



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

Board of Directors Meeting
April 5, 2019
12:00-1:00 PM Eastern Time
11:00 AM-12:00 PM Central Time
10:00-11:00 AM Mountain Time
9:00-10:00 AM Pacific Time

Advancing Excellence and Inclusiveness in Local Government

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

Agenda

LGHN Board of Directors

Rolando Fernandez
President

Raymond Gonzales
President-Elect

Veronica Briseño
*Immediate
Past President*

Carlos Baia
*Vice President
for Membership and
ICMA Board Liaison*

Samantha Tavares
*Vice President
for Programs*

At Large Directors

Maria DeLeon

Bob Harrison

Ramiro Inguanzo

Claudia Lujan

Paulina Martinez

Daro Mott

James Vega

Patricia E. Martel
*Past ICMA
Board Member*

Maria Hurtado
ICMA Board 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 February 1, 2019*
2. Minutes for Board Retreat, March 15-16, 2019
3. Board Meeting Attendance Report for 2018/19*
4. Financial Report through March 31, 2019*

C. DISCUSSION: Board Retreat Outcomes*

D. ACTION: Approve 2020 Conference Guidelines (see retreat minutes)*

E. ACTION: Approve Chapter Memberships

1. City of Glendale, AZ*
2. City of Mesa, AZ*

F. DISCUSSION: ICMA Committee Representation

1. <https://icma.org/committees-task-forces>

G. DISCUSSION: Annual Meeting Agenda

H. DISCUSSION: Management Partners Evaluation*

I. Information Items

1. Bylaws Amendment Approved by Board of Directors on 3/28/19
2. 2019 Ballot Nominations Approved by Board of Directors on 3/28/19

J. Future Board Meeting Agenda Items

1. Potential Partnership with NLC | Race, Equity and Leadership Program (Rita Ossolinski)
2. Renew Agreements with ICMA & ICMA-RC
3. Website Tracking (Quarterly)
4. Social Media Tracking
5. LGHN “Conectar” Program
6. Fundraising Status

K. Adjournment & Future Meeting Dates

1. April 3-5, 2019 – ICMA Northeast Regional Conference, New Brunswick, NJ
2. April 3-7, 2019 – NFBPA Conference, Orlando, FL
3. May 3, 2019 – Annual Meeting (or alternative date if board meeting is held)
4. May 8-10, 2019 – ICMA Midwest Regional Conference, Evanston, IL
5. Friday, June 7, 2019 – LGHN Board Meeting
6. Friday, July 5, 2019 – LGHN Board Meeting
7. July 12-15, 2019 – NACo/NACA Conference, Las Vegas, NV
8. Friday, August 2, 2019 – LGHN Board Meeting
9. Friday, September 6, 2019 – LGHN Board Meeting
10. September 26-27, 2019 – ICMA-RC Workforce 2030 Summit, Fort Lauderdale, FL
11. Friday, October 4, 2019 – LGHN Board Meeting
12. October 20-23, 2019 – ICMA Conference, Nashville, TN

*Supporting documents provided in board packet



Board of Directors Meeting
February 1, 2019

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Carlos Baia, Vice President for Membership
Samantha Tavares, Vice President for Programs
Maria DeLeon, At Large Director
Ramiro Inguanzo, At Large Director
Paulina Martinez, At Large Director
James Vega, At Large Director
Patricia Martel, Past ICMA Board Member

Board Members Absent

Raymond Gonzales, President-Elect
Veronica Briseño, Immediate Past President
Bob Harrison, At Large Director
Claudia Lujan, At Large Director
Daro Mott, 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 December 7, 2018
2. Board Meeting Attendance Report for 2018/19
3. Financial Report January-December 2018 | 2018 Biennial Conference

Carlos Baia moved approval of the consent agenda, Maria DeLeon seconded the motion; the motion was approved unanimously.

C. ACTION: Discussion and Approval of Affiliate Agreement with NACA

The board reviewed the proposed affiliate agreement. The question of membership discounts was left open. Carlos Baia moved approval of the agreement; Pat Martel seconded the motion; the motion was approved unanimously. The board agreed that the membership issue could be approved by the executive committee.

D. ACTION: Approval of LGHN Award Brochures

The board reviewed the Emerging Leaders and Civic Engagement award brochures. Maria DeLeon moved approval; Pat Martel seconded the motion. The motion was approved unanimously.

E. ACTION: Approval of Endorsement for ICMA Board – Victor Cardenas

Pat Martel encouraged the board to support the endorsement and moved approval; Carlos Baia seconded the motion; the motion was approved unanimously.

F. ACTION: LGHN Website Maintenance

Two alternatives were presented for ongoing website maintenance: Neon Rain estimated that it would cost \$1,300-\$2,625 for 10-15 hours of maintenance each month; Management Partners received a second quote of \$675 per month for 8 hours of maintenance. Because Ray Gonzales was not able to be at the board meeting, the board agreed to refer the issue to the executive committee. [Ray Gonzales followed up with Neon Rain for a more specific quote and received a matching quote of \$675 per month plus the twelfth month free. Therefore, LGHN will continue with Neon Rain.]

G. DISCUSSION: Value Proposition & December 2018 Membership Survey

The board referred this item to the retreat.

H. DISCUSSION: LGHN Board Retreat

The board reviewed the draft agenda. Rolando Fernandez asked that an item be added to discuss search firms and how we use them to the benefit of LGHN members. This item was referred to the executive committee for further discussion.

I. UPDATE: LGHN ICMA Conference Sessions and NFBPA Conference Sessions

Karen Davis provided an overview of the conference sessions. Descriptions were included in the board packet.

J. DISCUSSION: Annual Meeting Date

The board set Friday, May 3 as the annual meeting date, in lieu of the regular board meeting.

K. INFORMATION: LGHN Annual Report

Karen Davis presented a draft annual report to the board and the board agreed with the language. The report will be sent to new ICMA members and new LGHN members.



**Board of Directors Retreat
March 15-16, 2019
Evanston, IL**

MEETING NOTES

Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Raymond Gonzales, President-Elect
Paulina Martinez, At Large Director
Claudia Lujan, At Large Director
Maria Hurtado, ICMA Board Liaison

Board Members Absent

Carlos Baia, Vice President for Membership
Samantha Tavares, Vice President for Programs
Maria DeLeon, At Large Director
Daro Mott, At Large Director
James Vega, At Large Director

Board Members by Phone

Veronica Briseño, Immediate Past President
Bob Harrison, At Large Director
Ramiro Inguanzo, At Large Director
Patricia Martel, Past ICMA Board Member

Others Present

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

Review LGHN December Survey Results and Develop Workplan

- LGHN should focus on regional meetings and webinars to engage with members
- KGHN should create “meeting-in-a-box” to assist with hosting periodic meetings (e.g., luncheons, seminars, etc.)
- Coaches should be encouraged to serve on panels at conferences of affiliate organizations and get involved in the regions
- LGHN should focus on what separates us from the other organizations
- Website updates should include:
 - Update with a “members only” section
 - Highlight current activities and professional development calendar
 - Add feature for members to add their bio/profile, with a sort feature (can be used by executive search firms and elevate member profiles); select data for printing
- Coaching enhancements should include:
 - Regularly scheduled calls hosted by a coach on specific issues; link topics to survey(s)
 - Coaching experiences should be inclusive of all levels of the organization
 - Outreach to all management levels to be a coach
 - Each board member identify two new coaches; ask members to volunteer; recruit past board members
 - Increase visibility by:
 - Reach out to universities
 - Consider structure for credentialing or certification at the end
 - Increase visibility on web page
 - Ask coaches to be ambassadors
 - Reach out to new members; highlight 3-4 things about LGHN
 - Include list of new members on monthly board agenda
 - Organize regionally; identify leader in each region
- Webinars should leverage professional development offered by other organizations

- Look into LGHN hosted webinars beginning in 2020
- Create webinars based on platicas/programs related to LGHN mission (best practices, professional development for Hispanics, member issues)
- Highlight how programs directly serve/impact people of color
- Professional development opportunities include:
 - Two categories
 - Internal to the organization (professional development)
 - External to the organization/community focus (best practices)
 - Public speaking and presentation skills
 - Techniques/assistance for non-native speakers
 - Addressing biases in the work place
 - Create partnership with executive search firms
- Future surveys should look at
 - Local government best practices for working with people/communities of color
 - Local government demographic statistics for CEO/manager and assistant manager positions
 - Rolando Fernandez to send a letter to ICMA requesting them to partner for the survey
 - Need to figure out how to gather the data and how to use it
- Recognition programs should include:
 - Highlight member accomplishments
 - Develop an award for people (non-city/county managers) who support the profession
 - Develop a media award for communities that prepare programs for community outreach (launch at Colorado conference)
 - Create a framed certificate for local government/chapter members
- Explore affiliate agreements with additional organizations:
 - National Association of Hispanic Federal Executives (Rod Alcazar to follow up)
 - NLC | Race, Equity and Leadership Program (Rita Ossolinski)
 - I-NAPA

2020 LGHN Conference Planning

- Conduct a survey to find out how many members are likely to attend; get member input
- Update responsibilities document and agreement based on retreat discussion
- Ray Gonzales to kick off the planning effort at the Adams County monthly meeting on April 5. Karen Davis to attend.
- Tentative dates for the conference October 8-10, 2020 contingent upon availability at the Gaylord Center in Aurora/Adams County. ICMA will be in Toronto late September and it is assumed most LGHN members will not be attending. The date is a three-day weekend which might encourage members to bring their families.
- ICMA-RC will try to schedule the ICMA-RC van for the conference.

ICMA-RC

- Rod Alcazar presented a new video about ICMA-RC that can be used by LGHN to promote ICMA-RC. A Spanish video is also available.
- ICMA is kicking off a program entitled “guided pathways” to provide investment assistance to members.
- September 26-27, 2019 ICMA-RC regional event in Fort Lauderdale, Florida – LGHN is supporting the **Public Sector Workforce 2030 Summit: Planning for the Next Generation of State and Local Government Employees**. This could potentially be replicated in other regions.

Partnerships with Executive Search Firms

- Reach out to members to get profile/bio for the LGHM website with select and sort feature
- Connect members with executive search firms 2-3 times per year to develop skills and competitiveness
 - Regional meetings
 - Conferences
 - Webinars
 - Establish relationships between search firms and members
- LGHN should create a position of Vice President of Professional Development to focus on this effort (bylaw amendment)
- Create marketing plan (Claudia Lujan and Ray Gonzales to take the lead on this)
 - Introduce at ICMA
- Create a list of search firms/contacts by region

Review Affiliate Agreements/Status (ICMA, NFBPA, NACA, ICMA-RC)

- The NACA agreement will be finalized with the 25% membership discount.
- The NFBPA agreement will be updated with the LGHN name change.
- The ICMA agreement is up for renewal this year. The changes discussed at the retreat will be sent to the board for additional input prior to board approval. The document will then be forwarded to ICMA for review.
- ICMA-RC agreement is up for renewal this year. The changes discussed included adding language about how ICMA-RC can assist with chapter development; adding language for an annual meeting at the ICMA conference; specific reference to the number of complimentary registrations and seats the annual dinner.

Wrap-up and Discussion on Future Retreats

- The next retreat will be October 8, 2020 in Colorado. Board members should plan to arrive Wednesday evening. The retreat will be Thursday morning through mid-afternoon, followed by a membership meeting similar to the one held in Phoenix. The conference will kick off Thursday with a welcoming reception.
- Years when there is no conference, the retreat will be held on Thursday and Friday and include a regional seminar. Depending on the local calendar of events, the regional seminar could be held Thursday or Friday.

Evaluation of Management Partners Contract

- The board discussion occurred without Management Partners present

2018-2019 IHN Board of Directors Board Meeting Attendance

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

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

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

11:44 AM
04/03/19
Cash Basis

Local Government Hispanic Network

Profit & Loss

January 1 through April 3, 2019

Ordinary Income/Expense

Income

Other Types of Income

Advertising Sales 6,375.00

Total Other Types of Income 6,375.00

Program Income

Membership Dues

Individual 3,005.00

Local Government 13,500.00

Chapters 3,000.00

Corporate 2,250.00

Membership Dues - Other -100.00

Total Membership Dues 21,655.00

Total Program Income 21,655.00

Total Income 28,030.00

Expense

Business Expenses

PayPal Fees 436.56

Total Business Expenses 436.56

Contract Services

Outside Contract Services 6,522.75

Total Contract Services 6,522.75

Operations

Computer Software 38.52

Postage, Mailing Service 56.80

Printing and Copying 250.00

Telephone, Telecommunications 222.29

Website 487.40

Total Operations 1,055.01

Other Types of Expenses

Program Activities

Catering 3,272.13

Stipends and Speaker Fees 300.00

Total Program Activities 3,572.13

Insurance - Liability, D and O 888.00

Total Other Types of Expenses 4,460.13

Total Expense 12,474.45

Net Ordinary Income 15,555.55

Net Income 15,555.55

bank balance as of 3/31/19 72,556.66



"Advancing Excellence and Inclusiveness in Local Government"

Local Government Hispanic Network Conference Responsibilities

**Updated: ~~October 2017~~
March 2019**

CONFERENCE PLANNING REQUIREMENTS

A. Program Planning and Coordination

The host community is asked to plan a conference that complements and enhances LGHN and its mission and objectives. The conference should be a two or three-day conference and plan for approximately 200-250 people in attendance. Traditionally, the conference has started on a Wednesday afternoon and ended on Friday at noon. Scope and schedule requirements include:

1. LGHN is responsible for establishing and staffing a Conference Planning Committee. A request should be sent to the membership to ask for volunteers to assist with planning responsibilities. This should begin approximately **12-15 months** in advance of the conference. The LGHN Program Committee is a resource to the Conference Planning Committee.
2. The Conference Planning Committee, in conjunction with the Host Committee and LGHN staff is responsible for preparing and submitting a proposed conference budget, including revenue and expense projections, in coordination with LGHN staff. This should be completed approximately **12-15 months** in advance of the conference.
3. The regional organization and local government are responsible for establishing a Host Committee to provide staffing for all conference functions, including, but not limited to, needs related information technology, facilities, check-in/registration, special events and receptions. This also includes coordination of meals, transportation and other logistics leading up to and during event.
4. As a Conference requires a great deal of staff and volunteers to make it successful, the Conference Planning Committee and Host Committee should be prepared to continuously recruit volunteers to assist in the planning efforts, in order to provide sufficient assistance during and after the conference.
5. The Conference Planning Committee is responsible for developing a conference logo, theme, proposed program and schedule which must be submitted to the LGHN board for approval approximately **9-12 months** in advance of the conference.
6. The Host Committee is responsible for negotiating all conference related contracts, including, but not limited to the contract with the hotel(s), event facilities, caterers, transportation, and entertainment. Negotiations of such contract should be done in coordination with LGHN staff **and board review**. All contracts must be finalized by approximately **6-9 months** in advance of the event for final approval by the LGHN board.
7. Coordination of all educational sessions, field demonstrations and special events is the responsibility of the Planning Committee. The Host Committee should provide expertise on local venues and activities to support the conference program. These activities

should be **preliminarily identified 6 months in advance and** confirmed by **3-4 months** in advance of the event.

8. Keynote speakers play a critical role in the success of the conference. As such, all keynote speakers must be identified and confirmed **3-4 months** in advance of the event.
9. Conference registration and conference schedule is expected to be available and ready for use through the conference website **3-4 months** in advance of the event.

B. Marketing

LGHN staff will provide guidance and assistance with marketing, however, the primary responsibility belongs to the Conference Planning Committee.

1. The Conference Planning Committee will be expected to develop all promotion material, including, but not limited to the following. All materials must be made available in electronic format for use on the Conference website and other promotional materials. The LGHN Communications Committee is a resource to the Committee.
 - a. Development of conference logo, theme to be completed **6 9-12 months** in advance of the event
 - b. Creation of Save-The-Date postcards by **8-9 12 months** in advance of the event
 - c. Short article or other write-ups for the Conference website, LGHN publications and promotional email blasts. This type of information will be ongoing and the Planning Committee will be asked to provide periodically leading up to the date of the conference.
 - d. Registration, housing materials, and conference schedule must be published on the website **3-4 months** in advance of the event.
 - e. Sponsorship brochure or packet in hardcopy and electronic **9-12 15-18 months** in advance of the event.
2. The Planning Committee will also be responsible for producing a printed conference program for distribution at the conference. The program should be completed two weeks prior to the start of the conference.

C. Finances

- ~~1. Should the Conference Planning Committee require or desire support from LGHN staff to complete Scope Requirements A-D, the Committee should include these costs in the conference budget to cover the cost of this staff support in addition to the financial requirement described in item C.2. below.~~
1. The Conference Planning Committee and host community is responsible for raising sufficient revenue to cover all conference expenses, including all LGHN **non-personnel** costs related to the conference (~~past LGHN costs have ranged from \$3,000-\$5,000, plus additional costs for the conference website, travel – depending on location~~). The budget should consider net proceeds (revenues after all expenses have been paid) to

support LGHN programs. **The agreement should specify how net proceeds will be allocated between LGHN and regional chapters, if applicable.**

2. The Conference Planning Committee must develop and implement a fundraising strategy that covers all expenses and net proceeds described above, in coordination with LGHN staff, by **12 months** in advance of the event.
3. Sponsors are a critical component in raising the funds necessary to assure a successful conference, and the Conference Planning Committee is expected to develop a sponsorship brochure and packet **12 months** in advance of the event. The Conference Planning Committee should also be prepared to identify and solicit potential sponsors, especially those from the region or state. LGHN staff and Board may assist in identifying potential sponsors.
4. The Conference Planning Committee must have an effective manner to track all sponsor relations and benefits. This includes all follow through with conference sponsors and LGHN sponsors to ensure they receive all benefits they are entitled to receive as a result of their sponsorship. A sponsor-relations strategy should be identified by **12 months** in advance of the event.
6. ~~Net proceeds realized from the conference will be shared evenly between the LGHN Chapter/host community and LGHN, as determined after discussions.~~

D. Additional Requirements

1. In order to keep the LGHN Board of Directors current on conference planning activities, a representative from the Conference Planning Committee will be asked to join monthly LGHN board meetings via telephone, and provide updates on programs, budget goals and fundraising activities.
2. LGHN Board Members (usually two members) may participate in planning meetings via telephone.
3. LGHN strives to continuously improve its events, and as such the Conference Planning Committee should compile evaluations for conference session and event venues. The Conference Planning Committee will work with the LGHN Program and Communication Committees to provide an comprehensive, online, post-conference evaluation.
4. The Conference Planning Committee will 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. It is expected that wrap-up activities should be completed within **1-2 months** from the closing date of the conference.

5. As unexpected and time sensitive issues often arise in the last weeks leading up to the conference, the Conference Planning Committee should expect to provide immediate access to LGHN staff via email and cell phone 45 days prior to the date of the conference.

LESSONS LEARNED FROM 2016 CONFERENCE

EXHIBITORS

Identify strategies to increase traffic through the exhibit hall for example, 1) host a reception in the exhibit hall; 2) conduct a drawing among those who visited with exhibitors; and; 3) make announcements throughout the conference to remind and acknowledge exhibitors.

SPONSORS

Identify several ways to thank sponsors: in the conference program; before each breakout session; during breakfast/lunch/dinner keynotes; etc.

HOSPITALITY

Consider having a hospitality suite for volunteers, speakers, and exhibitors with water, coffee/sodas/teas, and snacks.

LOGISTICS

Identify 1-2 people who will be the point people for the conference site- these folks should be the only individuals making changes, decisions, etc. and working directly with the conference site staff.

Identify a parking plan (discounted parking/comped parking, etc.) early on for different types of conference participants: volunteers, attendees (those staying at hotel and those who are not), speakers, exhibitors, and sponsors.

Registration:

- Registration list must be up to date and clean (no duplicates).
- Recommend maintaining one master list and/or identifying software program or app (like Whova) that can organize this information better and track check-in, type of participant(speaker, volunteer, exhibitor, sponsor, etc.), and who has registered for special events.
- Programs should be provided to registration volunteers ahead of time to become familiarized with conference activities and timing.
- Didn't have a lot of onsite registration but should be prepared for this and how to capture their information since not done online/registration closed.

Training should be provided for all volunteers ahead of time, especially for registration.

Badge printing onsite requires reliable equipment (good printer, maybe a tablet to allow individuals to enter their information for printing, etc.- should test equipment ahead of registration opening).

Print extra programs than the number of conference registrants and/or print signs with daily conference schedule.

BREAKOUT SESSIONS

7:30 am start time is too early for breakfast session.

Consider not having pre-conference events/meetings off-site.

Session/panel topics were consistently praised but should consider having fewer sessions so program is not so full and participants have a chance to take a break in between.

LESSONS LEARNED FROM 2018 CONFERENCE

EXHIBITORS

- Reach out to exhibitors one year out from event. Some organizations could not contribute because they already had committed funds to other events.
- Keep in touch with exhibitors and follow up for feedback
- Print extra exhibitor passport cards and keep at registration desk.
- Have exhibitors close to sessions
- Include meals in the exhibitor prices

SPONSORS

- Send thank you card to all sponsors
- Send email to those who attended as sponsors and solicit feedback
- Pay for consultant to help with the process
- Reach out to sponsors one year out from event. Some organizations could not contribute because they already had committed funds to other events.
- LGHN can schedule the future conference cities at least 4 years in advance to allow for necessary preparation

GOLF

- Simplified raffle ticket prices and correlation to prizes; streamline process
- Volunteers should be able to see the same information participants see at raffle ticket purchase (ticket boxes and ticket prices)
- Confirm expectations with the golf course staff for beer runs, water runs, and sufficient food

HOSPITALITY

- Consider a hospitality room/check in for speakers, sponsors, and exhibitors. Create goodie bags for exhibitors with snacks and information
- Plan for water bottles or water pitches for speakers
- Greeter for dignitaries to meet LGHN President

LOGISTICS

- Test AV videos prior to event
- APP to include activity prices
- For conference app, receive quotes to determine how much work is needed on the backend of the app. Make sure it is easy for use.
- Communicate with performance groups about music before event
- Include screen (if possible) for speakers so they do not need to turn back and see the slides
- Print extra programs and other materials and have ready at registration desk in case people need an additional copy

- Payment on site for activities and registration (no after the fact reconciliation)
- 3 reserved meal tables (one for LGHN board, one for planning committee board members, one for speakers)

VOLUNTEERS

- Make sure volunteers know where to check-in for their assignments (especially if floaters)
- Sign for volunteers or make font on signs for LGHN larger
- Make LGHN logo on volunteer shirts larger

REGISTRATION

- Designate one-person access to all of the registration lists. For example, The City of Phoenix has different types of Employee Development Funds available. Please note this may be a City of Phoenix process.
- Have one person at the registration desk at all times that can process payments for late registrations, additional tickets or activities.
- Ensure all registration volunteers have all the necessary conference planning committee cell phone numbers

ACTIVITIES

- No early morning (before 8:00 am) activities/events
- Registrations should not exceed capacity
- Create a standby list
- Meeting points should be clear
- Confirm transportation arrangements (if third party is allowed to schedule)
- Additional signage if attendees may approach offsite locations from different points
- Include activity attendee cell phone numbers on check in list in case an attendee needs to be contacted during the activity event.

BREAKOUT SESSIONS

- Make sure room setup is appropriate for sessions.
- Start Sessions at 9am
- Balance sessions with activities to encourage attendance

ENTERTAINMENT

- Have checks ready before event, even if blank checks from LGHN

CHAPTER AGREEMENT
Local Government Hispanic Network and the City of Glendale

This Chapter Agreement is made by and between the Local Government Hispanic Network (“LGHN”), a national nonprofit incorporation and the City of Glendale, an Arizona municipality (“Chapter” or “City”) and is made on the ____ day of _____ 2019.

The purpose of this Agreement is to acknowledge by both the above parties the agreement to the following terms:

I. Recognition of Chapter

- A. **Chapter.** LGHN hereby recognizes the City of Glendale as a Chapter organization and in accordance therewith, authorizes it to use the name “Local Government Hispanic Network,” acronym “LGHN” and logo of LGHN in or in connection with **Chapter’s** name, acronym and logo, with the authority to use such marks in connection with Chapter’s activities authorized under this Agreement, subject to the terms and conditions of this Agreement and any written guidelines attached herein, or subsequently provided to the Chapter by LGHN. Chapters shall use language stating they are “A Chapter of LGHN” as part of their logo. LGHN shall provide the artwork to the chapter. Term and Termination. The Term of this Agreement shall commence on the effective date set forth above and shall continue for a three (3)-year initial period. The City may, at its option and with the approval of LGHN, extend the term of this Agreement an additional two (2) years, renewable on an annual basis. LGHN will be notified in writing by the City of its intent to extend the Agreement period at least thirty (30) calendar days prior to the expiration of the original or any renewal Agreement period. There are no automatic renewals. Either party may terminate with a ninety (90) day written notice. Either party may request revisions to this agreement to enhance mutual partnership benefits.
- B. **Territory.** Chapter shall represent LGHN as LGHN’s Chapter in Glendale, Arizona (the “Territory”) pursuant to and in accordance with LGHN’s mission and purposes as set forth in LGHN’s Articles of Incorporation and Bylaws or as otherwise established by LGHN’s Board of Directors. The Chapter acknowledges that this designation is non-exclusive in the Territory and that LGHN’s may, in its sole discretion, designate other Chapters in the Territory or may sponsor or conduct programs, accept members, and perform other activities within the Territory.
- C. **Authorized Activities.** Chapters are encouraged to conduct the following activities within the Territory: membership recruitment, professional development, education and training activities, networking activities, career enhancement and awareness activities and such other activities as may be consistent with the mission and purposes of LGHN and in which LGHN may from time to time authorize the Chapter to engage.

II. Membership

Members of the Chapter organization shall be considered to be members of LGHN. The terms and conditions of membership in LGHN shall be determined by LGHN. The terms and conditions of membership in the Chapter shall be determined by the Chapter. The Chapter shall provide Chapter members’ names, positions, and contact information to LGHN. The dues for LGHN membership for all chapter members shall be included in Chapter dues to LGHN.

III. Obligations of LGHN

A. LGHN's obligations under this Agreement shall include:

- a. Maintain a national office of and promote the organizations' mission, goals and objectives to enhance the reputation and goodwill of LGHN.
- b. Maintain tax-exempt status.
- c. Maintain LGHN Bylaws.
- d. Maintain a comprehensive membership database, provide for maintenance and advancement of a membership program for individuals, students, institutions and private sector organizations in accordance with a dues structure approved by the Board of Directors.
- e. Invoice and collect dues from LGHN members, local governments and chapters for dues renewal. Conduct professional development programs that will benefit members.
- f. Maintain a national committee structure.
- g. Conduct national education and training conferences, regional seminars and networking activities in locations throughout the United States for the benefit of LGHN members. Conduct national biannual conferences (contingent upon local representatives' ability to organize conference activities) with logistical and technical assistance to conference planners/organizers, including fundraising support.
- h. Conduct on-line training opportunities throughout the year.
- i. Provide marketing and educational publications, brochures and other promotional materials that may be made available to Chapters for their use.
- j. Maintain an LGHN website to serve members and enhance promotion of LGHN and the recruitment of members. All Chapters shall be listed on the website with a link to local/regional website, if available. LGHN shall coordinate access to local/regional activities on the LGHN website.
- k. Assign an LGHN board member to be a liaison with each Chapter.
- l. Work with Chapters to identify and provide information on national issues impacting local governments.
- m. Serve as primary link with ICMA through the ICMA/LGHN Chapter agreement.
- n. Optional obligations (*requires semi-annual financial reporting to LGHN and may require additional fees commensurate with services provided):
 - i. *Allow Chapters use of the LGHN tax-exempt status to fundraise.
 - ii. *Provide banking and fiscal accounting services for Chapters.
 - iii. Recruit members for Chapters.
 - iv. Provide technical assistance and resources to Chapters for activities such as facilitation and strategic planning.

IV. Obligations of Chapter

- A. The Chapter certifies it was established as an LGHN Chapter on or by the effective date and has submitted bylaws approved by its governing body. The Chapter will provide bylaws updates to the LGHN national organization. The Chapter shall have as its purposes those set forth in their

bylaws, shall conduct its activities at all times in accordance with such bylaws and all other Chapter-related policies, procedures or other written guidance.

- B. The Chapter certifies that it is and shall remain in full compliance with all applicable laws, regulations and other legal standards that may affect its performance under this agreement.
- C. The Chapter shall maintain reasonable records related to all of its programs, activities and operations. The Chapter shall submit regular written reports, no less than once a year, to LGHN summarizing its programs, activities and operations; and a list of officers and directors.
- D. Develop and promote Chapter mission, goals and objectives; promote LGHN mission, goals and objectives.
- E. Develop and maintain Chapter board and committee structure.
- F. Board Participation. Develop members to increase their eligibility to serve on the LGHN and ICMA boards of directors.
- G. Annual Reporting. Chapter is requested to submit an annual report outlining its officers and directors, program activities, and a statement of financial standing for the 12-month period ending December 31 not later than March 1 of the following year.
- H. Programs and Activities. Chapter shall endeavor to sponsor and conduct programs and activities that further the purposes and objectives of LGHN and shall use its best efforts to ensure that such programs and activities are of the highest quality with respect to content, materials, and logistical preparation. Examples include chapter programs and networking activities.
- I. Chapter Affiliation Dues: The Chapter shall pay annual affiliation dues, established to provide for local support of the activities of the national office, particularly those that support chapter activities including administration and program activities. The annual dues assessment shall be established by the LGHN board of directors and be effective January 1 of each year. The Chapter shall provide the list of all Chapter members and contact information for each when submitting dues payment. The normal payment schedule calls for Chapters to be invoiced in November of each year with payment due no later than March 31.
 - a. Initial Year Dues. The first year, the Chapter will pay the annual affiliation dues, in the amount of \$750 invoiced July 1, 2019 and paid within thirty (30)-days. The affiliation dues will cover the period from the effective date of this agreement through December 31, 2019. Thereafter, the affiliation dues will process as specified in I.
- J. Optional obligations:
 - a. Assist with logistics and planning for biannual conference.
 - b. Recruit members to become members of LGHN national organization.
 - c. Provide speakers for ICMA and LGHN conference sessions and regional meetings.

V. Obligation of both LGHN and Chapter

- A. Promote Hispanic cultural heritage.
- B. Promote LGHN national organizational and Chapter identity.
- C. Promote LGHN awards, including Civic Engagement and Emerging Leader awards.
- D. Conduct semi-annual chapter meetings, one of which will be at the annual ICMA conference.

- E. Develop annual activities report to the LGHN national organization. This information will be shared with other chapters to assist with program development in other regions.
- F. LGHN encourages Chapter to submit articles about their activities for publication in LGHN publications and on the LGHN website. These articles may be submitted to ICMA for publication.
- G. Development of a mutual annual work plan that addresses:
 - a. Membership development
 - b. Professional development opportunities (including ICMA/ LGHN webinars)
 - c. Conferences and/or seminars
- H. Both LGHN and Chapter shall receive the following benefits with respect to each other's conferences, if held:
 - a. 2 complimentary registrations
 - b. Free exhibit space
 - c. Conference program advertisement
 - d. Recognition of mutual Chapter organizations during opening and closing ceremonies
 - e. Recognition, links and promotion of mutual Chapter organizations on the LGHN and Chapter Web sites, including placement of logos
 - f. If possible, the privilege of LGHN presenting at least one educational session at Chapter's conference or events.

VI. Indemnification

Both LGHN and Chapter ("Parties" or individually "Party") agree to defend, indemnify and hold harmless each other and their elected or appointed officials, agents, boards, commissions and employees ("Indemnified Parties") from all loss, damages, claims or suits of whatever nature, including attorney's fees, expert witness fees and the costs and expenses of litigation (collectively, "Damages"), that arise out of any act or omission of a Party or its Indemnified Parties caused by the failure of a Party to comply with any provision of this Agreement except to the extent that the Damages are caused by the Party's or its Indemnified Parties' negligence, fault or willful misconduct. Each Party shall give the other prompt notice of any claim made or suit instituted that may subject the other Party to liability under this Section, and either Party shall have the right to compromise and defend the same to the extent of its own interest. Either Party may exercise the right to, but does not have the duty, to participate in the defense of any claim or litigation with attorneys of its own selection and at its sole cost without relieving the other Party of any obligations under this Agreement. The Parties' obligations under this Section survive any termination of this Agreement.

VII. Revocation or Surrender of Agreement

- A. Revocation of Agreement. The affiliation granted by LGHN to the organization hereunder shall remain in full force and effect for the Term unless and until revoked by LGHN or surrendered by its Board of Directors by an affirmative vote of at least two-thirds of the Board. If the affiliation is surrendered, the Chapter may no longer use the tax identification number
- B. Surrender of Agreement. Chapter may surrender its affiliation agreement by delivering to LGHN written notice of its intention to do so no less than thirty (30) days prior to the effective day of such surrender. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.

VIII. Notices.

- A. All notices required or permitted hereunder shall be in writing and shall be deemed duly given upon receipt if either personally delivered or sent by certified mail, return receipt requested, addressed to the parties as follows:

IX. Conflicts

- A. LGHN acknowledges this Agreement is subject to A.R.S. § 38-511, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on City's behalf is also an employee, agent, or consultant of any other party to this Agreement.

X. Lack of Appropriations.

- A. Nothing in this Agreement guarantees that some or all of the funds necessary to comply with all of the City's obligations under this Agreement will be appropriated or otherwise be available. The City agrees to seek such appropriations in good faith from the City Council, and agrees not to use the lack of appropriation as a substitute for termination for convenience. If sufficient funds are not appropriated or otherwise available, the City may unilaterally terminate this Agreement after providing thirty (30) days written notice. In the event the City provides such notice, the City will not be entitled to a refund or offset of any amounts previously paid, but will not pay any amounts that become due after providing such notice.

XI. E-verify, Records and Audits.

- A. To the extent applicable under A.R.S. § 41-4401, the LGHN warrant their compliance and that of its subcontractor with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). The LGHN or subcontractor's breach of this warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the City under the terms of this Agreement.

XII. No Boycott of Israel.

- A. The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35-393.

XIII. Dispute Resolution.

- A. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered according to the American Arbitration Association's Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

XIV. Non Discrimination.

- A. LGHN must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. LGHN will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.

XV. Governing Law and Venue.

- A. This Agreement and Addendum shall be governed by and enforced using the law of the State of Arizona. The parties agree that any judicial action brought to enforce the terms and conditions of this Agreement shall be brought in a court of competent jurisdiction in Maricopa County, Arizona.

[Signatures on the following page.]

LOCAL GOVERNMENT HISPANIC NETWORK

By: _____

Name:

Title:

Date:

CITY OF GLENDALE:

Kevin R. Phelps, City Manager

ATTEST:

Julie K. Bower, City Clerk

APPROVED AS TO FORM:

Michael D. Bailey, City Attorney

LGHN
[INSERT information]

City of Glendale
Human Resources (Glendale Hispanic Network)
Glendale, Arizona 85301

With required copy to:

City Manager
City of Glendale
5850 West Glendale Avenue
Glendale, Arizona 85301

City Attorney
City of Glendale
5850 West Glendale Avenue
Glendale, Arizona 85301

CHAPTER AGREEMENT

Local Government Hispanic Network and the City of Mesa, Arizona

This Chapter Agreement is made by and between the Local Government Hispanic Network (“LGHN”), a national nonprofit incorporation and the City of Mesa, an Arizona municipality (“Chapter” or “City”) and is made on the ____ day of _____ 2019.

The purpose of this Agreement is to acknowledge by both the above parties the agreement to the following terms:

I. Recognition of Chapter

- A. **Chapter.** LGHN hereby recognizes the City of Mesa as a Chapter organization and in accordance therewith, authorizes it to use the name “Local Government Hispanic Network,” acronym “LGHN” and logo of LGHN in or in connection with **Chapter’s** name, acronym and logo, with the authority to use such marks in connection with Chapter’s activities authorized under this Agreement, subject to the terms and conditions of this Agreement and any written guidelines attached herein, or subsequently provided to the Chapter by LGHN. Chapters shall use language stating they are “A Chapter of LGHN” as part of their logo. LGHN shall provide the artwork to the chapter.
- B. **Term and Termination.** The Term of this Agreement shall commence on the effective date set forth above and shall continue until revoked by either party, pursuant to the terms of this agreement. Either party may request revisions to this agreement to enhance mutual partnership benefits.
- C. **Territory.** Chapter shall represent LGHN as LGHN’s Chapter in Mesa, Arizona (the “Territory”) pursuant to and in accordance with LGHN’s mission and purposes as set forth in LGHN’s Articles of Incorporation and Bylaws or as otherwise established by LGHN’s Board of Directors. The Chapter acknowledges that this designation is non-exclusive in the Territory and that LGHN’s may, in its sole discretion, designate other Chapters in the Territory or may sponsor or conduct programs, accept members, and perform other activities within the Territory.
- D. **Authorized Activities.** Chapters are encouraged to conduct the following activities within the Territory: membership recruitment, professional development, education and training activities, networking activities, career enhancement and awareness activities and such other activities as may be consistent with the mission and purposes of LGHN and in which LGHN may from time to time authorize the Chapter to engage.

II. Membership

Members of the Chapter organization shall be considered to be members of LGHN. The terms and conditions of membership in LGHN shall be determined by LGHN. The terms and conditions of membership in the Chapter shall be determined by the Chapter. The Chapter shall provide Chapter members’ names, positions, and contact information to

LGHN. The dues for LGHN membership for all chapter members shall be included in Chapter dues to LGHN.

III. Obligations of LGHN

A. LGHN's obligations under this Agreement shall include:

- a. Maintain a national office of and promote the organizations' mission, goals and objectives to enhance the reputation and goodwill of LGHN.
- b. Maintain tax-exempt status.
- c. Maintain LGHN Bylaws.
- d. Maintain a comprehensive membership database, provide for maintenance and advancement of a membership program for individuals, students, institutions and private sector organizations in accordance with a dues structure approved by the Board of Directors.
- e. Invoice and collect dues from LGHN members, local governments and chapters for dues renewal. Conduct professional development programs that will benefit members.
- f. Maintain a national committee structure.
- g. Conduct national education and training conferences, regional seminars and networking activities in locations throughout the United States for the benefit of LGHN members. Conduct national biannual conferences (contingent upon local representatives' ability to organize conference activities) with logistical and technical assistance to conference planners/organizers, including fundraising support.
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- i. Provide marketing and educational publications, brochures and other promotional materials that may be made available to Chapters for their use.
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- k. Assign an LGHN board member to be a liaison with each Chapter.
- l. Work with Chapters to identify and provide information on national issues impacting local governments.
- m. Serve as primary link with ICMA through the ICMA/LGHN Chapter agreement.
- n. Optional obligations (*requires semi-annual financial reporting to LGHN and may require additional fees commensurate with services provided):
 - i. *Allow Chapters use of the LGHN tax-exempt status to fundraise.
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 - iii. Recruit members for Chapters.

- iv. Provide technical assistance and resources to Chapters for activities such as facilitation and strategic planning.

IV. Obligations of Chapter

- A. The Chapter certifies it was established as an LGHN Chapter on or by the effective date and has submitted bylaws approved by its governing body. The Chapter will provide bylaws updates to the LGHN national organization. The Chapter shall have as its purposes those set forth in their bylaws, shall conduct its activities at all times in accordance with such bylaws and all other Chapter-related policies, procedures or other written guidance.
- B. The Chapter certifies that it is and shall remain in full compliance with all applicable laws, regulations and other legal standards that may affect its performance under this agreement. The Chapter shall make all required filings, such as annual corporate reports and tax filings that may affect its corporate or tax status. [Note: language for this section is flexible because all chapters may not be fully incorporated.]
- C. The Chapter shall maintain reasonable records related to all of its programs, activities and operations. The Chapter shall submit regular written reports, no less than once a year, to LGHN summarizing its programs, activities and operations; and a list of officers and directors.
- D. Develop and promote Chapter mission, goals and objectives; promote LGHN mission, goals and objectives.
- E. Develop and maintain Chapter board and committee structure.
- F. Board Participation. Develop members to increase their eligibility to serve on the LGHN and ICMA boards of directors.
- G. Annual Reporting. Chapter is requested to submit an annual report outlining its officers and directors, program activities, and a statement of financial standing for the 12-month period ending December 31 not later than March 1 of the following year.
- H. Programs and Activities. Chapter shall endeavor to sponsor and conduct programs and activities that further the purposes and objectives of LGHN and shall use its best efforts to ensure that such programs and activities are of the highest quality with respect to content, materials, and logistical preparation. Examples include chapter programs and networking activities.
- I. Chapter Affiliation Dues: The Chapter shall pay annual affiliation dues, established to provide for local support of the activities of the national office, particularly those that support chapter activities including administration and program activities. The annual dues assessment shall be established by the LGHN board of directors and be effective January 1 of each year. The Chapter shall provide the list of all Chapter members and contact information for each when submitting dues payment. The normal payment schedule calls for Chapters to be invoiced in November of each year with payment due

no later than March 31. [Note: Depending on the Chapter's fiscal year, this section may be revised to accommodate the Chapter.]

- J. Optional obligations:
 - a. Assist with logistics and planning for biannual conference.
 - b. Recruit members to become members of LGHN national organization.
 - c. Provide speakers for ICMA and LGHN conference sessions and regional meetings.

V. Obligation of both LGHN and Chapter

- E. Promote Hispanic cultural heritage.
- F. Promote LGHN national organizational and Chapter identity.
- G. Promote LGHN awards, including Civic Engagement and Emerging Leader awards.
- H. Conduct semi-annual chapter meetings, one of which will be at the annual ICMA conference.
- I. Develop annual activities report to the LGHN national organization. This information will be shared with other chapters to assist with program development in other regions.
- J. LGHN encourages Chapter to submit articles about their activities for publication in LGHN publications and on the LGHN website. These articles may be submitted to ICMA for publication.
- K. Development of a mutual annual work plan that addresses:
 - a. Membership development
 - b. Professional development opportunities (including ICMA/ LGHN webinars)
 - c. Conferences and/or seminars
- L. Both LGHN and Chapter shall receive the following benefits with respect to each other's conferences, if held:
 - a. 2 complimentary registrations
 - b. Free exhibit space
 - c. Conference program advertisement
 - d. Recognition of mutual Chapter organizations during opening and closing ceremonies
 - e. Recognition, links and promotion of mutual Chapter organizations on the LGHN and Chapter Web sites, including placement of logos
 - f. If possible, the privilege of LGHN presenting at least one educational session at Chapter's conference or events.

VI. Indemnification

Chapter shall indemnify, save and hold harmless LGHN, its subsidiaries, Chapters, related entities, partners, agents, officers, directors, employees, members, attorneys, heirs, contractors, successors and assigns and each of them from and against any and all claims, actions, suits, demands, losses, damages judgments, settlements, costs and expenses (INCLUDING REASONABLE ATTORNEYS' FEES AND EXPENSES), and liabilities of every kind and character whatsoever (a "claim"), which may arise by reason of any act or

omission by Chapter or any of its subsidiaries, related entities, partners, officers, directors, employees, members, shareholders or agents or the inaccuracy or breach of any of the covenants, representations and warranties made by Chapter organization in this Agreement.

VII. Revocation or Surrender of Agreement

- A. Revocation of Agreement. The affiliation granted by LGHN to the organization hereunder shall remain in full force and effect for the Term unless and until revoked by LGHN or surrendered by its Board of Directors by an affirmative vote of at least two-thirds of the Board. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.
- B. Surrender of Agreement. Chapter may surrender its affiliation agreement by delivering to LGHN written notice of its intention to do so no less than thirty (30) days prior to the effective day of such surrender. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.

LOCAL GOVERNMENT HISPANIC NETWORK

By: _____
Name:
Title:
Date:

CITY OF MESA:

By: _____
Name:
Title:
Date:

MANAGEMENT PARTNERS: PERFORMANCE EVALUATION

Local Government Hispanic Network

| | |
|---------------------------|---|
| Evaluation Performed by: | Rolando F, Ray G., Ramiro I., Rod A., Paulina M. |
| Management Partners Team: | Karen Davis |
| Evaluation Period: | This review serves as a pilot and covers work performed in calendar year 2018. Evaluation will be conducted at close of each Fiscal Year and will cover work performed per fiscal year. |

EVALUATION CRITERIA

- Needs Improvement (1 Point) = Does not meet contractual or professional requirements.
- Successful Performance (2.5 Points) = Meets contractual and professional requirements
- Exceptional Performance (3 Points) = Exceeds contract requirements to LGHN's benefit.

| | Needs Improvement (1 point) | Successful Performance (2.5 Points) | Exceptional Performance (3 Points) |
|---|--------------------------------|--|---------------------------------------|
| 1. Timeliness of Performance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Budget and Cost Control | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Quality of Work Performed | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Invoicing and Payments | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Meet Project Deliverables | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Fundraising | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Website Effectiveness | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Adequacy and Availability of Team Members | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Biennial and Regional Conference Support | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Communications, Cooperation, and Business Relations | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Total Score (30 Points Maximum): | 28 | | |

Comments / Facts concerning specific events or actions to justify the evaluation:

Represents LGHN extremely well working with other associations. Firm believer of LGHN Mission. Board concern about life after Karen will seek input from Management Partners about transition plan/building capacity. Limited interaction with other Management Partners staff. Maintains great relationship with organizations that provide funding - follows through on LGHN end of the bargain. Works with Adams County team to perform updates to website - Board recognized that improvements need to be made -contract with Neon Rain. **Areas of focus moving forward:** Long term plan for Karen's role/future building relationship with other staff members, build relationships with other affiliate organizations/update agreements, madras y padrinos enhancements, partnering with executive firms, 2020 conference planning, and website enhancements.

| | |
|----------------------------|-----------------------|
| Signature / Print / Date | |
| LGHN Board President | Rolando Fernandez Jr. |
| LGHN Board President-Elect | Ray Gonzales |
| Management Partners | |