

**Minutes of the May 7, 2017 Meeting of the State Committee  
of the Libertarian Party of New York  
held by WebEx and telephone conference call**

*Prepared based on the recording of the meeting and the notes taken by Secretary, pro tem Andrew Kolstee.*

**Members in attendance**

Mark Glogowski, Chair, Administrative Director  
Jim Rosenbeck, Vice-Chair  
Brian Waddell, Vice-Chair, Political Director  
Michael Dowden, Treasurer  
Mark Potwora, At Large  
Aaron Commey, At Large  
Shawn Hannon, At Large  
Tony D'Orazio, At Large  
Sue Parvis, Capital District  
Andrew Kolstee, Chautauqua County, Communications Director  
Kevin Cruver, Erie County  
Sean Phelan, Greater Rochester  
Jan-Erik Janson, Hudson Valley  
Justin Dilgard, Livingston County  
Christopher Hollinger, Manhattan  
Chris Garvey, Nassau County  
Milva Dordal, Onondaga County  
Gregg Fort, Otsego County, Finance Director  
Chris Padilla, Queens County  
Jim Harris, Suffolk County  
Rich Purtell, Tioga County

**Members not in attendance**

Blay Tarnoff, Secretary  
Michael McDermott, At Large, 2014 Candidate for Governor  
Gary Popkin, Brooklyn  
Lisa Whitehead, Genesee County  
Jeff Manning, Niagara County  
Hesham El-Meligy, Staten Island  
Ryan Roberts, Warren County

**Observers**

M Carling, Parliamentarian  
Ian Fisher, Putnam County TCC  
Lora Newell, Schoharie County TCC  
Chris Schmidt, Washington County TCC  
Elliot Axelman, Queens County Chair

The meeting was called to order by Chair Mark Glogowski at 20:08. Andrew Kolstee was appointed Secretary, *pro tem* without objection.

Chair Mark Glogowski issued a Chair's Report.

Treasurer Michael Dowden issued a Treasurer's Report in writing. Motion to **retroactively approve the \$1.20 paid on May 4, 2017 to the USPS for the purchase of a postal money order** passed without debate. Motion to **reimburse Mark Glogowski \$76.87 for mailing and travel expenses incurred in April** was debated and passed.

Chapter Development Committee chair Jim Rosenbeck issued a report. Motion to **charter County Organization Tioga County** passed without debate.

Motion to **discharge all ad hoc committees appointed by the Chair** was debated and passed by two-thirds majority.

Motion to **constitute the positions and committees as named, tasked, limited and empowered in the Divisional Structure document, last amended at the meeting of April 2, 2017 (Exhibit 1)**, was debated and passed by two-thirds majority.

Motion to **remove all members of all standing committees constituted prior to this meeting and merge such standing committees into the committees constituted in the previous motion** was debated and passed by two-thirds majority.

Motion to **appoint Mark Glogowski Administrative Director** passed without debate.

Motion to **appoint Andrew Kolstee Communications Director** was debated and passed.

Motion to appoint Nate Dinet Outreach Director was debated and postponed to the next meeting.

Motion to **appoint Brian Waddell Political Director** passed without debate.

Motion to **appoint Gregg Fort Finance Director** passed without debate.

Motion to **adopt the following budget:**

**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
<b>Total</b>	<b>\$ 1,850</b>

was debated and passed 9-5 by counted vote \*.

IT Committee member Mike Dowden issued a report. Communications Committee chair Andrew Kolstee issued a report. Fundraising Committee chair Gregg Fort issued a report. Schoharie TCC Lora Newell issued a report. The Chair issued a report on the need to vet candidates in Saratoga County, in the absence of Saratoga TCC Brian McDonald. County Organization representatives or other observing members issued reports for Chautauqua, Erie, Hudson Valley, Manhattan, and Suffolk.

Per standing rule, the next meeting will be held by teleconference on June 4, 2017 at 8 pm. The meeting was adjourned at 22:13.

Blay Tarnoff, Secretary  
July 4, 2017

*\*Secretary's note: This motion was subsequently ruled out of order at the meeting of July 2, 2017.*

Exhibit 1



LPNY Divisional Structure

Version April 2, 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. *"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. Divisional Structure Outline**

The following is an outline of the Divisional Structure.

1. Administrative Division
  - a. Training & Support Committee
  - b. Legal Committee
  - c. Volunteer Committee
  - d. IT Committee
  - e. Strategic Planning Committee
2. Communications Division
  - a. Social Media Committee
  - b. Issues & Platform Committee
  - c. Media & Press Committee
3. Outreach & Events Division
  - a. Organizing Committee
  - b. Chapter Development Committee
4. Political Division
  - a. Ballot Access & Petitioning Committee
  - b. Candidate Recruitment Committee
  - c. Candidate Support Committee
5. Finance Division
  - a. Budget Committee
  - b. Fundraising Committee

Exhibit 1 cont'd

**IV. Divisional Structure Infographic**

STATE COMMITTEE		
Divisions	People	Specialized Committees
Administrative	Director	1. Training & Support 2. Legal 3. IT 4. Volunteer 5. Strategic Planning
	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
	General Committee	
	Positions	
Outreach	Director	1. Organizing 2. Chapter Development
	General Committee	
	Positions	
Finance	Director	1. Budget 2. Fundraising
	General Committee	
	Positions	

## Exhibit 1 cont'd

### **V. 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 committees for specialized tasks.

#### **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:
  - a. Appointed by the State Chair and/or at the recommendation of the Administrative Division, then approved/confirmed by the State Committee
  - b. Each new incoming chair may appoint new people to those positions
3. Division Directors are responsible for:
  - a. Leading their division and populating the division's committees and positions
  - b. Carrying out whatever tasks for which their division is responsible
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 committees within their division (with State Committee approval)

#### **C. Rules for Committees**

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.



## Exhibit 1 cont'd

### **VI. 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. 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), 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 Committees**

- **a. Administrative Committee** - general committee consisting of all the administrative team members.
- **b. Training & Support Committee** - develops curricula to train and support each Division including course development and online education.
- **c. Legal Committee** - responsible for assisting with election and ballot access laws, leadership standards, liabilities, contracts and employment law.
- **d. Volunteer Committee** - 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. 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. Strategic Planning Committee** - responsible for creating the plans/goals for the LPNY
- **g. Organizational Structure Committee** - responsible for strengthening the structure of the LPNY and creating a smooth transition to a new structure.

##### **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.
- **d. Media & Press** - Maintain a database of all media outlets in New York as well as key national media outlets.

#### **2. Specialized Committees**

- **a. Communications Committee** - general committee consisting of all the communications team members.
- **b. Social Media Committee** - responsible for maintaining and building a strong social media presence and strategy to increase the social media reach/following of our audience.
- **c. Issues & Platform Committee** - will identify Libertarian positions on current issues and develop the platform for the Libertarian Party of New York.
- **d. Media and Press Committee** - 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. Committees**

- **a. Outreach Committee** - general committee consisting of all the outreach team members.
- **b. Organizing Committee** - 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.
- **c. Chapter Development Committee** - responsible for identifying potential county chapter leaders by seeking and vetting TCCs and supporting the formation of county-level parties.

#### **3. Positions**

- **Outreach Director**

## Exhibit 1 cont'd

### **D. Political Division**

#### **1. Responsibilities**

- **a. Candidates** - Recruiting 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. Committees**

- **a. Political Committee** - general committee consisting of all the political division team members.
- **b. Ballot Access & Petitioning Committee** - responsible for creating, organizing, and distributing petitions
- **c. Candidate Recruitment Committee** - responsible for finding candidates
- **d. Candidate Support Committee** - responsible for supporting candidates, providing resources, etc.

#### **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.)
- **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. Committees**

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

#### **3. Positions**

- **a. Finance Director**