

ANNUAL REPORT JULY 1, 2019-JUNE 30, 2020

RAYMOND VOTER INFORMATION PROJECT

P.O. Box 813; Raymond NH 03077

www.raymondvip.org

Board of Directors/President's Report:

This report is intended to summarize and highlight VIP activities during its 11th year of operation. Congratulations and Thank You to the many people who have volunteered over those years to create and support the Voter Information Project and to maintain its relevance for Raymond citizens.

Executive Board members were:

President: Kathy Pouliot; Vice President: Joyce Wood; Secretary: Dana Zulager; Treasurer: John Beauvilliers; Member-at-Large: Yvonne D'iorio.

There were no Executive Board Meetings held due to the COVID-19. Instead, communication was maintained via emails among Board members and to the public via a new newsletter. The Annual Meeting was held on 10/30/19.

The 11th edition of the Voter's Guide was published and distributed in February 2020. Again this year, an Administrative Team was instrumental in updating Google docs for the many Warrant Articles, writing collaboration, and problem-solving. Sincere appreciation is sent to the many other volunteers who worked tirelessly to create the Guide. Also, thanks go to those businesses whose sponsorship allowed us to publish and mail the Guide. Contact information for those companies is printed on VIP's home page found at www.raymondvip.org and a list is included here:

Ace Ben Franklin Hardware

Edward Jones Investments

Jambs Jewelry

Raymond Area News

Riverbend Realty Group

Madore Electric

Northeast Woodworking Products

Universal Electric

Inspired Yoga and Health

Additionally, the following agencies and businesses made in-kind donations of space at public events, meetings and/or of advertising:

Raymond Area Chamber of Commerce

Raymond Coalition for Youth

Regional Economic Development Center (REDC)

The 2020 Administrative Team consisted of Susan Hilchey, Dana Zulager, and Kathy Pouliot. The Editorial Team members were Debra Doda, Stephen Mather-Lees, and Kirsten Corbett. Kathy Bailey served as Bias Checker. Additional information about that committee is included later in this report.

Other VIP Board activities are listed here:

- Many hours were needed to create the 2020 Voters Guide during the fall and winter. Seasoned Ed Com and Reporters were invaluable in completing the project. New faces were recruited again this year to help.
- In the spirit of NH Gives Day on June 9-10, Kathy Pouliot sent out an appeal via electronic Mailchimp newsletter to VIP members and supporters to donate directly to the VIP via our website using PayPal or sending checks to our mailing address. Response was favorable and results are reported in the Treasurer's report.
- VIP members researched options for saving money on website hosting and decided to renew with WebFreeHosting.net, while maintaining our domain name registration with MoxDog to maintain identity and control flow of info. The money savings is reflected in the Treasurer's report.
- The VIP Annual Meeting was held on October 30, 2019 at Raymond High School. Officers were elected and Kathy Pouliot was voted in as President for 2019-2021. All previous Annual Reports are posted on the VIP website.

- Email newsletters were sent monthly from November through February, then we took a break until June and have been sending out newsletters at least bi-monthly since then.

Please remember that anyone who wishes to donate to Raymond VIP may mail their contribution to PO Box 813, Raymond NH 03077 OR use PayPal via www.raymondvip.org As VIP is a 501(c)(3) nonprofit organization, donations may be tax deductible and receipts will be provided. For anonymous contributions and receipts, please contact Treasurer, John Beauvilliers via the PO Box or by calling (603) 244-1056.

Respectfully Submitted,
Kathy Pouliot, RVIP President

Financial/Treasurer's Report:

VIP's fiscal year began July 1, 2019 and ended June 30, 2020. Here is the summary for our finances for this fiscal year:

Beginning Balance:	\$926.75
Income:	\$2,389.00
Expenses:	\$2,231.91
Ending Balance:	\$1,083.84
In-Kind Hours:	231
In-Kind Donations:	\$142.30
Total Cost of Guide:	\$1,900.36
990 N e-postcard filed, 7/3/19	\$49.99
NH Center for Nonprofits pd, 11/25/19	
Annual Report Filed, 11/25/19	

Submitted by

John Beauvilliers, Treasurer

Website Report:

During the 2020 Town election cycle, the Raymond VIP analyses were posted on the website as they were approved by the Editorial Committee and forwarded by the Administrator. Election results were posted immediately after votes were counted on voting day. New information for the website was added as received from the Board and additional updates as needed (e.g. messages from members, photos, etc.).

A new section was added to the VIP website. Business supporters were listed with company logos.

Special thanks go to Kathy Pouliot, Jennifer O'Neil and Stephen Mather-Lees for their support.

Submitted by: Linda Hoelzel

Editorial Committee Report:

The Administrative Team was composed of Kathy Pouliot, Dana Zulager, and Susan Hilchey. The Editorial Committee consisted of Debra Doda, Stephen Mather-Lees, and Kirsten Rundquist Corbett. The Bias Checker was Kathy Bailey. Leslie O'Donnell, who served as Bias Checker since the beginning of the Guide, relocated out of state but was available for consultation.

Preparatory work was completed individually this year using Google Docs, email and texting as well as private Facebook messaging. That included setting up Google folders for Reporters, creating templates for each Warrant Article, and adding new info to the Excel spreadsheet to track the progress of each WA through the multi-step process of checks and balances based on the flowchart. Additionally, a paper notebook was used to track the process as a doublecheck.

Google Docs was used to communicate with volunteers, obtain drafts, make edits, and finalize write-ups. For a few volunteers who weren't familiar with Google docs, regular email was used.

The Town and School provided early copies (November) of both WA drafts and budgets which served as a foundation for assigning Reporters for the *Guide*. The timing was greatly appreciated.

This year, there were 35 Town and School Warrant Articles, including Citizen Petitions. As always, a cadre of dedicated volunteers researched Articles, drafted write-ups, and read those drafts for clarity. In total, there were 3 people on the Admin Team, 11 Reporters, many Readers, 2 Ed Comm members, and 1 Bias Checker. Although there was no grand total of volunteer hours spent on the 2020 *Guide* (not everyone reported the time of their efforts), the total typically exceeds 2000 hours. It was found that the time spent by Reporters on research and writing up a 2020 Warrant Article varied greatly, between 1-25 hours.

Once write-ups were submitted, initial edits for spelling, grammar, and factual details were completed by Susan Hilchey. She either emailed the draft back to the Reporter with questions or she emailed an acceptable draft to both Ed Comm members and received their feedback. Once final edits were made, the draft was submitted altogether to Kathy Bailey for her bias check. By using this method, materials were processed in a timely manner and this process was very successful.

In review, dealing with staff from the School District and Town Office was very positive for the Researchers/Reporters and for the Administrative Team. Staff members were accessible, responsive, prompt and helpful. Marjorie Whitmore, Dr. Tina McCoy, and Joe Ilsley were all tremendous help and great resources.

Additionally, Seacoast Media Group provided prompt and accurate cost projections for publishing/ mailing the *Voter Guide*, although some of the usual staff familiar with our process were no longer with the company. Sharon Crockett Holt, Raymond resident, worked as an independent contractor on layout and was instrumental in getting the final draft to Seacoast Media Group, pre-deadline.

Sincere gratitude is extended from the Administrative Team to the Ed Com members. The expertise of Debra Doda, Stephen Mather-Lees and Kirsten Rundquist Corbet for editorial work and knowledge of local issues greatly added to the process. Kathy Bailey offered her professional expertise and assistance in doing the bias checking. Linda Hoelzel promptly posted Articles to the VIP website. We also thank our 12 business supporters via monetary donations or in-kind contributions. Unfortunately one usual donation was received after the deadline and so the company was not included in the printed version of the *Voter Guide*; the company was offered a free listing in the next issue and was informed

that the new recognition section on the VIP website would include them as a supporter.

Respectfully submitted,

Susan Hilchey