



## Board of Directors Meeting

August 4, 2017

12:00-1:00 PM Eastern Time

11:00 AM-12:00 PM Central Time

10:00-11:00 AM Mountain Time

9:00-10:00 AM Pacific Time

Call-in Number:

1-866-210-1669

Guest Code: 5150240

**Advancing Excellence and Inclusiveness in Local Government**

### Agenda

#### IHN Board of Directors

**Veronica Briseño**

*President*

**Rolando Fernandez**

*President-Elect*

**Magda Gonzalez**

*Immediate*

*Past President*

**Raymond Gonzales**

*Vice President*

*for Membership*

**Maria Hurtado**

*Vice President*

*for Programs*

#### At Large Directors

**Carlos Baia**

*ICMA Board Liaison*

**Tommy Gonzalez**

**Bob Harrison**

**Ramiro Inguanzo**

**Claudia Lujan**

**Daro Mott**

**Samantha Tavares**

**Patricia E. Martel**

*Past ICMA*

*Board Member*

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**David Mora**

*ICMA Staff Liaison*

**Rod Alcázar**

*ICMA-RC Liaison*

#### **A. Call to Order/Roll Call/Welcome**

#### **B. ACTION: Consent Agenda – Receive and Approve**

1. Minutes for Board Meeting of July 7, 2017\*
2. Board Meeting Attendance Report for 2016/17\*
3. Financial Report through July 31, 2017\*

#### **C. Update: Civic Engagement Award**

1. Hayward, CA: Hayward Community Task Force – Update to the 1992 Hayward Antidiscrimination Action Plan
2. Half Moon Bay, CA – NET Community Academy – Network | Engage | Transform

#### **D. Update: Emerging Leader Award and Scholarship**

1. Laura Cruz-Acosta, Executive Assistant to the City Manager, El Paso, TX

#### **E. ACTION: Membership in American Society of Association Executives**

#### **F. Committee Reports/Updates**

1. Executive Committee
2. Communications
3. Membership
4. Programs
5. Nominations – no report
6. University Partnerships
7. Fund Development
8. Awards
  - a) Civic Engagement Award
  - b) Emerging Leaders Award
  - c) Joel D. Valdez Legacy Award

#### **G. Future Board Meeting Agenda Items**

1. Website Tracking (Quartely)
2. Fundraising Status

#### **H. Adjournment & Future Meeting Dates**

1. Friday, August 4, 2017 – IHN Board Meeting
2. Friday, September 1, 2017 – IHN Board Meeting
3. Friday, October 6, 2017 – IHN Board Meeting
4. October 22-25, 2017 – ICMA Conference, San Antonio, TX
5. Friday, November 2, 2017 – IHN Board Meeting
6. Friday, December 1, 2017 – IHN Board Meeting
7. Friday, January 5, 2018 – IHN Board Meeting
8. Friday/Saturday, February 2-3, 2018 – IHN Board Retreat (Location TBD)

\*Supporting documents provided in board packet



**Board of Directors Meeting  
July 7, 2017**

**MINUTES**

***Advancing Hispanic leadership in local government***

**Board Members Present**

Veronica Briseño, President  
Rolando Fernandez, President-Elect  
Magda Gonzalez, Immediate Past President  
Maria Hurtado, Vice President for Programs  
Carlos Baia, At Large Director  
Tommy Gonzalez, At Large Director  
Ramiro Inguanzo, At Large Director  
Claudia Lujan, At Large Director  
Daro Mott, At Large Director  
Samantha Tavares  
Patricia E. Martel, Past ICMA Board Member

**Board Members Absent**

Raymond Gonzales, Vice President for Membership  
Bob Harrison, At Large Director

**Others Present**

Karen Davis, Executive Director  
David Mora, ICMA Staff Liaison  
Rod Alcazar, ICMA-RC Liaison

**A. Call to Order/Roll Call/Welcome**

*Roll call was conducted and eleven voting members were present, a quorum was established.*

**B. ACTION: Consent Agenda – Receive and Approve**

1. Minutes for Board Meeting of June 2, 2017
2. Minutes for IHN Annual Meeting of June 16, 2017
3. Board Meeting Attendance Report for 2016/17
4. Financial Report through June 30, 2017

*Rolando Fernandez moved approval of the consent agenda; Claudia Lujan seconded the motion; the motion was approved unanimously.*

**C. ACTION: Approve Civic Engagement Award Winner(s)**

*Claudia Lujan reported that the Civic Engagement Committee had not been able to convene and review the submissions due to changes in the board that impact the membership of the committee. She requested a week to convene the committee and make a selection. Tommy Gonzalez asked if the recommendations would be ratified by the board via email. Veronica Brisenzo stated she agreed that the board should ratify the selection(s). The board concurred.*

*The Civic Engagement Committee recommended the City of Half Moon Bay (pop. 11,300) and the City of Hayward (pop. 149,205). Karen Davis sent an email to the board on July 17 requesting ratification of the recommendations. A majority of board members responded and the recommendations were approved.*

**D. UPDATE: Emerging Leaders Award & Scholarship Submissions**

*Karen Davis reported that the executive committee has not reviewed the submissions for the emerging leader(s) award and requested that the committee convene within the next week and make recommendation(s) for the award recipient(s). The board concurred and asked that the*

*recommendations be ratified via email. Rolando Fernandez offered his complimentary ICMA registration, if needed for a second recipient.*

*The executive committee recommended Laura Cruz-Acosta Executive Assistant to the City Manager, El Paso, TX for the 2017 emerging leader award and scholarship. Karen Davis sent an email to the board on July 13 requesting ratification of the recommendations. A majority of board members responded and the recommendations were approved.*

**E. DISCUSSION: Mid-Year Budget Review**

*The board reviewed the status of the 2017 annual budget and had no significant revisions. The board concurred with spending up to \$7.500 for new marketing and conference materials, which was authorized in the 2017 budget. Karen Davis said she would proceed but will also be asking vendors for in-kind or discounted pricing in return for adding them as a financial sponsor of IHN/LGHN.*

**F. DISCUSSION: Fundraising**

*Karen Davis provided an overview of the fund development committee work plan. The board provided preliminary suggestions for sponsors of the IHN dinner in San Antonio. Veronica Brisenó suggested a working committee consisting of herself, Rolando Fernandez, Frances Gonzalez, Alex Brisenó and Rolando Bono. Dave Mora reported that he will work with Frances Gonzalez to create short term scholarships for national events to encourage more emerging leaders to attend professional development events.*

**G. Website Tracking**

*Karen Davis presented the website tracking data. In response to board questions, Karen said she would reach out to Gabe Rodriguez to get more comparable data and send to the board.*

**H. Committee Reports/Updates/Committee Chairs/Vice Chairs**

*Executive Committee: Veronica Brisenó | Rolando Fernandez*

**I. Future Board Meeting Agenda Items**

1. Website Tracking – quarterly
2. Fundraising Status

**J. Other**

*The board requested that IHN recognize Patrick Ibarra and Heidi Vorhees at the IHN dinner to thank them for their proactive and ongoing support of IHN.*

*The board suggested that Phoenix provide a presentation/video of the 2018 conference at the IHN dinner.*

## 2016-2017 IHN Board of Directors Board Meeting Attendance

Name	Jan 2016	Feb 2016	Mar 2016	April 2016	May 2016	June 1 2016	Annual Mtg. 2016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016
Veronica Briseño	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present		Present
Manuel Esquibel	Present		Present	Present	Absent	Absent	Present	Present	Present	Absent	Present		Present
Magda Gonzalez	Present		Present	Absent	Present	Present	Present	Present	Absent	Present	Present		Present
Maria Hurtado	Absent		Present	Absent	Absent	Present	Present	Present	Present	Present	Absent		Present
Rolando Fernandez	Present		Present	Present	Present	Present	Absent	Present	Present	Present	Present		Present
Carlos Baia	Present		Absent	Present	Present	Absent	Present	Absent	Present	Absent	Absent		Absent
Yocelyn Galiano	Present		Absent	Present	Absent	Present	Absent	Present	Present	Present	Present		Absent
Raymond Gonzales	Present		Absent	Absent	Present	Present	Absent	Present	Present	Present	Present		Present
Tommy Gonzalez	Absent		Absent	Absent	Absent	Absent	Absent	Present	Present	Present	Present		Present
Ramiro Inguanzo	Present		Present	Present	Absent	Present	Absent	Absent	Absent	Present	Absent		Absent
Claudia Lujan	Absent		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present		Absent
Pat Martel	Absent		Absent	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent		Absent
Daro Mott	Present		Present	Present	Present	Present	Present	Present	Present	Absent	Present		Absent

Name	Jan 2017	Feb 2017*	Mar 2017	April 2017	May 2017	June 2017	Annual Mtg. 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017
Veronica Briseño	Absent	Present	Present	Present	Present	Present	Present	Present					
Manuel Esquibel	Present	Absent											
Magda Gonzalez	Present	Present	Absent	Present	Present	Present	Absent	Present					
Maria Hurtado	Absent	Present	Present	Present	Present	Present	Absent	Present					
Rolando Fernandez	Present	Present	Present	Absent	Present	Present	Present	Present					
Carlos Baia	Present	Present	Absent	Absent	Present	Present	Present	Present					
Yocelyn Galiano	Absent	Absent	Absent	Absent	Absent	Absent							
Raymond Gonzales	Absent	Present	Present	Present	Present	Absent	Present	Absent					
Tommy Gonzalez	Present	Absent	Absent	Present	Absent	Absent	Present	Present					
Bob Harrison							Present	Absent					
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Absent	Absent	Present					
Claudia Lujan	Present	Present	Present	Present	Present	Present	Present	Present					
Pat Martel	Present	Absent	Absent	Present	Absent	Absent	Absent	Present					
Daro Mott	Absent	Absent	Absent	Present	Present	Present	Present	Present					
Samantha Tavares							Present	Present					

Note: Excused v. unexcused absences are not differentiated on the chart.

\*Attendance for Saturday, February 4 when board actions were taken. A quorum was present.

## International Hispanic Network

## Profit &amp; Loss

January through July 2017  
Jan - Jul 17

## Ordinary Income/Expense

## Income

## 43300 · Direct Public Grants

43310 · Corporate and Business Grants 50,000.00

43340 · Nonprofit Organization Grants 3,454.10

Total 43300 · Direct Public Grants 53,454.10

## 43400 · Direct Public Support

43450 · Individ, Business Contributions 1,100.00

Total 43400 · Direct Public Support 1,100.00

## 46400 · Other Types of Income

46410 · Advertising Sales 7,020.60

Total 46400 · Other Types of Income 7,020.60

## 47200 · Program Income

47230 · Membership Dues 24,370.30

47250 · Conference Registration 3,025.00

47260 · Conference Sponsorship 4,955.40

Total 47200 · Program Income 32,350.70

## 49000 · Special Events Income

49050 · IHN Dinner 575.00

Total 49000 · Special Events Income 575.00

Total Income 94,500.40

## Expense

## 60900 · Business Expenses

60920 · Business Registration Fees 96.03

60960 · PayPal Fees 503.11

Total 60900 · Business Expenses 599.14

## 62100 · Contract Services

62110 · Accounting Fees 825.00

62150 · Outside Contract Services 46,424.82

Total 62100 · Contract Services 47,249.82

## 65000 · Operations

65020 · Postage, Mailing Service 19.60

65030 · Printing and Copying 487.50

65040 · Supplies 49.98

65050 · Telephone, Telecommunications 988.32

65060 · Website 896.99

Total 65000 · Operations 2,442.39

## International Hispanic Network

## Profit &amp; Loss

January through July 2017  
Jan - Jul 17

<b>65100 · Other Types of Expenses</b>	
65185 · Program Activities	355.07
65190 · Special Projects	3,813.62
65120 · Insurance - Liability, D and O	1,215.33
65140 · Contributions	3,954.10
65160 · Other Costs	3,304.20
<b>Total 65100 · Other Types of Expenses</b>	<u>12,642.32</u>
<b>68300 · Travel and Meetings</b>	
68320 · Travel	645.70
68300 · Travel and Meetings - Other	1,147.07
<b>Total 68300 · Travel and Meetings</b>	<u>1,792.77</u>
<b>Total Expense</b>	<u>64,726.44</u>
<b>Net Income</b>	<u><u>29,773.96</u></u>
bank balance as of 7/31/17	78,725.38