



**Board of Directors Meeting**  
**December 2, 2016**  
4:00-5:00 PM Eastern Time  
3:00 -4:00 PM Central Time  
2:00-3:00 PM Mountain Time  
1:00-2:00 PM Pacific Time

**Advancing Excellence and Inclusiveness in Local Government**

Call-in Number:  
1-866-210-1669  
Guest Code: 5150240

## Agenda

### IHN Board of Directors

**Veronica Briseño**  
*President*

**Manuel Esquibel**  
*President-Elect*

**Magda Gonzalez**  
*Immediate  
Past President*

**Rolando Fernandez**  
*Vice President  
for Membership*

**Maria Hurtado**  
*Vice President  
for Programs*

### At Large Directors

**Carlos Baia**  
*ICMA Board Liaison*

**Yocelyn Galiano**

**Raymond Gonzales**

**Tommy Gonzalez**

**Ramiro Inguanzo**

**Claudia Lujan**

**Daro Mott**

**Patricia E. Martel**  
*Past ICMA  
Board Member*

—————  
**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 October 7, 2016\*
2. Board Meeting Attendance Report for 2015/16\*
3. Financial Report through November 28, 2016\*

### **C. IHN Conference Report**

1. Preliminary Financial Report\*
2. Survey Results (Sessions and Overall Satisfaction)\*

### **D. Management Partners Contract**

1. **ACTION:** Amendments to 2015-2016 Contract\*
2. **ACTION:** Contract Renewal for 2017-2018\*

### **E. 2017 Annual Budget**

1. **ACTION:** Approval of 2017 Dues Structure\*
2. **ACTION:** Approval of 2017 Annual Budget\*

### **F. ACTION: Donation to the scholarship fund at the the University of North Carolina MPA Program honoring Tom Lundy, retired County Manager, Catawba County, N. C.**

### **G. Report: 2017 ICMA Board Nominations**

### **H. 2017 IHN Retreat**

### **I. Committee Timelines/Issues for 2017 (Highlights/Information Only)**

1. Executive Committee
  - a) Branding
  - b) Follow up on discussions for IHN chapters (with Membership committee)
2. Civic Engagement Committee Award for 2017 – January Announcement
3. Communications
  - a) *Noticias* articles due December 2 for January 6 distribution
  - b) Website enhancements for 2017
4. Fund Development – follow up on contacts from 2016 ICMA events and IHN conference
5. Membership
  - a) Follow up on discussions for IHN chapters (with Executive committee)
  - b) Develop 2017 membership outreach plan
6. Programs
  - a) Establish schedule of events for 2017
  - b) ICMA/NFBPA conference sessions
  - c) Webinars
7. University Partnerships – finalize summary of 2016 discussions/next steps

\*Supporting documents provided in board packet

**J. Democracy at the Doorstep: Stories of Resilience and Leadership\***

**K. Information Items**

1. Website Tracking

**L. Future Board Meeting Agenda Items**

1. Relationship with IHN Chapters
2. Fundraising Status (ongoing)

**M. Adjournment & Future Meeting Dates**

1. Friday, January 6, 2017 – IHN Board Meeting
2. January – IHN Retreat (TBD)
3. Friday, February 3, 2017 – IHN Board Meeting
4. Friday, March 3, 2017 – IHN Board Meeting
5. Friday, April 7, 2017 – IHN Board Meeting



**Board of Directors Meeting  
October 7, 2016**

**MINUTES**

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

**Board Members Present**

Veronica Briseño, President  
Manuel Esquibel, President-Elect  
Magda Gonzalez, Immediate Past President  
Rolando Fernandez, Vice President for Membership  
Yocelyn Galiano, At Large Director  
Raymond Gonzales, At Large Director  
Tommy Gonzalez, At Large Director  
Claudia Lujan, At Large Director  
Daro Mott, At Large Director  
David Mora, ICMA Staff Liaison

**Board Members Absent**

Maria Hurtado, Vice President for Programs  
Carlos Baia, At Large Director  
Ramiro Inguanzo, At Large Director  
Patricia E. Martel, Past ICMA Board Member  
Rod Alcazar, ICMA-RC Liaison

**Others Present**

Karen Davis, Management Partners

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

*Roll call was conducted and seven voting members were present; a quorum was established..*

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

1. Minutes for Board Meeting of September 2, 2016
2. Board Meeting Attendance Report for 2015/16
3. Financial Report through September 30, 2016.

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

**C. IHN Conference Update**

*Rolando Fernandez updated the registrations which were 70, requiring additional outreach. Miami committed to sending 3 members. The committee was also looking at ticketed events and the need to set cut-off dates so that decisions can be made on whether to cancel. There will also be additional outreach to students. Conference session liaisons are working with panels to prepare for the conference sessions.*

**D. Motion to support the Joel D. Valdez Legacy Award with proceeds from the IHN conference fundraising**

*Karen Davis reported that the founding members of IHN have raised \$1,700 towards their goal of \$5,000 to create a bust of Joel Valdez that will be on display at the ICMA offices. A nameplate will be added to the base of the bust for each award winner. Because of the competition with the conference fundraising, it is recommended that IHN jointly raise funds for this award for the \$3,300 balance. Ray Gonzales moved approval; Rolando Fernandez seconded the motion with an amendment that the balance be from IHN's share of the proceeds. The amendment was accepted and the motion was approved unanimously.*

## **E. Recap: Meeting with Creative Civilizations**

*Veronica Briseño reported that a group of IHN members met with Creative Civilizations in Kansas City at the ICMA conference. The consultants conducted several exercises to get an understanding of how IHN would like to move forward on rebranding. Karen Davis sent copies of the focus group discussions from the 2015 ICMA conference and the follow up survey that was sent out in November/December 2015. A follow-up meeting will be held prior to the IHN conference with a discussion with the broader membership at the conference in Austin.*

## **F. ICMA Conference Follow-up**

*The following suggestions/recommendations were provided for the ICMA conference in San Antonio in 2017:*

- Edward Benavides offered to assist with the logistics for the IHN dinner in San Antonio. Karen Davis will reach out.*
- The founding members/samurai want to present the Joel D. Valdez Legacy Award at the IHN dinner.*
- Karen Davis will work with the program committee and fund development committee to reach out to sponsors in early 2017. San Antonio should be an opportunity for higher-level sponsorships.*
- Consider convening the IHN board at the conference. It is one of the few opportunities for face-to-face interaction. Concerns were raised about the difficulty of convening a meeting because of competing activities. However, if possible, IHN should have at least an informal gathering at the conference.*
- The board needs to have a sign-up sheet for working at the IHN booth to relieve staff.*
- The booth should include the ability to sign up for IHN membership onsite.*

## **G. 2017 IHN Retreat Options**

*In 2016 IHN held its retreat in Austin concurrent with the ICMA Executive Board meeting. This allowed for networking with the board at a joint reception. The 2017 ICMA Executive Board meeting dates are February 16-18 in Las Vegas, NV and June 8-10 in Fort Collins, CO. Because of the issues currently being addressed by IHN, Veronica Briseño expressed an interest in meeting earlier rather than later, perhaps in January. It was suggested that the retreat could be held in San Antonio given the ICMA conference will be in San Antonio in 2017. Yocie Galiano and Ramiro Inguanzo also expressed an interest in hosting the retreat. The board referred the options to the executive committee for further discussion with recommendations coming back to the board for approval if necessary.*

## **H. Information Items**

*Magda Gonzalez noted IHN had been asked to contribute to a fund honoring Tom Lundy who is retiring as County Manager in Catawba, N.C. The item will be placed on the next board agenda.*

*Karen Davis noted that IHN members have an opportunity to be included in the next ICMA publication, *Democracy at the Doorstep: Stories of Resilience and Leadership*. The item will be placed on the next board agenda.*

*There will not be a formal board meeting in November. Karen Davis will schedule an Executive Committee Meeting to address any issues that need review or action.*

## 2015-2016 IHN Board of Directors Board Meeting Attendance

Name	Jan 2015	Feb 2015	Mar 2015	April 2015	May 2015	June 2015	July 2015	Annual Mtg. 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015
Magda Gonzalez	Present	Present	Absent	Present	Present	Present		Present	Present	Present	Present	Absent	
Veronica Briseño Lara	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	
Erik Walsh	Present	Absent	Present	Absent	Present	Absent		Absent					
Maria Hurtado	Absent	Absent	Absent	Present	Absent	Absent		Absent	Absent	Present	Present	Present	
Jesus Nava	Present	Present	Present	Present	Present	Present		Present					
Carlos Baia	Present	Present	Present	Present	Absent	Present		Absent	Present	Absent	Absent	Present	
Manuel Esquibel	Present	Present	Present	Present	Present	Absent		Present	Absent	Absent	Present	Present	
Rolando Fernandez	Present	Present	Present	Absent	Present	Present		Absent	Present	Present	Present	Present	
Yocelyn Galiano	Present	Present	Absent	Present	Absent	Absent		Absent	Absent	Absent	Absent	Absent	
Raymond Gonzales								Present	Present	Absent	Present	Absent	
Tommy Gonzalez								Absent	Absent	Absent	Present	Present	
Ramiro Inguanzo									Present	Absent	Present	Present	
Claudia Lujan	Absent	Present	Present	Present	Present	Present		Present	Present	Present	Absent	Present	
Pat Martel	Present	Absent	Present	Present	Present	Present		Absent	Absent	Present	Absent	Absent	
Nachie Marquez	Absent	Absent	Present	Absent	Present	Present		Absent					
Daro Mott	Present	Present	Absent	Present	Present	Present		Absent	Present	Present	Absent	Present	

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		
Manuel Esquibel	Present		Present	Present	Absent	Absent	Present	Present	Present	Absent	Present		
Magda Gonzalez	Present		Present	Absent	Present	Present	Present	Present	Absent	Present	Present		
Maria Hurtado	Absent		Present	Absent	Absent	Present	Present	Present	Present	Present	Absent		
Rolando Fernandez	Present		Present	Present	Present	Present	Absent	Present	Present	Present	Present		
Carlos Baia	Present		Absent	Present	Present	Absent	Present	Absent	Present	Absent	Absent		
Yocelyn Galiano	Present		Absent	Present	Absent	Present	Absent	Present	Present	Present	Present		
Raymond Gonzales	Present		Absent	Absent	Present	Present	Absent	Present	Present	Present	Present		
Tommy Gonzalez	Absent		Absent	Absent	Absent	Absent	Absent	Present	Present	Present	Present		
Ramiro Inguanzo	Present		Present	Present	Absent	Present	Absent	Absent	Absent	Present	Absent		
Claudia Lujan	Absent		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present		
Pat Martel	Absent		Absent	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent		
Daro Mott	Present		Present	Present	Present	Present	Present	Present	Present	Absent	Present		

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

International Hispanic Network  
Profit & Loss  
January 1 through November 28, 2016

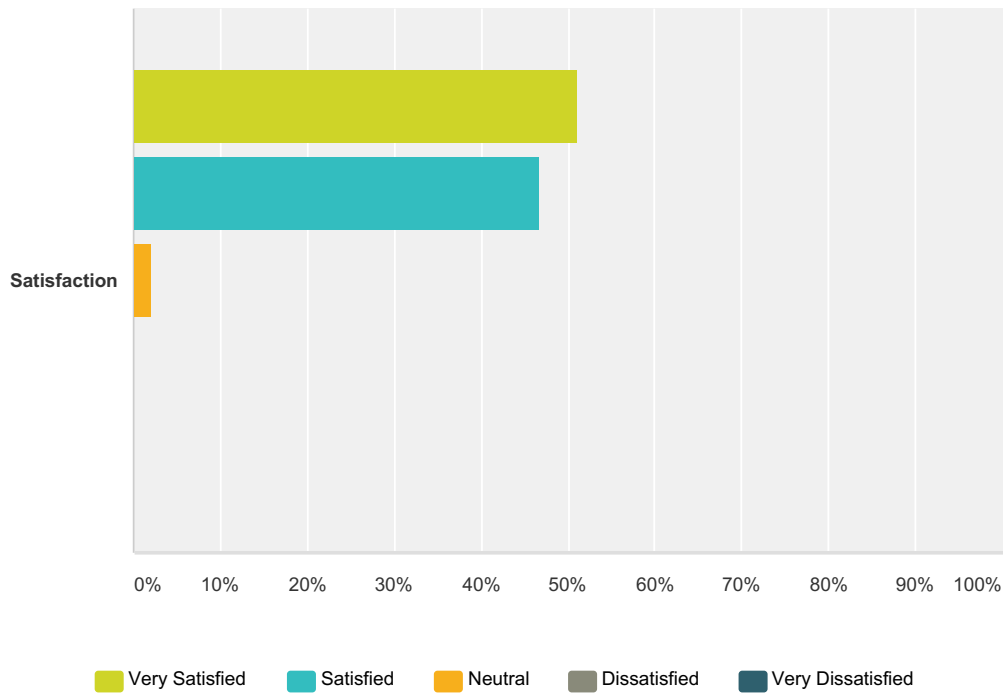
	<u>Jan 1 - Nov 28, 16</u>
Ordinary Income/Expense	
Income	
43300 - Direct Public Grants	
43310 - Corporate and Business Grants	50,000.00
Total 43300 - Direct Public Grants	<u>50,000.00</u>
43400 - Direct Public Support	
43450 - Individ, Business Contributions	3,699.50
Total 43400 - Direct Public Support	<u>3,699.50</u>
46400 - Other Types of Income	
46410 - Advertising Sales	18,007.80
46430 - Miscellaneous Revenue	227.22
Total 46400 - Other Types of Income	<u>18,235.02</u>
47200 - Program Income	
47270 - Program Activities	5,115.00
47230 - Membership Dues	23,509.20
47250 - Conference Registration	48,282.84
47260 - Conference Sponsorship	59,113.70
Total 47200 - Program Income	<u>136,020.74</u>
49000 - Special Events Income	
49050 - IHN Dinner	6,942.15
Total 49000 - Special Events Income	<u>6,942.15</u>
Total Income	214,897.41
Expense	
60900 - Business Expenses	
60930 - Constant Contact	210.00
60920 - Business Registration Fees	75.00
60960 - PayPal Fees	1,331.57
Total 60900 - Business Expenses	<u>1,616.57</u>
62100 - Contract Services	
62110 - Accounting Fees	800.00
62150 - Outside Contract Services	72,745.70
Total 62100 - Contract Services	<u>73,545.70</u>
65000 - Operations	
65090 - Computer Software	75.00
65010 - Books, Subscriptions, Reference	1,099.92
65020 - Postage, Mailing Service	1,068.32
65030 - Printing and Copying	3,792.51
65040 - Supplies	256.64
65050 - Telephone, Telecommunications	1,916.53
65060 - Website	3,078.17
Total 65000 - Operations	<u>11,287.09</u>
65100 - Other Types of Expenses	
65185 - Program Activities	73,420.54
65190 - Special Projects	10,940.00
65180 - Special Events	7,634.59
65110 - Advertising Expenses	3,166.66
65120 - Insurance - Liability, D and O	772.00
65140 - Contributions	1,000.00
65150 - Memberships and Dues	250.00
65160 - Other Costs	921.28
65100 - Other Types of Expenses - Other	40.00
Total 65100 - Other Types of Expenses	<u>98,145.07</u>
68300 - Travel and Meetings	
68310 - Conference, Convention, Meeting	5,274.71
68320 - Travel	3,263.43
Total 68300 - Travel and Meetings	<u>8,538.14</u>
Total Expense	<u>193,132.57</u>
Net Ordinary Income	<u>21,764.84</u>
Net Income	<u>21,764.84</u>
bank balance as of 11/28/16	\$76,476.81

**International Hispanic Network**  
**Profit & Loss**  
January 1 through November 28, 2016  
IHN Conference, Nov 3-5, 2016

	<u>Jan 1 - Nov 28, 16</u>	<u>Year-End Est.</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
43400 · Direct Public Support		
43450 · Individ, Business Contributions	2,000.00	2,000.00
<b>Total 43400 · Direct Public Support</b>	<u>2,000.00</u>	<u>2,000.00</u>
46400 · Other Types of Income		
46430 · Miscellaneous Revenue	227.22	227.22
<b>Total 46400 · Other Types of Income</b>	<u>227.22</u>	<u>227.22</u>
47200 · Program Income		
47250 · Conference Registration	48,282.84	49,000.00
47260 · Conference Sponsorship	59,113.70	69,113.70
<b>Total 47200 · Program Income</b>	<u>107,396.54</u>	<u>118,113.70</u>
<b>Total Income</b>	109,623.76	120,340.92
<b>Expense</b>		
60900 · Business Expenses		
60960 · PayPal Fees	266.64	266.64
<b>Total 60900 · Business Expenses</b>	<u>266.64</u>	<u>266.64</u>
62100 · Contract Services		
62150 · Outside Contract Services	0.00	1,500.00
<b>Total 62100</b>	<u>0.00</u>	<u>1,500.00</u>
65000 · Operations		
65010 · Books, Subscriptions, Reference	549.96	549.96
65020 · Postage, Mailing Service	70.32	70.32
65030 · Printing and Copying	2,657.13	2,657.13
65040 · Supplies	219.65	219.65
65060 · Website	2,105.75	2,105.75
<b>Total 65000 · Operations</b>	<u>5,602.81</u>	<u>5,602.81</u>
65100 · Other Types of Expenses		
65185 · Program Activities	70,370.45	70,370.45
65110 · Advertising Expenses	2,756.87	2,756.87
65160 · Other Costs	617.00	617.00
65100 · Other Types of Expenses - Other	40.00	40.00
<b>Total 65100 · Other Types of Expenses</b>	<u>73,784.32</u>	<u>73,784.32</u>
68300 · Travel and Meetings		
68320 · Travel	2,886.69	2,886.69
<b>Total 68300 · Travel and Meetings</b>	<u>2,886.69</u>	<u>2,886.69</u>
<b>Total Expense</b>	<u>82,540.46</u>	<u>82,540.46</u>
<b>Net Ordinary Income</b>	<u>27,083.30</u>	<u>36,300.46</u>
<b>Net Income</b>	<u><u>27,083.30</u></u>	<u><u>36,300.46</u></u>

### Q1 Overall, how satisfied were you with the IHN conference?

Answered: 47 Skipped: 1



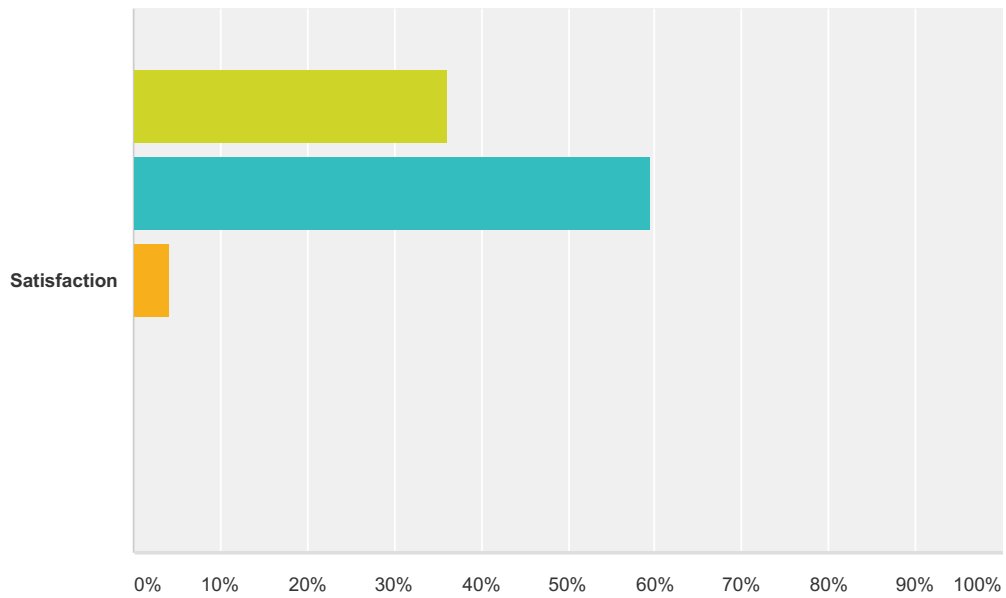
	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Total
Satisfaction	51.06%	46.81%	2.13%	0.00%	0.00%	47
	24	22	1	0	0	

#	Comments	Date
1	Overall, the speakers were awesome, the location was perfect.	11/22/2016 9:48 AM
2	First day, Thursday was a flop. We were excited about going to some of the discussions, but the ones that were scheduled were an extra charge. So, if you paid for the convention, but not for the extras, then you pretty much just sat around the first day.	11/22/2016 6:00 AM
3	The topics were current, relevant and very interesting.	11/18/2016 12:09 PM
4	Great sessions and panelists.	11/18/2016 5:38 AM
5	Not available	11/17/2016 4:33 AM



## Q2 Overall, how satisfied were you with the Sheraton Hotel conference facilities?

Answered: 47 Skipped: 1



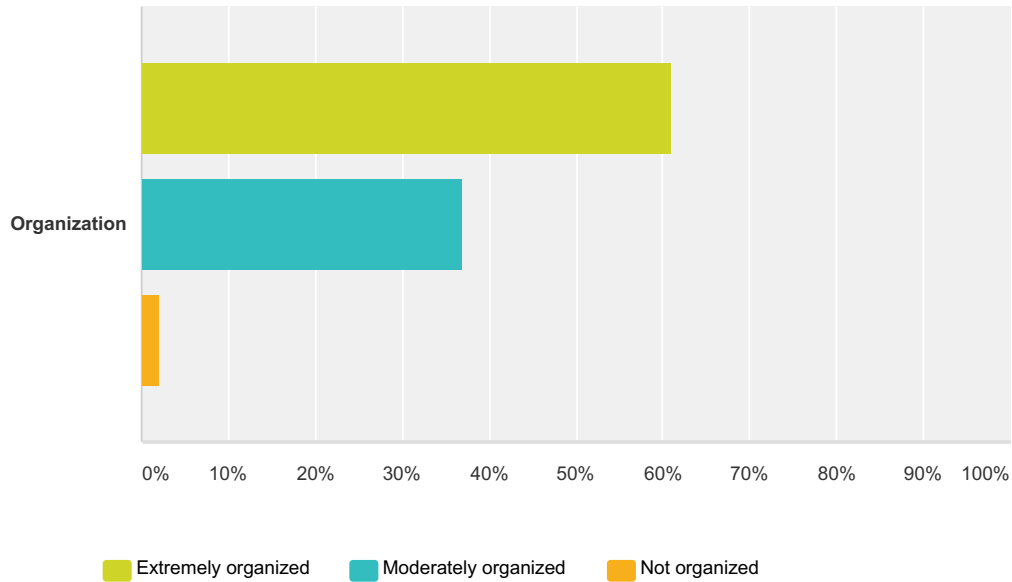
■ Very satisfied   
 ■ Satisfied   
 ■ Neither satisfied nor dissatisfied  
■ Moderately dissatisfied   
 ■ Dissatisfied

	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Moderately dissatisfied	Dissatisfied	Total
Satisfaction	36.17% 17	59.57% 28	4.26% 2	0.00% 0	0.00% 0	47

#	Comments	Date
1	Perfect location, the meeting rooms were set up so that everyone could clearly view and hear the speakers.	11/22/2016 9:48 AM
2	Too cold.	11/21/2016 7:41 PM
3	The wifi was a bit spotty but was overall a great venue	11/21/2016 12:54 PM
4	I did not stay overnight but the conference rooms and dining areas were nice. The parking fee was high.	11/18/2016 12:09 PM
5	N/A	11/17/2016 4:33 AM
6	As usual for hotels, convention centers, etc, ballrooms/meeting rooms were too cold.	11/16/2016 2:19 PM

### Q3 How organized was the conference?

Answered: 46 Skipped: 2

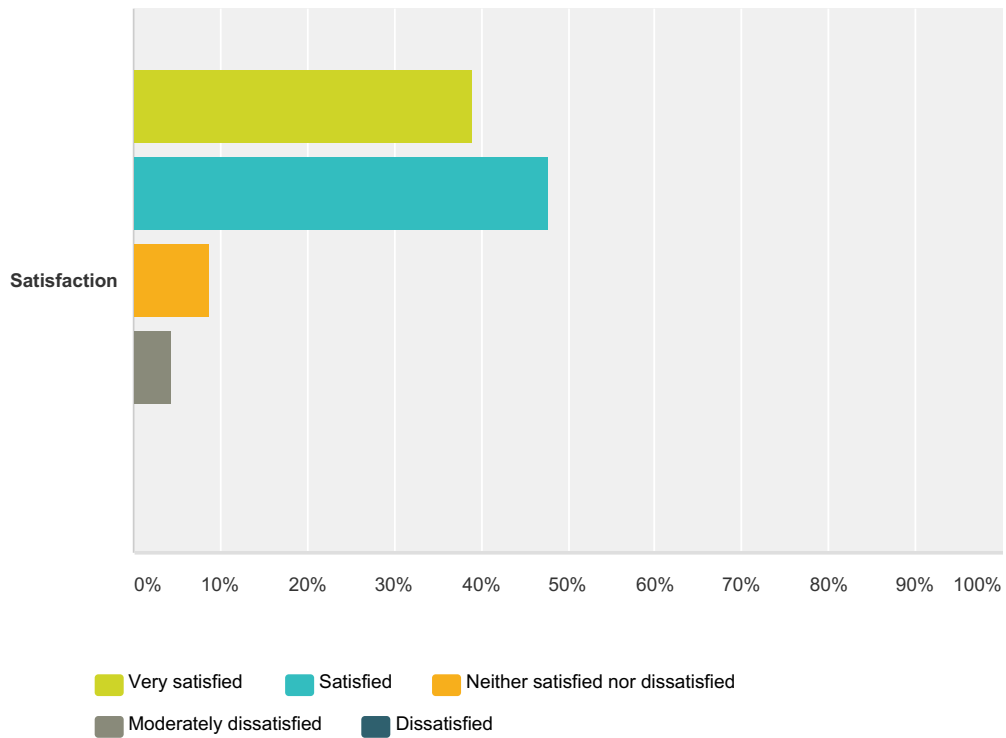


	Extremely organized	Moderately organized	Not organized	Total
Organization	60.87% 28	36.96% 17	2.17% 1	46

#	Comments	Date
1	I wish there was more time after the breakfast sessions to network. I would have loved to purchase a book or two but session, timing, etc didn't work out. AND I was one of the ones that showed up on time and awake :-). Early AM sessions for folks from the west are difficult.	11/22/2016 2:45 PM
2	I thought everything flowed in order, the time allowed to move from one session to another was timed accordingly.	11/22/2016 9:48 AM
3	The conference was organized and the discussions started promptly.	11/22/2016 6:00 AM
4	Going to offsite meetings on Thursday was disruptive. Then traveling to the film studio was not necessary for what was covered. The actual departure time was not consistent with the published time. We sat in the lobby for a while then on the bus. not sure who we we waiting on.	11/21/2016 6:04 PM
5	My name was spelled wrong on my badge but it was corrected right away with a smile.	11/18/2016 12:09 PM
6	The welcoming table did not feel "welcoming." Staff did not welcome attendees and did not explain what items were in the bag, what the tickets were for, etc.	11/17/2016 7:38 AM
7	As a panelist, I was a little frustrated with the last minute planning of panel questions and discussion topics.	11/17/2016 5:17 AM
8	N/A	11/17/2016 4:33 AM
9	I didn't attend all of it but what I saw was great.	11/16/2016 2:19 PM

## Q4 Overall, how satisfied were you with the meals?

Answered: 46 Skipped: 2

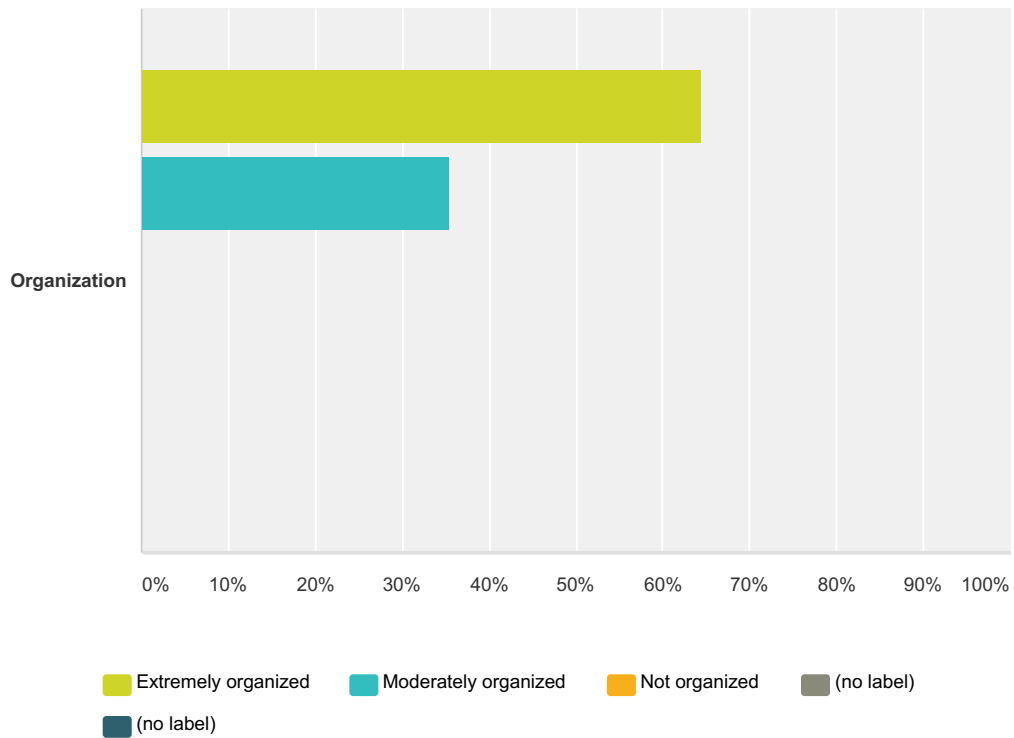


	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Moderately dissatisfied	Dissatisfied	Total
Satisfaction	39.13% 18	47.83% 22	8.70% 4	4.35% 2	0.00% 0	46

#	Comments	Date
1	Loved the extra touch to make it feel like home - empandas, biscochitos - YUM!	11/22/2016 2:45 PM
2	The meals were great, the set-up was good and the wait staff was professional and very nice. Great customer service.	11/22/2016 9:48 AM
3	The meals were good, however the choices for the menu could be more varied. More choices.	11/22/2016 6:00 AM
4	I like the salad option for lunch and the taco breakfast	11/21/2016 6:04 PM
5	I was pleasantly surprised that the breakfast tacos were so good.	11/18/2016 12:09 PM
6	Did not enjoy the food provided at the Sheraton for meals. Enjoyed the food at the opening and closing receptions.	11/17/2016 7:38 AM
7	N/A	11/17/2016 4:33 AM
8	Only had the opening breakfast.	11/16/2016 2:19 PM

### Q5 How organized was the conference technology (audio/visual)?

Answered: 45 Skipped: 3

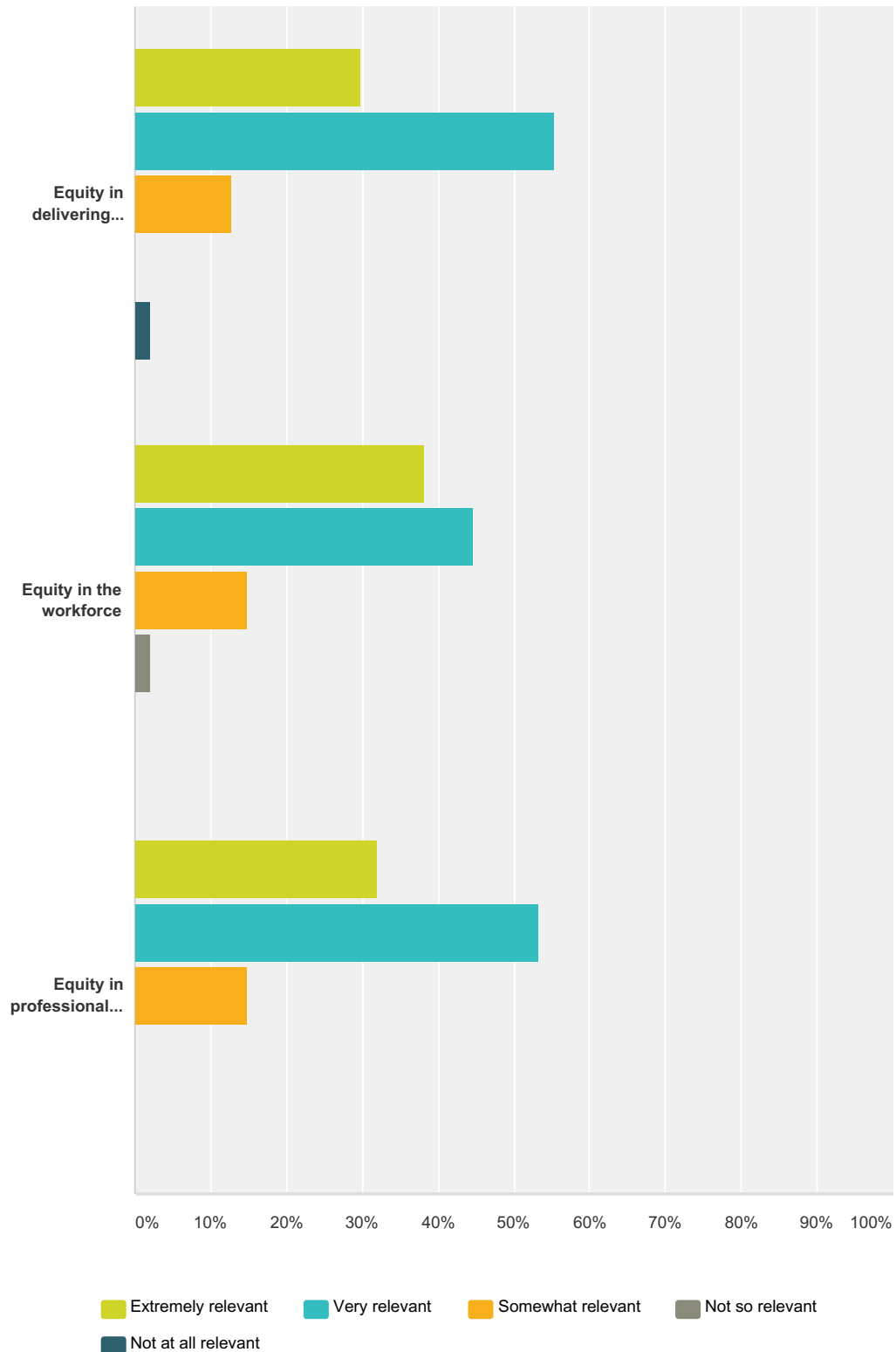


	Extremely organized	Moderately organized	Not organized	(no label)	(no label)	Total
Organization	64.44% 29	35.56% 16	0.00% 0	0.00% 0	0.00% 0	45

#	Comments	Date
1	I would LOVE to see or have easy access to the presenters info (email, etc).	11/22/2016 2:45 PM
2	Organized, sound was clear, visuals were clear.	11/22/2016 9:48 AM
3	Very good, except in the very back sometimes it was hard to hear. (breakfast area)	11/22/2016 6:00 AM
4	There seemed to be quite a bit of flipping back and forth between slides which got a little distracting	11/21/2016 12:54 PM
5	N/A	11/17/2016 4:33 AM
6	It was very organized and staff was knowledgeable, but a couple of minor delays w/ tech difficulties.	11/16/2016 2:09 PM

### Q6 The conference program presented three tracks. How relevant was the content for each track?

Answered: 47 Skipped: 1



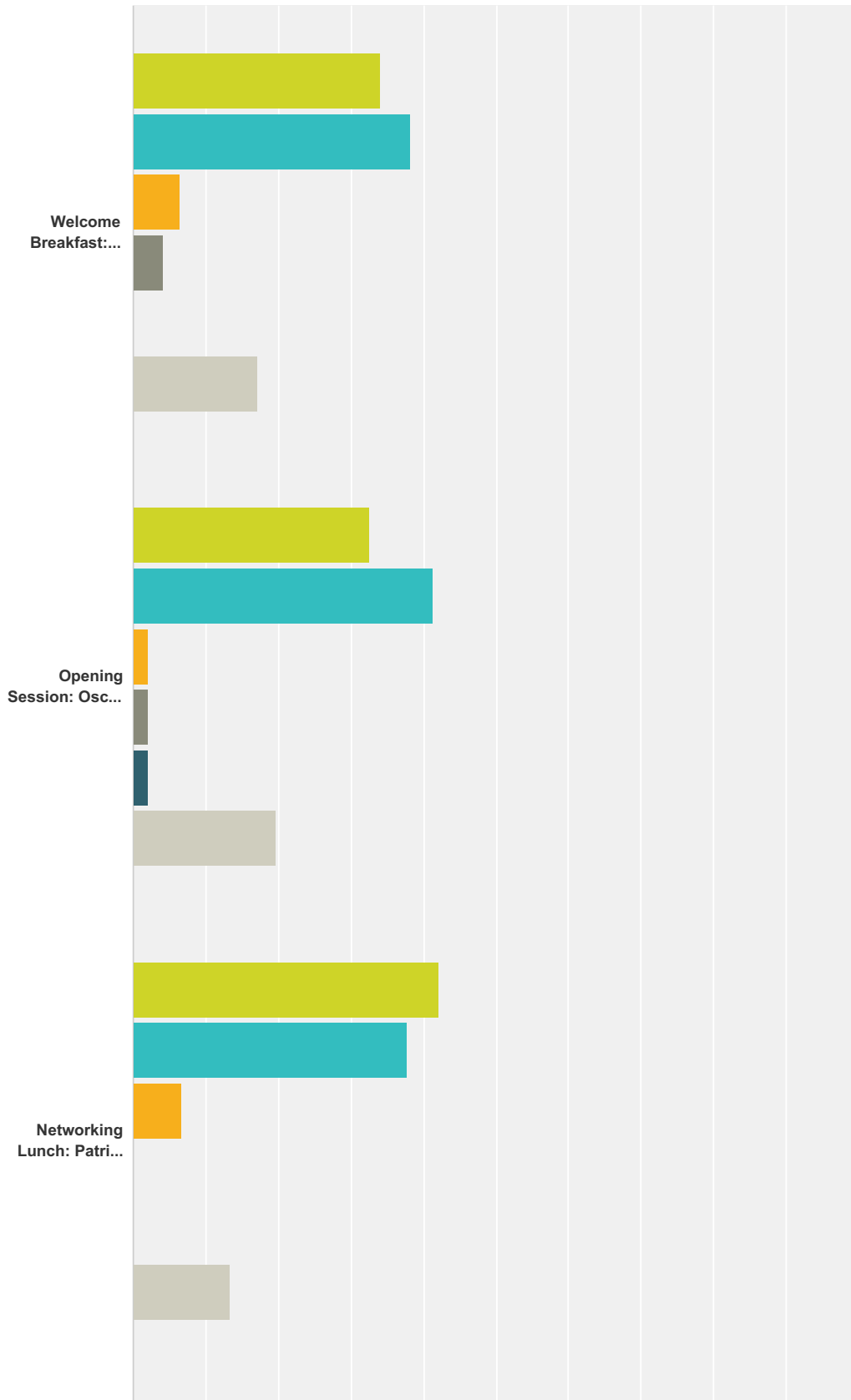
## IHN Conference - Austin TX 2016

	Extremely relevant	Very relevant	Somewhat relevant	Not so relevant	Not at all relevant	Total
Equity in delivering services for a diverse community	<b>29.79%</b> 14	<b>55.32%</b> 26	<b>12.77%</b> 6	<b>0.00%</b> 0	<b>2.13%</b> 1	47
Equity in the workforce	<b>38.30%</b> 18	<b>44.68%</b> 21	<b>14.89%</b> 7	<b>2.13%</b> 1	<b>0.00%</b> 0	47
Equity in professional development	<b>31.91%</b> 15	<b>53.19%</b> 25	<b>14.89%</b> 7	<b>0.00%</b> 0	<b>0.00%</b> 0	47

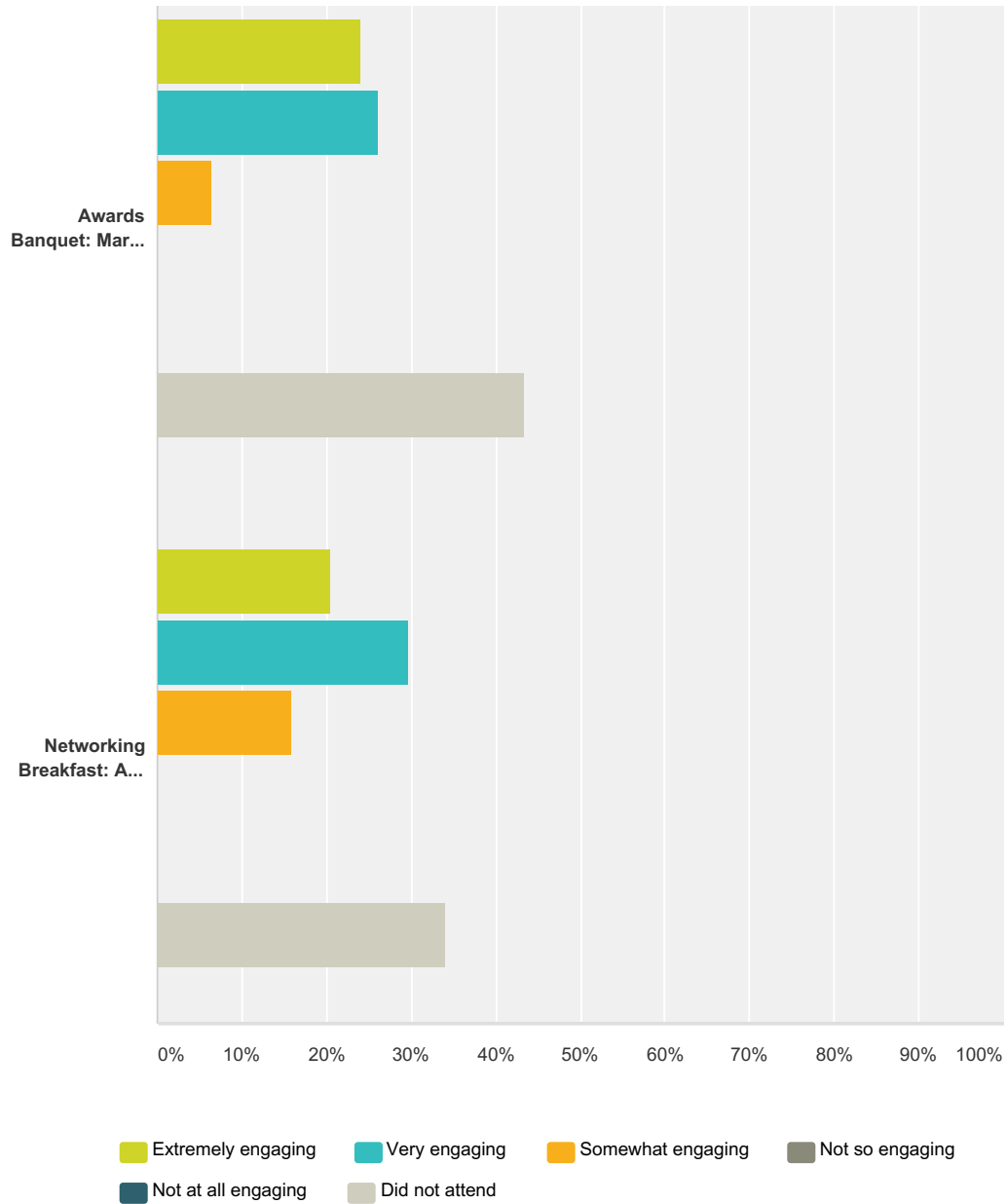
#	Comments	Date
1	All were equally relevant, however because of where I am in my professional career, equity in professional development made a lasting impact.	11/22/2016 9:48 AM
2	Too many discussions using the same topic. Repetitive and probably could use different topics. Diversity, Racism, stereotypes, example.	11/22/2016 6:00 AM
3	Didn't really follow tracks. Just found session I liked.	11/21/2016 7:41 PM
4	The tracks were a little confusing.	11/21/2016 3:58 PM
5	I think some roundtables would have been really useful, more opportunities to hear from other participants	11/21/2016 12:54 PM
6	All of the speakers were greatly qualified and provided useful content but conversations were not necessarily on point with the program descriptions. It may be helpful for the moderator to provide some sort of mini presentation prior to the discussion so speakers remain on topic. Also, limit speakers to 3, maybe 4 tops. Some of the sessions had too many speakers, where a lot of time was taken just reading bios and introductions, and responses were duplicated.	11/17/2016 9:16 AM
7	N/A	11/17/2016 4:33 AM

### Q7 How engaging were the keynote speakers?

Answered: 47 Skipped: 1



# IHN Conference - Austin TX 2016



	Extremely engaging	Very engaging	Somewhat engaging	Not so engaging	Not at all engaging	Did not attend	Total
Welcome Breakfast: Mando Rayo	34.04% 16	38.30% 18	6.38% 3	4.26% 2	0.00% 0	17.02% 8	47
Opening Session: Oscar Casares	32.61% 15	41.30% 19	2.17% 1	2.17% 1	2.17% 1	19.57% 9	46
Networking Lunch: Patrick Ibarra	42.22% 19	37.78% 17	6.67% 3	0.00% 0	0.00% 0	13.33% 6	45
Awards Banquet: Marisa Rivera	23.91% 11	26.09% 12	6.52% 3	0.00% 0	0.00% 0	43.48% 20	46
Networking Breakfast: Aida Hurtado	20.45% 9	29.55% 13	15.91% 7	0.00% 0	0.00% 0	34.09% 15	44

#	Comments	Date
1	Speakers were all engaging, they had a way of captivating the audience.	11/22/2016 9:48 AM

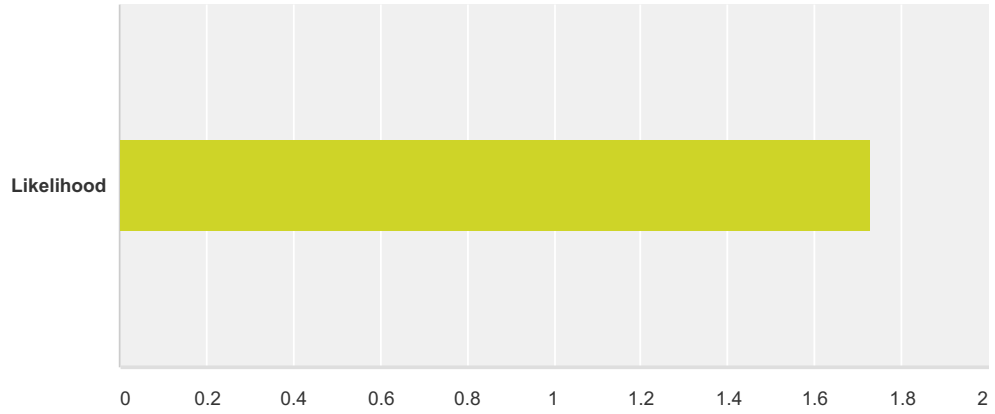


## IHN Conference - Austin TX 2016

2	Mando's talk seemed scattered and incongruous	11/21/2016 12:54 PM
3	N/A	11/17/2016 4:33 AM
4	The author at the opening session seems very personable and nice...but he was a horrible speaker. He seems more of a small group, one-on-one type.	11/16/2016 2:19 PM
5	A couple of comments from Mando Rayo were border line inappropriate.	11/16/2016 2:09 PM

### Q8 How likely are you to attend an IHN national professional development conference in the future?

Answered: 48 Skipped: 0

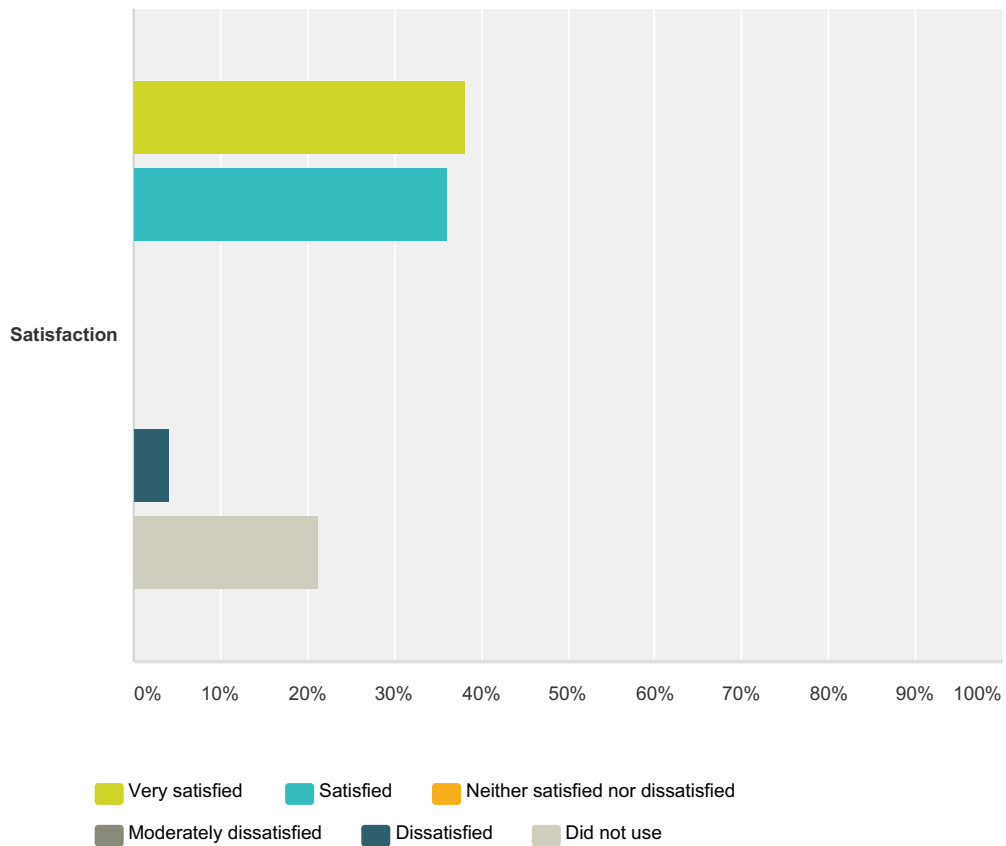


	Extremely likely	Very likely	Somewhat likely	Not so likely	Not at all likely	Total	Weighted Average
Likelihood	47.92% 23	35.42% 17	14.58% 7	0.00% 0	2.08% 1	48	1.73

#	Comments	Date
1	I left the conference feeling re-energized, empowered and equipped with knowledge to help me maneuver thru work related issues.	11/22/2016 9:48 AM
2	I wish we could do an Annual Conference!	11/17/2016 10:58 AM
3	Great community of folks.	11/17/2016 7:38 AM
4	Too much work.	11/17/2016 4:33 AM

### Q9 How satisfied were you with the event app WHOVA

Answered: 47 Skipped: 1



	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Moderately dissatisfied	Dissatisfied	Did not use	Total
Satisfaction	38.30%	36.17%	0.00%	0.00%	4.26%	21.28%	47
	18	17	0	0	2	10	

#	Other (please specify)	Date
1	It was okay. I took photos and posted them but I made a comment about one session and it showed up on another.	11/22/2016 9:48 AM
2	It was hard to tell whether it was whova or the spotty wifi, but something was absolutely killing my phone's battery life. iPad functionality would have been appreciated, but I really liked to ability to contact event attendees.	11/21/2016 12:54 PM
3	Loved WHOVA. Easy to use, loved how you can message people, post pictures, save photos, etc.	11/17/2016 7:38 AM
4	Don't have time or mental bandwidth to download a new app just to know the agenda.	11/17/2016 6:31 AM
5	N/A	11/17/2016 4:33 AM

## Q10 Do you have any other comments, questions or feedback you would like to share?

Answered: 16 Skipped: 32

#	Responses	Date
1	Great conference! I felt inspired and empowered!	11/22/2016 3:16 PM
2	Great job!	11/22/2016 2:45 PM
3	Although the speakers were fantastic, the questions asked were too basic. I was looking for in depth ways to engaging community.	11/22/2016 12:16 PM
4	I was so impressed with the conference, the speakers, topics and level of expertise made it so worthwhile and made a lasting impact. Good job!	11/22/2016 9:48 AM
5	I think that IHN should send out a more information to other Latinos in cities jobs because a lot of them don't know about this great organization. More members would probably result in a better future for IHN.	11/22/2016 5:56 AM
6	Thank you!	11/22/2016 5:04 AM
7	Great Job!	11/21/2016 6:16 PM
8	Two days would have been good. Either cancel the Thursday session or Saturday event.	11/21/2016 6:04 PM
9	The Madrinas/Padrinos was a fantastic opportunity! Loved the conference overall and look forward to the next conference.	11/21/2016 12:54 PM
10	Thank you for hosting the national conference. It was great exposure.	11/18/2016 7:41 AM
11	GREAT CONFERENCE--LETS WORK ON HAVING IT ONCE A YEAR	11/17/2016 10:58 AM
12	Overall I thought it was a good conference. I thought some of the topics overlapped and I received the same information in each class. I also suggest that they keep politics out of the conversation. I understand it is an election year and some topics included legislation and the future, but some of the presentations were very political. They were endorsing candidates which I think was not appropriate. Scare tactics were also used which was very inappropriate.	11/17/2016 6:37 AM
13	not at the moment.	11/17/2016 4:33 AM
14	None @ this time.	11/16/2016 2:09 PM
15	Nice job IHN. JR	11/9/2016 10:03 AM
16	IHN did a wonderful job. Thank you	11/9/2016 9:52 AM



# **MANAGEMENT PARTNERS**

I N C O R P O R A T E D

To: IHN Board of Directors  
From: Karen L Davis, IHN Executive Director  
Subject: Management Services Agreement with Management Partners  
Date: December 2, 2016

## **2016 Management Services Agreement**

For the 2016 fiscal year, Management Partners' services to IHN will exceed the budgeted amount of \$66,000 to a cost of \$75,000. This is due primarily to two factors. Over the past 12-18 months, IHN has increased its level of committee activities. Previously, the active committees were Membership, Communications, Programs and Nominations. The increased committee activities include the reactivation of the Executive and Fund Development Committees. New committees are Civic Engagement, Joel Valdez Award and University Partnerships. Beyond the committee activities, IHN provided support for planning the conference in Austin.

Management Partners has provided management support services to the International Hispanic Network since 2010. Three categories of management support services were provided: administrative support, membership services, and strategic support. At that time, the agreement was for 960 hours of staff support at a cost of \$88,800. Management Partners uses a discounted hourly rates that are reflected in the agreement. In 2013, the contract amount was changed to 769 hours at a cost of \$66,000 per year. Documentation was not available to explain the decrease in the contract amount.

Management Partners is requesting a contract amendment for 2016 to \$75,000. Attached is a budget report that shows expenditures for each category and subcategory of services provided. This document is for services through November 22, 2016. December payments are still outstanding.

## **2017-18 Management Services Agreement**

Management Partners agreements with IHN have been for two-year periods. The current agreement is expiring at the end of December. The proposed contract for 2017-2018 is provided to the board for renewal. The contract amount is for 926 hours and \$75,000 per year, which would support the continued level of committee activities, regional events and the pre-planning for the IHN conference in Phoenix in 2018. Additionally, this contract separates program services from administrative support to better track the cost to support events.

Management Partners is requesting approval of the contract for 2017-2018.

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## AGREEMENT

THIS AGREEMENT is made and entered into this 2nd day of December, 2016, by and between the International Hispanic Network, a non-profit 501(c) (3) Corporation (hereinafter referred to as "IHN"), and Management Partners, Inc., (hereinafter referred to as "Partners").

## RECITALS

WHEREAS, IHN wishes to contract for a variety of administrative and executive director services without incurring the costs associated with directly employing such an individual, and

WHEREAS, Partners is a consulting firm which includes staff expertise in executive director and support functions, as well as an established administrative support infrastructure; and

WHEREAS, IHN desires to engage Partners to render certain management support and administrative functions on an as needed basis and consistent with resources available to the IHN to support these functions, and Partners is willing to provide such services as such resources are available, and

WHEREAS, it is the intent of IHN and Partners to create a partnership collaboration, with Partners committing to become fully familiar with all relevant aspects of IHN operations so as to enable it to provide services in a timely manner and at minimum cost;

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. **Scope of services.** Partners shall perform the management support services (hereinafter referred to as the "services"), as outlined below, in a satisfactory and proper manner in accordance with direction provided by the IHN President and Executive Committee, and available IHN resources.

### **1.1. Strategic Support**

Management Partners will provide 250 hours of professional staff assistance to implement elements of the IHN strategic plan. Specifically Management Partners will provide the following services:

1.1.1. **Financial Stability.** Management Partners will work with IHN to raise 100% of the annual operating budget and develop an appropriate reserve fund of approximately three months of operating costs. It will recommend specific strategies for achieving financial objectives, along with a budget, schedule and milestones. Management Partners may recommend a request for qualifications/request for proposals process for securing the services of a professional fundraiser to be funded by a sharing of campaign proceeds.

1.1.2. **Membership Growth.** Management Partners services in this area will include in negotiating affiliation agreements, formalizing and expanding the IHN chapters membership program, and broadening the membership throughout the United States. While membership growth is critical to the organization, Partners will focus

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Deleted: updating the membership rolls, assisting the Board in securing dues commitments and

first on financial stability and those elements of membership growth that will enhance the financial position of IHN.

### 1.2. Membership Services

Management Partners will provide 200 hours of professional staff assistance to provide membership services. Specifically Management Partners will provide the following services:

- 1.2.1. Registering annual memberships and collecting dues
- 1.2.2. Maintaining an accurate and up-to-date membership database
- 1.2.3. Distributing mass emails to the membership to keep them informed of IHN affairs
- 1.2.4. Responding to member requests for information/assistance
- 1.2.5. Responding to requests for information from prospective members

### 1.3. Administrative Support

Management Partners will provide 96 hours of professional staff assistance to administer IHN business affairs. Specifically Management Partners will provide the following services:

- 1.3.1. Provide a dedicated phone line and email address for IHN business. The phone line will be staffed during regular business hours (PST) and email will be returned daily
- 1.3.2. Provide a dedicated mailing address for IHN business
- 1.3.3. Organizational record keeping
- 1.3.4. Tax reporting and completion of tax returns, at IHN expense in addition to this contract
- 1.3.5. Accounts payable and receivable services
- 1.3.6. Utilization of Management Partners offices for IHN meetings
- 1.3.7. Agenda preparation, minutes and other materials for board meetings and the annual meeting

### 1.4. Program Services

Management Partners will provide 330 hours of professional staff assistance to provide program services. Specifically Management Partners will provide the following services:

- 1.4.1. Support to committees to achieve IHN priorities and goals
- 1.4.2. Support to IHN for national conferences and regional meetings
- 1.4.3. Support to IHN for professional development, webinars and online training

2. **Time of Performance.** Services of Partners shall be completed in accordance with the description above. Hours utilized to provide services may be reallocated, provided the total number of hours of service shall not exceed 926.

These services shall be for the 2017 calendar year. The same recurring services shall be provided automatically for calendar year 2018 unless either party requests that this agreement be reopened for amendments or updates.

3. **Compensation and Method of Payment.** Partners will invoice IHN for services rendered monthly.

The total amount of payment in accordance with this agreement shall not exceed \$75,000 excluding expenses. Hourly rates for the personnel assigned by Management Partners for this project are as follows:

Karen Davis	\$125
Jeri Beckstedt	\$60

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Paula Sitawi	\$33
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These rates represent a discount with respect to Partners normal hourly rates and IHN agrees to keep these rates confidential. Management Partners may employ the services of student intern(s) to minimize costs to IHN.

Expenses incurred under this contract shall be reimbursed based on the following schedule:

Cost of materials and supplies	At actual cost
Cost of mailings and publications	At actual cost
Professional services contracts and special services	At actual cost
Travel, memberships and other professional expenses	At actual cost
Cost of equipment or allocation of equipment costs	None
Cost of insurances and other coverage required to perform the services solicited	None; appropriate insurance, including professional error and omissions, is included in the hourly rates above
Overhead charges or pass-through costs if applicable	None

4. **Sponsorship.** Management Partners shall be a sponsor as a result of the discounted rates provided to IHN, in-kind staff support at national and regional events, and other in-kind support, at the Silver level. Management Partners will be recognized at regional and annual events and on the IHN website.
5. **Independent Partners.** Neither Partners nor its employees are considered to be employees of the IHN, for any purpose whatsoever. Partners is an independent contractor in the performance of the services herein described.
6. **Personnel.** Partners represents that it has, or will secure at its own expense, all personnel required in performing all of the services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the IHN. All the services required hereunder will be performed by Partners or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
7. **Discrimination Prohibited.** In performing the services required hereunder, Partners shall not discriminate against any person on the basis or race, color, religion, sex, national origin or ancestry, sexual orientation, age, physical handicap, or disability as defined in the American With Disabilities Act of 1990, as now enacted or hereafter amended.
8. **Reports and Information.** At such times and in such forms as IHN may require, there shall be furnished to IHN such statements, records, reports, data and information, as IHN may request pertaining to matters covered by this Agreement. Unless authorized by IHN, Partners will not release any information concerning the project, including any reports or other documents prepared pursuant to this Agreement, until such release is authorized by IHN.



9. **Establishment and Maintenance of Records.** Records shall be maintained by Partners in accordance with applicable law and requirements prescribed by IHN with respect to all matters covered by this Agreement. Except as otherwise authorized by IHN, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement.
10. **Assignability.** Partners shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of IHN thereto.
11. **Termination for Convenience of IHN.** IHN may terminate this Agreement at any time by giving at least fifteen (15) days' notice in writing to Partners. If Partners is terminated by IHN as provided herein, Partners will be paid for the services actually performed to the time of termination.
12. **Construction and Severability.** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.
13. **Entire Agreement.** This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.
14. **Applicable Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California, and the laws, rules and regulations of the IHN.

**IN WITNESS WHEREOF**, IHN and Partners have executed this Agreement as of the date first above written.

**International Hispanic Network**

**Management Partners, Inc.**

\_\_\_\_\_  
 (signature)  
Veronica Briseno  
 IHN President  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Gerald E. Newfarmer, President and CEO

**International Hispanic Network**  
**Profit & Loss by Class**  
January 1 through November 22, 2016

	<u>Board Retreat</u> <u>(Admin/Operating)</u>	<u>Admin/Operating - Other</u> <u>(Admin/Operating)</u>	<u>Total Admin/Operating</u>	<u>Contributions</u>	<u>JValdez Award Acct.</u> <u>(Fundraising)</u>	<u>Total Fundraising</u>	<u>Conference</u> <u>(Program Services)</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
43300 · Direct Public Grants							
43310 · Corporate and Business Grants	0.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00
<b>Total 43300 · Direct Public Grants</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
43400 · Direct Public Support							
43450 · Individ, Business Contributions	0.00	0.00	0.00	50.00	1,549.50	1,549.50	2,000.00
<b>Total 43400 · Direct Public Support</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>1,549.50</b>	<b>1,549.50</b>	<b>2,000.00</b>
46400 · Other Types of Income							
46410 · Advertising Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46430 · Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	227.22
<b>Total 46400 · Other Types of Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>227.22</b>
47200 · Program Income							
47270 · Program Activities	750.00	0.00	750.00	0.00	0.00	0.00	0.00
47230 · Membership Dues	0.00	0.00	0.00	0.00	-200.00	-200.00	0.00
47250 · Conference Registration	0.00	0.00	0.00	0.00	0.00	0.00	47,682.84
47260 · Conference Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	46,613.70
<b>Total 47200 · Program Income</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.00</b>	<b>-200.00</b>	<b>-200.00</b>	<b>94,296.54</b>
49000 · Special Events Income							
49050 · IHN Dinner	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 49000 · Special Events Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>750.00</b>	<b>50,000.00</b>	<b>50,750.00</b>	<b>50.00</b>	<b>1,349.50</b>	<b>1,349.50</b>	<b>96,523.76</b>
<b>Expense</b>							
60900 · Business Expenses							
60930 · Constant Contact	0.00	210.00	210.00	0.00	0.00	0.00	0.00
60920 · Business Registration Fees	0.00	75.00	75.00	0.00	0.00	0.00	0.00
60960 · PayPal Fees	0.00	0.00	0.00	0.00	3.60	3.60	266.64
<b>Total 60900 · Business Expenses</b>	<b>0.00</b>	<b>285.00</b>	<b>285.00</b>	<b>0.00</b>	<b>3.60</b>	<b>3.60</b>	<b>266.64</b>
62100 · Contract Services							
62110 · Accounting Fees	0.00	800.00	800.00	0.00	0.00	0.00	0.00
62150 · Outside Contract Services	0.00	72,745.70	72,745.70	0.00	0.00	0.00	0.00
<b>Total 62100 · Contract Services</b>	<b>0.00</b>	<b>73,545.70</b>	<b>73,545.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
65000 · Operations							
65090 · Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.00	0.00	0.00	549.96
65020 · Postage, Mailing Service	0.00	998.00	998.00	0.00	0.00	0.00	70.32
65030 · Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.00	2,657.13
65040 · Supplies	0.00	36.99	36.99	0.00	0.00	0.00	219.65
65050 · Telephone, Telecommunications	0.00	1,770.84	1,770.84	0.00	0.00	0.00	0.00
65060 · Website	0.00	971.84	971.84	0.00	0.00	0.00	2,105.75
<b>Total 65000 · Operations</b>	<b>0.00</b>	<b>3,777.67</b>	<b>3,777.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,602.81</b>
65100 · Other Types of Expenses							
65185 · Program Activities	0.00	0.00	0.00	0.00	0.00	0.00	70,370.45
65190 · Special Projects	0.00	3,800.00	3,800.00	0.00	0.00	0.00	0.00

International Hispanic Network  
Profit & Loss by Class  
January 1 through November 22, 2016

	Board Retreat (Admin/Operating)	Admin/Operating - Other (Admin/Operating)	Total Admin/Operating	Contributions	JValdez Award Acct. (Fundraising)	Total Fundraising	Conference (Program Services)
65180 · Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65110 · Advertising Expenses	0.00	0.00	0.00	0.00	0.00	0.00	2,756.87
65120 · Insurance - Liability, D and O	0.00	772.00	772.00	0.00	0.00	0.00	0.00
65140 · Contributions	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00
65150 · Memberships and Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65160 · Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	617.00
65100 · Other Types of Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	40.00
<b>Total 65100 · Other Types of Expenses</b>	<b>0.00</b>	<b>4,572.00</b>	<b>4,572.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>73,784.32</b>
<b>68300 · Travel and Meetings</b>							
68310 · Conference, Convention, Meeting	5,274.71	0.00	5,274.71	0.00	0.00	0.00	0.00
68320 · Travel	0.00	376.74	376.74	0.00	0.00	0.00	2,886.69
<b>Total 68300 · Travel and Meetings</b>	<b>5,274.71</b>	<b>376.74</b>	<b>5,651.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,886.69</b>
<b>Total Expense</b>	<b>5,274.71</b>	<b>82,557.11</b>	<b>87,831.82</b>	<b>1,000.00</b>	<b>3.60</b>	<b>3.60</b>	<b>82,540.46</b>
<b>Net Ordinary Income</b>	<b>-4,524.71</b>	<b>-32,557.11</b>	<b>-37,081.82</b>	<b>-950.00</b>	<b>1,345.90</b>	<b>1,345.90</b>	<b>13,983.30</b>
<b>Net Income</b>	<b>-4,524.71</b>	<b>-32,557.11</b>	<b>-37,081.82</b>	<b>-950.00</b>	<b>1,345.90</b>	<b>1,345.90</b>	<b>13,983.30</b>

**International Hispanic Network**  
**Profit & Loss by Class**  
January 1 through November 22, 2016

	<u>Member Dues</u> <u>(Program Services)</u>	<u>IHN dinner</u> <u>(Special Events)</u>	<u>Total Special Events</u> <u>(Program Services)</u>	<u>Web Site Redesign 2016</u> <u>(Special Projects)</u>	<u>Website Redesign 2011</u> <u>(Special Projects)</u>	<u>Total Special Projects</u> <u>(Program Services)</u>	<u>Workshop/Reg Event</u> <u>(Program Services)</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
43300 · Direct Public Grants							
43310 · Corporate and Business Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 43300 · Direct Public Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
43400 · Direct Public Support							
43450 · Individ, Business Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 43400 · Direct Public Support</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
46400 · Other Types of Income							
46410 · Advertising Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46430 · Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 46400 · Other Types of Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
47200 · Program Income							
47270 · Program Activities	0.00	0.00	0.00	0.00	0.00	0.00	4,365.00
47230 · Membership Dues	23,809.20	0.00	0.00	0.00	0.00	0.00	0.00
47250 · Conference Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47260 · Conference Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 47200 · Program Income</b>	<b>23,809.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,365.00</b>
49000 · Special Events Income							
49050 · IHN Dinner	0.00	6,942.15	6,942.15	0.00	0.00	0.00	0.00
<b>Total 49000 · Special Events Income</b>	<b>0.00</b>	<b>6,942.15</b>	<b>6,942.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>23,809.20</b>	<b>6,942.15</b>	<b>6,942.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,365.00</b>
<b>Expense</b>							
60900 · Business Expenses							
60930 · Constant Contact	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60920 · Business Registration Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60960 · PayPal Fees	31.22	76.03	76.03	0.00	0.00	0.00	0.00
<b>Total 60900 · Business Expenses</b>	<b>31.22</b>	<b>76.03</b>	<b>76.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
62100 · Contract Services							
62110 · Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62150 · Outside Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 62100 · Contract Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
65000 · Operations							
65090 · Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65010 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65020 · Postage, Mailing Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65030 · Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65040 · Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65050 · Telephone, Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65060 · Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 65000 · Operations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
65100 · Other Types of Expenses							
65185 · Program Activities	0.00	0.00	0.00	0.00	0.00	0.00	2,828.59
65190 · Special Projects	0.00	0.00	0.00	6,850.00	290.00	7,140.00	0.00

**International Hispanic Network**  
**Profit & Loss by Class**  
January 1 through November 22, 2016

	<u>Member Dues</u> <u>(Program Services)</u>	<u>IHN dinner</u> <u>(Special Events)</u>	<u>Total Special Events</u> <u>(Program Services)</u>	<u>Web Site Redesign 2016</u> <u>(Special Projects)</u>	<u>Website Redesign 2011</u> <u>(Special Projects)</u>	<u>Total Special Projects</u> <u>(Program Services)</u>	<u>Workshop/Reg Event</u> <u>(Program Services)</u>
65180 · Special Events	0.00	75.00	75.00	0.00	0.00	0.00	0.00
65110 · Advertising Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65120 · Insurance - Liability, D and O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65140 · Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65150 · Memberships and Dues	250.00	0.00	0.00	0.00	0.00	0.00	0.00
65160 · Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	304.28
65100 · Other Types of Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 65100 · Other Types of Expenses</b>	<b>250.00</b>	<b>75.00</b>	<b>75.00</b>	<b>6,850.00</b>	<b>290.00</b>	<b>7,140.00</b>	<b>3,132.87</b>
<b>68300 · Travel and Meetings</b>							
68310 · Conference, Convention, Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
68320 · Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 68300 · Travel and Meetings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>281.22</b>	<b>151.03</b>	<b>151.03</b>	<b>6,850.00</b>	<b>290.00</b>	<b>7,140.00</b>	<b>3,132.87</b>
<b>Net Ordinary Income</b>	<b>23,527.98</b>	<b>6,791.12</b>	<b>6,791.12</b>	<b>-6,850.00</b>	<b>-290.00</b>	<b>-7,140.00</b>	<b>1,232.13</b>
<b>Net Income</b>	<b>23,527.98</b>	<b>6,791.12</b>	<b>6,791.12</b>	<b>-6,850.00</b>	<b>-290.00</b>	<b>-7,140.00</b>	<b>1,232.13</b>

International Hispanic Network  
Profit & Loss by Class  
January 1 through November 22, 2016

	Program Services - Other (Program Services)	Total Program Services	TOTAL
Ordinary Income/Expense			
Income			
43300 · Direct Public Grants			
43310 · Corporate and Business Grants	0.00	0.00	50,000.00
Total 43300 · Direct Public Grants	0.00	0.00	50,000.00
43400 · Direct Public Support			
43450 · Individ, Business Contributions	100.00	2,100.00	3,699.50
Total 43400 · Direct Public Support	100.00	2,100.00	3,699.50
46400 · Other Types of Income			
46410 · Advertising Sales	18,007.80	18,007.80	18,007.80
46430 · Miscellaneous Revenue	0.00	227.22	227.22
Total 46400 · Other Types of Income	18,007.80	18,235.02	18,235.02
47200 · Program Income			
47270 · Program Activities	0.00	4,365.00	5,115.00
47230 · Membership Dues	0.00	23,809.20	23,609.20
47250 · Conference Registration	0.00	47,682.84	47,682.84
47260 · Conference Sponsorship	0.00	46,613.70	46,613.70
Total 47200 · Program Income	0.00	122,470.74	123,020.74
49000 · Special Events Income			
49050 · IHN Dinner	0.00	6,942.15	6,942.15
Total 49000 · Special Events Income	0.00	6,942.15	6,942.15
Total Income	18,107.80	149,747.91	201,897.41
Expense			
60900 · Business Expenses			
60930 · Constant Contact	0.00	0.00	210.00
60920 · Business Registration Fees	0.00	0.00	75.00
60960 · PayPal Fees	954.08	1,327.97	1,331.57
Total 60900 · Business Expenses	954.08	1,327.97	1,616.57
62100 · Contract Services			
62110 · Accounting Fees	0.00	0.00	800.00
62150 · Outside Contract Services	0.00	0.00	72,745.70
Total 62100 · Contract Services	0.00	0.00	73,545.70
65000 · Operations			
65090 · Computer Software	75.00	75.00	75.00
65010 · Books, Subscriptions, Reference	0.00	549.96	549.96
65020 · Postage, Mailing Service	0.00	70.32	1,068.32
65030 · Printing and Copying	1,135.38	3,792.51	3,792.51
65040 · Supplies	0.00	219.65	256.64
65050 · Telephone, Telecommunications	0.00	0.00	1,770.84
65060 · Website	0.00	2,105.75	3,077.59
Total 65000 · Operations	1,210.38	6,813.19	10,590.86
65100 · Other Types of Expenses			
65185 · Program Activities	221.50	73,420.54	73,420.54
65190 · Special Projects	0.00	7,140.00	10,940.00

International Hispanic Network  
Profit & Loss by Class  
January 1 through November 22, 2016

	Program Services - Other (Program Services)	Total Program Services	TOTAL
65180 · Special Events	0.00	75.00	75.00
65110 · Advertising Expenses	0.00	2,756.87	2,756.87
65120 · Insurance - Liability, D and O	0.00	0.00	772.00
65140 · Contributions	0.00	0.00	1,000.00
65150 · Memberships and Dues	0.00	250.00	250.00
65160 · Other Costs	0.00	921.28	921.28
65100 · Other Types of Expenses - Other	0.00	40.00	40.00
<b>Total 65100 · Other Types of Expenses</b>	<b>221.50</b>	<b>84,603.69</b>	<b>90,175.69</b>
<b>68300 · Travel and Meetings</b>			
68310 · Conference, Convention, Meeting	0.00	0.00	5,274.71
68320 · Travel	0.00	2,886.69	3,263.43
<b>Total 68300 · Travel and Meetings</b>	<b>0.00</b>	<b>2,886.69</b>	<b>8,538.14</b>
<b>Total Expense</b>	<b>2,385.96</b>	<b>95,631.54</b>	<b>184,466.96</b>
<b>Net Ordinary Income</b>	<b>15,721.84</b>	<b>54,116.37</b>	<b>17,430.45</b>
<b>Net Income</b>	<b>15,721.84</b>	<b>54,116.37</b>	<b>17,430.45</b>

## 2016 IHN Membership Categories and Eligibility Criteria

Category	Membership: Full*/Associate/ Corporate	Definition	Fee
Individual Membership	<b>Full</b>	All active and retired local government professionals are eligible to become members of IHN.	<b>\$100</b>
Large Local Government Membership	<b>Full</b>	All local governments, special districts, authorities, council of governments or state/provincial associations of local governments with more than 1,000 employees are eligible to become members of IHN. Each Large Local Government Membership may designate up to fifteen (15) Individual Full Members with a discount for additional members.	<b>\$1,500; after designating 15 members, additional individual memberships are \$75 per person (new)</b>
Small Local Government Membership	<b>Full</b>	All local governments, special districts, authorities, council of governments or state/provincial associations of local governments with less than 1,000 employees are eligible to become members of IHN. Each Small Local Government Membership may designate up to seven (7) Individual Full Members with a discount for additional members.	<b>\$750; after designating 7 members, additional individual memberships are \$75 per person (new)</b>
IHN Chapter Networks	<b>Full</b>	All active members of an approved Chapter Network	<b>IHN Chapter Network Member – \$75 per person (new)</b>
Nonprofit Member	<b>Associate</b>	All active and retired education professionals of schools of public administration and active and retired nonprofit professionals of local government professional associations are eligible to become members of IHN	<b>\$50 (new rate)</b>



<i>Hermanos</i>	<b>Associate</b>	Affiliate government professional members of associations such as the National Federal of Black Public Administrators (NFBPA), the National Latino Officers Association, the National Latino Peace Officers Association; National Association of Hispanic Firefighters; and Reforma-The National Association to Promote Library and Information Services to Latinos and the Spanish Speaking; and other similar public sector advocacy and/or members associations. <i>For groups not listed here, eligibility for IHN membership will be determined by the IHN Board of Directors on a case-by-case basis.</i>	<b>\$50 (new rate)</b>
Student Member	<b>Associate</b>	Students at the undergraduate and graduate levels. To be considered for Student Membership, a member must be a full-time student at an accredited college or university and not in a paid, full-time position.	<b>\$10</b>
ICMA Student Chapters Membership	<b>Associate</b>	Students enrolled in a program that has a formal affiliation with the ICMA student chapter program may join IHN at no additional cost.	<b>No cost</b>
Individual Corporate Membership	<b>Corporate</b>	Business leaders who have an interest in working with local governments.	<b>\$100</b>
Small Business Membership	<b>Corporate</b>	Businesses with 200 or fewer employees who have an interest in working with local governments. Each Small Business Member may designate up to 5 employees as Individual Corporate Members of IHN	<b>\$1,000; after designating 5 members, additional individual memberships are \$50 per person</b>
Large Business Membership	<b>Corporate</b>	Businesses with more than 200 employees who have an interest in working with local governments. Each Small Business Member may designate up to 10 employees as Individual Corporate Members of IHN	<b>\$2,000; after designating 10 members, additional individual memberships are \$50 per person</b>

***\*Full membership affords voting privileges and eligibility to serve on the IHN board of directors.***

CY2017 DRAFT Operating Budget

2017 IHN Draft Operating Budget		Notes						
			ACTUAL 2015	BUDGET 2016	ACTUAL THRU 11/28/16	YEAR END ESTIMATE	BUDGET 2017	
<b>Operating Budget</b>								
<b>Beginning cash on January 1 - Reserves</b>		This line item is not included revenues budgeted below. 3 months budget restricted - approx. \$30K. Net conference revenues due to AHLN included in this line item.	50,506.23	55,329.00	62,935.00	63,690.86	63,690.86	
<b>REVENUES</b>								
Carry over from 2015				1607.00	3,945.72	3,945.72	12,590.63	
Transfer from reserve account				4000.00	4,000.00	4,000.00	0	
43300 · Direct Public Grants		ICMA RC	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
43400 · Direct Public Support		Donat. & General Sponsorships (Corp Partner), Valdez Award, personal donations, etc.			3,699.50	3,699.50		
46400 · Other Types of Income								
-Advertising Sales		Avg. 5+ job postings per mo. special projects (database, website)	9,905.40	8,500.00	18,007.00	18,100.00	18,000.00	
- Misc. Revenue								
- Corporate Contributions		Funds to be raised to support branding, awards, board travel, etc.	0	15,000.00	0	0	15,000.00	
47200 · Program Income								
-Program Activities		reg. events & conference sponsorships, board retreat		5,000.00	5,115.00	5,115.00	5,000.00	
-Membership Dues		Memberships	23,180.00	25,000.00	23,609.20	23,609.20	24,000.00	
-Conference Net Income		Estimate/50% of net income			13,541.65	18,150.23		
49000 · Special Events Income								
-ICMA Dinner		IHN Dinner	9,069.97	9,000.00	6,942.15	6,942.15	10,000.00	
<b>TOTAL REVENUES</b>			92,155.37	118,107.00	128,860.22	133,561.80	134,590.63	
<b>EXPENDITURES</b>								
60900 · Business Expenses		PayPal fees, bank fees, Constant Contact etc						
Business registration fees			75	0	75.00	75.00	75.00	
Constant Contact			210.00	210.00	210.00	210.00	210.00	
PayPal		Less conference cost	810.68	850.00	1,064.93	1,075.00	1,075.00	
62100 · Contract Services								
Accounting Fees			775.00	800.00	800.00	800.00	800.00	
QB Consultant								
Fundraising Fees			0	0				
Outside Contract Services (see note)		Management Partners, etc.	64,790.50	66,000.00	72,745.70	75,000.00	75,000.00	
65000 · Operations								
65090 Computer Software		software upgrades	0	0	75.00	75.00	-	
65020 · Postage, Mailing Service		exclude conf expenses	435.41	500.00	1,068.32	1,075.00	1,075.00	
65030 · Printing and Copying		exclude conf expenses; reprint if logo/name change	1,022.88	1,000.00	1,135.38	1,135.30	2,500.00	
65040 · Supplies		checks, paper, envelopes, other supplies/exclude conf expenses	80.37	100.00	36.99	36.99	100.00	
65050 · Telephone, Telecomm		telephone line & conf calls hosting and changes/enhancements	1,969.87	1,800.00	1,770.84	1,930.00	2,000.00	
65060 · Website			2,421.62	2,000.00	971.84	1,060.00	3,000.00	

CY2017 DRAFT Operating Budget

2017 IHN Draft Operating Budget		Notes						
			ACTUAL 2015	BUDGET 2016	ACTUAL THRU 11/28/16	YEAR END ESTIMATE		BUDGET 2017
<b>65100 · Other Types of Expenses</b>								
65185	Program Activities	regional events & conference etc	-	8,000.00	6,103.09	6,103.09		8,000.00
65184	Program Activities Contingency			5,000.00	-	-		5,000.00
65190	Special Projects	special projects (branding, logo, database, new website)	0	8,000.00	10,940.00	10,940.00		2,000.00
65110	Advertising Expenses	Facebook, etc. to promote events						1,000.00
65180	Special Events	IHN Dinner etc	6,609.08	7,500.00	7,559.59	7,559.59		9,000.00
65120	Insurance - Liability, D and O		668.00	700.00	772.00	772.00		800.00
65140	Contributions	contrib. to other orgs (Cal-ICMA)/J Valdez Award awards, gifts, etc, items not supplies	2,000.00	3,000.00	1,000.00	4,295.00		2,000.00
65160	Other Costs		4,625.99	5,000.00	304.26	304.26		1,000.00
68300	Travel and Meetings	Travel and supplies for: IHN Board Meetings, board travel, etc NON CONFERENCE	1040.25	4,000.00				2,500.00
	Conference, Conventon, Meeting	supplies and fees for IHN meetings & others' meetings; board retreat hotel costs	-	150.00	5,274.71	5,274.71		5,000.00
	Travel	travel expenses for Exec Director	-	2,000.00	376.74	4,000.00		3,000.00
68400	Food & Meals	Food for meetings, snacks, etc. - NOT SPECIAL EVENTS or Prog Activities	-	1,000.00				1,000.00
<b>TOTAL EXPENDITURES</b>			<b>87,534.65</b>	<b>117,610.00</b>	<b>112,284.39</b>	<b>121,720.94</b>		<b>126,135.00</b>
<b>TOTAL REVENUES AND EXPENDITURES</b> (Amount of Fund Balance Increased/Decreased)			<b>4,620.72</b>	<b>497</b>	<b>16,575.83</b>	<b>11,840.86</b>		<b>8,455.63</b>
<b>ENDING OPERATING FUND BALANCE</b>			<b>55,126.95</b>	<b>55,826.00</b>	<b>62,935.00</b>	<b>63,690.86</b>		<b>72,145.00</b>



*Advancing Excellence and Inclusiveness in Local Government*

**Scholarship: University of North Carolina in Honor of Tom Lundy**

Tom Lundy retired in July 2016 and a scholarship was set up in his honor at the University of North Carolina. Several IHN board members expressed an interest in making a contribution to the fund. Tom previously served as ICMA board liaison to IHN. This is a perpetual scholarship, and contributions can be made at any time. Tom will be notified when someone contributes. They have to raise \$25,000 in order for the scholarship to begin paying out. But the ultimate goal will be to raise just over \$200,000, which is the amount needed to generate enough earnings to pay the tuition for a UNC MPA student for one year.



*Advancing Excellence and Inclusiveness in Local Government*

**Democracy at the Doorstep: Stories of Resilience and Leadership**  
**Message from Mike Conduff**

After all of your local government adventures have you ever said, “I ought to write a book?”

As we heard from our ICMA President Pat Martel in the Regional Summits, most of us in local government have had experiences that took lots of resiliency to survive and rebound from. We also have learnings about leadership that we can share with others, or a story or two that would help educate or entertain our colleagues. But let’s face it, even if with the desire to be a published author we don’t necessarily know where to start or how to go about finding a publisher.

The reason I am writing today is to make it easy for you to share your story of resiliency and leadership AND to contribute to the local government profession.

Everywhere I go to speak I get asked about the incredible success of ***Democracy at the Doorstep – True Stories from the Green Berets of Public Administrators*** and ***Democracy at the Doorstep, Too! – More True Stories***. And invariably I get asked when the next book in the series is coming out.

So here it is – announcing ***More Democracy at the Doorstep – Stories of Resilience and Leadership!*** With a foreword by 2016 ICMA President Pat Martel and a final word by 2017 President Lee Feldman, this book will be sure to be an instant favorite in local government circles.

And, this is your personal invitation to participate.

Because of the acclaim for the Democracy series, and the anticipated high demand for participation in this volume, we are going to have to limit this volume to just sixty individuals who will commit to sharing their knowledge, their insights, and their stories with others.

As part of your participation you will become a published author and your work will be seen by thousands of your colleagues around the US and the world!

Further you will receive 50 copies of your book (a \$1500.00 value!) to share with your friends, your family and your organization. Imagine having a book signing ceremony with your Mayor, City Council and Department Directors all receiving their own books. Talk about a credibility enhancer!

You and a guest will also receive a personal invitation to a complimentary VIP dinner gathering in San Antonio immediately prior to the ICMA conference where you can meet your fellow co-authors and hear from an acclaimed keynote speaker.

Just like with ***Democracy at the Doorstep, Too!*** our goal is to have a copy of your book placed in the registration bags of each attendee at the 103<sup>rd</sup> annual ICMA conference which will be held in San Antonio in 2017, and to have book signings in the ICMA Pavilion at the conference.

And as always with the Democracy series, all of the net proceeds from any sales of the book will go to the ICMA Fund for the Profession.

Are you interested? Here is how it works:

- Email me directly at [Mike.Conduff@TheElimGroup.com](mailto:Mike.Conduff@TheElimGroup.com) and tell me you are interested and share in 100 words or less your key concept for your story of resilience, or leadership.

- Upon acceptance as one of the authors, pay just 50% of the underwriting fee of \$1195.00 (with the balance due May 15<sup>th</sup>, 2017)
- Submit a first draft of your story by February 15, 2017.

What you get:

- You will be a published author with national exposure via ICMA, press releases, etc.
- You will have 50 books to share with your family, friends and colleagues
- You and a guest will receive a personal invitation to a complimentary VIP dinner gathering in San Antonio immediately prior to the ICMA conference where you can meet your fellow co-authors
- You will get an instant credibility boost, with well over 6,000 of the books distributed
- You will have the personal satisfaction of helping others in local government
- You will assist ICMA in protecting the future of the profession through the Fund, or Life, Well Run! Campaign

But what if you are one of those folks who tells a better story than you write? No worries, for just an additional \$295.00 we will arrange for you to spend an hour on the phone or via Skype with one of our master story writers who will then draft your chapter for you to review and approve.

But what if you want more than 50 books? No worries, via a special arrangement with our printer we will be able to offer you additional books in lots of 25 for just \$12.50 per book – a 60% discount off of the retail cover price of \$29.95!

But what if you have more questions? No worries, just email me or call me on my personal mobile phone at 940-453-3116. As a best-selling author (with Brian Tracy and Jack Canfield) and with over a dozen books published I am confident I would love to visit with you.

Again, based on the demonstrated success of the ***Democracy at the Doorstep*** series, we expect this opportunity to fill up fast.

So, don't just think about writing a book "someday" – commit to it now!

You become a published author AND you help your profession – what could be better than that?