



Board of Directors Meeting
December 7, 2018
12:00-1:00 PM Eastern Time
11:00 AM-12:00 PM Central Time
10:00-11:00 AM Mountain Time
9:00-10:00 AM Pacific Time

Advancing Excellence and Inclusiveness in Local Government

Call-in Number:
1-866-210-1669
Guest Code: 5150240

Agenda

LGHN Board of Directors

Rolando Fernandez
President

Raymond Gonzales
President-Elect

Veronica Briseño
*Immediate
Past President*

Carlos Baia
*Vice President
for Membership and
ICMA Board Liaison*

Samantha Tavares
*Vice President
for Programs*

At Large Directors

Maria DeLeon

Bob Harrison

Ramiro Inguanzo

Claudia Lujan

Paulina Martinez

Daro Mott

James Vega

Patricia E. Martel
*Past ICMA
Board Member*

Maria Hurtado
ICMA Board Liaison

Rod Alcázar
ICMA-RC Liaison

A. Call to Order/Roll Call/Welcome

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of November 2, 2018*
2. Board Meeting Attendance Report for 2017/18*
3. Financial Report through November 30, 2018 (included with budget items)

C. ACTION: Approval of Management Partners Contract for 2019-2020*

D. ACTION: LGHN Annual Membership Dues*

E. ACTION: Approval of 2019 LGHN Budget

F. DISCUSSION: Fundraising Strategy*

G. ACTION: Approval of Award Criteria

1. Emerging Leader Award
2. Civic Engagement Award

H. DISCUSSION: LGHN Value Proposition*: Strategies for reaching out to members to get them more involved in ICMA and ICMA committees. Attachments: 1) notes from November 2 board meeting and November 20 joint committee chairs discussion, 2) map of current LGHN membership.

I. DISCUSSION: 2019 ICMA Conference

1. Planning Committee Report
2. Session Descriptions Submitted by Affiliates Group*

J. LGHN Board Retreat – Revised Dates: March 1-2, 2019*

K. DISCUSSION: Annual Meeting Date

L. Committee Reports/Updates

1. Executive Committee
2. Communications
3. Membership
4. Programs
5. Nominations
6. University Partnerships
7. Fund Development

M. Information Items

1. LGHN Conference – Lessons Learned*

*Supporting documents provided in board packet

N. Future Board Meeting Agenda Items

1. Website Tracking (Quarterly – January/April/July/October)
2. Social Media Tracking
3. Affiliation Agreement with NACA (February)
4. LGHN “Conectar” Program (February or March)
5. Fundraising Status

O. Adjournment & Future Meeting Dates

1. Friday, January 4, 2019 – LGHN Board Meeting Cancelled
2. Friday, February 1, 2019 – LGHN Board Meeting
3. February 27-March 1, 2019 – ICMA Southeast Regional Conference, Greenville, SC
4. Friday, March 1-Saturday, March 2, 2019 – LGHN Retreat, Evanston, IL
5. Friday, March 1, 2019 – LGHN Board Meeting
6. March 20-22, 2019 – ICMA West Coast Regional Conference, Reno, NV
7. March 27-29, 2019 – ICMA Mountain Plains Regional Conference, Omaha, NB
8. April 3-5, 2019 – ICMA Northeast Regional Conference, New Brunswick, NJ
9. April 3-7, 2019 – NFBPA Conference, Orlando, FL
10. May 3, 2019 – Annual Meeting (or alternative date if board meeting is held)
11. May 8-10, 2019 – ICMA Midwest Regional Conference, Evanston, IL
12. Friday, June 7, 2019 – LGHN Board Meeting
13. Friday, July 5, 2019 – LGHN Board Meeting
14. July 12-15, 2019 – NACo/NACA Conference, Las Vegas, NV
15. Friday, August 2, 2019 – LGHN Board Meeting
16. Friday, September 6, 2019 – LGHN Board Meeting
17. Friday, October 4, 2019 – LGHN Board Meeting
18. October 20-23, 2019 0 ICMA Conference, Nashville, TN



**Board of Directors Meeting
November 2, 2018**

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, President
Raymond Gonzales, President-Elect
Veronica Briseño, Immediate Past President
Carlos Baia, Vice President for Membership
Samantha Tavares, Vice President for Programs
Maria DeLeon, At Large Director
Bob Harrison, At Large Director
Paulina Martinez, At Large Director
James Vega, At Large Director
Maria Hurtado, ICMA Board Liaison

Board Members Absent

Claudia Lujan, At Large Director
Ramiro Inguanzo, At Large Director
Daro Mott, At Large Director
Patricia Martel, Past ICMA Board Member

Others Present

Karen Davis, Executive Director
Rod Alcazar, ICMA-RC Liaison
David Mora, LGHN Special Advisor

A. Call to Order/Roll Call/Welcome

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

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of October 5, 2018
2. Board Meeting Attendance Report for 2017/18
3. Financial Report through October 31, 2018

Carlos Baia moved approval of the consent agenda, Maria DeLeon seconded the motion; the motion was approved unanimously.

C. DISCUSSION: LGHN Value Proposition

Rolando Fernandez asked the board for suggestions to increase LGHN's value based on comments from the conference. Carlos Baia would like to see the LGHN conference sessions replicated on the LGHN website, as well as presenting at other conferences. Samantha Tavares is checking to see which sessions were video taped.

Karen Davis suggested that board members host quarterly sessions, lunches, etc. in their area to keep members engaged and attract new members. She has been asked to meet quarterly with the Portland Metro local government members.

Rolando Fernandez recommended moving forward with partnering with executive recruiters through a "LGHN Conectar Program" to assist LGHN members with seeking career advancement. The program would offer several resources for members:

- *An opportunity for members to share and receive feedback on their resumes,*
- *Place members in a database used by executive recruiters (would need to develop database details), and*
- *Participate in yearly webinar that provides members an opportunity to hear executive recruiters about interview skills/trends.*

Carlos Baia agreed that it would be beneficial to younger professionals. Rolando and Karen will follow up to discuss which firms should be contacted and how they should be approached.

Rolando also asked the program committee to look into annual leadership/executive training programs for Hispanics. LGHN could partner with universities and area local government.

D. REVIEW: ICMA Conference Highlights and Suggestions for 2019

The board discussed the dinner speaker for the Nashville conference. The state senator from Colorado was well received and perhaps a similar speaker could be identified for next year. Other suggestions included a television personality/reporter.

Karen Davis said that LGHN is working with other affiliates to develop conference sessions for 2019. The group will finalize the sessions on Monday and they are due to ICMA Friday, November 9. The board will be provided the session descriptions at the December board meeting.

E. REVIEW: LGHN Conference Highlights and Suggestions for 2020

Rolando Fernandez proposed that LGHN start looking at 2022 and 2024 as well as 2020 in the Denver metro area. The conference needs to be held in areas with a strong presence, and if we do not have a strong presence in desirable areas, we need to start building membership in those areas.

Samantha Tavares reported that their committees are holding debriefings and will provide their insights when they have completed their review process. Some of the highlights include:

- With exhibitors and sponsors, the planning process needs to start earlier. Many organizations allocate their budget at least one year out. The planning committee is staying in touch with those who participated in this year's conference and the next planning committee can pick up on the communications.*
- The committee's success was due, in part, to mobilizing and getting people involved in leading subcommittees. They gave staff leadership opportunities and the subcommittees held many meetings.*
- Activities before 8:00 am were not well attended. These activities should be eliminated.*
- There should be only one shared master list for registration. Because of the Phoenix process for using professional development funds, there were multiple lists, including Phoenix documents, online registration, comp registrations, etc. There should only be one list.*
- The planning committee is preparing a "newsletter" with photos for the conference. This can be used in the future to market the conference and recruit volunteers.*
- LGHN should consider moving the awards banquet to a luncheon event. The evening event received many compliments but people were disappointed that the attendance was low. It is a large effort that deserves greater participation.*

The planning committee will provide a detailed document of lessons learned.

For the 2020 conference, Ray said they have a very strong city/county organization and he will work to engage other cities and counties.

Rolando asked that the planning of future conferences (2022 and 2024) be on the agenda for the LGHN program committee. It would be good to have the hosts for 2022 at the 2020 conference.

F. ICMA Board Nomination Process

Rolando Fernandez reported that the Mountain Plains representatives had a call ad discussed potential candidates. Arizona and Texas are not eligible. Colorado is eligible but currently has two people on the board. ICMA President said that the committee should make a selection based on who would be a good board member and a good future ICMA president. Candidates must submit their packets no later than December 3. Ray Gonzales stated he knows that it will be difficult but he wants to give it his best shot. Currently there is only one county manager on the board. Ray will work with Rolando and Karen to prepare his submittal information.

Bob Harrison said that the West Coast is looking for a Hispanic candidate. The next year will be for a non-CEO position. Ruth Osuna was suggested and Karen and Bob will follow up to determine if she is able/willing given her new position in Washington County OR begins in December.

G. DISCUSSION: January Board Meeting

Karen Davis will be out of the county for the January board meeting. Ray Gonzales moved the meeting be canceled; Bob Harrison seconded the motion; the motion passed unanimously.

H. Committee Reports/Updates

There were no reports.

I. Other

The Phoenix Hispanic Network asked for concurrence from the board to use LGHN conference funds to thank volunteers who assisted with the LGHN conference in Phoenix. The board concurred with their request.

2017-2018 IHN Board of Directors Board Meeting Attendance

Name	Jan 2017	Feb 2017*	Mar 2017	April 2017	May 2017	June 2017	Annual Mtg. 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017
Veronica Briseño	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Magda Gonzalez	Present	Present	Absent	Present	Present	Present	Absent	Present	Absent	Absent	Present	Present	Present
Maria Hurtado	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Absent	Present	Absent
Rolando Fernandez	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raymond Gonzales	Absent	Present	Present	Present	Present	Absent	Present	Absent	Absent	Present	Absent	Absent	Present
Carlos Baia	Present	Present	Absent	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present
Tommy Gonzalez	Present	Absent	Absent	Present	Absent	Absent	Present	Present	Present	Absent	Absent	Absent	Absent
Bob Harrison							Present	Absent	Present	Absent	Present	Present	Present
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Absent	Absent	Present	Present	Present	Absent	Absent	Absent
Claudia Lujan	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Absent	Present
Pat Martel	Present	Absent	Absent	Present	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent	Present
Daro Mott	Absent	Absent	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present
Samantha Tavares							Present	Present	Present	Present	Present	Present	Present

Name	Jan 2018	Feb 2018	Mar 2018	April 2018	Annual Mtg. May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018
Veronica Briseño	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
Magda Gonzalez	Absent	Present	Present	Present	Present							
Maria Hurtado	Present	Absent	Present	Present	Present	Absent	Present					
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Present	
Raymond Gonzales	Absent	Absent	Absent	Absent	Absent	Present	Absent	Present	Absent	Present	Present	
Carlos Baia	Absent	Present	Absent	Present	Present	Absent	Present	Absent	Present	Present	Present	
Maria De Leon								Present	Present	Present	Present	
Tommy Gonzalez	Absent	Absent	Absent	Absent	Absent							
Bob Harrison	Present	Present	Present	Absent	Absent	Absent	Present	Present	Present	Absent	Present	
Ramiro Inguanzo	Absent	Present	Present	Present	Present	Present	Present	Absent	Present	Absent	Absent	
Claudia Lujan	Absent	Present	Present	Present	Present	Present	Absent	Present	Absent	Present	Absent	
Pat Martel	Present	Absent	Absent	Absent	Present	Absent	Present	Absent	Present	Absent	Absent	
Paulina Martinez					Present	Present	Present	Present	Absent	Present	Present	
Daro Mott	Present	Absent	Absent	Present	Present	Present	Absent	Present	Present	Present	Absent	
Samantha Tavares	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	
James Vega								Absent	Present	Present	Present	

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

AGREEMENT

THIS AGREEMENT is made and entered into this 7th day of December, 2018, by and between the Local Government Hispanic Network, a non-profit 501(c) (3) Corporation (hereinafter referred to as "LGHN"), and Management Partners, Inc., (hereinafter referred to as "Partners").

RECITALS

WHEREAS, LGHN wishes to contract for a variety of administrative and executive director services without incurring the costs associated with directly employing such an individual, and

WHEREAS, Partners is a consulting firm which includes staff expertise in executive director and support functions, as well as an established administrative support infrastructure; and

WHEREAS, LGHN desires to engage Partners to render certain management support and administrative functions on an as needed basis and consistent with resources available to the LGHN to support these functions, and Partners is willing to provide such services as such resources are available, and

WHEREAS, it is the intent of LGHN and Partners to create a partnership collaboration, with Partners committing to become fully familiar with all relevant aspects of LGHN operations so as to enable it to provide services in a timely manner and at minimum cost;

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. **Scope of services.** Partners shall perform the management support services (hereinafter referred to as the "services"), as outlined below, in a satisfactory and proper manner in accordance with direction provided by the LGHN President and Executive Committee, and available LGHN resources.

1.1. Strategic Support

Management Partners will provide professional staff assistance to implement elements of the LGHN strategic plan. Specifically Management Partners will provide the following services:

- 1.1.1. **Financial Stability.** Management Partners will work with LGHN to raise 100% of the annual operating budget and develop an appropriate reserve fund of approximately three months of operating costs. It will recommend specific strategies for achieving financial objectives, along with a budget, schedule and milestones. Management Partners may recommend a request for qualifications/request for proposals process for securing the services of a professional fundraiser to be funded by a sharing of campaign proceeds.

- 1.1.2. **Membership Growth.** Management Partners services in this area will include in negotiating affiliation agreements, formalizing and expanding the LGHN chapters membership program, and broadening the membership throughout the United

States. While membership growth is critical to the organization, Partners will focus first on financial stability and those elements of membership growth that will enhance the financial position of LHN.

1.2. Membership Services

Management Partners will provide professional staff assistance to provide membership services. Specifically Management Partners will provide the following services:

- 1.2.1. Registering annual memberships and collecting dues
- 1.2.2. Maintaining an accurate and up-to-date membership database
- 1.2.3. Distributing mass emails to the membership to keep them informed of LGHN affairs
- 1.2.4. Responding to member requests for information/assistance
- 1.2.5. Responding to requests for information from prospective members

1.3. Administrative Support

Management Partners will provide professional staff assistance to administer LGHN business affairs. Specifically Management Partners will provide the following services:

- 1.3.1. Provide a dedicated phone line and email address for LGHN business. The phone line will be staffed during regular business hours (EST) and email will be returned daily
- 1.3.2. Provide a dedicated mailing address for LGHN business
- 1.3.3. Organizational record keeping
- 1.3.4. Tax reporting and completion of tax returns, at LGHN expense in addition to this contract
- 1.3.5. Accounts payable and receivable services
- 1.3.6. Utilization of Management Partners offices for LGHN meetings
- 1.3.7. Agenda preparation, minutes and other materials for board meetings and the annual meeting

1.4. Program Services

Management Partners will provide professional staff assistance for program services. Specifically Management Partners will provide the following services:

- 1.4.1. Support to committees to achieve LGHN priorities and goals
- 1.4.2. Support to LGHN for national conferences and regional meetings; staff costs and division of proceeds may vary and shall to be discussed with the local planning committee
- 1.4.3. Support to LGHN for professional development, webinars and online training

2. **Time of Performance.** Services of Partners shall be completed in accordance with the description above. Hours utilized to provide services shall be allocated to support the services described above.

These services shall be for the 2019 calendar year. The same recurring services shall be provided automatically for calendar year 2020 unless either party requests that this agreement be reopened for amendments or updates.

3. **Compensation and Method of Payment.** Partners will invoice LGHN for services rendered monthly.

The total amount of payment in accordance with this agreement shall not exceed \$75,000 excluding expenses. Hourly rates for the personnel assigned by Management Partners for this project are as follows:

Karen Davis	\$125
Jeri Beckstedt	\$60
Paula Sitawi	\$33

These rates represent a discount with respect to Partners normal hourly rates and LGHN agrees to keep these rates confidential. Management Partners may employ the services of student intern(s) to minimize costs to LGHN.

Expenses incurred under this contract shall be reimbursed based on the following schedule:

Cost of materials and supplies	At actual cost
Cost of mailings and publications	At actual cost
Professional services contracts and special services	At actual cost
Travel, memberships and other professional expenses	At actual cost
Cost of equipment or allocation of equipment costs	None
Cost of insurances and other coverage required to perform the services solicited	None; appropriate insurance, including professional error and omissions, is included in the hourly rates above
Overhead charges or pass-through costs if applicable	None

4. **Sponsorship.** Management Partners shall be a sponsor as a result of the discounted rates provided to LGHN, in-kind staff support at national and regional events, and other in-kind support, at the Silver level. Management Partners will be recognized at regional and annual events and on the LGHN website.
5. **Independent Partners.** Neither Partners nor its employees are considered to be employees of the LGHN, for any purpose whatsoever. Partners is an independent contractor in the performance of the services herein described.
6. **Personnel.** Partners represents that it has, or will secure at its own expense, all personnel required in performing all of the services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the LGHN. All the services required hereunder will be performed by Partners or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
7. **Discrimination Prohibited.** In performing the services required hereunder, Partners shall not discriminate against any person on the basis or race, color, religion, sex, national origin or ancestry, sexual orientation, age, physical handicap, or disability as defined in the American With Disabilities Act of 1990, as now enacted or hereafter amended.

8. **Reports and Information.** At such times and in such forms as LGHN may require, there shall be furnished to LGHN such statements, records, reports, data and information, as LGHN may request pertaining to matters covered by this Agreement. Unless authorized by LGHN, Partners will not release any information concerning the project, including any reports or other documents prepared pursuant to this Agreement, until such release is authorized by LGHN.
9. **Establishment and Maintenance of Records.** Records shall be maintained by Partners in accordance with applicable law and requirements prescribed by LGHN with respect to all matters covered by this Agreement. Except as otherwise authorized by LGHN, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement.
10. **Assignability.** Partners shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of LGHN thereto.
11. **Termination for Convenience of LGHN.** LGHN may terminate this Agreement at any time by giving at least fifteen (15) days' notice in writing to Partners. If Partners is terminated by LGHN as provided herein, Partners will be paid for the services actually performed to the time of termination.
12. **Construction and Severability.** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.
13. **Entire Agreement.** This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.
14. **Applicable Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California, and the laws, rules and regulations of the LGHN.

IN WITNESS WHEREOF, LGHN and Partners have executed this Agreement as of the date first above written.

Local Government Hispanic Network

Management Partners, Inc.

 Rolando Fernandez, Jr.
 LGHN President

 Gerald E. Newfarmer, President and CEO
 Management Partners

 12/7/2018

Date



**Benefits of LGHN Membership
Proposed 2019 Dues Structure**

Individual Membership	Local Government Membership	Chapter Membership
Networking	Networking	Networking
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
Access to online training	Access to online training	Access to online training
Madrinas/Padrinos Coaching	Madrinas/Padrinos Coaching	Madrinas/Padrinos Coaching
Access to civic engagement best practices	Access to civic engagement best practices	Access to civic engagement best practices
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
Access to IHN database	Access to IHN database	Access to IHN database
	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 job postings	Unlimited job postings
		Use of IHN tax exempt status
		Host chapter website (optional) and/or access to chapter site
		Fundraising support
		Chapter recognition in brochures
		Use of logo
		Fiscal support (optional)
Annual Membership Dues		
Full: \$100	Small Local Government: \$750	Up to 50 members: \$1,500
Associate: \$50	Large Local Government: \$1,500	51-200 members: \$2,500
Student: \$10		201 or more members: \$3,000

Corporate

Individual Corporate Membership – Business leaders who have an interest in working with local governments. Membership ~~\$100~~ \$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 ~~\$50~~ \$100 per calendar year.

Local Government Hispanic Network
Profit & Loss by Class
January 1 through November 27, 2018

	<u>Operating Year End Estimate</u>	<u>Conference-Austin 2016/AHLN</u>	<u>Conference-LGHN</u>	<u>Frances Gonzalez Scholarship</u>	<u>Joel Valdez Award Acct.</u>	<u>TOTAL</u>
Ordinary Income/Expense						
Income	carry over from 2017					
Direct Public Support		16,728.33		1,000.00	702.12	
Individual Support	0.00	0.00	0.00	3,000.00	0.00	3,000.00
Corporate Support	52,500.00	0.00	0.00	0.00	0.00	52,500.00
Total Direct Public Support	52,500.00	16,728.33	0.00	4,000.00	702.12	73,930.45
Other Types of Income						
Advertising Sales	18,000.00	0.00	0.00	0.00	0.00	18,000.00
Miscellaneous Revenue	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Total Other Types of Income	19,000.00	0.00	0.00	0.00	0.00	19,000.00
Program Income						
Workshops/Regional Registration	0.00	0.00	0.00	0.00	0.00	0.00
Workshops/Regional Sponsorship	1,000.00	0.00	0.00	0.00	0.00	1,000.00
LGHN Dinner Registrations	4,308.60	0.00	0.00	0.00	0.00	4,308.60
LGHN Dinner Sponsorships	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Membership Dues						
Individual	4,820.00	0.00	0.00	0.00	0.00	4,820.00
Local Government	19,750.00	0.00	0.00	0.00	0.00	19,750.00
Chapters	5,500.00	0.00	0.00	0.00	0.00	5,500.00
Corporate	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Total Membership Dues	31,070.00	0.00	0.00	0.00	0.00	31,070.00
Conference Registration	0.00	0.00	50,680.03	0.00	0.00	50,680.03
Conference Sponsorship	0.00	0.00	111,150.00	0.00	0.00	111,150.00
Total Program Income	41,378.60	0.00	161,830.03	0.00	0.00	203,208.63
Total Income	112,878.60	16,728.33	161,830.03	4,000.00	702.12	296,139.08
Expense						
Business Expenses						
Constant Contact	500.00	0.00	0.00	0.00	0.00	500.00
PayPal Fees	1,215.00	0.00	553.34	0.00	0.00	1,768.34
Insurance - Liability, D and O	859.00	0.00	0.00	0.00	0.00	859.00
Business Expenses - Other	49.00	0.00	0.00	0.00	0.00	49.00
Total Business Expenses	2,623.00	0.00	553.34	0.00	0.00	3,176.34
Contract Services						
Accounting Fees	850.00	0.00	0.00	0.00	0.00	850.00
Outside Contract Services	67,000.00	0.00	0.00	0.00	0.00	67,000.00
Conference Support	0.00	0.00	13,291.25	0.00	0.00	13,291.25
Total Contract Services	67,850.00	0.00	13,291.25	0.00	0.00	81,141.25
Operations						
Computer Software	100.00	0.00	0.00	0.00	0.00	100.00
Postage, Mailing Service	950.00	0.00	0.00	0.00	274.09	1,224.09
Printing and Copying	425.00	0.00	0.00	0.00	0.00	425.00

Local Government Hispanic Network
Profit & Loss by Class
January 1 through November 27, 2018

	Operating Year End Estimate	Conference-Austin 2016/AHLN	Conference- LGHN	Frances Gonzalez Scholarship	Joel Valdez Award Acct.	TOTAL
Supplies	200.00	0.00	0.00	0.00	0.00	200.00
Telephone, Telecommunications	1,685.00	0.00	0.00	0.00	0.00	1,685.00
Website	2,500.00	0.00	0.00	0.00	0.00	2,500.00
Total Operations	5,860.00	0.00	0.00	0.00	274.09	6,134.09
Other Types of Expenses						
Board of Directors Retreat						
Retreat	2,135.00	0.00	0.00	0.00	0.00	2,135.00
Travel	557.00	0.00	0.00	0.00	0.00	557.00
Total Board of Directors Retreat	2,692.00	0.00	0.00	0.00	0.00	2,692.00
Program Activities						
Catering	8,861.00	0.00	118,600.00	0.00	0.00	127,461.00
Entertainment	1,005.00	0.00	2,900.00	0.00	0.00	3,905.00
Event Insurance	0.00	0.00	131.57	0.00	0.00	131.57
Event Transportation	0.00	0.00	315.00	0.00	0.00	315.00
Facility Rental	1,076.00	0.00	14,469.76	0.00	0.00	15,545.76
IT/Video Services	0.00	0.00	17,346.00	0.00	0.00	17,346.00
Outside Activities	0.00	0.00	302.00	0.00	0.00	302.00
Postage/Shipping	200.00	0.00	379.30	0.00	0.00	579.30
Printing/Copy	0.00	0.00	6,292.60	0.00	0.00	6,292.60
Supplies	0.00	0.00	4,615.72	0.00	0.00	4,615.72
Stipends and Speaker Fees	500.00	0.00	500.00	0.00	0.00	1,000.00
Transfer to Scholarships	4,000.00	0.00	0.00	0.00	0.00	4,000.00
Other Costs	10.00	0.00	8,647.40	0.00	0.00	8,657.40
Total Program Activities	15,652.00	0.00	174,499.35	0.00	0.00	190,151.35
Advertising/Marketing Expenses	1,500.00	0.00	49.50	0.00	0.00	1,098.50
Contributions	500.00	0.00	0.00	0.00	0.00	500.00
Other Costs	1,005.00	0.00	0.00	0.00	0.00	1,005.00
Total Other Types of Expenses	3,005.00	0.00	174,548.85	0.00	0.00	177,553.85
Travel and Meetings						
Conf, Conv, Meeting-Nat'l	1,400.00	2,764.30	1,008.75	0.00	0.00	5,173.05
Meeting Travel-Reg'l	600.00	0.00	0.00	0.00	0.00	600.00
Total Travel and Meetings	2,000.00	2,764.30	1,008.75	0.00	0.00	5,773.05
Total Expense	99,682.00	2,764.30	189,402.19	0.00	274.09	292,122.58
Net Ordinary Income	13,196.60	13,964.03	-27,572.16	4,000.00	428.03	4,016.50
Net Income	13,196.60	13,964.03	-27,572.16	4,000.00	428.03	4,016.50

Local Government Hispanic Network

Balance Sheet

As of November 27, 2018
Nov 27, 18

ASSETS

Current Assets

Checking/Savings

US Bank - checking

Frances Gonzalez Scholarship 4,000.00

Conference Cash 13,964.03

Joel Valdez 428.03

Operating Cash 43,852.50

Total US Bank - checking 62,244.56

Total Checking/Savings 62,244.56

Total Current Assets 62,244.56

TOTAL ASSETS 62,244.56

LIABILITIES & EQUITY

Equity

Unrestricted Net Assets 62,958.36

Net Income -713.80

Total Equity 62,244.56

TOTAL LIABILITIES & EQUITY 62,244.56

Estimated Outstanding Expenses

November Expenses (pay in Dec) 14,200.00

PHN 7,400.00

Other?

21,600.00

Net Balance **40,644.56**

Local Government Hispanic Network
Profit & Loss by Class
January 1 through November 27, 2018

	<u>Operating TOTAL YTD</u>	<u>Year End Estimate</u>	<u>2018 Budget</u>	<u>2019 Proposed</u>
Ordinary Income/Expense				
Estimated Carryover			7,180.00	13,197.00
Income				
Direct Public Support				
Individual Support	0.00	0.00		
Corporate Support	52,500.00	52,500.00		
Total Direct Public Support	52,500.00	52,500.00	70,000.00	70,000.00
Other Types of Income				
Advertising Sales	16,506.45	18,000.00	18,000.00	
Miscellaneous Revenue	1,000.00	1,000.00		
Total Other Types of Income	17,506.45	19,000.00	18,000.00	18,000.00
Program Income				
Workshops/Regional Registration	0.00	0.00	500.00	500.00
Workshops/Regional Sponsorship	1,000.00	1,000.00	4,500.00	4,500.00
LGHN Dinner Registrations	4,308.60	4,308.60	5,000.00	5,000.00
LGHN Dinner Sponsorships	5,000.00	5,000.00	10,000.00	7,500.00
Membership Dues				
Individual	4,819.70	4,820.00		
Local Government	19,750.00	19,750.00		
Chapters	5,500.00	5,500.00		
Corporate	1,000.00	1,000.00		
Total Membership Dues	31,069.70	31,070.00	30,000.00	30,000.00
Conference Registration	0.00	0.00	0.00	0.00
Conference Sponsorship	0.00	0.00	0.00	0.00
Total Program Income	41,378.30	41,378.60	50,000.00	47,500.00
Total Income	111,384.75	112,878.60	145,180.00	148,697.00
Expense				
Business Expenses				
Constant Contact	449.52	500.00	500.00	600.00
PayPal Fees	1,113.64	1,215.00	1,200.00	1,250.00
Insurance - Liability, D and O	859.00	859.00	1,250.00	1,000.00
Business Expenses - Other	49.00	49.00	100.00	100.00
Total Business Expenses	2,471.16	2,623.00	3,050.00	2,950.00
Contract Services				
Accounting Fees	825.00	850.00	850.00	850.00
Outside Contract Services	58,230.56	67,000.00	84,400.00	75,000.00
Conference Support	0.00	0.00	0.00	0.00
Total Contract Services	59,055.56	67,850.00	85,250.00	75,850.00
Operations				
Computer Software	98.44	100.00	105.00	105.00
Postage, Mailing Service	864.91	950.00	1,075.00	1,200.00

Local Government Hispanic Network
Profit & Loss by Class
January 1 through November 27, 2018

	Operating TOTAL YTD	Year End Estimate	2018 Budget	2019 Proposed
Printing and Copying	387.70	425.00	4,000.00	2,000.00
Supplies	184.65	200.00	100.00	250.00
Telephone, Telecommunications	1,545.06	1,685.00	1,700.00	1,800.00
Website	2,037.24	2,500.00	3,000.00	3,000.00
Total Operations	5,118.00	5,860.00	9,980.00	8,355.00
Other Types of Expenses				
Board of Directors Retreat				
Retreat	2,134.09	2,135.00	1,500.00	1,500.00
Travel	556.64	557.00	1,000.00	1,000.00
Total Board of Directors Retreat	2,690.73	2,692.00	2,500.00	2,500.00
Program Activities				
Catering	8,860.90	8,861.00	18,000.00	15,000.00
Entertainment	1,005.29	1,005.00		
Event Insurance	0.00	0.00		
Event Transportation	0.00	0.00		
Facility Rental	1,076.20	1,076.00		
IT/Video Services	0.00	0.00		
Outside Activities	0.00	0.00		
Postage/Shipping	200.26	200.00		
Printing/Copy	0.00	0.00		
Supplies	0.00	0.00		
Stipends and Speaker Fees	0.00	500.00		
Program Activities Contingency	0.00	0.00	5,000.00	5,000.00
Special Projects (web design)	0.00	0.00	2,000.00	5,000.00
Membership and Dues	0.00	0.00	325.00	0.00
Transfer to Scholarships	0.00	4,000.00	4,000.00	6,000.00
Conference Giveaways	0.00	0.00		2,500.00
Other Costs	9.00	9.00		
Total Program Activities	11,151.65	15,651.00	29,325.00	33,500.00
Advertising/Marketing Expenses	1,450.19	1,500.00	1,500.00	2,500.00
Contributions	500.00	500.00	6,000.00	4,000.00
Other Costs	1,005.44	1,005.00	0.00	0.00
Total Other Types of Expenses	16,798.01	3,005.00	7,500.00	6,500.00
Travel and Meetings				
Conf, Conv, Meeting-Nat'l	1,398.66	1,400.00	4,000.00	3,000.00
Meeting Travel-Reg'l	598.65	600.00	1,500.00	1,500.00
Total Travel and Meetings	1,997.31	2,000.00	5,500.00	4,500.00
Total Expense	85,440.04	99,681.00	143,105.00	134,155.00
Net Ordinary Income	25,944.71	13,197.60	2,075.00	14,542.00
Net Income	25,944.71	13,197.60	2,075.00	14,542.00

Corporate Sponsorship Opportunities

The Hispanic and Latino populations are among the fastest growing in the United States. The Local Government Hispanic Network (LGHN) is the leading organization for the development of public service professionals at the local level. LGHN serves as a bridge between professional managers and communities to create programs and services to address issues critical to the Hispanic/Latino population and improve overall quality of life.

LGHN invites you to become a corporate sponsor, providing critical resources to assist LGHN in addressing the most pressing problems in Hispanic/Latino communities. Current and future leaders will have to address real issues that impact real people. LGHN provides education assistance, training, ongoing coaching, support for community engagement to enrich the quality of life of Hispanic/Latino populations.

LGHN offers opportunities for organizations to support effective leadership in public service while gaining access and exposure to decision-makers and showcasing corporate assets that can assist in meeting the diverse needs of these growing community populations.

Sponsors may contribute to general support of LGHN or dedicate contributions to the specific program areas below. For major events, local LGHN chapters may conduct fund raising for additional support. Sponsors will be prominently recognized on the LGHN website for their level of contribution.

Sponsorship opportunities:

- Support **LGHN scholarship programs** for students, young professionals and middle managers to attend regional and national seminars and conferences where they will have the opportunity to meet with seasoned professionals and mentors. These opportunities will provide the support and encouragement necessary to allow emerging leaders to move into local government leadership positions. Currently, people of color are a significant minority in local government and LGHN is partnering with International City/County Management Association, National Forum for Black Public Administrators, International Network of Asian Pacific Administrators, Women Leading Government, League of Women in Government and state and regional organizations to increase these numbers in the future.
- Support to **“thought leadership labs”** at universities for policy research on issues that are important to the quality of life of minority communities and for increasing the number of people of color serving local government communities. These programs are coordinated by and include the involvement of ICMA, LGHN, NFBPA and I-NAPA.
- Support for development of **webinars** and other **online training programs** for greater access to professional development by our members.
- Support for **LGHN membership and chapter development**. Membership development is a major focus of each LGHN professional development program,

with a goal of increasing membership through personal outreach and networking activities to increase the number of people of color in the local government profession. Additionally, LGHN's membership structure includes individual, local government and chapter memberships. LGHN's goal is to work with local government member organizations to transition them to local government/regional chapters.

- Support for **LGHN regional professional development programs** to give young professionals and students greater access to professional development programs.
- Support for the **LGHN biennial conference** in the Denver metro area in the fall of 2020. Future conference locations are being identified for 2022 and 2024.

Please review the [Benefit Levels](#) to see which level is best for your company! [\[Insert new benefit chart\]](#)

Contact information

Please contact Karen Davis, LGHN Executive Director with any questions.



Partnership Opportunities

	(1) Signature \$50,000	(1) Diamond \$30,000	(Up to 2) Platinum \$20,000	(Up to 3) Gold \$15,000	(Up to 4) Silver \$10,000	(Up to 5) Bronze \$5,000	(Unlimited) Contributor Up to \$5,000
Complimentary corporate memberships* to LGHN (including access to the LGHN member list)	10	8	6	4	2	1	
A link to your company's website and recognition as a LGHN Sponsor on the LGHN website	X	X	X	X	X	X	X
Link to company's promotional/educational materials, Webinars, other outreach sources on LGHN website	Term of agreement	Term of agreement	1 year	1 year	1 year	6 months	3 months
Seat on the LGHN Board of Directors (non-voting)	X	X					
Member of Conference Planning Committee	X	X	X				
Presenter at LGHN conferences	X	X	X				
Complimentary registrations at LGHN conferences	10	8	6	4	2	1	
Recognition at conference opening and closing ceremonies	X	X					
Reserved seating at the LGHN Banquet held at the ICMA Annual Conference	2 Tables	1 Table	8 Seats	6 Seats	4 seats	2 Seats	
Recognition as a sponsor at all LGHN conferences/regional meetings	X	X	X	X	X		
Recognition as a sponsor of a specific program (if funds are dedicated)	X	X	X	X	X	X	
Presenter at LGHN regional seminars/events	X	X	X	X	X		
Complimentary registrations at LGHN regional events	6	4	2	2	2		
Recognition as a sponsor at LGHN regional events	X	X	X	X	X	X	X

*Corporate Members receive all the same member benefits (weekly emails from LGHN with news about events, educational materials and webinars, and access to the list of LGHN members), but do not vote for the Board of Directors.

Joint Committee Chairs Discussion
November 20, 2018

Priorities

1. Keeping the website and social media current
2. Webinar logistics – ability to post and archive on the website
3. Video testimonials
4. Best practices – update and add to the resources
5. Board member commitments to host regional social gatherings to engage members
6. Survey of best practices and professional development (attached - target November 28-December 7)

Social media content suggestions:

1. Outreach to members asking for information about their jurisdictions
2. Best practices – highlight one every 1-2 weeks; Need to make sure the best practices webpage is up-to-date
3. Meet the Madrinas/Padrinos – highlight one every 1-2 weeks
4. Highlight/profile chapters and local government members
5. Issue new call for volunteers for committees
6. Issue announcement on membership renewals
7. Video testimonials – ask members to record on their phone and send in to be placed on Facebook and on website – start with board members

Webinars: explore options for doing our own. Need to be able to archive and keep on website. Options?

Other: November 2 board minutes

Rolando Fernandez asked the board for suggestions to increase LGHN's value based on comments from the conference. Carlos Baia would like to see the LGHN conference sessions replicated on the LGHN website, as well as presenting at other conferences. Samantha Tavares is checking to see which sessions were video taped.

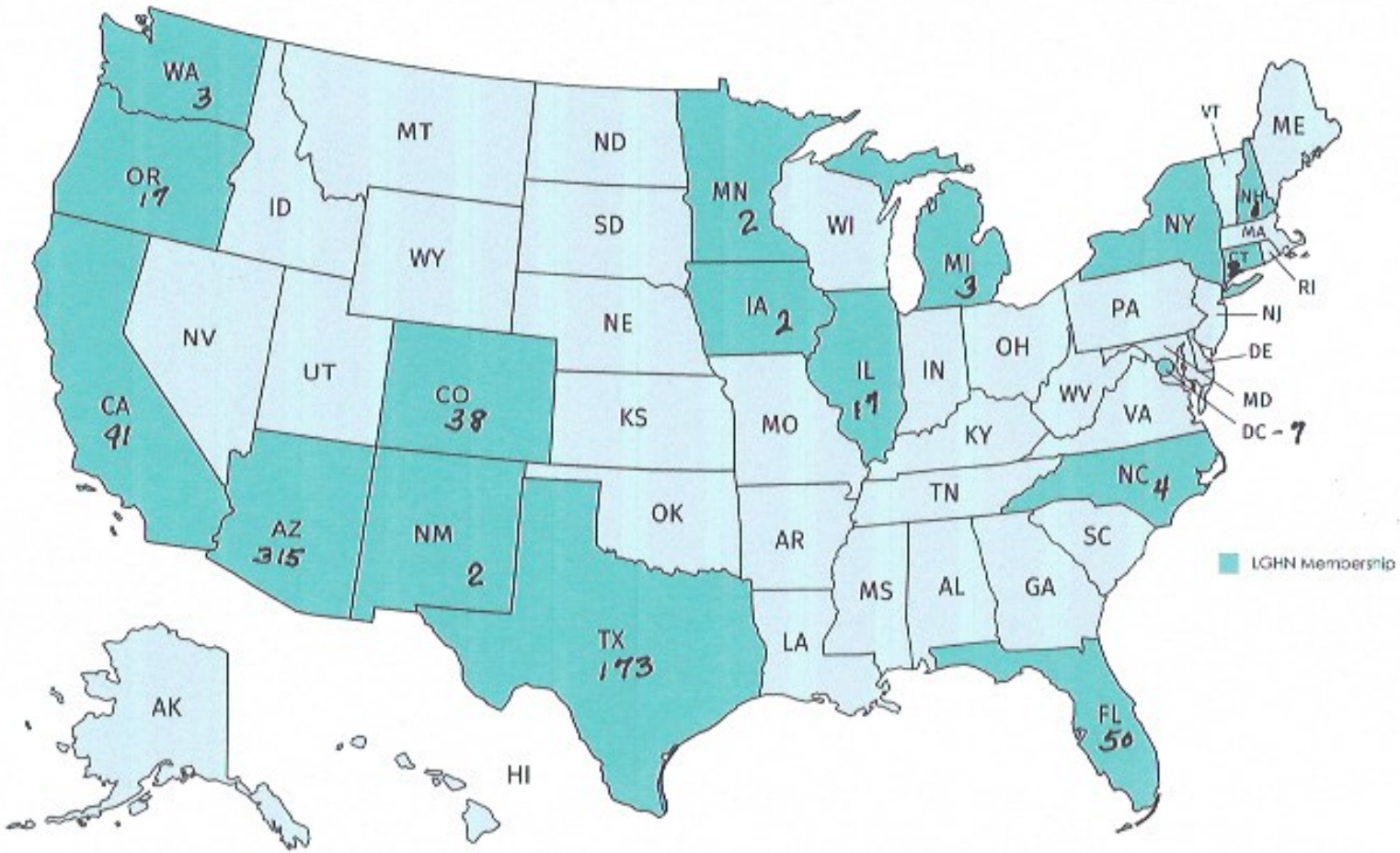
Karen Davis suggested that board members host quarterly sessions, lunches, etc. in their area to keep members engaged and attract new members. She has been asked to meet quarterly with the Portland Metro local government members.

Rolando Fernandez recommended moving forward with partnering with executive recruiters through a "LGHN Conectar Program" to assist LGHN members with seeking career advancement. The program would offer several resources for members:

- An opportunity for members to share and receive feedback on their resumes,
- Place members in a database used by executive recruiters (would need to develop database details), and
- Participate in yearly webinar that provides members an opportunity to hear executive recruiters about interview skills/trends.

Carlos Baia agreed that it would be beneficial to younger professionals. Rolando and Karen will follow up to discuss which firms should be contacted and how they should be approached.

Rolando also asked the program committee to look into annual leadership/executive training programs for Hispanics. LGHN could partner with universities and area local government.



105th ICMA Annual Conference

Nashville, Tennessee

October 20-23, 2019

Track Descriptions

Civic Health/Community Cohesion

From those who cocoon themselves in their neighborhood enclaves to those who only communicate via social media, local governments struggle not only to listen to the range of voices, but also to engage them in healthy civic dialogue. This is doubly important as political issues, both national and local, have led to further entrenchment and division. In response to Bill Richard's statement "we cannot accomplish all that we need to do without working together," managers are working to bring everyone to the table, foster healthy interaction, build on common values, acknowledge areas of disagreement or distrust, help articulate strategic visions, and keep those various groups together as part of a single, cohesive community.

Equity and Inclusion

Sessions in this track will identify key issues local governments are facing surrounding equity, inclusivity, and social justice. You will hear innovative solutions and celebrate successes. Learn the benefits of making not only your workplace, but also your communities more inclusive, strategies for engaging diverse residents in your outreach efforts and service delivery, and approaches to combating implicit and institutional bias. Attendees will leave with concrete examples for identifying and addressing these issues to build more just, equitable, and inclusive communities.

Leadership

Leadership requires courage, integrity and the willingness to do the right thing even when it's not the quick or easy answer. This track will explore personal leadership challenges as well as community, organizational and historical leadership lessons:

- Personal Leadership-what does it take to continue to grow and exhibit personal leadership in difficult and personally challenging situations?;
- Community Leadership-How has your community been required to show courage and leadership and what is the local governments role in community leadership;
- Organizational Leadership-What significant changes has your organization experienced that has required leadership at all levels?;
- Nashville or Tennessee historical or current leader-continuing our leadership series, what historical or current leader from Nashville or Tennessee has a story that we can learn from as local government managers?

Futurism/Innovation

From driverless cars, rentable scooters, to cashless transactions, etc. the speed of change is lightening quick in our society making it difficult to keep up with the newest and greatest innovations needed to support excellence in local government management. Sessions selected for this track will highlight how local governments are fostering innovation in their organizations and throughout their respective communities. Sessions in this track will allow participants to learn about new developments and trends experts are forecasting in the next 5 years and beyond.

Sustainability

From balanced budgets to affordable housing, building sustainable communities goes far beyond just “going green.” Local government managers are essential stakeholders in the drive to create more sustainable and resilient communities. Sessions in the Sustainability track will help new and seasoned managers alike explore actionable, comprehensive solutions to sustainability in the communities they call home. Whether these ideas involve environmental protection, economic and community development, infrastructure, partnerships, or technology, they can all aid in creating more livable, sustainable, and resilient communities.

Personal

We all aspire to be superheroes; wearing plain clothes during the day and then a cape at night. Being on-call 24-hours a day, working with elected officials, residents, and employees all create stresses that are unique to the local government management profession. Sessions in the Personal track revolve around improving on the skills needed to be a better professional while recognizing the line between the office and our front door. They are intended to help managers deal with the stresses of the job and create boundaries between the office and home.

**LGHN Board Retreat
March 1-2, 2019
Evanston, ILL**

Preliminary Schedule

Friday, March 1

Morning Continental Breakfast/Board Retreat Discussions

Noon Lunch

Afternoon Regional Training /Platicas

Regional Networking Reception

Evening Board Dinner

Saturday, March 2

Morning Continental Breakfast/Board Retreat Discussions

Noon Lunch

Afternoon Retreat Wrap-up

Facilitated Review of Management Partners Services

DRAFT

LESSONS LEARNED FROM 2018 LGHN CONFERENCE

EXHIBITORS

- Reach out to exhibitors one year out from event. Some organizations could not contribute because they already had committed funds to other events.
- Keep in touch with exhibitors and follow up for feedback
- Print extra exhibitor passport cards and keep at registration desk.
- Have exhibitors close to sessions
- Include meals in the exhibitor prices

SPONSORS

- Send thank you card to all sponsors
- Send email to those who attended as sponsors and solicit feedback
- Pay for consultant to help with the process
- Reach out to sponsors one year out from event. Some organizations could not contribute because they already had committed funds to other events.
- LGHN can schedule the future conference cities at least 4 years in advance to allow for necessary preparation

GOLF

- Simplified raffle ticket prices and correlation to prizes; streamline process
- Volunteers should be able to see the same information participants see at raffle ticket purchase (ticket boxes and ticket prices)
- Confirm expectations with the golf course staff for beer runs, water runs, and sufficient food

HOSPITALITY

- Consider a hospitality room/check in for speakers, sponsors, and exhibitors
 - Create goodie bags for exhibitors with snacks and information
- Plan for water bottles or water pitches for speakers
- Greeter for dignitaries to meet LGHN President

LOGISTICS

- Test AV videos prior to event
- APP to include activity prices
- For conference app, receive quotes to determine how much work is needed on the backend of the app. Make sure it is easy for use.
- Communicate with performance groups about music before event
- Include screen (if possible) for speakers so they do not need to turn back and see the slides
- Print extra programs and other materials and have ready at registration desk in case people need an additional copy
- Payment on site for activities and registration (no after the fact reconciliation)
- 3 reserved meal tables (one for LGHN board, one for planning committee board members, one for speakers)

VOLUNTEERS

- Make sure volunteers know where to check-in for their assignments (especially if floaters)
- Sign for volunteers or make font on signs for LGHN larger
- Make LGHN logo on volunteer shirts larger

REGISTRATION

- Designate one-person access to all of the registration lists. For example, The City of Phoenix has different types of Employee Development Funds available. Please note this may be a City of Phoenix process.
- Have one person at the registration desk at all times that can process payments for late registrations, additional tickets or activities.
- Ensure all registration volunteers have all the necessary conference planning committee cell phone numbers

ACTIVITIES

- No early morning (before 8:00 am) activities/events
- Registrations should not exceed capacity
- Create a standby list
- Meeting points should be clear
- Confirm transportation arrangements (if third party is allowed to schedule)
- Additional signage if attendees may approach offsite locations from different points
- Include activity attendee cell phone numbers on check in list in case an attendee needs to be contacted during the activity event.

BREAKOUT SESSIONS

- Make sure room setup is appropriate for sessions.
- Start Sessions at 9am
- Balance sessions with activities to encourage attendance

ENTERTAINMENT

- Have checks ready before event, even if blank checks from LGHN