

**Minutes of the August 6, 2017 Meeting of the State Committee
of the Libertarian Party of New York
held by WebEx and telephone conference call**

Members in attendance

Mark Glogowski, Chair, Administrative Director
Jim Rosenbeck, Vice-Chair, 2018 National Platform Committee Representative
Brian Waddell, Vice-Chair, Political Director
Blay Tarnoff, Secretary
Michael Dowden, Treasurer
Michael McDermott, At Large, 2014 Candidate for Governor
Mark Potwora, At Large, 2018 National Credentials Committee Representative
Aaron Commey, At Large
Shawn Hannon, At Large, Outreach Director
Tony D'Orazio, At Large
Andrew Kolstee, Chautauqua County, Communications Director
Kevin Cruver, Erie County
Jeffrey Gray, Genesee County
Jan-Erik Janson, Hudson Valley
Tim Eyer, Livingston County
Sean Phelan, Monroe County
Milva Dordal, Onondaga County
Gregg Fort, Otsego County, Finance Director
Jim Harris, Suffolk County
Sara Price, Tioga County
Aram Fuchs, Westchester County

Members not in attendance

Gary Popkin, Brooklyn
Sue Parvis, Capital District
Christopher Hollinger, Manhattan
Chris Garvey, Nassau County
Chris Padilla, Queens County
Hesham El-Meligy, Staten Island
Ryan Roberts, Warren County

Observers

Shannon Gates, Cattaraugus County TCC
Brandon Lyon, Fulton County TCC
Matthew Courage, Wayne County TCC
James Wanke, Wyoming County TCC

The meeting was called to order by Chair Mark Glogowski at 20:02. The minutes of the State Committee meeting of July 2, 2017 were approved without reading upon prior publication to the State Committee email list. The following agenda was adopted for the meeting:

8:00 Chairman's Opening Remarks
8:04 Roll Call – to establish Quorum
8:08 Motion to wave the reading of the minutes and accept minutes as published
8:10 Secretary's report
8:13 Treasurer's Report
Motions
8:20 Outreach Division Report

Youth Outreach Committee
Chapter Development Committee Report (8:31)
Motions
– New TCCs
8:35 Administration Division Report
IT Committee
Strategic Planning Committee
- Adoption of updated version of Divisional Structure Document
8:41 Financial Division Report
Finance Committee Report
8:47 Communications Division Report
8:53 Political Division Report
8:59 TCC Reports
Chapter Reports (9:15)
9:30 Old Business
Motion to approve the Budget submitted by the Chairman
Blay's motion concerning the Motions passed at the May SC meeting.
Other motions related to the Divisional Structure
9:45 New Business
9:58 Announcements
TCCs and Chapter Chairs WEBEX meeting Sunday, August 13, 2017 8:00 PM
Other announcements
10:00 Meeting Adjourned

Chair Mark Glogowski issued a Chair's Report.

Treasurer Michael Dowden issued a Treasurer's Report in writing. Motion to **reimburse Mark Glogowski \$66.71 for postage and travel expenses** passed without debate. Motion to **allocate \$16.90 to the Treasurer for postal expenses** passed without debate.

Administrative Division Director Mark Glogowski issued a report. IT Committee Chair Mike Dowden issued a report. Strategic Planning Committee Chair Andrew Kolstee issued a report. Motion to **adopt the August 1 version of the Divisional Structure document (Exhibit 1)** was debated and passed by two-thirds.

Communications Division Director Andrew Kolstee issued a report.

Outreach Division Director Shawn Hannon issued a report. Chapter Development Committee chair Jim Rosenbeck issued a report. Motion to **appoint Shannon Gates Temporary County Chair of Cattaraugus County** passed without debate after presentation. Motion to **appoint Matthew Courage Temporary County Chair of Wayne County** passed without debate after presentation.

Political Division Director Brian Waddell issued a report.

Finance Division Director Gregg Fort issued a report. Motion to **allocate \$1500 to Onondaga County chapter to pay for LPNY booth at the New York State Fair in Syracuse** was debated and passed.

County Organization representatives or other observing members issued reports for Chautauqua, Erie, Genesee, Hudson Valley, Livingston, and Tioga.

Motion to **adopt the following budget, thereby modifying the 2017 budget passed at the meeting of March 5, 2017:**

Chairman Budget May to November, 2017	
Notices to 222 former 2014 and 2015 LPNY members to rejoin: One mailing	\$ 100
Notices to 204 former 2016 LPNY members to renew: Two mailings ~\$100/ mailing	\$ 200
Letter to LPNY 2017 Membership: 321+ and ~500+ For two mailings	\$ 300
2 Mailings to LBT voters in Orphan counties and counties with TCCs 1,080 people	\$ 800
Travel Expenses (gas, tolls)	\$ 450
Total	\$ 1,850

passed by 14-3 without debate.

Motion by Blay Tarnoff to rescind the motion made at the meeting of May 7, 2017 to constitute the positions and committees as named, tasked, limited and empowered in the Divisional Structure document, and the motion today regarding the latest revision of the Divisional Structure document, pending serious consideration and proper vetting of the Divisional Structure document, and to keep all currently populated committees intact as constituted failed without debate.

Motion by Blay Tarnoff to **create a special committee to review and revise the Divisional Structure document** was debated and passed. Motion to **appoint Andrew Kolstee, Blay Tarnoff, Gregg Fort, Mike McDermott, and Brian Waddell to the special committee to review and revise the Divisional Structure document** passed without debate.

Motion to **allow Jim Harris to access the mailing list to send invitations to the Long Island Libertarian Cook Out event this month in Suffolk County** passed without debate.

Motion to **allocate funds for the items in the budget amendment passed at this meeting** was debated and passed.

Per standing rule, the next meeting will be held by teleconference the second Sunday of the month, the first being in a holiday weekend, on September 10, 2017 at 8 pm. The meeting was adjourned at 22:15.

Blay Tarnoff, Secretary
October 4, 2017

Exhibit 1



LPNY Divisional Structure

~~Version April 2, 2017~~
Version August 1, 2017

Exhibit 1 cont'd

I. Introduction

- A. The purpose of this document is to organize the Libertarian Party of New York into five divisions, which is basically a category that groups certain tasks and projects. The structure will be the basis for which all committees are organized under.
- B. The purpose of the Divisional Structure is to establish an organized infrastructure for the Libertarian Party of New York, so it can carry out its functions.

II. Current Structure

~~A. Upon adoption of the Divisional Structure, the following standing committees and ad hoc committees shall be merged into the Divisional Structure with their current leadership and members as follows:~~

~~1.—Standing Committees~~

- ~~a.—Budget Committee (Chair: Jim Harris)
i.—as part of the Finance Division~~
- ~~b.—Communications Committee (Chair: Andrew Kolstee)
i.—as the general committee of the Communications Division~~
- ~~c.—Chapter Development Committee (Chair: Jim Rosenbeck)
i.—as part of the Outreach Division~~
- ~~d.—Fundraising (Chair: Gregg Fort)
i.—as part of the Finance Division~~
- ~~e.—IT Committee (Chair: Chris Edes)
i.—as part of the Administrative Division~~
- ~~f.—Strategic Planning Committee (Chair: Andrew Kolstee)
i.—as part of the Administrative Division~~

~~2.—Ad Hoc Committees~~

- ~~a.—Platform Committee (Chair: Tom Timmons)
i.—as “Issues & Platform Committee,” part of the Communications Division~~

~~B. Upon adoption of the Divisional Structure, the following ad hoc committee shall be merged with the Strategic Planning Committee, as organization of the structure of the LPNY is part of strategic planning.~~

~~1.—Organizational Structure Committee (Chair: Andrew Kolstee)~~

~~C. Upon adoption of the Divisional Structure, the following standing committee shall be dissolved, as it will be part of the Political Division, which will be divided into three committees.~~

~~1.—Elections Committee (Chair: Chris Padgett)~~

Exhibit 1 cont'd

III. II. Divisional Structure Outline

The following is an outline of the Divisional Structure.

1. Administrative Division
 - a. **Administrative Committee**
 - i. Training & Support Subcommittee
 - ii. Legal Subcommittee
 - iii. Volunteer Subcommittee
 - iv. IT Subcommittee
 - v. Strategic Planning Subcommittee
 - vi. Historical Subcommittee
2. Communications Division
 - a. **Communications Committee**
 - i. Social Media Subcommittee
 - ii. Issues & Platform Subcommittee
 - iii. Media & Press Subcommittee
3. Outreach ~~& Events~~ Division
 - a. **Outreach Committee**
 - i. Organizing Subcommittee
 - ii. Chapter Development Subcommittee
 - iii. Youth Outreach Subcommittee
4. Political Division
 - a. **Political Committee**
 - i. Ballot Access & Petitioning Subcommittee
 - ii. Candidate Recruitment Subcommittee
 - iii. Candidate Support Subcommittee
 - iv. Vetting Subcommittee
5. Finance Division
 - a. **Finance Committee**
 - i. Budget Subcommittee
 - ii. Fundraising Subcommittee

Exhibit 1 cont'd

IV. III. Divisional Structure Infographic

STATE COMMITTEE		
Divisions	People	Subcommittees
Administrative	Director	1. Training & Support 2. Legal 3. IT 4. Volunteer 5. Strategic Planning 6. Historical
	General Committee	
	Positions	
Communications	Director	1. Social Media 2. Issues & Platform 3. Media & Press
	General Committee	
	Positions	
Political	Director	1. Ballot Access & Petitioning 2. Candidate Recruitment 3. Candidate Support 4. Vetting
	General Committee	
	Positions	
Outreach	Director	1. Organizing 2. Chapter Development 3. Youth Outreach
	General Committee	
	Positions	
Finance	Director	1. Budget 2. Fundraising
	General Committee	
	Positions	

Exhibit 1 cont'd

V. IV. General Overview

A. Divisions

Divisions are described as the following:

1. A category with a set of responsibilities to carry out different tasks for the LPNY.
2. Headed by a Divisional Director, which is a cabinet-level position.
3. Comprised of a General Committee (a team with members that have skills for that division)
 - a. The Divisional Director will chair the General Committee, ~~or appoint someone else to do so~~
4. Divisions may have additional **sub**committees for specialized tasks.
5. **Divisions shall work with each other to carry out different aspects of party projects.**

B. Division Directors

1. Each division is headed by a "Division Director," which is a cabinet-level position
2. ~~Division Directors are chosen as follows:~~ **Appointment of Division Directors**
 - a. **Division Directors are** Appointed by the State Chair ~~and/or at the recommendation of the Administrative Division, and then approved/confirmed by the State Committee~~
 - b. **Following their appointment by the State Chair, Division Directors must be approved by the State Committee.**
 - c. Each new incoming chair may appoint new ~~people to positions~~ **Division Directors**
 - d. **The State Committee shall have the power to fill vacancies of Division Director seats.**
3. **Responsibilities of Division Directors** ~~are responsible for:~~
 - a. Leading their division and populating the division's **sub**committees and positions
 - b. Carrying out ~~whatever the~~ tasks for which their division is responsible
 - c. **Reporting to the State Committee on the activities within their Division.**
 - d. **Presenting motions on behalf of their Division for matters, which require a vote of the State Committee.**
 - e. **Submitting a budget to the Finance Division.**
 - f. **Overseeing the approved budget for the division and approving expenditures within the approved budget.**
4. Division Directors have the following abilities:
 - a. Populating the General Committee
 - b. Creating and appointing positions (with State Committee approval)
 - c. Creating and populating **specialized sub**committees within their division (with State Committee approval)
5. **Dismissal of Division Directors**
 - a. **Division Directors may be dismissed by a majority vote of the State Committee.**

C. Rules for Committees and Subcommittees

1. All LPNY members are eligible to be on any committee or serve as Division Director.
2. At least one State Committee member must be on each committee.
3. Committees have the power to appoint members and fill vacancies.
4. **All committees and subcommittees listed in this document are authorized to be filled when needed.**

Exhibit 1 cont'd

~~VI.~~ V. Descriptions of Divisions

The following are the proposed 5 divisions and their descriptions:

- **A. Administrative Division** – responsible for the day-to-day operations of the Libertarian Party of New York. These operations shall include training and support, record keeping, maintaining policies, and procedures, technology, managing volunteers, and legal support for the Libertarian Party of New York.
- **B. Communications Division** - responsible for communicating the policies, positions, and opinions of the Libertarian Party of New York to the public at large. This includes maintaining the content of the website, managing and maintaining the social media presence, managing relationships with all media and press and communicating with the members of the party.
- **C. Outreach Division** – responsible for grassroots-level contact between the Libertarian Party of New York and the public at large. These responsibilities shall include maintaining useful contacts and coordination with student organizations, recruiting key demographics into the Libertarian Party, developing contacts with other grassroots-level organizations, and establishing county chapters for the Party. The Outreach Division will organize grass-root events such as attending meetings and gathering signatures for petitions. For the event aspect, the division is responsible for planning and implementing statewide events such as the state convention, monthly social events, and organizing political events. The Events Division will identify and work with conventions, conferences, and events throughout New York. Additionally, the Events Division will assist in training and supporting county Libertarian parties on successful event planning techniques and strategies.
- **D. Political Division** - responsible for recruiting and training Libertarian candidates for public office. This shall include working with volunteers and maintaining a list of all elected and appointed offices. The Political Division shall provide support to Candidates such as assistance with filing the proper paperwork, and assisting campaign strategy, and managing petitions. The Political Division will also support the Libertarian Party Presidential nominees.
- **E. Finance Division** – responsible for creating a budget and developing ideas to raise funds and implement those ideas.

Exhibit 1 cont'd

~~VII~~ VII. Division Responsibilities, Committees, and Positions

A. Administrative Division

1. Responsibilities

- **a. Vetting** - whether it is employees (in the event that the LPNY grows and we may need these positions or other roles), **or** volunteer positions, ~~or candidates.~~
- **b. Training & Support** - developing methods for training and supporting other divisions and members of those divisions
- **c. Legal Committee** - assists with election Laws, leadership standards, ballot access, liabilities, contracts, and employment law.
- **d. Institutional Knowledge** - responsible for maintaining institutional knowledge of the LPNY to include, but not limited to: job descriptions for each position within the organization, policies for each division, glossary of terms, field manuals (Guides and Handbooks), and transitions (passing the torch).
- ~~e. Interface with other Divisions - the Administrative Division will work with other divisions within the Party.~~

2. Specialized SubCommittees

- ~~a. Administrative Committee - general committee consisting of all the administrative team members.~~
- **b. a. Training & Support SubCommittee** - develops curricula to train and support each Division including course development and online education.
- ~~e. b. Legal SubCommittee~~ - responsible for assisting with election and ballot access laws, leadership standards, liabilities, contracts and employment law.
- ~~d. c. Volunteer SubCommittee~~ - responsible for recruiting and maintaining relationships with volunteers, maintain and update a field manual for volunteers, manage and place volunteers where they best fit, and work with political campaigns to place volunteers.
- ~~e. d. IT Committee~~ - responsible for all aspects of technology in the LPNY including website operations, data management, technology services (such as Grasshopper and Webex), and working with other divisions in the party that need technological resources.
- ~~f. e. Strategic Planning SubCommittee~~ - responsible for creating the plans/goals for the **LPNY Libertarian Party of New York.**
- ~~g. Organizational Structure Committee - responsible for strengthening the structure of the LPNY and creating a smooth transition to a new structure.~~
- **f. Historical SubCommittee** - responsible for preserving the history of the Libertarian Party of New York.

3. Positions

- **a. Administrative Director**
- ~~b. Webmaster~~

Exhibit 1 cont'd

B. Communications Division

1. Responsibilities

- **a. Public Relations** - responsible for all aspects of the LPNY's public relations including, but not limited to: messaging, media relations and membership communications.
- **b. Website Content, Blog & Newsletter** - draft engaging language for all pages on the official website. The Communications Division manages the LPNY Blog and Newsletter.
- **c. Social Media Presence & Management** - responsible for maintaining and building a strong social media presence. This also includes targeting new demographics with the intent to build our social media reach/following and increasing our audience. *This includes managing the social media accounts of Libertarian Party of New York and appointment of account administrators.*
- **d. Media & Press** - Maintain a database of all media outlets in New York as well as key national media outlets, *and the creation of press releases.*

2. Specialized SubCommittees

- ~~a. Communications Committee - general committee consisting of all the communications team members.~~
- **b. a. Social Media SubCommittee** - responsible for maintaining and building a strong social media presence and strategy to increase the social media reach/following of our audience.
- ~~e.~~ **b. Issues & Platform SubCommittee** - will identify Libertarian positions on current issues and develop the platform for the Libertarian Party of New York.
- ~~d.~~ **c. Media and Press SubCommittee** - maintain a database of all media outlets and key journalist throughout New York as well as key national media outlets. Maintain relationships with key journalists.

3. Positions

- **a. Communications Director**

Exhibit 1 cont'd

C. Outreach Division

1. Responsibilities

- **a. Campus Building** - work with partisan (College Libertarians) and non-partisan (Young Americans for Liberty, Students for Liberty, etc.) to set up additional chapters throughout the state.
- **b. Target New Demographics** - Identify and target new demographics who would have a high likelihood to be interested in the Libertarian Party.
- **c. Coalition building** - one of the most important aspects of politics is having good relationships with other organizations. Work with organizations that are niched to specific issues that are aligned with the party platform such as gun rights, pro-legalization, etc.
- **d. Networking** - frequent networking events and interact with other professionals and groups.
- **e. Civic Engagement** - increasing voter registration.
- **f. Counties** - establish and build county chapters throughout the state.
- **g. Grass-root Event Organizing** - Organize City Council, County Commission and other rallies.
- **h. LPNY Events** - Responsible for planning all statewide events including, but not limited to, the state convention.
- **i. Maintain Vendor Relationships** - Identifying and negotiating with vendors associated with event production.
- **j. Calendar of Events** - maintain and update a database of all conferences, conventions and events throughout the state.
- **k. Event Sponsorship** - work with organizations to determine which events we will participate in and/or sponsor.
- **l. Training and Support** - maintain and update a field manual on event production as well as train and support county parties.

2. Subcommittees

- ~~a. Outreach Committee – general committee consisting of all the outreach team members.~~
- **b. a. Organizing Subcommittee** - Determine which events we want to attend, develop ideas for rallies, and act as the "watch dog" for New York. Also works on managing and organizing events, including the annual state convention.
- ~~e.~~ **b. Chapter Development Subcommittee** - responsible for identifying potential county chapter leaders by seeking and vetting TCCs and supporting the formation of county-level parties.
- **c. Youth Outreach Subcommittee** - responsible for outreach to students across the state.

3. Positions

- **Outreach Director**

Exhibit 1 cont'd

D. Political Division

1. Responsibilities

- **a. Candidates** - Recruiting **and vetting** Candidates to run for office and training Candidates to run successful and effective campaigns. They will maintain a database of all Libertarian Candidates.
- **b. Placing Volunteers** - Identifying and placing Libertarians who are interested in working on campaigns.
- **c. Database of Offices** - It is important that we know all offices available, when they are available and how to qualify or run for each office. The Libertarian Party of New York will maintain a database of all elected offices and appointed offices on the website.
- **d. Situational Awareness** - Staying on top of media and current events and distributing that to Candidates so we are in the know and can react appropriately.

2. SubCommittees

- ~~a. Political Committee~~ - general committee consisting of all the political division team members.
- ~~b.~~ **a. Ballot Access & Petitioning SubCommittee** - responsible for creating, organizing, and distributing petitions
- ~~c.~~ **b. Candidate Recruitment SubCommittee** - responsible for finding candidates
- ~~d.~~ **c. Candidate Support SubCommittee** - responsible for supporting candidates, providing resources, etc.
- **d. Vetting SubCommittee** - responsible for the vetting of candidates not covered by a chapter.

3. Positions

- **a. Political Director**

Exhibit 1 cont'd

E. Finance Division

1. Responsibilities

- **a. Budget.** Create an annual budget by determining how much money to allocate to divisions and to party functions (events, petitioning, lawsuits, etc.) **to be submitted to the state committee for approval.**
- **b. Fundraising.** Coming up with fundraising ideas and implementing those campaigns.
- **c. Interface with other divisions.** Work with other divisions to determine where funds should be allocated.

2. SubCommittees

- ~~a. Finance Committee~~—general committee consisting of all the finance team members.
- **b. a. Budget SubCommittee.** Committee for creating an annual budget
- ~~e.~~ **b. Fundraising SubCommittee.** Committee for coming up with fundraising ideas and implementing them

3. Positions

- **a. Finance Director**