



Board of Directors Meeting
November 3, 2017
12:00-1:00 PM Eastern Time
11:00 AM-12:00 PM Central Time
10:00-11:00 AM Mountain Time
9:00-10:00 AM Pacific Time

Advancing Excellence and Inclusiveness in Local Government

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

Agenda

LGHN Board of Directors

Veronica Briseño

President

Rolando Fernandez

President-Elect

Magda Gonzalez

Immediate

Past President

Raymond Gonzales

Vice President

for Membership

Maria Hurtado

Vice President

for Programs

At Large Directors

Carlos Baia

ICMA Board Liaison

Tommy Gonzalez

Bob Harrison

Ramiro Inguanzo

Claudia Lujan

Daro Mott

Samantha Tavares

Patricia E. Martel

Past ICMA

Board Member

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 6, 2017*
2. Board Meeting Attendance Report for 2016/17*
3. Financial Report through October 31, 2017*

C. ACTION: 2018 LGHN Conference Agreement*

D. ACTION: 2018 LGHN Membership Dues*

E. UPDATE: Webinars with NFBPA/BIG

1. Skills to persevere in adverse situations – November 16
2. Ethics in the workplace – December TBD
3. Now that we have diversity in our workplace, how do we nurture it? – 2018
4. Moving up the ladder without burning bridges – 2018

F. DEBRIEF: ICMA Conference

G. UPDATE: ICMA Nomination Process

H. Committee Reports/Updates

1. Executive Committee
2. Communications
3. Membership
4. Programs
5. Nominations
6. University Partnerships
7. Fund Development
8. Awards
 - a) Civic Engagement Award
 - b) Emerging Leaders Award
 - c) Joel D. Valdez Legacy Award

I. Future Board Meeting Agenda Items

1. 2018 Budget – December
2. 2018 Biannual Conference Budget
3. Website Tracking (Quarterly)
4. Fundraising Status

J. Adjournment & Future Meeting Dates

1. Friday, December 1, 2017 – LGHN Board Meeting
2. Friday, January 5, 2018 – LGHN Board Meeting
3. Friday, February 2, 2013 – LGHN Board Meeting
4. Friday/Saturday, March 2-3, 2018 – LGHN Board Retreat, Miami/Dade County, FL
5. April 18-22, 2018 – NFBPA Forum, Cleveland, OH
6. October 25-27, 2018 – LGHN Biannual Conference, Phoenix, AZ

*Supporting documents provided in board packet



**Board of Directors Meeting
October 6, 2017**

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Veronica Briseño, President
Rolando Fernandez, President-Elect
Magda Gonzalez, Immediate Past President
Carlos Baia, At Large Director
Bob Harrison, At Large Director
Claudia Lujan, At Large Director
Daro Mott, At Large Director
Samantha Tavares
Patricia E. Martel, Past ICMA Board Member

Board Members Absent

Raymond Gonzales, Vice President for Membership
Maria Hurtado, Vice President for Programs
Tommy Gonzalez, At Large Director
Ramiro Inguanzo, At Large Director

Others Present

Karen Davis, Executive Director

A. Call to Order/Roll Call/Welcome

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

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of September 1, 2017
2. Board Meeting Attendance Report for 2016/17
3. Financial Report through September 30, 2017

Magda González moved approval of the consent agenda; Claudia Lujan seconded the motion; the motion was approved unanimously.

C. ACTION: Authorize \$500 Sponsorship for MMANC Diversity Training

MMANC requested co-sponsorship with Cal-NAPA for diversity training for their upcoming conference. Pat Martel asked for support for the request as it will provide visibility for LGHN. Claudia Lujan moved approval of the sponsorship; Carlos Baia seconded the motion; the motion was approved unanimously.

D. UPDATE: ICMA Conference

Karen Davis provided information on IHN/LGHN sponsored sessions at ICMA and will be sending a list of all IHN/LGHN-related activities. Rolando Fernandez asked that meeting notices be sent for the key events that would require participation. He also noted that he would be facilitating an assistant's forum on Monday. Carlos Baia stated he would be on a panel on Tuesday on how to get on the ICMA board. Additionally, Carlos said that there would be a meeting on Sunday morning about how to bring more diversity to the ICMA board.

The executive committee and ICMA board members will be meeting with ICMA leadership at the conference. Rolando Fernandez asked that a handout be prepared regarding the accomplishments and goals of IHN/LGHN. Karen Davis will prepare the handout and have copies available at the booth as well.

E. UPDATE: IHN Dinner

Karen Davis provided an update on the dinner at the ICMA conference. Board members were asked to reach out to colleagues and invite them to the dinner. Karen requested direction with regard to an open bar or a hosted bar. It appears that sufficient funds are being raised to cover the cost of a hosted bar. The board concurred that given the cost of the dinner that if possible, IHN/LGHN should host the bar. Bob Harrison moved that the bar be hosted during the reception and dinner for beer and wine, guests would pay for hard liquor; Pat Martel seconded the motion; the motion was approved unanimously.

F. UPDATE: LGHN Launch/Website

Karen Davis reported that the new website has been launched in advance of the ICMA conference to ensure it is working properly. The board was asked to review the membership and coaching brochures to ensure they are ready for printing prior to the ICMA conference. Carlos Baia noted that the membership committee had recommended that the minimum 500 brochures be printed in case changes are necessary over the next few months.

G. UPDATE: Webinars with NFBPA

Karen Davis reported that NFBPA had received a grant for four webinars from ICMA-RC in conjunction with LGHN and Blacks in Government. The first will be conducted in November/December. The proposed topics are:

- Now that we have diversity in our workplace, how do we nurture it?*
- Ethics in the workplace*
- Moving up the ladder without burning bridges*
- Skills to persevere in adverse situations*

H. ICMA Nomination Process

Information was provided in the packet about the 2018 ICMA executive board nomination process. Board members were asked to provide information on anyone they know who is in the rotation and interested in serving. Additionally, the nominating committee will be identifying IHN/LGHN members who are also full members of ICMA to serve on the interview panels at the regional meetings. Pat Martel emphasized the need to get IHN/LGHN members on the webinar panels to increase visibility.

I. Committee Reports

There were no committee reports. Veronica Briseno reported that she has been in contact with a person from the Denver convention and visitors bureau and they are interested in hosting the LGHN 2020 biannual conference and creating a chapter. IN addition, Rolando Fernandez and Bob Harrison have had conversations with the City of Tacoma, WA about developing a chapter.

J. DISCUSSION: NFBPA Forum Sessions

Karen Davis provided the call for sessions for the NFBPA conference in April 2018. Because of time constraints for the board meeting, board members were asked to review the materials and send suggestions to Karen

K. Future Board Meeting Agenda Items

- a.** Website Tracking – quarterly
- b.** Fundraising Status
- c.** Budget
- d.** Conference Agreement
- e.** Conference Budget

L. Other

Rolando Fernandez asked about the cost of meals for the 2018 conference in Austin. Samantha Tavaras responded that the cost is based on the estimated attendance of 350 people.

2016-2017 IHN Board of Directors Board Meeting Attendance

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

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

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

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

Local Government Hispanic Network

Profit & Loss

January through October 2017
Jan - Oct 17

Ordinary Income/Expense

Income

43300 · Direct Public Grants

43310 · Corporate and Business Grants 50,000.00

43340 · Nonprofit Organization Grants 3,454.10

Total 43300 · Direct Public Grants 53,454.10

43400 · Direct Public Support

43450 · Individ, Business Contributions 1,100.00

Total 43400 · Direct Public Support 1,100.00

46400 · Other Types of Income

46410 · Advertising Sales 11,893.65

Total 46400 · Other Types of Income 11,893.65

47200 · Program Income

47270 · Program Activities 4,300.00

47230 · Membership Dues 26,320.30

47250 · Conference Registration 3,025.00

47260 · Conference Sponsorship 4,955.40

Total 47200 · Program Income 38,600.70

49000 · Special Events Income

49060 · IHN Dinner Sponsorship 9,500.00

49050 · IHN Dinner 4,821.10

Total 49000 · Special Events Income 14,321.10

Total Income 119,369.55

Expense

60900 · Business Expenses

60930 · Constant Contact 414.38

60920 · Business Registration Fees 96.03

60960 · PayPal Fees 1,049.11

Total 60900 · Business Expenses 1,559.52

62100 · Contract Services

62110 · Accounting Fees 825.00

62150 · Outside Contract Services 61,314.82

Total 62100 · Contract Services 62,139.82

Local Government Hispanic Network

Profit & Loss

January through October 2017
Jan - Oct 17

65000 · Operations	
65090 · Computer Software	8.56
65020 · Postage, Mailing Service	19.60
65030 · Printing and Copying	2,572.50
65040 · Supplies	49.98
65050 · Telephone, Telecommunications	1,436.30
65060 · Website	2,389.45
Total 65000 · Operations	6,476.39
65100 · Other Types of Expenses	
65185 · Program Activities	4,765.10
65190 · Special Projects	3,813.62
65180 · Special Events	12,671.28
65120 · Insurance - Liability, D and O	1,215.33
65140 · Contributions	5,954.10
65150 · Memberships and Dues	325.00
65160 · Other Costs	4,986.70
Total 65100 · Other Types of Expenses	33,731.13
68300 · Travel and Meetings	
68320 · Travel	645.70
68300 · Travel and Meetings - Other	1,147.07
Total 68300 · Travel and Meetings	1,792.77
Total Expense	105,699.63
Net Ordinary Income	13,669.92
Net Income	13,669.92
bank balance as of 10/31/17	79,777.14



2018 CONFERENCE AGREEMENT

DEFINITIONS:

- **Conference Planning Committee:** The committee appointed by the LGHN Board of Directors and the Phoenix/PHN Host Committee, consisting of LGHN members selected from members expressing an interest in serving.
- **Host Committee:** The committee selected by the Phoenix Hispanic Network (PHN) and the City of Phoenix to provide guidance and assistance with local programs and logistics.
- **Local Government Hispanic Network (LGHN):** The LGHN Board of Directors and staff unless otherwise stated.
- **Conference Responsibilities:** Detailed descriptions and timelines are provided in Attachment A.

A. Program Planning and Coordination

The conference shall complement and enhance LGHN and its mission and objectives. The conference shall be a two or three-day conference and plan for a minimum of 200-250 people in attendance.

LGHN and PHN shall establish a Conference Planning Committee with staff support from LGHN. The LGHN Program Committee is a resource to the Conference Planning Committee.

The Conference Planning Committee, in conjunction with the Host Committee and LGHN staff shall submit a proposed conference budget, including revenue and expense projections.

PHN and the City of Phoenix shall establish a host committee responsible for providing staffing for all conference functions, including, but not limited to, needs related information technology, facilities, check-in/registration, special events and receptions.

The Conference Planning Committee and Host Committee shall recruit volunteers to assist in the planning efforts, in order to provide sufficient assistance during and after the conference.

A conference logo, theme, proposed program and schedule shall be developed by the Conference Planning Committee and submitted to the LGHN board for approval.

The Host Committee will be responsible for negotiating all conference related contracts, including, but not limited to the contract with the hotel(s), event facilities, caterers, transportation, and entertainment in coordination with LGHN staff. The LGHN Board has final approval of the contracts.

B. Marketing

Marketing is the primary responsibility of the Conference Planning Committee. LGHN staff will provide guidance and assistance. The LGHN Communications committee is a resource to the Conference Planning Committee.

The Conference Planning Committee shall develop all promotion material. All materials must be made available in electronic format for use on the Conference website and other promotional materials.

C. Finances

The Conference Planning Committee and Host Committee are jointly responsible for raising sufficient revenue to cover all conference expenses, including all LGHN costs related to the conference. Costs for support from LGHN staff should be included in the conference budget. The budget should consider net proceeds (revenues after all expenses have been paid) to support LGHN and PHN programs.

The Conference Planning Committee must develop and implement a fundraising strategy that covers all expenses and net proceeds, in coordination with LGHN staff.

Net proceeds realized from the conference will be shared evenly between LGHN and PHN.

D. Additional Requirements

The Conference Planning Committee shall designate a representative to join monthly LGHN board meetings via telephone, and provide updates on programs, budget goals and fundraising activities.

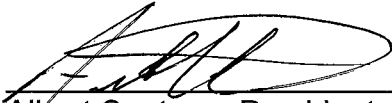
LGHN may designate two Board Members to participate in planning meetings via telephone.

The Conference Planning Committee shall compile evaluations for conference session and event venues and provide a comprehensive, online, post-conference evaluation.

The Conference Planning Committee shall participate in a post conference wrap-up, including but not limited to: provision of final detailed expenses and revenues; final listing of all attendees, sponsors, presenters, including name, address, telephone, and email address; provide a write-up for post-conference website and other LGHN marketing, along with photographs and conference PowerPoint presentations for posting on the website and inclusion in the LGHN newsletter.

Veronica Briseno Lara, President
Local Government Hispanic Network

Rolando Fernandez, President-Elect
Local Government Hispanic Network



Albert Santana, President
Phoenix Hispanic Network



2018 Committee Recommended Dues Structure

Benefits of LGHN Membership

Individual Membership	Local Government Membership	Chapter Membership
Networking	Networking	Networking
Host/co-sponsor regional events	Host/co-sponsor regional events	Host/co-sponsor regional events
Reduced rates at regional events and biannual conference	Reduced rates at regional events and biannual conference	Reduced rates at regional events and biannual conference
Access to online training	Access to online training	Access to online training
Madrinas/Padrinos Coaching	Madrinas/Padrinos Coaching	Madrinas/Padrinos Coaching
Access to civic engagement best practices	Access to civic engagement best practices	Access to civic engagement best practices
Routine communications/ announcements	Routine communications/ announcements	Routine communications/ announcements
Links to other professional associations' events	Links to other professional associations' events	Links to other professional associations' events
Access to IHN database	Access to IHN database	Access to IHN database
	Event planning assistance	Event planning assistance
	7 or 15 designated members from local government members	Unlimited designated chapter members also members of IHN through chapter membership
	Unlimited job postings	Unlimited job postings
		Use of IHN tax exempt status
		Host chapter website (optional) and/or access to chapter site
		Fundraising support
		Chapter recognition in brochures
		Use of logo
		Fiscal support (optional)
Annual Membership Dues		
Full: \$100	Small Local Government: \$750	Up to 50 members: \$1,500
Associate: \$50	Large Local Government: \$1,500	51-200 members: \$2,500
Student: \$10		201 or more members: \$3,000