Board of Directors Meeting
August 2, 2019
12:00-1:00 PM Eastern Time
11:00 AM-12:00 PM Central Time
10:00-11:00 AM Mountain Time
9:00-10:00 AM Pacific Time

https://zoom.us/j/8347550302
888 788 0099 US Toll-free
Meeting ID: 834 755 0302

Agenda

A. Call to Order/Roll Call/Welcome

B. ACTION: Consent Agenda – Receive and Approve
   1. Minutes for Board Meeting of July 5, 2019*
   2. Board Meeting Attendance Report for 2018/19*
   3. Financial Report through July 31, 2019*

C. DISCUSSION/ACTION: LGHN Shirts for ICMA Conference & Other Activities

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

E. UPDATE: LGHN Dinner at ICMA

F. DISCUSSION/UPDATES: LGHN Goals
   1. Membership
   2. Fundraising/Scholarship Program
   3. Career Advancement Program
   4. Professional Development

G. REVIEW: Website Update

H. Future Board Meeting Agenda Items
   1. Hotel/Conference Contract for 2020 Biennial Conference (September)
   2. Potential Agreement: NLC | Race, Equity and Leadership Program (TBD)
   4. Government Alliance on Race and Equity (TBD)
   5. Website Tracking
   6. Social Media Tracking
   7. Fundraising Status

I. Adjournment & Future Meeting Dates
   1. Friday, September 6, 2019 – LGHN Board Meeting
   2. September 26-27, 2019 – ICMA-RC Workforce 2030 Summit, Fort Lauderdale, FL
   3. Friday, October 4, 2019 – LGHN Board Meeting
   5. Sunday, October 20, 2019 – LGHN Dinner at ICMA Conference
   6. November 1, 2019 – LGHN Board Meeting
   7. December 6, 2019 – LGHN Board Meeting
   8. April 15-19, 2020 – NFBPA Conference, Austin, TX

*Supporting documents provided in board packet
Board of Directors Meeting
July 12, 2019
MINUTES

Advancing Hispanic leadership in local government

Board Members Present
Rolando Fernandez, Jr., President
Raymond Gonzales, President-Elect
Bob Harrison, Vice President for Membership
Samantha Tavares, Vice President for Programs
Claudia Lujan, Vice President for Career Advancement
Aubrey Gonzalez, At Large Director
Paulina Martinez, At Large Director
Patricia Martel, Past ICMA Board Member

Board Members Absent
Veronica Briseño, Immediate Past President
Carlos Baia, At Large Director
Maria DeLeon, At Large Director
Ramiro Inguanzo, At Large Director
Ramiro Salazar, Director At Large
James Vega, At Large Director
Maria Hurtado, ICMA Board Liaison

Others Present
Karen Davis, Executive Director
Rod Alcazar, ICMA-RC Liaison

A. Call to Order/Roll Call/Welcome
Roll call was conducted, and eight voting members were present, a quorum was established.

B. ACTION: Consent Agenda – Receive and Approve
1. Minutes for Board Meeting of April 5, 2019
2. Minutes for Annual Meeting, May 3, 2019
3. Minutes for Board Meeting of June 7, 2019
4. Board Meeting Attendance Report for 2019
5. Financial Report through June 30, 2019

Pat Martel moved approval of the consent agenda, Bob Harrison seconded the motion; the motion was approved unanimously.

C. ACTION: LGHN Career Advancement Training Proposal from SGR
Rolando Fernandez provided an overview of the discussions with SRG leading up to the proposal and of the process that would be used to register and administer the webinars. Samantha Tavares asked how we could ensure good attendance for the webinars. Karen Davis clarified that in addition to LGHN, members of NFBPA and NACA would also be invited to participate at no cost because of the LGHN affiliation agreements with the organizations. SGR would invite other participants, but they would have to pay for the sessions. Karen Davis said that she has asked SGR to include no cost to NFBPA and NACA in the final proposal. Samantha Tavares asked if LGHN would be responsible for providing leaders for the sessions on “Words from the Wise” in May and June of 2020. Rolando Fernandez responded that it’s our goal to have our members as a lead in as many of the sessions as possible. Rolando also explained that the registration and hosting of the webinars would be done by SGR, but the registration would be seamless and accessible from the LGHN website, and LGHN would receive the recorded webinars to archive on the LGHN leadership webpage. Claudia Lujan asked if the other organizations would be able to add their logos to the webinar promotions, stating that it is preferable that only LGHN and SGR be seen as the sponsors to increase the visibility and value of LGHN membership. Karen Davis said that only the LGHN and SGR logos would be used. NFBPA is developing webinars and although LGHN members can participate, only the NFBPA and
their host logos would be displayed. Paulina asked for clarification of “no cost” to LGHN. Karen Davis responded that SGR is paying all the costs in return for platinum sponsorship.

Bob Harrison moved approval of the contract

D. APPROVE: 2019 Emerging Leader Awards

LGHN received two applications for the emerging leader award, and the executive committee recommended giving the award to Cynthia Esparza Trigueros, Community Liaison with the City of Reno, NV. Claudia Lujan moved approval, Ray Gonzales seconded the motion; the motion was approved unanimously. The award will be presented at the LGHN dinner at the ICMA conference in Nashville.

E. APPROVE: $1,500 Sponsorship for NFBPA Emerge Conference

The board discussed the need to get conference details so they can plan to send members to the conference. Contingent upon receiving the information, Adams County, Phoenix, Austin and El Paso are considering sending people to the conference. Claudia Lujan expressed concern about lack of information and the ability to contribute this year given the LGHN budget issues. Ray Gonzales moved approval of the funding, Bob Harrison seconded the motion; the motion was approved 7 to 1, with Claudia Lujan voting no.

F. DISCUSSION: Request for Program and Funding Support for the 40th Anniversary of the Hispanic Field Service Program.

Rolando Fernandez said he had been contacted by Alex Briseño asking if LGHN could provide financial support for an event being planned in Atlanta, GA in October or November to celebrate the anniversary with President Jimmy Carter, who provided funding for the start-up of the program and the legacy of LGHN as a result. Karen Davis provided an update from Frances Gonzalez who said that funds would not be needed, but they would like to have LGHN represented at the event. More details will be provided at the August board meeting as planning advances.

G. DISCUSSION: Speakers for the Assistants’ Forum at the ICMA Conference

No discussion due to lack of time. Rolando Fernandez asked the board members to send suggestions via email.

H. UPDATES: LGHN Dinner and Biennial Conference

No discussion due to lack of time.

I. DISCUSSION/ACTION: LGHN Shirts for ICMA Conference and Other Activities

No discussion due to lack of time. Will be considered at the August board meeting.

J. DISCUSSION: LGHN Goals

Membership (Bob Harrison, Committee Chair): Bob Harrison said the committee will be focused on the reginal chapter model with a goal of getting it established by the end of the year. The cities/counties that will be encouraged or have expressed an interest in establishing a chapter will be invited to assist the committee is developing a model.

Fundraising/Scholarship Program: Rolando Fernandez and Karen Davis asked board members to consider a monthly or annual tax-exempt donation to the scholarship fund which will enable LGHN to provide travel stipends to members to attend national conferences and training programs. Frances Gonzalez is leading a broader fundraising effort.

Career Advancement Program (Claudia Lujan, Committee Chair): The SGR proposal is the product for this committee.

Professional Development Program (Samantha Tavares, Committee Chair): Samantha Tavares stated the committee is developing webinars around the subject of emotional/cultural intelligence and the format for the webinars will be reading/discussion similar to a book club format.

K. REVIEW: Website Updates

L. No discussion due to lack of time. Karen Davis asked board members to review the site and let her know if there are additional changes.
# 2018-2019 IHN Board of Directors
## Board Meeting Attendance

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

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Note: Excused v. unexcused absences are not differentiated on the chart.
### Ordinary Income/Expense

**Income**

#### Other Types of Income

- Advertising Sales: 12,825.00
- Miscellaneous Revenue: 1,650.00

**Total Other Types of Income:** 14,475.00

#### Program Income

- LGHN Dinner Registrations: 750.00
- Membership Dues
  - Individual: 3,425.00
  - Local Government: 17,250.00
  - Chapters: 7,750.00
  - Corporate: 2,250.00

**Total Membership Dues:** 30,675.00

- Conference Registration: 3,722.65

**Total Program Income:** 35,147.65

**Total Income:** 49,622.65

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**Expense**

#### Business Expenses

- Constant Contact: 412.06
- Business Registration Fees: 80.00
- PayPal Fees: 859.05

**Total Business Expenses:** 1,351.11

#### Contract Services

- Accounting Fees: 850.00
- Outside Contract Services: 36,917.50

**Total Contract Services:** 37,767.50

#### Operations

- Computer Software: 140.17
- Postage, Mailing Service: 56.80
- Printing and Copying: 250.00
- Supplies: 53.48
- Telephone, Telecommunications: 848.31
- Website: 4,445.40

**Total Operations:** 5,794.16

#### Other Types of Expenses

- Board of Directors Retreat
  - Retreat: 131.32
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**Program Activities**

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<td>Postage/Shipping</td>
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<td>Stipends and Speaker Fees</td>
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<td>Advertising/Marketing Expenses</td>
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<td>Total Travel and Meetings</td>
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**Total Expense**

| Total Expense                  | 58,566.78      |

**Net Ordinary Income**

| Net Ordinary Income            | -8,944.13      |

**Net Income**

| Net Income                     | -8,944.13      |

**checking account as of 7/31/19**

| Checking account as of 7/31/19 | $46,887.48     |