



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

**Board of Directors Meeting
January 3, 2020**

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 Phone: +1 669 900 6833
+1 929 205 6099 US
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 December 6, 2019*
2. Board Meeting Attendance Report for 2019/20*
3. Financial Report through December 30, 2019*

C. LGHN Biennial Conference Update

D. APPROVAL: Set Date for Annual Membership Meeting – Thursday, October 15, 2020 at Biennial Conference

E. APPROVAL: LGHN Regional Chapter Dues*

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

G. DISCUSSION/UPDATES: LGHN Goals

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
 - a) Harness Your Potential Webinars – January 9, 2020 (monthly)
4. Professional Development
 - a) Facebook Webinar – January 29, 2020
5. University Partnerships

H. INFORMATION ITEMS

1. Website Updates
2. 2020 Board Meetings

I. Future Board Meeting Agenda Items

1. LGHN Conference Budget (February)
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

*Supporting documents provided in board packet

J. Adjournment & Future Meeting Dates

1. Friday, February 7 – LGHN Board Meeting
2. NFBPA Emerge Conference, February 21, 2020, Phoenix, AZ
3. Friday, March 6 – LGHN Board Meeting
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
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
Patricia Martel, Past ICMA President

Board Members Absent

Veronica Briseno, Immediate Past President
Raymond Gonzales, President-Elect
James Vega, At Large Director
Ramiro Salazar, Director At Large
Maria Hurtado, ICMA Board Liaison

Others Present

Karen Davis, Executive Director

A. Call to Order/Roll Call/Welcome

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

B. ACTION: Consent Agenda – Receive and Approve

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

Ramiro Inguanzo moved approval of the consent agenda; Bob Harrison seconded the motion; the motion was approved unanimously.

C. APPROVAL: LGHN Regional Chapter Agreement

Bob Harrison provided background information from the board retreat in Florida when LGHN launched the chapter development as a way to grow membership. At the board retreat in Evanston, IL the board agreed to take the chapter concept to the next step of regional chapters. The membership committee created a template to guide discussions with potential regional chapters. Current LGHN chapters participated in the discussions. There were concerns expressed about current chapters potentially forming as regional chapters due to potential financial benefits related to dues.

Samantha Tavares reported that the PHN chapter discussed their options and will keep the current single jurisdiction structure. Depending on the dues structure to be approved, the biggest impact on single jurisdiction chapters moving to a regional structure would be significant changes to their current board structure. The PHN board likes the proposed regional structure, especially for smaller communities and would serve as a liaison to assist them in forming a regional chapter.

Carlos Baia stated he likes the regional chapter model but would like to see more definition regarding what a regional chapter looks like. Karen Davis responded that this could be addressed on a case-by-case basis with potential regional chapters.

Claudia Lujan expressed concerns about expanding LGHN too quickly and the impact on LGHN finances; also, what happens if the chapters go rogue – how will LGHN build in precautions? How will LGHN provide for use of the LGHN logo and tax-exempt status? What protocols are in place to mitigate concerns? Ramiro Inguanzo provided an example for the Miami/Dade County area which includes 34

cities, and only a few are currently LGHN local government members. Creating a regional chapter would create an opportunity for local outreach to encourage more cities to engage and participate.

Rolando Fernandez stated he likes the idea of working with regions and is more concerned about how the model will work and what the chapters are called, i.e., all called “chapters” vs. “local government” and “regional” chapters. He stated that growing our membership is beneficial to the ability to get sponsorships. He also stated that chapters should be fully formed when they request approval to be an official LGHN chapter.

Rolando Fernandez moved that the membership committee move forward on creating regional chapters; Carlos Baia seconded the motion; the motion passed unanimously.

D. APPROVAL: 2020 LGHN Membership Dues Structure

The board reviewed the proposed membership dues structure for 2020, which included a new category of dues for regional chapters. Rolando Fernandez encouraged the board to have the same dues structure for all chapters regardless of whether they are a single jurisdiction or a regional chapter. Karen Davis explained that having the same membership categories would give a significant benefit to local governments in regional chapters over single jurisdiction chapters. I could also potentially have an impact on the LGHN budget, which gets a significant amount of revenue from job postings, which is an included benefit to local government members and chapters. Carlos Baia suggested the discussion be deferred to the January board meeting when there would be more time to have a broader discussion. The board concurred with deferring the discussion to January.

E. APPROVAL: 2020 LGHN Budget

Karen Davis provided an overview of the LGHN budget. Claudia Lujan moved approval of the budget; Ramiro Inguanzo seconded the motion; the motion passed unanimously.

F. DISCUSSION: Working with ICMA on Issues Related to Affiliate Agreement

Karen Davis reported that LGHN and NFBPA have an opportunity to provide a statement in support of the ICMA ballot on expanding membership. Pat Martel said she would get the details for how to proceed with submitting a statement.

Due to time constraints, further discussion was deferred to the January board meeting.

G. ICMA Executive Board Nominations for 2020

Karen Davis referred the board to the ICMA protocols provided in the packet. Nominations are due January 6, 2020.

H. DISCUSSION/UPDATES: LGHN GOALS

Due to time constraints, there was no discussion.

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

No discussion.

2019-2020 IHN Board of Directors Board Meeting Attendance

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

Name	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Annual Meeting Oct 2020	Nov 2020	Dec 2020
Veronica Briseño												
Maria Hurtado												
Rolando Fernandez												
Raymond Gonzales												
Carlos Baia												
Maria De Leon												
Bob Harrison												
Ramiro Inguanzo												
Claudia Lujan												
Pat Martel												
Paulina Martinez												
Samantha Tavares				=								
James Vega												
Aubrey Gonzalez												
Ramiro Salazar												

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

Local Government Hispanic Network
Profit & Loss
January through December 2019

	<u>Jan - Dec 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	22,050.00
Miscellaneous Revenue	1,317.09
Total Other Types of Income	<u>23,367.09</u>
Program Income	
LGHN Dinner Registrations	4,425.00
Membership Dues	
Individual	5,085.00
Local Government	19,500.00
Chapters	7,750.00
Corporate	2,250.00
Total Membership Dues	<u>34,585.00</u>
Total Program Income	<u>39,010.00</u>
Total Income	112,377.09
Expense	
Business Expenses	
Constant Contact	412.06
Business Registration Fees	80.00
PayPal Fees	1,376.82
Business Expenses - Other	35.00
Total Business Expenses	<u>1,903.88</u>
Contract Services	
Accounting Fees	850.00
Outside Contract Services	69,554.99
Total Contract Services	<u>70,404.99</u>
Operations	
Computer Software	204.37
Postage, Mailing Service	471.42
Printing and Copying	250.00
Supplies	53.48
Telephone, Telecommunications	1,190.91
Website	7,295.40
Total Operations	<u>9,465.58</u>
Other Types of Expenses	

Local Government Hispanic Network
Profit & Loss
January through December 2019

	<u>Jan - Dec 19</u>
Board of Directors Retreat	
Retreat	131.32
Travel	<u>780.68</u>
Total Board of Directors Retreat	912.00
Program Activities	
Catering	14,877.17
Postage/Shipping	662.62
Printing/Copy	193.65
Stipends and Speaker Fees	<u>1,780.43</u>
Total Program Activities	17,513.87
Special Projects	2,500.00
Advertising/Marketing Expenses	1,513.10
Insurance - Liability, D and O	888.00
Contributions	1,500.00
Other Costs	<u>315.70</u>
Total Other Types of Expenses	25,142.67
Travel and Meetings	
Conf, Conv, Meeting-Nat'l	<u>1,243.07</u>
Total Travel and Meetings	<u>1,243.07</u>
Total Expense	<u>108,160.19</u>
Net Ordinary Income	<u>4,216.90</u>
Net Income	<u><u>4,216.90</u></u>



**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)



Annual Membership Dues			
Full: \$100	Small Local Government: \$750	Up to 50 members: \$1,500	TBD + \$75 per individual
Associate: \$50	Large Local Government: \$1,500	51-200 members: \$2,500	TBD + \$75 per individual
Student: \$10		201 or more members: \$3,000	TBD + \$75 per individual

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.

Proposed

LGHN Dues Structure for Chapters

At the December board meeting, the board reviewed the proposed membership dues structure for 2020, which included a new category of dues for regional chapters. The issue was deferred to the January board meeting due to several issues that arose that require additional discussion. Among these issues are:

- Whether to have the same dues structure for all chapters regardless of whether they are a single jurisdiction or a regional chapter?
- How to establish a dues structure that provides equity to the different categories of membership.
- What are the impacts of the alternative dues structures to the LGHN budget?
- The concept of regional chapters is to attract jurisdictions who are not now or may not become engaged LGHN members. The dues structure that was recommended by the committee was intended to provide an incentive to local governments who are not currently members and may not otherwise join.

Some additional information for consideration in the discussion of dues structure:

- Advertising sales (job postings) currently provide \$20,000 to the LGHN budget from non-local government and non-chapter members. Postings are \$75 per 30-day posting. Local government and chapter members have this included as a benefit of membership. Small local government members pay \$750 per year and most jurisdictions post more than ten postings which essentially pays for their membership. The same is true of larger jurisdictions who pay \$1,500 for local government membership.
- Single jurisdiction chapters get the same benefit, although at higher dues, but they also get significantly more members included in their dues.

The membership committee recommends one of two structures for regional/multi-jurisdictional chapters. Two other options were discussed at the December board meeting:

- Option 1: \$500 per jurisdiction regardless of size.
This option would simplify the dues collection by the chapters, but it does provide a significant dues reduction for large organizations as well as unlimited members.
- Option 2: \$500 per small jurisdiction and \$1,000 per large jurisdiction.
This option would provide for a distinction for small and large jurisdictions while providing a discount compared to the local government jurisdictions' dues as an incentive to become members as well as unlimited members.
- Option 3: \$750 per small jurisdiction and \$1,500 per large jurisdiction.
This option would not provide discounted dues as an incentive and would maintain a revenue stream to LGHN consistent with what would be received if they became LGHN members. The added benefit would be an unlimited number of members.
- Option 4: Maintain the same dues structure for single jurisdiction and multi-jurisdiction/regional chapters.
This option would simplify and treat all chapters similarly. It does provide some inequities in what single jurisdictions would be paying for the benefits they receive. For example:
 1. A single jurisdiction chapter with up to 50 members would pay \$1,500.
 2. A multi-jurisdictional/regional chapter with up to 50 members would pay \$1,500 regardless of how many jurisdictions participate. Assume that a chapter has 5 jurisdictions participating in the chapter, each would pay \$300 with an average of 10 memberships per jurisdiction. In comparison, a small local government member would pay \$750 (7 memberships).

The board will need to discuss how to make dues equitable for all jurisdictions.

It is unknown what the impact might be to the LGHN budget, but as non-local government or chapter members, the jurisdiction would pay \$75 per job posting.

Note: The chapter would collect the dues from its members and LGHN would receive one payment.

Information from previous board discussion regarding working with ICMA on issues related to affiliate agreement:

- *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.*