



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

**Board of Directors Meeting
July 12, 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

<https://zoom.us/j/8347550302>

888 788 0099 US Toll-free
Meeting ID: 834 755 0302

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 June 7, 2019*
2. Minutes for Board Meeting of April 5, 2019*
3. Minutes for Annual Meeting, May 3, 2019*
4. Board Meeting Attendance Report for 2018/19*
5. Financial Report through June 30, 2019*

C. APPROVE: LGHN Career Advancement Training Proposal from SGR*

D. APPROVE: 2019 LGHN Emerging Leader Award

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

F. DISCUSSION: Request for Program and Funding Support for the 40th Anniversary of the Hispanic Field Service Program (see LGHN history at <https://lghn.org/history/>)

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

H. UPDATES

1. LGHN Dinner at ICMA
2. LGHN Biennial Conference

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

J. DISCUSSION/UPDATES: LGHN Goals

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

K. REVIEW: Website Update

L. Future Board Meeting Agenda Items

1. Potential Agreement: NLC | Race, Equity and Leadership Program (August)
2. Potential Agreement: National Association of Hispanic Federal Executives (August)
3. Government Alliance on Race and Equity (August)
4. Website Tracking
5. Social Media Tracking
6. Fundraising Status

*Supporting documents provided in board packet

M. Adjournment & Future Meeting Dates

1. Friday, July 5, 2019 – LGHN Board Meeting
2. Friday, August 2, 2019 – LGHN Board Meeting
3. Friday, September 6, 2019 – LGHN Board Meeting
4. September 26-27, 2019 – ICMA-RC Workforce 2030 Summit, Fort Lauderdale, FL
5. Friday, October 4, 2019 – LGHN Board Meeting
6. October 20-23, 2019 – ICMA Conference, Nashville, TN
7. Sunday, October 20, 2019 – LGHN Dinner at ICMA Conference
8. November 1, 2019 – LGHN Board Meeting
9. December 6, 2019 – LGHN Board Meeting
10. April 15-19, 2020 – NFBPA Conference, Austin, TX



Board of Directors Meeting
June 7, 2019

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Veronica Briseño, Immediate Past President
Bob Harrison, Vice President for Membership
Samantha Tavares, Vice President for Programs
Paulina Martinez, At Large Director
Maria DeLeon, At Large Director
Ramiro Salazar, Director At Large

Others Present

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

Board Members Absent

Raymond Gonzales, President-Elect
Claudia Lujan, Vice President for Career Advancement
Carlos Baia, At Large Director
Aubrey Gozalez, At Large Director
Ramiro Inguanzo, At Large Director
Daro Mott, At Large Director
James Vega, At Large Director
Patricia Martel, Past ICMA Board Member
Maria Hurtado, ICMA Board Liaison

A. Call to Order/Roll Call/Welcome

Roll call was conducted, and seven voting members were present, a quorum was not established.

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of April 5, 2019
2. Minutes for Board Retreat, March 15-16, 2019
3. Minutes for Board Meeting of June 7, 2019
4. Board Meeting Attendance Report for 2019
5. Financial Report through June 30, 2019

There was no quorum and the items were postponed to the July meeting.

C. APPROVE FOR DISCUSSION: ICMA and ICMA-RC Administrative Agreements

ICMA: The board reviewed the comparison of the agreements of LGHN and NFBPA with ICMA to see if there is anything LGHN may want to change or add to the LGHN and ICMA agreement. Following discussion by the board, Rolando Fernandez said he would work with Karen Davis to incorporate appropriate changes.

ICMA-RC: Rod Alcazar said that they had received the proposed changes to the LGHN and ICMA-RC agreement and would provide their comments in the next couple of weeks. The primary changes are to more clearly state the benefits to ICMA-RC for their financial support of LGHN.

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

There was no quorum and the items were postponed to the July meeting. Rolando Fernandez asked details related to the sponsorship, including complimentary registration be sent to the board to see how many LGHN members might be able to attend. Hotel costs would be the responsibility of the attendee. If LGHN could not send up to ten people, then the board should consider a smaller sponsorship.

E. DISCUSSION: LGHN Goals

Membership (Bob Harrison, Committee Chair): Rolando Fernandez laid out his goal of increasing LGHN membership fifteen percent annually to achieve 1,000 members by 2024. This will primarily be through focusing on chapter development. Bob Harrison reported his intent to create a countywide broader regional chapter membership category to build membership.

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

Career Advancement Program (Claudia Lujan, Committee Chair): Karen Davis reported that this committee would focus on personal professional development working with executive search firms to develop their interview and presentation skills, resume writing, etc. to make them more competitive when applying for leadership positions.

Professional Development Program (Samantha Tavares, Committee Chair): Karen Davis suggested this committee would focus on professional development for areas such as service delivery, community outreach, etc. to differentiate it from the Career Advancement programs. Samantha Tavares stated she would like to provide guidance and resources to assist members with planning regional meetings, design webinars, create mechanisms to share what other regions are doing, and create a template that board members and others can use to share their profiles. Member profiles will be archived on the LGHN website and with a new profile(s) sent to members monthly.

F. DISCUSSION: Zoom.us Video Conferencing

This board meeting is the first using Zoom.us video technology. Karen Davis explained that if the board wishes to continue with this technology, it would be used monthly for board meetings and would be available for committee meetings and webinars. Zoom has offered a 30 percent discount off the annual rate of \$12.99 per month per host, plus \$40 per month, for extra storage of recorded board meetings and webinars. The recommendation is for two host licenses. The monthly cost would be approximately \$46 per month. Currently, LGHN spends between \$30-\$70 per month for the conference call line depending on usage. The conference call line would be eliminated. The board concurred with changing to Zoom.us services and Karen Davis was directed to make the change.

G. REVIEW: Website Updates

Karen Davis provided the board with information on website revisions to date and asked the board for further input. The additional changes will be submitted to Neon Rain. Following the additional changes, the primary work will be regular maintenance and updates to the site. The other pending changes will be to make the membership directory searchable and to link the chat feature to the NACA chat/information exchange feature as part of the affiliate agreement with NACA (waiting on technical updates by NASA).

H. INFORMATION: LGHN Dinner at ICMA

Karen Davis reported that the LGHN Dinner has been finalized at the Union Station Hotel in Nashville and registration is open. Board members were asked to register to make sure the system is working properly before sending the information to the LGHN and ICMA membership.



Board of Directors Meeting
April 5, 2019

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Veronica Briseño, Immediate Past President
Carlos Baia, Vice President for Membership
Samantha Tavares, Vice President for Programs
Claudia Lujan, At Large Director
Paulina Martinez, At Large Director

Others Present

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

Board Members Absent

Raymond Gonzales, President-Elect
Maria DeLeon, At Large Director
Bob Harrison, At Large Director
Ramiro Inguanzo, At Large Director
Daro Mott, At Large Director
James Vega, At Large Director
Patricia Martel, Past ICMA Board Member
Maria Hurtado, ICMA Board Liaison

A. Call to Order/Roll Call/Welcome

Roll call was conducted, and six voting members were present, a quorum was not established.

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 2019
4. Financial Report through March 31, 2019

There was no quorum and the board asked for a vote by email. Eleven votes were returned approving the consent agenda.

C. DISCUSSION: Board Retreat Outcomes

Rolando Fernandez proved an overview of the outcomes of the board retreat in Evanston, IL, focusing on coaching and professional development programs. The biggest outcome was creating the new vice president position for career advancement to work with search firms to assist members in becoming more competitive for leadership positions. He thanked Claudia Lujan for stepping into the leadership role for this objective. He asked for additional thoughts from board members.

D. ACTION: Approve 2020 Conference Guidelines

There was no quorum and the board asked for a vote by email. Eleven votes were returned approving the guidelines.

E. ACTION: Approve Chapter Membership for Glendale and Mesa, AZ

There was no quorum and the board asked for a vote by email. Eleven votes were returned approving the chapter agreements.

F. DISCUSSION: ICMA Committee Representation

Rolando Fernandez asked board members to sign up for participation on ICMA committees next year.

G. DISCUSSION: Annual Membership Meeting Agenda

The agenda was referred to the executive committee.

H. DISCUSSION: Management Partners Evaluation

Rolando Fernandez reported that the board evaluated Management Partners at the retreat at the request of Jerry Newfarmer. Management Partners scored 28 out of 30 points.

I. OTHER

Rolando Fernandez acknowledged the upcoming transition of Bob Harrison assuming the position of Vice President for Membership and Carlos Baia taking the position of Director-at-Large. He thanked Carlos for his leadership in developing the membership programs.



LGHN

Our purpose is to encourage professional development among Hispanic/Latino local government administrators and those local government officials working in communities with significant Hispanic/Latino populations, to improve the management of local government, to provide unique resources to Hispanic/Latino local government executives and public managers, and to advance the goals of professional, effective, and ethical government administration.

AGENDA

- Year in Review
- Vision for the Future
- How can you get engaged?
- How can we better serve you?

2018-2019 YEAR IN REVIEW

- One year under new name and logo
- Current Membership Count is 514 up from 287 in 2017.
 - Chapters: Austin TX, Phoenix AZ, [Waco AZ](#), [Glendale AZ](#)
- Budget: LGHN is operating with a 2019 balanced budget. \$134,155 in budgeted expenses and projected income of \$148,697.00. Maintain a reserve of \$35K.
- Well respected and experienced team of board members
- Created VP for Career Advancement
- Website: Jan-Mar 2019: 8,288 page views with 2,546 users
- Review of Management Partners Inc. (Received score 28 out of 30)
- ICMA Board Nominations
 - Mountain Plains Region -Ray Gonzales
 - Midwest Region -Victor Cardenas

2018-2019 YEAR IN REVIEW — PROFESSIONAL DEVELOPMENT

2018 LGHN Biannual Conference: *Transformational Leadership: Honoring the Past, Treasuring the Present, Shaping the Future.*

- Tommy Nuñez, First Latino NBA Referee
- Dr. Maria Harper-Marinick, Chancellor, Maricopa Community Colleges
- Patrick Ibarra, Co-Founder and Partner, Mejorando Group

Webinars: Partnered with NFBPA and Blacks in Government to present:

- Ethics in the Workplace
- Skills to Persevere in Adverse Situations
- Moving Up the Ladder without Burning Bridges

Seminars: Partnered with the Miami-Dade City/County Management Association (MDCMA) and the Florida City/County Management Association (FCCMA) to present a seminar on *Cyber Security: How Vulnerable are Municipal Governments and Why?*

2018-2019 YEAR IN REVIEW — PROFESSIONAL DEVELOPMENT

- LGHN Board Retreat (March 15-16, 2019) Evanston, ILL
 - Board Retreat
 - Regional Training led by Joyce Marter on Difficult Conversations and Conflict Resolution & Platicas
- LGHN Professional Development & Best Practice Survey (22 Respondents)
- Madrinas/Padrinos coaching program – 30 Coaches
- Support of ICMA Student Chapters via complimentary LGHN memberships

2018-2019 YEAR IN REVIEW — PROFESSIONAL DEVELOPMENT

ICMA 2018 Conference

- LGHN Dinner
- Participation in ICMA Equity Mixer
- Panel Presentations:
 - Project Implicit and Think Strategically About the Next Steps in Your Career





NFBPA Conference

- Inspiring Intentional Inclusion: Women In Government
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career




2018-2019 YEAR IN REVIEW — PROFESSIONAL DEVELOPMENT

- **Emerging Leaders Award:** Young professionals who demonstrate professional excellence and leadership in improving minority and disadvantaged communities through their work in their organization and their community. The 2018 Awardee is Ashlee Gonzalez, Phoenix, AZ.
- 2019 Emerging Leaders Award And Scholarship to the ICMA Conference: June 21, 2019 Deadline for submissions
- **Joel D. Valdez Legacy Award** honors Joel Valdez, long-time city manager in Tucson, Arizona, and the impetus behind the creation of LGHN. A role model and mentor to many young professionals in public administration and the IHN founders established the award to honor him. The 2018 awardee is Severo Ferviente.

2018-2019 YEAR IN REVIEW — PROVIDE UNIQUE RESOURCES


- **Civic Engagement Award:** Individuals and their organizations that represent insightful and sustained change in their communities through inclusive civic engagement practices. The 2018 Awardee is the City of Phoenix "Love Your Block" mini grant program.
- 2019 Civic Engagement Recognition Program: June 21, 2019, Deadline for submission.
- **Practitioners:** LGHN, ICMA, NFBPA have contracted with Arizona State University to develop a "white paper" on model practitioner programs that is intended to encourage more practitioners to become involved in university teaching programs and to increase the number of public administration programs that have practitioner programs. Completed by 2019 ICMA conference.
- **MOU with the National Association of County Administrator (NACA)**
 - Members of both organizations receive a 25% discount on cost of combined membership dues



VISION FOR THE FUTURE

- Start 3-year effort to Build reserve fund to \$100k and develop endowment fund
- Grow membership by 15% per year for the next 5yr – 1,031 by 2024!
 - Chapter Development with a regional strategy
- Focus on what separates us from the other organizations
- Leverage relationships with ICMA, ICMA-RC, NFBPA, NACA, I-NAPA, Women leading Government
- Examine new organizations for potential partnerships:
 - National League of Cities | Race, Equity and Leadership Program
 - National Association of Hispanic Federal Executives

Develop a 3-5yr Strategic Plan



VISION FOR THE FUTURE

- **Continued Focus on Professional Development via Conferences**
 - LGHN October 2020 Biennial Conference: Adams County, Colorado
 - October 20-23, 2019 – ICMA Conference, Nashville, TN
 - Participation in ICMA Equity Mixer
 - LGHN Annual Dinner on Sunday, October 20, 2019
 - Panel Presentations:
 - How to be Family-Friendly in the Workplace
 - Beyond Diversity: An Inclusive Workforce for 21st Century Outcomes
 - Open Mind Required: Facing the US Identity Crisis on Immigration
 - September 26-27, 2019 – ICMA-RC Workforce 2030 Summit, Fort Lauderdale, FL.
- **Implement input from LGHN Professional Development & Best Practice Survey**
 - Regional/Webinar Meetings to engage with members
 - Personal Coaching - be a resource on next steps in your career & advice from executive search firms
 - Public speaking/presentation skills, managing difficult situations, skills for women in local government

VISION FOR THE FUTURE

- **Continued effort to enhance website:**
 - Contract with Neon Rain for day to day content management
 - Access to LGHN sponsored webinars
 - Searchable membership directory based on location, career path (e.g., HR, PW, Admin, etc.)
 - Enhance use of Social Media
 - Record and play LGHN conference session on website
- **Continued growth and enhancement of Madrinas/Padrinos coaching program**
- **Implement "LGHN Conectar Program"** to assist LGHN members seeking career advancement by working with executive search firms and human resource professionals to:
 - An opportunity for members to share and receive feedback on their resumes
 - Place members in a database for one-on-one interaction with executive search firms
 - Participate in webinars that provide members an opportunity to hear executive recruiters about interview skills/trends.
 - Enable members to develop skills in resume writing, interviewing, and presentations

VISION FOR THE FUTURE

- Develop "Meeting in the Box" for Board use to host regional social gatherings to engage members
- Program committee to examine and develop leadership/executive training programs for members
- Develop a member recognition program:
 - Celebrate career advancement or achievement in continued education
 - Member profiles and articles will feature success stories about our members and their communities
 - Member in transition resource
- Build on use of surveys with a prioritization on:
 - Local government best practices for working with people/communities of color
 - Local government demographic statistics for manager and assistant manager positions
 - Receive input on issues facing leader and develop program to meet these issues

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HOW CAN YOU GET ENGAGED?

- **Serve on Committees**
 - Professional Development Committee: Samantha Tavares, City of Phoenix, AZ
 - Career Development Committee: Claudia Lujan, City of El Paso, TX
 - Membership Committee: Bob Harrison, City of Renton, WA
 - Communications Committee: Gabe Rodriguez, Adams County, CO and Angelita Palma, City of National City, CA
 - Fund Development Committee: Veronica Briseno, City of Austin, TX
 - University Partnerships: Philip Rodriguez, City of Brighton, CO
- Respond to Surveys
- Participate and share the word on our Programming
- Connect us with organization that support the advancement of Hispanics/Latinos
- Represent LGHN on ICMA Committees

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HOW CAN WE BETTER SERVE YOU?

- Send us your input at:
 - Email info@lghn.org
 - Email Karen Davis kdavis@lghn.org
 - Call Karen Davis at 408-221-8458

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

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

9:47 AM
07/09/19
Cash Basis

Local Government Hispanic Network
~~Profit & Loss~~
January through June 2019

Ordinary Income/Expense

Income

Other Types of Income

Advertising Sales	10,800.00
Miscellaneous Revenue	1,650.00
Total Other Types of Income	12,450.00

Program Income

LGHN Dinner Registrations	75.00
Membership Dues	
Individual	3,425.00
Local Government	16,500.00
Chapters	4,500.00
Corporate	2,250.00
Total Membership Dues	26,675.00
Conference Registration	3,722.65
Total Program Income	30,472.65

Total Income 42,922.65

Expense

Business Expenses

PayPal Fees	660.90
Total Business Expenses	660.90

Contract Services

Accounting Fees	850.00
Outside Contract Services	22,700.50
Total Contract Services	23,550.50

Operations

Computer Software	140.17
Postage, Mailing Service	56.80
Printing and Copying	250.00
Supplies	53.48
Telephone, Telecommunications	774.15
Website	3,317.40
Total Operations	4,592.00

Other Types of Expenses

Board of Directors Retreat	
Retreat	131.32
Travel	780.68
Total Board of Directors Retreat	912.00

Program Activities

9:47 AM
07/09/19
Cash Basis

Local Government Hispanic Network

Profit & Loss

January through June 2019

Catering	6,569.69
Postage/Shipping	42.37
Stipends and Speaker Fees	300.00
Program Activities - Other	-25.00
Total Program Activities	6,887.06
Special Projects	2,500.00
Advertising/Marketing Expenses	12.00
Insurance - Liability, D and O	888.00
Other Costs	100.00
Total Other Types of Expenses	11,299.06
Total Expense	40,102.46
Net Ordinary Income	2,820.19
Net Income	2,820.19
bank balance as of 6/30/19	58,641.80

Note: Annual contribution from ICMA not included.



Strategic Government Resources, Inc.

Collaborative Agreement



July 9, 2019
Board of Directors
The Local Government Hispanic Network (LGHN)
<https://LGHN.org>

RE: Opportunity to Collaborate by Co-Sponsoring an SGR Webinar Series

Strategic Government Resources (SGR) is pleased to submit this Collaborative Agreement to the Local Government Hispanic Network (LGHN) which sets forth the terms related to the co-sponsoring of a twelve-part SGR webinar series specifically intended to encourage and equip innovative LGHN Members in becoming leaders in local government to maximize their career advancement opportunities.

Although this initial Collaborative Agreement is limited to the proposed twelve-part webinar series, SGR welcomes the opportunity to further discuss the coordination of professional development events in metro areas such as Austin, Texas; Phoenix, AZ; and Miami-Dade County, FL. Interactive workshops are an excellent place to take a deeper dive into the topics discussed in the webinar series. Interactive live sessions could also be offered in conjunction with an annual, bi-annual, or regional conference.

Please note, co-sponsorship will not be considered confirmed until the included Agreement is executed and returned to Workshops@GovernmentResource.com. SGR looks forward to this opportunity to help LGHN Members become stronger leaders in local governments across the US.

Sincerely,

Mike Mowery
President of Servant Leadership Implementation
Strategic Government Resources (SGR)
817-753-3155
MMowery@GovernmentResource.com

STRATEGIC GOVERNMENT RESOURCES
Collaborative Agreement
- WITH LOCAL GOVERNMENT HISPANIC NETWORK (LGHN) -

Overview

Hereafter, the term “webinar” shall mean an online presentation (live or recorded) produced and delivered by SGR using a webinar platform; “live webinar” shall mean presentations scheduled with a unique date, time, and virtual location for registrants to attend; “recorded webinar” shall mean the video file produced and made available as a result of recording a live webinar; “SGR” shall mean Strategic Government Resources; “LGHN” shall mean the Local Government Hispanic Network; “Collaborator” shall mean LGHN; and “Member” shall mean active members of LGHN.

This Collaborative Agreement has specific information regarding the LGHN’s opportunity to co-sponsor an SGR webinar series and supersedes any prior discussions or representations regarding the terms of a Collaborative Agreement. The terms of this co-sponsor designation are limited to the production of this twelve-part webinar series.

SGR Deliverables

Production of a Twelve-Part Webinar Series. SGR will manage all aspects of registration and production of a twelve-part webinar series (series title TBD) starting in the Fall of 2019:

1. Preparing for an Opportunity...Without Knowing the Details
 - Scheduled: October 17, 2019 at 1pm EST
 - Part 1 of this webinar series focuses on three key topics: strengthening your competitiveness so you are ready to compete with the right skills, managing your personal brand (and your social media presence), and positioning yourself as a passive candidate so employers will come to you.
 - Featuring: Ron Holifield, CEO at SGR
2. I Spy: Looking for Opportunities in All the Right Places
 - Scheduled: December 5, 2019 at 1pm EST
 - Part 2 of this webinar series provides an overview of job boards & platforms, social media, and candidate resources to help you maximize your opportunities during the job search.
 - Featuring: Ron Holifield, CEO at SGR
3. Evaluating Whether to Pursue a Job Opportunity
 - Scheduled: January 9, 2020 at 1pm EST
 - Part 3 of this webinar series hones in on key areas for consideration during the job seeking process including: qualifications and competitiveness, evaluating personal fit for organizational culture and life cycle, family impact, and career trajectory.
 - Featuring: Ron Holifield, CEO at SGR
4. Preparing a Notable Resume and Transmittal Letter to Help You Become a Semifinalist
 - Scheduled: February 13, 2020 at 1pm EST
 - Part 4 of this webinar series will help prepare you to become a semi-finalist applicant by exploring the nuances of effective resume writing and memorable transmittal letters.
 - Featuring: Ron Holifield, CEO at SGR
5. Responding to Questionnaires & Online Interviews to Help You Become a Finalist
 - Scheduled: March 12, 2020 at 1pm EST
 - Part 5 of this webinar series is intended to help you perfect your skills for online interviews and questionnaire responses by providing insight into these commonly-used interview tools.
 - Featuring: Ron Holifield, CEO at SGR
6. Interviewing Like a Grand Master
 - Scheduled: April 9, 2020 at 1pm EST

- Part 6 in this webinar series focuses on mastering the art of the in-person interview through the following areas: 3 inches for the win – preparing your interview briefing book, developing a “leave behind”, the Open, the Close and everything in between.
 - Featuring: Ron Holifield, CEO at SGR
7. Words from the Wise: An Interview with _____
- Scheduled: May 14, 2020, 1-1:30pm EST
 - Part 7 in this webinar series will feature interviews with local government leaders who will provide insight into various job-search topics such as: what they are looking for in candidates, ways to prepare, and advice they would give to job seekers. (Note: This topic will be broken into two separate webinars, each featuring different leaders from various parts of the country).
 - Featuring: Mike Mowery, President of Servant Leadership Implementation at SGR and _____
8. Words from the Wise: An Interview with _____
- Scheduled: June 11, 2020, 1-1:30pm EST
 - Part 8 of this webinar series will feature interviews with local government leaders who will provide insight into various job-search topics such as: what they are looking for in candidates, ways to prepare, and advice they would give to job seekers. (Note: This topic will be broken into two separate webinars, each featuring different leaders from various parts of the country).
 - Featuring: Mike Mowery, President of Servant Leadership Implementation at SGR and _____
9. Case Studies in Effective Leadership
- Scheduled: July 9, 2020, 1-1:30pm EST
 - Part 9 of this webinar series will explore and discuss open-ended case studies of situational leadership events to help develop the decision-making skills, the discernment, and the self-awareness of emerging leaders.
 - Featuring: Mike Mowery, President of Servant Leadership Implementation at SGR
10. Servant Leadership: The Importance of Nurturing Healthy Relationships
- Scheduled: August 13, 2020, 1-1:30pm EST
 - Part 10 of this webinar series will highlight the importance of nurturing healthy relationships and will provide insight into how to successfully develop your relationships.
 - Featuring: Mike Mowery, President of Servant Leadership Implementation at SGR
11. Servant Leadership: Leading Change & Executing with Excellence
- Scheduled: September 10, 2020, 1-1:30pm EST
 - Part 11 in this webinar series will examine how a servant leader initiates change and inspires teams to execute with excellence, all while maintaining healthy relationships among their colleagues.
 - Featuring: Mike Mowery, President of Servant Leadership Implementation at SGR
12. Readers are Great Leaders: Finding the Time to Grow Your Mind
- Scheduled: October 8, 2020, 1-1:30pm EST
 - Part 12 in this webinar series will provide an overview of some helpful and inspiring books best suited for developing leaders.
 - Featuring: Mike Mowery, President of Servant Leadership Implementation at SGR

Registration Management. SGR shall provide administration and support for all registrations to the webinar series including a unique LGHN Member registration link so that active LGHN Members may register at no cost. SGR reserves the right to determine all costs associated with Non-Member registration to live webinars as well as Non-Member purchase and/or access of recorded webinars. SGR will retain all revenue generated by Non-Member sales.

Designation of LGHN as a Co-Sponsor of SGR’s Webinar Series. In all marketing collateral, the designation of co-sponsors shall be communicated through the use of co-branding containing both SGR and Collaborator logos on all graphics. The co-sponsorship of the webinar series is considered a “promotional sponsorship” which simply means that Collaborator will be contributing to the marketing and promotional efforts in encouraging registrations for SGR’s webinar series. The

co-sponsorship described in this Agreement is not financial and does not require any payments to be made on behalf of Collaborator to become effective. SGR reserves the right to select additional co-sponsors for the webinar series at any time. However, SGR will first notify Collaborator in writing of such changes to ensure that Collaborator has the opportunity to decline the co-sponsoring future webinars in the series should Collaborator determine that such co-sponsoring is no longer considered mutually beneficial.

Marketing. SGR shall provide:

- Collaborator + SGR-branded marketing collateral to promote the webinar series:
 - One-page flyer featuring the webinar series schedule
 - Banner/header image that can be used generally to promote the Event Schedule
 - One social media marketing square per webinar
 - General email marketing language

Utilizing Registrant Information. A Registration Report can be provided to Collaborator upon request after each live webinar has been delivered detailing registrant information received via the registration portal. SGR and Collaborator each reserve the right to utilize individual and organizational registration information for their own internal purposes. Both Parties are prohibited from selling or sharing registrant information to any third parties without explicit written permission from the other Party.

Provision of Recorded Webinar Files. SGR will work to edit and export a final video file that can be used by Collaborator to independently build or expand upon a recorded webinar library at no cost. SGR will make every effort to make these files available within 45 days of having delivered a live webinar. SGR shall use the webinar series in whole or in part, without any limitations including: hosting on its own website, across social media platforms, within its LMS library, playback during live events, and any other means of providing access to local government professionals as it sees fit.

Reschedules Made by SGR. SGR makes every effort to avoid rescheduling of any events once registration is opened. If SGR reschedules a webinar at any time, SGR will provide written notice to Collaborator and existing registrants as soon as possible.

Booth Space at SGR Annual Conference. SGR will provide Collaborator with one booth, two vendor registrations, and inclusion in a variety of email and social media promotions leading up to SGR's annual conference on January 23 and 24, 2020 at no cost. Collaborator has the option to sign-up as a co-sponsor or co-host of the SGR conference at an additional cost which would be considered separate and apart from this Agreement.

Sponsors & Co-Sponsors. SGR reserves the right to include additional co-sponsors, or other designations, to the webinar series at any time. Any and all cooperative agreements regarding the sharing or alternate use of SGR's twelve-part webinar series must be negotiated through SGR and not through the Collaborator directly.

Collaborator Deliverables

Marketing. Collaborator shall provide weekly promotion of the webinar series using SGR-provided marketing materials and through various communication mediums (email, social media, website, etc.) until production of all webinars is complete (February 2020). Collaborator will provide SGR at least one high-resolution logo.

Platinum Sponsor at Next LGHN Conference. Collaborator will provide SGR with one booth and two vendor registrations at Collaborator's next national conference ("next" is based on the execution date of this Agreement and not considered perpetual in nature) as well as the designation of Platinum Conference Sponsor at no cost.

Permission to Host Recorded Webinars. Collaborator has permission to host the recorded webinar series on its website and via its own social media platform perpetually. However, SGR does not give permission for Collaborator to share the recorded webinar files directly with third-parties to be hosted outside their website and/or social media platforms. Third-

parties wishing to also host the webinar series on other platforms should contact SGR directly for further information. Third-parties (such as LWG or NFBPA) are welcome to direct link to Collaborator’s hosted recorded webinars from a third-party site.

If this Agreement fairly and accurately documents and recites the agreement terms between Host and SGR, please so indicate by executing two copies of this agreement, retaining one for your record, and emailing one back to WorkshopsGovernmentResource.com.

Approved and accepted on the _____ day of _____, _____ by and between:

Lauren Swaim
Managing Director of Training & Leadership Development
Strategic Government Resources

Name:
Title:
Local Government Hispanic Network