
[Home](#)

Coordinating Committee minutes, February 2, 2015

Coordinating Committee members present (10): Victoria Ashley, Marla Bernstein, Maxine Daniel, Sanda Everette, Mike Feinstein, Parker Jean, Tim Laidman, Jesse Moorman, Alex Shantz, Candice Yamaguchi

Coordinating Committee members not-present (5): Susan Chunco, David Curtis, Gladwyn d'Souza, Marnie Glickman, Rich Zitola

Observers, Greens (invited) (1): Doug Barnett, GPCA Treasurer

Quorum: Quorum reached at 7:40 pm with eight (8) present: **Victoria Ashley, Maxine Daniel, Sanda Everette, Parker Jean, Tim Laidman, Jesse Moorman, Alex Shantz, Candice Yamaguchi**

Marla Bernstein joined call at 8:05pm

Feinstein joined call at 9pm

2) Roles

Facilitator: Alex Shantz

Minutes taker: Jesse Moorman (until 9pm), Mike Feinstein (after 9pm)

Time keeper: Maxine Daniel

Vibes Watcher: Tim Laidman

3) Approval of Agenda (five minutes or less) (simple majority vote)

Proposal (Shantz) Add all items below as late items requiring 2/3 vote

4) Decision: Approval of the Minutes of the Coordinating Committee Retreat, January 23, 2015

Decision deferred until the March Coordinating Committee meeting

5) Decision: Coordinating Committee Work Plan and Budget Request for FY2015-2016 (Shantz, Laidman)

Proposal (Laidman): That the CC approve the FY2015-2016 and Work Plan and Budget Requests as submitted.

Proposal (Laidman): After further discussion, that the CC approve the FY2015-2016 and Work Plan and Budget Requests as amended in Attachment A below.

Approved by Consensus

6) Discussion: Review of the Monterey General Assembly and Coordinating Committee Retreat (Laidman, Shantz)

Coordinating Committee members shared their experiences.

7) Discussion: San Jose General Assembly (Everette)

Feinstein will convene planning for Saturday with Everette, Shamako Noble and Sandy Perry

8) Decision: of Funds from Nancy Broyles General Assembly Hardship Travel Subsidy (Shantz)

Item deferred for further review of existing policy

9) Decision: That the Coordinating Committee set a date for a second Coordinating Committee Retreat of two days at a time and location that most if not all members can attend (Laidman)

Proposal (Laidman): Laidman will send a survey monkey out to Coordinating Committee members and a vote taken at the March Coordinating Committee meeting based upon the responses.

Approved by Consensus

10) Discussion: IT Server Migration Status (Laidman)

Laidman reported on the issues surrounding migration cagreens.org to a new server

11) Discussion: Logistics and financing of the GROW Field Organizer position (Laidman, Shantz)

Laidman summarized the discussion about the position that occurred at the Monterey General Assembly

12) Discussion: Outreach to fill all Committees and Working Groups with qualified and engaged members and co-coordinators so that the work of the GPCA can be accomplished (Laidman)

Laidman discussed the need for more outreach.

13) Report: Treasurer (Barnett)

End of call

Attachment A: Green Party of California Coordinating Committee Work Plan and Budget Proposals for the 2015-2016 GPCA Fiscal Year

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-Coordiators.

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 2014-2015 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 2014-2015 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, held a Summer General Assembly in Santa Barbara in June 2014, a Winter General Assembly in Monterey January 2015, planned a June 2015 General Assembly in San Jose and supervised the Standing General Assembly.

The CC did not organize a Gathering during the 2014-2015. The CC is also still in the process of recruiting volunteers to revitalize Standing Committees and Working Groups.

Expenses:

Two General Assemblies: \$4,920

Expense Categories

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

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

-- Video @ \$60/Meeting \$120

-- Minutes Taker @ \$50/Meeting \$100

-- CC Friday night dinner @ \$100/Meeting \$200

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

One Gathering: \$1,300

-- Site Rental @ \$1,000

-- Food Expenses @ \$300

Liability Insurance Policy: \$1,050 (subject to adjustment for actual premium expense)

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

Legal Consultation: \$1,000

Total Expenses: \$8,620

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

3. Work Plan: Describe the activities and events that are expected to be accomplished in the upcoming Fiscal Year -- July 1, 2015 to June 30, 2016. For each item requiring GPCA funding, provide the funding request and explain how the funding request was calculated.

The Work Plan for the 2015 to 2016 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 work to recruit volunteers to revitalize Standing Committees and Working Groups. The proposed budget for the 2015 to 2016 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: \$1,100 (subject to adjustment for actual premium expense)

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

Legal Consultation: \$1,000

Total Expenses: \$8,800

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).

January 23: Coordinating Committee annual retreat

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

Early Winter: SGA Vote to approve minutes of Winter 2014/2015 General Assembly

February 2nd: CC meeting

March 2: CC meeting

March 3: Deadline for applications for candidates for the Coordinating Committee and the GPUS Delegation

April 6th: CC meeting

Feb/March/April: SGA votes

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 4th: CC meeting

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

May: CC sends reminder via GPCA Inform list to counties reminding them to appoint delegates to the GPCA FY2014-2015 Standing General Assembly for one year terms (July 1 - June 30)

June 2nd: CC meeting

June 9: Bi-Annual Notice announcing vacancies and seeking applicants for GPCA Standing Committees

June: 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)

June 30: By this date, delegates to the GPCA FY2015-2016 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 2016

Summer: GPUS Annual National Meeting

July 6th: CC meeting

Summer: Hire independent contractors as provided for in approved FY2015-2016 budget and the GPCA Personnel Policy

August 3rd: CC meeting

September 14th: CC meeting

October 5th: CC meeting

November 9th: CC meeting

November 10: Bi-Annual Notice seeking applicants for GPCA Standing Committees

December 7th: CC meeting

2016

January: Coordinating Committee annual retreat

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

February: CC meeting

March: CC meeting

March 2: 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 4 - June 14: Discussion period for Coordinating Committee at-large and GPUS Delegation elections.

June: CC meeting

June 8: Bi-Annual Notice announcing vacancies and seeking applicants for GPCA Standing Committees

June 15-23: 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 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: CC meeting

Summer: GPUS Annual National Meeting

August: CC meeting

September: CC meeting

October: CC meeting

November: CC meeting

November 2: Bi-Annual Notice seeking applicants for GPCA Standing Committees

December: CC meeting

