

**LCRCC Goals:**

These are the goals that the LCRCC have adopted in 2013.

- Integrity of Elections
- Sustainable Visibility
- Increased Republican Participation

**LCRCC Responsibilities:**

These are the responsibilities of the LCRCC in achieving these goals:

- Caucuses
- Conventions
- Elections

**LCRCC Mission Statement:**

The Linn County Republican Central Committee works to elect Republicans in support of the principles, goals, and ideals of the Republican Party:

- To educate the electorate
- To inspire and cultivate leadership
- To employ and develop the members' talents and abilities
- To preserve for future generations our rights, liberties and privileges as Americans.

## 1 Introduction

The July meeting of the Linn County Republican Central Committee (LCRCC) was held at the Longbranch in Cedar Rapids, Iowa on July 15, 2014 at 7:10pm. Meeting adjourned at 9:15pm.

## 2 Attendees:

The official number of people whom attended the July 15th, 2014 LCRCC meeting is **52**; the number of excused is **3**; the number of guest is **9**.

**Note:** This section will now be a standalone appendix to these meeting minutes. Reviewing & approval of this appendix will occur at each of the official LCRCC Tuesday night meetings each month.

## 3 Meeting Business

### 3.1 Invocation – James Knox (CR04)

### 3.2 Pledge of Allegiance – John Haible (TSPR)

### 3.3 Introduction of Dignitaries Present - Don Nelson (CR24)

- See Appendix A for the list of Guests & Dignitaries

### 3.3.1 Guest Speakers

- Snooks Buska – Marion Mayor
- George Marshall – Joni Ernst campaign
- Harry Foster – Candidate
- George Churchill – Run Ben Run
- Chris Williams – Ken Rizer campaign
- Kim Ream – Branstand / Reynolds campaign

### 3.4 Agenda: Don Nelson (CR24)

- Don Nelson asked for motion to approve the LCRCC July Business Agenda – MSP

### 3.5 Reports –

#### 3.5.1 Secretary's Report – Mary Ernzen (CR07)

- Motion to accept the June 2014 LCRCC Meeting minutes as Amended:
  - Need to update the Attendance Appendix to add name to present & excused
  - Fix some grammar & spelling errors.
- The official LCRCC minutes will contain the list of attendee names as a standalone appendix A.

#### 3.5.2 Treasurer's Report – Jim Conklin (MR06)

- Presented June's Treasurer's Report
  - 2 Requests received by the treasurer will be reviewed by the Finance Team per the new process approved at June's LCRCC meeting.
  - Objection brought up about \$450 on Linn County Fair fee – was not voted on in previous LCRCC meetings – might be covered in donation of \$1450 received – further investigation by Jim required.
  - Discussion held
    - Will amend the Treasurer's Report
- Pass the Bucket - \$86.10

#### 3.5.3 Credentials Team – Julie Blumer (TBRO)

- Credentialed LCRCC voting members = 39

#### 3.5.4 State Central Committee Report – Chelle Akins (Guest) & David Chung (CR31)

- Chelle Akins (Guest – State Central Committee) & David Chung (CR31) provided information to the LCRCC body present pertaining to the State Central Committee & new rules that are going to be implemented for the next State Convention.
- Chelle Akins will work on getting information pertaining to updates to Voter Vault. Will provide at later date.

### 3.5.5 1<sup>st</sup> District Executive Committee Report – Jim Conklin (MR06)

- Jim Conklin (MR06) provided information to the LCRCC body present pertaining to the 1<sup>st</sup> District Executive Committee.
- New piece of software available to help with door knocking – need to register to use.

### 3.5.6 Elections Team – Howard Ohsman (CR07)

- Announced the Special Elections that will be held at Beems Auditorium on Saturday July 19, 2014 starting at 9am for Harry Foster.
- Discussion was held pertaining to the special election (rules, parking, location, & etc)

### 3.5.7 Ad Hoc Committee Report – Don Nelson (CR24)

- Gary Ellis presented a recap of why this committee was created & what has happened since the committee was created.
- Discussed the charters (hard copies presented at the meeting) – See Appendix B: LCRCC Committee Charters

#### 3.5.7.1 Credential's Charter – Julie Blumer (TBRO)

- Julie Blumer asked for a motion to change the following items after the Credentials Committee met on May 21, 2014: **MSP unanimously – Credentialed members voted to accept the amended Credentials Committee Charter.**
  - **“Reports - Organization Committee” to “Reports – Linn County Republican Central Committee”**
  - **“Provide a monthly report to the Organization Committee summarizing meetings, activities, issues, and financial data” to “Provide a monthly report to the Central Committee summarizing meetings, activities, issues and financial details.”**
  - **“Designated Team Lead” to “Chair”**
- Discussion Held:
- Motion made to change **“Credentials Team Charter” to “Credentials Committee Charter”MSP**

#### 3.5.7.2 Communication's Charter – Bill Dalhsten (CR24)

- Bill Dalhsten made a motion to change all charters to change the following: : 2<sup>nd</sup> / **Credentialed members voted to accept the motion**
  - **“Reports - Organization Committee or Executive Committee” to “Reports – Linn County Republican Central Committee”**
  - **“Provide a monthly report to the Organization Committee or Executive Committee summarizing, meetings, activities, issues and financial details” to “Provide a monthly report to the Central Committee summarizing meetings, activities, issues and financial details.”**
- Motion made to change title from: **“Communications Team Charter” to “Communications Committee Charter” Credentialed members voted to accept the motion.**
- Discussion Held:
- **Credentialed members voted to accept the amended Communication Committee Charter which will include any changes presented from previous motions that affect this charter.**

#### 3.5.7.3 Events Charter – Brenda Hart (CR27)

- Jim Conklin (MR06) made a motion to change the title to the following: **MSP unanimously Credentialed members voted to accept the amended Events/Fundraiser Committee Charter which will include any changes presented from previous motions that affect this charter.**
  - **“Events Committee Charter” to “Events/Fundraiser Committee Charter”**
- Discussion Held -

#### 3.5.7.4 Finance Charter – Randy Lucore (HIA01)

- Randy Lucore indicated that Finance Committee met and worked with the AD HOC Committee to make changes the Finance Committee wanted – Finance Committee is okay with the amended charter. **Credentialed members voted to accept the amended Finance Committee Charter which will include any changes presented from previous motions that affect this charter.**
- Discussion Held – Call to Question made - **Credentialed members voted to accept Call to Question.**

**Motion to Suspend the Rules to continue the LCRCC Meeting til finish with what is left to be presented & other LCRCC business as presented in the July 15<sup>th</sup>, 2014 agenda - MSP**

#### 3.5.7.5 Office Charter – Matt O'Neal (CR35)

- Matt O'Neal indicated the Office Committee Charter worked with the AD HOC Committee to make changes the Office Committee wanted – Office Committee is okay with the Activities & Duties. Made a motion to change the following that was amended in a previous motion:
  - From **“Reports – To the Linn County Republican Central Committee” to “Reports – To the Secretary” Credentialed members voted to accept the motion. (16 For /12 Against)**
  - **Credentialed members voted to accept the amended Office Committee Charter which will include any changes presented from previous motions that affect this charter.**

### 3.5.7.6 Organizational Charter – Roger Walton (CR10)

Roger Walton requested a motion that the approval of this charter be tabled until September's LCRCC meeting to give the Organizational Committee a chance to review at their committee meeting. - MSP

### 3.5.8 Events / Fundraising Team – Brenda Hart (CR24)

- Brenda Hart provided a status on the Events Team
  - Linn County Fair – June 24 – 30. (provided explanation on the Linn Co Fair expense)
  - Summer Family Barbeque – August 9<sup>th</sup> 12:00pm to 5pm at Cindy Golding's Farm – FUNDRAISER event – Provided details. Our Point system is in effect for this event. (See LCRCC GOP website for more event details)

**Motion to Suspend the Rules to continue the LCRCC Meeting til finish with what is left to be presented of LCRCC business as presented in the July 15<sup>th</sup>, 2014 agenda - MSP**

### 3.5.9 Organization Team – Roger Walton (CR41)

- Need a Elections Committee (Election Fraud/Poll Watching & etc) – Asked for a volunteer
- Jim Conklin (MR06) volunteered to help Roger with Poll Watching organizational training

### 3.6 Old Business

- No Old Business

### 3.7 New Business - Cindy Golding (TMON1)

- Gary Ellis presented to the LCRCC information on “Organizing Your Precinct” & “Suggested Timeline for Precinct Organization” (See Appendix C)
- John Haible (TSPR) made a motion “**That the LCRCC support candidates if they are in an uncontested primary race**”<sup>2<sup>nd</sup></sup>
  - Discussion Held – Jim Conklin made motion to table until the Elections Committee (Howard Ohsman) can have a chance to discuss with the Elections Committee **Credentialed members voted to accept the motion..**
- New Members voted in **0** - (See Appendix A: Attendee List)

### 3.7.1 Announcements – (See the LCRCC website or the Linn GOP Facebook or LCRCC Google Calendar for all announcements)

- **Announcements must be presented to the chair before the meeting in writing.**

### 3.8 Adjournment

Motion to adjourn the meeting - Motion 2<sup>nd</sup>. MSP.

## 4 Appendix A: Attendance Information

See the LCRCC Secretary for this appendix.

## 5 Appendix B: Committee Charters

This appendix contains all the approved charters which have all the changes incorporated from all the motions made at the July 15th LCRCC Monthly Business meeting as well as corrected grammar & spelling errors.

**Note:** The highlighted areas shown in each of the charters are the changes that were voted in at the LCRCC July 2014 meeting.

**Note:** In the Events/Fund Raiser Committee Charter – Grammar errors fixed in the Mission Statement & Activities and Duties sections.

**Note:** In the Credentials Committee Charter – Grammar errors fixed in the Mission Statement section.

### Communications **Committee** Charter

updated July 19, 2014

**Mission Statement** - The objective of the Communications Committee is to manage the LCRCC correspondence including Facebook, website, news releases and online calendar.

#### **Reports - Linn County Republican Central Committee**

##### **Activities and Duties** include:

- Identify different audiences that the LCRCC wants to communicate with and develop a communications plan that defines the strategy and actions for each audience. (for example, LCRCC members, voters, candidates, news media, etc).
- Coordinate communication strategies and messaging with local, State and Federal organizations and candidates to ensure communications continuity
- Publish and distribute a monthly newsletter
- Coordinate the use of the LCRCC web site and Facebook content
- Communications content development:
  1. Communications for Central Committee of meetings and actions taken at meetings, calendar, events, recognition of accomplishments of members, and other information in coordination with the Office Committee.
  2. Education concerning the political process, party structure, caucus, elections etc.
  3. Assist members in sharing their political views, letters to the editor, guest columns, etc
  4. Representative and candidate news and comments
- Communications Committee member development and training
- Maintain a Committee Roster
- Propose an annual committee budget
- Provide a monthly report to the **Linn County Republican Central Committee** summarizing, meetings, activities, issues and financial details.

**Chair** - Bill Dahlsten

**Secretary** -

**Membership** -

## Finance Committee Charter

updated July 19, 2014

**Mission Statement** - The Finance Committee is responsible for oversight of the financial activities of the Linn County Republican Central Committee to ensure the LCRCC operates within Federal, State and local election laws and GAAP.

### **Reports - Linn County Republican Central Committee**

**Activities and Duties** include but are not limited to

- Providing financial advice, guidelines and assistance to educate the LCRCC in all financial requirements.
- Research and understand Federal, State and local laws associated with elections
- Ensure the LCRCC follows Federal, State and local election and campaign and disclosure laws.
- Conduct audits of the financial actions and records of the LCRCC to ensure compliance with the Constitution, Bylaws, Iowa Code, Federal, State and local election laws and generally accepted accounting practices.
- Audits shall be conducted annually or when there is a new Treasurer.
- Assist the Treasurer in developing LCRCC budgets for all committees
- Maintain a committee roster of members who attend Finance Committee meetings.
- Development of training materials for training the LCRCC and Finance Committee members
- Propose a two year committee budget estimate and operate within the current budget.
- Develop and maintain a data-base of financial contributors using the Office as a resource. Support the LCRCC use and updating of the State Ethics and Disclosure Database
- Promote expansion of the LCRCC donor base.
- Provide a report to the **Linn County Republican Central Committee** summarizing meetings, activities, issues and financial details and update the LCRCC.

**Chair** - Randy Lucore

**Secretary** -

**Membership** -

## Office Committee Charter

Saturday, July 19, 2014

**Mission Statement** - The objective of the Office Committee is to manage and maintain a Linn County Republican office and the collection, storage and retrieval of Linn County Central Committee data and records.

### Reports - To the Secretary

**Activities and Duties** include:

- Shutdown/startup of office when required (currently located at 3349 Southgate Court SW, Suite 105, Cedar Rapids, Iowa).
- Provides support to the secretary; storage and retrieval of meeting minutes and distribution of information for upcoming meetings and events.
- Establish rules and practices for Office use including coordination of Office meetings, other activities, log and track office keys.
- Responsible for the maintenance, storage and retrieval of LCRCC records including but not limited to; hard copy and computer records; financial supporter data, caucus voter contact data, convention records, LCRCC bylaws, constitution, LCRCC committee roster, charters and all meeting minutes generated by committees and teams, volunteer data, etc.
- Coordinate with county auditors to provide documents and records requested
- Coordinate with Iowa State and Republican Party organizations to provide documents and records requested
- Maintenance and revision of office procedures and practices
- Organize, coordinate and facilitate volunteer workforce for office support with other LCRCC committees and teams as requested.
- Management of communications infrastructure (phone, internet, fax, etc)
- Manage and maintain computer equipment and LCRCC software
- Office Committee member development and training
- Maintain a Committee Roster and committee training and development of members
- Propose a two year committee budget estimate and operate within the current budget
- Provide a monthly report to the **Linn County Republican Central Committee** summarizing, meetings, activities, issues and financial details.

**Chair** - Matt O'Neal

**Secretary** -

**Membership** -



**Events Committee/Fund Raiser Charter**.....updated July 19, 2014¶

¶  
**Mission Statement** -- The objective of the Events/Fundraiser Committee is to help provide sustainable visibility and increase Republican participation in Linn County. Organize and coordinate events and fund raisers.¶

¶  
**Reports** -- Linn County Republican Central Committee¶

¶  
**Activities and Duties** include:¶

- Organize and coordinate LCRCC and Republican participation in events and fund raisers, parades, and etc.¶
- Coordinate events with Federal, State and local Republican organizations and candidates. ¶
- Coordinate with the Finance Committee on budgeting and election laws associated with fund raising.¶
- Events committee member development and training¶
- Maintain a committee roster!¶
- Propose a two-year committee budget and operate within the current budget¶
- Provide a monthly report to the Linn County Republican Central Committee summarizing, meetings, activities, issues and financial details.¶

¶  
**Chair** -- Brenda Hart¶

**Secretary** -- ¶

**Membership** -- ¶

**Credentials Committee Charter**.....Saturday, July 19, 2014¶

¶

**Mission Statement** -- The objective of the Credentials Committee is to assure that only those who are qualified, to vote in the caucus, at the conventions, at LCRCC elections and at meetings or special elections!¶

¶

**Reports** -- Linn County Republican Central Committee¶

¶

**Activities and Duties** include:¶

- Support the Monthly LCRCC Meetings, Convention Team and the LCRCC Executive Committee by maintaining roster of qualified members.¶
- Propose a two year team budget estimate and operate within the operating budget¶
- Provide a monthly report to the Linn County Republican Central Committee summarizing, meetings, activities, issues and financial details.¶

¶

**Chair** -- Julie Blumer¶

**Secretary** -- ¶

**Membership** -- ¶



## 6 Appendix C: Precinct Organization Information

This appendix contains the information that Gary Ellis presented to the LCRCC Members present pertaining to Precinct Organization. Asked current Precinct representatives to look over information & will discuss at next LCRCC meeting.

### Organizing Your Precinct

#### *An Introduction*

The vision of the Linn County Republican Party is to win Republican victories for all Republican candidates who run for election here in Linn County -- from President of the United States on down through the state and county level. To achieve this vision takes money and volunteers. As Precinct Leaders, the work you do within your neighborhoods will make the difference in realizing this vision.

Linn County has traditionally been a strong Democratic county, but times are changing. To overcome the strength and advantages of the Democrats, we need to discover new ways of doing business -- or maybe reinventing old methods which can be successful once more. Specifically, we need to build a Republican organization in each precinct which can turn out voters in support of Republican candidates. By building our foundation neighborhood by neighborhood, precinct by precinct, district by district, we can overcome Linn County's Democratic history and build a new future for the Linn County Republican Party.

What does an organized precinct look like? It has six Precinct Leaders who are active and involved in their neighborhoods and in their political party. The Precinct Leaders have developed a clear plan for building voter relationships. They have divided the labor of precinct duties and work closely together so that no one individual bears a disproportionate burden. An organized precinct may have Block Captains who are responsible working with 10-20 families within the Precinct. The Block Captains can assist with door-to-door contacts, yard signs, and get out the vote campaigns. The organized precinct will have a communication system set up that will allow Precinct Leaders to reach voters with critical messages within a short period of time. Ultimately, however, the organized precinct looks how you want it to look. As a Precinct Leader, you create the vision and you must carry through on that vision to achieve an effectively organized precinct that can contribute to a Republican victory.

Finally, you may be wondering why I should invest time and energy in organizing my precinct. There are several possible answers to that question:

1. Distribute the workload. By spending time now to recruit block captains and other support team members, your job will become much easier in the future. Finding willing volunteers will allow you to distribute the workload within the precinct, leaving you more time for other important activities.
2. Establish continuity within your Precinct. If you inherited your Precinct within the past few years, you may or may not have had the benefit of knowing who in your precinct is a good worker, who is willing to put up yard signs, who might be willing to help with other Republican projects. By building an organization, you provide continuity to whomever follows in your footsteps.
3. Develop a pool of individuals who can serve on the Central Committee in the future. As people move or retire, you may find yourself in need of another Precinct Leader to assist you. By having Block Captains identified, you have a ready source of potential volunteers who know the job already.

Following are a few ideas you might consider on how to organize your Precinct, how to find willing volunteers, and how to reach voters. You will benefit from an organized Precinct. And so will the Republican Party.

## Suggested Timeline for Precinct Organization

The election calendar imposes deadlines on all Precinct Leaders. Managing these deadlines can be a major challenge as you struggle to balance family, work, church, and other priorities. Planning when you can accomplish the critical steps of your organizational plan is just as important as the plan itself. Furthermore, by distributing the workload over the coming months, it provides for a better balance of priorities.

Building an effective organization in your precinct will take time. The time you invest this year is the foundation for successful election years well into the future. By setting goals and managing your time well, you can accomplish a great deal this election year and make it count in the years ahead. The suggested calendar below can help you manage your time. It incorporates several of the ideas distributed through the Precinct Organization materials into a timeline which will yield positive results on November 5 election. As a Precinct Team, develop your team schedule according to the needs and abilities of each individual and your precinct. By having a common goal, however, each team can dramatically increase the likelihood of a Republican Victory in the fall.

Mid- June	Precinct Co-Chairs & Assistants (Precinct Leaders/Precinct Team) meet, develop initial goals, discuss organizational strategies, identify potential Precinct Block Captain candidates, formulate Precinct Organization timeline. The Precinct Team may wish to divide the Precinct into equal sections -- each Precinct Leader being responsible for one section of the Precinct.
July	Identify and meet with Block Captains - present and discuss Precinct Organization Plan and provide voter assignments. This may be done individually by each Precinct Leader with the specific captains recruited for their section.
August 1	Precinct Leaders & Block Captains begin Door-to-Door campaign with Voter Contact Information, Voter Registration Information, and Candidate Profiles. Extend invitation to Precinct Voters to attend the late August social event.
Late August	Organize Republican social event for precinct voters (Block Party or Meet the Candidate Potluck) or invite voters to attend Linn County Republican events.
Early September	Precinct Team & Block Captains - develop potential list of volunteers from the precinct who might assist with yard signs, yard sign placement, phone banks, literature drops and other volunteer opportunities (see Volunteer Opportunities list).
September	Recruit volunteers for particular tasks and projects (Volunteer Coordinator Team will provide specific needs), confirm their participation, review volunteer responses to ensure complete coverage of the precinct.
October	Recruit volunteers for specific pre-election weekend and election day activities: phone banks, pollwatching, provide rides to the polls.
November 2-4	Crunch Time -- This is the most critical moment of the campaign season. All Precinct Team Leaders, Block Captains, and Volunteers need to be prepared to carry out all final pre-election activities including literature drops, phone banks, absentee ballot collection, and any other activities that can help sway undecided voters and motivate fellow Republicans to vote.
November 5	Celebrate your accomplishments and the resulting Republican Victory at the Long Branch with your fellow Republicans.



# Precinct Leader Information Card

## Meet Your Linn-Mar Precinct GOP Leaders

Kathy Prignitz  
2400 Cimarron Drive  
Marion, Iowa 52302  
Phone: 377-1864

Shirley Nieuwsma  
4519 Indian Creek Road  
Marion, Iowa 52302  
Phone: 377-7436

Sheila Sorensen  
4027 Bruce Road  
Marion, Iowa 52302  
Phone: 377-1642

Chris Novak  
3305 Highway 13  
Marion, Iowa 52302  
Phone: 373-5944

## **Linn Mar Precinct Mission** - under development

As Precinct Leaders, elected by you and your neighbors during our Precinct Caucus, we're here to serve you. Please contact us if you have any questions about political issues, elections, or candidates.

## **Linn County Republican Party**

**Vision** - Our vision for the future is to win Republican victories for all Republican candidates who run for election here in Linn County -- from President of the United States on down through the state and county level.

**Purpose** - The Linn County Republican Central Committee is the official representative of the Republican Party here in Linn County. The Central Committee organizes our local caucuses and conventions which give you a voice in building our state and national party platforms.

**Resources** - Contact the Linn County Republican Headquarters or your Precinct Leaders for information about volunteer opportunities (phone banks, yard signs, election day activities), attending GOP caucuses or conventions, participating in county Republican social events, or candidate information.

## **Linn County Republican Headquarters**

210 2nd Street, SE Suite 222  
Cedar Rapids, Iowa 52401  
Phone: 364-6303