



**Board of Directors Meeting
November 1, 2019**
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

Advancing Excellence and Inclusiveness in Local Government

Join Zoom Meeting: <https://zoom.us/j/541098131>
Dial by your location
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
Meeting ID: 541 098 131

Agenda

LGHN Board of Directors

Rolando Fernandez
President

Raymond Gonzales
President-Elect

Veronica Briseño
*Immediate
Past President*

Bob Harrison
*Vice President
for Membership*

Samantha Tavares
*Vice President
for Professional
Development*

Claudia Lujan
*Vice President
for Career Advancement*

At-Large Directors
Carlos Baia

Maria DeLeon

Aubrey Gonzalez

Ramiro Inguanzo

Paulina Martinez

Ramiro Salazar

James Vega

Patricia E. Martel
*Past ICMA
Board Member*

Maria Hurtado
ICMA Board Liaison

Rod Alcázar
ICMA-RC Liaison

*Supporting documents provided in board packet

A. Call to Order/Roll Call/Welcome

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of October 4, 2019*
2. Board Meeting Attendance Report for 2018/19*
3. Financial Report through October 30, 2019*

C. UPDATE: 40th Anniversary of the Hispanic Field Service Program (see LGHN history at <https://lghn.org/history/>)

D. ACTION: Approve payment up to \$2,500 for Searchable Directory on LGHN Website

E. STATUS REPORT: 2020 LGHN Conference Planning Kick-off*

F. Recap/Lessons Learned: 2019 ICMA Conference*

G. ICMA Executive Board Nominations for 2020*

H. DISCUSSION/UPDATES: LGHN Goals

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
4. Professional Development
5. University Partnerships

I. Future Board Meeting Agenda Items

1. LGHN CY 2020 Annual Budget – December
2. 2020 LGHN Conference Budget – December
3. 2020 Biennial Conferenced Revenue Proceeds Sharing Agreement
4. Potential Agreement: NLC | Race, Equity and Leadership Program (TBD)
5. Government Alliance on Race and Equity (TBD)
6. Potential Agreement: National Association of Hispanic Federal Executives – Rod Alcazar
7. Ratify Committee Recommendation for 2020 Joel D. Valdez Award (to be awarded at 2020 Biennial Conference and every two years thereafter)
8. Website Tracking
9. Social Media Tracking
10. Fundraising Status

J. Adjournment & Future Meeting Dates

1. Friday, October 4, 2019 – LGHN Board Meeting
2. October 20-23, 2019 – ICMA Conference, Nashville, TN
3. Sunday, October 20, 2019 – LGHN Dinner at ICMA Conference
4. November 1, 2019 – LGHN Board Meeting
5. December 6, 2019 – LGHN Board Meeting (Ray Gonzales to chair the meeting)
6. April 15-19, 2020 – NFBPA Conference, Austin, TX



**Board of Directors Meeting
October 6, 2019**

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Raymond Gonzales, President-Elect
Veronica Briseno, Immediate Past President
Claudia Lujan, Vice President for Career Ad.
Carlos Baia, At Large Director
Maria DeLeon, At Large Director
Aubrey Gonzalez, At Large Director
Paulina Martinez, At Large Director
Patricia Martel, Past ICMA President
Maria Hurtado, ICMA Board Liaison

Board Members Absent

Bob Harrison, Vice President for Membership
Samantha Tavares, Vice President for Prof. Dev.
Ramiro Inguanzo, At Large Director
Ramiro Salazar, Director At Large
James Vega, At Large Director

Others Present

Karen Davis, Executive Director

A. Call to Order/Roll Call/Welcome

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

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of August 2, 2019
2. Board Meeting Attendance Report for 2018/2019
3. Financial Report through August 31, 2019

Maria DeLeon moved approval of the consent agenda; Pat Martel seconded the motion; the motion was approved unanimously.

C. UPDATE: 40th Anniversary of the Hispanic Field Service Program

Frances Gonzalez provided background on the Federal funding for the Hispanic Field Service Program, which allowed for more than 140 individuals to get their graduate degrees. The organization LGHN started as a result of this program and the founding participants are planning to celebrate this program and President Carter's role in it. Frances serves on a board with the co-executive leader of the Carter Institute and is working with him to plan an event at the institute and honor President Carter. The institute is looking at dates when the President will be available. She recommends that at least 2-3 LGHN board members attend. The overall contingent will be approximately 12-15 people. For future support of LGHN, Frances recommends the organization reach out to other national boards, including ICMA-RC and develop a working relationship with Deanna Santana. Pat Martel volunteered to contact Deanna.

D. UPDATE: Proposed Changes to ICMA Membership

Maria Hurtado briefed the board on the proposed changes to ICMA member which will allow associate members the opportunity to serve on regional nominating committees, vote, and serve on the ICMA executive board. Pat Martel and Ray Gonzales both emphasized that it will be necessary to state our position and be prepared to make the case at the ICMA conference in Nashville. Members are less comfortable discussing race than gender and age equity within the profession.

E. Potential Agreement: National Association of Hispanic Federal Executives
Deferred.

F. UPDATE: ICMA Conference

Karen Davis briefed the board on the issue of ICMA requiring LGHN, NFBPA and I-NAPA to pay for the Monday reception at ICMA and to reimburse ICMA for previous years. The groups agreed to pay for the reception going forward, but this year and previous years did not include this cost in the budget. The board agreed to invite NFBPA and I-NAPA to the start of the annual meeting to discuss the issue and ensure everyone is on the same page going forward [Note: ICMA subsequently agreed to pay through the current year and the groups would pay the cost going forward].

Karen also updated the board on the dinner reservations and asked the board to continue their outreach.

Karen was to follow up with potential sponsors and ask for their support for the dinner.

G. DISCUSSION/UPDATES: LGHN GOALS

Career Advancement

The first webinar is scheduled for October 17. LGHN will continue to promote the webinars. Austin will have one sign-in with multiple people participating. Each agreed to provide a roster of participants. Phoenix has a conflicting event but will share the recorded webinar with staff. Going forward, they will have one sign-in with multiple participants.

H. Good of the Order

Claudia Lujan asked for an update of how many LGHN participants attended the Emerge Conference. Ray Gonzales sent one person and Rolando Fernandez attended and participated in a session. Karen Davis said the next conference is scheduled for February and will get information from NFBPA to promote the event earlier.

I. MEETING ADJOURNED

2018-2019 IHN Board of Directors Board Meeting Attendance

Name	Jan 2018	Feb 2018	Mar 2018	April 2018	Annual Mtg. May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018
Veronica Briseño	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Maria Hurtado	Present	Absent	Present	Present	Present	Absent	Present					
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present
Raymond Gonzales	Absent	Absent	Absent	Absent	Absent	Present	Absent	Present	Absent	Present	Present	Present
Carlos Baia	Absent	Present	Absent	Present	Present	Present	Present	Absent	Present	Present	Present	Present
Maria De Leon								Present	Present	Present	Present	Absent
Bob Harrison	Present	Present	Present	Absent	Absent	Absent	Present	Present	Present	Absent	Present	Present
Ramiro Inguanzo	Absent	Present	Present	Present	Present	Present	Present	Absent	Present	Absent	Absent	Present
Claudia Lujan	Absent	Present	Present	Present	Present	Present	Absent	Present	Absent	Present	Absent	Present
Pat Martel	Present	Absent	Absent	Absent	Present	Present	Present	Absent	Present	Absent	Absent	Present
Paulina Martinez					Present	Present	Present	Present	Absent	Present	Present	Present
Daro Mott	Present	Absent	Absent	Present	Present	Present	Absent	Present	Present	Present	Absent	Absent
Samantha Tavares	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent
James Vega								Absent	Present	Present	Present	Absent

Name	Jan 2019	Feb 2019	Mar 2019	April 2019	Annual Mtg. May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
Veronica Briseño		Absent	Phone	Present	Absent	Present	Absent	Present	Absent	Present		
Maria Hurtado		Absent	Present	Present	Absent	Absent	Absent	Present	Present	Present		
Rolando Fernandez		Present	Present	Present	Present	Present	Present	Present	Present	Present		
Raymond Gonzales		Absent	Present	Absent	Present	Absent	Present	Absent	Present	Present		
Carlos Baia		Present	Absent	Present	Present	Absent	Absent	Present	Present	Present		
Maria De Leon		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present		
Bob Harrison		Absent	Phone	Absent	Present	Present	Present	Absent	Absent	Absent		
Ramiro Inguanzo		Present	Phone	Absent	Present	Absent	Absent	Absent	Absent	Absent		
Claudia Lujan		Absent	Present	Present	Present	Absent	Present	Absent	Present	Present		
Pat Martel		Present	Phone	Absent	Present	Absent	Present	Present	Absent	Present		
Paulina Martinez		Present	Present	Present	Present	Present	Present	Absent	Absent	Present		
Samantha Tavares		Present	Absent	Present	Present	Present	Present	Absent	Present	Absent		
James Vega		Absent	Absent	Absent	Present	Absent	Absent	Absent	Absent	Absent		
Aubrey Gonzalez						Absent	Present	Present	Present	Present		
Ramiro Salazar						Present	Absent	Present	Present	Absent		
Daro Mott		Absent	Absent	Absent								

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

10:45 AM
10/29/19
Cash Basis

Local Government Hispanic Network

~~Profit & Loss~~

January 1 through October 29, 2019

Ordinary Income/Expense

Income

Direct Public Support

Individual Support	20.00
Corporate Support	50,000.00
Scholarship	860.00

Total Direct Public Support 50,880.00

Other Types of Income

Advertising Sales	17,850.00
Miscellaneous Revenue	1,650.00

Total Other Types of Income 19,500.00

Program Income

LGHN Dinner Registrations	4,275.00
Membership Dues	
Individual	4,385.00
Local Government	17,250.00
Chapters	7,750.00
Corporate	2,250.00

Total Membership Dues 31,635.00

Conference Registration 3,722.65

Total Program Income 39,632.65

Total Income 110,012.65

Expense

Business Expenses

Constant Contact	412.06
Business Registration Fees	80.00
PayPal Fees	1,207.19
Business Expenses - Other	35.00

Total Business Expenses 1,734.25

Contract Services

Accounting Fees	850.00
Outside Contract Services	54,113.74

Total Contract Services 54,963.74

Operations

Computer Software	191.53
Postage, Mailing Service	56.80
Printing and Copying	250.00
Supplies	53.48
Telephone, Telecommunications	1,041.88
Website	5,795.40

10:45 AM
10/29/19
Cash Basis

Local Government Hispanic Network

Profit & Loss

January 1 through October 29, 2019

Total Operations

Other Types of Expenses

Board of Directors Retreat

Retreat 131.32
Travel 780.68

Total Board of Directors Retreat 912.00

Program Activities

Catering 16,258.92
Facility Rental 5,500.00
Postage/Shipping 507.29
Stipends and Speaker Fees 300.00
Program Activities - Other -25.00

Total Program Activities 22,541.21

Special Projects 2,500.00
Advertising/Marketing Expenses 1,306.45
Insurance - Liability, D and O 888.00
Contributions 1,500.00
Other Costs 1,770.70

Total Other Types of Expenses 31,418.36

Travel and Meetings

Conf, Conv, Meeting-Nat'l 0.00

Total Travel and Meetings 0.00

Total Expense 95,505.44

Net Ordinary Income 14,507.21

Net Income 14,507.21

bank balance as of 10/29/19 79,792.64

2020 Biennial Conference Planning Committee
Meeting Notes – October 28, 2019

- Saturday track (potential): Latino Leadership Institute
- Crista Bruning, Adams County, to chair the marketing and communications aspects of the conference
- Ray has met with artists and will use a consortium of local artists to guide the development of artwork for the conference; preference is to communicate a message of hope and look to the future
- Samantha recommended a very diverse program that also focuses on local government service delivery as well and inclusiveness (not mutually exclusive); this will assist with justifying attendance at the conference
- Ray to provide Karen information from the Mountain Plains regional meeting and NACA meeting at ICMA; both groups brainstormed future discussion topics/sessions and will provide a start for discussing what sessions to have
- Members are asked to provide Karen with their preference for committees; all members can serve on any committee, including those that will be led by local members; it would be beneficial to have people who planned areas such as registration, events, technology, etc. at the Austin and Phoenix conference to provide their insights
- There should be a LGHN membership meeting on Thursday before the conference; this was well attended in Phoenix and encouraged members to get more involved with LGHN
- Suggestion that each chapter develop a session (can expand this to include NFBPA, NACA, etc.)
- Goal is to have theme, budget, artwork done by January and launch the conference at that time

2020 LGHN Conference Planning Master Plan

Committees for LGHN Member Participation

Program Committee

- Theme
- Session Topics
- Keynote Speakers
- Session Speakers/Panels
- Moderators
- Program Schedule

Exhibitors

- Pricing
- Outreach/Marketing
- Layout to Maximize Exposure

Committees for Local Participation

Host Committee

- Logistics
 - Meeting Rooms
 - Signage/Banners
- Tour/Demonstration Venues
 - Transportation
 - Guides
- Volunteers/Assignments
- Spouse/Partner Alternative Programs
- Bags/Swag
- Local Fundraising Coordinator

On-site Registration

- Process
- Equipment
- Staffing
- Badges
- On-site Registration Process
- Extra Ticket Sales for Breakfast, Luncheons, Receptions

Events/Entertainment

- Breakfasts
- Luncheons
- Receptions
- Special Event (in lieu of golf tournament)

Technology

- Conference Program App
- Audio Visual Equipment for Sessions
- Survey Instrument (Real Time at Each Session?)

LGHN Executive Committee/Board

Finance

- Budget (LGHN Board/Executive Committee)
- Invoicing/Payments (LGHN Business Office)
- Fundraising Matrix
- Sponsorship packet

2019 LGHN Conference Planning Calendar - Revised Draft

<p>July</p>	<p>August: Finalize hotel and dates Establish staff planning committee Executive Committee review of contracts</p>	<p>September: Board review / approval of hotel contract Create "save the date" card for participants and exhibitors Send invitation to membership Set up committee structure</p>
<p>October: Kick-off meeting in Adams County Adams County staff preliminary training Follow up with exhibitors at ICMA</p>	<p>November: Finalize sponsor marketing strategy (follow-up, tracking benefits, recognition, etc.) Prepare sponsor packet Identify local fundraiser Prepare Packets and Contact Exhibitors</p>	<p>December: Submit budget for board review Submit theme/logo</p>

2020 LGHN Conference Planning Calendar - Draft

January	February	March
<div style="border: 1px solid black; margin: 0 auto; width: 80%; padding: 5px;">Finalize contracts (caterers, facilities, etc.)</div> <div style="border: 1px solid black; margin: 5px auto; width: 80%; padding: 5px;">Identify potential educational sessions, field demos, special events</div>		
April: Prepare full page and half page ads for PM Magazine	May: Develop/test registration	June: Open registration Place first ad in PM Magazine for July Issue
July: Confirm educational sessions, field demos, and special events	August	September: Place second ad in PM Magazine Finalize conference program for printing and for app
October: Conference October 15-17, 2020 Hyatt Hotel Aurora / Adams County, CO	November	December
<div style="border: 1px solid black; margin: 0 auto; width: 80%; padding: 5px;">Conference Planning Committee to submit post-</div>		

Recap/Lessons Learned at ICMA Conference

1. LGHN Dinner
 - a. Suggestions for 2020 in Toronto
 - b. Future sponsorships
2. Conference Sessions
 - a. Feedback on 2019 sessions
 - b. Coordination with NFBPA, I-NAPA, NACA, etc. for 2020 conference
3. Exhibit
4. Potential local government memberships from conference
 - a. Wichita, KS (done)
 - b. Arlington, TX
 - c. Santa Clara, CA
 - d. Dublin, CA
 - e. Cutler Bay, FL
 - f. Santa Fe, NM
 - g. Bernalillo County, NM (Albuquerque)
 - h. Williams, AZ
 - i. Aurora, CO
 - j. Boulder, CO

GEOGRAPHICAL PROTOCOLS FOR 2020

The following chart summarizes the geographical rotations and diversity profile for the 2019-2020 continuing board members. (excerpts from each of the U.S. regional agreements are provided after the chart.) The chart also shows the states/countries for outgoing regional vice presidents. Aside from the West Coast protocol and the Texas and California dedicated seats, regional agreements say that no state may succeed itself unless there are no other qualified candidates in the eligible group and that nominations should give preference to a state that is not represented by the continuing VPs and that has not been represented recently.

Regions:	NE	SE	MW	MP	WC	Intl	Leadership
Election year 2020							
Outgoing VP	CT	NC	IL	CO (Non-CEO position)	CA (Non-CEO position)	Canada	
Continuing Board	MA, DE	VA, GA	MN, MO	TX, CO	CA, OR	New Zealand, Romania	CO, MA
Population							
Type of government if other than city							
F/AA/H	1AA, 1F	1F, 1 AA		1 F	1 F, 1 H, 1AS	1F	1F
Eligible states	Northern Tier (CT, ME, MA, NH, RI, VT) other than outgoing/continuing VPs	Northern Group (KY, NC, TN, VA, WV) other than outgoing/continuing VPs	State Group "B" (MI, IL, OH) other than continuing/outgoing VPs	Non-CEO seat: any state other than continuing/outgoing VPs	Non-CEO seat: any state other than continuing/outgoing VPs	Canada	

Northeast

At any given time, the "traditional" Northeast Vice Presidents on the ICMA Executive Board will represent different states within the region based on a North/South rotation. The "Non-CEO" Northeast Vice President will not be included in this rotation, but will be subject to the other provisions of this protocol.

- a. The Northern Tier will consist of the following states: Connecticut; Maine; Massachusetts; New Hampshire; Rhode Island; Vermont
- b. The Southern Tier will consist of the following states: Delaware; District of Columbia; Maryland; New Jersey; New York; Pennsylvania

Vice Presidential positions shall be nominated according to the following rotation:

a. Vice President Position #1

Selected from the northern tier
Years to be Elected: 2017, 2020, 2023

- b. Vice President Position #2
Selected from the southern tier
Years to be Elected: 2016, 2019, 2022
- c. Vice President Position #3 (Non-CEO Position)
Open to all qualified individuals in the Northeast region
Years to be Elected: 2018, 2021, 2024

The Non-CEO Vice President will not be subject to the North/South rotation, and may be from any state in the northeast region, subject only to the following requirements:

- a. No state may succeed itself on the Board.
- b. The Non-CEO shall not be from the same state as one of the “traditional” Northeast Vice-Presidents, unless there are no other qualified candidates from the region.

No state may succeed itself on the Board. (If VP from State A is in his/her final year, the next person coming on the Board should not be from State A). Stated differently, there should be a minimum one-year gap for any state’s representation on the Board.

- a. Exception: If there is not a qualified candidate from another state in the tier, a state may succeed itself.

No state in the region will be represented on the Board more than twice in any ten-year period unless there is not a qualified candidate from another state in the tier.

Nominations shall give preference to qualified candidates from states that have not been represented on the ICMA Executive Board most recently.

Southeast

At any time, the “traditional” Southeast Vice Presidents on the ICMA Executive Board will represent different states within the region based on a north/south rotation. The non-CEO position will not be included in this rotation, but will be subject to other provisions of the protocol.

- a. The northern group will consist of the following states: Kentucky; North Carolina; Tennessee; Virginia; West Virginia
- b. The southern group will consist of the following states: Alabama; Florida; Georgia; Louisiana; Mississippi; South Carolina

Vice Presidential positions shall be nominated according to the following rotation:

Vice President Position #1
Selected from the northern group
Years to be Elected: 2017, 2020, 2023

Vice President Position #2
Selected from the southern group
Years to be Elected: 2016, 2019, 2022

Vice President Position #3 (Non-CEO Position)
Open to all qualified individuals in the Southeast region
Years to be Elected: 2018, 2021, 2024

The non-CEO Vice President will not be subject to the north/south rotation, and may be from any state in the southeast region, subject only to the following requirements:

- a. No state may succeed itself on the Board.
- b. The non-CEO shall not be from the same state as one of the “traditional” Southeast Vice Presidents, unless there is no other qualified candidate from the region.

Except as provided below, no State may succeed itself on the Board. (For example, if State A is in his/her final year, the next person coming on the Board should not be from State A). There shall be a minimum of a one-year gap for any state’s representative on the Board unless there is not a qualified candidate from another state in the group.

No state in the region will be represented on the Board more than twice within a 10 year period, unless there are no other qualified candidates.

Nominations shall give preference to qualified candidates from states that have not been represented on the ICMA Board in the past five (5) years.

Midwest

The rotation system among the states in the Midwest Region shall be established according to the following assignment of states:

State Group “A” Minnesota, Missouri, Wisconsin, Iowa, Indiana
State Group “B” Michigan, Illinois, Ohio

Vice Presidential positions shall be nominated according to the following rotation:

Vice President Position #1

Selected by: State Grouping “A”

Years to be Elected: 2018, 2021, 2024

Vice President Position #2 Designated as Non-CEO Position

Selected by: Not included in Rotation System.

Years to be Elected: 2016, 2019, 2022

Vice President Position #3

Selected by: State Grouping “B”

Years to be Elected: 2017, 2020, 2023

The Non-CEO position shall not be from the same state as one of the “traditional” Midwest Regional Vice Presidents, unless there are no other qualified candidates from the region.

No state may succeed itself on the ICMA Board (there should be a minimum one-year gap for any state’s representation on the board), unless there is no qualified candidate from another state in the State Group

No state in the region shall be represented on the ICMA Board more than twice in any ten-year period, unless there is no qualified candidate from another state in the State Group.

Mountain Plains

The rotation system among the states in the Mountain Plains Region shall be established according to the following assignment of states:

- a. State Group "A" – Arizona, Arkansas, Colorado, Kansas, Nebraska, New Mexico, Oklahoma, Utah and GOSCMA (representing Idaho, Montana, North Dakota, South Dakota, and Wyoming.)
- b. State Group "B" – Texas

Vice Presidential positions shall be nominated according to the following rotation:

- a. Vice President Position #1
Selected from: State Group "A"
Years to be Elected: 2016, 2019, 2022
- b. Vice President Position #2
Selected from: State Group "B"
Years to be Elected: 2015, 2018, 2021
- c. **Vice President Position #3 (Non-CEO Position)**
Open to all qualified individuals in the Mountain Plains Region
Years to be Elected: 2014, 2017, 2020

For Vice President Positions #1 and #3, no state may succeed itself on the ICMA Board unless there is no qualified candidate from another state in the State Group. In addition, nominations should give preference to a state that is not represented on the ICMA Board when making its selection from among qualified candidates.

West Coast

The rotation system among the states in the West Coast Region shall be established according to the following assignment of states:

- a. State Group "A" – Alaska, Hawaii, Nevada, Oregon, and Washington.
- b. State Group "B" – California

Vice Presidential positions shall be nominated according to the following rotation:

- a. Vice President Position #1
Selected from: State Group "A"
Years to be Elected: 2016, 2019, 2022
- b. Vice President Position #2
Selected from: State Group "B"
Years to be Elected: 2018, 2021, 2024
- c. **Vice President Position #3 (Non-CEO Position)**
Open to all qualified individuals in the West Coast Region
Years to be Elected: 2017, 2020, 2023