



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

Advancing Excellence and Inclusiveness in Local Government

**Board of Directors Meeting
December 3, 2021**
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
Dial by Phone: +1 346 248 7799
+1 253 215 8782 US
Meeting ID: 408 221 8458

Agenda

LGHN Board of Directors

Ray Gonzales

President

Samantha Tavares

President-Elect

Rolando Fernandez

Immediate Past

President

Bob Harrison

Vice President

for Membership

Ramiro Inguanzo

Vice President for

Professional Development

Gricelda Estrada

Vice President for

Career Advancement

At-Large Directors

Carlos Baia

Past ICMA

Board Member

Noel Bernal

Mariana Bojorquez

Maria DeLeon

Raoul Lavin

Ramón Pérez-Goizueta

Matt Rivera

Ramiro Salazar

Marcus Steele

Victor Cardenas

ICMA Board Liaison

Orlando Cruz

ICMA-RC Liaison

Gabe Rodriguez

NACA Liaison

A. Call to Order/Roll Call/Welcome

B. APPROVAL: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of November 5, 2021*
2. Board Meeting Attendance Report for 2020/21*
3. Financial Report through November 28, 2021*

C. APPROVAL: 2022 LGHN Dues Structure*

D. APPROVAL: 2022-2023 LGHN Budget*

E. APPROVAL: LGHN Long Range Financial Plan*

F. DISCUSSION/APPROVAL: Membership Management Software*

G. DISCUSSION/APPROVAL; Participation in Puerto Rico Conference

H. DISCUSSION: Board Retreat*

I. Information Items

1. LGHN Board Roster/Contact Information*
2. Board Donations to Scholarship Fund (\$250 suggested; can give annually or monthly by check, credit card, or PayPal at <https://lghn.org/donate/>)

J. Future Board Meeting Agenda Items

1. January Board Meeting & Retreat
 - a) Board Retreat Report
 - b) Management Partners Contract Amendment
 - c) Set Date and Select Board Retreat Location
2. Topics for PM Magazine
3. Potential Agreement: Latino Leadership Institute

K. Adjournment & Future Meeting Dates

1. Saturday, January 8, 2022 – LGHN Board Meeting & Retreat
2. Friday, February 4, 2022 – LGHN Board Meeting
3. Friday, March 4, 2022 – LGHN Board Meeting
4. March 30-April 3, 2022 – NFBPA Forum 2022, Grand Rapids, MI
5. Friday, April 1, 2022 – LGHN Board Meeting
6. Friday, May 6, 2022 – LGHN Board Meeting
7. Friday, June 3, 2022 – LGHN Board Meeting
8. Friday, July 8, 2022 – LGHN Board Meeting (date change to avoid conflict with July 4th weekend)
9. Friday, August 5, 2022 – LGHN Board Meeting
10. Friday, September 9, 2022 – LGHN Board Meeting date change to avoid conflict with Labor Day)

*Supporting documents provided in board packet

11. September 18-21, 2022 – ICMA Conference, Columbus, OH
12. Friday, October 7, 2022 – LGHN Board Meeting
13. Friday, November 4, 2022 – LGHN Board Meeting
14. Friday, December 2, 2022 – LGHN Board Meeting
15. TBD – Board Retreat (will replace October or November board meeting date)



Board Meeting Summary of November 5, 2021

Board Members in Attendance: Samantha Tavares (President-Elect), Raymond Gonzales (President), Ramiro Salazar, Bob Harrison, Carlos Baia, Victor Cardenas, Rolando Fernandez, Noel Bernal, Maria De Leon, Raoul Lavin, Gricelda Estrada, Matt Rivera, Marcus Steele, Ramon Perez Goizueta Mariana Bojorquez, Rod Alcazar, and Robert Donnan with ICMA

LGHN Staff: *Karen Davis and Christine Butterfield*

A. Call to Order/Roll Call/Welcome

Samantha Tavares, President elect, called the meeting to order at 9:00 am PT. Samantha invited new members Matt Rivera, Marcus Steele, Ramon Perez Goizueta, and Mariana Bojorquez along with the new ICMA staff liaison, Robert Donnan to introduce themselves to the LGHN Board of Directors.

B. APPROVAL: Consent Agenda – Receive and Approve 1. Minutes for Board Meeting of August 6, 2021, 2. Board Meeting Attendance Report for 2020/21 3. Financial Report through October 31, 2021

Motion to approve by Ramiro Salazar

Seconded by Maria De Leon

Unanimously approved

C. APPROVAL: Affiliate Agreement with Oregon Latinos in Local Government Chapter

Bob Harrison provided an overview of the process to grow the new chapter. He noted that the Oregon agreement reflects 12 months of effort, and the bylaws are consistent with other LGHN chapters. In addition, the agreement includes between 15 to 20 communities. He also shared similar efforts are underway in Washington with the hope of creating another statewide local government chapter.

Motion to approve by Bob Harrison

Seconded by Rolando Fernandez

Unanimously approved

D. DISCUSSION: LGHN Conference Final Accounting and Committee Feedback

Karen provided an overview of the conference costs and revenues and noted that the net proceeds totaled about \$40,000. She also shared that it will be important to begin the groundwork to build a chapter in Florida. She said that LGHN staff will work with Ramiro and Raoul to begin the process now.

Samantha requested that staff prepare a standardized checklist of actions required to prepare for a conference including the roles of the host city/state, Board members and staff.

E. DISCUSSION: 2022-2023 Budget/Finance Workshop 1. Proposed Long-Range Financial Plan 2. Proposed Increased Job Posting Fees from \$75 to \$100 per Posting 3. Membership Categories and Dues Structure 4. Propose Two-Year Budget Cycle 5. Review 2022 and 2023 Proposed Budgets



Karen previewed the proposed budgets for 2022 and 2023 and the financial forecast. Ray offered appreciation to Management Partners for the development of the LGHN financial forecast. Rolando asked that the Board develop and document the value proposition for LGHN sponsors such as Mission Square. He also asked staff to confirm that United Healthcare has provided a written sponsorship commitment. Ray suggested that LGHN secure a five-year sponsorship commitment from Mission Square and United Healthcare. Marcus proposed that sponsors have the option to target funds to specific LGHN programs and purposes.

Karen reminded the Board that formal action on the budget and financial forecast are not required until the December 2021 Board meeting. She also noted that the staff will propose an increase to rates to post job announcements from \$75 to \$100 per request. Ray noted he supports the increase as LGHN offers the lowest rates of any professional association.

F. UPDATE: Madrinas and Padrinos Program

Gricelda Estrada reminded the Board members to join the program and to continue to encourage all members to complete the talent and program interest survey. Rolando requested to be added to the program meetings and kick-off next month.

G. DISCUSSION: Special Meeting in November/December for Discussion (Board Retreat Part 2)

The Board agreed to consider meeting on a Saturday morning in lieu of an upcoming Board meeting in December or January to continue the Board Retreat discussion that began on September 11, 2021.

Samantha adjourned the meeting at about 10:15 am.



2020-2021 IHN Board of Directors Board Meeting Attendance

Name	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Retreat Sept 2021	Oct 2021	Nov 2021	Dec 2021
Raymond Gonzales	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	
Samantha Tavares	Absent	Present	Present	Present	Present	Present	Absent	Present	Present		Present	
Rolando Fernandez	Present	Present	Absent	Present	Present	Present	Present	Present	Present		Present	
Bob Harrison	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	
Aubrey Gonzalez	Present	Present	Present	Present	Present	Absent	Present	Present	Present		Present	
Paulina Martinez	Absent	Present	Present	Present	Present	Present	Absent	Present	Absent		Present	
Carlos Baia	Present	Present	Present	Present	Absent	Present	Present	Absent	Present		Present	
Noel Bernal	Present	Present	Present	Absent	Absent	Absent	Present	Present	Present		Present	
Mariana Bojorquez									Present		Present	
Maria De Leon	Present	Present	Present	Present	Present	Present	Present	Present	Absent		Present	
Gricelda Estrada	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	
Ramiro Inguanzo	Present	Present	Present	Absent	Absent	Present	Present	Present	Present		Present	
Raoul Lavin	Present	Present	Present	Present	Present	Absent	Absent	Present	Present		Present	
Ramón Pérez-Goizueta									Present	Present		
Matt Rivera									Present	Present		
Ramiro Salazar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present		
Marcus Steele									Present	Present		
Victor Cardenas	Present	Present	Present	Absent	Absent	Present	Present	Present	Present	Present		
Name	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Retreat Sept 2022	Oct 2022	Nov 2022	Dec 2022
Raymond Gonzales												
Samantha Tavares												
Rolando Fernandez												
Bob Harrison												
Ramiro Inguanzo												
Gricelda Estrada												
Carlos Baia												
Noel Bernal												
Mariana Bojorquez												
Maria De Leon												
Raoul Lavin												
Ramón Pérez-Goizueta												
Matt Rivera												
Ramiro Salazar												
Marcus Steele												
Victor Cardenas												

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

Local Government Hispanic Network
Budget vs. Actuals: 2021
 January - December 2021

	Total	
	Actual	Budget
Income		
Direct Public Support		
Corporate Support	40,000.00	50,000.00
Individual Support		500.00
Total Direct Public Support	\$ 40,000.00	\$ 50,500.00
Other Types of Income		
Advertising Sales	51,687.31	28,000.00
Miscellaneous Revenue	460.00	460.00
Total Other Types of Income	\$ 52,147.31	\$ 28,460.00
Program Income		
LGHN Dinner Registrations	4,125.00	7,500.00
LGHN Dinner Sponsorships	1,600.00	5,000.00
Membership Dues		
Chapters	9,000.00	12,000.00
Corporate	1,300.00	2,000.00
Individual	4,824.10	4,500.00
Local Government	21,750.00	14,250.00
Total Membership Dues	\$ 36,874.10	\$ 32,750.00
Total Program Income	\$ 42,599.10	\$ 45,250.00
Special Events Income		
Special Events Contributions	4,750.00	
Total Special Events Income	\$ 4,750.00	\$ 0.00
Total Income	\$ 139,496.41	\$ 124,210.00
Gross Profit	\$ 139,496.41	\$ 124,210.00
Expenses		
Business Expenses		
Business Registration Fees	80.00	80.00
Constant Contact	417.66	450.00
PayPal / Stripe Fees	1,779.63	1,300.00
Total Business Expenses	\$ 2,277.29	\$ 1,930.00
Contract Services		
Accounting Fees	1,000.00	850.00
Outside Contract Services	121,302.00	75,000.00
Total Contract Services	\$ 122,302.00	\$ 75,850.00
Operations		
Computer Software	1,002.58	625.00
Postage, Mailing Service	915.54	250.00
Printing and Copying	32.45	250.00
Supplies	53.88	75.00
Telephone, Telecommunications	1,716.22	2,200.00
Website	8,188.00	13,050.00
Total Operations	\$ 11,908.67	\$ 16,450.00

Other Types of Expenses			
Advertising/Marketing Expenses		3,854.88	1,500.00
Board of Directors Retreat			
Retreat			150.00
Total Board of Directors Retreat	\$	0.00	\$ 150.00
Contributions		3,000.00	3,000.00
Insurance - Liability, D and O		858.00	858.00
Other Costs		607.93	2,000.00
Program Activities			
Catering		7,704.30	12,500.00
Other Costs		44.20	1,000.00
Postage/Shipping			500.00
Printing/Copy		219.99	500.00
Stipends and Speaker Fees			500.00
Supplies		97.85	
Total Program Activities	\$	8,066.34	\$ 15,000.00
Special Events		5,067.50	
Special Projects		5,000.00	5,000.00
Transfer to Scholarship Fund			5,000.00
Total Other Types of Expenses	\$	26,454.65	\$ 32,508.00
Travel and Meetings			
Conf, Conv, Meeting-Nat'l		1,660.40	1,500.00
Meeting Travel-Reg'l			500.00
Total Travel and Meetings	\$	1,660.40	\$ 2,000.00
Total Expenses	\$	164,603.01	\$ 128,738.00
Net Operating Income	-\$	25,106.60	-\$ 4,528.00
Other Income			
Prior Year Budget Surplus			15,797.17
Total Other Income	\$	0.00	\$ 15,797.17
Net Other Income	\$	0.00	\$ 15,797.17
Net Income	-\$	25,106.60	\$ 11,269.17

Sunday, Nov 28, 2021 09:32:48 AM GMT-8 - Cash Basis

Full Members (requires bylaws amendment)

Individual Membership – All active and retired local government professionals are eligible to become members of the Network. Membership dues \$100 per calendar year.

Large Local Government Membership – All local governments, special districts, authorities, council of governments, ~~or~~ state/provincial associations of local governments **or nonprofits who work directly with local government jurisdictions supporting/augmenting local government programs** with more than 1,000 employees are eligible to become members of the Network. Each Local Government Membership may designate up to fifteen (15) Individual Full Members. Membership dues \$1,500 per calendar year.

Small Local Government Membership – All local governments, special districts, authorities, council of governments, ~~or~~ state/provincial associations of local governments **or nonprofits who work directly with local government jurisdictions supporting/augmenting local government programs** with less than 1,000 employees are eligible to become members of the Network. Each Small Local Government Membership may designate up to seven (7) Individual Full Members. Membership dues \$750 per calendar year.

Any additional member added to Large or Small Local Government Membership is ~~\$100~~ \$75 per calendar year.

Chapter Networks – All Active members of an approved Chapter Network. Membership dues \$75 per person for individuals whose jurisdiction is not a member.

LGHN Local Government 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 LGHN database	Access to LGHN database	Access to LGHN database	Access to LGHN database
	Event planning assistance	Event planning assistance	Event planning assistance
	7 or 15 designated members from local government members based on number of employees	Unlimited designated chapter members also members of LGHN through chapter membership	Unlimited designated chapter members also members of LGHN through chapter membership
	Unlimited job postings	Unlimited job postings	Unlimited job postings (for Jurisdictions only)
		Use of LGHN tax exempt status	Use of LGHN 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	Small Local Government: \$1,000	Small Local Government: \$500
Associate: \$50	Large Local Government: \$1,500	Large Local Government: \$2,000	Large Local Government: \$1,000
Student: \$10	Additional Members: \$75 per person		Individual Membership: \$75

LGHN Corporate Dues Structure

Individual Membership	Small Business Membership	Large Business Membership	Sponsors/Donors
Networking	Networking	Networking	Networking
Access to LGHN Directory	Access to LGHN Directory	Access to LGHN Directory	Access to LGHN Directory
Updates on LGHN Activities	Updates on LGHN Activities	Updates on LGHN Activities	Updates on LGHN Activities
	Designate 5 employees as Members	Designate 10 employees as Members	Designate X employees as Members
			Additional benefits TBD by Scholarship & Fund Development Committee
Annual Membership Dues			
\$250	\$1,000	\$2,000	\$TBD

Local Government Hispanic Network Account List

Account	Detail type	Balance
US Bank - checking	Checking	95,514.58
US Bank - checking:Conference Cash AHLN	Checking	14,919.28
US Bank - checking:Frances Gonzalez Scholarship	Checking	10,629.09
US Bank - checking:Joel Valdez	Checking	428.03
US Bank - checking:LGHN Conference	Cash on hand	29,122.21
US Bank - checking:Operating Cash	Checking	17,070.62
US Bank - checking:Operating Reserves	Cash on hand	23,345.35

Local Government Hispanic Network Budget vs. Actuals: 2021 Operating | 2022-2023 Proposed

	30-Nov-21					
	Actual	Budget	Year End Est.	2022	2023	Budget Notes
Income						
Direct Public Support						
Corporate Support - MissionSquare	40,000.00	50,000.00	40,000.00	40,000.00	40,000.00	# 1
Corporate Support - Other (TBD)				25,000.00	25,000.00	# 2
Individual Support		500.00	500.00			
Total Direct Public Support	\$ 40,000.00	\$ 50,500.00	\$ 40,500.00	\$ 65,000.00	\$ 65,000.00	
Other Types of Income						
Advertising Sales	51,687.00	28,000.00	55,000.00	75,000.00	75,000.00	# 3
Miscellaneous Revenue	460.00	460.00	460.00	475.00	500.00	# 4
Total Other Types of Income	\$ 52,147.00	\$ 28,460.00	\$ 55,460.00	\$ 75,475.00	\$ 75,500.00	
Program Income						
LGHN Dinner Registrations	4,125.00	7,500.00	4,125.00	4,000.00	4,000.00	
LGHN Dinner Sponsorships	1,600.00	5,000.00	1,600.00	1,000.00	1,000.00	
Membership Dues						
Chapters	9,000.00	12,000.00	9,000.00	40,500.00	55,000.00	# 5
Corporate	1,300.00	2,000.00	1,300.00	2,000.00	2,000.00	
Individual	4,824.00	4,500.00	5,000.00	4,500.00	4,500.00	
Local Government	21,750.00	14,250.00	23,250.00	20,000.00	18,000.00	# 6
Total Membership Dues	\$ 36,874.00	\$ 32,750.00	\$ 38,550.00	\$ 67,000.00	\$ 79,500.00	
Total Program Income	\$ 42,599.00	\$ 45,250.00	\$ 44,275.00	\$ 72,000.00	\$ 84,500.00	
Special Events Income						
Special Events Contributions	4,750.00		4,900.00	2,500.00	2,500.00	# 7
Total Special Events Income	\$ 4,750.00	\$ 0.00	\$ 4,900.00	\$ 2,500.00	\$ 2,500.00	
Total Income	\$ 139,496.00	\$ 124,210.00	\$ 145,135.00	\$ 214,975.00	\$ 227,500.00	
Gross Profit	\$ 139,496.00	\$ 124,210.00	\$ 145,135.00	\$ 214,975.00	\$ 227,500.00	
Expenses						
Business Expenses						
Business Registration Fees	80.00	100.00	80.00	100.00	100.00	
Constant Contact	417.66	450.00	500.00	250.00	0.00	# 8
PayPal / Stripe Fees	1,779.63	1,300.00	2,000.00	2,100.00	2,200.00	
Total Business Expenses	\$ 2,277.29	\$ 1,850.00	\$ 2,580.00	\$ 2,450.00	\$ 2,300.00	

Contract Services						
Accounting Fees	1,000.00	850.00	1,000.00	1,100.00	1,200.00	
Outside Contract Services	121,302.00	75,000.00	125,000.00	100,000.00	125,000.00	
Total Contract Services	\$ 122,302.00	\$ 75,850.00	\$ 126,000.00	\$ 101,100.00	\$ 126,200.00	# 9
Operations						
Computer Software	1,002.00	625.00	1,100.00	1,000.00	1,100.00	# 10
Postage, Mailing Service	11.55	250.00	12.00	50.00	50.00	
Printing and Copying	32.45	250.00	35.00	250.00	50.00	# 11
Supplies	53.88	75.00	55.00	50.00	50.00	
Telephone, Telecommunications	1,716.22	2,200.00	2,000.00	2,050.00	2,100.00	
Website	8,188.00	13,050.00	8,900.00	12,000.00	10,000.00	# 12
Total Operations	\$ 11,004.10	\$ 16,450.00	\$ 12,102.00	\$ 15,400.00	\$ 13,350.00	
Other Types of Expenses						
Advertising/Marketing Expenses	3,854.88	1,500.00	3,854.00	4,000.00	4,000.00	
Board of Directors Retreat						
Retreat		150.00		1,500.00	250.00	# 13
Total Board of Directors Retreat	\$ 0.00	\$ 150.00	\$ 0.00	\$ 1,500.00	\$ 250.00	
Contributions to Affiliates	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	# 14
Contributions to Chapters				3,000.00	4,000.00	
Insurance - Liability, D and O	858.00	858.00	858.00	900.00	950.00	
Other Costs	608.00	2,000.00	608.00	500.00	500.00	
Program Activities						
Catering (ICMA Dinner)	7,704.00	12,500.00	7,704.00	12,000.00	12,000.00	
Other Costs	44.20	1,000.00	50.00	100.00	125.00	
Postage/Shipping (ICMA Booth)		500.00	1,232.00	500.00	1,200.00	
Printing/Copy (ICMA Dinner/Poster)	219.00	500.00	219.00	250.00	300.00	
Stipends and Speaker Fees		500.00		500.00	500.00	
	97.85		97.85			
Total Program Activities	\$ 8,065.05	\$ 15,000.00	\$ 9,205.00	\$ 13,350.00	\$ 14,125.00	
Special Events	5,067.50		5,067.50	5,000.00	5,000.00	# 15
Special Projects (e.g., Puerto Rico Conference)	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
Transfer to Scholarship Fund		5,000.00				
Total Other Types of Expenses	\$ 26,453.43	\$ 32,508.00	\$ 27,592.50	\$ 33,250.00	\$ 32,825.00	

Travel and Meetings					
Conf, Conv, Meeting-Nat'l	1,660.40	1,500.00	1,660.40	5,000.00	5,000.00
Meeting Travel-Reg'l		500.00		1,000.00	1,000.00
Total Travel and Meetings	\$ 1,660.40	\$ 2,000.00	\$ 1,660.40	\$ 6,000.00	\$ 6,000.00
Total Expenses	\$ 163,697.22	\$ 128,658.00	\$ 169,934.90	\$ 158,200.00	\$ 180,675.00
Net Operating Income	-\$ 24,201.22	-\$ 4,448.00	-\$ 24,799.90	\$ 56,775.00	\$ 46,825.00
Other Income					
Prior Year Budget Surplus		15,797.17	15,797.17	8,871.37	
Total Other Income	\$ 0.00	\$ 15,797.17	\$ 15,797.17	\$ 8,871.37	
Net Other Income	\$ 0.00	\$ 15,797.17	\$ 15,797.17	\$ 8,871.37	
Net Income	-\$ 24,201.22	\$ 11,349.17	-\$ 9,002.73	\$ 65,646.37	

#16

Budget Notes

Does not include AHLN, Scholarship, Joel Valdez, conference accounts

Some differences because 2022 is non-conference year and 2023 is conference year

- # 1. Mission Square has committed to a minimum of \$40,000 through 2025 and may increase its contribution
- # 2. Raise \$25,000 from one or multiple sponsors/donors (United Health Care or other)
- # 3. Anticipates raising the job posting fees to \$100 per posting - Additional \$20,000 per year
- # 4. PHN purchases at-cost Zoom license through LGHN - this could increase with other chapters
- # 5. 2022 will add OR & WA Chapters at minimum, future chapters are CO, IL, FL, CA, MI (expand), San Antonio, and other TX
- # 6. Local Government members could decline as regional chapters are established
- # 7. Joint reception with affiliates at ICMA; LGHN has received payments from NFBPA & I-NAPA to pay their share
- # 8. Constant Contact will go away if new membership management software and website are approved
- # 9. Consider aligning MP contract with 2-year budget cycle.
- # 10. Quick Books and email costs
- # 11. Anticipate brochure updates for membership and Madrinas/Padrinos program for use at conferences
- # 12. Include one-time cost for new membership management software and website in 2022.
- # 13. Anticipates in-person retreat in 2022 and after the conference in 2023
- # 14. Suggesting separate categories for affiliates, e.g., NFBPA and support to LGHN chapters
- # 15. ICMA joint reception with NFBPA & I-NAPA
- # 16. Cover deficit with proceeds from conference or reserves?

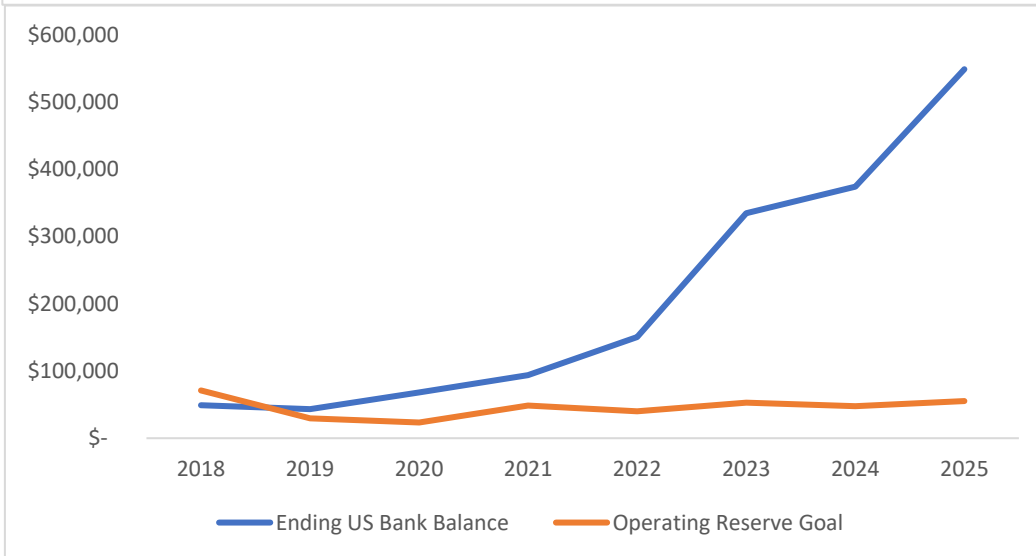
Income	2018	2019	2020	2021	2022	2023	2024	2025
Total Direct Public Support	\$ 56,600	\$ 52,830	\$ 51,800	\$ 48,194	\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000
Total Other Types of Income	\$ 19,906	\$ 22,222	\$ 27,406	\$ 55,460	\$ 75,475	\$ 75,500	\$ 75,500	\$ 75,500
Total Membership Dues	\$ 28,380	\$ 34,485	\$ 30,239	\$ 37,995	\$ 67,000	\$ 79,500	\$ 79,500	\$ 79,500
Total Program Income	\$ 196,175	\$ 44,199	\$ 32,989	\$ 142,577	\$ 72,000	\$ 249,500	\$ 84,500	\$ 249,500
Total Special Events Income	\$ -	\$ -	\$ -	\$ 4,900	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Total Income	\$ 272,682	\$ 119,251	\$ 112,196	\$ 251,132	\$ 217,975	\$ 395,500	\$ 230,500	\$ 395,500

Expenses	2018	2019	2020	2021	2022	2023	2024	2025
Total Business Expenses	\$ 2,278	\$ 1,919	\$ 1,960	\$ 2,580	\$ 2,200	\$ 2,300	\$ 2,348	\$ 2,398
Total Contract Services	\$ 77,068	\$ 70,405	\$ 68,954	\$ 126,000	\$ 101,100	\$ 126,200	\$ 128,850	\$ 131,556
Total Operations	\$ 7,781	\$ 9,970	\$ 11,680	\$ 12,102	\$ 15,400	\$ 13,350	\$ 13,829	\$ 13,914
Total Program Activities	\$ 185,903	\$ 26,298	\$ 9,800	\$ 38,765	\$ 13,350	\$ 40,125	\$ 14,422	\$ 42,724
Total Other Types of Expenses	\$ 192,458	\$ 33,815	\$ 10,788	\$ 52,686	\$ 36,250	\$ 63,825	\$ 39,654	\$ 66,995
Total Travel and Meetings	\$ 4,524	\$ 1,243	\$ -	\$ 1,660	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total Expenses	\$ 284,109	\$ 117,352	\$ 93,381	\$ 195,028	\$ 160,950	\$ 211,675	\$ 190,682	\$ 220,863

Net Income	\$ (11,427)	\$ 1,899	\$ 18,814	\$ 56,103	\$ 57,025	\$ 183,825	\$ 39,818	\$ 174,637
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Beginning US Bank Balance	\$ 49,152	\$ 43,233	\$ 43,233	\$ 68,253	\$ 93,590	\$ 150,615	\$ 334,440	\$ 374,258
Ending US Bank Balance	\$ 49,152	\$ 43,233	\$ 68,253	\$ 93,590	\$ 150,615	\$ 334,440	\$ 374,258	\$ 548,895

Operating Reserve Goal	\$ 71,027	\$ 29,338	\$ 23,345	\$ 48,757	\$ 40,238	\$ 52,919	\$ 47,670	\$ 55,216
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Association Management Software (AMS) Summary

		Fee Model	Annual Cost	1x setup	1 st year	Features	Reference comments
#1	I4A Internet for Associations	Priced by no. of admins users 2 admins 3-5 admins	\$3,876 \$4,435	\$3,050 same	\$6,926 \$7,485	<ul style="list-style-type: none"> • Includes website based on template. Can also integrate with existing website. Can pay hourly rate to customize. • Member database – multi member types • Membership renewal – annual or by the join date • QB connect - \$300 piece of software 1x purchase • Event management • Email marketing • Job Board - included • Member community • Zoom connection – setup fee 	<ul style="list-style-type: none"> • Good onboarding assistance/plan • Ongoing support great • Reporting could be better
#2	Your Membership	No. of contacts <3500	\$4,620	\$2,890	\$7,510	<ul style="list-style-type: none"> • Includes website based on template. Can also integrate with existing website. Custom home page \$5,000; full custom site \$10,000 • Member database – multi member types • Membership renewal – annual or by the join date • QB connect – setup fee + \$50/month • Event management • Email marketing • Job Board – revenue share • Member community • Zoom connection – setup fee + \$50/mo 	<ul style="list-style-type: none"> • Little onboarding assistance • Ongoing support poor • Admin side is 'clunky'
#3	Member Clicks	No. of members <1000 1000 - 2500	\$4,830 \$7,452	\$1,500	\$6,330	<ul style="list-style-type: none"> • Includes website based on template. Can also integrate with existing website. Can pay hourly rate to customize. • Member database – multi member types • Membership renewal – annual or by the join date • QB connect – no charge • Event management • Email marketing • Job Board – revenue share • Member community • Zoom connection – setup fee 	<ul style="list-style-type: none"> • Good onboarding assistance • Ongoing support not good

We also reviewed the following: **iMIS**- too expensive, big learning curve. **Glue-Up** -didn't like the software and there was no job board. **Member-Leap**- liked the software but never head back from the sales person after the demo. **Wild Apricot**-for smaller organization, not right for LGHN



Draft Agenda LGHN Board Retreat 11/29/20

LGHN Board of Director's Retreat - Part II

DRAFT

Agenda

January 8, 2021

7:00 am to 10:30 am PT/10 am to 1:30 pm ET

- I. (7:00 am) Welcome
- II. (7:04 am) Review and Discuss Committee Chair Presentations of Work Plans for the Coming 12 to 18 months (committee descriptions attached)
 - A. (7:05 am) Executive Committee Chair - Raymond Gonzales– *Staff support from Christine*
 - Explore partnerships with other organizations and build relationships
 - Better define relationships with and opportunities for participating in programs offered by LGHN affiliates (NFBPA, I-NAPA, NACA, GFOA). Create a master calendar of affiliate activities.
 - Review terms of ICMA affiliate agreement and establish expectations of ICMA
 - Set time and develop agenda for leadership meeting with ICMA
 - Update Board commitment forms
 - Members include Rolando Fernandez, Samantha Tavares, Bob Harrison, Gricelda Estrada, Marcus Steele, Ramiro Inguanzo and Noel Bernal
 - **Regular meeting: TBD**
 - B. (7:25 am) Professional Development Committee Chair - Ramiro Inguanzo – *Staff support from Christine*

- Negotiate new training programs with SGR
- Identify topics for 2022 webinars
- Reach out to LGHN chapters to assist with regional in-person training and networking sessions
- Identify affiliate events that will include LGHN sponsored sessions
- **Regular meeting time: Third Tuesday of every month at 9 am PT**
 1. ***PDC Conference Planning Subcommittee.*** Finalize 2023 LGHN Conference location, dates and recruit a “host” committee. Review conference planning responsibilities and establish working schedule for the planning process. Recruit LGHN members to assist and serve on the conference planning committee. Identify potential sponsors for 2023 conference. ***Regular meeting time: TBD***

C. (7:50 am) Career Development Committee Chair (and Vice President for Career Development) – Gricelda Estrada – *Staff support from Christine*

- Kick off revised Madrinas/Padrinos coaching program.
- Create strategy for youth/student engagement
- Outreach to executive search firms for assistance with interview skills, resume writing, etc.
- Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson)
- **Regular meeting time: Every other week September through June**

BREAK
About 10 minutes

D. (8:20 am) Membership Committee Chair and Vice Chair - Bob Harrison and Marcus Steele – *Staff support from Karen*

- Kick off joint membership drive with ICMA
 - Target membership outreach to Hispanic City managers
 - Target membership outreach to state associations to establish partnerships
- Track membership growth and report regularly to the LGHN board

- Work with NACA to increase County membership
- Pursue new regional chapters and set priorities for 2022
- **Regular meeting time: second Friday of the month at 8:30 am PT**
 1. **Chapters Advisory Subcommittee Chair - TBD.** Establish advisory committee in conjunction with LGHN chapter representatives. Develop plan to engage chapters on an ongoing basis. Create a chapter recognition program. **Regular meeting time: quarterly on the third Friday at 8:30 am PT**

E. (8:45 am) Marketing and Communications Committee Co-Chairs - TBD
– Staff support from Christine

- Develop/improve social media plan
- Develop communications and marketing strategy and branding
- Assist with organizing posted/recorded webinars and training sessions.
- Social media tracking
- **Regular meeting time: TBD**

F. (9:10 am) Scholarships and Fund Development Committee Chair - Rolando Fernandez
– Staff support from Karen and Christine as needed

- Discuss funding assistance from ICMA
- Review LGHN value statement for potential sponsors
- Update sponsor packet with sponsorship options
- Develop strategy for sponsor outreach
- Establish working group of retired LGHN members to assist with the “ask”
- Members include Frances Gonzales, Matt Rivera, Ray Gonzales, Orland Cruz, and United Health Care Representative
- **Regular meeting time: TBD**

BREAK

About 10 minutes

G. (9:40 am) International Committee Chair - Noel Bernal
– Staff support from Karen transition to Christine summer 2022

- Develop structure for training programs

- Adapt training materials from ICMA credentialing program
- Short-term: use PowerPoint format to adapt and translate training modules
- Long-term: Complete translations of the ICMA materials that were identified for Puerto Rico
- Invite LGHN members to create case studies in line with the training structure
- Market the training opportunities
 - Outreach to potential trainers from LGHN membership (must be Spanish speakers)
 - Market to Puerto Rican jurisdictions
- Administer/conduct training
- Finalize “certification” process
- **Regular meeting time: first Wednesday of the month at noon PT**

III. (9:55 am) Review Status of the Implementation of Membership Management Service Agreement (including website updates)

IV. (10:00 am) Review January 2022 Board Meeting Agenda Items

- Management Partners Contract for LGHN Executive Director Services for Calendar Year 2022 and 2023
- Set Date and Select Location for 2022 Board Retreat
- Other

V. (10:05 am) Wrap Up and Key Takeaways from the Retreat

- Review Board decisions from the day
- *What stands out from today’s discussion?*

Adjourn by 10:30 am PT/1:30 pm ET



2021-2022 LGHN Board of Directors/Executive Committee

<p>Raymond Gonzales, President /Executive Committee Term expires: 2022 Metro Denver EDC President and CEO 1445 Market Street Denver, CO 80202 Phone: 303-620-8039 Cell: 720-556-4086 raymond.gonzales@metrodenver.org</p>	<p>Rolando Fernandez, Immediate Past President/ Executive Committee Term: expires 2022 City of Austin Director, Office of Contract Management 105 W. Riverside Dr., Suite 205 Austin, TX 78740 Phone: 512-974-7749 Cell: 512-621-8844 rolando.fernandez@austintexas.gov</p>
<p>Samantha Tavares, President-Elect/Executive Committee Term: expires 2022 City of Phoenix Special Projects Administrator Office of the City Manager 200 W Washington Street Phoenix, AZ 85003 Phone: 602-495-5676 Cell: 408-386-9896 samantha.tavares@phoenix.gov</p>	<p>Ramiro Inguanzo, Vice President for Professional Development/Executive Committee Term expires: 2023 Bal Harbour Village Assistant Village Manager 655 96th St. Bal Harbour, FL 33154 Phone: 305-993-7312 Cell: 305-450-7146 ringuanzo@balharbourfl.gov</p>
<p>Bob Harrison, Vice President for Membership/ Executive Committee Term: expires 2022 City of Yakima City Manager 129 N. Second Street Yakima, WA 98901 Phone: 509-731-6294 Cell: 509-731-6294 Bob.Harrison@yakimawa.gov Cally.Price@yakimawa.gov</p>	<p>Gricelda Estrada, Vice President for Career Advancement/Executive Committee Term expires: 2023 City of Grand Rapids Executive Administrative Assistant Executive Office 300 Montrose Avenue Grand Rapids, MI 49503 Phone: 616-456-3166 Cell: 616-788-8228 gestrada@grand-rapids.mi.us</p>

Local Government Hispanic Network
Board of Directors Roster

LGHN Board of Directors/ Directors at Large

<p>Carlos Baia, Past ICMA Board Member Term: expires 2023 City of Concord Deputy City Manager, Development Community Development 41 Green St., 2nd Floor Concord, NH 03301 Phone: 603-225-8595 Cell: 603-892-2000 cbaia@concordnh.gov</p>	<p>Noel Bernal, Director at Large Term: expires 2022 City of Brownsville City Manager City Hall, 2nd Floor 1001 E. Elizabeth Street Brownsville, TX 78522-09011 Phone: 956-548-6007 Cell: 956-346-1351 noel.bernal@cob.us</p>
<p>Mariana Priscilla Bojorquez, Director at Large Term: expires 2023 City of Evanston Latino Engagement Librarian 1703 Orrington Ave Evanston, IL 60201 Phone: 847-448-8624 Cell: 224-532-6104 mbojorquez@cityofevanston.org</p>	<p>Maria De Leon, Director at Large Term: expires: 2023 City of San Jose Deputy Director, Recreation & Neighborhood Services 200 East Santa Clara Street, 9th Floor San Jose, CA 95113 Phone: 408-795-3116 Cell: 831-207-7239 Maria.DeLeon@ci.gilroy.ca.us</p>
<p>Raoul Lavin, Director at Large Term expires: 2023 City of Tallahassee Assistant City Manager 300 S. Adams Street Tallahassee, FL 32301 Phone: 850-891-8149 Cell: 850-212-3673 Raoul.Lavin@talgov.com</p>	<p>Ramón Pérez-Goizueta, MBA, Director at Large Term Expires: 2023 Chief Compliance Officer Bureau of Compliance & Independent Auditing Department of Employment Services 4058 Minnesota Avenue NE, Suite 3100 Washington, DC 20019 Phone: 202-671-1673 Cell: 202-210-1569 Ramon.Perez-Goizueta2@dc.gov</p>
<p>Matt Rivera, Director at Large Term Expires: 2022 Director, Community Safety and Well-being 4430 S. Adams County Parkway, Suite C1901 Brighton, CO 80601 Phone: 720-253-6194 Cell: 505-975-9947 mrivera@adcogov.org</p>	<p>Ramiro Salazar, Director at Large Term: expires 2022 Library Director, San Antonio Public Library 600 Soledad San Antonio, TX Phone: 210-207-2644 Cell: 210-381-6153 Ramiro.Salazar@sanantonio.gov</p>
<p>Marcus Steele, Director at Large Term Expires: 2023 Finance Manager Arts & Culture Department 1 East Main Mesa, AZ 85201 Phone: 480-644-6602 Cell: 602-526-0329 Marcus.Steele@mesaaz.gov</p>	

Local Government Hispanic Network
Board of Directors Roster

LGHN Liaisons

<p>Orlando Cruz, ICMA-RC Liaison Senior Vice President, Chief Revenue and Sales Officer ICMA-RC 777 N. Capitol Street NE, Suite 600 Washington, DC 20002-4290 Phone: 202-682-5272 Cell: 202-365-5325 OCruz@missionsq.org</p>	<p>Victor Cardenas, ICMA Board Liaison Assistant City Manager City of Novi 45175 W 10 Mile RD Novi, MI 48375-3006 Phone: 248-347-0450 Cell: 248-756-4143 vcardenas@cityofnovi.org</p>
<p>Rod Alcazar, ICMA-RC Liaison Senior Client Services Manager ICMA-RC 777 N. Capitol Street NE, Suite 600 Washington, DC 20002-4290 202-682-6453 ralcazar@missionsq.org</p>	<p>Gabe Rodriguez, NACA Liaison Adams County Cultural Affairs Liaison 4430 S. Adams County Pkwy. Brighton, CO 80601 Phone: 720-523-6846 Cell: grodriguez@adcagov.org</p>

LGHN Staff and Office Information

<p>Karen Davis LGHN Executive Director Management Partners 2107 N. First Street Suite 470 San Jose, CA 95131 Cell: 408-221-8458 kdavis@managementpartners.com kdavis@LGHN.org</p>	<p>Christine Butterfield LGHN Support Staff Management Partners 2107 N. First Street Suite 470 San Jose, CA 95131 Cell: 651-270-9535 cbutterfield@managementpartners.com cbutterfield@LGHN.org</p>
<p>Jeri Beckstedt, LGHN Business Office Management Partners Administrative Services Manager 1730 Madison Road Cincinnati, OH 45206 Phone: 513-861-5400 Fax: 513-861-3480 jbeckstedt@LGHN.org jbeckstedt@managementpartners.com</p>	<p>Also of Management Partners Paula Sitawi 513-861-5400 psitawi@managementpartners.com</p> <p>LGHN Main Office</p> <p>Local Government Hispanic Network 2107 N. First Street, Suite 470 San Jose, CA 95131 Phone: 408-392-0232 Fax: 408-453-6191</p>