

**Minutes of the January 8, 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
Jim Rosenbeck, Vice-Chair, Chapter Development Committee
Brian Waddell, Vice-Chair
Blay Tarnoff, Secretary
Michael Dowden, Treasurer
Chris Padgett, At Large, Elections Campaign Committee, 2016 National Platform Committee Representative
Michael McDermott, At Large, 2014 Candidate for Governor
Mark Potwora, At Large
Aaron Commey, At Large
Thomas Timmons, Capital District Representative
Andrew Kolstee, Chautauqua County Representative, Communications Committee
Edward Garrett, Erie County Representative
Steve Becker, Greater Rochester Representative
Jan-Erik Janson, Hudson Valley Representative
Justin Dilgard, Livingston County Representative
Rob Power, Manhattan Representative
Chris Garvey, Nassau County Representative
Gregg Fort, Otsego County Representative
Hesham El-Meligy, Staten Island Representative

Members not in attendance

Chris Edes, At Large, IT Committee, 2014 Candidate for Lieutenant Governor
Gary Popkin, Brooklyn Representative
Lisa Whitehead, Genesee County Representative
Jeff Manning, Niagara County Representative
Jason Alexander, Onondaga County Representative
Jim Harris, Suffolk County Representative, Budget and Strategic Planning Committee
Ryan Roberts, Warren County Representative

Observers

M Carling, Parliamentarian

The meeting was called to order by Chair Mark Glogowski at 20:10.

Chair Mark Glogowski issued a Chair's Report. Treasurer Michael Dowden issued a Treasurer's Report in writing. Chapter Development Committee Chair Jim Rosenbeck issued a report.

Motion by the Treasurer to **retroactively approve the \$42.88 paid on October 4, 2016 to the USPS for bulk mailing expenses** passed without debate. Motion by the Treasurer to **reimburse Mark Glogowski \$148.03 for postage and office expenses** passed without debate.

Motion by Andrew Kolstee to **declare preliminary approval of the divisional structure as described in the "LPNY Divisional Structure" document (Exhibit 1) as of the end of the next annual convention if all the positions described therein have been appointed by that time** was debated and passed as amended.

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 February 12, 2017 at 8 pm. The meeting was adjourned at 21:35.

Blay Tarnoff, Secretary
February 8, 2017

Exhibit 1



LPNY Divisional Structure Proposal

Version January 5, 2017

Exhibit 1 cont'd

Divisional Structure Outline

I. Libertarian Party of New York

A. Administrative Division

1. Administrative Committee (general committee)
2. Training & Support Committee
3. Legal Committee
4. Volunteer Committee
5. IT Committee
6. Strategic Planning Committee (split from Budget & Strategic Planning)

B. Communications Division

1. Communications Committee (general committee)
2. Social Media Committee
3. Issues & Platform Committee
4. Media & Press Committee

C. Outreach & Events Division

1. Outreach Committee (general committee)
2. Organizing Committee
3. Convention Committee
4. Chapter Development Committee

D. Political Division

1. Political Committee (general committee)
2. Petitioning Committee
3. Candidate Recruitment Committee
4. Candidate Support Committee

E. Finance Division

1. Finance Committee (general committee)
2. Budget Committee (current Budget & Strategic Planning Committee)
3. Fundraising Committee

Exhibit 1 cont'd

Infographic

Libertarian Party of New York

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. Petitioning 2. Candidate Recruitment 3. Candidate Support
	General Committee	
	Positions	
Outreach & Events	Director	1. Organizing 2. Convention 3. Chapter Development
	General Committee	
	Positions	
Finance	Director	1. Budget 2. Fundraising
	General Committee	
	Positions	

Exhibit 1 cont'd

I. General Overview

Divisions

- Each is a category with a set of responsibilities to carry out different tasks.
- Headed by a Divisional Director (a cabinet-level position)
- Comprised of a General Committee (a team with members that have skills for that division)
 - The Divisional Director will chair the General Committee, or appoint someone else to do so
- Divisions may have subcommittees for specialized tasks.

Division Directors

- Each division is headed by a "Division Director," which is a cabinet-level position
- Division Directors are chosen as follows:
 - Appointed by the State Chair and/or at the recommendation of the Administrative Division, then approved/confirmed by the State Committee
 - Each new incoming chair may appoint new people to those positions
- Division Directors are responsible for:
 - Leading their division and populating the division's committees and positions
 - Carrying out whatever tasks for which their division is responsible
- Division Directors have the following abilities:
 - Populating the General Committee
 - Creating and appointing positions (with State Committee approval)
 - Creating and populating specialized subcommittees (with State Committee approval)

Rules for Committees

- All LPNY members are eligible to be on any committee or serve as Division Director.
- At least one State Committee member must be on each committee.

Exhibit 1 cont'd

II. Descriptions of Divisions

The following are the proposed 5 divisions and their descriptions:

- **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.
- **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.
- **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.
- **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.
- **Finance Division** – responsible for creating a budget and developing ideas to raise funds and implement those ideas

Exhibit 1 cont'd

III. Division Responsibilities, Committees, and Positions

A. Administrative Division

Responsibilities

- **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.
- **Training & Support** - developing methods for training and supporting other divisions and members of those divisions
- **Legal Committee** - assists with election Laws, leadership standards, ballot access, liabilities, contracts, and employment law.
- **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).
- **Interface with other Divisions** - the Administrative Division will work with other divisions within the Party.

Committees

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

Positions

- **Administrative Director**
- **Webmaster**

Exhibit 1 cont'd

B. Communications Division

Responsibilities

- **Public Relations** - responsible for all aspects of the LPNY's public relations including, but not limited to: messaging, media relations and membership communications.
- **Website Content, Blog & Newsletter** - draft engaging language for all pages on the official website. The Communications Division manages the LPNY Blog and Newsletter.
- **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.
- **Media & Press** - Maintain a database of all media outlets in New York as well as key national media outlets.

Specialized Committees

- **Communications Committee** - general committee consisting of all the communications team members.
- **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.
- **Issues & Platform Committee** - will identify Libertarian positions on current issues and develop the platform for the Libertarian Party of New York.
- **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.

Positions

- **Communications Director**

Exhibit 1 cont'd

C. Outreach Division

Responsibilities

- **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.
- **Target New Demographics** - Identify and target new demographics who would have a high likelihood to be interested in the Libertarian Party.
- **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.
- **Networking** - frequent networking events and interact with other professionals and groups.
- **Civic Engagement** - increasing voter registration.
- **Counties** - establish and build county chapters throughout the state.
- **Grass-root Event Organizing** - Organize City Council, County Commission and other rallies.
- **LPNY Events** - Responsible for planning all statewide events including, but not limited to, the state convention.
- **Maintain Vendor Relationships** - Identifying and negotiating with vendors associated with event production.
- **Calendar of Events** - maintain and update a database of all conferences, conventions and events throughout the state.
- **Event Sponsorship** - work with organizations to determine which events we will participate in and/or sponsor.
- **Training and Support** - maintain and update a field manual on event production as well as train and support county parties.

Committees

- **Administrative Committee** - general committee consisting of all the outreach team members.
- **Organizing Committee** - Determine which events we want to attend, develop ideas for rallies, and act as the "watch dog" for New York.
- **Convention Committee** - manages the annual state convention and assist counties with their conventions.
- **Chapter Development Committee** - responsible for identifying potential county chapter leaders by seeking and vetting TCCs and supporting the formation of county-level parties.

Positions

- **Communications Director**

Exhibit 1 cont'd

D. Political Division

Responsibilities

- **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.
- **Placing Volunteers** - Identifying and placing Libertarians who are interested in working on campaigns.
- **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.
- **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.

Committees

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

Positions

- **Political Director**

Exhibit 1 cont'd

E. Finance Division

Responsibilities

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

Committees

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

Positions

- Finance Director