

HOUSTON GAY & LESBIAN POLITICAL CAUCUS

BOARD RETREAT / MEETING

Saturday, April 4, 1992

The meeting was called to order at 10:20 A.M. Those in attendance: Rennie Trozzie, Carol Clark, Robby Cavanaugh, Brian Keever, Scott Tillinghast, Duncan Allen, Norm Thompson, Tracy Harting, Chris Bacon and Kevin Davidson

The agenda was presented with the objective of following committee reports which were to outline goals, calendar of events, budgets and related information.

1. LGRL Committee - Chris Bacon.

It was discussed that two, possibly more fund raisers should be held in 1992, hopefully to raise over \$2,500. The first, will be Saturday, April 11, 1992, The Garden Party, at Pat Gandy's home. It was discussed that another fundraiser should be planned in the fall, November 13th or 20th. A budget of \$450 was presented for prospective costs.

Chris suggested the tentative appointment of Rennie Trozze and Carol Clark to the LGRL board as the caucuses representatives. Chris will look into the details of this and make appropriate appointments as necessary.

2. Fundraising Committee - Norm Thompson

Discussion of fundraising activities was brief. Many of the caucuses fundraising would revolve around other community events. These issues will be discussed later.

3. Scheduling of Events

An overview of the upcoming year's events and activities were briefly discussed, to provide an insite into the caucus' possible participation.

April -	LGRL fundraiser
May -	State Conventions
June -	Pride Week (Voter/membership drives, National Day of Remembrance, Political Action)
August -	Candidate Screening and Endorsement; Republican Convention (August 17th - 19th)
September -	Voter Registration Drives, Newsletter, Dinner (19th, 26, or Oct. 3), Endorsement Meeting (9/2/92), MCA and EPAH fundraisers
October -	Political Action, Pride Awards, Halloween
November -	Election (11/3/92), LGRL Fundraiser (13th/20th)

4. **Voter Registration - Kevin Davidson**

Discussion suggested that the committee develop plans for attending community events and business establishments, develop student association contacts, and create gimmicks to facilitate in voter registration drives. Voter registration activities will coincide with other events.

5. **Political Action Committee - Norm Thompson**

Discussion was centered around the need and urgency of developing a liaison with politicians to identify needs for election proceedings.

It was presented that there will probably be Houston city council positions open after the election and it might be to the caucuses benefit to identify prospective candidates for possible appointment.

It was discussed that action would be taken in an effort to get endorsed candidates elected. Election day push cards, bar runs, and related activities.

6. **Dinner Committee - Kevin Davidson**

Dates discussed to have the anniversary banquet for 1992 were September 19th, 26th and October 3rd.

Possible speakers suggested: New York Mayor Dinkins, Sharon Gowalski, Harvey Gantt, Andrew Sullivan and Mary Dunlap. Chris Bacon agreed to establish contact with a speaker and begin arrangements for the dinner. A deadline was suggested that the end of May would help by expediting planning activities.

Promotion of the event would include mailouts from lists, obtaining supports/sponsors.

The budget will be presented upon determination of location, speaker expenses, trade-outs with businesses, etc.

A motion was made and passed that Chris Bacon would award the "Dennis Spencer Award" for the 1992 dinner event.

7. **Fundraising - Norm Thompson**

Discussion was presented that fundraising needed to be concerned with political and humanitarian goals. Norm suggested that the use of funds be determined to aid in fundraising solicitations.

Norm recommended that a mailing list be obtained from campaign contribution reports to solicit fundraising.

The Pride Week festivities and the 1992 awards dinner were identified as major fundraisers.

8. Pride Week - Rennie Trozze

The Theme for Pride Week was noted: "Pride = Power"

Rennie suggested that a float be prepared, with a budget presented for consideration (\$600.00). Discussion consisted of creating a fundraising and/or promotional event during the week from the Political Action Committee, and a booth would be set up for membership drive and voter registration drive. Rennie was suggested as the chairperson to oversee the overall activities to assure coordination and collaboration of committee activities. Rennie would be responsible for assuring the caucus' payment of fees for a booth and inclusion in the Pride Guide.

9. Republican Convention - Robby Cavanaugh

Discussion was brought up that the caucus should encourage all voices from the community to participate in the promotion of gay and lesbian issues that concern us all. Robby conferred that he and Claire Koepsel would maintain a liaison with Queer Nation, Act Up and other groups. It was suggested that the caucus contact the Log Cabin Republicans to solicit articles for the newsletter and to identify helpful assistance the caucus could provide during the convention.

It was also suggested that a press kit and newsletter be prepared focusing on this national event.

10. Newsletter - Duncan Allen

Duncan reported good news regarding the run-off election newsletter. The board would be labeling the newsletter upon meeting adjournment.

Discussion was focused on obtaining committee reports and other information for inclusion in the monthly newsletter.

It was suggested that the November 3rd Election Newsletter be completed by October 10th for distribution. Duncan suggested that each board member sell three (3) ads for \$200.00.

11. Membership - Maillist - Computer - Kevin Davidson

It was discussed that the caucus participate in pride week, the Westheimer Art Festival and other events to promote caucus memberships.

A motion was made and passed that a membership application category of "Family/Relationship" be recommended to the caucus body at the next meeting. The category would be for one year membership, the participants would have to have the same mailing address, and it would not be retroactive.

A motion was made and tabled to develop a Scholarship Category.

A motion was made and passed that a "One Time New Member Rate of \$15.00 be effective during 1992 Pride Week Only."

12. Redistricting - Scott Tillinghast

Scott reported that city council was basically not doing much about the redistricting issue at this time. No contests were being made regarding the U.S. district drawings. Dan Morales was making ethics complaints at the state district level and would be discussing this in November.

13. **Police Committee - Rennie Trozzie**
Rennie needed more time to discuss actions of the Police Advisory Committee with Anise Parker and would be reporting later.
14. **Screening Committee - Chris Bacon**
Chris presented a calendar of events and budget. A motion was made and passed to accept the proposal.
The month of May was to determine which races needed screening (no need to screen in races where one of the candidates were endorsed in primary).
The month of July was used for planning screening, revising manual, sending invitations out to candidates.
The month of August used for screening.
The month of September used for endorsement meeting (1st Wednesday).
The budget consisted of duplicating costs, mailing, refreshments, telephone, etc, totalling \$150.00.
15. **Election of Officers - Kevin Davidson and Robby Cavanaugh**
It was suggested that the committee review previous election rules and develop a set for acceptance by the caucus at the next election.
16. **Office Management - Rennie Trozzie and Norm Thompson**
It was agreed that the offer of leasing from the Montrose Palace was not a good idea. The committee would continue its research efforts for a suitable location and/or discuss with MAC future plans.
Rennie presented a proposed budget of operating expenditures and objectives for upgrading and improving the caucus office and its equipment, for discussion purposes only.
17. **By-Laws - Chris Bacon**
A motion was made and passed to allow the President a \$50.00 discretionary spending limit for appropriate caucus business.

Discussion revolved around potential resolution changes. Chris Bacon will prepare and submit to the caucus body for review and eventual vote.

Adjourned - The meeting was adjourned at 6:00 p.m.

A late meeting Saturday 4/4/92 was called to order.

In attendance: Chris Bacon, Rennie Trozzie, Norm Thompson, Tracy Harting, Scott Tillinghast, Duncan Allen, Kevin Davidson.

A motion was made and passed that there would NOT be a Wednesday Board Meeting because the 4/4/92 Board Retreat Meeting would constitute this required meeting.

Adjourned

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4/9/92 - Board poll

A Board poll was taken and approved to authorize a \$225.00 expenditure to be paid to PWA's for card pushing at six precinct polls at the April 14, 1992 Run-off Election. Those polled: Brian Keever (yes); Robby Cavanaugh (yes); Norm Thompson (yes); Clair Koepsel (yes); Duncan Allen (yes); Tracy Harting (yes); Scott Tillinghast (yes); and Carol Clark (yes) and Kevin Davidson (yes).

Chris Bacon and Liz Shuler were unavailable or out of town. Three calls to Lou Vanech's and was unable to talk with him.

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PROPOSED OPERATING BUDGET-PRIDE PARADE COMMITTEE

<u>EXPENSES</u>	<u>CASE A</u>	<u>CASE B</u>
Application fee	40	100
Float materials, labor, decorations, etc.	500	500
Miscellaneous	<u>60</u>	<u>50</u>
Total expenses	\$600	\$650

Application fee for a non-profit organization is \$40. Fee for other types of organizations is \$100. Application deadline is June 1st.

GOALS AND OBJECTIVES:

1. Show our commitment to the community.
2. Be highly visible.
3. Win a trophy.

We propose doing a float, and would welcome your suggestions for a theme. If you have an idea for a walking unit, we would like to hear from you also.

PROPOSED OPERATING BUDGET-OFFICE MANAGEMENT COMMITTEE

	<u>CASE A</u>	<u>CASE B</u>	<u>CASE C</u>	<u>CASE D</u>
INCOME				
Rental-from AIDS Equity League	2,484	2,484	2,550	2,550
Membership Dues (255 members @ \$30. each)	7,650	0	7,650	0
Other-Montrose Palace (6 events @ \$50. each)	0	0	300	300
TOTAL INCOME	10,134	2,484	10,500	2,850
EXPENSES				
Office Rent	4,968	4,968	5100	5100
Meeting Rent	600	600	0	0
Utilities (excluding telephone)	0	0	600	600
Telephone	360	360	360	360
P.O. Box	50	50	50	50
Office Equipment:				
Computer with printer	2,500	2,500	2,500	2,500
Fax machine	500	500	500	500
Copy machine	500	500	500	500
Office Supplies	497	497	510	510
Repairs and Maintenance	700	700	700	700
TOTAL EXPENSES	10,675	10,675	10,820	10,820
NET PROFIT/(LOSS)	(\$541)	(\$8,191)	(\$320)	(\$7,970)

GENERAL ASSUMPTIONS

1. AIDS Equity League will pay one-half the rent expense regardless of the location.
2. Telephone expense is estimated at \$30./month .
3. Office supplies are estimated at 10% of rent expense.
4. Repairs & maintenance are estimated at 20% of total office equipment.
5. Proposed budget is for a 12 month period.

CASE A

1. Office at 900 Lovett.
2. Membership dues will fund office management expenses.

CASE B

1. Office at 900 Lovett.
2. Membership dues will NOT fund office management expenses.

CASE C

1. Office & meeting space at Montrose Palace.
2. Membership dues will fund office management expenses.

CASE D

1. Office & meeting space at Montrose Palace.
2. Membership dues will NOT fund office management expenses.

GOALS AND OBJECTIVES-OFFICE MANAGEMENT COMMITTEE

1. To decide on a location for the HGLPC office. Options include staying at 900 Lovett, moving to the Montrose Palace or deciding on another location. We need to make a decision one way or another on the Montrose Palace fairly soon.
2. To update equipment, improve efficiency and in general make our office a "REAL" office. No timetable on the expenditures for equipment.

Screening

I. Goals:

1. Revise screening manual.
2. Train new screeners.
3. Screen candidates for Fall election.

II. Timetable

May: Determine which races will need screening. (No need to screen in races where one of the candidates was endorsed in primary)

July: Plan for screening. Revise screening manual; send out invitations to screen.

August: Screening

September: Endorsement meeting (1st wednesday)

III. Budget

Duplicating costs (manuals, forms)	\$50
Mailing costs	\$50
Refreshments for screeners/committee	\$30
Long distance phone calls for state wide races	\$20
TOTAL:	\$150

LGRL

I. Goals

1. Help Support LGRL financially. Try to raise \$2,500.
2. Hold two fundraisers for LGRL (April and November).
3. Keep abreast of LGRL's activities.
4. Have a board member of HGLPC serve on LGRL's board.

11/13
11/20

II. Calendar

April 11 : Fundraiser

September: Begin planning November Fundraiser

October: Recruit sponsors for November fundraiser

Late October: Send out mailout for November fundraiser

November ? : Fundraiser

III. Budget: These costs would be deducted from proceeds so, in effect, they amount to seed costs only.

Costs for Mailout (Printing and Postage) :	\$200
Snacks/Refreshments for Committee:	\$30
Seed costs for event (decorations)	\$20
Refreshments/ Wine / Beer	\$200
TOTAL:	\$450

MEMORANDUM

March 27, 1992

TO: HGLPC Board Members
FROM: Chris Bacon
RE: Retreat *4/4/92*

The annual HGLPC Board retreat will be held at the home of Kevin Davidson on Saturday, April 4th. We will begin promptly at 10:00 a.m.

The agenda of the meeting is set forth below. Each committee will be responsible for presenting the following:

1. specific goals for 1992
2. a calendar showing when tasks will need to be completed
3. a proposed budget.

Be sure that someone on each committee is responsible for bringing 14 copies of all of the above.

The schedule below is tentative. Some discussions are likely to be shorter and some will run longer.

- Committee* 10:00 a.m. Voter Registration (Liz, Brian and Kevin) *Tracy, Robby, Rennie, C*
 - ✓ 10:30 a.m. Political Action Committee (Norm)
 - ✓ 11:00 a.m. Dinner (Kevin, Liz and Brian)
 - ① 11:45 a.m. LGRL (Chris)
 - Noon LUNCH
 - ② 1:00 p.m. Fundraising (Norm)
 - ✓ 1:30 p.m. Pride Week (Clair and Rennie)
 - ✓ 2:00 p.m. Republican Convention (Clair, Robbie and Lou)
 - ✓ 2:30 p.m. BREAK
 - ✓ 2:45 p.m. Newsletter (Duncan and Norm)
 - 3:15 p.m. Membership (Kevin, Norm and Lou)
- Outreach activity - Republicans -*
- Pride week targeted -

3:45 p.m. Redistricting (Scott)
4:00 p.m. BREAK
4:15 p.m. Police (Rennie)
4:45 p.m. Screening (Chris)
5:15 p.m. Elections (Kevin and Robbie) -
5:30 p.m. Office Management (Norm and Rennie)
6:00 p.m. Bylaws Discussion (Chris)
6:30 p.m. til _____ DINNER and MAILOUT

The Dinner is part of the agenda and Board Members are expected to stay since it is hoped that we will be able to discuss informally the topics that were talked about during the day. We also hope that you will be able to stay for a few hours to help with the mailout although we realize that some of you will need to leave at some point. Those who want to are welcome to spend the night although you may want to bring a sleeping bag.