



Meeting of the Libertarian National Committee, Inc.

April 15-16, 2017

Pittsburgh, Pennsylvania

LNC Meeting “Mini-binder” Handout

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To save printing costs, some reports are excluded from this printout, including region reports. Other reports were not submitted in time to include with this page-numbered printout. Other reports for this meeting, not included in this handout, can be found online here:

<https://www.lp.org/event/lnc-meeting/>

**Libertarian National Committee
Chair's Proposed Agenda
April 15-16, 2017 - Pittsburgh, PA**

Opening Ceremony

Call to Order	9:00 am
Opportunity for Public Comment	10 minutes

Housekeeping

Credentials Report and Paperwork Check	2 minutes
Adoption of Agenda	10 minutes
Report of Potential Conflicts of Interest (Mattson)	3 minutes

Officer Reports

Chair's Report (Sarwark)	15 minutes
Treasurer's Report (Hagan)	15 minutes
Secretary's Report (Mattson)	15 minutes

Staff Reports

45 minutes

Recess

10 minutes

General Counsel's Report

30 minutes

(portions may be in Executive Session)

Reports of Standing Committees

Audit Committee	10 minutes
Affiliate Support Committee	15 minutes
Awards Committee	5 minutes
Convention Oversight Committee	20 minutes
Employment Policy & Compensation Committee	5 minutes

Adjourn (Lunch & Hotel Walkthrough)

12:30pm - 1:30 pm

Reports of Standing Committees (cont.)

IT Committee	25 minutes
Platform Committee (incl. appointments)	30 minutes
Bylaws Committee (incl. appointments)	30 minutes
Credentials Committee	5 minutes
Ballot Access Committee (portions may be in Executive Session)	25 minutes

<u>Recess</u>	10 minutes
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Reports of Special Committees

Committee to Review 2016 Campaign	30 minutes
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Historical Preservation Committee	15 minutes
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New Business with Previous Notice

Discussion of Membership Program Edits (Bittner)	30 minutes
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Seeking appointments for Libertarians: Funding, staff direction (Katz)	15 minutes
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Direction to staff regarding media (Katz)	10 minutes
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Lapsed Member and Renewal Recruitment (Harlos)	10 minutes
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Document Destruction and Whistleblower policies (Mattson)	10 minutes
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New Business without Previous Notice

Evening Adjournment

<u>Sunday Morning Session</u>	9:00 am
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<u>Opportunity for Public Comment</u>	10 minutes
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Regional Reports (supplements to printed reports)

Region 1	5 minutes
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Region 2	5 minutes
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Region 3	5 minutes
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Region 4	5 minutes
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Region 5	5 minutes
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Region 6	5 minutes
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Region 7	5 minutes
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Region 8	5 minutes
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<u>Announcements</u>	10 minutes
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TOTAL: 575 minutes

Cumulative LNC Potential Conflicts of Interest

2016-2018 term

Danny Bedwell

Write articles for an online business magazine called BAMSouth.com

Whitney Bilyeu

Policy Committee Chair, Libertarian Party of Texas

Credentials Committee Member, Libertarian Party of Texas

Member, Libertarian Millennial Caucus

Brett Bittner

Executive Director of the Advocates for Self Government

Member of the Indiana State Central Committee from Congressional Dist 7

David Demarest

Secretary, Libertarian Party of Nebraska

Application Steward with First Data

Board Member, LP Radical Caucus

Nebraska State Coordinator, LP Radical Caucus

Sam Goldstein

(none)

Tim Hagan

Treasurer, Libertarian Party of Nevada

Caryn Ann Harlos

Communications Director, Libertarian Party of Colorado

Social Media Volunteer, national Libertarian Party

Editor, Independent Political Report

Board Member (CO State Coordinator), Libertarian Party Radical Caucus

Page Owner/Admin multiple FB groups/Pages, largest of which is Libertarian Party USA - the only other really relevant one would be LNC-Votes Discuss

Daniel Hayes

Jefferson Parish Representative, Libertarian Party of Louisiana State Central Committee

Treasurer of the Libertarian Party of Jefferson Parish

Treasurer of the Louisiana Association of Parliamentarians

Jeff Hewitt

Mayor, Calimesa, California

Chair, Riverside County (CA) Libertarian Party

Member, Executive Committee of California Libertarian Party

Member, Libertarian Millennial Caucus

Joshua Katz

Receipient of merit financial assistance at Washington University School of Law. While my award is funded by the Webster Society and is fully endowed, the school receives large donations from Anheuser-Busch and is hosting the 2nd CPD debate.

Board member, Washington University School of Law Federalist Society chapter

Jim Lark

Chair, Board of Directors, Advocates for Self-Government

Secretary, Board of Directors, Liberty International (formerly known as International Society for Individual Liberty)

Board of Advisors, Students For Liberty

Board of Advisors, Freedom and Entrepreneurship Foundation (Fundacja Wolnosci I Przedsiębiorczosci) in Poland

Secretary, Jefferson Area Libertarians

Member, Faculty Network, Foundation for Economic Education

Ed Marsh

(none)

Alicia Mattson

Secretary, Libertarian National Campaign Committee

Patrick McKnight

Chair, New Jersey Libertarian Party

Social Media Volunteer, National LP

Page Owner/Admin multiple FB groups/Pages

Member, Libertarian Millennial Caucus

State Director of New Jersey for Gary Johnson

Member, Libertarian Youth Caucus

Ken Moellman

Member, Judicial Committee, Libertarian Party of Kentucky

Steven Nekhaila

Treasurer, Libertarian Party of the Florida Keys

Region 14 Representative, Libertarian Party of Florida

Steven Nielson

Candidate, WA Commissioner of Public Lands

Sean O'Toole

Treasurer, Missouri Libertarian Party

Chairman, Jackson County Libertarian Party

Candidate for Missouri State Treasurer

Bill Redpath

Treasurer of Fairvote (formerly the Center for Voting and Democracy)
Treasurer, Citizens in Charge Foundation
Treasurer, Citizens in Charge

Nick Sarwark

Gen Counsel for IComply, LLC – cannabis based policy
Ex-officio member of the Executive Committee of the State Committee
of the Arizona Libertarian Party

Trent Somes

Chair, Libertarian Youth Caucus
Leader, Students for Johnson

Starchild

At-Large Alternate, Libertarian Party of California Executive Committee
Outreach Director, Libertarian Party of San Francisco
SWOP-Bay National Representative, Sex Workers Outreach Project
Founder, Grassroots Libertarians Caucus
Member, LP Radical Caucus, Outright Libertarians, LP Sunshine Caucus
Editor, IndependentPoliticalReport.com
Administrator of various email lists

Perhaps most relevantly, I have a conflict of interest between my support for the Libertarian Party and my support for the larger libertarian movement of which it is a part. Specific individuals and organizations can and often do go astray, but the libertarian movement, defined as all the individuals and organizations consciously working for freedom at any point in time, is essentially right by definition. Therefore, as an activist in the historic struggle for worldwide freedom, my highest allegiance will always be to the movement and the cause for which it stands, and not to the narrow interests of any particular group. For reasons that should be obvious, I hope that all of us on the LNC will have this same conflict of interest, and I encourage my fellow members to join me in formally declaring it, as a signal that you hold your commitment to freedom ahead of any narrower parochial interest.

Aaron Starr

Treasurer, Libertarian National Campaign Committee

Arvin Vohra

Candidate for US Senate from Maryland

Chair's Report - 12/11/16 - 4/15/17

- Gave many interviews, including Salon, IVN News, Real Clear Politics, The San Francisco Review of Books, KCWU Radio, and many others.
- Worked with staff to put out timely press releases on issues.
- Traveled and spoke at Libertarian Party events in California, New Mexico, and Michigan.
- Conducted conference calls for Libertarian Party members and potential new members.
- Met with major donors and potential donors to support our new development and fundraising efforts.
- Consulted with Oliver Hall on legal issues, including lawsuits, appeals, and employment and petitioning contracts.
- Engaged with candidates and LP members on social media.
- Responded to LP member correspondence regarding official positions and concerns.



MAR 2017 DRAFT END OF MONTH FINANCIALS

Page 2 - Statement of Operations Budget vs. Actual

Page 3 - P&L Detail (w-Functional Allocation of Expenses) by Month

Page 6 – Balance Sheet Curr v. Prior Month Comparison

Standard Statement of Operations - Jan-Dec 2017
Budget vs. Actual

	Un- restricted Mar-17	Temp. Restricted	Total Mar17	Total Jan- Mar 17	Budget Year to Date	Actual vs. Budget YTD	* Annual Budget 2017	2017 Budget Remaining
Support and Revenue								
20-Membership Dues	45,256		45,256	127,620	131,575	(3,955)	526,300	398,680
21-Donations	7,496		7,496	30,555	51,100	(20,545)	204,400	173,845
22-Recurring Gifts	30,363		30,363	92,433	90,000	2,433	360,000	267,567
23-Board/ED Solicitation MajorGifts	0				7,500	(7,500)	30,000	30,000
24-Convention Revenue	0				0	0	0	0
25-Project Program Revenue	135	4,084	4,219	65,210	16,000	49,210	64,000	(1,210)
26-Brand Dev / Political Materials Rev	8,945		8,945	13,589	7,500	6,089	30,000	16,411
27-Ballot Access & Related Donations	43,490		43,490	48,260	37,500	10,760	150,000	101,740
28-Membership Communication	0			125	2,375	(2,250)	9,500	9,375
29-Other Revenue	105		105	105	0	105	0	(105)
Total Support and Revenue	135,789	4,084	139,873	377,897	343,550	34,347	1,374,200	996,303
Cost of Support and Revenue								
32-Fundraising Costs	28,074		28,074	51,315	36,025	15,290	144,100	92,785
33-Membership Fundraising Costs	15,006		15,006	37,069	38,800	(1,731)	155,200	118,131
35-Convention	0		0	0	0	0	0	0
36-Ballot Access Fundraising Exp	0		0	0	6,450	(6,450)	25,800	25,800
37-Building Fundraising Exp	0	0	0	41	3,225	(3,184)	12,900	12,859
Total Cost of Support and Revenue	43,080	0	43,080	88,426	84,500	3,926	338,000	249,574
Net Support Available for Programs	92,709	4,084	96,792	289,471	259,050	30,421	1,036,200	746,729
Program Expense								
40-Administrative Costs	39,024	0	39,024	84,067	84,325	(258)	337,300	253,233
45-Compensation	46,304		46,304	124,041	139,050	(15,009)	556,200	432,159
50-Affiliate Support	4,786		4,786	11,826	11,250	576	45,000	33,174
55-Brand Dev / Political Materials	3,515		3,515	12,829	7,500	5,329	30,000	17,171
58-Campus Outreach	0	0	0	0	250	(250)	1,000	1,000
60-Candidate, Campaign & Initiatives	0		0	0	3,000	(3,000)	12,000	12,000
70-Ballot Access VR & Related Exp	35,674		35,674	47,437	32,500	14,937	130,000	82,563
75-Litigation	2,685		2,685	3,685	1,500	2,185	6,000	2,315
80-Media	63		63	83	150	(67)	600	517
85-Member Communication	2,118		2,118	14,232	20,700	(6,468)	82,800	68,568
88-Outreach	0		0	200	1,425	(1,225)	5,700	5,500
90-Project Program Other	0	0	0	310	2,500	(2,190)	10,000	9,690
Total Program Expense	134,171	0	134,171	298,712	304,150	(5,438)	1,216,600	917,888
Total Net Operating Surplus (or Deficit)	(41,462)	4,084	(37,378)	(9,240)	(45,100)	35,860	(180,400)	(171,160)
Unrestricted Net Operating Surplus (or Deficit)			(41,462)	(71,550)			(19,814)	

* Annual Total Budget has been updated to reflect amendments from various Mail Ballots

P&L Acct Detail w-Funct Alloc of Exps Last Month Plus YTD

January through March 2017

	Jan 17	Feb 17	Mar 17	TOTAL
Revenue				
4000 - General Fundraising				
4010 - Direct Mail Fundraising				
4010-10 - DM - House Fundraising General	9,678.00	9,548.99	6,376.00	25,602.99
4010-11 - DM - House Fundraising Renewal	0.00	1,785.00	2,145.00	3,930.00
4010-12 - DM - House Fundraising NewDonor	50.00	0.00	0.00	50.00
4010-20 - DM - Donor Renewal	14,648.00	12,165.00	10,780.00	37,593.00
4010-30 - DM - New Donor Prospecting	1,277.53	475.00	4,442.54	6,195.07
Total 4010 - Direct Mail Fundraising	25,653.53	23,973.99	23,743.54	73,371.06
4030 - Online Contributions - Web				
4030-10 - Online Cont - General	2,442.48	1,339.60	1,133.67	4,915.75
4030-20 - Online Cont - Donor Renewal	10,922.59	10,912.50	15,325.00	37,160.09
4030-30 - Online Cont - New Donor Prosp	19,686.70	6,845.20	8,998.33	35,530.23
Total 4030 - Online Contributions - Web	33,051.77	19,097.30	25,457.00	77,606.07
4040 - Tele Fundraising - Phone Bank				
4040-10 - Tele Fund - General	0.00	50.00	36.00	86.00
4040-20 - Tele Fund - Donor Renewal	2,050.00	1,497.00	3,490.00	7,037.00
4040-30 - Tele Fund - New Donor Prosp	50.00	0.00	75.00	125.00
Total 4040 - Tele Fundraising - Phone Bank	2,100.00	1,547.00	3,601.00	7,248.00
4080 - Recurring Contrib - Pledge	31,223.02	30,847.64	30,362.64	92,433.30
4090 - Ballot Access / Voter Reg	3,670.00	1,100.00	43,490.05	48,260.05
Total 4000 - General Fundraising	95,698.32	76,565.93	126,654.23	298,918.48
4100 - Project Revenue				
4108 - Building Fund	35,763.00	21,962.99	4,083.66	61,809.65
4111 - Legal Offense Fund	500.00	0.00	0.00	500.00
Total 4100 - Project Revenue	36,263.00	21,962.99	4,083.66	62,309.65
4300 - Program Revenue				
4310 - Affiliate Development	0.00	910.00	100.00	1,010.00
4340 - LP News	120.00	5.00	0.00	125.00
4375 - Brand / Political Materials	2,839.28	1,804.95	8,944.95	13,589.18
4395 - LPedia Historical Preservation	1,030.00	825.00	35.00	1,890.00
Total 4300 - Program Revenue	3,989.28	3,544.95	9,079.95	16,614.18
4600 - Refunds of Contributions	0.00	0.00	(50.00)	(50.00)
4700 - Other Receipts				
4710 - Interest & Dividends	0.00	0.00	104.72	104.72
Total 4700 - Other Receipts	0.00	0.00	104.72	104.72
Total Revenue	135,950.60	102,073.87	139,872.56	377,897.03
Gross Revenue	135,950.60	102,073.87	139,872.56	377,897.03

	Jan 17	Feb 17	Mar 17	TOTAL
Expense				
7000 · General Fundraising Expense				
7010 · Direct Mail Fundraising Exp				
7010-10 · DM - House General Expense	4,966.18	7,105.12	21,462.87	33,534.17
7010-20 · DM - Donor Renewal Expense	6,161.53	2,908.91	4,744.12	13,814.56
7010-30 · DM - New Donor Prospecting Exp	1,343.40	9,027.33	6,141.61	16,512.34
Total 7010 · Direct Mail Fundraising Exp	12,471.11	19,041.36	32,348.60	63,861.07
7030 · Online Contributions Exp - Web				
7030-20 · Online Cont Exp - Donor Renewal	0.00	360.04	0.00	360.04
7030-30 · Online Cont Exp - New Donor	0.00	0.00	3,416.22	3,416.22
Total 7030 · Online Contributions Exp - Web	0.00	360.04	3,416.22	3,776.26
7040 · Tele Fundraising Expense				
7040-20 · Tele Fund Exp - Donor Renewal	964.00	1,298.00	704.00	2,966.00
Total 7040 · Tele Fundraising Expense	964.00	1,298.00	704.00	2,966.00
7080 · Recurring Contrib - Pledge	1,527.48	1,522.48	1,739.53	4,789.49
7085 · Building Fund Fundraising Exp	0.00	41.00	0.00	41.00
7095 · Credit Card Prc Fees	4,121.28	3,998.72	4,871.75	12,991.75
7099 · Gen Fundraising Staff Salary	2,897.47	3,450.46	3,642.45	9,990.38
Total 7000 · General Fundraising Expense	21,981.34	29,712.06	46,722.55	98,415.95
7100 · Project-Related Expenses				
7106 · Campus Outreach Project				
7106-20 · Campus Outreach Staff Salary	0.00	913.36	54.36	967.72
Total 7106 · Campus Outreach Project	0.00	913.36	54.36	967.72
Total 7100 · Project-Related Expenses	0.00	913.36	54.36	967.72
7200 · Events and Conventions Exp				
7200-40 · Events & Conv Staff Salary	93.47	101.48	924.20	1,119.15
Total 7200 · Events and Conventions Exp	93.47	101.48	924.20	1,119.15
7300 · Program-Related Expenses				
7310 · Affiliate Support				
7310-10 · Affiliate Development & Support	3,520.00	3,520.00	4,786.25	11,826.25
7310-20 · Affiliate Support Staff Salary	420.60	355.19	598.01	1,373.80
Total 7310 · Affiliate Support	3,940.60	3,875.19	5,384.26	13,200.05
7320 · Outreach - PR & Marketing				
7320-10 · Outreach PR & Marketing General	0.00	200.00	0.00	200.00
7320-20 · Outreach PR Mrktng Staff Salary	981.40	1,014.84	924.20	2,920.44
Total 7320 · Outreach - PR & Marketing	981.40	1,214.84	924.20	3,120.44
7330 · Media Relations				
7330-10 · Media Relations General	9.95	9.95	63.28	83.18
7330-20 · Media Relations Staff Salary	93.47	101.48	163.09	358.04
Total 7330 · Media Relations	103.42	111.43	226.37	441.22
7340 · Membership Communications				
7340-10 · LP News	450.00	11,664.07	2,118.33	14,232.40
7340-20 · Mem Comm & Support Staff Salary	8,131.59	9,285.79	9,948.80	27,366.18
Total 7340 · Membership Communications	8,581.59	20,949.86	12,067.13	41,598.58
7360 · Campaign Support & Initiatives				
7360-60 · Camp/Cand Support -Staff Salary	1,402.00	1,319.29	1,685.31	4,406.60
Total 7360 · Campaign Support & Initiatives	1,402.00	1,319.29	1,685.31	4,406.60
7375 · Brand Development				
7375-10 · Brand / Political Materials	2,953.19	6,360.69	3,515.36	12,829.24
7375-20 · Brand Development Staff Salary	373.87	304.45	2,011.50	2,689.82
Total 7375 · Brand Development	3,327.06	6,665.14	5,526.86	15,519.06
7380 · Ballot Access - Other Related				
7380-10 · Ballot Access Petitioning Exp.	0.00	11,762.50	35,674.38	47,436.88
7380-30 · Ballot Access Legal	0.00	(4,000.00)	2,685.30	(1,314.70)
7380-60 · B/A & Petitioning Staff Salary	140.20	659.65	815.47	1,615.32
Total 7380 · Ballot Access - Other Related	140.20	8,422.15	39,175.15	47,737.50
7395 · LPedia Historical Preservation	310.00	0.00	0.00	310.00
Total 7300 · Program-Related Expenses	18,786.27	42,557.90	64,989.28	126,333.45

	Jan 17	Feb 17	Mar 17	TOTAL
8000 · Salary & Related Expense				
8005 · Salary Bonus Sick & Vac (Admn)	8,398.52	7,541.37	10,599.67	26,539.56
8010 · Hourly Wages (Admin Portion)	387.36	222.16	1,197.51	1,807.03
8015 · Contract & Paid Internships	8,848.25	7,985.26	7,112.10	23,945.61
8020 · Employer Cont to P/R Tax	1,781.12	1,803.76	1,955.61	5,540.49
8030 · Employer Cont to 401K & Adm	641.14	659.14	641.14	1,941.42
8040 · Fed & State Unemployment	834.05	313.61	162.76	1,310.42
8060 · Health Insurance	2,837.97	2,837.97	2,837.97	8,513.91
8065 · Workers Comp Insurance	0.00	0.00	831.00	831.00
8080 · Payroll Service Fees	315.49	141.52	144.74	601.75
Total 8000 · Salary & Related Expense	24,043.90	21,504.79	25,482.50	71,031.19
8100 · Admin & Overhead Expense				
8110 · Ofc Supplies & Non Cap Equipt	653.97	419.52	390.37	1,463.86
8120 · Telephone & Data Services	1,239.25	210.31	2,068.22	3,517.78
8125 · Equipment Leases & Maint.	755.62	189.75	1,321.49	2,266.86
8130 · Postage & Shipping	1,007.43	666.79	914.48	2,588.70
8140 · Travel, Meeting, & Meals Exp	0.00	825.90	912.23	1,738.13
8160 · Insurance - D/O Cyber - Other	0.00	0.00	2,768.00	2,768.00
8170 · Occupancy Expenses				
8170-10 · Mortgage Interest Expense	1,298.99	1,270.09	1,089.91	3,658.99
8170-20 · Utilities Expense	348.75	348.75	348.75	1,046.25
8170-30 · Property Taxes, Fees & Permits	740.22	740.22	740.22	2,220.66
8170-40 · Maintenance, Cleaning & Repairs	754.72	555.07	2,390.07	3,699.86
8170-60 · Assc Fees, Rent & Storage	490.99	490.99	490.93	1,472.91
Total 8170 · Occupancy Expenses	3,633.67	3,405.12	5,059.88	12,098.67
8180 · Printing & Copying	134.44	0.00	651.19	785.63
8190 · Software, Hardware & Other IT	7,234.91	12,507.58	9,996.68	29,739.17
8195 · Other Expenses & Bank Fees	286.05	262.42	885.66	1,434.13
Total 8100 · Admin & Overhead Expense	14,945.34	18,487.39	24,968.20	58,400.93
8200 · Professional Services				
8210 · Legal				
8210-10 · Legal - General	4,500.00	0.00	9,000.00	13,500.00
8210-20 · Legal - Proactive	5,000.00	0.00	0.00	5,000.00
8210-30 · Litigation-Lobbing Staff Salary	46.73	101.48	54.36	202.57
Total 8210 · Legal	9,546.73	101.48	9,054.36	18,702.57
8230 · FEC Filing & Consulting	1,500.00	1,500.00	3,000.00	6,000.00
Total 8200 · Professional Services	11,046.73	1,601.48	12,054.36	24,702.57
8300 · Depreciation Expense	2,055.44	2,055.44	2,055.44	6,166.32
Total Expense	92,952.49	116,933.90	177,250.89	387,137.28
Net Revenue	42,998.11	(14,860.03)	(37,378.33)	(9,240.25)

Balance Sheet Current vs Prior Month

As of March 31, 2017

	Mar 31, 17	Feb 28, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11 - Cash				
111U - PNC Check Acct 1 (Unrestricted)	157,567.54	174,835.38	(17,267.84)	(9.88%)
112U - BBT Check Acct 1 (Unrestricted)	14,932.61	36,453.99	(21,521.38)	(59.04%)
113R - PNC Check Acct 2 (Restricted)	19,443.91	3,953.96	15,489.95	391.76%
114R - BBT Chck Acct 2 (Restricted BF)	2,211.13	4,911.13	(2,700.00)	(54.98%)
Total 11 - Cash	194,155.19	220,154.46	(25,999.27)	(11.81%)
Total Checking/Savings	194,155.19	220,154.46	(25,999.27)	(11.81%)
Other Current Assets				
13 - Other Current Collectables				
130 - Bequests Expected - Current	33,400.00	33,400.00	0.00	0.0%
Total 13 - Other Current Collectables	33,400.00	33,400.00	0.00	0.0%
16 - Prepaid Expenses				
161 - Bulk Mail Account				
161-10 - Prepaid Bulk Mail VA	1,149.26	921.87	227.39	24.67%
161-20 - Prepaid Bulk Mail DC	565.07	565.07	0.00	0.0%
Total 161 - Bulk Mail Account	1,714.33	1,486.94	227.39	15.29%
165 - Prepaid Licenses	18,573.00	20,430.30	(1,857.30)	(9.09%)
166 - Prepaid Insurance	6,586.33	6,586.33	0.00	0.0%
167 - Prepaid Convention				
167-20 - Prepaid Convention Travel/Other	1,500.00	1,500.00	0.00	0.0%
Total 167 - Prepaid Convention	1,500.00	1,500.00	0.00	0.0%
168 - Prepaid Rent	0.00	195.93	(195.93)	(100.0%)
169 - Other Prepaid Expense	11,180.24	2,560.80	8,619.44	336.59%
Total 16 - Prepaid Expenses	39,553.90	32,760.30	6,793.60	20.74%
Total Other Current Assets	72,953.90	66,160.30	6,793.60	10.27%
Total Current Assets	267,109.09	286,314.76	(19,205.67)	(6.71%)
Fixed Assets				
17 - Fixed Assets				
172 - Furniture & Fixtures	25,878.73	25,878.73	0.00	0.0%
173 - Office Equipment	4,365.98	4,365.98	0.00	0.0%
174 - Computer Hardware	22,801.27	22,801.27	0.00	0.0%
175 - Computer Software	84,645.15	84,645.15	0.00	0.0%
176 - Capital Lease Assets	32,961.61	32,961.61	0.00	0.0%
177 - Office Building				
177-10 - Physical Structure	477,119.00	477,119.00	0.00	0.0%
177-20 - Land	347,881.00	347,881.00	0.00	0.0%
Total 177 - Office Building	825,000.00	825,000.00	0.00	0.0%
178 - Ofc Imprmnt Acq & Capt Expense	51,451.11	51,451.11	0.00	0.0%
179 - Accumulated Depreciation	(191,006.39)	(188,950.95)	(2,055.44)	(1.09%)
Total 17 - Fixed Assets	856,097.46	858,152.90	(2,055.44)	(0.24%)
Total Fixed Assets	856,097.46	858,152.90	(2,055.44)	(0.24%)
Other Assets				
18 - Non Current Collectables				
180 - Bequests Expected - Non Current	99,606.54	100,022.96	(416.42)	(0.42%)
Total 18 - Non Current Collectables	99,606.54	100,022.96	(416.42)	(0.42%)
Total Other Assets	99,606.54	100,022.96	(416.42)	(0.42%)
TOTAL ASSETS	1,222,813.09	1,244,490.62	(21,677.53)	(1.74%)

	Mar 31, 17	Feb 28, 17	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
24 - Accrued Expenses				
241 - Accrued Payroll	15,867.50	9,539.57	6,327.93	66.33%
242 - Accrued Vacation	31,959.00	32,006.00	(47.00)	(0.15%)
245 - Accrued Real Estate Tax	2,220.66	1,480.44	740.22	50.0%
Total 24 - Accrued Expenses	50,047.16	43,026.01	7,021.15	16.32%
27 - Deferred Liabilities				
272 - Deferred Convention Revenue	15,489.95	0.00	15,489.95	100.0%
Total 27 - Deferred Liabilities	15,489.95	0.00	15,489.95	100.0%
Total Other Current Liabilities	65,537.11	43,026.01	22,511.10	52.32%
Total Current Liabilities	65,537.11	43,026.01	22,511.10	52.32%
Long Term Liabilities				
28 - Long Term Liabilities				
281 - Capital Lease - Postage Machine	3,479.66	3,479.66	0.00	0.0%
282 - Capital Lease - Copier	20,278.69	20,278.69	0.00	0.0%
Total 28 - Long Term Liabilities	23,758.35	23,758.35	0.00	0.0%
29 - Loans & Mortgages (Principal)	260,121.07	266,931.37	(6,810.30)	(2.55%)
Total Long Term Liabilities	283,879.42	290,689.72	(6,810.30)	(2.34%)
Total Liabilities	349,416.53	333,715.73	15,700.80	4.71%
Equity				
31 - General Operating	876,471.72	875,555.38	916.34	0.11%
32 - Temp. Restricted Balances				
3204 - Fund - Campus	2,555.41	2,555.41	0.00	0.0%
3210 - Fund - Building	2,211.13	3,127.47	(916.34)	(29.3%)
3213 - Fund - Legal Offense Fund	1,398.55	1,398.55	0.00	0.0%
Total 32 - Temp. Restricted Balances	6,165.09	7,081.43	(916.34)	(12.94%)
Net Revenue	(9,240.25)	28,138.08	(37,378.33)	(132.84%)
Total Equity	873,396.56	910,774.89	(37,378.33)	(4.1%)
TOTAL LIABILITIES & EQUITY	1,222,813.09	1,244,490.62	(21,677.53)	(1.74%)



FEB 2017 DRAFT END OF MONTH FINANCIAL REPORTS

Page 2 – EOM Membership and Revenue Charts and Graphs

Page 4 – EOM Financial Summary Reports

Page 5 - Statement of Operations Budget vs. Actual

Page 6 - 2017 v. 2015 Comparisons Statement of Operations

Page 7 - P&L Detail (w-Functional Allocation of Expenses) by Month

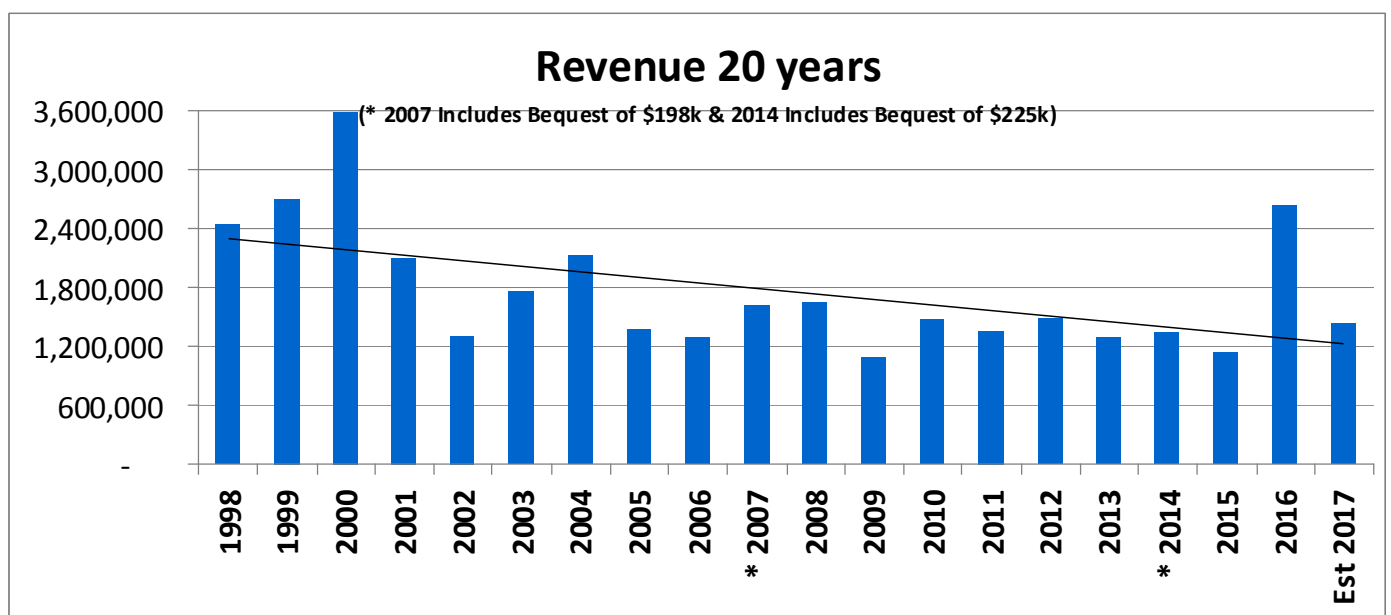
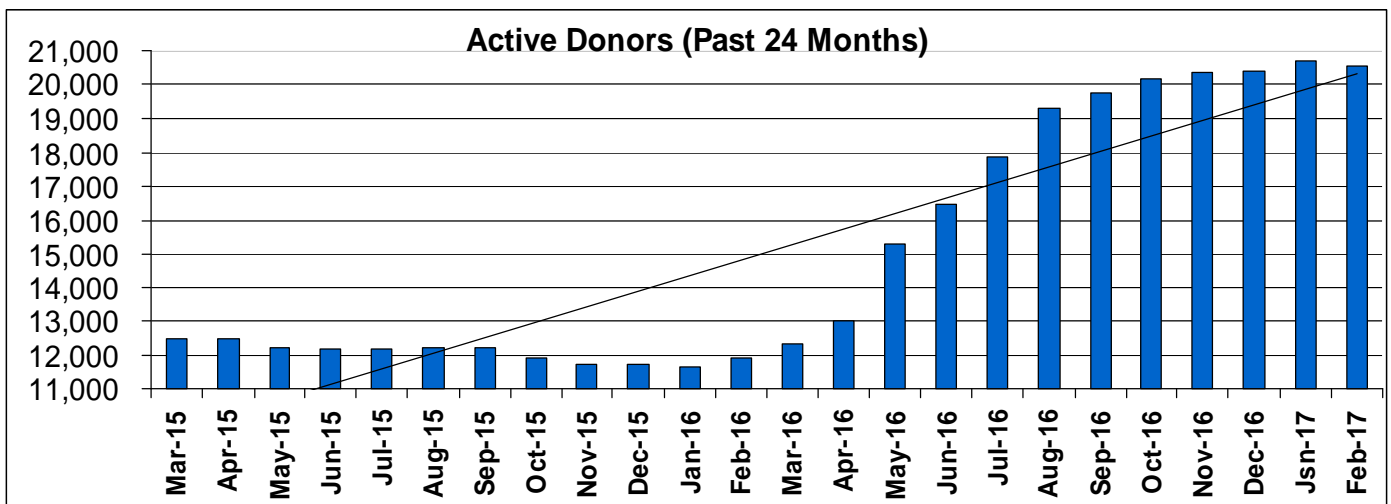
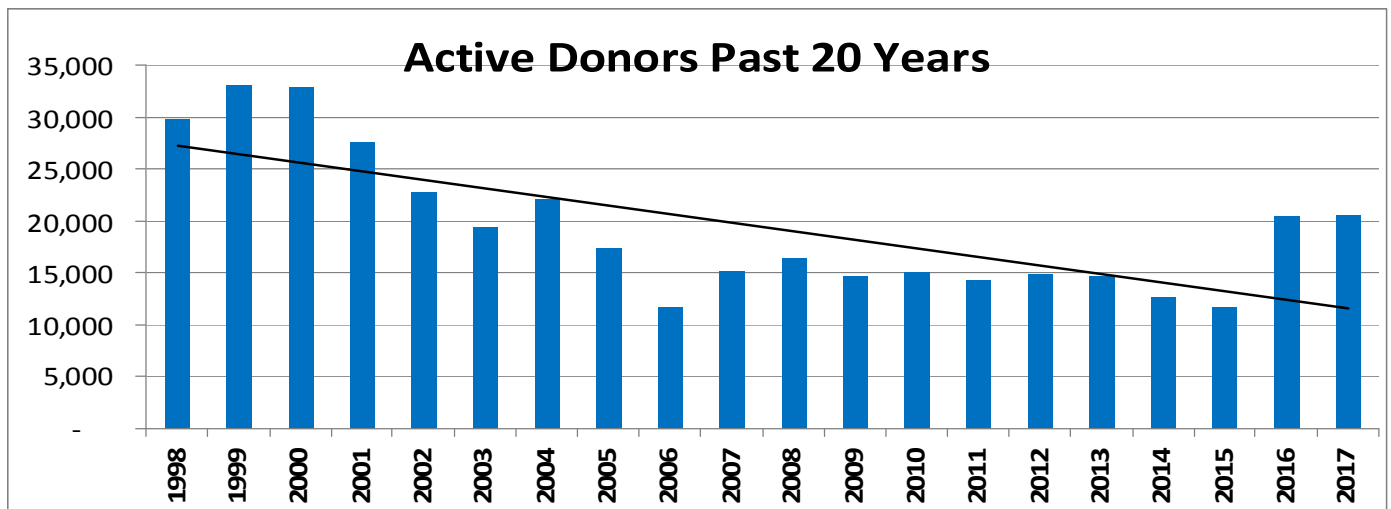
Page 10 – Balance Sheet Curr v. Prior Month Comparison

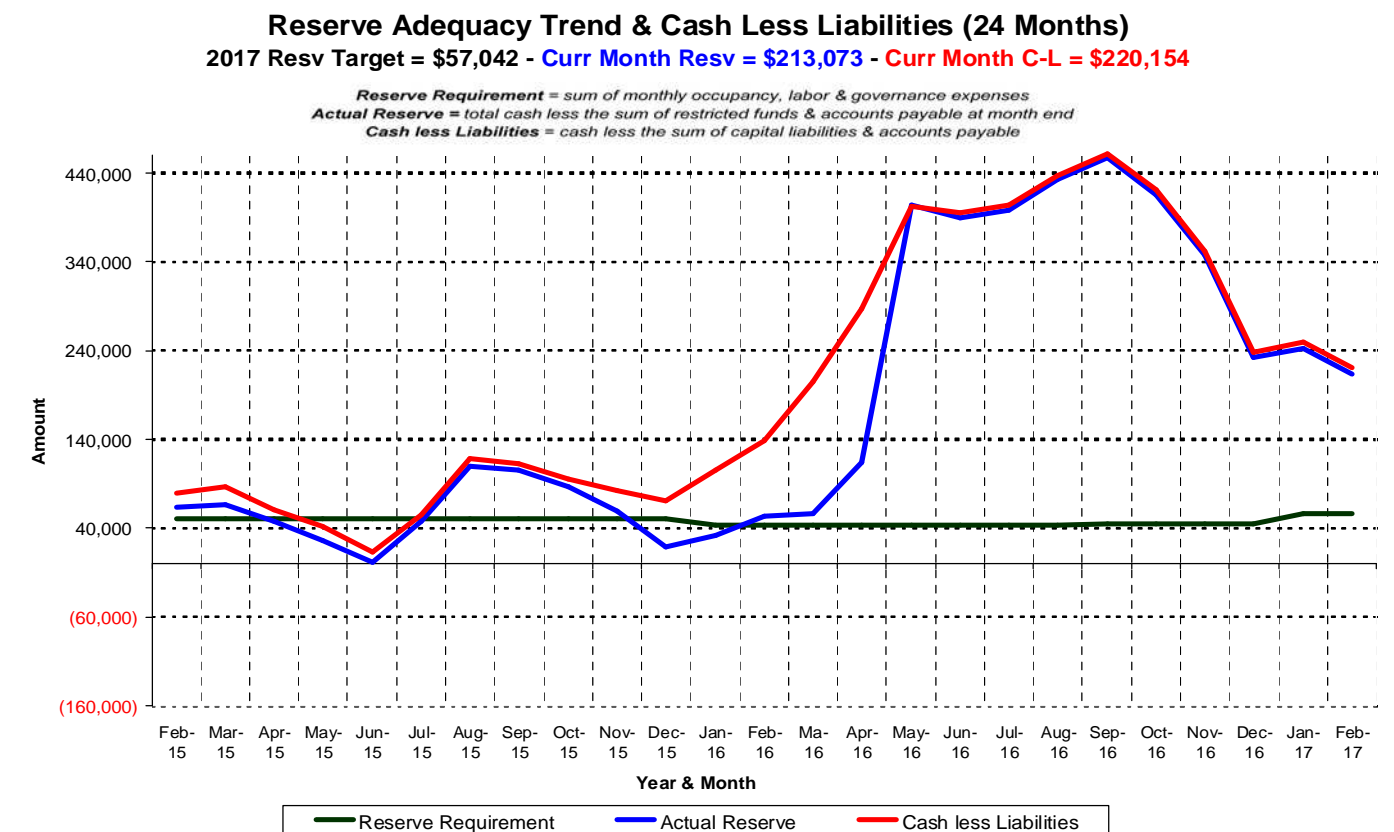
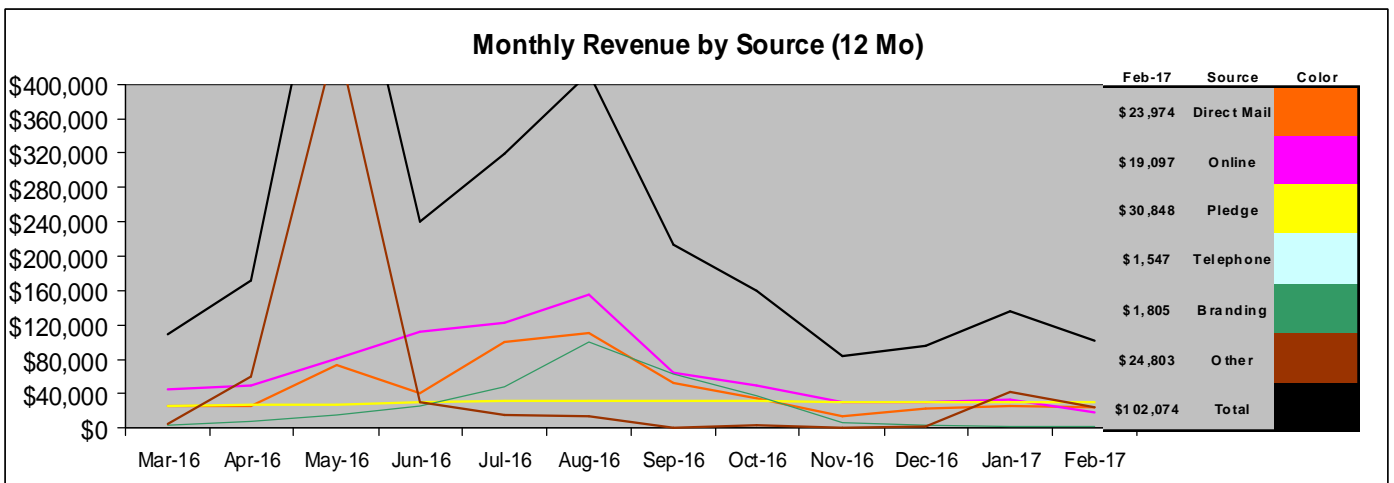
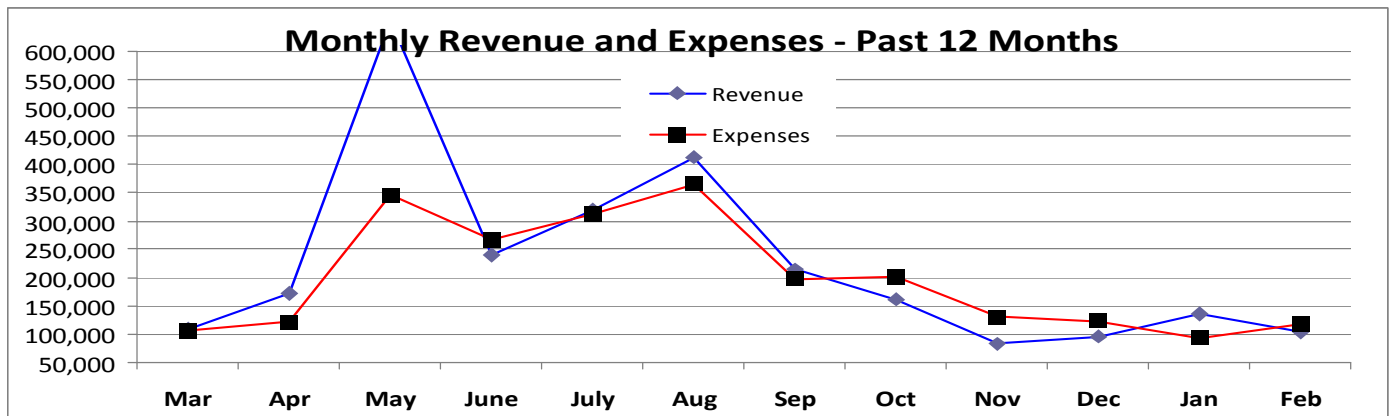
Page 12 - Cash Flow Report

Page 13 – Related Party Contributions and Disbursements

Page 13 – Chair's Discretionary Disbursements

End of Month Reports – Charts





End of Month Reports – Financial Summary

Statement of Operations Summary

Last Month & YTD

	Total Feb- 17	2017 YTD	2017 Budget Year to Date	Actual vs. Budget YTD	Total Annual Budget 2017	2017 Budget Remaining
Support and Revenue	102,074	238,024	228,678	9,347	1,374,200	1,136,176
Cost of Support and Revenue	26,262	45,345	56,333	(10,988)	338,000	292,655
Net Support Available for Programs	75,812	192,679	172,344	20,335	1,036,200	843,521
Program Expense	90,672	164,541	201,933	(37,392)	1,211,600	1,047,059
Net Operating Surplus (or Deficit)	(14,860)	28,138	(29,589)	57,727	(175,400)	(203,538)

P&L Acct Summary Last Month Plus YTD

	Feb 17	TOTAL
Revenue		
4000 • General Fundraising	76,566	172,264
4100 • Project Revenue	21,963	58,226
4300 • Program Revenue	3,545	7,534
Total Revenue	102,074	238,024
Gross Revenue	102,074	238,024
Expense		
7000 • General Fundraising Expense	29,712	51,693
7100 • Project-Related Expenses	913	913
7200 • Events and Conventions Exp	101	194
7300 • Program-Related Expenses	42,558	61,344
8000 • Salary & Related Expense	21,505	45,549
8100 • Admin & Overhead Expense	18,487	33,432
8200 • Professional Services	1,601	12,648
8300 • Depreciation Expense	2,055	4,110
Total Expense	116,932	209,883
Net Revenue	(14,858)	28,141

Balance Sheet Summary - Current vs Prior Month

	Feb 28, 17	Jan 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Total Checking/Savings	220,154.46	249,946.22	(29,791.76)	-11.92%
Total Other Current Assets	66,160.30	71,044.95	(4,884.65)	-6.88%
Total Current Assets	286,314.76	320,991.17	(34,676.41)	-10.80%
Total Fixed Assets	858,152.90	860,208.34	(2,055.44)	-0.24%
Total Non Current - Other	100,022.96	100,022.96	0.00	0.00%
TOTAL ASSETS	1,244,490.62	1,281,222.47	(36,731.85)	-2.87%
LIABILITIES & EQUITY				
Liabilities				
Total Current Liabilities	43,026.01	41,267.71	1,758.30	4.26%
Total Long Term Liabilities	290,689.72	314,319.84	(23,630.12)	-7.52%
Total Liabilities	333,715.73	355,587.55	(21,871.82)	-6.15%
Total Equity	910,774.89	925,634.92	(14,860.03)	-1.61%
TOTAL LIABILITIES & EQUITY	1,244,490.62	1,281,222.47	(36,731.85)	-2.87%

Standard Statement of Operations - Jan-Dec 2017
Budget vs. Actual

	Un- restricted Feb-17	Temp. Restricted	Total Feb- 17	Total Feb - Feb-17	Budget Year to Date	Actual vs. Budget YTD	* Annual Budget 2017	2017 Budget Remaining
Support and Revenue								
20-Membership Dues	33,680		33,680	82,365	87,717	(5,352)	526,300	443,935
21-Donations	10,939		10,939	23,059	34,067	(11,008)	204,400	181,341
22-Recurring Gifts	30,848		30,848	62,071	60,000	2,071	360,000	297,929
23-Board/ED Solicitation Major Gifts	0		0	0	5,000	(5,000)	30,000	30,000
24-Convention Revenue	0		0	0	0	0	0	0
25-Project Program Revenue	1,735	21,963	23,698	60,991	10,667	50,324	64,000	3,009
26-Brand Dev / Political Materials Rev	1,805		1,805	4,644	4,644	0	30,000	25,356
27-Ballot Access & Related Donations	1,100		1,100	4,770	25,000	(20,230)	150,000	145,230
28-Membership Communication	5		5	125	1,583	(1,458)	9,500	9,375
29-Other Revenue	0		0	0	0	0	0	0
Total Support and Revenue	80,111	21,963	102,074	238,024	228,678	9,347	1,374,200	1,136,176
Cost of Support and Revenue								
32-Fundraising Costs	12,626		12,626	23,241	24,017	(775)	144,100	120,859
33-Membership Fundraising Costs	13,594		13,594	22,063	25,867	(3,803)	155,200	133,137
35-Convention	0		0	0	0	0	0	0
36-Ballot Access Fundraising Exp	0		0	0	4,300	(4,300)	25,800	25,800
37-Building Fundraising Exp	41	0	41	41	2,150	(2,109)	12,900	12,859
Total Cost of Support and Revenue	26,262	0	26,262	45,345	56,333	(10,988)	338,000	292,655
Net Support Available for Programs	53,849	21,963	75,812	192,679	172,344	20,335	1,036,200	843,521
Program Expense								
40-Administrative Costs	22,043	0	22,043	45,044	56,217	(11,173)	337,300	292,256
45-Compensation	39,112		39,112	77,737	92,700	(14,963)	556,200	478,463
50-Affiliate Support	3,520		3,520	7,040	7,500	(460)	45,000	37,960
55-Brand Dev / Political Materials	6,361		6,361	9,314	5,000	4,314	30,000	20,686
58-Campus Outreach	0	0	0	0	167	(167)	1,000	1,000
60-Candidate, Campaign & Initiatives	0		0	0	2,000	(2,000)	12,000	12,000
70-Ballot Access VR & Related Exp	11,763		11,763	11,763	21,667	(9,904)	130,000	118,238
75-Litigation	(4,000)		(4,000)	1,000	1,000	0	6,000	5,000
80-Media	10		10	20	100	(80)	600	580
85-Member Communication	11,664		11,664	12,114	13,800	(1,686)	82,800	70,686
88-Outreach	200		200	200	950	(750)	5,700	5,500
90-Project Program Other	0	0	0	310	833	(523)	5,000	4,690
Total Program Expense	90,672	0	90,672	164,541	201,933	(37,392)	1,211,600	1,047,059
Total Net Operating Surplus (or Deficit)	(36,823)	21,963	(14,860)	28,138	(29,589)	57,727	(175,400)	(203,538)
Unrestricted Net Operating Surplus (or Deficit)			(36,823)	(30,088)			(19,814)	

* Annual Total Budget has been updated to reflect amendments from various Mail Ballots

Statement of Operations - 2017 v. 2015 Comparision

Statement of Ops YTD17 v 15

	Feb-17	Feb-15	Diff 17 v 15	Jan - Dec 17	Jan -Dec 15	Diff 17 v 15
Support and Revenue						
20-Membership Dues	33,680	31,235	2,445	82,365	63,522	18,843
21-Donations	10,939	13,560	-2,621	23,059	43,634	-20,575
22-Recurring Gifts	30,848	27,275	3,573	62,071	54,272	7,799
23-Board Solicitation Major Gifts	0	0	0	0	0	0
24-Convention Revenue	0	0	0	0	0	0
25-Project Program Revenue	23,698	110	23,588	60,991	370	60,621
26-Brand Dev / Pol Materials Rev	1,805	6,342	-4,537	4,644	7,219	-2,575
27-Ballot Access Donations	1,100	0	1,100	4,770	0	4,770
28-Publications Materials Other	5	0	5	125	0	125
29-Other Revenue	0	0	0	0	0	0
Total Support and Revenue	102,074	78,522	23,552	238,024	169,017	69,007
Cost of Support and Revenue						
32-Fundraising Costs	12,626	9,105	3,521	23,241	15,603	7,638
33-Membership Fundraising Costs	13,594	7,886	5,708	22,063	13,435	8,628
35-Convention	0	0	0	0	0	0
36-Ballot Access Fundraising Exp	0	0	0	0	0	0
37-Building Fundraising Exp	41	0	41	41	81	-40
Total Cost of Support and Revenue	26,262	16,991	9,271	45,345	29,119	16,226
Net Support Available for Programs	75,812	61,531	14,281	192,679	139,898	52,781
Program Expense						
40-Administrative Costs	22,043	15,589	6,454	45,044	30,410	14,634
45-Compensation	39,112	33,747	5,365	77,737	67,855	9,882
50-Affiliate Support	3,520	0	3,520	7,040	0	7,040
55-Brand Dev / Pol Materials	6,361	2,438	3,923	9,314	5,305	4,009
58-Campus Outreach	0	732	-732	0	732	-732
60-Candidate, Campaign & Initiatives	0	0	0	0	0	0
70-Ballot Access Petitioning Related Exp	11,763	0	11,763	11,763	0	11,763
75-Litigation	-4,000	0	-4,000	1,000	0	1,000
80-Media	10	11	-1	20	21	-1
85-Member Communication	11,664	9,288	2,376	12,114	9,288	2,826
88-Outreach	200	0	200	200	0	200
90-Project Program Other	0	0	0	310	0	310
Total Program Expense	90,672	61,805	28,867	164,541	113,611	50,930
Net Operating Surplus (or Deficit)	-14,860	-274	-14,586	28,138	26,287	1,851

P&L Acct Detail w-Funct Alloc of Exps Last Month Plus YTD

	<u>Feb 17</u>	<u>TOTAL</u>
Revenue		
4000 - General Fundraising		
4010 - Direct Mail Fundraising		
4010-10 - DM - House Fundraising General	9,548.99	19,226.99
4010-11 - DM - House Fundraising Renewal	1,785.00	1,785.00
4010-12 - DM - House Fundraising NewDonor	0.00	50.00
4010-20 - DM - Donor Renewal	12,165.00	26,813.00
4010-30 - DM - New Donor Prospecting	475.00	1,752.53
Total 4010 - Direct Mail Fundraising	<u>23,973.99</u>	<u>49,627.52</u>
4030 - Online Contributions - Web		
4030-10 - Online Cont - General	1,339.60	3,782.08
4030-20 - Online Cont - Donor Renewal	10,912.50	21,835.09
4030-30 - Online Cont - New Donor Prosp	6,845.20	26,531.90
Total 4030 - Online Contributions - Web	<u>19,097.30</u>	<u>52,149.07</u>
4040 - Tele Fundraising - Phone Bank		
4040-10 - Tele Fund - General	50.00	50.00
4040-20 - Tele Fund - Donor Renewal	1,497.00	3,547.00
4040-30 - Tele Fund - New Donor Prosp	0.00	50.00
Total 4040 - Tele Fundraising - Phone Bank	<u>1,547.00</u>	<u>3,647.00</u>
4080 - Recurring Contrib - Pledge	30,847.64	62,070.66
4090 - Ballot Access / Voter Reg	1,100.00	4,770.00
Total 4000 - General Fundraising	<u>76,565.93</u>	<u>172,264.25</u>
4100 - Project Revenue		
4108 - Building Fund	21,962.99	57,725.99
4111 - Legal Offense Fund	0.00	500.00
Total 4100 - Project Revenue	<u>21,962.99</u>	<u>58,225.99</u>
4300 - Program Revenue		
4310 - Affiliate Development	910.00	910.00
4340 - LP News	5.00	125.00
4375 - Brand / Political Materials	1,804.95	4,644.23
4395 - LPedia Historical Preservation	825.00	1,855.00
Total 4300 - Program Revenue	<u>3,544.95</u>	<u>7,534.23</u>
Total Revenue	<u>102,073.87</u>	<u>238,024.47</u>
Gross Revenue	102,073.87	238,024.47

Expense	Feb 17	TOTAL
7000 - General Fundraising Expense		
7010 - Direct Mail Fundraising Exp		
7010-10 - DM - House General Expense	7,105.12	12,071.30
7010-20 - DM - Donor Renewal Expense	2,908.91	9,070.44
7010-30 - DM - New Donor Prospecting Exp	9,027.33	10,370.73
Total 7010 - Direct Mail Fundraising Exp	19,041.36	31,512.47
7030 - Online Contributions Exp - Web		
7030-20 - Online Cont Exp - Donor Renewal	360.04	360.04
Total 7030 - Online Contributions Exp - Web	360.04	360.04
7040 - Tele Fundraising Expense		
7040-20 - Tele Fund Exp - Donor Renewal	1,298.00	2,262.00
Total 7040 - Tele Fundraising Expense	1,298.00	2,262.00
7080 - Recurring Contrib - Pledge	1,522.48	3,049.96
7085 - Building Fund Fundraising Exp	41.00	41.00
7095 - Credit Card Prc Fees	3,998.72	8,120.00
7099 - Gen Fundraising Staff Salary	3,450.46	6,347.93
Total 7000 - General Fundraising Expense	29,712.06	51,693.40
7100 - Project-Related Expenses		
7106 - Campus Outreach Project		
7106-20 - Campus Outreach Staff Salary	913.36	913.36
Total 7106 - Campus Outreach Project	913.36	913.36
Total 7100 - Project-Related Expenses	913.36	913.36
7200 - Events and Conventions Exp		
7200-40 - Events & Conv Staff Salary	101.48	194.95
Total 7200 - Events and Conventions Exp	101.48	194.95
7300 - Program-Related Expenses		
7310 - Affiliate Support		
7310-10 - Affiliate Development & Support	3,520.00	7,040.00
7310-20 - Affiliate Support Staff Salary	355.19	775.79
Total 7310 - Affiliate Support	3,875.19	7,815.79
7320 - Outreach - PR & Marketing		
7320-10 - Outreach PR & Marketing General	200.00	200.00
7320-20 - Outreach PR Mrktng Staff Salary	1,014.84	1,996.24
Total 7320 - Outreach - PR & Marketing	1,214.84	2,196.24
7330 - Media Relations		
7330-10 - Media Relations General	9.95	19.90
7330-20 - Media Relations Staff Salary	101.48	194.95
Total 7330 - Media Relations	111.43	214.85
7340 - Membership Communications		
7340-10 - LP News	11,664.07	12,114.07
7340-20 - Mem Comm & Support Staff Salary	9,285.79	17,417.38
Total 7340 - Membership Communications	20,949.86	29,531.45
7360 - Campaign Support & Initiatives		
7360-60 - Camp/Cand Support -Staff Salary	1,319.29	2,721.29
Total 7360 - Campaign Support & Initiatives	1,319.29	2,721.29
7375 - Brand Development		
7375-10 - Brand / Political Materials	6,360.69	9,313.88
7375-20 - Brand Development Staff Salary	304.45	678.32
Total 7375 - Brand Development	6,665.14	9,992.20
7380 - Ballot Access - Other Related		
7380-10 - Ballot Access Petitioning Exp.	11,762.50	11,762.50
7380-30 - Ballot Access Legal	(4,000.00)	(4,000.00)
7380-60 - B/A & Petitioning Staff Salary	659.65	799.85
Total 7380 - Ballot Access - Other Related	8,422.15	8,562.35
7395 - LPedia Historical Preservation	0.00	310.00
Total 7300 - Program-Related Expenses	42,557.90	61,344.17

	Feb 17	TOTAL
8000 - Salary & Related Expense		
8005 - Salary Bonus Sick & Vac (Admn)	7,541.37	15,939.89
8010 - Hourly Wages (Admin Portion)	222.16	609.52
8015 - Contract & Paid Internships	7,985.26	16,833.51
8020 - Employer Cont to P/R Tax	1,803.76	3,584.88
8030 - Employer Cont to 401K & Adm	659.14	1,300.28
8040 - Fed & State Unemployment	313.61	1,147.66
8060 - Health Insurance	2,837.97	5,675.94
8080 - Payroll Service Fees	141.52	457.01
Total 8000 - Salary & Related Expense	21,504.79	45,548.69
8100 - Admin & Overhead Expense		
8110 - Ofc Supplies & Non Cap Equipt	419.52	1,073.49
8120 - Telephone & Data Services	210.31	1,449.56
8125 - Equipment Leases & Maint.	189.75	945.37
8130 - Postage & Shipping	666.79	1,674.22
8140 - Travel, Meeting, & Meals Exp	825.90	825.90
8170 - Occupancy Expenses		
8170-10 - Mortgage Interest Expense	1,270.09	2,569.08
8170-20 - Utilities Expense	348.75	697.50
8170-30 - Property Taxes, Fees & Permits	740.22	1,480.44
8170-40 - Maintenance, Cleaning & Repairs	555.07	1,309.79
8170-60 - Assc Fees, Rent & Storage	490.99	981.98
Total 8170 - Occupancy Expenses	3,405.12	7,038.79
8180 - Printing & Copying	0.00	134.44
8190 - Software, Hardware & Other IT	12,507.58	19,742.49
8195 - Other Expenses & Bank Fees	262.42	548.47
Total 8100 - Admin & Overhead Expense	18,487.39	33,432.73
8200 - Professional Services		
8210 - Legal		
8210-10 - Legal - General	0.00	4,500.00
8210-20 - Legal - Proactive	0.00	5,000.00
8210-30 - Litigation-Lobbing Staff Salary	101.48	148.21
Total 8210 - Legal	101.48	9,648.21
8230 - FEC Filing & Consulting	1,500.00	3,000.00
Total 8200 - Professional Services	1,601.48	12,648.21
8300 - Depreciation Expense	2,055.44	4,110.88
Total Expense	116,933.90	209,886.39
Net Revenue	(14,860.03)	28,138.08

Balance Sheet Current vs Prior Month

As of February 28, 2017

	Feb 28, 17	Jan 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
11 - Cash				
111U - PNC Check Acct 1 (Unrestricted)	174,835.38	230,263.34	(55,427.96)	(24.07%)
112U - BBT Check Acct 1 (Unrestricted)	38,237.65	12,564.44	25,673.21	204.33%
113R - PNC Check Acct 2 (Restricted)	3,953.96	3,953.96	0.00	0.0%
114R - BBT Chck Acct 2 (Restricted BF)	3,127.47	3,164.48	(37.01)	(1.17%)
Total 11 - Cash	<u>220,154.46</u>	<u>249,946.22</u>	<u>(29,791.76)</u>	<u>(11.92%)</u>
Total Checking/Savings	220,154.46	249,946.22	(29,791.76)	(11.92%)
Other Current Assets				
13 - Other Current Collectables				
130 - Bequests Expected - Current	33,400.00	33,400.00	0.00	0.0%
Total 13 - Other Current Collectables	<u>33,400.00</u>	<u>33,400.00</u>	<u>0.00</u>	<u>0.0%</u>
16 - Prepaid Expenses				
161 - Bulk Mail Account				
161-10 - Prepaid Bulk Mail VA	921.87	921.87	0.00	0.0%
161-20 - Prepaid Bulk Mail DC	565.07	565.07	0.00	0.0%
Total 161 - Bulk Mail Account	<u>1,486.94</u>	<u>1,486.94</u>	<u>0.00</u>	<u>0.0%</u>
165 - Prepaid Licenses	20,430.30	22,287.60	(1,857.30)	(8.33%)
166 - Prepaid Insurance	6,586.33	6,586.33	0.00	0.0%
167 - Prepaid Convention				
167-20 - Prepaid Convention Travel/Other	1,500.00	1,500.00	0.00	0.0%
Total 167 - Prepaid Convention	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>0.0%</u>
168 - Prepaid Rent	195.93	391.92	(195.99)	(50.01%)
169 - Other Prepaid Expense	2,560.80	5,392.16	(2,831.36)	(52.51%)
Total 16 - Prepaid Expenses	<u>32,760.30</u>	<u>37,644.95</u>	<u>(4,884.65)</u>	<u>(12.98%)</u>
Total Other Current Assets	<u>66,160.30</u>	<u>71,044.95</u>	<u>(4,884.65)</u>	<u>(6.88%)</u>
Total Current Assets	<u>286,314.76</u>	<u>320,991.17</u>	<u>(34,676.41)</u>	<u>(10.8%)</u>
Fixed Assets				
17 - Fixed Assets				
172 - Furniture & Fixtures	25,878.73	25,878.73	0.00	0.0%
173 - Office Equipment	4,365.98	4,365.98	0.00	0.0%
174 - Computer Hardware	22,801.27	22,801.27	0.00	0.0%
175 - Computer Software	84,645.15	84,645.15	0.00	0.0%
176 - Capital Lease Assets	32,961.61	32,961.61	0.00	0.0%
177 - Office Building				
177-10 - Physical Structure	477,119.00	477,119.00	0.00	0.0%
177-20 - Land	347,881.00	347,881.00	0.00	0.0%
Total 177 - Office Building	<u>825,000.00</u>	<u>825,000.00</u>	<u>0.00</u>	<u>0.0%</u>
178 - Ofc Imprmnt Acq & Capt Expense	51,451.11	51,451.11	0.00	0.0%
179 - Accumulate d Depreciation	(188,950.95)	(186,895.51)	(2,055.44)	(1.1%)
Total 17 - Fixed Assets	<u>858,152.90</u>	<u>860,208.34</u>	<u>(2,055.44)</u>	<u>(0.24%)</u>
Total Fixed Assets	858,152.90	860,208.34	(2,055.44)	(0.24%)
Other Assets				
18 - Non Current Collectables				
180 - Bequests Expected - Non Current	100,022.96	100,022.96	0.00	0.0%
Total 18 - Non Current Collectables	<u>100,022.96</u>	<u>100,022.96</u>	<u>0.00</u>	<u>0.0%</u>
Total Other Assets	<u>100,022.96</u>	<u>100,022.96</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>1,244,490.62</u>	<u>1,281,222.47</u>	<u>(36,731.85)</u>	<u>(2.87%)</u>

	Feb 28, 17	Jan 31, 17	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
24 - Accrued Expenses				
241 - Accrued Payroll	9,539.57	9,529.49	10.08	0.11%
242 - Accrued Vacation	32,006.00	30,998.00	1,008.00	3.25%
245 - Accrued Real Estate Tax	1,480.44	740.22	740.22	100.0%
Total 24 - Accrued Expenses	43,026.01	41,267.71	1,758.30	4.26%
Total Other Current Liabilities	43,026.01	41,267.71	1,758.30	4.26%
Total Current Liabilities	43,026.01	41,267.71	1,758.30	4.26%
Long Term Liabilities				
28 - Long Term Liabilities				
281 - Capital Lease - Postage Machine	3,479.66	3,479.66	0.00	0.0%
282 - Capital Lease - Copier	20,278.69	20,278.69	0.00	0.0%
Total 28 - Long Term Liabilities	23,758.35	23,758.35	0.00	0.0%
29 - Loans & Mortgages (Principal)	266,931.37	290,561.49	(23,630.12)	(8.13%)
Total Long Term Liabilities	290,689.72	314,319.84	(23,630.12)	(7.52%)
Total Liabilities	333,715.73	355,587.55	(21,871.82)	(6.15%)
Equity				
31 - General Operating	875,555.38	875,518.37	37.01	0.0%
32 - Temp. Restricted Balances				
3204 - Fund - Campus	2,555.41	2,555.41	0.00	0.0%
3210 - Fund - Building	3,127.47	3,164.48	(37.01)	(1.17%)
3213 - Fund - Legal Offense Fund	1,398.55	1,398.55	0.00	0.0%
Total 32 - Temp. Restricted Balances	7,081.43	7,118.44	(37.01)	(0.52%)
Net Revenue	28,138.08	42,998.11	(14,860.03)	(34.56%)
Total Equity	910,774.89	925,634.92	(14,860.03)	(1.61%)
TOTAL LIABILITIES & EQUITY	1,244,490.62	1,281,222.47	(36,731.85)	(2.87%)

Statement of Cash Flows

February 2017 plus YTD

	Feb 17	Jan - Feb 17
OPERATING ACTIVITIES		
Net Revenue	(14,860.03)	28,138.08
Adjustments to reconcile Net Revenue to net cash provided by operations:		
165 · Prepaid Licenses	1,857.30	(9,115.42)
168 · Prepaid Rent	195.99	391.98
169 · Other Prepaid Expense	2,831.36	2,598.36
241 · Accrued Payroll	10.08	2,123.64
242 · Accrued Vacation	1,008.00	(1,796.00)
244 · Other Accrued Expenses	0.00	(19,494.08)
245 · Accrued Real Estate Tax	740.22	1,480.44
Net cash provided by Operating Activities	(8,217.08)	4,327.00
INVESTING ACTIVITIES		
179 · Accumulated Depreciation	2,055.44	4,110.88
180 · Bequests Expected - Non Current	0.00	33,400.00
Net cash provided by Investing Activities	2,055.44	37,510.88
FINANCING ACTIVITIES		
29 · Loans & Mortgages (Principal)	(23,630.12)	(60,231.34)
31 · General Operating	37.01	(1,225.99)
3210 · Fund - Building	(37.01)	725.99
3211 · Fund - Radio Ad Project	0.00	(348.55)
3213 · Fund - Legal Offense Fund	0.00	848.55
Net cash provided by Financing Activities	(23,630.12)	(60,231.34)
Net cash increase for period	(29,791.76)	(18,393.46)
Cash at beginning of period	249,946.22	238,547.92
Cash at end of period	220,154.46	220,154.46

RELATED PARTY TRANSACTIONS AS OF: 02/28/17

Related Party	Mem Expires / BSM Expires	MTD Contributions	YTD Contributions	Lifetime Giving (Since 1990)	Liberty Pledge Club
Starchild	04/08/18 - 03/28/18	\$ -	\$ -	\$ 3,315.00	
Mr. Danny Bedwell	06/06/17 - 06/06/17	\$ -	\$ -	\$ 1,479.00	
Ms. Whitney Bilyeu	12/31/17 - 03/03/18	\$ 50.00	\$ 100.00	\$ 794.00	Yes
Mr. Brett Bittner	12/31/17 - 03/01/18	\$ 15.00	\$ 30.00	\$ 1,280.96	Yes
Mr. David Pratt Demarest	Life Member	\$ 250.00	\$ 400.00	\$ 4,630.47	Yes
Ms. Ruth Demarest *	02/23/18 - 12/29/17	\$ -	\$ -	\$ 100.00	
Mr. Sam Goldstein	12/31/17 - 03/06/18	\$ 50.00	\$ 100.00	\$ 4,685.45	Yes
Mr. Kevin Hagan *	02/22/17 - 02/22/17	\$ -	\$ -	\$ 308.00	
Mr. Timothy Hagan	Life Member	\$ 15.00	\$ 30.00	\$ 8,311.82	Yes
Ms. Caryn Ann Harlos	12/31/17 - 03/10/18	\$ 40.00	\$ 80.00	\$ 1,754.09	Yes
Mr. Daniel Hayes	Life Member	\$ 400.00	\$ 575.00	\$ 4,639.00	Yes
Mr. Jeffery Hewitt	04/06/18 - 04/01/18	\$ -	\$ -	\$ 474.00	
Mr. Joshua Katz	06/20/17 - 12/10/17	\$ -	\$ -	\$ 943.00	
Dr. James Lark	Life Member	\$ -	\$ -	\$ 76,778.30	Yes
Mr. Edward Marsh	Life Member	\$ -	\$ -	\$ 5,026.00	
Ms. Alicia Mattson	Life Member	\$ -	\$ -	\$ 4,310.00	
Mr. Patrick McKnight	03/29/18 - 02/26/18	\$ 250.00	\$ 350.00	\$ 2,391.75	
Mr. Kenneth Moellman	12/31/17 - 03/03/18	\$ 10.00	\$ 20.00	\$ 954.00	Yes
Mr. Steven Nekhaia	01/28/18 - 01/28/18	\$ -	\$ 25.00	\$ 834.00	
Mr. Steven Nielson	12/23/17 - 12/23/17	\$ -	\$ -	\$ 75.00	
Mr. Sean O'Toole	Life Member	\$ 100.00	\$ 200.00	\$ 12,347.00	Yes
Mr. William Redpath	Life Member	\$ 208.34	\$ 416.68	\$ 103,961.96	Yes
Mr. Nicholas Sarwark	Life Member	\$ 40.00	\$ 60.00	\$ 4,839.00	Yes
Mr. Frank Sarwark *	10/31/17 - 10/31/17	\$ -	\$ -	\$ 3,436.00	
Ms. Valerie Sarwark *	06/19/17 - 07/21/17	\$ -	\$ -	\$ 370.00	
Mr. Larry Sharpe	12/31/17 - 03/23/18	\$ 25.00	\$ 50.00	\$ 3,504.00	Yes
Mr. Trent Somes	01/06/18 - 01/12/18	\$ -	\$ 175.00	\$ 653.99	
Mr. Aaron Starr	Life Member	\$ -	\$ -	\$ 20,725.00	
Mr. Arvin Vohra	12/31/17 - 11/02/17	\$ -	\$ -	\$ 1,243.00	
Total Contributions:		\$ 1,453.34	\$ 2,611.68	\$ 274,163.79	

* Non LNC Member disclosed related party

Related Party	Memo	Disbursements	Disbursements
	None yet		
Total Disbursements:		\$ -	\$ -

CHAIR'S DISCRETIONARY TRANSACTIONS AS OF: 02/28/17

Chair	Memo	Disbursements	Disbursements
Mr. Nicholas Sarwark	None yet	\$ -	\$ -

Secretary's Report

For April 15-16, 2017 LNC Session

Following is a status report for minutes of LNC and EC meetings since the previous regular LNC session on December 10, 2016:

- May 27-30, 2016 National Convention – Draft minutes were distributed and posted on our website in accordance with the timelines set forth in the bylaws. After feedback was received during the December LNC meeting, an updated version has been created and distributed. I anticipate these will be approved during this LNC meeting.
- July 17, 2016 LNC session – adopted during December 10, 2016 LNC session
- December 10-11, 2016 LNC session – auto-approved on January 9, 2017
- January 28, 2017 EC teleconference – auto-approved on February 11, 2017

There have been no LNC membership changes since the previous regular LNC session.

Committee membership changes since the previous regular LNC session:

- The LNC appointed Whitney Bilyeu, Sam Goldstein, Daniel Hayes, and Alicia Mattson to the Convention Oversight Committee during its December 10-11, 2016 meeting. Mr. Sarwark notified the LNC by email on 01/15/17 of his appointment of BetteRose Ryan (Chair), Erin Adams, and William Brackeen to the non-LNC-member seats on the committee.
- Email ballot 2017-02, ending on 01/23/17, created a Historic Preservation Committee and designated Caryn Ann Harlos as its chair and granted her the power to appoint up to 4 other members. Ms. Harlos notified the LNC by email on 02/20/17 of her appointment of James Gholston, Joe Dehn, Joseph Buchman, and Ed Fochler to the committee.
- Ken Moellman and Sean O'Toole had previously been appointed to the IT Committee. Mr. Sarwark notified the LNC by email on 02/28/17 of his appointment of John Athayde, Stephen Berger, Steven Haddox, Joshua Drake, and Doug Waddell to the committee.
- During its December meeting, the LNC created a committee to solicit bids for reviewing the 2016 LP Presidential campaign. Larry Sharpe and Trent Somes were appointed to that committee, and they were granted the power to name one additional member. The LNC was notified by email on 12/18/16 that they chose David Demarest as the third member.

Other tasks I have completed include:

- Provided staff an article for LPNews summarizing the December LNC meeting
- The listing of committee memberships on the website is up to date with the above changes
- Assembled applications for Platform Committee and for Bylaws and Rules Committee from 90 applicants for the LNC's review

LNC Policy Manual Section 2.07.2 requires that the Secretary “distribute to each affiliate party the Presidential vote totals which the Secretary proposes to use for purposes of delegate allocation for National Conventions as provided for in the Bylaws, no later than the last day of April in the year following a Presidential election...” I expect to accomplish this task on time.

The following 7 email ballots were completed since the December 10-11, 2016 LNC session:

Motion 2017-01: Amend a motion adopted on December 11, 2016 as follows:

“that the Libertarian National Committee establish a committee to take bids from political consultants for the task of extensively reviewing and making recommendations for the Libertarian Party’s messaging (and modes of messaging), inclusion in the debates, fundraising and campaign finance, campaign mechanics, and state and local affiliates. Said agency will agree to present their findings to the public before December of 2017. The committee will take bids until the ~~10th~~30th of January.”

Sponsors: Demarest, Katz, Mattson, Harlos

Started: 01/11/17

Ended: 01/21/17

Voting “aye”: Bilyeu, Bittner, Demarest, Goldstein, Hagan, Harlos, Katz, Lark, Marsh, Mattson, McKnight, Redpath, Starchild

Voting “nay”: (none)

With a final vote tally of 13-0, the motion PASSES.

Motion 2017-02: The LNC establishes a Historic Preservation Committee to help preserve and publish historical documents of the party and to manage LPedia. This committee is granted a budget of \$5,000. Caryn Ann Harlos is appointed chair with authority to appoint up to 4 others. This committee will expire at the end of the LNC meeting preceding the 2018 LP National Convention.

Sponsors: Goldstein, Harlos, Demarest, Bittner

Started: 01/13/17

Ended: 01/23/17

Voting “aye”: Bilyeu, Demarest, Goldstein, Hagan, Harlos, Hayes, Katz, Lark, Marsh, Mattson, McKnight, Moellman, Redpath, Starchild

Voting “nay”: (none)

With a final vote tally of 14-0, the motion PASSES.

Motion 2017-03: The Libertarian National Committee condemns the unjust detention of libertarian activists Ubaldo Herrera Hernandez and Manuel Velasquez by agents of the Castro regime in Cuba on February 2, and demands the immediate safe release of these political prisoners who were targeted for their peaceful activism promoting limited government and free markets. We further ask the U.S. government's State Department to place diplomatic pressure on the Castro regime for their release, and encourage Libertarian Party members and supporters to contact their elected officials toward that end.

Sponsors: Starchild, Harlos, Demarest, Vohra

Started: 02/14/17

Ended: 02/24/17

Voting “aye”: Demarest, Hagan, Harlos, Hewitt, Lark, Marsh, Sarwark, Starchild, Vohra

Voting “nay”: Bilyeu, Bittner, Goldstein, Hayes, Katz, Mattson, Redpath

Express abstention: McKnight

With a final vote tally of 9-7, the motion fails to achieve the 3/4 vote required to adopt a public policy resolution with previous notice (see LP Bylaws Article 7.11).

Motion 2017-04:

WHEREAS the current federal classification of cannabis under the Controlled Substances Act as a Schedule 1 drug having no medicinal value is an inaccurate classification at odds with the findings of the National Academy of Sciences' Institute of Medicine and those of many other researchers; and

WHEREAS this dishonest classification is an impediment both to useful academic research, and to realizing the economic benefits that legalization offers; and

WHEREAS cannabis is a drug with few harmful effects and zero documented fatalities which is even safer when not forced into the black market, where labeling, testing, and quality control are less prevalent; and

WHEREAS drug prohibition in the United States has been an unmitigated failure, with a third of Americans self-reporting having used cannabis despite strict penalties against its sale, manufacture and use, and over \$1 trillion of taxpayer money in a futile effort to enforce drug laws, including those pertaining to cannabis; and

WHEREAS the black markets created by these unconstitutional statutes have led to increased violence both in the United States and in other countries such as Mexico where cannabis and other drugs are produced for the U.S. market; and

WHEREAS millions and millions of peaceful Americans have been arrested, imprisoned, fined, or otherwise needlessly criminalized and stigmatized, potentially for life, because of their use of cannabis, and the 2 million Drug War prisoners currently behind bars in the United States have given this country the highest documented incarceration rate of any nation on Earth, accounting for a reported 25% the world's prisoners; and

WHEREAS drug prohibition has been the major driver of the practice of asset forfeiture, in which over \$13 billion has been seized by law enforcement across the country, often from people who have not been convicted of, or sometimes even charged with, any crime; and

WHEREAS this gross violation of legal due process, has incentivized the arbitrary and often discriminatory arrest of U.S. residents in what has come to be known as "policing for profit" ; and

WHEREAS unconstitutional statutes attempting to control what people choose to put into their own bodies constitute a vast and dangerous government intervention into people's personal lives violating the cherished American values of individual freedom and choice; and

WHEREAS polls now show that most Americans support legalizing cannabis for both medical and recreational use, and voters in multiple states have voted accordingly;

NOW THEREFORE be it resolved that the Libertarian National Committee supports the immediate full legalization and federal de-scheduling of cannabis and industrial hemp products, as a much-needed first step toward ending the destructive "War on Drugs" entirely, in accord with the Libertarian Party's platform.

Sponsors: Harlos, Demarest, Starchild, Redpath

Started: 02/24/17

Ended: 03/06/17

Voting "aye": Demarest, Harlos, Lark, Marsh, McKnight, Redpath, Starchild, Vohra

Voting "nay": Bittner, Hayes, Katz, Mattson, Starr

Express abstention: Goldstein, Hagan

With a final vote tally of 8-5, the motion fails to achieve the 3/4 vote required to adopt a public policy resolution with previous notice (see LP Bylaws Article 7.11).

Motion 2017-05:

The Libertarian National Committee strongly opposes the unjust arrest and detention of peaceful individuals. The arrests on February 2, 2017, and subsequent detention of libertarian activists, Ubaldo Herrera Hernandez and Manuel Velazquez, in Cuba illustrate the threats to freedom we all face around the world.

The Libertarian Party calls on the Cuban government to immediately release details of the above-mentioned arrests and detentions, including the specific charges being levied against the individuals in question. In the absence of such information, we call for the release of these prisoners.

Libertarian activism worldwide must not be deterred by the attempts of authoritarian leaders, totalitarian governments, and dictatorial regimes to silence the voice of freedom. We condemn any acts of official oppression, and uphold the promotion of limited government and free markets in any country. Furthermore, we call on the U.S. Department of State to publicly denounce violations of the right to free speech, the right to peaceably assemble, and the right to due process abroad.

Sponsors: Bilyeu, Harlos, Demarest, Marsh

Started: 03/09/17

Ended: 03/19/17

Voting "aye": Bilyeu, Demarest, Goldstein, Harlos, Katz, Lark, Marsh, McKnight, Moellman, Redpath, Sarwark, Starchild, Vohra

Voting “nay”: (none)

With a final vote tally of 13-0, the motion PASSES.

Motion 2017-06: Move to budget an additional \$5,000 (budget line 90) to relocate the historical records in the Duke Street basement and in the off-site storage facility to a location in Colorado to be determined by Historical Preservation Committee Chair. The facility will be paid by for and under the control of the LNC and will be obtained at a cost equal or less to the price paid for the similar facility in Virginia. The Executive Director will be directed to send out up to two fundraising emails to cover this expense and the prior budgeted Historical Committee expense (credit to budget line 25).

Sponsors: Harlos, Hayes, Bittner, Demarest

Started: 03/24/17

Ended: 04/03/17

Voting “aye”: Bilyeu, Bittner, Demarest, Hagan, Harlos, Hayes, Goldstein, Lark, Marsh, Sarwark, Starchild, Vohra

Voting “nay”: Katz, Mattson

Express abstention: Redpath

With a final vote tally of 12-2, the motion PASSES.

Motion 2017-07: The site for the August 19-20, 2017 LNC meeting will be Kansas City (MO or KS).

Sponsors: Goldstein, Hagan, Hayes, Bittner

Started: 03/24/17

Ended: 04/03/17

Voting “aye”: Bittner, Demarest, Goldstein, Hagan, Harlos, Hayes, Lark, Marsh, Mattson, McKnight, Redpath, Vohra

Voting “nay”: Starchild, Starr

Express abstention: Bilyeu, Katz

With a final vote tally of 12-2, the motion PASSES.

Alicia Mattson
LNC Secretary

Libertarian National Committee - Membership Report

"Donor" Totals - Mar-17

4 Year & 12 Month Comparison

	Dec-13	Dec-14	Dec-15	Dec-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
Active w-MEM	13670	12053	11184	18592	11824	12509	14532	15477	16656	17568	17888	18327	18564	18592	18908	18715	18334
Active w/out MEM	967	747	509	1814	507	519	787	981	1223	1736	1890	1843	1822	1814	1806	1838	1862
Total Active Donors	14637	12800	11693	20406	12331	13028	15319	16458	17879	19304	19778	20170	20386	20406	20714	20553	20196
Percent Change	-2.05%	-12.55%	-8.65%	74.51%	3.39%	5.65%	17.59%	7.44%	8.63%	7.97%	2.46%	1.98%	1.07%	0.10%	1.51%	-0.78%	-1.74%
Lapsed/Drop MEM	1245	1733	909	1016	837	718	465	662	514	681	599	753	589	1016	672	831	1533
Lapse w/out MEM	82	203	30	27	41	20	10	14	10	24	29	37	29	27	25	34	32
Lapsed/Drop Total	1327	1936	939	1043	878	738	475	676	524	705	628	790	618	1043	697	865	1565
Percent Change					34.66%	-15.95%	-35.64%	42.32%	-22.49%	34.54%	-10.92%	25.80%	-21.77%	68.77%	-33.17%	24.10%	80.92%
New Donors w-MEM	267	110	103	321	524	675	1393	1184	1181	1054	469	526	485	321	481	299	386
New w/out MEM	168	6	6	11	22	31	176	163	230	535	176	52	22	11	14	13	47
New Total	435	116	109	332	546	706	1569	1347	1411	1589	645	578	507	332	495	312	433
Percent Change					69.04%	29.30%	122.24%	-14.15%	4.75%	12.62%	-59.41%	-10.39%	-12.28%	-34.52%	49.10%	-36.97%	38.78%
Renewed w-MEM	966	729	792	723	724	728	1095	423	512	539	450	666	341	723	507	339	766
Renewed w/out MEM	55	14	20	8	12	1	102	45	22	2	7	-62	-14	8	3	53	9 *
Total Renewals	1021	743	812	731	736	729	1197	468	534	541	457	604	327	731	510	392	775
Percent Change					27.78%	-0.95%	64.20%	-60.90%	14.10%	1.31%	-15.53%	32.17%	-45.86%	123.55%	-30.23%	-23.14%	97.70%
Total "MEM"	130507	133400	135197	145814	136797	137539	139513	140413	141889	143319	143935	144707	145455	145814	146350	146869	147222
Percent Change	2.84%	2.22%	1.35%	7.85%	0.60%	0.54%	1.44%	0.65%	1.05%	1.01%	0.43%	0.54%	0.52%	0.25%	0.37%	0.35%	0.24%
Total "LIFETIME"	2295	2446	2458	2571	2461	2473	2501	2514	2531	2554	2560	2567	2566	2571	2574	2577	2580
Total "BSM"	13869	12526	11045	19003	11768	12461	14554	15448	16759	17541	18071	18486	18805	19003	19293	19152	18864

Last Year vs. This Year

	Mar-16	Mar-17	Change	12 Mo Ave		
Active w-MEM	11824	18334	55.06%	17173	<u>Active Donors w-MEM =</u>	18334
Active w/out MEM	507	1862	267.26%	1510	<u>Lapsed & Zero Dues MEM =</u>	128888
Total Active Donors	12331	20196	63.78%	18683	<u>Total "MEM" w-Signed Certificate =</u>	147222
Lapsed/Dropped	878	1565	78.25%	777	<u>Member Signed Certificate =</u>	"MEM"
New Donors	546	433	-20.70%	827	<u>Total "BSM" =</u>	18864
Renewals	736	775	5.30%	605	<u>Bylaws Defined Sustaining Member =</u>	"BSM"

* Neg "sub" due to email push to convert Sub's to Mem's in Oct-16 & Nov-16

Mar-17 MEMBERSHIP BY STATE --- ACTIVE AND NON ACTIVE

STATE	TOTAL "MEM"	ACTIVE "MEM"	ACTIVE "SUB"	TOTAL "ACTIVE"	TOTAL "BSM"
AK	707	90	5	95	90
AL	1955	272	18	290	278
AR	976	126	12	138	130
AZ	3455	396	46	442	400
CA	20138	1991	219	2210	2024
CO	4100	623	59	682	638
CT	1607	205	29	234	212
DC	431	51	5	56	54
DE	429	55	4	59	56
FL	8767	1009	129	1138	1067
GA	6334	583	65	648	609
HI	563	73	8	81	76
IA	1176	194	12	206	195
ID	839	77	9	86	77
IL	4830	631	72	703	660
IN	3562	521	36	557	533
KS	1319	165	12	177	167
KY	1337	172	12	184	179
LA	1247	205	20	225	208
MA	3021	317	40	357	320
MD	2625	364	34	398	365
ME	875	87	13	100	92
MI	5576	618	43	661	642
MN	2241	270	36	306	280
MO	2607	349	23	372	361
MS	780	94	9	103	100

STATE	TOTAL "MEM"	ACTIVE "MEM"	ACTIVE "SUB"	TOTAL "ACTIVE"	TOTAL "BSM"
MT	579	82	9	91	83
NC	3698	472	53	525	483
ND	266	54	5	59	55
NE	726	107	5	112	110
NH	1476	189	22	211	189
NJ	3293	393	54	447	404
NM	1249	187	23	210	189
NV	1994	200	25	225	206
NY	5501	788	90	878	816
OH	5749	750	56	806	782
OK	1179	160	17	177	163
OR	2336	194	39	233	196
PA	6397	734	80	814	760
RI	342	48	8	56	49
SC	2071	271	26	297	282
SD	294	46	6	52	47
TN	2792	502	15	517	508
TX	10088	1448	146	1594	1488
UT	1282	144	16	160	146
VA	5330	874	71	945	912
VT	431	40	4	44	41
WA	4771	601	61	662	618
WI	2191	329	35	364	336
WV	651	63	3	66	69
WY	338	37	2	39	37
XX	701	83	21	104	82

SUSTAINING MEMBERSHIP STATE RANKINGS - "BSM"

State	Total BSM	Rank	State	Total BSM	Rank
CA	2024	1	NV	206	27
TX	1488	2	OR	196	28
FL	1067	3	IA	195	29
VA	912	4	NH	189	30
NY	816	5	NM	189	31
OH	782	6	KY	179	32
PA	760	7	KS	167	33
IL	660	8	OK	163	34
MI	642	9	UT	146	35
CO	638	10	AR	130	36
WA	618	11	NE	110	37
GA	609	12	MS	100	38
IN	533	13	ME	92	39
TN	508	14	AK	90	40
NC	483	15	MT	83	41
NJ	404	16	ID	77	42
AZ	400	17	HI	76	43
MD	365	18	WV	69	44
MO	361	19	DE	56	45
WI	336	20	ND	55	46
MA	320	21	DC	54	47
SC	282	22	RI	49	48
MN	280	23	SD	47	49
AL	278	24	VT	41	50
CT	212	25	WY	37	51
LA	208	26	XX	82	52

	TOTAL "MEM"	ACTIVE "MEM"	ACTIVE "SUB"	TOTAL "ACTIVE"	TOTAL "BSM"
TOTALS	147222	18334	1862	20196	18864

DEFINITIONS: MEM = Member Signed Certificate

Total MEM = Total # Constituents Per State w-Member Signed Certificate

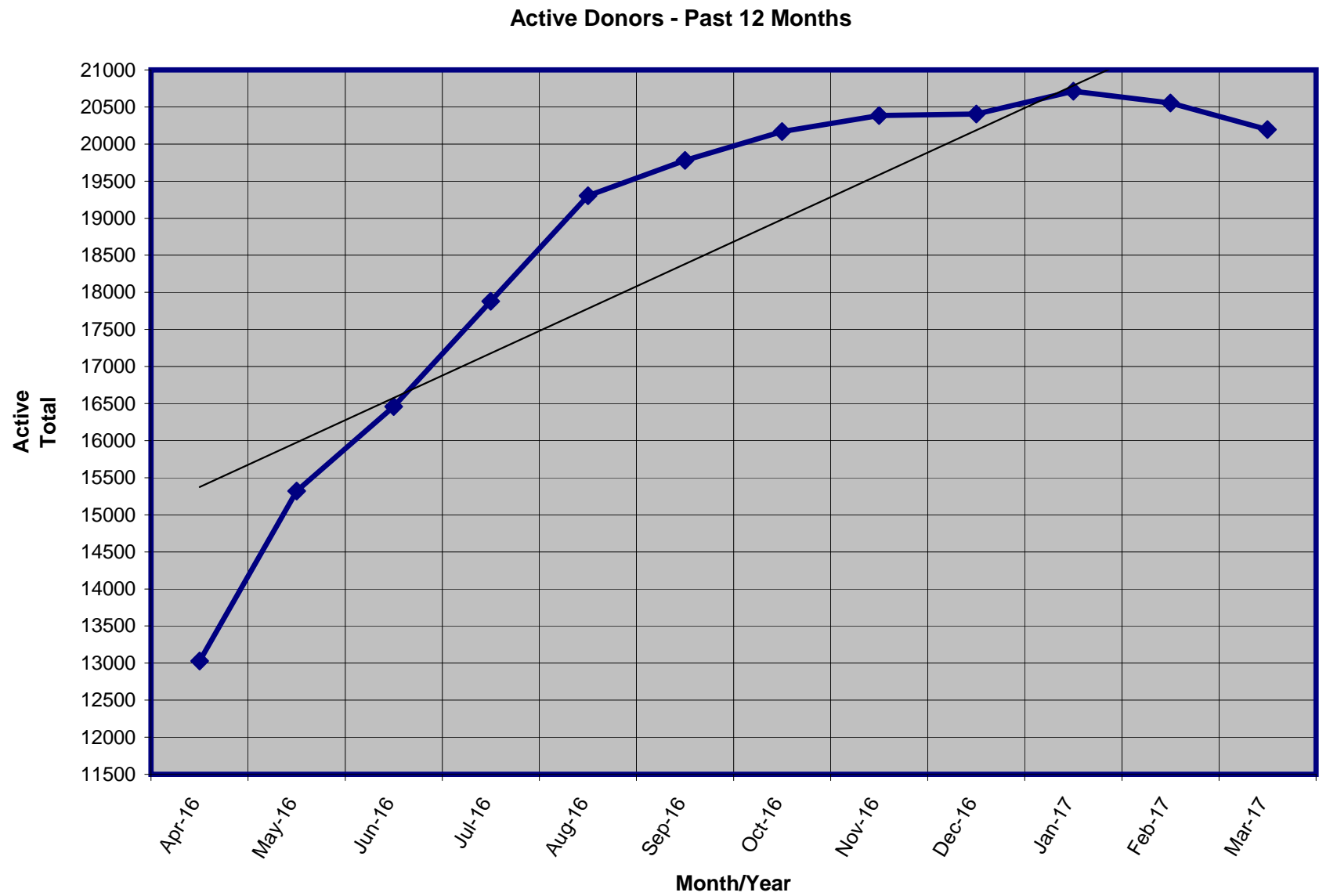
ACTIVE MEM = Current Dues Paying or Lifetime Donor w-Signed Certificate

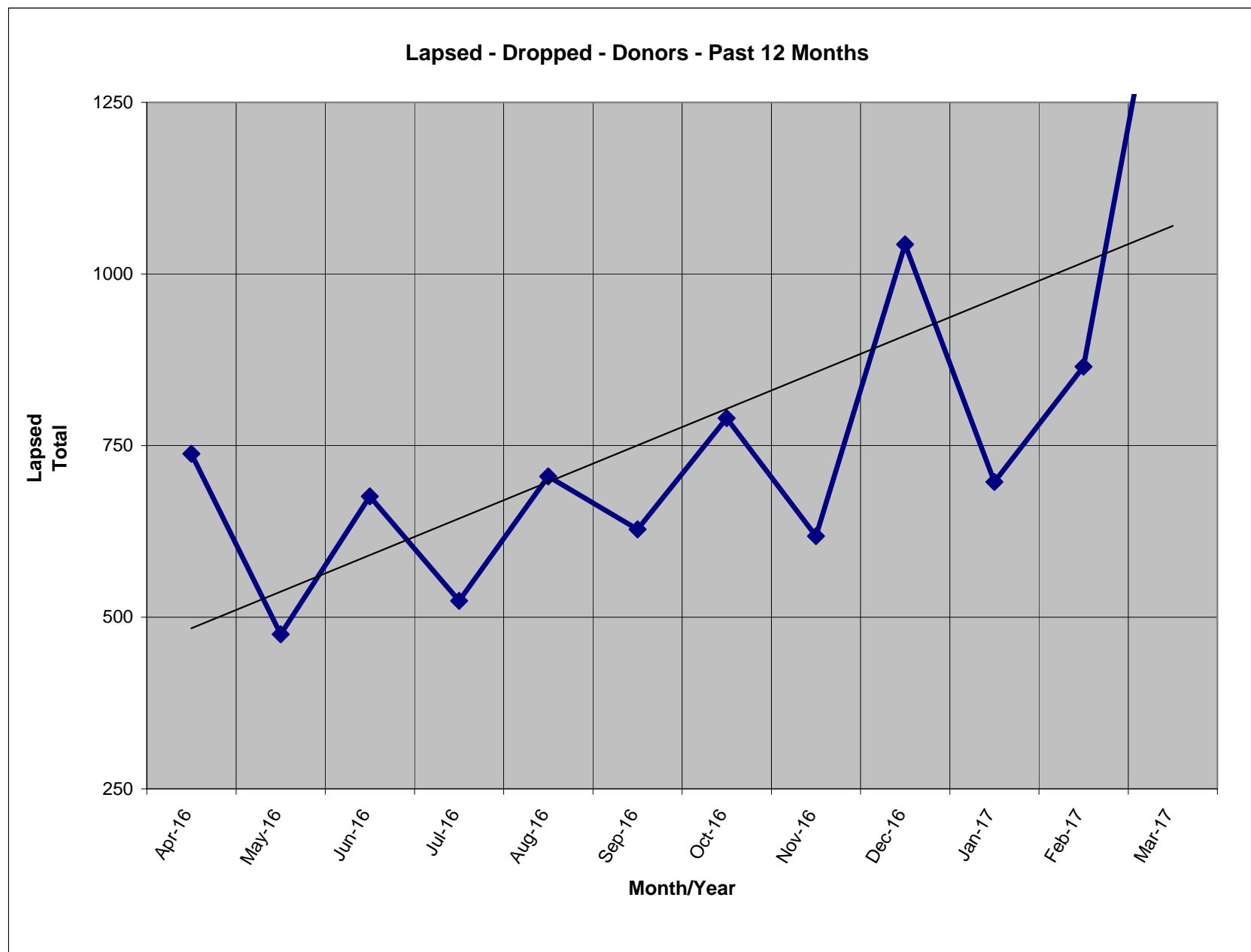
ACTIVE SUB (ACTIVE NON MEM) = Current Dues Paying or Lifetime Donors Who Have NOT Signed the Certificate (Formerly Called "Subscriber")

TOTAL ACTIVE = Current Dues Paying or Lifetime Donor

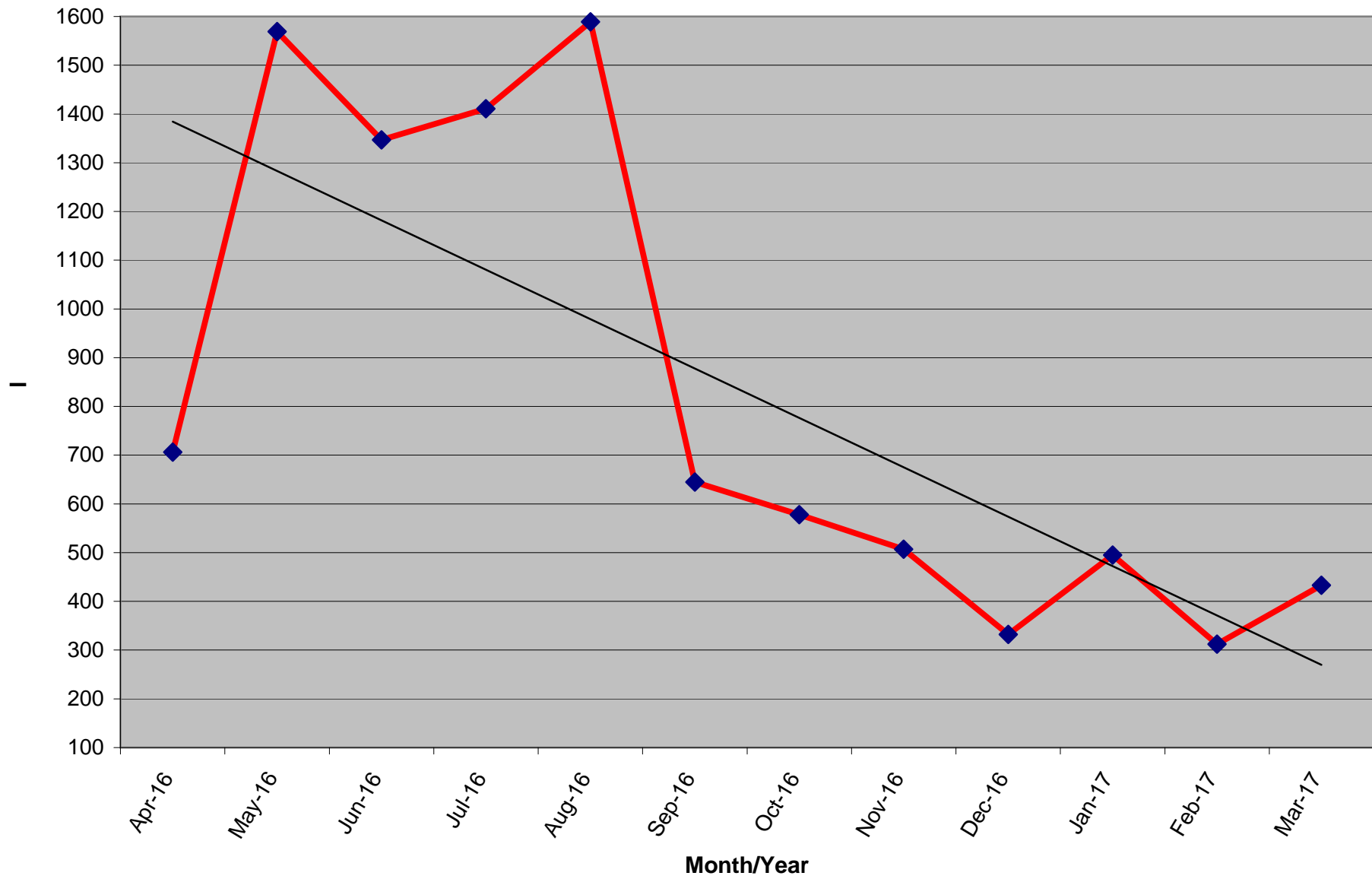
BSM = By Law Definition of "Sustaining Member" and number used for delegate count

(Art 5-3: "Sustaining member" is any Party member who has given at least \$25 to the Party in the prior twelve months, or who is a life member.)

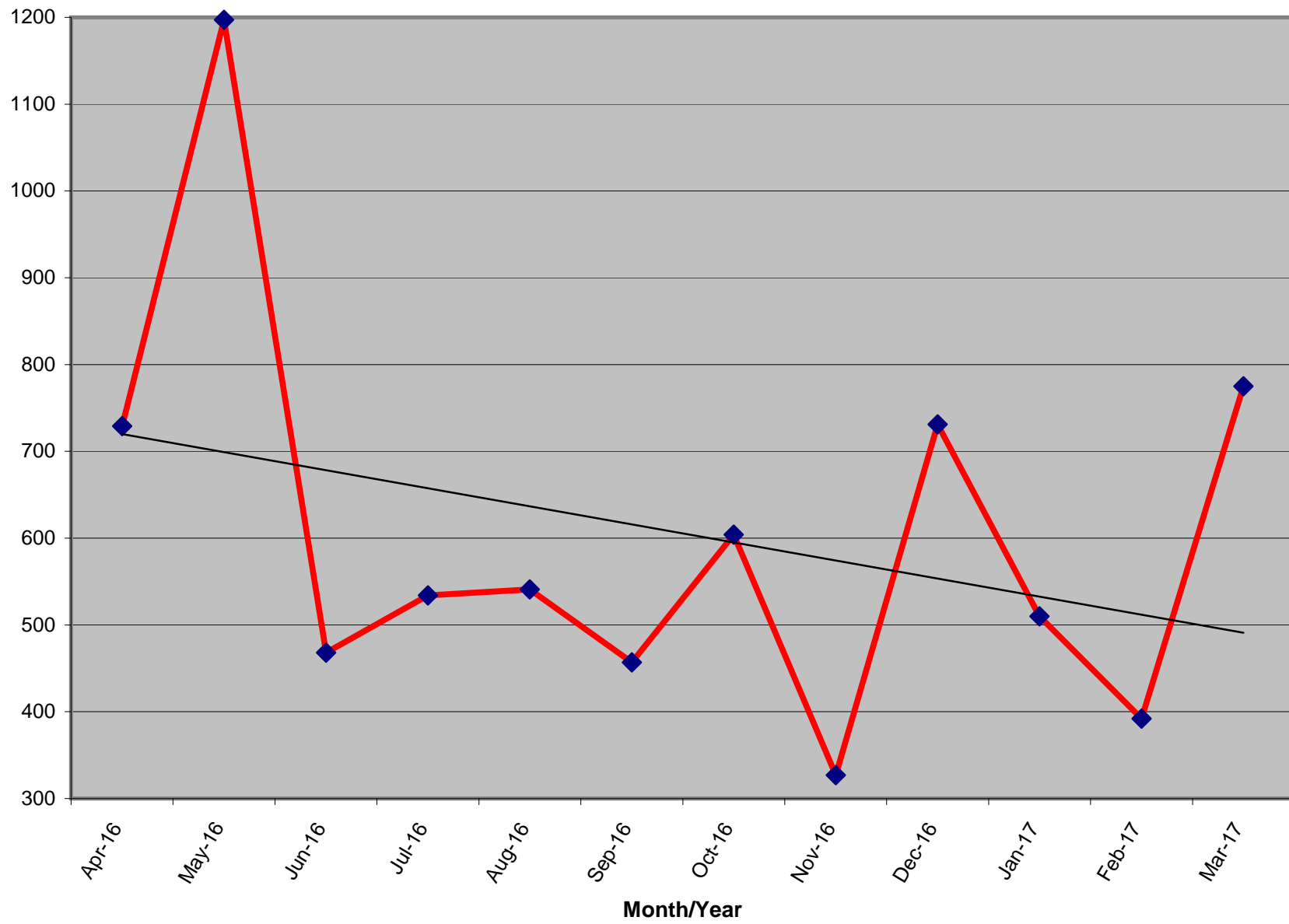




New Donors Past 12 Months



Renew Donors - Past 12 Months



Convention Oversight Committee Report April

The theme vote brought in \$15,490. This is better than both previous contests of 2008 and 2016 combined.

Our team is collecting bids for the A/V portion of the convention. Heather Gwynn developed the RFP for the A/V based on our previous conventions' bills. We have received some prohibitively high early bids. We are attempting to find ways to reduce our A/V total. Without some reduction, our convention tickets will be prohibitively high.

We will be discussing how we develop the bids for the 2020 convention over the next month. Alicia Mattson, Erin Adams and Sam Goldstein are helping the committee modify previous RFPs to send out.

Whitney Bilyeu has drawn up a working budget for the committee. Once the A/V question is resolved, the committee will vote to accept a convention budget. Whitney Bilyeu volunteered oversee our spending and help us stay within budget.

Daniel Hayes is our Vice Chair and is in charge of speakers for the convention. He has invited Tim Moen to be a speaker for this convention. Other ideas are in the works.

Jennifer Osborne and Thom Taylor are working on different ways to raise money at the convention. Currently they are developing a silent auction.

Danielle Alexandre Snitker is taking charge of our volunteer team. She did an excellent job running the volunteers at the 2018 convention and I look forward to having her in charge of the convention volunteer staff in 2018.

We also have a small group of volunteers that we have yet to assign tasks to. We hope to give them work before the convention so they are vested in the event.

The COC recommends the LNC consider holding a meeting in New Orleans at the Hyatt Regency (the 2018 convention hotel) preferably in December 2017 with Easter weekend 2018 as a secondary option. As this is our convention hotel we should go through Helms-Briscoe to secure any of these dates. We are currently waiting on the NFL Schedule due out around April 18th in order to use any of the available December rates.

Room rates as reported by Helms-Briscoe for the New Orleans Hyatt:

Dec 2nd & 3rd N/A
Dec 9th & 10th: \$149
Dec 16th & 17th \$119
March 31st & April 1st \$139

We have an excellent COC this time around with full participation as you can see from the attendance record below and the activity list above.

Convention Oversight Committee

Meeting Dates and Attendance Roster for April 15-16, 2017 LNC Meeting

	Adams	Bilyeu	Brackeen	Goldstein	Hayes	Mattson	Ryan
01/10/17	N/A	Y	N/A	Y	Y	Y	Y
01/23/17	Y	Y	Y	Y	Y	Y	Y
02/06/17	Y	Y	Y	Y	Y	Y	Y
02/20/17	Y	Y	Y	Y	Y	Y	Y
03/06/17	Y	Y	Y	Y	Y	Y	Y
03/20/17	Y	Y	Y	Y	Y	Y	Y
04/03/17	Y	Y	N	Y	Y	Y	Y

EMPLOYMENT POLICY AND COMPENSATION COMMITTEE REPORT

Submitted to: Libertarian National Committee, Apr. 12, 2017

Submitted by: James W. Lark, III
Region 5 Representative, Libertarian National Committee
Chair, Employment Policy and Compensation Committee

The members of the Employment Policy and Compensation Committee (EPCC) are Brett Bittner, Joshua Katz, and Jim Lark. They were elected during the LNC meeting on May 30, 2016.

1) At this time the EPCC is working on a revision of the Employee Manual. The EPCC anticipates that the revision will be completed well before the LNC meeting in August.

The following items were included in the EPCC reports of Feb. 15, May 23, July 11, and Dec. 10 (all dates in 2016). Since the LNC has not taken action on these items, the EPCC has included them again in this report.

2) In the review of the LNC's internal financial controls, the auditor noted in its discussion of "significant deficiencies" that as of the end of 2013, the LNC's FEC Policies and Procedures Manual had not been updated since 2006.

The EPCC recommends that the LNC establish a special committee to prepare an updated version of this manual. In addition, the LNC should develop a process for the regular review and updating of this manual.

3) In the review of the LNC's internal financial controls, the auditor noted in its discussion of "significant deficiencies" that the LNC has not established a document retention/destruction policy, and recommended that such a policy be established.

Recently LNC secretary Alicia Mattson sent a draft document retention policy to the LNC. This draft, as well as the draft whistleblower protection policy also sent by Ms. Mattson, was distributed to the LNC in February 2014 as part of the Third Interim Report of the Audit Committee. That Audit Committee was chaired by Aaron Starr, who currently serves as the Region 4 alternate representative.

The EPCC believes the document retention draft is a useful starting point for developing an appropriate document retention policy. However, the EPCC also believes that its members do not possess the requisite specialized knowledge to determine whether the draft is acceptable or must be modified, given the many government regulations governing the activities the document retention policy must address. In addition, the policy must take into account issues involving party governance and "institutional memory."

Thus, the EPCC again recommends that the LNC establish a special committee to prepare such a policy. The special committee is welcome to use the aforementioned draft as the foundation for its efforts.

If the LNC prefers to leave this matter in the hands of the EPCC, the EPCC will likely seek an appropriation from the LNC in order to obtain a review of the draft (or a modified version thereof) by someone who has specialized knowledge concerning document retention policies for political parties.

It should be noted that regardless of whether the LNC establishes a special committee to prepare the policy or requests that the EPCC handle this project, the EPCC believes that the LNC will need to allocate funds at some point in order to obtain reviews of the policy by people with the appropriate expertise.

As noted above, Ms. Mattson distributed a draft whistleblower protection policy in addition to the document retention draft. The EPCC believes that this document also provides a useful starting point for developing an appropriate whistleblower protection policy. In addition, the EPCC believes that someone with specialized knowledge regarding employment matters (especially employment law in the Commonwealth of Virginia) should conduct a review of this document (or a modification thereof), along with a review of the Employee Policy manual.

Report of the IT Committee to the LNC at its April 15, 2017 meeting.

Submitted by: Sean O'Toole, chair IT Committee, region 6 alternate

The IT Committee is comprised of seven members: John Athayde, Stephen Berger, Joshua Drake, Steven Haddox, Ken Moellman, Sean O'Toole, and Doug Waddell. The group brings together expertise in hardware, systems, databases, web development, web design, project management, and IT management processes. Currently, we meet every other Wednesday and have had three meetings thus far.

Early on we decided to focus on a few core projects that have potential to benefit the national LP and our state affiliates. These projects are:

- a new email server with the capacity to handle our current LNC email and list needs as well as email and list server needs for state affiliates;
- a voter ID CRM that consolidates our national membership list with our state party lists (for those states that wish to participate); and
- to support, in any way we can, the efforts of Andy Burns and his group of volunteers in their efforts to provide hosting, development and design services to our state affiliates.

As the email server and CRM projects come into being, we will evaluate other potential projects and take them on as time and resources permit.

Applicants for 2018 LP Bylaws and Platform Committees

First Name	Last Name	Platform	Bylaws
Geoffrey	Adams	Y	
Darris	Adkins	Y	Y
Dean	Ahmad	Y	
Cecil	Anderson	Y	
Phillip	Anderson	Y	
Adam	Bates	Y	
Katie	Begly	Y	Y
Ryan	Betters	Y	
Kevin	Bjornson	Y	
Steven	Braeger	Y	Y
M	Carling		Y
Jonathan	Carranza	Y	Y
Matthew	Cholko	Y	
Carolyn	Clift	Y	Y
Chris	Colvin	Y	
Nathaniel	Deily	Y	
David Pratt	Demarest	Y	Y
Andrew	DiMartino	Y	
Andy	Craig	Y	Y
Douglas	Dycus	Y	
Dax	Ewbank	Y	
Richard	Fast	Y	Y
James	Fleming	Y	Y
John	Fockler	Y	
Jeffrey	Gaul	Y	Y
Hubert	Gauthier	Y	
Joseph	Goocher	Y	Y
Caryn Ann	Harlos	Y	Y
Joseph	Henchman	Y	Y
Jaron	Hicks	Y	
James	Hines	Y	
Joseph	Howe	Y	
Clayton	Hung	Y	Y
Richard	Illyes	Y	Y
James	Jaworski	Y	
Joshua	Katz		Y
Michael	Kielsky	Y	Y
Thomas	Knapp	Y	
Jeanette	Ko	Y	Y
John	Kosanke	Y	Y
Shaun	Kunz	Y	Y
Tyler	Kuskie	Y	
Drew	Layda	Y	
James	Logan		Y
Rachel	Mace	Y	Y
Tom	Maciejewski	Y	Y
Chris	Maden	Y	
Matthew	Mahler	Y	Y
Craig	Manual	Y	Y

Ryan	Martinez	Y	Y
Alicia	Mattson	Y	Y
James	Mayer	Y	
Curtis D.	McGrady	Y	Y
Mark	Miller	Y	
Jeffrey	Miron	Y	
Chuck	Moulton		Y
Dustin	Nanna	Y	
Nicholas	Nunley	Y	Y
Daniel	Palmer	Y	
Warren	Patterson	Y	
Alexander	Pease	Y	
Timothy	Perkins		Y
Darryl	Perry	Y	Y
Patrick	Peters	Y	Y
Mike	Petersen	Y	Y
John	Pickerill	Y	
Nathan	Pierce	Y	Y
Jonathan	Plante	Y	
Mark	Potwora		Y
Roland	Riemers	Y	Y
Kyle	Roggenbuck	Y	
Kimberly	Ruff	Y	Y
David	Salisbury	Y	Y
Lee Ann	Santos	Y	
Charles	Saucier	Y	Y
Elliott	Scheirman	Y	
Douglas	Schell	Y	
Debbie	Schum	Y	
Mike	Seebeck	Y	Y
Tyler	Smith	Y	Y
Billy	Spruill	Y	
George	Squires	Y	Y
David	Stark	Y	Y
Aaron	Starr	Y	Y
David	Stewart	Y	Y
Christopher	Swartz	Y	Y
Sunil	Vatave	Y	Y
Christian	Wagner	Y	Y
Parker	Ward	Y	Y

COUNT:	83	51
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T LIBERTARIAN

PARTY HISTORICAL PRESERVATION COMMITTEE

REPORT

LIBERTARIAN NATIONAL COMMITTEE

APRIL 15-16, 2017

Committee Members

Caryn Ann Harlos (Chair)

Dr. Joe Buchman

Joe Dehn

Ed Fochler

James Gholson

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COMMITTEE OVERVIEW

The purpose of this Committee as per the LNC-creation mandate is to oversee the preservation and publication of Libertarian Party historical documents (at HQ and in the off-site storage facility) and to manage the LPedia site. The Committee was created on January 23, 2017 and the members appointed on February 20, 2017. IT Committee member Ken Moellman was instrumental in laying the groundwork.

It is the hope of the Committee members that the LNC would establish a permanent Historical Preservation Committee.

Meetings and Communications

The Committee is committed to transparency and conducts open meetings every two weeks (or as close as practicable) via Go To Meeting. Committee discussion is also conducted via email with a read-only subscription option available to all Party members by sending a message to lpnpc-request@lists.dehnbases.net with "subscribe" in the subject line. Regular news updates are also sent to potential volunteers and history enthusiasts.

Status of Document Preservation

The Committee is prioritizing items for digitization by focusing first on items of most general Party membership interest which have been determined to comprise newsletters such as Liberty Pledge and LP News. Before this Committee was created, an exploratory group of interested Party members pooled funds to digitize an older preservation effort of LP News (1972-1990) that was done on microfilm. This resulted in less than ideal results due to the old technology but is available to any Party member upon request and may prove useful if the physical archives have any missing issues that were captured in that prior effort. At this time, the 1983-2003 Liberty Pledge issues have been digitized in high resolution .tiff files and compressed versions are being created and OCRd for online distribution while preserving the high resolution files. The remainder of the Liberty Pledges are anticipated to be done within a month, and future issues will be provided electronically by HQ staff. The next item in the priority list will be high resolution scans of LP News. The Committee is estimating costs to complete that goal which are anticipated to be a significant part of its budget; however these items require professional level scanning and likely cannot be farmed out to volunteers while other, simpler, text items can. Multiple volunteers including Michael Fucci (Montana), Trish Lynch (Arizona), Jacqueline Passey-Mason (Virginia), and Thomas Knapp (Florida) have been involved in the document end with others being brought on-board.

Documents will be preserved in several formats. For primary general use, they will be posted on LPedia (see below), but at request of any Party member an electronic archive of the high resolution scans will be provide on a USB drive (at the cost of the requesting member).

Additionally, members are encouraged to start adding their state party and other Libertarian-related items to LPedia to greatly expand the available resources beyond the documents which are the primary mandate of this Committee.

One difficulty encountered by the Committee was the result of having to manage document inventory and organization from a distance as accounting was necessary in order to adequately prioritize and to determine what gaps may exist in the record to be filled. Several volunteers spent several days at HQ to begin an inventory. This difficulty was solved by the April 3, 2017 passage of the records relocation motion by the LNC that authorized a budget for the records to be transported to the vicinity of Committee Chair Harlos for organization, continued inventory (building upon the work started by volunteers), and recommendations on curation. Once the documents are reviewed, immediate recommendations will be made. The LNC may wish to proactively consider some broad guidelines and empower the Committee to carry out same (such as instructions on duplicate retention).

The Committee has also been granted permission by David Nolan's widow, Elizabeth Nolan, to scan and review the archives in her possession. It is believed that she will give the critical portions of this collection to the LNC (while other portions may not be specific to LP history and need to find homes elsewhere), such as David's personal correspondence

and notes on conventions and meetings. Emily Goldberg (Arizona) has volunteered to visit Elizabeth to begin this scanning project. Elizabeth has provided an inventory to the Committee.

Records Relocation

Committee Chair Harlos has been in discussion with Wes Benedict for a timetable to accomplish this task. A tentative date of April 30, 2017 has been scheduled for the arrival of the records at a storage facility in Colorado (a reservation has been made for a 10x20 climate-controlled unit in Parker). Further logistics are being arranged.

Status of LPedia

LPedia is a collaborative history wiki of the Libertarian Party started in February 2005 by Shane Cory as a replacement for the older archive.lp.org. The site had gotten into maintenance trouble in June 2013 when new account creation was disabled and had fallen into technical disrepair as the MediaWiki engine went through version upgrades which were not installed on LPedia primarily due to the fact that there simply was not enough staff time to keep the site updated and the account creation was leading to potential security risks as it was installed on the same server as the main LP.org website. For those same reasons volunteers were not given access to update.

In July 2016, Region 1 Representative Harlos took an interest in saving LPedia from disappearing when a software update would inevitably break it for good and urged the LNC to either take active interest or transfer the asset to the LSLA. This motion was referred to the IT Committee and was put on hold while the transition to the new LP.org site was a priority. During this transition it was determined that the main LP site would be hosted on a different server which made a decision on the fate of LPedia imminent as its host server would soon be deactivated. In December 2016, Representative Harlos visited the Libertarian Party Headquarters and toured the basement and offsite storage and discovered a wealth of unseen historical records. During this same time period, there was an objection to the loss of website information during the main website transition; thus Representative Harlos and Alternate/IT Committee member Moellman worked together to bring a motion to the LNC to establish a permanent historical committee to curate and digitize these records in addition to managing LPedia. The LNC was not disposed to create a permanent committee at this time, but Representative Goldstein, at the encouragement of information supplied by Executive Director Wes Benedict, proposed the Motion that led to the creation of this Committee.

At that time, LPedia had just been moved to a fully hosted wiki-farm host; however, the database was bloated with over 20 gigabytes of spam and required serious cleaning in addition to the desperately needed updates to the Wikimedia software. Volunteer Bonnie Scott (Vermont) spent dozens of hours over the course of over a month doing this cleanup work which was successfully transferred to the new host. In preparation for a re-opening, the Committee spent time considering policies and procedures that should apply to the site, including issues relating to naming conventions, licensing, and backup. It is the consensus of the Committee that the purpose of LPedia is more than just an "encyclopedia" (the model for the well-known Wikipedia) but rather it is a collaborative "library" of which the encyclopedia-style articles are a vital but not exclusive component. It is the primary tool that we will be using to make available the results of our document preservation efforts, and is available to serve the same purpose for documents being preserved by state affiliates. So the policies and procedures necessarily reflect these multiple roles. Procedures have been established to back the site up on a regular basis (and tested by successfully restoring a working version from a sample backup).

LPedia was re-opened for general account creation and restoration to its purpose as a crowd-sourced collaborative effort on March 31, 2017. A good response of new users and returning former users has resulted with article creation and editing proceeding which is a satisfactory results of several months of hard work.

Budget Expenditures and Fundraising

LNC funding for Committee projects came from two separate motions, the first for the records preservation portion (\$5,000) and the second for the records relocation (\$5,000). \$1,390.00 has been raised with \$1,500 pledged (as a Life membership payable over a year period once the records have been relocated). Additional fund-raising will take place through two emails sent by HQ and additional efforts by the Committee. The Committee believes this will gain more traction as real results can be demonstrated to the Party membership as records come online and documentation of the records organization is presented.

EXCERPT FROM 2013 MANAGEMENT LETTER FROM OUTSIDE AUDIT FIRM

Document Destruction/Whistle Blower Policies

While the Sarbanes-Oxley Act does not apply to non-profit organizations, we are presenting, for your information, two provisions of the Act which should be implemented by all organizations. In fact, we recommend the following provisions be added to the policy manual:

- The Sarbanes-Oxley Act provides new protections for whistleblowers and criminal penalties for actions taken in retaliation against whistleblowers. It is illegal for an organization to punish the whistleblower in any manner. An organization must adopt procedures to handle complaints. The procedures should disclose a formal process to report and deal with complaints and retaliation.
- The Sarbanes-Oxley Act addresses the destruction of litigation-related documents. The law makes it a crime to alter, cover-up, falsify, or destroy any document (or persuade someone else to do so) to prevent its use in an official proceeding. An organization should have a written, mandatory document retention and periodic destruction policy. Such a policy would help limit accidental or innocent destruction.

ATTACHMENTS TO 02/23/14 AUDIT COMMITTEE REPORT

Draft Libertarian National Committee Whistleblower Policy

General

The Libertarian National Committee Policy Manual requires directors, other volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the Libertarian National Committee Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters.
- The protection of directors, volunteers and employees reporting concerns from retaliatory actions.

Reporting Responsibility

Each director, volunteer, and employee of the Libertarian National Committee has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of LNC Policy Manual (hereinafter collectively referred to as Concerns).

Authority of Audit Committee

All reported Concerns will be forwarded to the Audit Committee in accordance with the procedures set forth herein. The Audit Committee shall be responsible for investigating, and making appropriate recommendations to the Board of Directors, with respect to all reported Concerns.

No Retaliation

This Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to raise Concerns within the organization for investigation and appropriate action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Reporting Concerns

Employees

Employees should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Director of Human Resources. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report his or her Concern directly to the Director of Human Resources.

If the Concern was reported verbally to the Director of Human Resources, the reporting individual, with assistance from the Director of Human Resources, shall reduce the Concern to writing. The Director of Human Resources is required to promptly report the Concern to the Chair of the Audit Committee, who has specific and exclusive responsibility to investigate all Concerns. If the Director of Human Resources, for any reason, does not promptly forward the Concern to the Audit Committee, the reporting individual should directly report the Concern to the Chair of the Audit Committee. Contact information for the Chair of the Audit Committee may be obtained through the Human Resources Department. Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Chair of the Audit Committee.

Directors and Other Volunteers

Directors and other volunteers should submit Concerns in writing directly to the Chair of the Audit Committee. Contact information for the Chair of the Audit Committee may be obtained from the Treasurer.

Handling of Reported Violations

The Audit Committee shall address all reported Concerns. The Chair of the Audit Committee shall immediately notify the Audit Committee, the President, the Executive Director, and Chief Operating Officer of any such report. The Chair of the Audit Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated by the Audit Committee, and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

The Audit Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Policy Manual. The act of making allegations that prove to be unsubstantiated, and that prove to have been

made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

DRAFT LIBERTARIAN NATIONAL COMMITTEE DOCUMENT

RETENTION AND DESTRUCTION POLICY

1. Policy and Purposes

This Policy represents the policy of Libertarian National Committee, Inc. (the “organization”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

2. Administration

2.1 Responsibilities of the Administrator. The organization’s Executive Director shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Board of Directors as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator’s responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

2.2 Responsibilities of Constituencies. This Policy also relates to the responsibilities of board members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the organization’s documents. The Administrator shall report to the Board of Directors (the board members acting as a body), which maintains the ultimate direction of management. The organization’s staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy shall be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the organization, through the Administrator, shall share this Policy with the outsider, requesting compliance. In particular instances,

the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

3. Suspension of Document Destruction; Compliance. The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever “knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case.” Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

4. Electronic Documents; Document Integrity. Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

5. Privacy. It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization’s documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

6. Emergency Planning. Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

7. Document Creation and Generation. The Administrator shall discuss with staff the ways in which documents are created or generated. With respect to each employee or organizational function, the Administrator shall attempt to determine whether documents are created which can be easily segregated from others, so that, when it comes time to destroy (or retain) those documents, they can be easily culled from the others for disposition. For example, on an employee-by-employee basis, are e-mails and other documents of a significantly non-sensitive nature so that they might be deleted, even in the face of a litigation hold with respect to other, more sensitive, documents? This dialogue may help in

achieving a major purpose of the Policy -- to conserve resources -- by identifying document streams in a way that will allow the Policy to routinely provide for destruction of documents. Ideally, the organization will create and archive documents in a way that can readily identify and destroy documents with similar expirations.

8. Document Retention Schedule.

<u>Document Type</u>	<u>Retention Period</u>
Accounting and Finance	
Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Canceled Checks – routine	7 years
Canceled Checks – special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Depreciation Schedules	Permanent
Employee/Business Expense Reports/Documents	7 years
General Ledger	Permanent
Internal Audit Reports	3 years
Interim Financial Statements	7 years
Inventory records for products, materials, and supplies	7 years
Contributions/Gifts/Grants	
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 yrs after end of grant period
Corporate and Exemption	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent
Correspondence and Internal Memoranda	
Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.	
Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	Two years
Correspondence and internal memoranda important to	

the organization or having lasting significance

Permanent, subject to review

Electronic Mail (E-mail) to or from the organization

Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository .

Permanent, subject to review

E-mails not included in either of the above categories

12 months

Electronically Stored Documents

Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).

Permanent, subject to review

Electronically stored documents not included in either of the above categories

Two years

Employment, Personnel and Pension

Personnel Records

10 yrs after employment ends

Employment Applications

Three years

Employee contracts

10 yrs after termination

Retirement and pension records

Permanent

Timesheets

7 years

Insurance

Property, D&O, Workers' Compensation and

General Liability Insurance Policies

Permanent

Insurance Claims Records

Permanent

Legal and Contracts

Contracts, related correspondence and other supporting documentation

10 yrs after termination

Legal correspondence

Permanent

Management and Miscellaneous

Strategic Plans

7 years after expiration

Disaster Recovery Plan

7 years after replacement

Policies and Procedures Manual

Current version w/revision history

Property – Real, Personal and Intellectual

Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	10 years after termination
Trademarks, Copyrights and Patents	Permanent

Tax & Regulatory

Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns – federal & state	Permanent
Tax returns	Permanent
FEC Filings	Permanent

EXCERPT FROM 06/26/2014 EMPLOYEE MANUAL

“Whistleblower” Protection Policy

Employees are expected to report suspected violations of LNC policies to the appropriate authority as soon as possible. In response to such reports, the appropriate authority will act promptly to investigate the matter, and will protect the individual’s confidentiality to the extent possible, consistent with the need to conduct an adequate investigation. The appropriate authority will not retaliate against any individual who in good faith reports a suspected violation to the attention of the appropriate authority or participates in an investigation regarding a suspected violation.

Availability of EPCC to Assist Employees

The Employment Policy and Compensation Committee (EPCC) of the LNC is available to employees to discuss on a confidential basis the working environment at LPHQ or observed violations of the LNC Policy Manual.