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## Coordinating Committee minutes, March 5, 2012

### 1) Welcome and setup, roll call, quorum check

**Coordinating Committee members present (13):** Victoria Ashley (East Bay), Warner Bloomberg (Silicon Valley), Daniel Braun (San Diego/Imperial), Maxine Daniel (at-large); Sandra Everette (at-large), Mike Feinstein (Los Angeles), Dave Heller (at-large), Barry Hermanson (San Francisco) arrived at 7:40, Tim Laidman (at-large), Matt Leslie (Orange/Riverside/San Bernardino), Stevie Luther (at-large) joined at 7:37, Alex Shantz (North Bay) arrived at 7:42, Lauren Sinott (at-large) joined at 7:36;

**Coordinating Committee members not present (4):** Marla Bernstein (at-large), Nancy Mancias (at-large), Michael Rubin (at-large), Kate Tanaka (at-large)

**Quorum:** Quorum reached at 7:34 with 9/17 present: Victoria Ashley (East Bay), Warner Bloomberg (Silicon Valley), Daniel Braun (San Diego/Imperial), Maxine Daniel (at-large); Sandra Everette (at-large), Mike Feinstein (Los Angeles), Dave Heller (at-large), Tim Laidman (at-large), Matt Leslie (Orange/Riverside/San Bernardino)

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### 2) Roles

Facilitator: Alex Shantz (approved by consensus), Sandra Everette til Alex Shantz joins call

Minutes taker: Mike Feinstein (approved by consensus)

Time keeper: Warner Bloomberg (approved by consensus)

Vibes Watcher: Tim Laidman (approved by consensus)

Approved at 7:37

### 3) Approval of Agenda (simple majority vote)

Proposals to amend agenda:

Proposal (Everette): Delete "Report: Managing Director (Glickman) (15 minutes)" as she will not be available for this call and add in its place for #5 "Job Announcement for Press Secretary of the Green Party of California:

Approved by Consensus at 7:40

Proposal (Everette): As I mentioned previously, the new step for the Media proposal to hire a Press Secretary was to get the draft job announcement (which was written by Warner) approved by the Personnel Committee, but we have no members appointed to the Personnel Committee yet, so I would like this body to approve it tonight. I will forward it again, momentarily.

Proposal (Everette): The second thing was my request earlier today about how Tom Yager's explaining himself to the NC and how the NC is responding to him, good ol' Tom. Since Marnie will not be on the call, because she was not properly notified....I was under the misperception that she knew we generally had a meeting on the first Monday of the month, we should buy a bit of extra time.

Approved by Consensus at 7:40

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### 4) Proposal (Feinstein): Approve minutes of Coordinating Committee meeting, February 6

<http://www.cagreens.org/committee/coordinating/minutes/2012-02-06>

**5) Proposal (Everette): That the CC approve the following job announcement:**

JOB ANNOUNCEMENT FOR PRESS SECRETARY FOR  
THE GREEN PARTY OF CALIFORNIA  
Part Time Independent Contractor \$300 Per Month

The Green Party of California currently is seeking to fill a part-time independent contractor position for Press Secretary. The GPCA is a progressive alternate political party based on principles described as its Ten Key Values. See [cagreens.org](http://cagreens.org) and related web pages for more information. The GPCA mainly operates as a volunteer organization using independent contractors in support staff positions.

The Press Secretary will work under the general supervision of the Coordinators of the GPCA Media Committee and in collaboration with GPCA Media Committee members and designated spokespersons but will be expected to perform her/his responsibilities in an independent manner and use independent judgment.

Those activities include:

Coordinate and collaborate in researching, writing and distributing GPCA press releases and advisories in a time appropriate manner

Develop and maintain positive press relationships on behalf of the GPCA

Serve as a GPCA press contact, along with GPCA Spokespersons and others designated by the GPCA Media Committee.

Organize GPCA press conferences

An applicant should have a demonstrable background and prior experience in a similar position or positions – including dealing with print, radio and television media – and experience and ability using current internet media. Present or past activity in the GPCA or similarly purposed organizations or community groups is preferred.

Applications should be submitted to Sanda Everette, GPCA Media Committee Coordinator at [ssssssss@ssssss.sss](mailto:ssssssss@ssssss.sss), and should include a summary of experience and other qualifications, samples of previous work product, and three references.

The GPCA is an equal opportunity employer and includes Diversity among its Ten Key Values.

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**Approved by Consensus**

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**6) Appointment: Clearinghouse Committee**

Edy Alvarez, submitted application on 2/7

**Approved by Consensus**

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**7) Appointment: Campaign Fund Support Committee**

Feinstein nominates Lauren Sinott, Sinott accepts nomination.

**Sinott approved by Consensus**

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**8) Decision: Green Party Election Code and positions on County Council elections and ballot status thresholds (Feinstein)**

**Proposal (Feinstein): That the CC agree to sponsor and send to the State Meeting Planning Committee the following agenda item, and be prepared to amend it as needed during the CC's April conference call.**

SPONSOR: Coordinating Committee

PRESENTER: CC members to be determined

SUBJECT: Amendments to draft GPCA Elections Code

BACKGROUND AND PURPOSE: The GPCA approved a draft Elections Code to be submitted to the California Legislature in 2006, but never found a sponsor to carry the bill. In January 2012 discussions with State Assembly Elections Committee staff, staff is willing to find a sponsor and is currently attempting to identify one. At the same time, a copy of the GPCA's 2006 draft Code has been submitted by said staff to the Legislative Analyst, to determine what if any changes to the content might be necessary to conform to state law, especially given changes in state law since 2006.

As this process has not yet been complete, its not possible yet to determine what text will need to be put before the General Assembly to revise the GPCA's 2006 draft.

PROPOSAL: That the GPCA's 2006 draft Elections Code be amended in a manner yet to be determined

COMMITTEE DECISION: Approved by Consensus

TIMELINE: RESOURCES: Continued work with the State Assembly Elections Committee staff and ultimately the bill's sponsor.

**Approved by Consensus**

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**9) Decision: Agenda Item for Spring Plenary: Barring future use of "Executive Director" or "Managing Director" or similar titles in future GPCA job titles unless a General Assembly of Delegates first has given its approval (Bloomberg)**

**Proposal: To approve the following proposal for consideration by the upcoming GA as part of the report voted during the January 2012 teleconference to be given at the next Plenary**

PRESENTER: Coordinating Committee

CONTACT: Warner Bloomberg (408) 295-9353 [wsb3attyca@aol.com](mailto:wsb3attyca@aol.com) [add any co-presenter(s)]

SUBJECT: Prevent job titles like "executive director" or "managing director" without prior GA approval

BACKGROUND AND PURPOSE: In June 2011, the GPCA Coordinating Committee (by a 6 to 3 vote) approved a multi-purposed staff description and independent contractor position using the job title of "Managing Director". The decision was controversial for a number of reasons, including the job title used. The contract was extended by the CC in January 2012 to the end of the Fiscal Year (April 30, 2012) by a 7 to 3 vote, with the job title again one of the unresolved concerns. The January 2012 contract extension included a condition that the CC would make a report to the General Assembly of Delegates regarding this staff position and the contract as part of the budget presentations at the next Plenary (now scheduled for May 2012).

At the recent Coordinating Committee Retreat (January 2012), the CC modified the GPCA Personnel Policy to clarify that future job descriptions and initial hiring decisions would be made by Standing Committees and Working Groups for which the applicable budget lines had been approved as part of each GPCA Budget approved by the General Assembly of Delegates.

This proposal would establish that no future staff position would use the title of "executive director" or "managing director" unless a GA had first approved the job description and title.

PROPOSAL (200 words or less): The General Assembly of Delegates amends the GPCA Personnel Policy and otherwise provides as a general policy of the Green Party of California as follows:

No volunteer, employee or independent contractor job description or staff title shall include the words "executive", "managing" or "director", or any variation of those words, unless first approved by a General Assembly of Delegates, or, if it becomes implemented in the future, by decision of a Standing General Assembly of Delegates using an electronic decision-making or County Polling process.

COMMITTEE PROCESS: Use of the term "executive director" was raised in open discussion at the May 2011 Plenary and received a negative response at that meeting. Use of the job title "Managing Director" raised objections at the June 2011 and January 2012 CC teleconferences. Placement of this proposal on the Plenary Agenda was discussed and approved as part of the CC March 2012 teleconference.

TIMELINE: Adoption at the Spring 2012 General Assembly of Delegates in May 2012, and immediate effect and operation.

RESOURCES (Personnel, number and frequency of meetings, projected work hours, finances, etc. Permits/permission needed? Application needed? Insurance required? Any bylaw/platform conflicts?) :

Time and energies by GPCA internal web pages administrator(s) to promptly update the text of the GPCA Personnel Policy. No financial expenditures required.

References: GPCA Personnel Policy.

**Yes (4): Bloomberg, Daniel, Hermanson, Leslie**

**No (8): Ashley, Braun, Everett, Feinstein, Heller, Laidman, Luther, Sinott**

**Abstain (1): Shantz**

**Proposal does not pass 4-8-1.**

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#### **10) Decision: CC Work Plan (Bloomberg)**

**Proposal (Bloomberg):** That we accept as a receive and file the draft workplan submitted (attached below) and that this item is agendized for decision on March 19th.

**Approved by Consensus**

**Proposal (Feinstein):** That as part of our work plan for 2012, we change the April 2nd Coordinating Committee meeting from to April 9th.

**Approved by Consensus**

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#### **11) General Assembly Update (State Meeting Planning Committee)**

An update on site preparations was given by Hermanson; an update on possible presidential candidate event by Everett. Reference was made to minutes of State Meeting Planning Committee posted to Coordinating Committee list.

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#### **12) Discussion: Personnel Committee (Feinstein)**

Discussion held on models of employee oversight.

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#### **13) Discussion: Response to GPCA letter**

Discussion held on lack of formal response to GPCA letter.

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ATTACHMENT FOR #10

GPCA COORDINATING COMMITTEE WORK PLAN

FOR FISCAL YEAR 2012-2013

The GPCA Coordinating Committee serves as a general administrative committee of the state party between state meetings. A nonexclusive list of responsibilities is described in the GPCA Bylaws at Section 7-1, but its primary responsibilities involve planning for state meetings, general oversight of other Standing Committees and Working Groups, endorsements where time constraints prevent items being presented to a General Assembly of Delegates, and making legal decisions. The CC executes its oversight responsibilities by appointing a CC member as a liaison Coordinator to each Standing Committee or by appointing a liaison to each Working Group (not necessarily the WG Coordinator).

The CC also has positions on various administrative committees (e.g., Campaign Financial Support Committee; Budget Committee) and on various CC subcommittees (e.g., State Meeting Planning Committee; Personnel Committee). The CC also, from time-to-time, creates ad hoc subcommittees of limited duration to deal with various issues.

During the current fiscal year, the CC failed to develop a formal work plan. The entire budget development process was disorganized due to a lack of sufficient volunteers and a lack of formal procedures (notwithstanding a previous pattern of practice). Even so, CC expenditures and receipts in the current fiscal year generally reflect past expenses and income, which primarily involve state party meetings expenses and registration income, a CC annual retreat, and maintenance of a liability insurance policy (usually required for site rental for state meetings).

The budget proposals for the next fiscal year include those items, reinstates a past practice of a budget line item for legal expenses, and reinstates a past practice of a hardship travel subsidy fund related to state meetings coupled with a proposal for additional income via directed donations for that fund. The CC proposes to reinstate the practice of holding one or two nonbusiness state meetings next summer, which is a budget addition from the current fiscal year. During the current fiscal year, the CC had an unusual circumstance of creating a “managing director” position and hiring an independent contractor under an omnibus contract dealing with multiple areas of responsibilities (e.g., web pages upgrades, voter registration data organization, fund raising, volunteer recruitment). The current contract, as extended, ends with the current fiscal year, consistent with funding categories authorized by the General Assembly.

During the 2012-2013 fiscal year, the CC expects to: Hold monthly teleconference meetings, plan and organize two General Assemblies and one or two Gatherings, and work to recruit volunteers to revitalize Standing Committees and Working Groups. Commencement of the new fiscal year will constitute approximately the midpoint of a CC restructuring experiment authorized by the GA that has increased At-Large positions and reduced Regional Representative positions on the Coordinating Committee. The CC expects to submit a report and recommendations regarding the restructuring at the end of the new fiscal year for further GA decision. The CC may submit various other proposals for GA consideration related to state meetings and other issues. Also see the draft calendars submitted below as part of this work plan.

#### Section 7-1. Coordinating Committee 7-1.1 Duties and Authority

The Coordinating Committee shall be generally responsible for coordinating meetings, internal communications and other administrative tasks, including the following:

- a) Establish agenda and select facilitators for general meetings.
- b) Monitor and assist committee work and refer matters to committees.
- c) Request and receive regular reports from committees.
- d) Authorize and ratify specific expenditures
- e) Authorize and carry out the decisions of the GPCA general membership and make executive decisions (but not set policy) between General Assembly meetings.
- f) May make statements in the name of the party
- g) Is authorized to retain legal council on behalf of the GPCA.
- h) Is authorized to make decisions which legal counsel advises.

#### GPCA COORDINATING COMMITTEE BUDGET PROPOSALS FOR FISCAL YEAR 2012-2013

Expenses:

Two General Assemblies: \$6,900

#### Expense Categories

|                                            |         |
|--------------------------------------------|---------|
| -- Site Rental @ \$1000/Meeting            | \$2,000 |
| -- Food Expenses @ \$1000/Meeting          | \$2,000 |
| -- Video @ \$125/Meeting                   | \$ 250  |
| -- Minutes Taker @ \$250/Meeting           | \$ 500  |
| -- CC Friday night dinner @ \$100/Meeting  | \$ 200  |
| -- Nancy Broyles General Assembly Hardship |         |

Travel Subsidy @ \$1000/Meeting \$2,000

Gatherings (Two: North/South):\$1,600

#### Expense Categories

|                                    |         |
|------------------------------------|---------|
| -- Site Rental @ \$500/Gathering   | \$1,000 |
| -- Food Expenses @ \$300/Gathering | \$ 600  |

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: \$10,900

#### Income

|                                                                 |         |
|-----------------------------------------------------------------|---------|
| General Assembly income from Registration Fees @ \$2000/Meeting | \$4,000 |
|-----------------------------------------------------------------|---------|

|                                                            |         |
|------------------------------------------------------------|---------|
| Gatherings income from Registration Fees @ \$500/Gathering | \$1,000 |
|------------------------------------------------------------|---------|

Total Projected Income: \$5,000

Plus possible additional income from small directed donations for the Plenary

#### Travel Subsidy Fund

#### GPCA COORDINATING COMMITTEE DRAFT CALENDAR 2012

##### January 2012

Announce open Standing Committee and Administrative Subcommittee vacancies

Send reminder work plans and budget proposals are due by end of month

Monthly first Monday teleconference (on second Monday)

Hold elections for male CC Coordinator and male CC Coordinator alternate

Appoint State Meeting Planning Committee members

Appoint Budget Committee CC members

Complete preparations for annual CC in-person Retreat

Hold annual CC in-person Retreat

Submit CC Work Plan and Budget proposals to Finance Committee

(Petition period has begun for partisan office candidates)

##### February 2012

Monthly first Monday teleconference

Send first announcement re Spring (Budget) Plenary tentative date, including reminders about 60 days deadline for proposals and At-Large CC elections

(Budget Committee activities)

(Petition period for partisan office candidates closes;

Petitioner period for County Council candidates)

##### March 2012

Monthly first Monday teleconference

60 day deadline for Plenary proposals, At Large CC candidates statements and first publication of Draft Budget for 2012-2013 Fiscal Year

State Meeting Planning Committee meets to prepare

Draft General Assembly Agenda

(Filing deadline for Declarations of candidates; all offices)

##### April 2012

Monthly first Monday teleconference

Affirm or modify Draft General Assembly Agenda and publish by 45 before Plenary

## May 2012

Monthly first Monday teleconference  
Appoint Campaign Finance Support Committee CC members  
Pre-Plenary in-person CC meeting  
Spring (Budget) Plenary  
Identify hosts for Summer Gathering(s) and Winter Plenary  
Publish Plenary meeting notes, including full text of decision items

## June 2012

Monthly first Monday teleconference  
New At-Large CC candidates election  
Send first announcement re Summer Gathering(s) and request proposals for workshops and other presentations  
(GPCA Presidential Preference Primary)  
(California “Top Two/Jungle Primary” for partisan offices)

## July 2012

Monthly first Monday teleconference  
Announce open Standing Committee and Administrative Subcommittee vacancies  
State Meetings Planning Committee meets re Gathering(s)  
General announcement about Gathering(s)  
(GPUS Presidential Nominating Convention)

## August 2012

Monthly first Monday teleconference  
General announcement about Gathering(s)  
One or two Regional Gatherings (or in early September)  
(Filing deadline for nonpartisan candidates November elections)

## September 2012

Monthly first Monday teleconference  
Reports from Gathering(s)  
Send first announcement re Winter Plenary tentative date, including reminders about 60 days deadline for proposals and At-Large CC elections

## October 2012

Monthly first Monday teleconference  
60 day deadline for Plenary proposals and At Large CC candidates statements  
State Meeting Planning Committee meets to prepare Draft General Assembly Agenda  
Affirm or modify Draft General Assembly Agenda and publish by 45 before Plenary (decisions by Special Meeting or Email Vote need due to timing considerations)  
(Mail in elections voting begins)

## November 2012

Monthly first Monday teleconference  
(2012 General Election)

## December 2012

Pre-Plenary in-person Meeting  
Winter General Assembly

Monthly first Monday teleconference possibly scheduled after Plenary  
Publish Plenary notes by end of month  
Coordinators submit draft work plan and budget proposals

#### GPCA COORDINATING COMMITTEE DRAFT CALENDAR 2013

##### January 2013

Announce open Standing Committee and Administrative Subcommittee vacancies  
Send reminder work plans and budget proposals are due by end of month  
Monthly first Monday teleconference (on second Monday)  
Hold elections for female CC Coordinator and female CC Coordinator alternate  
Appoint State Meeting Planning Committee members  
Appoint Budget Committee CC members  
Complete preparations for annual CC in-person Retreat  
Hold annual CC in-person Retreat  
Submit CC Work Plan and Budget proposals to Finance Committee

##### February 2013

Monthly first Monday teleconference  
Send first announcement re Spring (Budget) Plenary tentative date,  
including reminders about 60 days deadline for proposals and At-Large CC elections  
(Budget Committee activities)  
(Petitioner period for nonpartisan office candidates and  
petition period for County Council candidates)

##### March 2013

Monthly first Monday teleconference  
60 day deadline for Plenary proposals, At Large CC candidates statements and  
first publication of Draft Budget for 2012-2013 Fiscal Year  
State Meeting Planning Committee meets to prepare  
Draft General Assembly Agenda  
(Filing deadline for Declarations of candidates for June nonpartisan elections;  
Also one year deadline for GPCA partisan candidates to be registered GP or DTS)

##### April 2013

Monthly first Monday teleconference  
Affirm or modify Draft General Assembly Agenda and publish by  
45 before Plenary

##### May 2013

Monthly first Monday teleconference  
Appoint Campaign Finance Support Committee CC members  
Pre-Plenary in-person CC meeting  
Spring (Budget) Plenary  
Identify hosts for Summer Gathering(s) and Winter Plenary  
Publish Plenary meeting notes, including full text of decision items

##### June 2013

Monthly first Monday teleconference  
New At-Large CC candidates election  
Send first announcement re Summer Gathering(s) and request proposals  
for workshops and other presentations  
(GPUS Annual National Meeting – or in July)

#### July 2013

Monthly first Monday teleconference  
Announce open Standing Committee and Administrative Subcommittee vacancies  
State Meetings Planning Committee meets re Gathering(s)  
General announcement about Gathering(s)

#### August 2013

Monthly first Monday teleconference  
General announcement about Gathering(s)  
One or two Regional Gatherings (or in early September)  
(Filing deadline for nonpartisan candidates November elections)

#### September 2013

Monthly first Monday teleconference  
Reports from Gathering(s)  
Send first announcement re Winter Plenary tentative date,  
including reminders about 60 days deadline for proposals and At-Large CC elections

#### October 2013

Monthly first Monday teleconference  
60 day deadline for Plenary proposals and At Large CC candidates statements  
State Meeting Planning Committee meets to prepare  
Draft General Assembly Agenda  
Affirm or modify Draft General Assembly Agenda and publish by  
45 before Plenary (decisions by Special Meeting or Email Vote need  
due to timing considerations)

#### November 2013

Monthly first Monday teleconference

#### December 2013

Pre-Plenary in-person Meeting  
Winter General Assembly  
Monthly first Monday teleconference possibly scheduled after Plenary  
Publish Plenary notes by end of month  
Coordinators submit draft work plan and budget proposals

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<http://www.cagreens.org/committee/coordinating/minutes/2012-01-29>

Review and amend the Personnel Policy

Proposal: This proposal supersedes any conflicting provision of the personnel policy. Staff positions approved as part of the budget approval process are deemed authorized to be filled for SC/WG for which the budget line is approved. The project description and job description shall be developed by the SC/WG and shall be reviewed and approved by the Personnel Committee before a hiring process can be conducted. The SC/WG may then submit its hiring recommendation and the Personnel Committee approves the final hire. The SC/WG may appeal the decision of the Personnel Committee regarding the project description, job description and/or hire to the Coordinating Committee and shall require consensus or a 2/3 vote to overturn the decision of the Personnel Committee.

Approved by Consensus.

Appointment: That the CC review make appointments to the Personnel Committee

Appointments deferred until CC February 6th conference call.

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