
[Home](#)

Coordinating Committee minutes, February 1, 2016

Coordinating Committee members present (8): Victoria Ashley, Marla Bernstein, Sandra Everette, Mike Feinstein, Michael Goldbeck, Tim Laidman, Jessica Montiel, Alex Shantz,

Coordinating Committee members not-present (2): Trinidad Castaneda, Maxine Daniel

Quorum at 7:33 with seven (7) present: Marla Bernstein, Sandra Everette, Mike Feinstein, Michael Goldbeck, Tim Laidman, Jessica Montiel, Alex Shantz

Ashley joined call at 7:38

2) Roles

Facilitator: Alex Shantz

Minutes taker: Mike Feinstein

Time keeper: Tim Laidman

Vibes Watcher: Michael Goldbeck

3) Approval of Agenda (2/3 approval needed, as all items late)

Proposal (Feinstein): Add Discussion: GPCA Endorsement in 2016 US Senate race

Approved by consensus

Proposal (Shantz): Approve agenda as amended

Approved by consensus

4) Decision: Approval of Minutes from CC retreat, January 23-24

<http://www.cagreens.org/committees/coordinating/minutes/2016-01-23>

<http://www.cagreens.org/committees/coordinating/minutes/2016-01-24>

Proposal (Feinstein): Defer approval to March Coordinating Committee meeting

Approved by consensus

5) Decision: GPCA statement in June 16 Voter Guide (Feinstein)

Proposal (Feinstein): Start an on-line one week discussion, though Sunday, February 7, followed by on-line vote, Monday, Feb 8 through Sunday, Feb 14, to meet the deadline for submission to the CA Secretary of State on Thursday, Feb 18. Feinstein will produce and submit a draft for a committee vote, incorporating input from the gpc-forum@cagreens.org and Coordinating Committee members.

Approved by consensus

6) Decision: Approve Coordinating Committee 2016-2017 Work Plan and Budget Request (Laidman, Shantz)

Proposal: That the Coordinating Committee approve the Coordinating Committee 2016-2017 Work Plan and Budget Request (attached below)

Approved by consensus

7) Executive Session: Legal Matters

The following Coordinating Committee executive session was held under the following Coordinating Committee internal procedures:

Section 3-9 Executive Session

3-9.1 The Coordinating Committee may go into Executive Session only for personnel matters, sensitive legal and financial matters in which the Party itself is involved in actual or potential legal proceedings, sensitive conversations concerning Green candidates or elected officials, and when dealing with proprietary information of vendors and contractors. No other circumstances are appropriate for Executive Session. Only Coordinating Committee members and persons invited by the Coordinating Committee whose participation is necessary to address the agenda item are allowed to participate.

3-9.2 When an item proposed for Executive Session is called on the agenda, it shall first require consensus or a 2/3 vote to enter Executive Session. Once Executive Session has begun, if at least twenty percent of the Coordinating Committee members present believe that the discussion is entering areas that are inappropriate for Executive Session as per 3-9.1, they may ask for a vote and 2/3 is required to remain in Executive Session.

3-9.3 Agenda item for which Executive Session is denied or permission withdrawn as per 3-9.2 may be heard in open session, but only within the limits of what may be discussed outside of Executive Session, as per 3-9.1.

3-9.4 Minutes of all Executive Session shall include the time of entering and exiting Executive Session, those present and a general summary of topics discussed, without including specific information precluded under 3-9.1. Decisions made in Executive Session shall be reported in the Coordinating Committee minutes, subject to any legal limitations on disclosure.

The Coordinating Committee decided by consensus to enter Executive Session.

General summary of topics discussed

The Coordinating Committee discussed the discovery that Rich Zitola had downloaded the GPCA voter registration data base without authorization, the party's practice regarding access to said data base and the potential implications of Zitola's actions.

Proposal (Feinstein, Laidman): That the Coordinating Committee approve the following letter and affidavit attached below

Approved by consensus

February xx, 2016

Via Electronic Mail Richard Zitola

E-mail: XX

Cc: Sanda Everette, Alex Shantz, Co-Coordiators, GPCA Coordinating Committee

Re: Voter registration information on NationBuilder

Dear Richard:

I write on behalf of the Green Party of California (GPCA) regarding information from the GPCA's voter registration database housed with the NationBuilder software platform ("NationBuilder").

It has recently come to our attention that you have exported voter registration information from the GPCA's voter registration database hosted on NationBuilder. Under the California Elections Code Section 2194, voter registration information shall be confidential and shall not be used for any personal, private, or commercial purpose.

Thus, you are obviously precluded from disclosing or using the GPCA's voter registration information. Further, we believe that information in the GPCA's voter registration database includes proprietary information that are protected by trade secret law(s) codified under California

and/or federal statutes. We remind you that the disclosure of the GPCA's trade secrets and/or proprietary information is strictly prohibited. The disclosure or use of the GPCA's voter registration information is therefore likely to cause harm to the GPCA.

For these and other reasons, your exporting the GPCA's voter registration information causes us great concern.

The GPCA therefore requests that you do the following: 1) not share the the GPCA's voter registration information, 2) not use the GPCA's voter registration information, and 3) destroy the GPCA's voter registration information including permanently erasing all electronic copies of such voter registration information in your possession.

We are also concerned that you may have already given the GPCA's voter registration information to other individuals.

The GPCA therefore requests that you also 4) contact anyone or entity to whom you may have given the GPCA's voter registration information and ensure that they promptly destroy the GPCA's voter registration information including permanently erasing all electronic copies such voter registration information in their possession.

I would appreciate your prompt acknowledgement that you will perform the preceding requests and return the signed affidavit to us.

Sincerely,

Triet Nguyen
Attorney at Law

Attachment: Affidavit

AFFIDAVIT

I, Richard Zitola, hereby declare that:

1. I have not shared voter registration information from the voter registration database associated with the Green Party of California (GPCA) hosted by the NationBuilder software platform ("NationBuilder").
2. I have not used the voter registration information from the voter registration database in any way that contravenes California Elections Code Section 2194 and/or California or Federal trade secret laws.
3. I have destroyed the voter registration information from the voter registration database, including permanently erasing all electronic copies of such voter registration information, in my possession.
4. In the event, however, that I have already shared the GPCA's voter registration information, I have contacted all persons or entities to whom I have given the GPCA's voter registration information and ensured that they promptly destroy the GPCA's voter registration information, including permanently erasing all electronic copies such voter registration information, in their possession.

I hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true; and further that these statements were made with the knowledge that willful false statements and the like are punishable by fine or imprisonment, or both, under applicable California and Federal statutes.

Respectfully submitted,

Dated: , 2016
Signature of Affiant

8) Decision: Bylaws Interpretation (Goldbeck)

Upon commencement of the agenda item, Goldbeck withdrew the proposed bylaws attached below

9) Discussion/Decision: two-year strategy plan review (Laidman)

After a discussion of the applicable bylaws regarding the GPCA Two-Year Strategic Plan (http://www.cagreens.org/bylaws/2013-03-23#Section_11-1_Strategic_Plan), it was agreed that a decision would be made on the Coordinating Committee's March 7 teleconference.

10) Appointments: Standing Committees

Goldbeck has requested appointment to Bylaws, Clearinghouse, Finance, Information Technology, and Media; then after discussion in response to concerns raised, decided to defer his request for appointment to a future meeting

11) Discussion: Timing of Spring 2016 General Assembly (Ashley)

Ashley not present to lead discussion. No one else argued to change date.

12) Treasurer's Report (Barnett)

13) Discussion: GPCA Endorsement in 2016 US Senate race (Feinstein)

Feinstein reported that GPCA endorsed candidate Shamako Noble had decided not to take out nomination papers and dropped out of the race; and that non-endorsed Green Pamela Elizondo said she had the fees to qualify for the ballot for U.S. Senate as a Green.

14) Report: Committees**15) Report: Working Groups**

informal committee and working group reports were given after the call officially ended at 9:30pm

Attachment A: Coordinating Committee 2016-2017 Work Plan and Budget Request

1. Summarize, paraphrase or quote the GPCA Bylaws describing your group and its responsibilities. If the Bylaws do not describe your group, or do not describe it adequately, provide your additional description.

Section 8-1. Duties and Authority

The Coordinating Committee shall authorize and carry out decisions of the General Assembly and make executive decisions, but not set policy between General Assembly meetings, and shall be generally responsible for coordinating General Assemblies and other statewide meetings, internal communications and other Party administrative tasks as defined in these Bylaws, including to

8-1.1 Establish draft agendas and select facilitators for General Assembly meetings.

8-1.2 Forward proposals to the Standing General Assembly.

8-1.3 Certify County Council members (as described in 6-6) in counties in which no County Council candidates qualified for the ballot in the preceding direct primary election, or in counties in which all members of the County Council have resigned and/or become disqualified from holding office.

8-1.4 Determine active County Organizations (as described in 5-1)

8-1.5 Appoint members to the Committees of the General Assembly (as described in Article 9)

8-1.6 Appoint a Coordinating Committee Liaison to Committees and Working Groups, who is charged with facilitating communications between that Committee or Working Group and the Coordinating Committee and in the case of certain committees as specified in Article 9, to serve as one of its two Co-Coordinators.

8-1.7 Request and receive reports from Committees and Working Groups, refer matters to them, and monitor and assist their work.

8-1.8 Authorize and ratify specific expenditures.

8-1.9 Make statements in the name of the Party.

8-1.10 Retain legal counsel on behalf of the GPCA and make decisions based upon that counsel consistent with the Coordinating Committee's duties under the other provisions of these bylaws.

8-1.11 Propose a Strategic Plan to the General Assembly (as defined in 11-2.)

8-1.12 Establish Sub-Committees of the Coordinating Committee as necessary to accomplish these and other tasks of the Coordinating Committee as defined in these Bylaws.

8-1.13 Establish Internal Procedures of the Coordinating Committee as necessary, that are not in conflict with these Bylaws, to facilitate these tasks.

Section 8-2. Membership

8-2.1 The Coordinating Committee shall be composed of up to 24 voting members, with 12 men and 12 women. Six men and six women shall be elected each year to serve staggered, two year terms.

8-2.2 If a Coordinating Committee member misses three consecutive regular monthly meetings, the individual shall lose their seat and a vacancy shall occur.

2. Summarize your work plan and budget for the 2015-2016 Fiscal Year and what parts of your work plan were accomplished or expect to be accomplished and budget items that were used or are expected to be used by the end of the Fiscal Year. For current FY work plan and budget items that will not be accomplished and spent by the end of the FY, provide a brief explanation for each.

For the 2015-2016 Fiscal Year, the CC's work plan sought to hold monthly teleconference meetings, plan and organize one or two General Assemblies, one Gathering, and supervise the Standing General Assembly; and work to recruit volunteers to revitalize Standing Committees and Working Groups.

The CC accomplished the bulk of its work plan. It has held consistent monthly teleconference meetings, supervised the Standing General Assembly and held a Summer General Assembly in San Jose in June 2015, however the Winter General Assembly was canceled in San Diego in January 2016. A Spring General Assembly is planned for May 2016 in San Francisco.

The CC hopes to organize a Gathering during the remaining 2016 part of this fiscal year. The CC continues to advertize and recruit volunteers for Standing Committees and Working Groups.

Expenses for one GA held in June 2015 but PAID in this FY:

One General Assembly: \$300

Expense Categories

-- Site Rental @ \$0/Meeting \$0

-- Food Expenses @ \$300/Meeting \$300

-- CC Friday night dinner @ \$0/Meeting \$0

-- Nancy Broyles GA Hardship Travel Subsidy @ \$0/Meeting \$0

Other expenses incurred:

Liability Insurance Policy: \$907

Annual Coordinating Committee Retreat: Food Expenses \$30

Anticipated expenses for remainder of fiscal year:

Legal Consultation: \$0

One Gathering: \$1,300

-- Site Rental @ \$1,000

-- Food Expenses @ \$300

June 2016 General Assembly: \$2,400

Expense Categories

-- Site Rental @ \$1,000/Meeting \$1,000

-- Food Expenses @ \$1,000/Meeting \$1,000

-- CC Friday night dinner @ \$150/Meeting \$150

-- Nancy Broyles GA Hardship Travel Subsidy @ \$250/Meeting \$250

Total Expenses: \$4,937

Income for one GA held in June 2015 but Received in this FY:

\$900

Anticipated Income FY 2015-16: \$3,300

General Assembly income from Registration Fees @ \$2,000/Meeting \$2,000

Gatherings income from Registration Fees @ \$1,300 (this might be reconsidered for more income)

Total Projected Income: \$4,200

Plus possible additional income from small, directed donations for the Nancy Broyles GA Hardship Travel Subsidy (Plenary Travel) Fund

3. Work Plan: Describe the activities and events that are expected to be accomplished in the upcoming Fiscal Year -- July 1, 2016 to June 30, 2017. For each item requiring GPCA funding, provide the funding request and explain how the funding request was calculated.

The Work Plan for the 2016 to 2017 Fiscal Year mirrors the previous Fiscal Year.

The CC expects to hold monthly teleconference meetings, plan and organize two General Assemblies, one Gathering, and supervise the Standing General Assembly; and the CC will continue to advertize and recruit for volunteers for Standing Committees and Working Groups. The proposed budget for the 2016 to 2017 Fiscal Year generally reflects the requests from the previous Fiscal Year, with some minor amendments.

4. Budget Proposals: Provide a summary of budget proposals by separate line items including a summary name for the budget line from the standardized list (below) and the amount being requested. Each proposed budget line item should be explained in the Work Plan so that the Budget Committee and Finance Committee members can understand how the activity or event relates to the responsibilities of the SC/WG/Delegation and how the budget request was calculated.

These budget requests mirror the budget from the previous Fiscal Year.

Expenses:

Two General Assemblies: \$5,000

Expense Categories

-- Site Rental @ \$1000/Meeting \$2,000

-- Food Expenses @ \$1000/Meeting \$2,000

-- General Expenses @ \$100/Meeting \$200

-- CC Friday night dinner @ \$150/Meeting \$300

-- Nancy Broyles General Assembly Hardship Travel Subsidy @ \$250/Meeting \$500

One Gathering: \$1,300

-- Site Rental @ \$1,000

-- Food Expenses @ \$300

Liability Insurance Policy: \$1,000 (subject to adjustment for actual premium expense)

Annual Coordinating Committee Retreat: Site/Food Expenses \$400

Legal Consultation: \$1,000

Total Expenses: \$8,700

Income: \$5,300

General Assembly income from Registration Fees @ \$2,000/Meeting \$4,000

Gatherings income from Registration Fees @ \$1,300 (this might be reconsidered for more income)

Total Projected Income: \$5,300

Plus possible additional income from small, directed donations for the Plenary Travel Subsidy Fund

5. When paid staff are part of a work plan and budget proposals, for each position also submit (a) a detailed project description; (b) a proposed job description (including activities, preferred qualifications and compensation description); and (c) a description of the job application process.

No paid staff.

6. A calendar for at least one year -- including the Fiscal Year -- that summarizes the activities and events described in the work plan and deadlines involved in the planning and organization process for those activities and events (dates may be approximate, as applicable).

2016

January 4: CC meeting

January 23-24: Coordinating Committee annual retreat

January 31: Deadline: Work plans submitted from committees and working groups

February 1: CC meeting

March 7: CC meeting

March 7: Early Winter SGA Session begins (Ends in May) Discussion period for Coordinating Committee at-large and GPUS Delegation elections

April 4: CC meeting

April 25: Deadline for applications for candidates for the Coordinating Committee and the GPUS Delegation

Spring: Deadline to release Draft FY2015-2016 Budget; at least 42 days before General Assembly (GPCA Bylaws 7-5.1(a))

Spring: Deadline to release Draft General Assembly agenda; at least 42 days before General Assembly (GPCA Bylaws 7-5.1(a))

Spring: Determination of active Counties of calculating delegates to the Spring General Assembly (GPCA Bylaws 5-2.2) and for the Standing General Assembly in the upcoming fiscal year; at least 42 days before General Assembly (GPCA Bylaws 7-6.1(b))

May 2: CC meeting

May 2: Voting period for Coordinating Committee and GPUS Delegation elections

May 13: CC meeting (pre-GA)

May 14-15: Approval of the Annual Budget and Annual Strategic Plan, Annual Treasurer's Report, Spring General Assembly (GPCA Fiscal Policy Sections 5-2 and 10-1, GPCA Bylaws Section 11-2 Strategic Plan)

May 14: Gathering in conjunction with the GA in SF

May 14: Presidential Forum in conjunction with the GA in SF

May - June:

May: CC sends reminder via GPCA Inform list to counties reminding them to appoint delegates to the GPCA FY2015-2016 Standing General Assembly for one-year terms (July 1 - June 30)

June 13: CC meeting

June 15: Bi-Annual Notice announcing vacancies and seeking applicants for GPCA Standing Committees

June 30: By this date, delegates to the GPCA FY2016-2017 Standing General Assembly shall be appointed by active County Organizations and shall serve for one year terms (July 1 - June 30), with no term limits

July 1: Standing General Assembly Delegate Terms begin and run through June 30th of 2017

July 11: CC meeting

Summer: Hire independent contractors as provided for in approved FY2016-2017 budget and the GPCA Personnel Policy

August 4-7: GPUS Annual National Meeting – Presidential Nomination

August 8: CC meeting

September 12: CC meeting

October 3: CC meeting

November 14: CC meeting

November 16: Bi-Annual Notice seeking applicants for GPCA Standing Committees

December 5: CC meeting

2017

January: Coordinating Committee annual retreat

January 31: Deadline: Work plans submitted from committees and working groups

February: CC meeting

March: CC meeting

March 27: Deadline for applications for candidates for the Coordinating Committee and the GPUS Delegation

April: CC meeting

Spring: Determination of active Counties of calculating delegates to the Spring General Assembly (GPCA Bylaws 5-2.2) at least 42 days before General Assembly (GPCA Bylaws 7-6.1(b)); and for the Standing General Assembly for the upcoming fiscal year

May: CC meeting

May 1 - June 11: Discussion period for Coordinating Committee at-large and GPUS Delegation elections.

June 5: CC meeting

June 7: Bi-Annual Notice announcing vacancies and seeking applicants for GPCA Standing Committees

June 12-18: Voting period for Coordinating Committee at-large and GPUS Delegation elections

May/June: Approval of the Annual Budget and Annual Strategic Plan, Annual Treasurer's Report, Spring General Assembly (GPCA Fiscal Policy Sections 5-2 and 10-1, GPCA Bylaws Section 11-2 Strategic Plan)

May/June: Confirmation of GPCA Treasurer, Assistant Treasurer and Liaison to Secretary of State, Spring General Assembly

June 30: By this date, delegates to the GPCA FY2017-2018 Standing General Assembly shall be appointed by active County Organizations and shall serve for one year terms (July 1 - June 30), with no term limits.

July 1: Standing General Assembly Delegate Terms begin and run through June 30th of 2018

July: CC meeting

Summer: GPUS Annual National Meeting

August: CC meeting

September: CC meeting

October: CC meeting

November 13: CC meeting

Attachment B: Withdrawn Proposed Bylaws Interpretation

Whereas GPCA bylaws provide that "If a Coordinating Committee member misses three consecutive regular monthly meetings, the individual shall lose their seat and a vacancy shall occur" (http://www.cagreens.org/bylaws/2013-06-23#Section_8-2_Membership); and

Whereas for many years GPCA bylaws also had text that allowed the Coordinating Committee to waive this requirement by giving special dispensation: "Unless given special dispensation by the Coordinating Committee (CC) or the General Assembly, any CC member (or any officer appointed by the CC) who cannot fulfill their duties to the best of their abilities as described in these bylaws or operate in accordance with the 10 key values, shall resign by notifying the CC in writing. Resignation is implied whenever any of the following occur: (d) the member misses three consecutive General Assembly meetings or CC regular meetings without appointing a qualified alternate: (<http://www.cagreens.org/bylaws/2011-12-03>)

and

Whereas this text was removed in March 2013, because it allowed the Coordinating Committee to decide for itself whether to apply such a waiver on its own members, creating the potential for a conflict of interest for the Coordinating Committee to decide who among it should remain a member and who not; and

Whereas instead of the Coordinating Committee decided exclusively for itself whether to apply such a waiver, the option of a bylaws interpretation by the Coordinating Committee subject to a 2/3 confirmation by the General Assembly exists (http://www.cagreens.org/bylaws/2013-06-23#Article_13-3_Bylaws_Interpreta...), and

Whereas during the summer and fall of 2015 a Coordinating Committee member missed three consecutive meetings as a result of the psychological trauma of young teenage neighbor being murdered by another young teenage neighbor of that Coordinating Committee members; and

Whereas after a period of grieving over several months, that Coordinating Committee member has indicated his interest in returning to active Green Party work, including on the Coordinating Committee; Therefore the Coordinating Committee finds that in this case of extraordinary circumstances, the Coordinating Committee member in question, Rich Zitola of Santa Cruz, shall be waived of the attendance requirement under GPCA Bylaws 8-2.2 Membership and shall be considered a current Coordinating Committee member.
