



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

Advancing Excellence and Inclusiveness in Local Government

**Board of Directors Meeting
December 4, 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

Join Zoom Meeting

<https://us02web.zoom.us/j/83401646292>

Dial by Phone: +1 669 900 6833

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Meeting ID: 820 6262 8878

Agenda

LGHN Board of Directors

Ray Gonzales

President

Samantha Tavares

President-Elect

Rolando Fernandez

Immediate

Past President

Bob Harrison

Vice President

for Membership

Aubrey Gonzalez

Vice President

for Professional

Development

Paulina Martinez

Vice President

for Career Advancement

At-Large Directors

Carlos Baia

Noel Bernal

Maria DeLeon

Gricelda Estrada

Ramiro Inguanzo

Raoul Lavin

Ramiro Salazar

Patricia E. Martel

Past ICMA

Board Member

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 6, 2020*
2. Board Meeting Attendance Report for 2019/20*
3. Financial Report through November 30, 2020*

C. DISCUSSION: 2021 LGHN Calendar/Activities/Work Program*

D. DISCUSSION: Board Contributions to LGHN Scholarship Fund

E. DISCUSSION/APPROVAL: 2021 Membership Dues Structure*

F. DISCUSSION/APPROVAL: 2021 LGHN Budget*

G. UPDATE: Future Partnership with Puerto Rico

H. INFORMATION/UPDATES: LGHN Goals and Committee Activities

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

I. INFORMATION ITEMS

1. LGHN Board Meeting Schedule (item J below)
2. REMINDER: Testimonials for ICMA & LGHN Memberships
3. REMINDER: Identify “Leadership Legends” for SGR Webinars

J. Future Board Meeting Agenda Items

1. ICMA Contract with GARE
2. Potential Agreement: Latino Leadership Institute
3. Government Alliance on Race and Equity (TBD)
4. Potential Agreement: National Association of Hispanic Federal Executives
5. Website Tracking
6. Social Media Tracking

K. Adjournment & Future Meeting Dates

1. Friday, January 8, 2021* – LGHN Board Meeting (moved from January 1)
2. Friday, February 5, 2021 – LGHN Board Meeting
3. Friday, March 5, 2021 – LGHN Board Meeting
4. Friday, April 2, 2021 – LGHN Board Meeting
5. April 21-25, 2021 – NFBPA Conference, Phoenix, AZ

*Supporting documents provided in board packet

6. Friday, May 7, 2021 – LGHN Board Meeting
7. Friday, June 4, 2021 – LGHN Board Meeting
8. June 2021 – NFBPA Forum (tentative)
9. Friday, July 9, 2021* – LGHN Board Meeting (moved from July 2)
10. Friday, August 6, 2021 – LGHN Board Meeting
11. September 8-11, 2021 – LGHN Biennial Conference, Aurora, Adams County, CO
12. October 3-6, 2021 – ICMA Conference, Portland, OR
13. Friday, November 5, 2021 – LGHN Board Meeting
14. Friday, December 3, 2021 – LGHN Board Meeting

*Supporting documents provided in board packet



Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Samantha Tavares, President-Elect
Raymond Gonzales, Immediate Past President
Bob Harrison, Vice President for Membership
Aubrey Gonzalez, Vice President for Professional Dev.
Paulina Martinez, Vice President for Career Advancement
Carlos Baia, At Large Director
Noel Bernal, At Large Director
Maria DeLeon, At Large Director
Gricelda Estrada, At Large Director
Ramiro Inguanzo, At Large Director
Raoul Lavin, At Large Director
Ramiro Salazar, At Large Director
Patricia Martel, Past ICMA President
Victor Cardenas, ICMA Board Liaison

Board Members Absent

Claudia Lujan, (outgoing)

Others Present

Karen Davis, Executive Director
Orlando Cruz, ICMA-RC Liaison
Gabe Rodriguez, NACA Liaison

A. Call to Order/Roll Call/Welcome

At 9:09 (pacific standard time), roll call was conducted and Karen let the Chair know that thirteen members were present and provided a quorum. The Chair welcomed attendees to the first LGNH Board meeting with the newly seated members.

B. APPROVAL: Consent Agenda – Receive and Approve

Carlos Baia moved approval and Bob Harrison seconded the motion; following a voice vote, the consent agenda was approved.

C. DISCUSSION/APPROVAL: Quarterly Budget Review

Karen walked the Board through the current budget for FY2020. She noted that it included \$20,000 of carryover revenue from the FY2019 budget. Karen also pointed out that LGHN purchased and received reimbursement from the City of Phoenix for a Zoom license totaling \$455. This was the result of a request from the City of Phoenix to purchase the license and secure LGHN's discount. Karen also noted that it is unlikely that Management Partners will use all of its \$75,000 budget for the current year due to the cancellation of the fall conference as a result of the pandemic. She explained that some revenue in the current budget stem from the collection of 2019 ICMA conference dinner fees but were received this calendar year. Finally, Karen highlighted that a number of the expenses listed reflect facility rental costs that have been paid from the current year for conferences scheduled in 2021 and 2023.

Karen forecasted that the FY2021 budget will be presented to the LGNH Board at the meeting in December.

Karen and the Chair invited questions and comments. Board members did not raise questions or request more information.

Ramiro Inguanzo moved approval; the motion was seconded by Paulina Martinez. Following a voice vote, the quarterly budget was approved.

D. DISCUSSION/APPROVAL: Management Partners/LGHN Contract for 2021-2022

The Chair acknowledged the Executive Director's support of the Board and high-quality contributions that regularly exceed the members expectations. The Chair highlighted the key components of the agreement including that the two-year contract will not exceed \$150,000. Karen shared that in years where LGHN does not hold a conference, the staff costs typically remain low. And it is LGHN policy to roll over unused funds to the next year's budget.

Paulina Martinez moved approval; the motion was seconded by Gricelda Estrada. Following a voice vote, the Management Partners/LGNH contract for 2021-2022 was approved.

E. DISCUSSION/APPROVAL: LGHN Sponsor Levels/Benefits

Karen presented and requested that the Board approve the LGHN Sponsor Levels/Benefits so that the information can be uploaded to the website. She also shared that following Board approval, staff will begin fund raising efforts to match the \$10,000 ICMA grant. Karen noted that funding raising in the fourth quarter of the calendar year is a good time to do so because many individuals are looking for opportunities to make donations before the end of the calendar year 2020 to secure the tax benefits. The Chair reminded the Board that United Health Care also donated \$2,500 for next year's conference.

Question: Noel Bernal asked have state associations partnered with LGHN?

Karen indicated that states have not partnered with LGHN and a number of members indicated that such financial partnerships need to grow. Some of the potential associations identified included Colorado, Texas, and California. Ray said the Colorado association will be a sponsor of the LGHN conference in September. Raoul and Ramiro said they would reach out to the Florida City/County Management Association. Aubrey and Samantha will reach out to the Arizona management association.

Question: What are the dates of the 2021 LGHN Conference?

September 8 – 11, 2021, the weekend after Labor Day.

Noel moved approval and Rolando seconded the motion. Following a voice vote, the LGNH Sponsor Levels/Benefits was approved.

F. DISCUSSION/APPROVAL: SGR Proposal

Karen presented the SGR proposal and reminded the Board that the firm conducted a 12-part training series in 2020. Over 2021, SGR will prepare a six-part training series entitled, "leadership legends."

Karen also reminded that Board to recommend individuals to be interviewed by SGR for the training series. Names should be submitted by November 30, 2020. The training sessions will begin in February 2021.

The Chair asked that staff promote the program and include the complete list of six sessions on the website. Karen also suggested that participants will be invited to join the Padrinos and Madrinas mentorship program.

Maria moved approval and Raoul seconded the motion. Following a voice vote, the SGR proposal was approved.

G. DISCUSSION/APPROVAL: GFOA Affiliate Agreement

Karen introduced the agreement and shared that GFOA is excited to work with LGHN. In a recent call between GFOA and LGHN, the discussion focused on a variety of ways the two agencies might collaborate. GFOA offered to provide conference speakers and content similar to how they currently collaborate with NFBPA. LGHN an GFOA will also likely conduct joint webinars in the future. GFOA agreed to provide two scholarships for LGHN members annually. Board members Paulina Martinez and Aubrey Gonzalez participated in the call and shared their enthusiasm for the new partnership and discussed the value of providing members more finance and budget training opportunities.

Chair thanked Paulina, Aubrey and Karen for their great work establishing the new partnership.

Paulina Martinez moved approval and Aubrey Gonzalez seconded the motion. Following a voice vote, the GFOA Affiliate Agreement was approved.

H. DISCUSSION/APPROVAL: LGHN Endorsement of Kenneth Williams, City Manager, Buda, TX for the ICMA Board of Directors

Members shared brief review of Kenneth Williams qualifications, Noel Bernal moved approval and Bob Harrison seconded the motion. Following a voice vote, the LGHN Endorsement of Kenneth Williams, City Manager, Buda, TX for the ICMA Board of Directors was approved.

I. DISCUSSION: LGHN Representatives on ICMA Nomination Committees

Karen indicated that she would work with Ray Gonzales to identify Board members (a primary and one back-up) to participate on the interview panels for each committee. Interviews will likely be held in April 2021.

J. DISCUSSION: Future Partnership with Puerto Rico

Karen indicated that Rolando Fernandez and Raul Lavin participated in discussions at the ICMA conference about opportunities to build partnerships with Puerto Rico. Rolando noted that finding ways to share best practices and provide technical assistance on topics such as economic development and administrative policies and procedures would be a good start. Raul also indicated that the session was productive and asked that the LGHN website information be available in Spanish.

Question: If we did a webinar in Spanish, what topics do you recommend?

Rolando suggested sessions on the topics of grants and infrastructure.

Karen suggested that ICMA's Latin America Center might be interested in assisting LGHN with any Spanish translation and LGHN could begin by translating an introductory page on the website.

Board members suggested that a committee could be created to make progress in building the relationship with Puerto Rico.

The Chair also indicated that he would follow up with ICMA's International Committee (which he was just appointed to by the ICMA Chair).

K. INFORMATION/UPDATES: LGHN Goals and Committee Activities (no reports)

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

L. INFORMATION ITEMS

Karen presented the annual Board calendar for review and comment. She indicated that Board members will receive meeting appointments for the coming year soon.

Karen also requested testimonials from each LGHN Board member and reminded each that to participate in LGHN, members need to also join ICMA.

Lastly, she reminded attendees that the new list of new Board member contact information was also included in the packet.

Before the close of the meeting, Orlando Cruz of ICMA RC introduced himself and thanked LGHN for letting him participate in the meeting.

O. Adjournment

The Chair adjourned the meeting at 9:59 am (pacific standard time).

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

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

Local Government Hispanic Network
Profit and Loss
January - November, 2020

	Total
Income	
Direct Public Support	
Corporate Support	50,000.00
Individual Support	100.00
Scholarship	700.00
Total Direct Public Support	\$ 50,800.00
Other Types of Income	
Advertising Sales	24,250.35
Miscellaneous Revenue	455.73
Total Other Types of Income	\$ 24,706.08
Program Income	
LGHN Dinner Registrations	750.00
LGHN Dinner Sponsorships	2,000.00
Membership Dues	
Chapters	10,500.00
Corporate	1,100.00
Individual	4,154.48
Local Government	14,375.00
Total Membership Dues	\$ 30,129.48
Total Program Income	\$ 32,879.48
Total Income	\$ 108,385.56
Gross Profit	\$ 108,385.56
Expenses	
Business Expenses	
Business Registration Fees	85.00
Constant Contact	449.52
PayPal Fees	1,311.83
Total Business Expenses	\$ 1,846.35
Contract Services	
Accounting Fees	850.00
Outside Contract Services	61,767.30
Total Contract Services	\$ 62,617.30
Operations	
Computer Software	541.01
Telephone, Telecommunications	1,955.05
Website	8,198.00
Total Operations	\$ 10,694.06
Other Types of Expenses	
Contributions	100.00
Insurance - Liability, D and O	888.00
Program Activities	
Catering	2,168.41
Facility Rental	6,500.00
Printing/Copy	931.16
Stipends and Speaker Fees	200.00
Total Program Activities	\$ 9,799.57
Total Other Types of Expenses	\$ 10,787.57
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$ 85,945.28
Net Operating Income	\$ 22,440.28
Net Income	\$ 22,440.28
bank balance as of 11/30/2020	\$ 80,170.48

2021 LGHN Calendar/Activities/Work Program

January

- LGHN Board Meeting – 1/8 (revised date due to holiday)
 - Board packets posted on Wednesday before Board meeting
 - LGHN Conference budget
 - Set annual meeting date (September 9)
 - LGHN biennial conference budget
 - Discuss/approve committee workplans
- Membership renewal notices prepared/sent out
- Coordinate conference sessions for NFBPA conference in April (session topics, speakers, etc.)
- Committee meetings:
 - Professional Development – 1/19
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
- LGHN conference planning – 1/18
 - Send “save the date” to membership
 - Initiate program planning
 - Contact exhibitors
 - Finalize program structure
 - Call for speakers
 - Identify potential sessions
- Webinars
 - LGHN – TBD

February

- LGHN Board Meeting – 2/5
 - Board packets posted on Wednesday before Board meeting
- Send LGHN emerging leader award application to LGHN membership
- Committee meetings:
 - Professional Development – 3/16
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships RBD
- LGHN conference planning – 3/15
 - Program planning
 - Finalize theme/logo/artwork
 - Update sponsor and exhibitor list
 - Identify potential keynotes/assign members to contact
 - Host committee to explore field demos and special events
 - Kick off conference promotion (include announcement of Valdez awardee)
- Webinars
 - SGR – TBD

March

- LGHN Board Meeting – 3/5
 - Board packets posted on Wednesday before Board meeting
- ICMA Call for Volunteers – ICMA Committees – TBD
- 2021 ICMA Regional Meetings – TBD

- Committee meetings:
 - Professional Development – 3/16
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
- ICMA call for conference speakers
- LGHN conference planning – 3/15
 - Program planning
 - Report on sponsors/exhibitors
 - Send update message to membership
 - Prepare full- and half-page ad for PM Magazine
- Finalize venue and speaker for LGHN dinner at ICMA
- Webinars
 - LGHN – TBD
 - ICMA: Ethics – 3/17 (tentative)

April

- LGHN Board Meeting – 4/2
 - Board packets posted on Wednesday before Board meeting
- ASPA Conference – TBD
- NFBPA Conference, Phoenix, 4/21-25
- Deadline for ICMA committee submissions – TBD
- 2021 ICMA Regional Meetings – TBD
- Committee meetings:
 - Professional Development – 4/19
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
- LGHN conference planning – 4/18
 - Program planning
 - Prepare event requirements/menu options
- Webinars
 - SGR/TBD
 - ICMA: Skill Building – 4/21

May

- LGHN Board Meeting – 5/7
 - Packets posted/distributed to membership Wednesday before meeting
 - Discuss comp ICMA conference registrations (4)
- 2021 ICMA Regional Meetings – TBD
- Deadline for appointment to ICMA conference planning committee
- Finalize ICMA dinner location, caterer, etc.
- Set up meeting with NFBPA/I-NAPA to identify 2021 ICMA board candidates
- Committee meetings:
 - Professional Development – 5/18
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
 - Set schedule for LGHN Board election process
- LGHN conference planning – 5/17
 - Program planning
 - Host committee to finalize field demos and special events
 - Develop/test registration

- Place first ad in PM Magazine for July issue
- Webinars
 - LGHN – TBD
 - ICMA: Leadership – 5/19

June

- LGHN Board Meeting – 6/5
 - Board packets posted on Wednesday before Board meeting
- Deadline for ICMA session speakers
- Open LGHN conference registration
- Open LGHN dinner registration
- 6/29 – issue call for volunteers for LGHN board of directors
- Committee meetings:
 - Professional Development – 6/15
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
 - Nominations TBD
- LGHN conference planning – 6/21
 - Program planning
 - Host committee to finalize field demos and special events
 - Open registration
 - Place second ad in PM Magazine for August issue
- Webinars
 - SGR – TBD

July

- LGHN Board Meeting – 7/10 (revised date due to holiday)
 - Board packets posted on Wednesday before Board meeting
 - Mid-year budget review
- Contact ICMA re: Leadership meeting agenda, reception, activities at ICMA conference
- Contact ICMA-RC re: Leadership meeting at ICMA conference
- Committee meetings:
 - Professional Development – 7/20
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
 - Nominations TBD
- LGHN conference planning – 7/19
 - Program planning
 - Planning committee to finalize educational sessions
- Webinars
 - LGHN – TBD

August

- LGHN Board Meeting – 8/7
 - Board packets posted on Wednesday before Board meeting
 - Approval of candidates for LGHN board of directors
- 8/10 – issues ballots for LGHN board of directors (survey monkey ballot)
- Distribute LGHN schedule for ICMA to board and membership as appropriate
- Committee meetings:
 - Professional Development – 8/17
 - Career Advancement TBD

- Membership TBD
- University Partnerships TBD
- Nominations TBD
 - Close ballots for LGHN board of directors; notify candidates (or late July)
 - Schedule orientation for new board members (September/October)
- LGHN conference planning – 8/16
 - Program planning to finalize program layout/print program
 - Host committee to explore field demos and special events
- Webinars
 - SGR – TBD

September

- 10/15-17 – LGHN Biennial Conference – Aurora, Adams County, CO
 - 10/15 annual meeting
 - 10/16 awards luncheon
 - Valdez award
 - Emerging leader award
 - New board members installed
 - 10/17 board retreat
- Committee meetings:
 - Professional Development – 9/20
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
- LGHN conference debrief – 9/19
 - Finalize conference program for printing and for app
- Webinars
 - LGHN – TBD

October

- ICMA Annual Conference: Portland, OR, 10/3-6
 - ICMA Committee meetings on Sunday morning 10/3
 - Meeting with ICMA leadership 10/5
 - Meeting with ICMA-RC leadership (TBD)
 - LGHN Dinner – 10/3
 - LGHN /NFBPA/I-NAPA reception –10/4
 - Meeting with NFBPA, I-NAPA, NACA – TBD
 - Meeting with LGHN chapter representatives – TBD
- Budget Preparation (staff)
- LGHN Appointment to ICMA-RC Client Advisory Board?
- LGHN Representation on 2021 ICMA Regional Interview Committees
- Committee meetings:
 - Professional Development – 10/18
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
- LGHN conference planning – 10/17
 - Conference planning committee to review post-conference comments
 - Finalize expenditures
- Webinars
 - SGR – TBD

November

- LGHN Board Meeting – 11/6
 - Board packets posted on Wednesday before Board meeting
 - Debrief – ICMA Conference/follow up on contacts, programs, committees, etc.
 - Board review of dues structure
 - Budget Review & Approval
 - LGHN Endorsements for ICMA Executive Board
- Outreach to corporate sponsors for next fiscal year
- Call for sessions at NFBPA annual conference
- Committee meetings:
 - Executive Committee – review CY 2022 budget
 - Professional Development – 11/16
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
- Webinars
 - LGHN – TBD

December

- LGHN Board Meeting – 12/4
 - Board packets posted on Wednesday before Board meeting
 - Approve 2022 membership dues structure
 - Approve 2022 budget
 - 2022 work program
- Deadline for submission of ICMA board candidate names, letters of endorsements and petitions for nominations and elections process (early December)
- Committee meetings:
 - Professional Development – 12/21
 - Career Advancement TBD
 - Membership TBD
 - University Partnerships TBD
- Webinars
 - SGR – TBD

Committee Activities (monthly or every other month)

- Committee meetings (monthly or every 1-2 months depending on work program)
 - Membership
 - Regional chapters (NW Oregon/Central Colorado/Miami/Dade County/Central Washington)
 - Assist/mentor new chapters to set up programs
 - Develop/host webinar on how to start a chapter
 - Review/update membership dues to encourage membership growth
 - Update/streamline membership brochure
 - ICMA/LGHN joint membership drive (get testimonials)
 - Professional Development
 - Coordinate and develop
 - Webinars for career development, skill building and community best practices
 - Professional training and development programs to support the LGHN Madrinas and Padrinos program
 - Support regional seminars/meetings and national conferences
 - Identify current needs, topics and best practices
 - Identify the format for delivery of content

- Develop a workplan and schedule
- Identify committee members who will take the lead in developing and executing components of the workplan
- Administer educational and professional development activities in accordance with the workplan
- Partner with the LGHN Career Advancement Committee and LGHN partner organizations to co-produce and co-host sessions.
- Career Advancement
 - Lead for Madrinas/Padrinos coaching program
 - Support SGR Webinars
- Nominations
 - Prepare schedule and outreach for new LGHN board members
 - Work with members to identify members to serve on ICMA committees
 - Assist LGHN board members prepare for ICMA board nomination process
- University Partnerships
 - Create /implement “different voices” program (LGHN version of “ICMA “Career Compass”)

Future Activities

- ICMA-RC Affiliate Agreement Renewal – 2022 for 2023- 2026
- ICMA Affiliate Agreement Renewal –2022 for 2023-2026
- NFBPA Affiliate Agreement Review – no timeline stated in agreement
- NACA Affiliate Agreement Review – no timeline stated in agreement
- Bylaws updates as needed
- Future/potential LGHN Awards (discuss/develop)
 - Non-city/county professionals who support the profession
 - Media award for communities with outreach programs
 - Diversity/equity/inclusivity award
- Website
 - Review website every 2-3 months to keep up to date
 - Set up members only portal
 - Chat/information exchange
 - Update calendar feature
- Article for PM Magazine (work with Julie)
- Partner with ICMA to survey people of color in ICMA (CMs and ACMs)
- Future affiliates
 - NAHFE
 - NLC
 - I-NAPA
- Fund Development strategy update
 - Board donations (get or give)
 - Contact Hispanic organizations to support scholarship fund
 - Conference and regional meeting sponsors



**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 LGHN database	Access to LGHN database	Access to IHN database
	Event planning assistance	Event planning assistance	Event planning assistance
	7 or 15 designated members from local government members	Unlimited designated chapter members also members of IHN through chapter membership	Unlimited designated chapter members also members of IHN through chapter membership
	Unlimited job postings	Unlimited job postings	Unlimited job postings (for Jurisdictions only)
		Use of IHN tax exempt status	Use of IHN tax exempt status*
		Host chapter website (optional) and/or access to chapter site	Host chapter website (optional) and/or access to chapter site
		Fundraising support	Fundraising support
		Chapter recognition in brochures	Chapter recognition in brochures
		Use of logo	Use of logo*
		Fiscal support (optional)	Fiscal support (optional)
			*Exec cmte recommends use only after review of protocols and formal establishment of chapter



Annual Membership Dues

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			Individual Membership: \$75

*Note: for local government membership, single jurisdiction, and regional chapters, each jurisdiction would pay according to the size of their jurisdiction (over or under 1,000 employees).

Local Government dues are unchanged.

Single jurisdiction chapter dues are reduced for size of organization rather than number of members. Chapters would have unlimited number of members. Previous dues were \$1,500 for up to 50 members, \$2,500 for up to 200 members and \$3,000 for more than 200 members.

Regional chapter dues are unchanged. The lower level of dues was established to establish regional chapters with unlimited members (which is still a work in progress) and encourage chapters to form and attract multiple jurisdictions in the region. It is also an incentive for local government members to join and form regional chapters.

Corporate

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

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

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

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

Local Government Hispanic Network CY 2021 Budget

	<u>CY 2020</u>	<u>CY 2020 - Revised</u>	<u>Year End Est</u>	<u>CY 2021</u>
Ordinary Income/Expense (non-conference)				
Income				
Direct Public Support				
Corporate Support	70,000.00	50,000.00	50,000.00	40,000.00
Sponsor Match	0.00	0.00	0.00	10,000.00
Individual Support	0.00	0.00	0.00	500.00
Scholarship	5,000.00	0.00	3,000.00	3,000.00
Total Direct Public Support	75,000.00	50,000.00	53,000.00	53,500.00
Other Types of Income				
Reimbursement - Conference Hotels (CO & FL)	0.00	0.00	0.00	6,500.00
Advertising Sales	20,000.00	15,000.00	22,300.00	23,000.00
Miscellaneous Revenue - PHN Zoom license	0.00	0.00	455.73	460.00
Total Other Types of Income	20,000.00	15,000.00	22,755.73	29,960.00
Program Income				
Workshops/Regional Registration	0.00	0.00	0.00	0.00
Workshops/Regional Sponsorship	0.00	0.00	0.00	0.00
LGHN Dinner Registrations - 2019	4,000.00	0.00	750.00	7,500.00
LGHN Dinner Sponsorships - 2019	0.00	0.00	2,000.00	5,000.00
Conference Hotels Reimbursement (CO & FL)	0.00	0.00	0.00	6,500.00
Membership Dues				
Individual	4,500.00	3,060.00	4,144.00	4,000.00
Local Government	15,500.00	15,500.00	14,375.00	14,250.00
Chapters	10,000.00	7,750.00	10,500.00	12,000.00
Corporate	2,250.00	2,250.00	1,000.00	2,000.00
Total Membership Dues	32,250.00	28,560.00	30,019.00	32,250.00
Total Program Income	36,250.00	28,560.00	32,549.48	51,250.00
Total Income	131,250.00	93,560.00	108,305.21	134,710.00

Local Government Hispanic Network CY 2021 Budget

	<u>CY 2020</u>	<u>CY 2020 - Revised</u>	<u>Year End Est</u>	<u>CY 2021</u>
Expense				
Business Expenses				
Constant Contact	500.00	350.00	450.00	450.00
Business Registration Fees	80.00	80.00	80.00	80.00
PayPal Fees	1,400.00	1,400.00	1,258.00	1,300.00
Business Expenses - Other	100.00	100.00	0.00	100.00
Total Business Expenses	2,080.00	1,930.00	1,788.00	1,930.00
Contract Services				
Accounting Fees	850.00	850.00	850.00	850.00
Outside Contract Services	75,000.00	70,000.00	63,000.00	75,000.00
Total Contract Services	75,850.00	70,850.00	63,850.00	75,850.00
Operations				
Computer Software (QB & email)	250.00	250.00	553.95	625.00
Postage, Mailing Service	500.00	500.00	0.00	250.00
Printing and Copying	250.00	250.00	0.00	250.00
Supplies	75.00	75.00	0.00	75.00
Telephone, Telecom (AT&T & Zoom/PHN Lic.)	1,200.00	1,200.00	1,955.00	2,200.00
Website (Neon Rain & Word Press)	7,000.00	7,000.00	8,200.00	8,300.00
Upgrade: Q&A/Information Sharing Feature	0.00	0.00	0.00	4,000.00
Upgrade: Google Translate	0.00	0.00	0.00	375.00
Upgrade: Spanish Page	0.00	0.00	0.00	375.00
Total Operations	9,275.00	9,275.00	10,708.95	16,450.00
Other Types of Expenses				
Board of Directors Retreat				
Retreat (During LGHN Conference)	150.00	0.00	0.00	150.00
Travel (Part of Conference)	0.00	0.00	0.00	0.00
Total Board of Directors Retreat	150.00	0.00	0.00	150.00

**Local Government Hispanic Network
CY 2021 Budget**

	CY 2020	CY 2020 - Revised	Year End Est	CY 2021
Program Activities	0.00	0.00	0.00	
Catering	17,000.00	0.00	0.00	
ICMA Joint Reception (2019)	0.00	0.00	2,168.41	2,500.00
LGHN Dinner at ICMA	0.00	0.00	0.00	10,000.00
Facility Rental				
Hyatt Aurora	0.00	0.00	5,500.00	0.00
Caribe Royal Orlando	0.00	0.00	1,000.00	0.00
Postage/Shipping	700.00	700.00	0.00	500.00
Printing/Copy (banners, swag 2019 ICMA Conf	931.16	400.00	931.16	500.00
Stipends and Speaker Fees	500.00	500.00	0.00	500.00
Program Activities - Other	0.00	2,000.00	0.00	1,000.00
Total Program Activities	19,131.16	3,600.00	9,599.57	15,000.00
Special Projects	2,500.00	2,500.00	0.00	0.00
Advertising/Marketing Expenses	1,500.00	1,500.00	0.00	1,500.00
Insurance - Liability, D and O	888.00	888.00	888.00	888.00
Contributions (Donation to Food Bank - S. Esquivel)	4,500.00	0.00	100.00	3,000.00
Other Costs (plaques, T-shirts)	0.00	0.00	0.00	2,000.00
Research (ASU)	0.00	0.00	0.00	5,000.00
Transfer to Scholarshio Fund	0.00	0.00	0.00	5,000.00
Transfer to Valdez Fund	0.00	0.00	0.00	1,000.00
Transfer to Conference fund	0.00	0.00	0.00	0.00
Total Other Types of Expenses	28,669.16	8,488.00	988.00	18,388.00
Travel and Meetings				
Conf, Conv, Meeting-Nat'l	1,500.00	0.00	0.00	1,500.00
Meeting Travel-Reg'l	500.00	0.00	0.00	500.00
Total Travel and Meetings	2,000.00	0.00	0.00	2,000.00
Total Expense	117,874.16	90,543.00	86,934.52	129,768.00

**Local Government Hispanic Network
CY 2021 Budget**

	CY 2020	CY 2020 - Revised	Year End Est	CY 2021
Net Income	13,375.84	3,017.00	21,370.69	4,942.00