Caucus

Board of Trustees Meeting Agenda

February 27, 2019

**Attendees:** Deglan Hendershot, Januari Leo, Christopher Busby, Hosseh Enad, Anthony Tello, Nick Turner(via phone), Scott Barish(via phone), John Humphries, Jack Valinski, Brandon Mack, Logan Workman, Mike Webb, Maria Trevino-Rodriguez

**Mission:** Founded in 1975, the Houston GLBT Political Caucus is dedicated to eliminating prejudice, violence, and injustice against gay, lesbian, bisexual, and transgender people through education, activism, and political advocacy. Our goal is to create a world where all human beings are guaranteed freedom, equality, and opportunity.

## Call to order and adoption of the Agenda

6:33 Motion to adopt the agenda given by Brandon Mack seconded by Deglan Hendershot, adopted unanimously

## Consent Agenda

### I. Fort Bend ISD School Board Race – Januari Leo

6:34-6:52 Januari Leo addressed the board in regards to the ongoing efforts to pursue LGBT protective policies at the Fort Bend ISD school board. The group of activists is working to elect pro-lgbt school board trustees in the May 3<sup>rd</sup> general elections and is requesting the Caucus consider screening and endorsement. Januari offers to host a sub screening panel for the election. Decision on participation is moved to the screening part of the agenda 7:48. Questions given by board members and answered in regards to other coinciding municipal and school board elections and process of endorsement including time frames.

6:53-6:55 Anthony Tello addresses the board in regards to the current file maker system. Anthony is a volunteer with the operations committee and expresses support for the current system and its functions. A commitment is made to have a fully resolved decision on switching systems at the March board meeting.

## President's Report

- Advocacy Around HIV Funding

6:55-6:57 President Mike Webb addresses the ongoing efforts to establish a city-wide state of emergency to address the high HIV infection rates among MSM men of color. Ongoing conversations are happening with the city health department to obtain better statistical data and then will move to conversations with council members. The aim is to get additional appropriated funds in the city budget in June.

- DA Kim Ogg's Response to Caucus Statement

6:58-7:09 President Mike Webb addresses reaction to Caucus' statement on the DA's request for additional funds to hire more prosecutors. Mike Webb disclosed his status as an employee of Commissioner Ellis.

## Finance Report

7:10-7:12 Finance report given by Treasurer Logan Workman

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Treasurer's Report: 02/05/19 – 02/27/2019

A. 501(c)(4)

a. Checking Balance: 11,721.71

b. Savings Balance: \$20,508.89

Date Description Debit (-) Credit (+) Balance

02/06/2019 Reimbursement – L. Workman, Screening \$24.60 \$12,435.52

02/06/2019 Pinks Pizza – Meeting Food \$127.69 \$12,307.83

02/06/2019 Membership Deposits \$350.00 \$12,657.83

02/07/2019 Fran Watson – Board Retreat Presentation \$200.00 \$12,457.83

02/08/2019 Memberships & Donations \$1,096.12 \$13,553.95

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02/13/2019 Surge Consulting – Drag Brunch Entertainment \$1900.00 \$11,653.95

02/13/2019 Slim N Company Catering – Drag Brunch Food \$1500.00 \$10,153.95

02/14/2019 Comcast \$153.43 \$10,000.52

02/14/2019 The Montrose Center - February Rent \$907.41 \$9,093.11

02/14/2019 The Montrose Center – Room Rental \$70.00 \$9,023.11

02/19/2019 Rich's Houston – Drag Brunch Venue \$1500.00 \$7,523.11

02/21/2019 Drag Brunch Donations \$270.00 \$7,793.11

02/22/2019 Peerless Events – Drag Brunch Rentals \$1,076.44 \$6,716.67

02/25/2019 Koncept Kit LLC – Video Sponsorship \$250.00 \$6,466.67

02/26/2019 Reimbursement – J. Valinski \$390.97 \$6,075.70

02/27/2019 Funds Raised from Drag Brunch \$5,646.01 \$11,721.71

### B. State PAC

a. Checking Balance: \$3,870.87

Date Description Debit (-) Credit (+) Balance

02/13/2019 Donations \$1,794.11 \$6,071.73

02/14/2019 Ryan Slattery – TX House 145 \$450.00 \$5,621.73

02/25/2019 Info Vine – TX House 145 \$1,750.86 \$3,870.87

### C. Federal PAC

a. Checking Balance: \$88.00

Date Description Debit (-) Credit (+) Balance \$88.00

### D. Monthly Burn Rate

a. Monthly Burn Rate (subject to minor fluctuations): \$1,157.94

7:12 President Mike Webb addresses pledged sponsorship of PSA on non-binary awareness. Discuss recent partnering with Transform Houston canvassing. Mike Webb discloses membership on the board of Transform Houston.

## Consent Agenda Cont'd

### II. Anti-Racism Training Update / Finalized Proposed Dates

7:14-7:30 President Mike Webb addresses anti-racism training. Pride Houston is co-sponsoring, will reach out to the Human Rights Campaign for further cosponsorship. Finalized dates set up at 12:30-2:30 Sun March 24<sup>th</sup> for the board training. April 3<sup>rd</sup> at 7:00pm for the membership training.

### III. General Caucus Process & Procedures

7:30-7:42 President Mike Webb addresses norms, procedures, and responsibilities.

#### a. Meeting Dates & Times

Board Meetings are 4<sup>th</sup> Wednesday at 6:30pm. Goal is to have agenda available 24 hours in advance.

General Membership meeting is 1<sup>st</sup> Wednesday at 6:30pm.

#### b. General Board Member Responsibilities

Board members are expected to help fundraise though not required to by the bylaws. Board members can not miss more than 3 meetings in a row without excuse, or 4 meetings per year.

#### c. Membership's Accessibility to Board Members, Meetings, & Content

Communication between board members and caucus members in regards to board business is allowed with the exception of screening non-disclosure policy, executive session, and confidential data.

#### d. PAC vs. C4

We have 3 separate organizations. The state PAC, the federal PAC, and the C4 component.

#### e. Proposed Deadlines or Processes per Committee

### IV. Financial Transparency, Processes, Procedures, & Questions for Finance Attorney

7:43- 7:51 President Mike Webb discussed the possibility of a pro-bono relationship with financial attorney Rob Isezen who is a donor and a member. Has offered pro-bono advice on questions of legality and compliance. Questions arose whether such work was subject to reporting as in-kind contributions. A meeting next week will be coordinated between the attorney and interested parties who would like to ask questions. Treasurer Logan Workman went with former Treasurer Parker Sheffy to the bank and removed Parker's name on the C4 account and replaced it with his own, as well as closed out old debit cards. On

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the PAC accounts Parker's name was replaced with Logan's and President Mike Webb and Vice President John Humphries were moved from primaries on the accounts to signatories using agenda for Board Retreat in lieu of minutes. Treasurer Logan Workman reiterates his view that as the sole legally responsible stakeholder on the PACs his preference that he be the only primary on the bank account.

7:51-8:23 Treasurer Logan Workman discussed procedure for requesting money, receiving reimbursement given in writing to the board previous as follows:

- All payments need to be coordinated with the Treasurer in as far advance as possible
- All payments with personal finances will require a receipt for reimbursement
- Receipts are due within 45 days of the date of purchase for reimbursement
- PAC payments need to be divided according to the correct PAC candidate type to stay within regulation
- All reimbursements will require a caucus expense form
- All payments will require an invoice
- Board approval is required for any expenses outside of committee budgets & previously approved expense items

Logan discussed each item in depth answer clarification questions from board members. Discussion then returned to who should be primaries on the bank accounts. Discussion followed about an attempted payment by Vice President John Humphries that failed due to bank error and confusion. Secretary Christopher Busby made a motion to table the discussion and decision on level of access to the next meeting. Motion made at 8:23, seconded by Brandon Mack and accepted unanimously.

### Committee Reports

#### I. Communications Committee- Chairperson: Maria Treveno-Rodriguez

8:24- 8:41 Maria Trevino Rodriguez gives reports on the upcoming stakeholder meeting for the website and e-mail system. The AIDS Walk Houston is coming up Sunday, \$75 raised so far by Scott Barish. Highlighted Brandon Mack for recognizing LGBT activists of color. Wants to create signatures for all board e-mail accounts. All board members are directed to write a statement by March 6<sup>th</sup> about their board tenure and what they hope to accomplish. Discussed getting a new proposal for our logo with 3 designs, will coordinate with Jack Valinski.

#### II. Elections Committee - Chairperson: John Humphries

8:42-9:00 John Humphries gives report on the ongoing 145<sup>th</sup> district. Melissa Noriega phone bank set up for Saturday the 2<sup>nd</sup> at 2pm. Discussion was had about whether coordinated block walks violate ethics rules as a general PAC, question will be directed to compliance attorney. The card for the 145<sup>th</sup> has been sent out at a cost of \$2300. Motion for approval from John Humphries, seconded by Deglan Hendershot, unanimously accepted at 8:55pm.

#### III. Rules & Administration Committee – Chairpersons: Logan Workman & Kris Banks

9:00-9:02 Given by Treasurer Logan Workman Annual review in June. The efforts of the committee have focused on reconciling inconsistencies and to incorporate a C3 component to the organization.

#### IV. Screening Committee – Chairpersons: Brandon Mack & Logan Workman

9:03-9:16 Given by Brandon Mack and Treasurer Logan Workman. Questionnaires for the fall Houston municipal elections are done, screeners are ready and the location is being set up. Discussion on Fort Bend ISD elections comes back up. Motion made by Brandon Mack to not participate. Mike Webb offers substitute motion to create Strategic Expansion Task Force, coordinated between Screening, Elections, and Operations to discuss potential expansions outside of the City of Houston municipal and Harris County general/primary elections with intended goal of report by end of 2019. The Caucus will not screen in the Ft Bend ISD races. Motion made at 9:14 seconded by Deglan Hendershot, accepted unanimously.

#### V. Fundraising Committee - Chairperson: Hosseh Enad

9:20 Hosseh Enad mentions Spring Fling on April 25<sup>th</sup>. The date is reconfirmed and suggested Constable Rosen's house.

#### VI. General Operations Committee – Chairpersons: Jack Valinski & Scott Barish

9:22-9:48 Jack Valinski gives report on Nationbuilder trial with Nick Hellyar. He has not been able to contact Nation Builder directly and requests contact. Email sent at 9:29 to Jack Valinski from Mike Webb giving Nation Builder contact info with call to open up conversations with Nation Builder representative to anyone who would like to participate. Also wants contact with Infoshare, John Humphries offers to get him

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in contact with a representative. Bulk e-mail system is a problem, discussion held on why the last two failed, largely due to low open rates marked the Caucus as spam. Jack Valinski wants a key to the post office, which he is able to get a copy due to being on the post office account. Looking at potential second shift on Saturdays as AM is the only current one. Offering tutorials on File Maker for one hour on Saturdays. Requests a 30 minute meeting with President Mike Webb and Vice President John Humphries to demonstrate current system which both agree to. Treasurer Logan Workman voices concern about current PAC paypal. Final decision on system switch will be made at next board meeting.

VII. Membership Committee – Melissa Allala

- i. LGBTQ Youth Scholarship
- ii. Sustaining Membership Subcommittee

9:48 Report read out by Mike Webb in absence of Melissa who submitted a written report.

VIII. Education and Advocacy Committee- Chairperson: Brandon Mack

- i. Faith Outreach Task Force
- ii. Advocacy Day Subcommittee

9:50- 10:00 Brandon Mack gives report detailing Training for candidates May 29<sup>th</sup> and June 1<sup>st</sup> to be accompanied by a hand out booklet. Drag Queen Story Time protests were held the past weekend. About 60-70 attendees used the services with about 100 supportive protestors and 3 opposing protestors. Advocacy Day subcommittee sets training for March 23<sup>rd</sup>. April 1<sup>st</sup> is advocacy day from 6am-8pm. Motion to approve \$3000 for advocacy day expenses pending sponsorship offered by Deglan Hendershot and seconded by Brandon Mack, unanimously accepted. Discussion on whether the effort was independent or as a coalition effort. Brandon Mack says the effort is independent, President Mike Webb gives suggested names of organization to reach out to as potential partners from the effort last year.

IX. Volunteer Committee – Chairpersons: Chris Busby & David Schulz

10:00-10:07 Secretary Christopher Busby discusses April 10<sup>th</sup> as the first volunteer committee meeting of the year at the Caucus office. 2 blockwalks co-hosted as events so far with the Elections committee and also recruited volunteers at pride event on 2/23/19. Future volunteer committee efforts will focus on recognition of volunteer hours and recognize those efforts on par with donors.

X. Budget Committee – Chairperson: Hosseh Enad

## Old Business

I. Proposal: Non-Discrimination Ordinance Action Plan

10:09- 10:18 Secretary Christopher Busby outlined plan to set out timeline for new non-discrimination ordinance, get secured commitments from Mayoral candidates, and to create an interorganizational task force to begin discussions on parameters of a new ordinance. Parts of the policy are to be implemented with Screening and Education and Advocacy especially in regards to conversations with the Mayor.

II. Website Re-Design & Database Update

10:19 Discussion lead by President Mike Webb

## New Business

I. Drag Queen Story Time Mini-Docuseries

10:21 President Mike Webb discusses ideas for docuseries focused on parents who take their children to Drag Queen Story Time. Motion by President Mike Webb for \$2000 pending sponsorship of the idea. Seconded by Brandon Mack.

## Items to be presented by Trustee

### Adjournment

10:23 Motion made by President Mike Webb, seconded by Deglan Hendershot, approved unanimously