



*Advancing Excellence and Inclusiveness in Local Government*

**Agenda**  
**February 2, 2024**  
**9:00 am PT/Noon ET**

**Board of Directors**

**Samantha Tavares**  
*President*

**Bob Harrison**  
*President-Elect*

**Raymond Gonzales**  
*Immediate Past President*

**Marcus Steele**  
*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**

**Mario Diaz**

**Alejandra Lopez**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**  
**Aaron Zavala**

**A. Call to Order/Roll Call/Welcome**

**B. APPROVAL: Consent Agenda – Receive and Approve**

1. Board Meeting Zoom Recording Link (see password in the meeting appointment invitation)
2. Board Meeting Attendance Report for 2023/2024\*
3. Financial Reports of January 2024\*

**C. DISCUSSION/APPROVAL:**

1. Discuss and Approve the Illinois LGHN Chapter Affiliate Agreement\* - **Marcus Steele**

**D. DISCUSSION:**

1. Discuss the LGHN 2024 Biennial Conference and Schedule the 2025 Conference Date – **Samantha Tavares**
  - a. Review revenues and expenditures/budget vs actual\*
  - b. Review attendance
  - c. Review program and keynotes
  - d. Attendee experience survey
2. Discuss and Schedule the LGHN Board of Directors' Workplan Meeting to Establish Goals for the Next Two Years – **Christine Butterfield**
3. Discuss and Schedule Board Development and Sponsorship Training – **Samantha Tavares**
4. Discuss Membership of Development and Sponsorship Committee

**E. Informational Items:**

1. LGHN Board Liaison Reports
  - a. ICMA Board and ICMA International Committee – **Jorge Gonzalez**
  - b. MissionSquare – **Deanna Santana**
  - c. NACA – **Gabe Rodriguez**

**F. Future Board Meeting Agenda Items**

1. Review and Discuss Baker Tilly Contract for Executive Director Services with LGHN – *Summer 2024*
2. Updated Affiliate Agreement with ICMA – *Summer 2024*

**G. Future Meeting Dates and LGHN 2023 Events**

Board Liaisons

**Jorge Gonzalez**

*ICMA Liaison*

**Gabe Rodriguez**

*NACA Liaison*

**Deanna Santana**

*MissionSquare*

*Retirement Liaison*

1. February 2, 2024 - LGHN Board Meeting
2. *TBD – International Committee Webinar: Economic Development and Public Improvements in the US and Central America*
3. **March 8, 2024 – LGHN Board Meeting – date change**
4. *April 3 – 7, 2024 – NFBPA Forum 2024, Baltimore, MD*
5. April 5, 2024 – LGHN Board Meeting
6. May 3, 2024 – LGHN Board Meeting
7. June 7, 2024 – LGHN Board Meeting
8. *June 9 – 12, 2024 – GFOA Annual Conference, Orlando, FL*
9. **July 12, 2024 – LGHN Board Meeting – date change**
10. August 2, 2024 – LGHN Board Meeting
11. September 6, 2024 – LGHN Board Meeting
12. *September 21 – 25, 2024 – ICMA Annual Conference, Pittsburg, PA*
13. October 4, 2024 – LGHN Board Meeting
14. November 1, 2024 – LGHN Board Meeting
15. December 6, 2024 – LGHN Board Meeting
16. **January 10, 2025 – LGHN Board Meeting – date change**
17. *Proposed* *January 22 – 25, 2025 LGHN 2025 Annual Conference, Mesa, AZ*

**H. Adjournment**

## Board of Directors' Meeting Attendance 2023 and 2024

Name	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	ICMA 10/1-10/4	10/23	11/23	12/23	1/24	LGHN 1/17-1/19
Samantha Tavares	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended
Bob Harrison	X	X	X	A	X	X	X	X	X	X	Attended	X	X	X	X	Attended
Raymond Gonzales	A	A	A	A	A	A	A	A	A	A	-	A	A	A	A	-
Ramiro Inguanzo	A	A	X	A	X	A	X	X	A	X	-	X	X	X	X	Attended
Gricelda Estrada	A	A	A	X	X	X	A	X	A	A	-	X	A	A	X	-
Carlos Baia	X	X	X	X	X	X	X	X	X	X	Attended	X	X	X	X	Attended
Raoul Lavin Through October	A	X	X	A	X	X	X	A	X	X	Attended	X	Incoming Mario Diaz X	X	X	Attended
Noel Bernal	X	X	X	X	A	A	A	A	X	X	Attended	X	A	X	X	Attended
Mariana Bojorquez	X	X	A	X	A	X	A	A	X	X	-	A	A	A	X	Professional Conflict
Alejandra Lopez	X	X	X	X	A	X	X	X	X	X	Attended	X	A	X	X	Attended
Ramón Pérez- Goizueta Through October	A	A	X	X	A	A	X	A	A	A	-	A	Incoming Aaron Zavala X	X	X	Attended
Ramiro Salazar	A	X	X	A	A	X	X	A	X	X	Attended	A	X	A	X	Attended
Marcus Steele	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended
Matt Rivera	A	X	A	X	X	X	X	X	A	X	Attended	X	X	X	X	Attended
Hazel Wetherford	X	A	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended
Victor Cardenas Through September (ICMA Board)	A	X	X	X	A	X	A	X	X	X	Attended	Incoming Jorge Gonzalez	X	A	X	Professional Emergency
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X	A	X	Attended	A	A	X	X	Attended
Ines Guerrero/ Deanna Santana (MissionSquare)	A	X	A	X	A	X	X	X	X	X	Attended	X	Incoming Deanna Santana	A	X	Family Emergency

Updated January 30, 2024

## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>43400 · Direct Public Support</b>		
43455 · Corporate Support	0.00	65,000.00
43457 · Scholarship	0.00	4,000.00
<b>Total 43400 · Direct Public Support</b>	<u>0.00</u>	<u>69,000.00</u>
<b>46400 · Other Types of Income</b>		
46410 · Advertising Sales	12,500.00	191,250.00
46430 · Miscellaneous Revenue	0.00	1,959.00
<b>Total 46400 · Other Types of Income</b>	<u>12,500.00</u>	<u>193,209.00</u>
<b>47200 · Program Income</b>		
47209 · Annual Meeting Sponsorship	0.00	2,000.00
47230 · Membership Dues		
47231 · Local Chapters	2,000.00	11,000.00
47233 · Individual	1,420.00	5,000.00
47234 · Local Government	1,500.00	7,500.00
47237 · Regional Chapter Florida	500.00	8,000.00
47239 · Regional Chapter Illinois	0.00	3,700.00
47240 · Regional Chapter Central Texas	0.00	2,800.00
47241 · Regional Chapter Colorado	1,000.00	8,500.00
<b>Total 47230 · Membership Dues</b>	<u>6,420.00</u>	<u>46,500.00</u>
47270 · LGHN Dinner Registrations	0.00	8,000.00
<b>Total 47200 · Program Income</b>	<u>6,420.00</u>	<u>56,500.00</u>
49000 · Special Events Income	0.00	5,000.00
<b>Total Income</b>	<u>18,920.00</u>	<u>323,709.00</u>
<b>Gross Profit</b>	18,920.00	323,709.00
<b>Expense</b>		
<b>60900 · Business Expenses</b>		
60920 · Business Registration Fees	0.00	120.00
60960 · Merchant Services Fees	407.50	10,000.00
<b>Total 60900 · Business Expenses</b>	<u>407.50</u>	<u>10,120.00</u>
<b>62100 · Contract Services</b>		
62110 · Accounting Fees	0.00	1,200.00
62150 · Outside Contract Services	19,631.88	225,000.00
<b>Total 62100 · Contract Services</b>	<u>19,631.88</u>	<u>226,200.00</u>
<b>65000 · Operations</b>		
65009 · Computer Software	38.79	1,600.00
65020 · Postage, Mailing Service	0.00	2,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	0.00	50.00
65050 · Telephone, Telecommunications	47.81	2,000.00
65060 · Website	2,400.28	12,000.00
<b>Total 65000 · Operations</b>	<u>2,486.88</u>	<u>18,150.00</u>
<b>65100 · Other Types of Expenses</b>		
Board of Directors Retreat		
Retreat	0.00	1,500.00
Board of Directors Retreat - Other	0.00	0.00
<b>Total Board of Directors Retreat</b>	<u>0.00</u>	<u>1,500.00</u>
65110 · Advertising/Marketing Expenses	0.00	4,000.00
65120 · Insurance - Liability, D and O	909.00	1,000.00
65140 · Contributions	0.00	1,500.00
65160 · Other Costs	117.25	500.00

## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>
65170 · Scholarships Awarded	0.00	2,000.00
65180 · Special Events	0.00	7,000.00
65185 · Program Activities		
Catering	0.00	12,000.00
Entertainment	0.00	1,500.00
Other Costs	0.00	16,888.00
Postage/Shipping	0.00	500.00
Printing/Copy/Mktg	0.00	500.00
Stipends and Speaker Fees	0.00	1,600.00
Supplies	93.45	
<b>Total 65185 · Program Activities</b>	<u>93.45</u>	<u>32,988.00</u>
65190 · Special Projects, Chap Support	0.00	5,000.00
<b>Total 65100 · Other Types of Expenses</b>	<u>1,119.70</u>	<u>55,488.00</u>
68300 · Travel and Meetings		
68310 · Conf, Conv, Meeting-Nat'l	0.00	5,000.00
68320 · Meeting Travel-Reg'l	0.00	1,000.00
68330 · ICMA Conference Committee	0.00	2,400.00
<b>Total 68300 · Travel and Meetings</b>	<u>0.00</u>	<u>8,400.00</u>
<b>Total Expense</b>	<u>23,645.96</u>	<u>318,358.00</u>
<b>Net Ordinary Income</b>	<u>-4,725.96</u>	<u>5,351.00</u>
<b>Net Income</b>	<u><u>-4,725.96</u></u>	<u><u>5,351.00</u></u>

# Local Government Hispanic Network Account Listing

January 26, 2024

Account	Type	Balance Total
10000 · US Bank - checking	Bank	273,663.56
10000 · US Bank - checking:Frances Gonzalez Sci	Bank	20,310.04
10000 · US Bank - checking:Joel Valdez	Bank	428.03
10000 · US Bank - checking:LGHN Conference	Bank	0.00
10000 · US Bank - checking:Operating Cash	Bank	177,925.49
10000 · US Bank - checking:Operating Reserves	Bank	75,000.00
25001 · Florida Chapter Payable	Other Current Liability	1,949.10
25003 · Illinois Chapter Payable	Other Current Liability	17.87
25004 · Colorado Chapter Payable	Other Current Liability	4,448.39
25005 · Central TX Chapter Payable	Other Current Liability	1,838.95
actual operating		169,671.18

CHAPTER AGREEMENT  
Local Government Hispanic Network and  
Illinois Local Government Hispanic Network

This Chapter Agreement is made by and between the Local Government Hispanic Network (LGHN), a national nonprofit incorporation and Illinois Local Government Hispanic Network and made this December 14, 2023.

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

**I. Recognition of Chapter**

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

**II. Membership**

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

### III. Obligations of LGHN

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

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



- ii. Provide banking and fiscal accounting services for Chapters (may require additional fees to cover administrative costs).
- iii. Recruit members for Chapters.
- iv. Provide technical assistance and resources to Chapters for activities such as facilitation and strategic planning.

#### **IV. Obligations of Chapter**

- A. The Chapter certifies it was established as an LGHN Chapter on July 21, 2022 and has submitted bylaws approved by its governing body. The Chapter will provide bylaws updates to the LGHN national organization. The Chapter Purpose shall be set forth in the bylaws activities conducted in accordance with such bylaws and all other Chapter-related policies, procedures or other written guidance.
- B. The Chapter certifies that it is and shall remain in full compliance with all applicable laws, regulations and other legal standards that may affect its performance under this agreement. The Chapter shall make all required federal, state and law filings, such as annual corporate reports and tax filings that may affect its corporate or tax status.
- C. The Chapter shall maintain reasonable records related to all of its programs, activities and operations. The Chapter shall submit written reports, upon request, to LGHN summarizing its programs, activities and operations, and a list of officers and directors.
- D. Develop and promote Chapter mission, goals and objectives; promote LGHN mission, goals and objectives.
- E. Develop and maintain Chapter board and committee structure.
- F. Board Participation. Develop members to increase their eligibility to serve on the LGHN and ICMA boards of directors.
- G. Annual Reporting. Chapter is requested to submit an annual report outlining its officers and directors, program activities, and a statement of financial standing for the 12-month period ending December 31.
- H. Programs and Activities. Chapter shall endeavor to sponsor and conduct programs and activities that further the purposes and objectives of LGHN and shall use its best efforts to ensure that such programs and activities are of the highest quality with respect to content, materials, and logistical preparation. Examples include chapter programs and networking activities.
- I. Chapter Affiliation Dues: The Chapter shall pay annual affiliation dues, established to provide for local support of the activities of the national office, particularly those that support chapter activities including administration and program activities. The annual dues assessment shall be established by the LGHN board of directors and be effective January 1 of each year. The Chapter shall provide the list of all Chapter members and contact information for each when submitting dues payment.

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

**V. Obligation of both LGHN and Chapter**

- A. Promote Hispanic cultural heritage.
- B. Promote LGHN national organizational and Chapter identity.
- C. Promote LGHN awards, including Civic Engagement and Emerging Leader awards.
- D. Conduct semi-annual chapter meetings, one of which will be at the annual ICMA conference.
- E. Develop annual activities report to the LGHN national organization. This information will be shared with other chapters to assist with program development in other regions.
- F. LGHN encourages the Chapter to submit articles about their activities for publication in LGHN publications and on the LGHN website. These articles may be submitted to ICMA for publication.
- G. Development of a mutual annual work plan that addresses:
  - a. Membership development
  - b. Professional development opportunities (including ICMA/ LGHN webinars)
  - c. Conferences and/or seminars
- H. Both LGHN and Chapter shall make every effort to offer the following benefits with respect to each other's conferences, if held:
  - a. Conference program advertisement
  - b. Recognition of mutual Chapter organizations during opening and closing ceremonies
  - c. Recognition, links and promotion of mutual Chapter organizations on the LGHN and Chapter Websites, including placement of logos
  - d. LGHN presenting at Chapter's conference or events.

**VI. Indemnification**

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

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

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

**VI. Revocation or Surrender of Agreement**

- A. Revocation of Agreement. The affiliation granted by LGHN to the organization hereunder shall remain in full force and effect unless and until revoked by LGHN or surrendered by its Board of Directors by an affirmative vote of at least two-thirds of the Board. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.
- B. Surrender of Agreement. Chapter may surrender its affiliation agreement by delivering to LGHN written notice of its intention to do so no less than thirty (90) days prior to the effective day of such surrender. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.

Local Government Hispanic Network

Illinois Local Government Hispanic Network

By: \_\_\_\_\_

Name: Samantha Tavares

Title: President, LGHN

Date:

By: \_\_\_\_\_

Name: Ana Elizarraga

Title: President, ILGHN

Date:

**Local Government Hispanic Network  
Profit & Loss Budget vs. Actual  
January 2023 through January 2024**

	TOTAL			ALL
	<u>Jan '23 - Jan 24</u>	<u>Budget</u>		
Ordinary Income/Expense				
Income				
46400 · Other Types of Income				
46430 · Miscellaneous Revenue	522.50	712.50	190 outstanding	712.5
Total 46400 · Other Types of Income	<u>522.50</u>	<u>712.50</u>		<u>712.5</u>
47200 · Program Income				
47250 · Conference Registration	35,950.00	30,000.00	7,150.00 outstanding	43,100.00
47260 · Conference Sponsorship	80,500.00	100,000.00	17,000.00 outstanding	97,500.00
Total 47200 · Program Income	<u>116,450.00</u>	<u>130,000.00</u>		<u>141,312.50</u>
Total Income	<u>116,972.50</u>	<u>130,712.50</u>		<u>141,312.50</u>
Gross Profit	116,972.50	130,712.50		141,312.50
Expense				
65100 · Other Types of Expenses				
65185 · Program Activities				
Catering	26,841.39	39,000.00	6,099.35 outstanding	33,796.74
Entertainment	550.00	5,000.00		550
Event Insurance	126.00	150.00		126
Facility Rental	0.00	9,000.00	8,897.00 outstanding	8,897.00
IT/Video Services	0.00	4,000.00	19,839.90 outstanding	19,839.90
Other Costs	4,662.19	5,000.00		4662.19
Postage/Shipping	186.31	150.00		186.31
Printing/Copy/Mktg	318.78	4,000.00		318.78
Stipends and Speaker Fees	781.71	4,000.00		781.71
Supplies	2,420.16	5,000.00		2420.16
Total 65185 · Program Activities	<u>35,886.54</u>	<u>75,300.00</u>		<u>71,578.79</u>
Total 65100 · Other Types of Expenses	35,886.54	75,300.00		71,578.79
68300 · Travel and Meetings				
68310 · Conf, Conv, Meeting-Nat'l	0.00	5,000.00	3,500.00 outstanding	3,500.00
Total 68300 · Travel and Meetings	<u>0.00</u>	<u>5,000.00</u>		<u>3,500.00</u>
Total Expense	35,886.54	80,300.00		75,078.79
Net Ordinary Income	<u>81,085.96</u>	<u>50,412.50</u>		<u>66,233.71</u>
Net Income	<u>81,085.96</u>	<u>50,412.50</u>		<u>66,233.71</u>