



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

**Board of Directors Meeting
December 6, 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

Join Zoom Meeting: <https://zoom.us/j/541098131>
Dial by your location
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Meeting ID: 541 098 131

Agenda

LGHN Board of Directors

Rolando Fernandez
President

Raymond Gonzales
President-Elect

Veronica Briseño
*Immediate
Past President*

Bob Harrison
*Vice President
for Membership*

Samantha Tavares
*Vice President
for Professional
Development*

Claudia Lujan
*Vice President
for Career Advancement*

At-Large Directors

Carlos Baia

Maria DeLeon

Aubrey Gonzalez

Ramiro Inguanzo

Paulina Martinez

Ramiro Salazar

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 November 1, 2019*
2. Board Meeting Attendance Report for 2018/19*
3. Financial Report through November 30, 2019*

C. APPROVAL: LGHN Regional Chapter Agreement*

D. APPROVAL: 2020 LGHN Membership Dues Structure*

E. APPROVAL: CY 2020 LGHN Budget*

F. DISCUSSION: Working with ICMA on issues related to Affiliate Agreement

G. ICMA Executive Board Nominations for 2020*

H. DISCUSSION/UPDATES: LGHN Goals

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
4. Professional Development
5. University Partnerships

I. INFORMATION: NFBPA Emerge Conference, February 21, 2020, Phoenix, AZ

J. Future Board Meeting Agenda Items

1. LGHN Conference Budget (January)
2. ICMA Contract with GARE
3. 2020 Biennial Conferenced Revenue Proceeds Sharing Agreement
4. Potential Agreement: NLC | Race, Equity and Leadership Program (TBD)
5. Potential Agreement: Latino Leadership Institute
6. Government Alliance on Race and Equity (TBD)
7. Potential Agreement: National Association of Hispanic Federal Executives
8. Ratify Committee Recommendation for 2020 Joel D. Valdez Award (to be awarded at 2020 Biennial Conference and every two years thereafter)
9. Website Tracking
10. Social Media Tracking
11. Fundraising Status

K. Adjournment & Future Meeting Dates

1. Friday, January 3 – LGHN Board Meeting
2. Friday, February 7 – LGHN Board Meeting
3. Friday, March 6 – LGHN Board Meeting

*Supporting documents provided in board packet

4. Friday, April 3 – LGHN Board Meeting
5. April 3-7, 2020 – ASPA Conference, Anaheim, CA
6. April 15-19, 2020 – NFBPA Conference, Austin, TX
7. Friday, May 1 – LGHN Board Meeting
8. Friday, June 5 – LGHN Board Meeting
9. Friday, July 11 – LGHN Board Meeting**
10. Friday, August 7 – LGHN Board Meeting
11. Friday, September 11 – LGHN Board Meeting**
12. Friday, October 2 – LGHN Board Meeting
13. October 15-17 – LGHN Conference, Aurora, Adams County, CO
14. Friday, November 6 – LGHN Board Meeting
15. Friday, December 4 – LGHN Board Meeting

**Revised board meeting dates



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 Prof. Dev.
Claudia Lujan, Vice President for Career Ad.
Carlos Baia, At Large Director
Maria DeLeon, At Large Director
Aubrey Gonzalez, At Large Director
Ramiro Inguanzo, At Large Director
Paulina Martinez, At Large Director
Ramiro Salazar, Director At Large
Maria Hurtado, ICMA Board Liaison

Board Members Absent

Veronica Briseno, Immediate Past President
James Vega, At Large Director
Patricia Martel, Past ICMA President

Others Present

Karen Davis, Executive Director

A. Call to Order/Roll Call/Welcome

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

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of October 4, 2019
2. Board Meeting Attendance Report for 2018/2019
3. Financial Report through October 30, 2019

Bob Harrison moved approval of the consent agenda; Maria DeLeon seconded the motion; the motion was approved unanimously.

C. UPDATE: 40th Anniversary of the Hispanic Field Service Program

No update as of November 1, 2019. Coordinators are still waiting on information from the Carter Institute.

D. ACTION: Approve payment up to \$2,500 for Searchable Directory

Karen Davis received a quote from Neon Rain of up to \$2,500 to build a searchable membership directory for the LGHN website. Claudia Lujan asked if this was a one-time cost and Aubrey Gonzalez asked what the cost would be for ongoing maintenance. This is a one-time cost to purchase software and adapt it to the LGHN requirements. The ongoing maintenance will be provided through the existing contract with Neon Rain. Carlos Baia asked what will be searchable. Karen responded that the intent is to be able to search by name, state, region, job title, etc. At the retreat in March, the board specifically wanted to make it easier for executive search firms to identify LGHN members and work with them to apply for local government leadership positions.

Bob Harrison moved approval of the payment and Ramiro Inguanzo seconded the motion. The motion was approved unanimously.

E. STATUS REPORT: 2020 LGHN Conference Planning Kick-off

Ray Gonzales and Karen Davis provided an overview of the conference planning organizational structure and the preliminary thinking about the schedule for the program. Some of the highlights include:

- *October 15-17, 2020 at the Aurora Hyatt Regency Conference Center is confirmed.*

- *Thursday morning may include a special activity to replace the golf tournament.*
- *The schedule will begin Thursday afternoon with a LGHN membership meeting; educate members on the ICMA membership structure and how to get involved (assuming the new membership structure passes); Thursday may also include the “platica” (the exact time for this session is still being discussed).*
- *Friday may be dedicated to conference sessions with three tracts (still being discussed).*
- *For Saturday, the committee will work with the Latino Leadership Institute to do a one-day tract that may include credentialing.*
- *Suggested sessions from the board include:*
 - *Change management*
 - *Working through chaos*
 - *Budgeting 101*
 - *Basic project management skills*
 - *Leadership skills vs. management skills*
 - *Ask ICMA to present a workshop*
 - *How to interact and present to elected officials*
 - *How to apply for and be more prepared for the city/county management position*
- *The board retreat will be held on Saturday. Claudia Lujan suggested that the retreat include team building; Rolando Fernandez suggested that the board identify “one issue” the board wants to work on, perhaps in building the relationship with ICMA.*

F. Recap/Lessons Learned: 2019 ICMA Conference

LGHN Dinner:

- *Look at the dinner as a marketing vs. fundraising event; it is also an event for outreach and networking.*
- *Plan for dinner costs in the LGHN annual budget.*
- *Continue to get speakers who exemplify Hispanic/Latino leadership; speakers who represent what LGHN is about.*

Meeting with ICMA executives

- *Ray Gonzales suggested that LGHN send a letter to Marc Ott thanking him for the opportunity to meet at the ICMA conference, and for ICMA’s willingness to work on changing the culture and being more inclusive.*
- *There was board consensus that LGHN should be prepared in the future to go to the meeting with an agenda of what we want/expect from ICMA and be clear about the “ask.”*
- *There was some concern that there were too many people at the meeting. Karen Davis pointed out that the meeting was published in the conference program and on the app, and LGHN members thought it was an opportunity to learn more about LGHN and ICMA.*
- *The board felt that a 30-minute meeting at the annual conference is not sufficient. Karen Davis said that Marc Ott made that comment after the meeting in Nashville and that we should look for a time slot that will allow for a broader discussion.*
- *The board asked to continue this discussion at the December meeting.*

G. ICMA Executive Board Nominations for 2020

Karen Davis included the schedule and geographical protocols for the 2020 nominating process in the board packet. The board concurred with the following recommendations for representatives to serve on the regional nominating committees:

Northeast: Carlos Baia

Mountain Plains: Rolando Fernandez

Southeast: Jorge Gonzalez

West Coast, Bob Harrison

Midwest: Jane Bais DiSessa

H. DISCUSSION/UPDATES: LGHN GOALS

No reports.

Local Government Hispanic Network
Profit & Loss
January through November 2019

	<u>Jan - Nov 19</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Corporate Support	50,000.00
Total Direct Public Support	<u>50,000.00</u>
Other Types of Income	
Advertising Sales	19,575.00
Miscellaneous Revenue	1,000.00
Total Other Types of Income	<u>20,575.00</u>
Program Income	
LGHN Dinner Registrations	4,425.00
Membership Dues	
Individual	4,785.00
Local Government	19,500.00
Chapters	7,750.00
Corporate	2,250.00
Total Membership Dues	<u>34,285.00</u>
Total Program Income	<u>38,710.00</u>
Total Income	109,285.00
Expense	
Business Expenses	
Constant Contact	412.06
Business Registration Fees	80.00
PayPal Fees	1,274.62
Business Expenses - Other	35.00
Total Business Expenses	<u>1,801.68</u>
Contract Services	
Accounting Fees	850.00
Outside Contract Services	65,390.49
Total Contract Services	<u>66,240.49</u>
Operations	
Computer Software	191.53
Postage, Mailing Service	471.42
Printing and Copying	250.00
Supplies	53.48
Telephone, Telecommunications	1,086.47
Website	6,470.40
Total Operations	<u>8,523.30</u>
Other Types of Expenses	

Local Government Hispanic Network
Profit & Loss
January through November 2019

	<u>Jan - Nov 19</u>
Board of Directors Retreat	
Retreat	131.32
Travel	780.68
Total Board of Directors Retreat	<u>912.00</u>
Program Activities	
Catering	14,877.17
Postage/Shipping	662.62
Printing/Copy	193.65
Stipends and Speaker Fees	300.00
Total Program Activities	<u>16,033.44</u>
Special Projects	2,500.00
Advertising/Marketing Expenses	1,306.45
Insurance - Liability, D and O	888.00
Contributions	1,500.00
Other Costs	315.70
Total Other Types of Expenses	<u>23,455.59</u>
Travel and Meetings	
Conf, Conv, Meeting-Nat'l	1,243.07
Total Travel and Meetings	<u>1,243.07</u>
Total Expense	<u>101,264.13</u>
Net Ordinary Income	<u>8,020.87</u>
Net Income	<u><u>8,020.87</u></u>

does not include the following:

- Austin Conference
- 2018 Conference
- Scholarship
- Joel Valdez

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	Present	Absent	Present	Absent	Present	Absent	Present	Absent	
Maria Hurtado		Absent	Present	Present	Absent	Absent	Absent	Present	Present	Present	Present	
Rolando Fernandez		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
Raymond Gonzales		Absent	Present	Absent	Present	Absent	Present	Absent	Present	Present	Present	
Carlos Baia		Present	Absent	Present	Present	Absent	Absent	Present	Present	Present	Present	
Maria De Leon		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present	Present	
Bob Harrison		Absent	Phone	Absent	Present	Present	Present	Absent	Absent	Absent	Present	
Ramiro Inguanzo		Present	Phone	Absent	Present	Absent	Absent	Absent	Absent	Absent	Present	
Claudia Lujan		Absent	Present	Present	Present	Absent	Present	Absent	Present	Present	Present	
Pat Martel		Present	Phone	Absent	Present	Absent	Present	Present	Absent	Present	Absent	
Paulina Martinez		Present	Present	Present	Present	Present	Present	Absent	Absent	Present	Present	
Samantha Tavares		Present	Absent	Present	Present	Present	Present	Absent	Present	Absent	Present	
James Vega		Absent	Absent	Absent	Present	Absent	Absent	Absent	Absent	Absent	Absent	
Aubrey Gonzalez						Absent	Present	Present	Present	Present	Present	
Ramiro Salazar						Present	Absent	Present	Present	Absent	Present	
Daro Mott		Absent	Absent	Absent								

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

Notes from Executive Committee meeting:

- *Should not distinguish chapters – all chapters should be treated equally. This template is a tool for working with regions to set up chapters.*
- *Concerns for use of tax-exempt status and use of logo – need to make sure protocols are in place to mitigate any misuse.*
- *What happens if an organization that is providing administrative support no longer wants to provide the services? What alternatives can be built into the agreement?*
- *Chapters (regional) should be fully established before designating them as official chapters of LGHN (includes bylaws and board structure).*

REGIONAL CHAPTER/LOCAL GOVERNMENT AGREEMENT

Local Government Hispanic Network and **[Jurisdiction*]**

This Chapter Agreement is made by and between the Local Government Hispanic Network (LGHN), a national nonprofit incorporation and **[executive jurisdiction: association, county, other]** and is made this day of [insert date].

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

I. Recognition of Chapter

- Regional Chapter.** LGHN hereby **recognizes [jurisdiction]** as executor of a **Regional 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 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.
- Territory.** Chapter shall represent LGHN as LGHN Regional Chapter in **[jurisdiction]** (the “Territory”) pursuant to and in accordance with LGHN mission and purposes as set forth in LGHN’s Articles of Incorporation and Bylaws or as otherwise established by LGHN Board of Directors. The Chapter acknowledges that this designation is non-exclusive in the Territory and that LGHN 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. LGHN encourages the Chapter 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 association 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 **Regional Chapter**

- A. The Chapter certifies it was established as an LGHN **Regional Chapter** on [insert date] **with a governing board with representation from each participating jurisdiction. The chapter has submitted/will submit within [X period of time] 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. **In addition to jurisdictional membership, the chapter may provide for individual membership. Individual members may not receive all benefits afforded to jurisdictional membership (e.g., no cost unlimited job postings). – or – Benefits shall be administered centrally through the administrator on behalf of all members. [Open to discussion.]**
- C. The Chapter **shall** certify 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.]**
- D. The Chapter shall maintain reasonable records related to all of its programs, activities and operations. The Chapter shall periodic written reports to LGHN summarizing its programs, activities and operations; and a list of officers and directors.

- E. The Chapter shall develop and promote Chapter mission, goals and objectives; promote LGHN mission, goals and objectives.
- F. Develop and maintain **executive support through the [jurisdiction] for the** Chapter board and committee structure **and elect a governing board.**
- G. Board Participation: Develop members to increase their eligibility to serve on the LGHN and ICMA boards of directors.
- H. 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. **(We have not enforced this – need to discuss what we want to do.)**
- I. 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.
- J. 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 January of each year with payment due no later than March 31.
- K. 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 **regional** 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.

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 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.

By: _____
Name:
Title:
Date:

By: _____
Name:
Title:
Date:

Sample



**Benefits of LGHN Membership
Proposed 2020 Dues Structure**

Individual Membership	Local Government Membership	Single Jurisdiction Chapter Membership	Regional Chapter Membership
Networking	Networking	Networking	Networking
Host/co-sponsor regional events	Host/co-sponsor regional events	Host/co-sponsor regional events	Host/co-sponsor regional events
Reduced rates at regional events and biannual conference	Reduced rates at regional events and biannual conference	Reduced rates at regional events and biannual conference	Reduced rates at regional events and biannual conference
Access to online training	Access to online training	Access to online training	Access to online training
Madrinas/Padrinos Coaching	Madrinas/Padrinos Coaching	Madrinas/Padrinos Coaching	Madrinas/Padrinos Coaching
No-cost access to webinars and online chats	No-cost access to webinars and online chats	No-cost access to webinars and online chats	No-cost access to webinars and online chats
Routine communications/ announcements	Routine communications/ announcements	Routine communications/ announcements	Routine communications/ announcements
Links to other professional associations' events	Links to other professional associations' events	Links to other professional associations' events	Links to other professional associations' events
Access to IHN database	Access to IHN database	Access to IHN database	Access to IHN database
	Event planning assistance	Event planning assistance	Event planning assistance
	7 or 15 designated members from local government members	Unlimited designated chapter members also members of IHN through chapter membership	Unlimited designated chapter members also members of IHN through chapter membership
	Unlimited job postings	Unlimited job postings	Unlimited job postings (for Jurisdictions only)
		Use of IHN tax exempt status	Use of IHN tax exempt status*
		Host chapter website (optional) and/or access to chapter site	Host chapter website (optional) and/or access to chapter site
		Fundraising support	Fundraising support
		Chapter recognition in brochures	Chapter recognition in brochures
		Use of logo	Use of logo*
		Fiscal support (optional)	Fiscal support (optional)
			*Exec cmte recommends use only after review of protocols and formal establishment of chapter



Annual Membership Dues			Option 1
Full: \$100	Small Local Government: \$750	Up to 50 members: \$1,500	Small Local Government: \$500
Associate: \$50	Large Local Government: \$1,500	51-200 members: \$2,500	Large Local Government: \$1,000
Student: \$10		201 or more members: \$3,000	Individual Membership: \$75
			Option 2
			Option 3
			Up to 50 members: \$1,500
			Small Local Government: \$750
			51-200 members: \$2,500
			Large Local Government: \$1,500
			201 or more members: \$3,000
			Individual Membership: \$100
			Additional category for larger chapters?

Corporate

Individual Corporate Membership – Business leaders who have an interest in working with local governments. Membership \$250 per calendar year.

Large Business Membership – Businesses with more than 200 employees who have an interest in working with local governments. Each Large Business Member may designate up to ten (10) employees as Individual Corporate Members of IHN. Membership \$2,000 per calendar year.

Small Business Membership – Businesses with 200 or fewer employees who have an interest in working with local governments. Each Small Business Member may designate up to five (5) employees as Individual Corporate Members of IHN. Membership dues \$1,000 per calendar year.

Any additional member added to Large or Small Business Membership is \$100 per calendar year.

	<u>Annual Budget</u>	<u>Jan - Nov 19</u>	<u>Year End Est</u>	<u>CY 2020</u>	Conference budget to be added in January
Ordinary Income/Expense					
Income					
Direct Public Support					
Corporate Support	70,000.00	50,000.00	50,000.00	70,000.00	Anticipates net proceeds for biennial conference
Individual Support					Includes annual contributions to Valdez account
Scholarship		1,180.00	3,000.00	5,000.00	Annual contributions to the scholarship fund
Total Direct Public Support	70,000.00	51,180.00	53,000.00	75,000.00	
Other Types of Income					
Advertising Sales	18,000.00	19,575.00	20,000	20,000	
Miscellaneous Revenue		1,650.00	1,650.00		
Total Other Types of Income	18,000.00	21,225.00	21,650.00	20,000.00	
Program Income					
Workshops/Regional Registration	500.00	0.00	0.00	0.00	
Workshops/Regional Sponsorship	4,500.00	0.00	0.00	0.00	
LGHN Dinner Registrations	5,000.00	4,425.00	4,425.00	4,000.00	
LGHN Dinner Sponsorships	7,500.00	0.00	2,000.00		
Membership Dues					
Individual		4,785.00	4,785.00	4,500.00	
Local Government		19,500.00	19,500.00	15,500.00	
Chapters		7,750.00	7,750.00	10,000.00	
Corporate		2,250.00	2,250.00	2,250.00	
Membership Dues - Other	30,000.00	0.00	0.00	0.00	
Total Membership Dues	30,000.00	34,285.00	34,285.00	32,250.00	
Conference Registration		3,722.65	3,722.65		From 2018 conference - paid in 2019
Total Program Income	47,500.00	42,432.65	44,432.65	36,250.00	
Total Income	135,500.00	114,837.65	119,082.65	131,250.00	
Expense					
Business Expenses					
Constant Contact	600.00	412.06	450.00	500.00	
Business Registration Fees		80.00	80.00	80.00	
PayPal Fees	1,250.00	1,289.54	1,300.00	1,400.00	
Business Expenses - Other	100.00	35.00	35.00	100.00	
Total Business Expenses	1,950.00	1,816.60	1,865.00	2,080.00	
Contract Services					
Accounting Fees	850.00	850.00	850.00	850.00	
Outside Contract Services	75,000.00	65,390.49	70,000.00	75,000.00	request approval to transfer balance from 2019
Total Contract Services	75,850.00	66,240.49	70,850.00	75,850.00	
Operations					
Computer Software	105.00	191.53	200.00	250.00	
Postage, Mailing Service	1,100.00	471.42	500.00	500.00	
Printing and Copying	2,000.00	250.00	250.00	250.00	
Supplies	250.00	53.48	55.00	75.00	
Telephone, Telecommunications	1,800.00	1,086.47	1,200.00	1,200.00	
Website	3,000.00	6,470.40	6,500.00	7,000.00	
Total Operations	8,255.00	8,523.30	8,705.00	9,275.00	

	<u>Annual Budget</u>	<u>Jan - Nov 19</u>	<u>Year End Est</u>	<u>CY 2020</u>	
Other Types of Expenses					
Board of Directors Retreat					
Retreat	1,500.00	131.32	131.32	150.00	
Travel	1,000.00	780.68	780.68		Retreat to be held at LGHN conference
Total Board of Directors Retreat	<u>2,500.00</u>	<u>912.00</u>	<u>912.00</u>	<u>150.00</u>	
Program Activities Contingency	5,000.00	0.00			
Program Activities					
Catering	15,000.00	16,258.92	16,258.92	17,000.00	
Facility Rental		5,500.00	5,500.00		
Postage/Shipping		662.62	662.62	700.00	
Printing/Copy		396.39	400.00	400.00	
Stipends and Speaker Fees		300.00	300.00	500.00	
Other Costs	2,500.00	0.00	0.00	0.00	
Program Activities - Other		-25.00	-25.00		
Total Program Activities	<u>17,500.00</u>	<u>23,092.93</u>	<u>23,096.54</u>	<u>18,600.00</u>	
Special Projects	5,000.00	2,500.00	2,500.00	2,500.00	
Advertising/Marketing Expenses	2,500.00	1,306.45	1,306.45	1,500.00	
Insurance - Liability, D and O	1,000.00	888.00	888.00	888.00	
Contributions	4,000.00	1,500.00	1,500.00	4,500.00	
Other Costs		1,815.70	1,815.70		
Transfer to Scholarship Fund	6,000.00	0.00	0.00	0.00	
Transfer to Valdez Fund	0.00	0.00	0.00	0.00	
Transfer to Conference fund	6,000.00	0.00	0.00	0.00	To be updated with conference budget
Total Other Types of Expenses	<u>49,500.00</u>	<u>32,015.08</u>	<u>32,018.69</u>	<u>28,138.00</u>	
Travel and Meetings					
Conf, Conv, Meeting-Nat'l	3,000.00	1,243.07	1,243.07	1,500.00	
Meeting Travel-Reg'l	1,500.00	0.00	0.00	500.00	
Total Travel and Meetings	<u>4,500.00</u>	<u>1,243.07</u>	<u>1,243.07</u>	<u>2,000.00</u>	
Total Expense	<u>140,055.00</u>	<u>109,838.54</u>	<u>114,681.76</u>	<u>117,343.00</u>	
Net Ordinary Income	<u>-4,555.00</u>	<u>4,999.11</u>	<u>4,400.89</u>	<u>13,907.00</u>	
Income	<u><u>-4,555.00</u></u>	<u><u>4,999.11</u></u>	<u><u>4,400.89</u></u>	<u><u>13,907.00</u></u>	

GEOGRAPHICAL PROTOCOLS FOR 2020

The following chart summarizes the geographical rotations and diversity profile for the 2019-2020 continuing board members. (excerpts from each of the U.S. regional agreements are provided after the chart.) The chart also shows the states/countries for outgoing regional vice presidents. Aside from the West Coast protocol and the Texas and California dedicated seats, regional agreements say that no state may succeed itself unless there are no other qualified candidates in the eligible group and that nominations should give preference to a state that is not represented by the continuing VPs and that has not been represented recently.

Regions:	NE	SE	MW	MP	WC	Intl	Leadership
Election year 2020							
Outgoing VP	CT	NC	IL	CO (Non-CEO position)	CA (Non-CEO position)	Canada	
Continuing Board	MA, DE	VA, GA	MN, MO	TX, CO	CA, OR	New Zealand, Romania	CO, MA
Population							
Type of government if other than city							
F/AA/H	1AA, 1F	1F, 1 AA		1 F	1 F, 1 H, 1AS	1F	1F
Eligible states	Northern Tier (CT, ME, MA, NH, RI, VT) other than outgoing/continuing VPs	Northern Group (KY, NC, TN, VA, WV) other than outgoing/continuing VPs	State Group "B" (MI, IL, OH) other than continuing/outgoing VPs	Non-CEO seat: any state other than continuing/outgoing VPs	Non-CEO seat: any state other than continuing/outgoing VPs	Canada	

Northeast

At any given time, the "traditional" Northeast Vice Presidents on the ICMA Executive Board will represent different states within the region based on a North/South rotation. The "Non-CEO" Northeast Vice President will not be included in this rotation, but will be subject to the other provisions of this protocol.

- a. The Northern Tier will consist of the following states: Connecticut; Maine; Massachusetts; New Hampshire; Rhode Island; Vermont
- b. The Southern Tier will consist of the following states: Delaware; District of Columbia; Maryland; New Jersey; New York; Pennsylvania

Vice Presidential positions shall be nominated according to the following rotation:

a. Vice President Position #1

**Selected from the northern tier
Years to be Elected: 2017, 2020, 2023**

- b. Vice President Position #2
Selected from the southern tier
Years to be Elected: 2016, 2019, 2022
- c. Vice President Position #3 (Non-CEO Position)
Open to all qualified individuals in the Northeast region
Years to be Elected: 2018, 2021, 2024

The Non-CEO Vice President will not be subject to the North/South rotation, and may be from any state in the northeast region, subject only to the following requirements:

- a. No state may succeed itself on the Board.
- b. The Non-CEO shall not be from the same state as one of the “traditional” Northeast Vice-Presidents, unless there are no other qualified candidates from the region.

No state may succeed itself on the Board. (If VP from State A is in his/her final year, the next person coming on the Board should not be from State A). Stated differently, there should be a minimum one-year gap for any state’s representation on the Board.

- a. Exception: If there is not a qualified candidate from another state in the tier, a state may succeed itself.

No state in the region will be represented on the Board more than twice in any ten-year period unless there is not a qualified candidate from another state in the tier.

Nominations shall give preference to qualified candidates from states that have not been represented on the ICMA Executive Board most recently.

Southeast

At any time, the “traditional” Southeast Vice Presidents on the ICMA Executive Board will represent different states within the region based on a north/south rotation. The non-CEO position will not be included in this rotation, but will be subject to other provisions of the protocol.

- a. The northern group will consist of the following states: Kentucky; North Carolina; Tennessee; Virginia; West Virginia
- b. The southern group will consist of the following states: Alabama; Florida; Georgia; Louisiana; Mississippi; South Carolina

Vice Presidential positions shall be nominated according to the following rotation:

Vice President Position #1
Selected from the northern group
Years to be Elected: 2017, 2020, 2023

Vice President Position #2
Selected from the southern group
Years to be Elected: 2016, 2019, 2022

Vice President Position #3 (Non-CEO Position)
Open to all qualified individuals in the Southeast region
Years to be Elected: 2018, 2021, 2024

The non-CEO Vice President will not be subject to the north/south rotation, and may be from any state in the southeast region, subject only to the following requirements:

- a. No state may succeed itself on the Board.
- b. The non-CEO shall not be from the same state as one of the “traditional” Southeast Vice Presidents, unless there is no other qualified candidate from the region.

Except as provided below, no State may succeed itself on the Board. (For example, if State A is in his/her final year, the next person coming on the Board should not be from State A). There shall be a minimum of a one-year gap for any state’s representative on the Board unless there is not a qualified candidate from another state in the group.

No state in the region will be represented on the Board more than twice within a 10 year period, unless there are no other qualified candidates.

Nominations shall give preference to qualified candidates from states that have not been represented on the ICMA Board in the past five (5) years.

Midwest

The rotation system among the states in the Midwest Region shall be established according to the following assignment of states:

State Group “A” Minnesota, Missouri, Wisconsin, Iowa, Indiana

State Group “B” Michigan, Illinois, Ohio

Vice Presidential positions shall be nominated according to the following rotation:

Vice President Position #1

Selected by: State Grouping “A”

Years to be Elected: 2018, 2021, 2024

Vice President Position #2 Designated as Non-CEO Position

Selected by: Not included in Rotation System.

Years to be Elected: 2016, 2019, 2022

Vice President Position #3

Selected by: State Grouping “B”

Years to be Elected: 2017, 2020, 2023

The Non-CEO position shall not be from the same state as one of the “traditional” Midwest Regional Vice Presidents, unless there are no other qualified candidates from the region.

No state may succeed itself on the ICMA Board (there should be a minimum one-year gap for any state’s representation on the board), unless there is no qualified candidate from another state in the State Group

No state in the region shall be represented on the ICMA Board more than twice in any ten-year period, unless there is no qualified candidate from another state in the State Group.

Mountain Plains

The rotation system among the states in the Mountain Plains Region shall be established according to the following assignment of states:

- a. State Group "A" – Arizona, Arkansas, Colorado, Kansas, Nebraska, New Mexico, Oklahoma, Utah and GOSCMA (representing Idaho, Montana, North Dakota, South Dakota, and Wyoming.)
- b. State Group "B" – Texas

Vice Presidential positions shall be nominated according to the following rotation:

- a. Vice President Position #1
Selected from: State Group "A"
Years to be Elected: 2016, 2019, 2022
- b. Vice President Position #2
Selected from: State Group "B"
Years to be Elected: 2015, 2018, 2021
- c. **Vice President Position #3 (Non-CEO Position)**
Open to all qualified individuals in the Mountain Plains Region
Years to be Elected: 2014, 2017, 2020

For Vice President Positions #1 and #3, no state may succeed itself on the ICMA Board unless there is no qualified candidate from another state in the State Group. In addition, nominations should give preference to a state that is not represented on the ICMA Board when making its selection from among qualified candidates.

West Coast

The rotation system among the states in the West Coast Region shall be established according to the following assignment of states:

- a. State Group "A" – Alaska, Hawaii, Nevada, Oregon, and Washington.
- b. State Group "B" – California

Vice Presidential positions shall be nominated according to the following rotation:

- a. Vice President Position #1
Selected from: State Group "A"
Years to be Elected: 2016, 2019, 2022
- b. Vice President Position #2
Selected from: State Group "B"
Years to be Elected: 2018, 2021, 2024
- c. **Vice President Position #3 (Non-CEO Position)**
Open to all qualified individuals in the West Coast Region
Years to be Elected: 2017, 2020, 2023