



*Advancing Excellence and Inclusiveness in Local Government*  
(Distributed 12/3/25)

**Agenda**  
**December 5, 2025**  
**12:30 pm PT/3:30 pm ET**

**Board of Directors**

**Samantha Tavares**

*Past-President*

**Marcus Steele**

*President*

**Matt Rivera**

*President-Elect*

**Mario Diaz**

*Vice President for  
Career Advancement*

**Ramiro Inguanzo**

*Vice President for  
Professional  
Development*

**Aarón Zavala**

*Vice President  
for Membership*

**At-Large Directors:**

**Carlos Baía**

*Past ICMA Board  
Member*

**Andrea Alicoate**

**Joe Camacho**

**Susana Carbajal**

**Alejandra Lopez**

**José Madrigal**

**Daniel Ortiz**

**Hazel Wetherford**

**Vacant Seat**

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

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

1. Board meeting Zoom recording link for November 7, 2025 (*included in the board meeting appointment invitation*)
2. Board Meeting Attendance Report for 2024 and 2025\*
3. *No Financial Reports for Approval (see Discussion Item 1.)*

**C. DISCUSSION/APPROVAL:**

1. Review and Approve the 2026 LGHN Annual Budget\* – **Marcus Steele**
  - a. Preliminary Review Held on November 7, Board Meeting
2. Review and Approve Alex Lopez, LGHN Board Member as Nominee for the ICMA Regional Vice President for the Mountain Plains - **Marcus Steele**
3. Review and Approve the Board of Directors 2026 Election Schedule and Process\* – **Karen Davis**
4. Review and Approve the Executive Director Contract Updates and the Rate Change to Karen Davis (Staff Support) Contract\* – **Marcus Steele**
  - a. Discuss and Approve the Executive Director Contract Amendment #1 (See 2024 executed contract attachment)\*
  - b. Discuss and Approve Karen Davis' Service Terms\*
5. Review and Approve the LGHN 2026 Conference Registration Rates\* - **Joe Camacho and Christine Butterfield**

**D. DISCUSSION:**

1. *Reminder:* Look for the 2025 LGHN Year-End Financial Reports at the January 2026 Board Agenda. – **Christine Butterfield**
2. Review LGHN Board Committee Updates – **Marcus Steele**
  - a. Special Subcommittee Nominating LGHN Members for Government 250 Recognition – **Susana Carbajal and Daniel Ortiz**
    - i. *Initial submission due 12/15*
    - ii. *Second submission due January 2026*
  - b. Career Advancement Committee – **Mario Diaz**
    - i. *Participant interest questionnaire complete.*
    - ii. *Program launches in January.*
  - c. Conference Planning Committee – **Joe Camacho and Andrea Alicoate**
    - i. *Sponsorship and program update.*
  - d. International Committee – **Marcus Steele**
    - i. *Standing meeting last Monday of the month.*
  - e. Membership and Chapters Meetings – **Aarón Zavala and Joe Camacho**
    - i. Review membership drive campaign 2026\* - **Susana Carbajal**
    - ii. *SoCal chapter recruitment underway for chapter president/chair.*

## Board Liaisons

**Jorge Gonzalez**

*ICMA Liaison*

**Gabe Rodriguez**

*NACA Liaison*

**Dr. Philip Harris**

*NFBPA Liaison*

**Dario Gomez-Garcia**

*MissionSquare*

*Retirement Liaison*

- iii. *Technical assistance underway for PHN (succession planning) and Florida (strategic planning) chapters.*
- iv. *NM chapter interest meetings underway. No current updates.*
- v. *NJ chapter interest engagement planning in December/January.*
- vi. *Chapter tools update and refinements underway. - **Andrea Alicoate***
- vii. *Membership committee meets on the alternating months on the third Friday at 8:30 am.*
- f. **Professional Development – Ramiro Inguanzo**
  - i. *Meeting quarterly with affiliates and a topic of the chapters' meeting*
- g. **Sponsorship and Fund Development – Samantha Tavares**
  - i. *Updates: HUB, GovAI, Zencity and Blue Lapel support*
  - ii. *Meeting every other Thursday at 8:30 am PT/11:30 am ET*
- h. **Executive Committee – Marcus Steele**
  - i. *Financial policies under development and applicant for GFOA's CPFM two-year program recommended – Charlotte Huskey, City of Boulder, CO (Request Board Approval)*

## **E. Informational Items:**

1. LGHN Board Liaison Reports
  - a. ICMA Board and ICMA International Committee – **Jorge Gonzalez**
  - b. NACA – **Gabe Rodriguez**
  - c. NFBPA – **Dr Philip Harris**
  - d. MissionSquare – **Dario Garcia-Gomez**

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

1. *Updated Affiliate Agreement with ICMA Underway*
2. *Updated Affiliate Agreement with GFOA Underway*
3. *LGHN Legacy Leaders' Oral History Webinar TBD*

## **G. Future Meeting Dates and LGHN 2025 and 2026 Events**

1. January 9, 2026 – LGHN Board Meeting – **date change**
2. January 27, 2026 – SGR and LGHN North Texas Chapter Interest Meeting
3. February 6, 2026 – LGHN Board Meeting
4. March 6, 2026 – LGHN Board Meeting
5. **March 7–11, 2026 - NFBPA FORUM in Philadelphia, PA**
6. **April 7-9, 2026 - LGHN Conference at the Westin Resort, Westminster, CO (Denver Metro)**
7. **April 10, 2026 – LGHN Annual Board of Directors Workshop/Retreat**
8. May 1, 2026 – LGHN Board Meeting
9. **Late May 2026 – ICMA Regional Meeting to Celebrate Government 250 Awardees, Philadelphia, PA**
10. June 5, 2026 – LGHN Board Meeting
11. June 23–24, 2026 – ICMA, GFOA, LGHN and Other Affiliates' Executive Directors' Meeting in Washington, DC (Samantha Tavares and Christine Butterfield attending)
12. **June 28-July 1, 2026 – GFOA Annual Conference, Chicago, IL**
13. July 10, 2026 – LGHN Board Meeting – **date change**
14. August 7, 2026 – LGHN Board Meeting
15. September 4, 2026 – LGHN Board Meeting

16. October 2, 2026– LGHN Board Meeting

17. ***October 17-21, 2026 – ICMA Annual Conference, Long Beach, CA***

#### **H. Adjournment**

<b>Updated 12/2/25</b>	<b>1/25</b>	<b>LGHN Board of Directors' Workshop 1/26</b>	<b>LGHN Annual Conference 1/27-1/29</b>	<b>3/25</b>	<b>4/25</b>	<b>5/25</b>	<b>7/25</b>	<b>9/25</b>	<b>10/25</b>	<b>ICMA</b>	<b>11/25</b>
<b>Name</b>											
<b>Samantha Tavares</b>	X	X	X	X	(Attending NFBPA)	X	X	X	X	X	X
<b>Marcus Steele</b>	X	X	X	X	X	X	X	X	X	X	X
<b>Matt Rivera</b>	X	X	X	X	X	X	X	X	X	-	X
<b>Mario Diaz</b>	X	X	X	X	X	X	X	-	X	X	-
<b>Ramiro Inguanzo</b>	X	X	X	X	X	X	X	X	X	X	X
<b>Aarón Zavala</b>	X	X	-	X	X	X	X	X		-	X
<b>Carlos Baía</b>	X	-	-	-	X	X	X	X	X	X	X
<b>Andrea Alicoate</b>	A	X	X	X	X	X	-	X	-	X	-
<b>Maria Solano</b>			-	X	X	X	X	X			
<b>Joe Camacho</b>	X	X	X	X	X	X	X	-	-	X	X
<b>Susana Carbajal</b>			X	X	X	-	X	X	-	X	X
<b>Alejandra Lopez</b>	X	X	X	-	-	X	-	X	X	X	X
<b>José Madrigal</b>			X	-	X	X	-	X	X	-	-
<b>Daniel Ortiz</b>			X	X	X	X	X	X	-	-	X
<b>Hazel Wetherford</b>	X	X	-	X	X	X	X	X	X	X	X
<b>Jorge Gonzalez (ICMA Board)</b>	-	-	X	-	-	-	-	-	-	X	-
<b>Gabriel Rodriguez (NACA Board)</b>	X	X	X	-	-	-	X	X	X	-	-
<b>Dario Gomez-Garcia (MissionSquare)</b>	X	X	X	-	-	X	X	X	-	X	-
<b>Philip Harris (NFBPA Board)</b>								X	-	X	X

Name	1/24	LGHN 1/17-1/19 and Board Retreat	2/24	3/24	4/24	5/24 Board Workshop	6/24	7/24	8/24	9/24	ICMA Conference	10/24	11/24	12/24
Samantha Tavares	X	Attended	On Leave	On Leave	On Leave	On Leave	On Leave	X	X	X	-	X	X	X
Bob Harrison (Resigned May 3, 2024)	X	Attended	X	A	X	X								
Raymond Gonzales (Resigned May 6, 2024)	A	A	A	A	A									
Ramiro Inguanzo	X	Attended	X	X	X	X	X	X	X	X	-	A	A	X
Gricelda Estrada (Resigned March 1, 2024)	X	A	X	X										
Carlos Baia	X	Attended	X	A										
Noel Bernal	X	Attended	X	X	A	A	X	X	X	A	Attended	X	A	A
Mariana Bojorquez	X	Professional Conflict	X	A	A	X	A	A	A	A	-	A	A	
Mario Diaz (Vice President and Career Advancement Chair as of June 7, 2024)	X	Attended	X	X	X	X	A	X	A	X	-	A	X	X
Alejandra Lopez	X	Attended	X	X	X	A	X	X	X	X	Attended	X	X	X
Ramiro Salazar (Resigned November 1, 2024)	X	Attended	X	A	A	A	A	A	A	A	-	A	A	
Marcus Steele (President-Elect as of June 7, 2024)	X	Attended	X	X	X	X	X	X	X	X	Attended	X	X	X
Matt Rivera	X	Attended	A	X	X	X	X	X	X	X	Attended	X	X	X
Hazel Wetherford	X	Attended	X	X	X	X	A	X	X	X	Attended	X	X	X
Aaron Zavala (Vice President and Membership Chair as of July 12, 2024)	X	Attended	X	X	X	X	X	X	X	X	Attended	X	X	X
Andrea Alicoate											-	A	X	A
Joe Camacho											-	X	X	X
Jorge Gonzalez (ICMA Board)	X	Professional Emergency	A	A	A	A	A	A	A	A	Attended	A	A	A
Gabriel Rodriguez (NACA Board)	X	Attended	X	X	X	A	X	X	X	X	-	A	A	X
Ines Guerrero/ Deanna Santana (MissionSquare)	X	Family Emergency	X	A	A	X	A	X	X	X	Attended	A	A	X

Name	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	ICMA 10/1-10/4	10/23	11/23	12/23	1/24	LGHN 1/17-1/19 and Board Retreat	2/24
Samantha Tavares	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	On Leave
Bob Harrison	X	X	X	A	X	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Raymond Gonzales	A	A	A	A	A	A	A	A	A	A	-	A	A	A	A	A	X
Ramiro Inguanzo	A	A	X	A	X	A	X	X	A	X	-	X	X	X	X	Attended	X
Gricelda Estrada	A	A	A	X	X	X	A	X	A	A	-	X	A	A	X	A	X
Carlos Baia	X	X	X	X	X	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Raoul Lavin Through October	A	X	X	A	X	X	X	A	X	X	Attended	X	Incoming Mario Diaz X	X	X	Attended	X
Noel Bernal	X	X	X	X	A	A	A	A	X	X	Attended	X	A	X	X	Attended	X
Mariana Bojorquez	X	X	A	X	A	X	A	A	X	X	-	A	A	A	X	Professional Conflict	X
Alejandra Lopez	X	X	X	X	A	X	X	X	X	X	Attended	X	A	X	X	Attended	X
Ramón Pérez- Goizueta Through October	A	A	X	X	A	A	X	A	A	A	-	A	Incoming Aaron Zavala X	X	X	Attended	X
Ramiro Salazar	A	X	X	A	A	X	X	A	X	X	Attended	A	X	A	X	Attended	X
Marcus Steele	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Matt Rivera	A	X	A	X	X	X	X	X	A	X	Attended	X	X	X	X	Attended	A
Hazel Wetherford	X	A	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Victor Cardenas Through September (ICMA Board)	A	X	X	X	A	X	A	X	X	X	Attended	Incom ing Jorge Gonza lez	X	A	X	Professional Emergency	A
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X	A	X	Attended	A	A	X	X	Attended	X
Ines Guerrero/ Deanna Santana (MissionSquare)	A	X	A	X	A	X	X	X	X	X	Attended	X	Incoming Deanna Santana	A	X	Family Emergency	X

**Local Government Hispanic Network**  
**Budget vs. Actuals: Budget\_FY25\_P&L\_1 - FY25 P&L Classes**  
 January - December 2025

	Total		2026 Budget Proposal	Notes
	2025 YTD Actual	Full Year Budget		
<b>Income</b>				
43400 Direct Public Support				
43450 Individual Support	100.00			
43455 Corporate Support	70,000.00	55,000.00	70,000.00	
43457 Scholarship	5,500.00	3,250.00	10,000.00	
<b>Total 43400 Direct Public Support</b>	<b>\$ 75,600.00</b>	<b>\$ 58,250.00</b>	<b>\$ 80,000.00</b>	
46400 Other Types of Income				
46410 Advertising Sales	100,695.00	165,000.00	135,000.00	Same as current year projected
46430 Miscellaneous Revenue	1,000.00	1,800.00	1,000.00	i4a chapter reimbursement
<b>Total 46400 Other Types of Income</b>	<b>\$ 101,695.00</b>	<b>\$ 166,800.00</b>	<b>\$ 136,000.00</b>	
47200 Program Income				
47230 Membership Dues				
47231 Local Chapters	5,600.00	12,000.00	4,700.00	
47233 Individual	11,901.25	9,625.00	9,625.00	
47234 Local Government	10,425.00	14,000.00	10,000.00	
47237 Regional Chapter Florida	6,600.00	10,700.00	6,600.00	
47239 Regional Chapter Illinois	3,550.00	7,525.00	3,550.00	
47240 Regional Chapter Central Texas	7,800.00	5,700.00	5,700.00	
47241 Regional Chapter Colorado	17,400.00	12,200.00	17,400.00	
47242 Regional Chapter Michigan	3,000.00	5,200.00	3,000.00	
47243 Regional Chapter NorCal	5,275.00		5,275.00	
<b>Total 47230 Membership Dues</b>	<b>\$ 71,551.25</b>	<b>\$ 76,950.00</b>	<b>\$ 65,850.00</b>	
47250 Conference Registration	0.00	0.00	0.00	
47260 Conference Sponsorship	0.00	0.00	0.00	
47270 LGHN Dinner at ICMA Registrations	2,000.00	8,000.00	3,000.00	
47271 LGHN Dinner at ICMA Sponsorships	20,500.00		20,000.00	
<b>Total 47200 Program Income</b>	<b>\$ 94,051.25</b>	<b>\$ 84,950.00</b>	<b>\$ 88,850.00</b>	
49000 Special Events Income				
49010 Special Events Contributions		6,000.00	6,000.00	same as last year, just placeholder numbers
<b>Total 49000 Special Events Income</b>	<b>\$ 0.00</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	
Unapplied Cash Payment Income-1	0.00			
<b>Total Income</b>	<b>\$ 271,346.25</b>	<b>\$ 316,000.00</b>	<b>\$ 310,850.00</b>	
<b>Gross Profit</b>	<b>\$ 271,346.25</b>	<b>\$ 316,000.00</b>	<b>\$ 310,850.00</b>	
<b>Expenses</b>				
60900 Business Expenses				
60920 Business Registration Fees	100.00	120.00	120.00	
60960 Merchant Services Fees	7,445.70	8,000.00	8,000.00	
<b>Total 60900 Business Expenses</b>	<b>\$ 7,545.70</b>	<b>\$ 8,120.00</b>	<b>\$ 8,120.00</b>	
62100 Contract Services				
62110 Accounting Fees	4,627.00	1,200.00	9,600.00	Josh and Whitmer
62140 Legal Fees	1,356.00		1,250.00	
62150 Outside Contract Services	204,235.33	225,000.00	225,000.00	
<b>Total 62100 Contract Services</b>	<b>\$ 210,218.33</b>	<b>\$ 226,200.00</b>	<b>\$ 235,850.00</b>	
65000 Operations				
65009 Computer Software	4,767.54	1,600.00	5,600.00	
65020 Postage, Mailing Service	1,369.69	1,500.00	1,500.00	
65030 Printing and Copying		500.00	500.00	
65040 Supplies		150.00	150.00	
65050 Telephone, Telecommunications	290.99	2,000.00	0.00	Zoom is in software now on annual subscription
65060 Website	7,459.94	12,000.00	12,000.00	
<b>Total 65000 Operations</b>	<b>\$ 13,888.16</b>	<b>\$ 17,750.00</b>	<b>\$ 19,750.00</b>	
65100 Other Types of Expenses				
65110 Advertising/Marketing Expenses	3,256.98	4,000.00	4,000.00	
65120 Insurance - Liability, D and O	955.00	1,000.00	1,200.00	
65140 Contributions	2,500.00	1,500.00	1,500.00	
65160 Other Costs	-19.98	1,000.00	500.00	
65170 Scholarships Awarded		2,000.00	1,500.00	
65180 Special Events (Affiliates Reception at ICMA)	2,712.58	7,000.00	7,000.00	
65185 Program Activities				
Catering	2,241.39			
Member and Partner Engagement	5,460.00		4,000.00	
LGHN Dinner at ICMA conference			20,500.00	
Event Insurance				
Facility Rental	5,000.00			
IT/Video Services				
Other Costs	1,586.32			
Postage/Shipping				
Printing/Copy/Mktg				
Stipends and Speaker Fees	898.37			
Supplies				
<b>Total 65185 Program Activities</b>	<b>\$ 15,186.08</b>	<b>\$ 0.00</b>	<b>\$ 4,000.00</b>	
65190 Special Projects, Chap Support		5,000.00	5,000.00	
Board of Directors Retreat				
Retreat	313.35	1,500.00	1,500.00	
<b>Total Board of Directors Retreat</b>	<b>\$ 313.35</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	
<b>Total 65100 Other Types of Expenses</b>	<b>\$ 24,904.01</b>	<b>\$ 23,000.00</b>	<b>\$ 26,200.00</b>	
68300 Travel and Meetings				
68310 Conf, Conv, Meeting-Nat'l	1,538.14	10,000.00	10,000.00	
68320 Meeting Travel-Reg'l	108.16	1,000.00	1,000.00	
68330 ICMA Conference Committee		2,400.00	2,000.00	
<b>Total 68300 Travel and Meetings</b>	<b>\$ 1,646.30</b>	<b>\$ 13,400.00</b>	<b>\$ 13,000.00</b>	
Unapplied Cash Bill Payment Expense	0.00			
Uncategorized Expense		6,000.00		
<b>Total Expenses</b>	<b>\$ 258,202.50</b>	<b>\$ 294,470.00</b>	<b>\$ 302,920.00</b>	
<b>Net Operating Income</b>	<b>\$ 13,143.75</b>	<b>\$ 21,530.00</b>	<b>\$ 7,930.00</b>	
<b>Net Income</b>	<b>\$ 13,143.75</b>	<b>\$ 21,530.00</b>	<b>\$ 7,930.00</b>	



## 2026 LGHN Board Member Elections (2-Year Terms)

**Vice President for Membership:**  
**Vice President for Programs**  
**Vice President for Career Advancement:**  
**Board of Directors At-Large:**

**Aaron Zavala**  
**Ramiro Inguanzo**  
**Mario Diaz**  
**Andrea Alicoate**  
**Joe Camacho**  
**Alex Lopez**  
**Hazel Weatherford**  
**Vacant (1-year)**

2026 LGHN Board Nomination Process	12/25	1/26	2/26	3/26	4/26	Comments
Invite nominations	12/12					30 days required
Close nominations		1/16				30 days
Review and recommend nominees		1/23				Nominating Committee meeting <i>(if needed for interviews and selection)</i>
LGHN Board Meeting			2/6			Approve ballot
Issue ballots			2/9			15 days minimum, must be 30 days prior to LGHN Conference
Close ballots				3/2		21 voting days/37 days before the LGHN Conference <i>(aka annual meeting)</i>
LGHN Board Meeting				3/6		Ratify ballot results
Orientation				TBD		
LGHN Conference						Exceeds 30-day requirement/actual 37 days

Updated 12/2/25



## LOCAL GOVERNMENT HISPANIC NETWORK EXECUTIVE DIRECTOR INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made between Local Government Hispanic Network Board of Directors (“LGHN”) and Christine Butterfield (“Contractor”).

### RECITALS

WHEREAS, LGHN has been contracting with Baker Tilly (and previously Management Partners) for half-time Executive Director and other administrative services since 2010, and LGHN has elected not to continue their such contractual relationships with Baker Tilly; and

WHEREAS, Christine Butterfield has served as LGHN’s Executive Director since December 2021, and has demonstrated her commitment to LGHN and its mission, and has helped to grow the organization’s membership and programing; and

WHEREAS, LGHN would like to continue to have Christine Butterfield serve as their Executive Director, and Contractor has an interest in continuing to serve in that capacity;

NOW, THEREFORE, LGHN and Contractor have agreed to enter into a professional services agreement (“Agreement”) for Executive Director services, and that the agreement should not be interpreted as granting Contractor employment status, and thus agree as follows:

### AGREEMENT

**1. Contractor Responsibilities.** The work, services, work product and/or results to be accomplished or provided by Contractor to or for LGHN (“Services”) are set forth in the Responsibilities of the Executive Director document that is attached to and part of this Agreement, with Contractor to fulfill those responsibilities in a timely, efficient, and professional manner. (See Exhibit A)

**2. Independent Contractor Status.** Contractor and LGHN each expressly agree and understand that they are creating an independent contractor relationship, and that nothing in this Agreement shall be construed to create an employment relationship. Contractor and LGHN expressly agree and understand that:

- a. Neither Contractor nor any person employed or subcontracted by Contractor shall be considered an employee of LGHN for any purposes.

b. Contractor has the sole right to control and direct the means, manner, and method by which the Services under this Agreement, specified in Exhibit A, will be performed. Contractor will also provide any physical means required to do the work, such as laptop and cellular phone.

**3. Term.** The term of this Agreement shall be from a commencement date of January 1, 2025, through December 31, 2028. LGHN may extend the Agreement for two-year terms, approved by a majority of the members of its Board of Directors (“Board”).

**4. Compensation.** From January 1, 2025, through December 31, 2025, LGHN agrees to pay the Contractor a fixed fee of \$14,580 per month for each month that Contractor provides the required work, services, and/or work product. Contractor shall provide a monthly invoice for services by the end of the month and by the 5<sup>th</sup> of the following month. The LGHN president approves payment monthly in accordance with the approved budget and shall issue payment by the 10<sup>th</sup> of the month.

LGHN will not be responsible for deducting, or paying, any withholding, income, self-employment, unemployment, social security, workers compensation, health, pension, retirement and similar employment-related taxes, insurance, contributions, benefits and any other form of compensation or obligation which may be required by federal, state or other laws in connection with the Contractor's services. LGHN will report all income to Contractor on IRS Form 1099, and Contractor is solely responsible for all state and federal income and/or other tax obligations, including but not limited to all reporting and payment obligations, if any, which may arise as a consequence of any payment under this Agreement.

**5. Contractor Compliance Review.** LGHN shall conduct periodic reviews of the Contractor's compliance with services outlined in Exhibit A. The reviews will contribute to periodic rate increases and/or bonuses to Contractor.

**6. Ownership of Work Product, Software Tools, and Documents.** All original work products and original documents produced by Contractor for LGHN in any form shall be the property of the LGHN except as otherwise specifically agreed to in writing by the LGHN. LGHN will subscribe, purchase software and have responsibility for costs incurred related to records, professional development and other LGHN programming. This would include but not limited to the expenses for LGHN's address and mailbox, phone line, Zoom and document-sharing subscriptions (i.e., SharePoint and Adobe Acrobat). Contractor will have access to these document-sharing and other software programs to use in the course of her work.

Contractor agrees to non-disclosure of any and all information obtained in her capacity as Executive Director related to LGHN finances and donors.

**7. Contracts for Other Services.** Services required by LGHN that are not contained in Exhibit A shall be contracted under separate agreements by LGHN. Contractor shall recommend such engagements to the LGHN Board, and LGHN shall have the sole

authority and responsibility to contract personnel and/ or service providers deemed necessary by LGHN.

**8. Termination Notice for Convenience.** This Agreement may be terminated by either party, without cause or reason required, with any such termination to be effective 120 days after the delivery of written notice to the other party. Following notice, Contractor shall continue to provide services; LGHN shall continue to pay Contractor for services, and all other provisions of this Agreement shall be in full effect during the 120-day period following a termination notice.

**9. Termination Due to Material Breach of Contract for Unlawful Behavior.** LGHN may terminate for cause if Contractor willingly breaks the laws, rules or regulations. LGHN must notify Contractors of reason for termination and allow a thirty-day period to fix/cure the breach. During the thirty-day period, Contractor shall continue to be paid for services, however, if the breach cannot be cured by the end of the thirty-day period, this Agreement shall be terminated, and no additional monies will be due to the Contractor.

**10. Expenses.** Contractor shall be responsible for all costs and expenses incurred in providing the services required by this Agreement except for those which LGHN approves in advance. Contractor shall provide appropriate tools and equipment required to support LGHN (e.g., personal electronic devices, etc.). LGHN will reimburse Contractor for all conference-related travel and other expenses the Board approves in advance.

**11. Nondiscrimination.** In performing under this Agreement, Contractor shall not discriminate or allow discrimination against any person or group of persons on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, age, physical or mental handicap, or any classification prohibited by law, which Contractor shall be responsible for determining.

**12. Non-assignability.** Contractor may not assign responsibilities under this Agreement without the prior written consent of the Board.

**13. Mutual Indemnification.** Contractor and Board shall mutually indemnify and hold harmless Contractor, and the Board, its members, employees, agents, servants, representatives and others acting by, through, with, or for the representatives on the Board, from any and all risks, claims, demands, damages, costs and attorney fees and other liabilities resulting from and/or relating to any breach of this Agreement or gross negligence by Contractor.

**14. Insurance.** Contractor shall maintain current automobile insurance and errors and omissions policies.

**15. Amendments.** Amendments may be made to this Agreement from time to time as the parties may agree. The amendments shall be in writing.

**16. Invalid Provisions.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, the provision shall be severable and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance.

*Samantha Tavares*

\_\_\_\_\_  
Samantha Tavares, President  
Local Government Hispanic Network

12/31/2024

\_\_\_\_\_  
Date



\_\_\_\_\_  
Christine Butterfield

12/31/24

\_\_\_\_\_  
Date

Updated December 26, 2024

**EXHIBIT A**

**EXECUTIVE DIRECTOR RESPONSIBILITIES AND SERVICES**  
for the  
**LOCAL GOVERNMENT HISPANIC NETWORK**

The Executive Director (“ED”) shall have the sole right to control and direct the means, manner, and method by which the following Services are performed.

**1. Strategic Support**

Provide assistance to professional staff to implement elements of the LGHN strategic plan, including but not limited to the following services:

- 1.1. **Financial Stability.** Work with LGHN to raise 100% of the annual operating budget and develop an appropriate reserve fund of approximately three months of operating costs. Recommend specific strategies for achieving financial objectives, along with a budget, schedule and milestones.
- 1.2. **Membership Growth.** Services will include negotiating affiliation agreements, formalizing and expanding the LGHN chapters membership program, and broadening the membership throughout the United States and Latin America countries. While membership growth is critical to the organization, professional staff will focus first on financial stability and those elements of membership growth that will enhance the financial position of LGHN, while the ED will focus on expanding and broadening the membership base.
- 1.3. **Sponsorship Growth Strategy.** Document the LGHN Board of Directors’ interests, goals, and implementation strategy related to sponsorship development. Provide regular reporting on goal achievement and recommended next steps for board involvement.

**2. Membership Services**

Provide assistance to professional staff for membership services, specifically the following services:

- 2.1. Register annual memberships and collect dues.
- 2.2. Maintain accurate and up-to-date membership database.
- 2.3. Provide assistance to chapters for membership growth and administrative support.
- 2.4. Distribute information to the membership to keep them informed of LGHN affairs.
- 2.5. Respond to current and prospective member requests for information/assistance.

**3. Program Services**

Provide assistance to professional staff for program services, specifically the following services:

- 3.1. Support to committees to achieve LGHN priorities and goals.
- 3.2. Support to LGHN for national conferences and regional meetings along with affiliates and

partners.

- 3.3. Support to LGHN for professional development, webinars, regional events, online training and LGHN annual conference planning.

#### **4. Administrative Support**

Provide assistance to professional staff to administer LGHN business affairs, specifically the following services:

- 4.1. Provide a dedicated cell phone line, and mailing and email address, for LGHN business. The phone line will be staffed by the ED during reasonable business hours (PST).
- 4.2. Maintain LGHN records.
- 4.3. Facilitate tax reporting and completion of tax returns, at LGHN expense in addition to this contract.
- 4.4. Process accounts payable and receivable services.
- 4.5. Prepare agendas, meeting summaries and other materials for Board of Directors' meetings along with other governance records.

Updated 12/26/24

**LOCAL GOVERNMENT HISPANIC NETWORK EXECUTIVE DIRECTOR  
INDEPENDENT CONTRACTOR AMENDMENT #1**

**AMENDMENT #1**

WHEREAS, Christine Butterfield has served as Local Government Hispanic Network’s (“LGHN”) Executive Director since December 2021, and has demonstrated her commitment to LGHN and its mission, and has helped to grow the organization’s membership and programing; and

WHEREAS, LGHN would like to continue to have Christine Butterfield (“Contractor”) serve as their Executive Director, and Contractor has an interest in continuing to serve in that capacity;

NOW, THEREFORE, LGHN and Contractor have agreed to the terms of this Amendment (“Amendment 1”) to the original professional services agreement dated December 26, 2024 (“Agreement”) for Executive Director services. Terms contained in Amendment #1 shall commence on January 1, 2026. All other terms from Agreement remain in full effect.

Section #4. Compensation.

1. Executive Director will be compensated at a fixed fee of \$15,163 per month.
2. Replace the last two sentences of Section 4, as follows:

Contractor shall provide a monthly invoice for services by the 5th of the following month. The LGHN president approves payment monthly in accordance with the approved budget and shall process payment by the 10th of the following month.

Section #10. Expenses.

1. Replace last sentence of Section 10, as follows:

For all conference related travel and other expenses that the board has approved in advance, Contractor may submit reimbursement form to LGHN or may continue to use the LGHN debit card for those expenses.

\_\_\_\_\_  
Marcus Steele, President  
Local Government Hispanic Network

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christine Buttefield

\_\_\_\_\_  
Date



December 5, 2025

Karen L Davis  
420 NW 11<sup>th</sup> Avenue  
#1201  
Portland, OR 97209

Dear Ms. Davis:

This letter will confirm the terms under which Local Government Hispanic Network (LGHN) agreed to retain you as a consultant and continue your support to LGHN for fiscal year 2026.

Your role will be to assist LGHN with projects and administrative services.

The primary services to support LGHN include

- Growth of membership and chapters,
- Assistance with member events as needed,
- Foster new partnerships with sponsors to support the associations financial sustainability, and
- Collaboration with affiliates along with legacy resources and information.

You also acknowledge the sensitive and confidential nature of your relationship with, and work for, LGHN, including the terms and conditions stated in this letter agreement, and you agree not to discuss or otherwise disclose these matters to anyone other than me or the LGHN staff.

LGHN will pay you up to \$29,640 on an hourly basis for your services and reimburse your actual expenses based on the submission of receipts that you incur in connection with the assigned work. The amount represents a 4% increase You are responsible for providing your business computer and required software to support your work. You are also responsible for paying all state and federal taxes. If LGHN, in its sole discretion, decides to sever its relationship with you, we will pay you any fees and expenses earned prior to the date on which your services are terminated.

If you agree that this letter accurately reflects all of the terms of our agreement relating to your work on behalf of LGHN, please sign and date this letter below, and return to me by email.

LGHN looks forward to your continued contributions and support to the association.

Sincerely,

Marcus Steele  
LGHN President

Agreed:

---

Karen L Davis  
12/05/2025

**LGHN 2026 Conference Budget**

LGHN 2026 Conference Budget		Estimated Attendance	Projected Revenue 2026	Total Value of paid registrations
Registration (paid)				
<b>Member - early</b>	<b>\$695</b>	100	\$ 69,500	\$0
regular	<b>\$895</b>	10	\$ 8,950	\$0
<b>Juntos Member - early</b>	<b>\$495</b>	100	\$ 49,500	
	<b>\$895</b>			
<b>NonMember - early</b>	<b>\$895</b>	5	\$ 4,475	\$0
regular	<b>\$1,095</b>	1	\$ 1,095	\$0
<b>Retiree/transition- early</b>	<b>\$695</b>	0	\$ -	\$0
regular	<b>\$895</b>	0	\$ -	\$0
<b>Student (FT record of attendance with confirmation of academic email address)</b>	<b>\$295</b>	10	\$ 2,950	\$0
<b>Partner or Spouse</b>	<b>\$295</b>	0		\$0
COMP	<b>0</b>	60		\$0
<b>Estimated Total</b>		<b>286</b>		
				Value
Registration			\$ 136,470	\$0.00
Sponsorships (goal of \$300,000)			\$ 300,000	\$ 35,000.00
Other Revenue - shirt sales			\$0	
				<b>ACTUAL</b>
				\$86,970.00
				\$300,000.00
		<b>Estimate</b>	<b>Pledged</b>	
<b>TOTAL REVENUE</b>		\$ 436,470	\$35,000.00	
<b>EXPENSES</b>		\$ 331,796		
<b>NET REVENUE</b>		\$ 104,674	\$35,000	<b>\$0.00</b>
<b>NET REVENUE</b>			\$35,000	
Cost per person (rounded)			#DIV/0!	

**LGHN 2026 CONFERENCE BUDGET April 7-9, 2026**

<b>Room Night Minimum</b>	<b>210 room nights</b>	<b>Estimate</b>
6-Apr	40	\$0
7-Apr	75	
8-Apr	75	
9-Apr	20	
	\$37,590 rooms/\$4,698.75 (12.5%) tax	<b>\$42,288</b>
<b>Facility Rental</b>	\$16,900/\$4,394 service fee/\$2661.75	<b>\$23,956</b>
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
<b>Catering for 300</b>	\$107,400/\$27,924 (26%) service fee/\$16,915.50 (12.5%) tax	<b>152,240</b>
<b>Total All Hotel</b>		<b>\$218,483</b>
<b>TOTAL CATERING and HOTEL</b>		<b>\$218,483</b>

**TOTAL CULTURAL & ENTERTAINMENT \$5,000**

**Operations & Supplies**

Event Insurance		\$150
Event Transportation	guess-estimate	\$20,000

<b>IT/AV Equipment</b>		<b>\$20,000</b>
Other Costs	merchant fees, swag	\$5,000
Outside Activities		\$0
Postage/Shipping		\$1,000
Printing/Copying/marketing		\$4,000
Stipends & Speaker fees	honoraria, gifts, travel, hotel	\$4,000
Supplies	swag, conf bags, badges, other supplies	\$5,000
Karen Davis	onsite staff time	\$6,000
Other Consultants		
<b>TOTAL OPERATIONS &amp; SUPPLIES</b>		<b>\$65,150</b>

Christine Butterfield	\$4,000
Karen Davis	\$4,000

**STAFF TRAVEL \$8,000**

**Misc**

Conference Mobile App		\$5,000
<b>Volunteer Shirts</b>		<b>\$5,000</b>
<b>TOTAL</b>		<b>\$5,000</b>

**TOTAL CONFERENCE EXPENSES \$331,796**  
 10% Contingency \$30,163

## Local Government Hispanic Network – Membership Committee

### November 14, 2025 Committee Meeting

#### LGHN Membership Campaign 2026

**Goal:** Increase LGHN membership by 5% in a 12-month period.

**Audience:** Public service professionals at the local level (municipalities, counties) throughout the United States.

**Value:** LGHN membership offers various benefits including

- Exclusive content: Workshops and educational webinars
- Networking: Chapter events and regional conferences
- Special Events: LGHN Annual Conference
- Leadership Development: Madrinas Y Padrinos Program

#### 2026 Campaign Events:

1. January – March: National Board Kickoff
  - ✓ Refer 1 new member, board member gets 25% conference discount
  - ✓ Refer 2 new members, board member gets 50% conference discount
  - ✓ 15% Early-bird conference discount for all new members signing up between January and March
2. April – June: Taste of LGHN
  - ✓ Promote and offer a complimentary workshop or educational webinar to give prospects a taste of LGHN (i.e. Central Texas LGHN Chapter Workshop).
3. July – September: Social Media Contest
  - ✓ Run a contest or giveaway that encourages participants to register for a chance to win (i.e. complimentary tickets to ICMA LGHN Dinner).
4. September – October: Hispanic Heritage Month
  - ✓ September 15: LGHN Chapter Day Kickoff!
    - Host a Cafecito y Pan Dulce about LGHN to prospective members
    - Host a Virtual “Lunch and Learn” about LGHN to prospective members (invite all national chapters?)
    - Set up informational/registration LGHN booth at Hispanic Heritage Month events
    - Share all events on Social Media accounts

**Marketing:** Utilize newsletters, email marketing, and social media to move prospects from awareness to registration with QR Code and registration [links](#).

- Coordinated LinkedIn Posts
- PM Magazine
- Statewide association newsletters
- LGHN Chapter Newsletters
- LGHN Website, emails, newsletters

**Process:** Ensure a smooth sign-up process and that new members feel welcomed and supported from day one.

- Set up QR Code
- Share registration [links](#)
- National Board Members are assigned to new members to set up 1:1 calls/meetings and send emails to welcome them, answer questions, and share contact information
- Executive Director and Staff set up calls/meetings with new members as applicable
- Chapter executive members set up calls/meetings and/or emails with new members as applicable