MISSING BOARD REPORTS – March 2019

Resolved into the LPCO Standing Rules (2016-05-09):

“Monthly Board reports are due by the Wednesday before the regularly scheduled board meeting and shall be published to the Party website by the Communications Director by the Friday prior to any regularly scheduled meeting for viewing by membership and Board members...”

- The following Board Reports were not submitted in time to be published on the LPCO website, violating the current standing rule:
  - Membership - Vacant
- The above Board Members will be presenting their report at the next board meeting in full.
- The next Board Meeting is scheduled for March 8, 2019 at the Independence Institute, 727 E 16th Ave, Denver, CO 80203 from 7pm to 9pm.

Respectfully Submitted,

David Aitken
Website Volunteer
Libertarian Party of Colorado
Chairs Report
April 2019

As per our Bylaws Article II, Section 1, the duties of the State Chair are as follows: The State Chair shall be the chief executive officer of the Party, holding the powers of administration pertaining to the ordinary business affairs of the Party and such other powers as may be delegated by the Board of Directors. The State Chair may appoint such Party functionaries as a recording and corresponding secretary, an office manager, and an events chair. The State Chair shall compile, maintain and make available to the Board of Directors a publication listing all “Standing rules” and “Special rules” adopted by the Board of Directors. The State Chair shall specify the date and time of the next Convention at least 45 days before it is convened. The State Chair, or his or her designee, including other Board members acting within their designated job duties at the direction of the Chair, shall be the person who shall communicate on behalf of the Party. The State Chair shall file any amendments to the Party’s Constitution or Bylaws with the Secretary of State within fifteen days after such amendments are adopted.

1) Attended Denver “Kick off”
2) Attended Arapahappyhour
3) Attended the LPDC meeting
4) Attended the Sat. night fundraiser
5) Participated in the Platform Committee meetings
6) Participated in the C&B meetings
7) Took over Convention Committee.
8) Found and assigned a new Convention Committee Chair
9) Participated in the Convention Committee meetings
10) Found an MC and Projectionist for convention.
11) Went to the State Capital to lobby against the NPVIC

Respectfully Submitted,
Wayne Harlos
State Chair, LPCO
VICE CHAIR REPORT - March 2019

Art II Sec 2 of the By-Laws of the Libertarian Party of Colorado:

“The Vice Chair shall assist the State Chair in the performance of executive duties, act as Chair in the temporary absence of the State Chair, develop and support affiliate parties and district caucuses, ensure affiliate compliance with requirements in the Party Constitution and Bylaws, communicate with Affiliate Representatives on a monthly basis, and facilitate resource sharing and cooperation among the affiliates.”

Actions:

Attended the Arapahoe County meeting.

Attended the El Paso County meeting.

Met by phone with the Board to seat Victoria Reynolds as Fundraising Director.

Spoke at an event hosted by the Natural Law Coalition on February 9th.

Held a LPCO fundraiser and Convention calling in my home on March 2nd.

Sent out Final nominations for the awards committee for the 2019 convention.

Met with Caryn Ann Harlos on the business meeting for the 2019 convention.

Complied the Information given to me by Matthew DiGi for a newsletter.

Formatted, printed, and posted the newsletter to the donors list with a personal message to each donor.

Posted on social media.

Respectfully submitted,

Michele Poague

Vice Chair, LPCO
Treasurer, 06 March 2019

As per our Bylaws Article II, Section 9, the duties of the Treasurer are as follows:

The Treasurer shall be responsible for maintaining accurate records of all income and expenses associated with the operation of the Party and shall present a summary of all income and expenses incurred at the regular meeting of the Board. The income and expense summary may be limited to activity since the last regular meeting of the Board. The Treasurer shall also prepare budgets for the other board members or assist them in preparing their own budgets.

As of 06 March 2019, PayPal balance was $982.24.
As of 06 March 2019, BBVA Compass balance was $23,590.33.
As of 06 March 2019, Stripe balance was $835.42.
As of 06 March 2019, FEC account balance was $20

Held in reserve:
- Standard reserve $1,500.00
- State Convention reserve $11,000.00
- Marketing & Outreach $250.00
- Clear Creek Co DG $40.00
- Denver Co DG $470.00
- JeffCo DG $55.00
- Larimer Co DG $15.00
- Weld Co DG $15.00

The earmarked contribution that we received November 2018 was placed in sub-account “Marketing and Outreach” to facilitate accounting. Since most of our expenses are marketing and outreach, it is somewhat inaccurate to consider this earmarked amount as “reserved” but its usage is limited so henceforth it will be handled as such.

As of 06 March 2019, AVAILABLE FUNDS (reserved funds excluded) was $12,198.99.
Available funds have increased $5793.00 since last month. $2600 of this gain is due to removal of reserves for NationBuilder.

Monthly since 24 May 2017 I started corralling one twelfth the annual NationBuilder fee in QuickBooks and in this report so that the sudden expense in April doesn’t catch us unprepared. Based on the NationBuilder annual fee paid 24 April 2018, the monthly cut was $260. After
switch to WordPress and CiviCRM, the NationBuilder account was closed 11 Feb 2019 by Database Manager. Reserved funds were returned to general account 12 Feb 2019 by Treasurer.

Any anticipated large future expenses (> $1,000 annually), whether one-time or instalment, I propose to budget in the same manner as with NationBuilder, where I reserve funds monthly into a specific sub-account. For clarity for me and subsequent treasurers, the standard reserve of $1,500 has been placed in a sub-account. Starting April 2018 state convention funding is being reserved on a monthly basis.

February subscription (18 recurring) donations to PayPal, Stripe & Compass Bank for February, $567.76, unchanged from last month.

February one-time (3 contributors) donations, $228.00.

I request that any Board member who receives cash or check from a donor please email me with the date received, check number, amount, and name & address of the donor. If the check is $100 or more, then I also need the donor’s occupation and employer. Please refer to the postscript in Treasurer’s Report July 2016 for a list of TRACER-accepted occupation names. We can’t accept cash donations over $100. We can’t accept contributions from corporations or from foreign nationals. The party can accept anonymous donations less than $20 but if anonymous donations are collected by someone not authorized to accept funds for LPCO (not a board member) then that someone is considered a conduit and the collected aggregate is counted against their personal contribution limit and the funds conveyed to LPCO can’t include more than $100 in cash.


01 November 2018, paid $1,000.00 deposit out of convention reserve fund to Hotel Elegante (Colorado Springs) for 2019 convention.

Convention ticket sales to date are $4,496.50. Convention sponsorship sales to date are $1,020.10. One Sunday ticket check, 10% discount, is being mailed to me.

Respectfully Submitted,
John Hjersman
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<thead>
<tr>
<th></th>
<th>Unclassified</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
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<td>2,368.76</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>2,278.43</td>
<td>2,278.43</td>
</tr>
</tbody>
</table>
FUNDRAISING DIRECTOR REPORT FEBRUARY 2019

Article II - DUTIES OF THE BOARD - Section 10:
The Fundraising Director shall be responsible for establishing and operating fundraising activities including, but not limited to, a monthly pledge program, and for reporting all income and expenses related to fundraising at the regular Board meeting.

Held a three day fundraising drive that was matched by a contributor who offered 2000 rack cards should we raise $500.00 we raised $791 in three days.

Attended Center for natural law dinner featuring our Vice Chair and also several county meetings.

Organized a fundraising party with the help of Outreach Director and Vice Chair on March 2 we organized a phone banking effort to raise funds and sell tickets to convention. The event was a success despite the weather, we ha a dozen volunteers show up to help with phone calls

Nothing further to report for this month.

In liberty,

Victoria Reynolds
CAMPAIGNS REPORT
MARCH 2019

DUTIES AND POWERS
BY Art II Sec 4

“The Campaigns Director shall identify political races and coordinate candidate and issue development. The Campaigns Director shall be responsible for, and coordinate, all political campaigns of the Party.”

February Activity Report:
Work continues with encouraging local counties to get involved with finding candidates to run at the local level. The Campaigns Committee has drafted an email to be sent to counties with open positions that Libertarians can run for and likely win in their area. The Campaigns Director is working on the annual report for Convention and also the outline of responsibilities of the Campaigns Director.

Kim Tavendale,
Campaigns Director
OUTREACH DIRECTOR REPORT - March 2019

Article II, Section 5, of the By-Laws of the Libertarian Party of Colorado:
“The Outreach Director shall be responsible for recruiting members, having speakers, conducting recruiting events, organizing and supporting student clubs and organizations at high schools, colleges, and universities and setting up and operating a speakers bureau.”

Greetings from Cabo San Lucas – or as they say down here – the better side of Trump’s wall.

It is with mixed emotions that I am formally announcing my resignation as your Outreach Director halfway through my current term due to personal health reasons effective with the end of this year’s State LPCO Convention. I will do my best to assist the new Outreach Director wherever possible and to work to ensure a smooth handoff of duties in the midst of this year’s Outreach Season. I hope to be able to assist and volunteer for booth duty as often as possible. I wish all who remain and those who will be joining the Board all the success in the world.

Actions:

- Attended and assisted Michele Poague’s Libertarian Presentation to the Natural Law Coalition – Saturday February 9.
- Attended the Libertarian Party of Arapahoe County (LPAC) Arapahappy Hour – Tuesday February 12.
- attended LPCO Libertarian Lobby Day at the Colorado State Capital – Wednesday February 13
- Attended Colorado House Committee Hearing on Red Flag Bill – Thursday February 21.
- Attended Libertarian Party of El Paso County meeting on Thursday February 21
- Attended the LPCO Campaigns Committee meeting by phone – February 24
- Seeking authorization from the board to spend up to $600 for booth registration for Denver’s PrideFest - Saturday June 15 and Sunday June 16. Registration deadline is April 1.
- Hosted LPCO Fundraising Phone Bank on Saturday March 2.
- Assisted in sorting, labeling and mailing LPCO Newsletter.
- Posted on LPCO Social Media.

**Upcoming events:**

**Libertarian Party of Colorado Retro Liberty 2019 Annual State Convention** - April 26 to 28th, 2019 Hotel Elegante
2886 S Circle Dr
Colorado Springs, CO 80906
The Agenda will include such business as should properly be conducted by the delegates including election of officers, nomination of candidates, proposed Bylaws amendments, proposed Constitution amendments, proposed Platform amendments, resolutions, 2019 partisan candidate nominations, and any additional business appropriate for consideration. In addition, we will install our newly elected officers and share in the camaraderie and friendship of like-minded Libertarians from within our state.

The Business portion of this Convention is free to the public. Party members eligible to vote in the Business portion are defined by the Constitution of the LPCO, Article VII, Section 4. Additional events require a ticket for admission. Ticket packages will be coming soon! Check back shortly and be the first to get your tickets!

Additional details on the Convention can be found here - [https://www.lpcolorado.org/convention_2019](https://www.lpcolorado.org/convention_2019)

**Denver’s Cinco de Mayo "Celebrate Culture" Festival** – Saturday May 4 and Sunday May 5, 10:00 am to 8:00 PM both days – Denver’s Civic Center Park.
Denver's Cinco de Mayo "Celebrate Culture" Festival is celebrating its 33rd anniversary! It attracts some 400,000 attendees annually and boasts two large stages with live entertainment going from morning until night, featuring Mariachi, Cumba, Salsa, Norteno and many other genres of Latino music and dance. **Early Bird Registration $400 (Save $100) by Tuesday January 15th.** (Registration filed January 15)

**Denver PrideFest** – Saturday June 15 and Sunday June 16 – Denver’s Civic Center Park.
Featuring live entertainment on 3 stages, more than 250 vendors, food and beverage, the Coors Light Denver Pride Parade on Sunday morning, and multiple activities throughout the community, Denver Pride is the largest celebration of LGBTQ pride in the Rocky Mountain region. Estimated attendance – 300,000. Application deadline – April 1, 2019

Austin, TX
All Libertarians, Libertarian Party (LP) members, LP delegates, and those who are interested in learning about Libertarianism are encouraged to attend and help shape the future of the LP and the liberty movement. Contact your state party to learn how to be appointed as an official voting delegate from your state. Family, friends, and observers who aren’t ticketed convention attendees are most welcome to watch the non-ticketed events in the main hall, take in the exhibits, and enjoy family-friendly attractions, shopping and recreational opportunities.

Always looking for suggestions as to any upcoming events for participation especially in cooperation and support of affiliate or other Libertarian groups outside of the Denver Metro area.

I challenge everyone to seek the Libertarian nomination for any and all seats available in 2019 and 2020 – including the seat that I have contested this year and in 2016, Colorado House of Representative for District 56. I intend to repeat my candidacy for this position if no other qualified candidates present themselves and provided I am selected as the nominee of the Libertarian Party of Colorado. Now is the time to roll on this. Do not wait until your duopoly opponents have a one to two-year head start. Don’t forget to look at available seats in local elections, many of which are non-partisan.

Respectfully submitted,
Kevin Gulbranson
Outreach Director, LPCO
Regions Director Report March 2019

The February 19 Denver kickstart meeting was a success, with about 30 people in attendance and the election of new leadership. Kyle Furey, Josh Walen and Raymon Doane were elected chair, vice chair and treasurer respectively. They have created a website, in addition to their Facebook page.

The Jefferson County LP development group is holding regular meetings, has created new bylaws, and will be seeking affiliation.

The Mesa County development group is holding regular meetings in Grand Junction. Speakers at their events included the Grand Junction city manager, an independent candidate for city council, and an advocate for a tax increase to build a “community center”. The Mesa development group is promoting its meetings through Meetup, Facebook, phone calls, e-mails, and texts.

The Boulder affiliate is discussing their meeting schedule and goals for the future.

The Pueblo County development group will hold its first meeting May 21, with meetings scheduled for the following months.

Next up: Adams County.

I continue to process volunteers, sending their information to the appropriate county LP leaders.

Respectfully Submitted,
Steven Gallant
Legislative Directors Report March 2019

As of this report we are 63 days into the 120 day long Colorado General Assembly and Legislative session. As of today 224 pieces of Legislation have been proposed in the House and 186 in the Senate. Several Controversial pieces if Legislation have been proposed and heard in Committee.

On February 13th was the Libertarian party of Colorado Legislative Lobby day, during the we had 6 people in attendance. I was able to introduce them to the Colorado Legislative process, introduce them to some of the Legislators and sit through a committee hearing.

February 21st HB19-1177 was heard in the House Judiciary Committee, it was a very long day of testimony from supporters and opposition. I would Like to thank Kevin Gulbranson, the LPCO outreach director for spending the afternoon with me at the Colorado State Capitol during the testimony. I was in attendance and was able to offer testimony on behalf of the Libertarian Party of Colorado. The video of my arguments in opposition to the proposed legislation is on the LPCO facebook page. Thank you to the team at Rally for our Rights for the video of my testimony and the LPCO Communications director for getting it turned around so rapidly. After over 8 hour of testimony the proposed legislation passed out of the House Committee on a party line vote, with 6 amendments, including one I had asked for, requesting a law enforcement transparency and reporting process since the ruling party in the Colorado legislator is determined to pass this very problematic legislation. On Monday March 4th, HB19-1177 passed out of the House Chamber, pleasantly surprising was two no vote from Democrats that represent rural Colorado districts. It is now headed to the Senate and the Senate President should be assigning it to the Senate Judiciary committee in the upcoming days. I will be continuing to follow this extremely problematic gun confiscation legislation. I will be testifying once again in opposition, when it presented in committee.

One thing the HB19-1177 has given me the opportunity to accomplish and fulfill my duties as Legislative director, is working with organizations of mutual concern. That organization is Rally For Our Rights, and I’ve been able to collaborate with their Executive Director, Lesley Hollywood, in developing opposition strategies to HB19-1177. We will be continuing our efforts as this piece of legislation works its way through the Senate. I will also be working with Rally for Our rights in helping with their activist training effort.

I am continuing to establish, organize and develop the Legislative action Committee. Communication Director was able to set up our Facebook group specifically for Legislative action Communications. It’s a work in progress as time allows.
As per our Bylaws Article II, Section 8, the duties of the Legislative are as follows: The Legislative Director shall be responsible for monitoring activity in the State Legislature, communicating with that body, developing issue oriented-interest groups, and working with other organizations on areas of mutual concern.

Respectfully Submitted,
Michael Stapleton
Legislative Director
Libertarian Party of Colorado
COMMUNICATIONS DIRECTOR REPORT March 2019

As per our Bylaws Article II, Section 6, the duties of the Communications Director are as follows:

Section 6: The Communications Director shall be responsible for all communications, web sites, multimedia, social media, press releases, media appearances, and media inquiries.

Social Media Posting Schedule:

Facebook:

*All times Mountain Standard Time and DAILY unless noted otherwise*

9am - Daily Except Friday - Local News - Maya Humphrey
9am - Friday - D.K. Williams - Podcast

10am* - Monday Legislative Director (when in session) - Michael Stapleton

10am* - Daily Except Monday Volunteer Requests/Events - Andrew Swartz

11:15am - Meme - Hannah Burnham
Noon - News Commentary - Communications Director or Michael Stapleton
2pm - Inactive Affiliate Share - Beatriz Sutton
5pm - Meme - Mason J. Haley

7pm* - TT Outreach Director - Kevin Gulbranson
7pm* - MWFSUN Independent Libertarian Events
7pm* - Saturday Chair - Wayne Harlos

8pm - Reason or FEE article - Joey Gallagher
10pm - Twitter Post - Maya Humphrey

Twitter:

At will or upon request via Robert Bentley, WB Rice Rice, and Jamie St Pierre, and Maya Humphrey

Instagram:

At will or upon request via Emily Baker, Maya Humphrey, and Joe (the.chill.libertarian@gmail.com)

Code of Conduct for All Platforms:

No F-Words in memes or post captions
No Conspiracy Theories
Keep it Libertarian

NOTE I HAVE ALL SLOTS NOW FILLED WITH VOLUNTEERS!

Our total Social Media statistics are as follows:

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>LIKES</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACEBOOK</td>
<td>26,579</td>
<td>This is a month over month increase of 329. We have resumed getting shares from National and also have started using an automated tool to invite more people to like the page</td>
</tr>
<tr>
<td>TWITTER</td>
<td>2,106</td>
<td>Mont over month increase of 86.</td>
</tr>
<tr>
<td>INSTAGRAM</td>
<td>933</td>
<td>This is a month over month increase of 26.</td>
</tr>
</tbody>
</table>
Our total Facebook reach for the last 28 days are as follows and these have been our top three Facebook posts in the last 28 days:

**Posts**

50+ posts published in the last 28 days.

**MOST ENGAGING POSTS**

<table>
<thead>
<tr>
<th>Post Type</th>
<th>Date</th>
<th>Reach</th>
<th>Engagements</th>
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<tbody>
<tr>
<td>Timeline Photos</td>
<td>February 18</td>
<td>71.1K</td>
<td>10.5K</td>
</tr>
<tr>
<td>Timeline Photos</td>
<td>February 13</td>
<td>96.1K</td>
<td>7.5K</td>
</tr>
<tr>
<td>This quote made my day</td>
<td>February 25</td>
<td>37.3K</td>
<td>4.7K</td>
</tr>
</tbody>
</table>
Website:

The website is currently up to date and being excellently maintained by David Aitken and our wonderful new tech chair Mike.

Media/Events/Press Releases:

We did three press releases in February and they were picked up by the Westword, Chieftain, and Denver Post:

https://drive.google.com/open?id=1GPNxekhYR9wzNHodwNS_aZ7YIrF_pJXirSg7wt1wkSc

https://drive.google.com/open?id=14e08elohqqqmFuBqLV1rB4DYXaFrTyumM1r8QDbK77w

https://drive.google.com/open?id=1P4bGNeUfZLdkKhsy8ZXAmiiknHae-8t2K2rDFIDKg

We have the following writers:

- Jay Stooksberry
- John Pickerill
- Bonnie Hobart
- Michael Lopez
- Nathaniel Sullivan

Respectfully Submitted,
Lance Cayko
Communications Director
Jefferson County Development Group
We experimented to determine the impact of not calling on attendance. The effect was severe.

We found yet another location. The Capitol Grill is reasonable and will be used again next month.

Outreach
Met with various Libertarians avoiding government retribution in Cuba. It was very encouraging. Despite the constant barrage of propaganda and serious penalties, they are strongly entrepreneurial and resist the totalitarian regime.

Met with an Objectivist group to compare the Libertarian Party foreign policy platform.

Style Committee Overview
Attended meeting and posted minutes.

Respectfully Submitted,
Mike Spalding, Records Director
Database Manager Report for March, 2019

I finally figured out why email is such a problem. CRM has 2 email programs. The one that does up to 50 does not do CANSPAM checking or bounce and unsubscribe processing as I understand it. The other one does those things, but requires special setup and does not allow ad hoc lists (for county, etc). Had I known this going in, I might have delayed this project a year. So, I recommend going to MailChimp ($75/month with unlimited emails). We can either continue or reduce our CRM support. We are currently at $180/month (5 hours). $90 (3 hours) or $0 (1 hour) are options.


We have about 700 people who have volunteered for something over the past unknown years. IMO, these people need to be contacted and their volunteer status updated. If they cannot be contacted, their volunteer status needs to be changed to NO and their phone number and/or email updated or deleted. If they can be contacted, their interests need to be updated and they need to be put to work. The work they could be doing is calling people in counties where we are starting affiliates, organizing an outreach booth, so something else. If they don’t want to do this, ask them for a donation.

3/5/19 – Exported all people in Boulder County. They are setting up a MailChimp account (1/2 hour)
3/4/19 – Posted LTE by John Pickerill in Pueblo Chieftain (1/2 hour)
3/4/19 – Handled several questions from the Treasurer. Started KB Article for Treasurer (1 hour)
3/3/19 - Constitution and Bylaws Committee meeting (2 hours)
3/3/19 - Prep volunteers/new signups spreadsheet for board members (1/2 hour)
3/2/19 – Discuss email segmentation problems (mailing to individual counties) with Wayne and Ken Moellman. Ken says that completion of this is 3 months out, possibly more. It depends on getting programmers to do the work. I gather that the National LP would like to use volunteers to do this because of the cost. I have suggested to Andy Burns (Affiliate Development) that we would run an ad in our statewide email blast to find volunteers to do this. (1 hour)
3/2/19 – Constitution and Bylaws rewrite Bylaws Art II, section 5,6,10,11 (1 hour)
3/1/19 – Report lack of Broomfield County on records to Affiliate Support (1 hour)
3/1/19 – Set up Posts for 4 counties for local candidates (1 hour)
2/28/19 – Constitution and Bylaws Committee meeting (2 hours)
2/27/19 – Constitution and Bylaws Committee meeting (2 hours)
2/26/19 – Set up Post for Boulder Call for Local Candidates (1/hour)
2/26/19 – Update affiliate records, create spreadsheet w/affiliate contacts (1 hour)
2/26/19 – Prep statewide email (2 hours)
2/25/19 – Set up events for C&B meetings (1 hour)
2/24/19 – Prep volunteers/new signups spreadsheet for board members (1/2 hour)
2/24/19 – Constitution and Bylaws Committee meeting (2 hours)
2/21/19 – Constitution and Bylaws Committee meeting (2 hours)
2/17/19 – Prep volunteers/new signups spreadsheet for board members (1/2 hour)
2/17/19 – Clean up addresses (1 hour)
2/15/19 – Clean up addresses (2 hours)
2/13/19 – Clean up approx. 80 records where state not equal CO and zip starts w/80 or 81 (3 hours)
2/12/19 – Review Constitution/Bylaws Cmte docs (2 hours)
2/12/19 – Set up new Events in March, prep Email blast (1 hour)
2/10/19 – Create Volunteer spreadsheet (1 hour)

Combine board reports and publish on website. (1 hour)

Backups of the CiviCRM member file are created every Sunday afternoon and are saved on our Amazon drive. (2 hours/wk)

I regularly check CiviCRM for new signups and fix obvious address errors and check for duplicates. (1 hour/wk)

Respectfully Submitted,

David Aitken
Database Manager
Libertarian Party of Colorado
CAMPAIGNS COMMITTEE REPORT
MARCH 2019

February Meeting:
The Campaigns Committee meeting was held at 3pm Sunday 24\textsuperscript{th} February via Zoom. Many of the Campaigns Committee were attending other meetings held at the same time and were unable to attend, however Kim Tavendale, Lance Cayko, Kevin Gulbranson, and Ross Klopf were in attendance. It was determined that the working spreadsheet for open local offices for active affiliates to start finding candidates has been completed and Lance volunteered to send a draft email to the Database Manager and Campaigns Committee chair that targets each County, which was sent as of February 26\textsuperscript{th}. David Aitkin has informed of an issue with the database that limits our ability to send emails via county to only 50 emails at a time.

Next Meeting:
Zoom online meeting: 3pm March 24\textsuperscript{th}, 2019.
We should be discussing interested candidates at this point.

Kim Tavendale,
Campaigns Committee Chair
Policy Manual Committee, 06 March 2019

Policy Manual Overview and Introduction:
An organization is subject to public law and such other rules it adopts to govern its operation. The rules governing the Libertarian National Committee, Inc. are as follows and supersede each other in the order listed:

- Articles of Incorporation for a Nonprofit Corporation: The legal instrument conforming to state laws. The Libertarian Party of Colorado is incorporated in the State of Colorado and is subject to its laws.
- Constitution and Bylaws: Prescribe how the organization shall function. They may not be suspended, except for clauses that provide for their own suspension or clauses clearly in the nature of rules of order.
- Special Rules of Order: Relate to rules for orderly transaction of business that differ from those contained in the adopted parliamentary authority.
- Standing Rules: Relate to details of administration. They are adopted as the need arises.

Special categories of Standing Rules include:
- Executive Orders – orders to members by the Chair.

The Policy Manual is a compilation of the rules governing the Libertarian Party of Colorado not already reflected in its corporate charter, bylaws or rules of order.

Policy Manual Committee Mission Statement:
To prepare a formal and topically organized Policy Manual comprising the LPCO’s adopted Special Rules of Order and Standing Rules and to make recommendations on additional areas to be covered by future proposals and to present certain proposals for consideration of adoption by the Board.

The immediate goal and utility of this manual is to enable effective access to LPCO’s approved policies. The ultimate goal of this manual is continuity of LPCO policy from administration to administration, a.k.a. “Institutional memory.”

Policy Manual Committee members:
Caryn Ann Harlos, Chair
Richard Longstreth
John Hjersman
The Policy Manual Committee voted in 2017 to use LNC Policy Manual as a template, making modifications as deemed necessary to reflect policy and procedures as practiced by LPCO.

**Meeting dates and Section Titles:**

12 May 2017: Initial Meeting of Committee; Mission Statement; Table of Contents
16 Aug 2017: Transparency
14 Sep 2017: General Delegation of Authority; Meetings
22 Sep 2017: Meetings; Board Emails
10 Oct 2017: Committee Appointments and Terms of Office
23 Feb 2018: Committee Appointments and Terms of Office
01 Aug 2018: Other Special Approval Procedures
04 Jan 2019: Regroup of Committee and resumption of task
18 Jan 2019: Obligations Among Board Members and Staff; Committee Appointments and Terms of Office
01 Feb 2019: Executive Sessions; Party Records
08 Feb 2019: Party Communications; Political Campaigns; Affiliate Relations
15 Feb 2019 postponed
22 Feb 2019 Committee Scope and Responsibilities; Financial Matters; Legal Matters
01 Mar 2019 Committee section formatting; two other Articles that I can’t remember.

Next scheduled meeting: 15 Mar 2019

Respectfully submitted,

*John Hjersman*