

# **Libertarian Party of Brevard County - Business Meeting Agenda**

\*This draft agenda is subject to approval by the voting membership.

Meeting to be held on 01/22/2023

Cape Royal Professional Business Center

1980 N Atlantic Ave Second Floor, Cocoa Beach

Sign in

Meet-and-Greet

1. Call to order
2. Officer Roll Call
  - Determination of quorum (75% of Executive Committee or 25% of all voting members)
3. Approval of Agenda
4. Approval of December 19 Monthly Regular Business Meeting Minutes.
5. Officer Reports
  - Chair
  - Vice Chair
  - Secretary
  - Treasurer
  - Director At Large
6. LPF Report
  - Region Representative
7. Committee Reports
  - Outreach Final Report
8. New Business
  - 2023 LP Brevard Committee Elections
    - Chair
    - Vice Chair
    - Secretary
    - Treasurer
    - Director at Large

➤ Motions

- 2023-01 2022 Annual Audit and Reaffiliation  
See Addendum 1
- 2023-02 Amend Constitution for Deputy Secretary &  
Treasurer  
See Addendum 2
- 2023-03 Amend Bylaws to Add Section Titles
- 2023-04 Amend Constitution & Bylaws to Replace  
Roman Numerals  
See Addendum 3
- 2023-05 Adopt 2023 Maintenance Budget  
See Addendum 4
- 2023-06 Establish Outreach Committee
- 2023-07 Establish Events Committee
- 2023-08 Establish Gala Committee  
See Addendum 5
- 2023-09 Approve Candidate Training Meet-ups in 2023  
See Addendum 6

9. Public Comments

10. Notice & Announcement of Next Meeting

➤ Next Meeting Date & Location

February 20, 2023 6:30 pm

Cape Professional Business Center

1980 N Atlantic Ave 2nd Floor, Cocoa Beach

➤ Next Social Date & Location

TBD

11. Adjournment

# **Addendum 1**

## **Motion 2023-01**

**Title:** Annual Audit and Reaffiliation

**Mover:** Greg Peele

**Motion:** I move to adopt the Fiscal Year 2022 Annual Audit as presented and to authorize the newly elected Executive Committee to sign and submit the 2023 annual Petition to Affiliate with the Libertarian Party of Florida.



## Annual Audit

Fiscal Year 2022

### Statement of Assets, Liabilities, and Net Assets

Asset Type	Balance 12/31/22	Liability Type	Balance 12/31/22
Cash & Equivalents	7,057.59	Current Debt	-
Accounts Receivable	-	Accounts Payable	-
Other Assets	-	Other Liabilities	-
<b>Total Assets</b>	<b>7,057.59</b>	<b>Total Liabilities</b>	<b>-</b>
<b>Net Assets</b>	<b>7,057.59</b>		

### Statement of Income and Expenses

Income Type	Total 2022	Expense Type	Total 2022
Contributions	15,006.32	Operating Expenses	12,304.24
Refunds Given	-	Refunds Received	(76.94)
Non-Operating Income	-	Non-Operating Expenses	-
Other Gains	-	Other Losses	-
<b>Total Income</b>	<b>15,006.32</b>	<b>Total Expenses</b>	<b>12,227.30</b>
<b>Net Income</b>	<b>2,779.02</b>		
<b>In-Kind</b>	<b>-</b>		

### Reconciliation

Profit & Loss	Account Cash Flow
Starting Assets	3,850.78
(Less Starting Liabilities)	(75.00)
+ Contributions	15,006.32
(Less Expenditures)	(12,227.30)
Net Income	2,779.02
Net Assets	6,554.80
	+ Deposits
	(Less Withdrawals)
	Net Cash Flow
	Current Assets
	(Less Current Liabilities)
	Current Net Assets

Approved By

\_\_\_\_\_, Date: \_\_\_\_\_

, Chair

\_\_\_\_\_, Date: \_\_\_\_\_

, Treasurer



## Annual Audit

Fiscal Year 2022

### Merchandise P&L

Category	Expenses	2021 Lifetime	2022 Actual	Uncleared	Lifetime
Revenue	On Demand	\$ -	\$ 502.98	\$ -	\$ 502.98
	Inventory	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ 502.98	\$ -	\$ 502.98
Costs	On Demand	\$ -	\$ 108.55	\$ 222.05	\$ 330.60
	Inventory	\$ -	\$ 149.44	\$ -	\$ 149.44
	Subtotal	\$ -	\$ 257.99	\$ 222.05	\$ 480.04
Margin	On Demand	\$ -	\$ 394.43	\$ (222.05)	\$ 172.38
	Inventory	\$ -	\$ (149.44)	\$ -	\$ (149.44)
	Subtotal	\$ -	\$ 244.99	\$ (222.05)	\$ 22.94
Overhead	Website	\$ -	\$ 49.00	\$ -	\$ 49.00
	Subtotal	\$ -	\$ 49.00	\$ -	\$ 49.00
Total Expenses		\$ -	\$ 306.99	\$ 222.05	\$ 529.04
Net Income		\$ -	\$ 195.99	\$ (222.05)	\$ (26.06)

### 2022 Thanksgiving Event Designated Fund

Category	Income	Expenses	Net
Donations	628.48	(628.48)	-
General Fund	250.00	(250.00)	-
Total	878.48	(878.48)	-

### Cash Flow By Accounts

Account	01/01/2022 Balance	Deposits	Withdrawals	Net Cash Flow	12/31/2022 Balance
PNC Checking	2,729.88	15,490.90	(12,094.59)	3,396.31	6,126.19
PNC Merchant	-	2,852.35	(2,526.66)	325.69	325.69
Paypal	1,120.90	7,971.91	(8,989.89)	(1,017.98)	102.92
Total	3,850.78	26,315.16	(23,611.14)	2,704.02	6,554.80



**LP BREVARD**  
LAUNCHING LIBERTY

## Annual Audit Fiscal Year 2022

### Income By Category

Category	Income	Q1 Report	P7 Report	G7 Report	Q4 Report	Total 2022
Monetary	Cash	\$ 115.00	\$ 5.00	\$ 150.00	\$ 260.00	\$ 530.00
	Check	\$ 500.00	\$ 3,057.95	\$ -	\$ 325.00	\$ 3,882.95
	Electronic	\$ 1,421.62	\$ 5,479.63	\$ 1,911.89	\$ 1,780.23	\$ 10,593.37
	Subtotal	\$ 2,036.62	\$ 8,542.58	\$ 2,061.89	\$ 2,365.23	\$ 15,006.32
In-Kind		\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 2,036.62	\$ 8,542.58	\$ 2,061.89	\$ 2,365.23	\$ 15,006.32

### Expenses By Category

Category	Expenses	Authorized	Q1 Report	P7 Report	G7 Report	Q4 Report	Total 2022
Banking	Equipment	\$ 200.00	\$ 4.95	\$ 138.80	\$ 14.85	\$ 9.90	\$ 168.50
	Fees	\$ 350.52	\$ 54.82	\$ 162.46	\$ 79.74	\$ 53.50	\$ 350.52
	Subtotal	\$ 550.52	\$ 59.77	\$ 301.26	\$ 94.59	\$ 63.40	\$ 519.02
Candidates	Contributions	\$ 750.00	\$ -	\$ 250.00	\$ 500.00	\$ -	\$ 750.00
	Subtotal	\$ 750.00	\$ -	\$ 250.00	\$ 500.00	\$ -	\$ 750.00
Facilities	Office	\$ 900.00	\$ -	\$ -	-	\$ -	\$ -
	Subtotal	\$ 900.00	\$ -	\$ -	-	\$ -	\$ -
Events	General	\$ 1,100.00	\$ 98.02	\$ 66.90	\$ 125.00	\$ 50.00	\$ 339.92
	Advertising	\$ 3,200.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
	Catering	\$ 3,500.00	\$ 392.53	\$ -	\$ 2,127.70	\$ -	\$ 2,520.23
	Charity	\$ 878.48	\$ -	\$ -	\$ -	\$ 878.48	\$ 878.48
	Speakers	\$ 1,400.00	\$ -	\$ 810.62	\$ -	\$ 560.48	\$ 1,371.10
	Sponsorships	\$ 475.00	\$ 325.00	\$ 50.00	\$ -	\$ -	\$ 325.00
	Venues	\$ 1,200.00	\$ 575.12	\$ -	\$ 575.13	\$ -	\$ 1,150.25
	Subtotal	\$ 11,753.48	\$ 1,390.67	\$ 927.52	\$ 5,327.83	\$ 1,488.96	\$ 9,134.98
Outreach	General	\$ 2,000.00	\$ -	\$ 830.15	\$ 25.75	\$ -	\$ 855.90
	Branding	\$ 300.00	\$ -	\$ 283.25	-	\$ -	\$ 283.25
	Mail	\$ 200.00	\$ 81.60	\$ -	\$ 24.00	\$ -	\$ 105.60
	Merchandise	\$ 480.60	\$ -	\$ -	\$ 175.75	\$ 82.24	\$ 257.99
	Social Media	\$ 100.00	\$ -	\$ 16.79	-	\$ -	\$ 16.79
	Printing	\$ 200.00	\$ -	\$ 89.71	-	\$ 88.66	\$ 178.37
	Web Hosting	\$ 200.00	\$ -	\$ 35.40	\$ 90.00	\$ -	\$ 125.40
	Subtotal	\$ 3,480.60	\$ 81.60	\$ 1,255.30	\$ 315.50	\$ 170.90	\$ 1,823.30
Total	Total Expenses	\$ 17,434.60	\$ 1,532.04	\$ 2,734.08	\$ 6,237.92	\$ 1,723.26	\$ 12,227.30

# Addendum 2

## Motion 2023-02

**Title:** Amend Constitution for Deputy Secretary and Treasurer

**Mover:** Greg Peele

**Motion:** I move to amend the LPBC Constitution to provide for the election and duties of the Deputy Secretary and Deputy Treasurer by

- appending to Article III Section VII the text “A Deputy Secretary may be elected with the same requirements and procedure as the Secretary. The Deputy Secretary shall assist the Secretary and shall perform the duties of the Secretary in the Secretary’s absence. If the Secretary position is vacant for any reason, the Deputy Secretary shall become the Secretary, vacating the Deputy Secretary position.”
- Appending to Article III Section VIII the text “A Deputy Treasurer may be elected with the same requirements and procedure as the Treasurer. The Deputy Treasurer shall assist the Treasurer and shall perform the duties of the Treasurer in the Treasurer’s absence. If the Treasurer position is vacant for any reason, the Deputy Treasurer shall become the Treasurer, vacating the Deputy Treasurer position.”

### Reference:

If this amendment is adopted, the final text will look as follows with additions in **bold** and deletions in ~~striketrough~~:

### ARTICLE III: OFFICERS AND EXECUTIVE COMMITTEE

(SECTION I through SECTION VI unchanged)

#### SECTION VII: SECRETARY

The Secretary shall keep LPBC records including, but not limited to:

- minutes of meetings
- records of membership
- official correspondence

The Secretary shall insure members are informed of meetings and events. The Secretary shall perform the duties of the Chair in the absence of the Chair and the Vice-Chair.

**A Deputy Secretary may be elected with the same requirements and procedure as the Secretary. The Deputy Secretary shall assist the Secretary and shall perform the duties of the Secretary in the Secretary’s absence. If the Secretary position is vacant for any**

**reason, the Deputy Secretary shall become the Secretary, vacating the Deputy Secretary position.**

#### **SECTION VIII: TREASURER**

The Treasurer shall be the Chief Financial Officer and shall receive, hold, disburse and account for all funds under the direction of the Executive Committee. The Treasurer shall perform the duties of the Chair in the absence of the Chair, the Vice-Chair, and the Secretary.

**A Deputy Treasurer may be elected with the same requirements and procedure as the Treasurer. The Deputy Treasurer shall assist the Treasurer and shall perform the duties of the Treasurer in the Treasurer's absence. If the Treasurer position is vacant for any reason, the Deputy Treasurer shall become the Treasurer, vacating the Deputy Treasurer position.**



# Addendum 3

## Motion 2023-03

**Title:** Amend Bylaws to Add Section Header Titles

**Mover:** Greg Peele

**Text:** I move to amend the LPBC Bylaws to add section header titles to each section as follows:

- ARTICLE I: MEETINGS
  - SECTION I: REGULAR BUSINESS MEETINGS
  - SECTION II: SPECIAL BUSINESS MEETINGS
  - SECTION III: PUBLIC TRANSPARENCY
  - SECTION IV: QUORUM
  - SECTION V: ONE VOTE PER MEMBER
  - SECTION VI: EXECUTIVE COMMITTEE REPORTS
  - SECTION VII: EXCUSED ABSENCES
  - SECTION VIII: MOTIONS STATE FINANCIAL LIABILITY

**Rationale:**

Working with the LPF Rules Committee on sample affiliate constitution and bylaws, we found that having section headers with named titles makes finding any particular rule much easier and helps make the document overall more readable.

## Motion 2023-04

**Title:** Amend Constitution and Bylaws to Replace Roman Numerals

**Mover:** Greg Peele

**Motion:** I move to amend the LPBC Constitution and Bylaws to strike all instances of Roman numerals in article and section headers and replace them with the equivalent regular numbers, and to format the article and section headers with regular case instead of all uppercase.

**Rationale:** Working with the LPF Rules Committee, we determined while writing sample affiliate constitution and bylaws that using regular numerals and case for section headers improved readability and made the documents easier to use.

# Addendum 4

## Motion 2023-05

**Title:** Adopt 2023 Maintenance Budget

**Mover:** Greg Peele

**Motion:** I move to adopt the following 2023 expense authorizations up to the amount specified on each line item as a maintenance budget expending up to a total of \$2,260 to cover existing infrastructure and routine expenses for the party based on actual 2022 expenses:

- \$200 for banking equipment to cover the monthly merchant services access fee and purchasing a second Clover Go device or equivalent for the Chair and/or Deputy Treasurer
- \$150 for renewing the PO Box rental and for routine mail supplies such as envelopes and stamps
- \$250 for supporting charitable activities such as donations of water or supplies for the purpose of promoting the party's branding and philosophy
- \$200 for routine printing of papers, signs, brochures, and other items not otherwise covered specifically by committee budgets
- \$1,000 for office rental for party meetings
- \$300 for website hosting, email and domain name services, and associated WordPress plugins for the general LPBC website
- \$60 for renewing e-commerce plugins needed for the LPBC Merch Store

**Rationale:**

This maintenance budget is intended to provide for continuing the same kinds of operations we did in 2022 without interruption, and provides for migrating our website to a more reliable provider and optionally obtaining an additional credit card reader as a backup for the chair and/or deputy treasurer to use.

It does NOT cover any items that would be authorized by proposed special committee authorizations including Events, Gala, or Outreach. It is expected that those committees will handle items within their scope on their general budget authorization.

As usual, credit card fees and on-demand merchandise costs do not need to be explicitly budgeted as they are effectively a designated expense automatically incurred as part of the associated contribution.

## **Addendum 5**

### **Motion 2023-06**

**Title:** Motion to Establish Outreach Committee

**Mover:** Nathan Slusher

**Motion:** I move to establish an Outreach Committee for 2023, establishing a budget of \$3,000 to be used for outreach purposes including, but not limited to, candidate recruiting and fundraising; and to give the chair the ability to appoint a Committee chair for this committee. This committee will need to be reestablished at the next annual business meeting.

### **Motion 2023-07**

**Title:** Motion to Establish Events Committee

**Mover:** Nathan Slusher

**Motion:** I move to establish an Events Committee for 2023, establishing a budget of \$1,000 to be used for event purposes including, but not limited to, tabling at local events, charity events, and branding at social gatherings; and to give the chair the ability to appoint a Committee chair for this committee. This committee will need to be reestablished at the next annual business meeting.

### **Motion 2023-08**

**Title:** Motion to Establish Gala Committee

**Mover:** Nathan Slusher

**Motion:** I move to establish a Gala Committee for 2023 for the purposes of planning the 2023 Golden Liberty Gala and presenting a plan and presentation to the Executive Committee for approval and then following necessary action to bring that plan to fruition; and to give the Chair the ability to appoint a Committee Chair for this committee. This committee will dissolve after the presentation of the after action report at the December business meeting.

## **Addendum 6**

### **Motion 2023-09**

**Title:** Motion to Approve Candidate Meet-ups in 2023

**Mover:** Nathan Slusher

**Motion:** I move to approve 4 dates in 2023 for Candidate meet-ups and training and to approve a budget of \$500 for the venue if necessary.

The dates are as follows: Wednesday March 15th from 6-9pm.

Wednesday June 14th from 6-9pm

Wednesday September 13th from 6-9pm

Wednesday December 13th from 6-9pm