



2024 LNC Credentials Committee

Meeting Minutes

Date: Monday, 03/18/2024

Time: 9:00 PM (EST)

Location: Remote (Zoom)

<https://us06web.zoom.us/j/89355448275?pwd=rEv4FwPpSVWjNhcSNf2k9j22RejHzA.1>

Call to order

The meeting was called to order at 9:10 PM by Josh Hlavka (Chair, FL).

Attendance

The following members attended the Committee Meeting and were present at roll call. Quorum was achieved.¹

LNC Rep	Josh Hlavka, FL, Chair	Present at roll call
LNC Rep	Travis Bost, WV	Present at roll call
LNC Rep	Joshua Jongema, MI	Not present
LNC Rep	Brittany Kosin, PA	Not present
LNC Rep	Jessica Tewksbury, CA	Present at roll call
CA Rep	Graham Brown, CA	Not present
FL Rep	Fredrik Coulter, FL	Not present
NY Rep	Justin N. Carman, NY	Present at roll call
PA Rep	Alison Graham, PA, Secretary	Present at roll call
TX Rep	Billy Pierce, TX, Vice Chair	Present at roll call
LNC Alt	Jeffrey Pittel, MI	Present at roll call
CA Alt	Loren Dean, CA	Present at roll call
FL Alt	Michael Smith, FL	Present at roll call
NY Alt	Chance Haywood, NY	Present at roll call
PA Alt	Reece Smith, PA	Present at roll call
TX Alt	Vacant at this time - no appointment to this Committee received from Texas	

Noted Guests in Attendance

LNC Secretary	Caryn Ann Harlos	Present at roll call
LNC CTO	Andrew Buchkovich	Not present at roll call, joined at approx. 9:16 PM

¹ The 10 representatives are the 5 LNC Representatives, elected by the LNC subsequent to a previous application process that was handled by the LNC in addition to the 5 Representatives specifically representing the states with the largest state delegations for the 2024 Libertarian Party National Convention (California, Florida, New York, Pennsylvania, and Texas). Quorum is achieved with 6 of 10 Representatives present. In the absence of an LNC Committee Representative (Rep), the LNC Alternate (Alt) may act as one of the LNC Representatives. In the absence of a state Representative, the Alternate from that state may act as that state's representative. The alternates may only count towards quorum and vote on the Committee if the Representative they are acting on behalf of is not present at the meeting, otherwise they cannot be counted for quorum or have voting authority. However, the alternates may participate in meeting discussions without restriction, as they are officers *ex officio*.

Old Business

There was no old business to discuss at this meeting.

New Business

- Josh Hlavka (Chair - FL), indicated a need to assign committee members to add the current submitted delegate lists received from the states to a "Master List" to include only home addresses that can be shared when requested (as indicated by the Bylaws). Josh has indicated at least one, if not two requests in the queue for this. Request for volunteers from the Committee to handle.
 - Chance Haywood (NY) volunteered and Jeffrey Pittel (MI) volunteered
 - Question by Justin Carman (NY) as to whether or not the lists should be sent out before Credentials has vetted the list. The listed delegates are submitted by the state, and those requests are taken as they come in. Awareness needs to be that the lists can change as the vetting occurs. Noted previously that the list was a publicly accessible list - the lists are going to be public either way. When we go to share these lists, it is per the Bylaws - names and addresses only. We need to make sure that we are just giving out the pertinent information, and nothing that is not required.
 - Question by Jessica Tewksbury (CA) on this subject to get Caryn Ann Harlos' (LNC Secretary) perspective on this matter (lists of delegates being provided that are not yet vetted by the Committee). Response by Caryn Ann Harlos (LNC Secretary) - matter of custom versus Bylaws.
 - Question by Jeffrey Pittel (MI) as to when is the list posted publicly, and what is the vetting process. Josh Hlavka (Chair - FL), notes that the Master List basics is first name, last name, and home address. As the lists are received, the lists should be uploaded into the Master List. That way if there is an update, then those who are in charge of the Master List are making the necessary changes.
 - Question by Billy Pierce (TX - Vice Chair) as to enforcement mechanism, as if the state delegate chair or state delegation does not want names/addresses communicated, what is the remedy of this issue. If a state delegation doesn't include home addresses or the state withholds home addresses, then what is the mechanism for enforcement. Josh Hlavka (Chair - FL) advised that the name and address is to be available, and the state Chair needs to provide the information, as when affiliates affiliate, it is an agreement to abide by the Bylaws. Josh Hlavka (Chair - FL) to review this mechanism, but this has not been an issue in the past. Will confer with the Party Chair.
- Josh Hlavka (Chair - FL) led a general discussion to prepare to assign committee members state delegations for credentialing at the 04/01 meeting.
- Discussion with Andrew Buchkovich (LNC CTO) -
 - Question as to when somebody became a national member - asked the Committee how this information is being verified. Josh Hlavka (Chair - FL), believes CiviCRM would still be available at Convention, and potentially there are more tools that might be available at the Convention. Additionally any state CRM's that we are able to get access to. Buchkovich indicated that national CRM is updating to a new CRM - payment portals, etc. will be in this new system. It should not impact credentialing - 90% of relevant contributions should appear in CiviCRM, so should be good to just use CiviCRM. If looking at national memberships on a specific contact, go into the contributions tab (not the membership tab), and look to see if their donations over the last 12 months equal \$25.00. Membership tab information is broken (not accurately reflecting the membership contribution).
 - Question from Alison Graham (Secretary - PA), what to do if CiviCRM goes down during Credentialing. Request for a back-up methodology outside of CiviCRM. Buchkovich indicated the night before credentialing, he can do a full export of the last 18 months of contributions as well as some way to look up a contact ID, that way there can be an offline back-up. Reece Smith (PA - Alt) noted that the hotel wifi had been the issue with CiviCRM being down at the PA convention. Multiple individuals noted that mobile hotspots would be available if there is an Internet issue at the hotel.
 - Comment from Jessica Tewksbury (CA) - training will be needed on the systems. Josh Hlavka (Chair - FL) indicated this could be done separate from a meeting.

- Andrew Buchkovich suggested a meeting with live demonstration the night before in DC the first day of Credentialing on Thursday, 05/23/2024 (night before would be Wednesday, 05/22/2024) - 10 minute demo, checking everyone has the credentials they need, etc. This can be coordinated closer to the Convention.
 - Other item of issue for credentialing - membership pledge field is broken in CiviCRM - if you make a donation and don't explicitly set it, it gets cleared out. The record may currently show an individual hasn't signed the pledge, despite multiple contributions in the past and they indicate that they have signed it. If a State Chair can confirm they signed that pledge at some point, we count them as a member.
 - Question from Billy Pierce (TX - Vice Chair) - if trying to calculate if the donations total \$25.00 over the past year, to confirm their national membership, the date that they need to have spent the \$25.00 over the course of the past year, is it calendar year or 366 day year, or is it based on monthly contributions - checking timing. Buchkovich noted that there are two relevant dates - 3 months before the Convention that you had to have been a member by, and then the date of Convention that you need to maintain membership through. Billy Pierce (TX - Vice Chair) asked for source of the answer. Josh Hlavka (Chair - FL) - Article X Conventions, Section 2 Delegate, Subsection a - delegates shall be required to members of either the Party (national) or the affiliate party (referring to a state party). Josh Hlavka (Chair - FL) not seeing seasoning requirements for delegates. Bylaws indicate that they need to be a member of the national party or if not that, member of the state affiliate (whatever is prescribed in the state Bylaws).
 - Question from Jeffrey Pittel (MI) - Buchkovich will provide national information, need information on how to verify the information from the states. Buchkovich will get us a service account that has read-only permissions across state lines. This is straightforward for those states in CiviCRM, but need to check with states that are outside CiviCRM for how to review the information in those states. Clarified that the Credentials Committee that it is tasked to vet the state submission and validate their data. Josh Hlavka (Chair - FL) - generally speaking, Credentials Committee looks to see if they meet the Bylaws requirements of those states.
 - Question from Justin Carman (NY) - happy to train anyone on the CiviCRM before DC, and also following up on how we can ask states about their data outside of CiviCRM - not clear how much the states can be compelled to provide that data. Response from Buchkovich - we just need to have a playbook as to how to verify someone's membership date if they are a national member or if they are a state member. Process flow for a CiviCRM state, and process flow needed for a non-CiviCRM state. Josh Hlavka (Chair - FL) recommendation to add this to the policy manual.
 - Comment from Caryn Ann Harlos (LNC Secretary) - there can be a seasoning requirement, but that can be imposed by the state. Recommendation to obtain a copy of the state's current Bylaws, and they may also have separate rules that have to do with this. When it comes to who is a state member or not, this is something that gets confirmed by the State Chair. Absent a challenge, or a written inquiry, the committee doesn't have to be further researching. State membership is that state's internal business. The state is responsible at Convention that their delegates are authorized to be delegates per their state criteria. If a State Chair indicates that an individual is a state member, absent a challenge, their word should be good.
 - Comment from Alison Graham (Secretary - PA) - on the Google spreadsheet, about 45 of the listings of states were updated with links to their Bylaws. Also recommendation to have an attestation from the State Chairs that their delegates meet the requirements to be national delegates (so it is in writing if there is a challenge), and to update the policy manual with a process flow for this.
 - Buchkovich shared screen to demonstrate Microsoft Teams for Credentials Committee. Includes Word, Excel, etc. There is a document folder and those files can be shared for editing. Justin Carman (NY) can also assist with logging in to Microsoft Teams.
- Jeffrey Pittel (MI) - checking where the repository for all the state delegate submissions. Josh Hlavka (Chair - FL) advised to use both Google and Microsoft. Redundancy then occurs if there is an issue with one and not the other (to have a back-up). Caryn Ann Harlos (LNC Secretary) - the storage folder until the switchover of terms is

on the Secretary's Google drive and it is kept intact until Convention. The Committee folders remain on Google drive until Convention.

- Josh Hlavka (Chair - FL), indicated a need to assign committee members for following up with the state chairs when the delegate lists lack addresses, phone numbers, and e-mails. Josh Hlavka (Chair - FL) will be reaching out as the lists are sent.
 - Jessica Tewksbury (CA) - question about dividing up the states for Credentials work. Josh Hlavka (Chair - FL) - that will be occurring at the next meeting. Jessica Tewksbury (CA) indicated that there could be some confusion if an individual follows up with a state on this information before the state is assigned, then the state is assigned to someone, and so then the state may be working with another member of the Credentials Committee. Josh Hlavka (Chair - FL) - this is just an interim action to follow up with the information that is missing if a state has already sent a list that is known to be missing critical information. Nobody is currently assigned, so Josh Hlavka (Chair - FL) would handle. Jessica Tewksbury (CA) believes this would create confusion as it's an additional layer of communications. Desire to not over-complicate the process. Josh Hlavka (Chair - FL) - may be best if he reaches out directly in the interim.
- Alison Graham (Secretary - PA) - requested of Caryn Ann Harlos (LNC Secretary) if there was any update on Wyoming. Very difficult to find information regarding the Wyoming affiliate. Caryn Ann Harlos (LNC Secretary) indicated that Wyoming (prior to 2022) ghosted the national party. No information regarding the Chair there, but that affiliate has put out press releases, etc. Last known Chair was Sean Johnson (and he had indicated he had left the Party). National is still trying to contact Wyoming - Andrew Watkins is the person to ask about this because they never affiliated with the region, and he's the regional representative for Wyoming. Josh Hlavka (Chair - FL) indicated he would reach out to Andrew Watkins (Regional Representative).
- Josh Hlavka (Chair - FL) - next meeting will be focused on assigning out the states to the Credential Committee members to begin the work.
 - Jessica Tewksbury (CA) - question about where the States should be sending the delegate lists. Josh Hlavka (Chair - FL) - the Bylaws, Article X, Section 4, subsection c - the lists of the names and addresses shall be sent to the Credentials Committee. Technically, the list would be best to have sent to the Credentials Committee e-mail so that everyone receives the information. E-mail should be credentialscommittee@lp.org. if the Chair is directly receiving the e-mails, it would be forwarded to the credentialscommittee@lp.org e-mail. Preference is to have the e-mails sent directly to the Committee.
 - Caryn Ann Harlos (LNC Secretary) - E-mails are going to the Credentials Committee Chair because individuals do not have authorization to e-mail the Credentials Committee (how Outlook is setup). So that is the process - the lists go to the Chair of the Credentials Committee and the Chair can distribute to the Credentials Committee e-mail.

Notice of Next Meeting

The next 2024 LNC Credentials Committee meeting is on Monday, 04/01/2024 at 9:00 PM (EST) on Zoom.

Adjournment

The meeting was adjourned by Josh Hlavka (Chair - FL) at 10:21 PM (EST).

Respectfully Submitted,

Alison D. Graham, M.A.
2024 LNC Credentials Committee Secretary