

## DEMOCRACY FUND BOARD

Special Meeting 5-3-07

Present: Maria Lamberto, Dennis Curtis, Steve Kovel, Jennifer James, Caleb Kleppner, Carl Amento, Assistant Corporation Counsel

Meeting called to order at 5:38 PM

Question with the forms:

We are getting approved to use the address and phone number of the City Town Clerk's office

Do we want to have our own separate phone number with a voice mail for the administrator?

Carl will get us an e-mail address through the city web master

Caleb thinks if the City Town Clerk's office can field calls for us that's great – then maybe they can send Maria an e-mail to let her know.

By-laws:

Seem to be fine

Qualifying Threshold reporting form:

Caleb thinks this should be submitted electronically – we should add language that strongly urges people to type in all of the contribution information.

We should make sure that this is all on the website and downloadable so that people can type it directly into a spreadsheet of some kind.

Write on the form that “this document must be submitted electronically, unless arrangements have been made with the administrator”

Caleb will work on this and maybe an attachment. We will try to have something to approve on the 17<sup>th</sup>

Contribution Card:

Caleb spoke with someone in the State Elections Enforcement Commission to see if they had requirements for what would need to be on this card?

The contribution card is something that we do, not the state. But, over a certain amount you have to answer questions about being of relation to a lobbyist or a contractor. Contractor doesn't apply because it's only needed over \$400 and our limit is \$300. They don't need to have the card signed for the state as well – so they'd only have to fill this out once.

However, do we want to put the questions about the lobbyists etc. Also, occupation and employer have to be reported over \$50 (?).

Will the extra questions discourage small donors from donating?

Can we divide up the form – say “If contribution is \$50 or more please complete the following”

Caleb will check on the amount and bring back another version on the 17<sup>th</sup>  
We'll probably have extra space on the form now (because we can't do two on a page now) so we'll try and make it clear that the campaign can play around and use it for their campaign purposes (ie. Volunteer sign ups, request a law sign, etc.)

We'll put the old contribution card form in the city clerk's office for now.

Approving Complaint Form:

Will people be concerned about swearing to something? When will it be made public – not until it comes to hearing.

They will be treated confidentially and with due process

Bold the last bullet on the “how –to” page – so that people really know to submit this information (any other forms or documents)

Unanimously approved.

No other forms needed to be discussed

Website:

Maria is listed as the president – she's actually the chair.

Can we meet on August 23<sup>rd</sup> instead of the 16<sup>th</sup> – I'll be back in town that day- yes

Change an abbreviation (we were referred to as DSB instead of DFB) but let's just take it out since we aren't using it anyway.

Investigator application:

We received one application – Security Solutions of Connecticut  
Professional company

We don't need to take action on the investigator right now – these people could be fine and we could always go back to them, but why not have the RFP go out again since we have to wait for the administrator? It's expensive...do we want to just sit on it? Send it out again.

Administrator RFP:

Maria has some changes – she'll send them to Carl (mostly minor, not substantive).

She'll also try to make a 1 pager and everyone will send it out to people they know who might be interested. She'll send it out on Monday.

Attach a description of the Democracy Fund.

The insurance might be daunting to people...

Caleb will use Craig's List to try and recruit some more people

Website:

Tell him if we want to go on “form central” where all the forms are

The forms aren't for filling out online but so you can print things out

Calendar section – we should have our meeting put on the calendar

We need 1 or 2 sentences to put on the front page and link to our website

“New Haven's pioneering, public campaign financing program is up and running! See Democracy Fund link below”

Let's try to get this up right away.

Caleb will look through it and make sure it's user friendly

There should be contact information on the website.

Do we want to start working on the press release?

Caleb wrote that letter to the editor – he'll make a couple changes and then send it to Maria to send to the Register.

We aren't entirely bound by the ordinance if they ordinance isn't clear. We can issue regulations if we think it's necessary.

We adjourned at 6:48

Jennifer James, Secretary