



*Advancing Excellence and Inclusiveness in Local Government*

**Agenda**  
**January 5, 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 Summary December 1, 2023  
[https://us02web.zoom.us/rec/share/X3SqrwLADlg\\_51dTL9A7H4Duq3KaMlbtNcP1GJyl\\_ifUTnqEpwkfd7Cbg-rWLWh.7ppVEvTPzOIRQAAD](https://us02web.zoom.us/rec/share/X3SqrwLADlg_51dTL9A7H4Duq3KaMlbtNcP1GJyl_ifUTnqEpwkfd7Cbg-rWLWh.7ppVEvTPzOIRQAAD)  
Passcode: J\*1&0wTq
2. Board Meeting Attendance Report for 2023/2024\*
3. Financial Reports of January 2, 2024\*

**C. DISCUSSION/APPROVAL:**

1. Discuss and Approve the Updated 2024 LGHN Budget (*including Board direction to add revenue to fund member expenses for ICMA conference planning committee site visit*)\*
2. Discuss and Approve the Contract with Karen Davis to Augment the Baker Tilly Services Agreement for 2024\*
3. Discuss and Approve LGHN Letters of Recommendation for ICMA Regional Vice Presidents\*
  - a. (*Pending*) Elisa Cox with the City of Rancho Cucamonga, CA – **Hazel Wetherford**
  - b. Horace McHugh with City of Deerfield, FL – **Carlos Baia**

**D. DISCUSSION:**

1. Review and Update LGHN Board of Directors' Retreat Agenda *from 9:00 am to 2:00 pm on Saturday, January 20, 2024 at the City of Scottsdale, AZ*
  - a. Review Committees and Workplans of 1/8/22\*
    - 1) Review LGHN Board workplan successes
    - 2) Celebrate other LGHN successes
    - 3) Discuss impediments and *what has changed since January 2022?*
    - 4) Based upon successes, impediments and changes over the past two years, *what does the board hope to accomplish by January 2026?*
  - b. Governance hygiene
    - 1) Review LGHN board member roles and responsibilities
    - 2) Review LGHN staff roles and responsibilities
  - c. Review LGHN financial sustainability and goals for the next two to five years
    - 1) Corporate sustaining partnership/sponsorships program reboot
    - 2) Baker Tilly services agreement
    - 3) Other
  - d. Next steps

## Board Liaisons

**Jorge Gonzalez**

*ICMA Liaison*

**Gabe Rodriguez**

*NACA Liaison*

**Ines Guerrero/**

**Deanna Santana**

*MissionSquare*

*Retirement Liaison*

### **E. Informational Items:**

1. Discuss the 2024 Biennial Conference Update\* – **Samantha Tavares and Marcus Steele**
  - a. Review revenues and expenditures/budget vs actual\*
  - b. Review attendance
  - c. Review program and keynotes
2. 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. Affiliate Agreement with the Illinois LGHN Chapter – *TBD*

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

1. *January 17, 18 and 19 – LGHN 2024 Biennial Conference, City of Mesa, AZ*
2. *January 20 – LGHN Board of Directors Annual Retreat, City of Scottsdale, AZ*
3. *February 2, 2024 - LGHN Board Meeting*
4. *TBD – International Committee Webinar: Economic Development and Public Improvements in the US and Central America*

### **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		Attending
Bob Harrison	X	X	X	A	X	X	X	X	X	X	Attended	X	X	X		Attending
Raymond Gonzales	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		Attending
Gricelda Estrada	A	A	A	X	X	X	A	X	A	A	-	X	A	A		-
Carlos Baia	X	X	X	X	X	X	X	X	X	X	Attended	X	X	X		Attending
Raoul Lavin Through October	A	X	X	A	X	X	X	A	X	X	Attended	X	Incoming Mario Diaz X	X		Attending
Noel Bernal	X	X	X	X	A	A	A	A	X	X	Attended	X	A	X		Attending
Mariana Bojorquez	X	X	A	X	A	X	A	A	X	X	-	A	A	A		-
Alejandra Lopez	X	X	X	X	A	X	X	X	X	X	Attended	X	A	X		Attending
Ramón Pérez- Goizueta Through October	A	A	X	X	A	A	X	A	A	A	-	A	Incoming Aaron Zavala X	X		Attending
Ramiro Salazar	A	X	X	A	A	X	X	A	X	X	Attended	A	X	A		Attending
Marcus Steele	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X		Attending
Matt Rivera	A	X	A	X	X	X	X	X	A	X	Attended	X	X	X		Attending
Hazel Wetherford	X	A	X	X	A	X	X	X	X	X	Attended	X	X	X		Attending
Victor Cardenas Through September (ICMA Board)	A	X	X	X	A	X	A	X	X	X	Attended	Incoming Jorge Gonzalez	X	A		-
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X	A	X	Attended	A	A	X		Attending
Ines Guerrero/ Deanna Santana (MissionSquare)	A	X	A	X	A	X	X	X	X	X	Attended	X	Incoming Deanna Santana	A		Attending

Updated January 2, 2024

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

	Actual	
	Jan - Dec 23	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
43400 · Direct Public Support		
43450 · Individual Support	90.58	
43455 · Corporate Support	65,000.00	55,000.00
43457 · Scholarship	5,989.28	4,000.00
<b>Total 43400 · Direct Public Support</b>	71,079.86	59,000.00
46400 · Other Types of Income		
46410 · Advertising Sales	187,200.00	191,250.00
46430 · Miscellaneous Revenue	1,659.14	500.00
<b>Total 46400 · Other Types of Income</b>	188,859.14	191,750.00
47200 · Program Income		
47209 · Annual Meeting Sponsorship	2,000.00	
47230 · Membership Dues		
47231 · Local Chapters	11,000.00	40,000.00
47232 · Corporate	0.00	0.00
47233 · Individual	9,519.17	3,000.00
47234 · Local Government	17,600.00	7,500.00
47237 · Regional Chapter Florida	7,741.08	
47239 · Regional Chapter Illinois	3,750.00	
47240 · Regional Chapter Central Texas	2,833.33	
47241 · Regional Chapter Colorado	8,416.66	
<b>Total 47230 · Membership Dues</b>	60,860.24	50,500.00
47270 · LGHN Dinner Registrations	11,650.00	16,000.00
47271 · LGHN Dinner Sponsorships	0.00	0.00
<b>Total 47200 · Program Income</b>	74,510.24	66,500.00
49000 · Special Events Income		
49010 · Special Events Contributions	4,000.00	5,000.00
<b>Total 49000 · Special Events Income</b>	4,000.00	5,000.00
<b>Total Income</b>	338,449.24	322,250.00
<b>Gross Profit</b>	338,449.24	322,250.00
<b>Expense</b>		
60900 · Business Expenses		
60920 · Business Registration Fees	95.00	120.00
60960 · Merchant Services Fees	9,616.40	9,000.00
<b>Total 60900 · Business Expenses</b>	9,711.40	9,120.00
62100 · Contract Services		
62110 · Accounting Fees	2,200.00	1,200.00
62150 · Outside Contract Services	154,358.17	185,000.00
<b>Total 62100 · Contract Services</b>	156,558.17	186,200.00
65000 · Operations		
65009 · Computer Software	930.97	1,600.00
65020 · Postage, Mailing Service	1,405.57	1,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	27.51	10.00
65050 · Telephone, Telecommunications	1,761.67	2,000.00
65060 · Website	9,095.27	12,000.00
<b>Total 65000 · Operations</b>	13,220.99	17,110.00
65100 · Other Types of Expenses		
Board of Directors Retreat	0.00	1,500.00
65110 · Advertising/Marketing Expenses	1,707.57	4,000.00
65120 · Insurance - Liability, D and O	905.00	1,000.00
65140 · Contributions	1,500.00	1,500.00
65160 · Other Costs	148.59	500.00
65170 · Scholarships Awarded	2,000.00	1,600.00

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

	Actual		
	<u>Jan - Dec 23</u>	<u>Budget</u>	
65180 · Special Events	5,332.82	7,000.00	
65185 · Program Activities			
Catering	11,041.25	12,000.00	
Entertainment	940.00	1,500.00	
Other Costs	16,887.50	1,200.00	
Postage/Shipping	0.00	500.00	
Printing/Copy/Mktg	146.00	500.00	
Stipends and Speaker Fees	0.00	1,600.00	
<b>Total 65185 · Program Activities</b>	<u>29,014.75</u>	<u>17,300.00</u>	
65190 · Special Projects, Chap Support	0.00	5,000.00	
<b>Total 65100 · Other Types of Expenses</b>	<u>40,608.73</u>	<u>39,400.00</u>	
68300 · Travel and Meetings			
68310 · Conf, Conv, Meeting-Nat'l	3,913.85	5,000.00	
68320 · Meeting Travel-Reg'l	0.00	1,000.00	
68330 - ICMA Conference Committee	0.00	0.00	New account
<b>Total 68300 · Travel and Meetings</b>	<u>3,913.85</u>	<u>6,000.00</u>	
<b>Total Expense</b>	<u>224,013.14</u>	<u>257,830.00</u>	
<b>Net Ordinary Income</b>	<u>114,436.10</u>	<u>64,420.00</u>	
<b>Net Income</b>	<u><u>114,436.10</u></u>	<u><u>64,420.00</u></u>	

**Local Government Hispanic Network  
Account Listing  
December 29, 2023**

Account	Type	Balance Total	Description
10000 · US Bank - checking	Bank Account	259,177.43	balance as of 12/29/23
10000 · US Bank - checking:Frances Gonzalez Scholarship		20,310.04	
10000 · US Bank - checking:Joel Valdez		428.03	
10000 · US Bank - checking:Operating Cash		163,439.36	
10000 · US Bank - checking:Operating Reserves		75,000.00	\$51,654.65 was moved from Operating to bring the reserves to \$75,000**
25001 · Florida Chapter Payable	Other Current Liability	1,799.10	LGHN owes to the LFLG chapter
25003 · Illinois Chapter Payable	Other Current Liability	17.87	LGHN owes to the IL-LGHN chapter
25004 · Colorado Chapter Payable	Other Current Liability	3,948.39	LGHN owes to the Jutos Colorado chapter
25005 · Central TX Chapter Payable	Other Current Liability	1,838.95	LGHN owes to the CTX Chapter.
<b>True Operating Cash</b>		<b>155,835.05</b>	
** \$75,000 is three month's worth of operating expenses based on the 2024 Proposed Budget			

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

				2023 Budget	Estimated 2023 Year End Actual	2024 Updated Budget
Ordinary Income/Expense						
Income						
43400 · Direct Public Support						
43450 · Individual Support				0.00	90.58	
43455 · Corporate Support				55,000.00	65,000.00	65,000
43457 · Scholarship				4,000.00	5,989.28	4,000
Total 43400 · Direct Public Support				59,000.00	<b>71,079.86</b>	<b>69,000</b>
46400 · Other Types of Income						
46410 · Advertising Sales				191,250.00	187,200.00	191,250
46430 · Miscellaneous Revenue				500.00	1,659.14	1,959
Total 46400 · Other Types of Income				191,750.00	<b>188,859.14</b>	<b>193,209</b>
47200 · Program Income						
Annual Meeting Registration - none						
47209 · Annual Meeting Sponsorship					2,000.00	2,000
47230 · Membership Dues						
47231 · Local Chapters				40,000.00	33,741.07	34,000
47233 · Individual				3,000.00	9,519.17	5,000
47234 · Local Government				7,500.00	17,600.00	7,500
47237 · Regional Chapter Florida				0.00		
47239 · Regional Chapter Illinois				0.00		
47240 · Regional Chapter Central Tex				0.00		
47241 · Regional Chapter Colorado				0.00		
Total 47230 · Membership Dues				50,500.00	60,860.24	<b>46,500</b>
47270 · LGHN Dinner Registrations				16,000.00	11,650.00	8,000
47271 · LGHN Dinner Sponsorships				0.00		0
Total 47200 · Program Income				66,500.00	<b>74,510.24</b>	<b>56,500</b>
49000 · Special Events Income						
49010 · Special Events Contributions				5,000.00		
Total 49000 · Special Events Income				5,000.00	4,000.00	5,000
Total Income				322,250.00	<b>338,449.24</b>	<b>323,709</b>
Gross Profit				322,250.00	338,449.24	323,709
Expense						
60900 · Business Expenses						
60920 · Business Registration Fees				120.00	95.00	120
60960 · Merchant Services Fees				9,000.00	9,616.40	10,000
Total 60900 · Business Expenses				9,120.00	<b>9,711.40</b>	<b>10,120</b>
62100 · Contract Services						
62110 · Accounting Fees				1,200.00	2,200.00	1,200
62150 · Outside Contract Services				185,000.00	175,000.00	225,000
Total 62100 · Contract Services				186,200.00	<b>177,200.00</b>	<b>226,200</b>
65000 · Operations						







January 2, 2024

Karen L. Davis

Dear Ms. Davis:

This letter will confirm the terms under which Local Government Hispanic Network (LGHN) agreed to retain you as a consultant and continue your support to LGHN.

Your role will be to assist LGHN with projects and administrative services.

The primary services to support LGHN include:

- Growth of membership and chapters,
- Assistance with member events as needed,
- Foster new partnerships with sponsors to support the associations financial sustainability, and
- Collaboration with affiliates along with legacy resources and information.

You also acknowledge the sensitive and confidential nature of your relationship with, and work for, LGHN, including the terms and conditions stated in this letter agreement, and you agree not to discuss or otherwise disclose these matters to anyone other than me or the LGHN staff.

LGHN will pay you \$28,500 for your services and will reimburse you for the exact cost of the business expenses incurred in connection with the assigned work. You are responsible for providing your business computer and required software to support your work. You are also responsible for paying all state and federal taxes. If LGHN, in its sole discretion, decides to sever its relationship with you, we will pay you any fees and expenses earned prior to the date on which your services are terminated.

If you agree that this letter accurately reflects all of the terms of our agreement relating to your work on behalf of LGHN, please sign and date this letter below, and return to me by email.

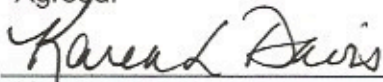
1730 Madison Road  
Cincinnati, OH  
408-392-0232

LGHN looks forward to your continued contributions and support to the association.

Sincerely,

Samantha Tavares  
LGHN President

Agreed:



Karen L Davis

1/2/2024

Date



To: ICMA Nominating Committee

From: LGHN Board of Directors

RE: Endorsement of Horace McHugh for ICMA Executive Board

Date: January 5, 2024

The Local Government Hispanic Network (LGHN) Board of Directors endorses Horace McHugh, Deputy City Manager, City of Deerfield Beach, Florida for the ICMA Executive Board. Mr. McHugh has 30 years of local government experience in a variety of cities in the South Florida region. He brings with him a wealth of knowledge in management, fire, human resources, finance and information technology. His successful career has been strongly complimented by his service to the profession and to his cities' diverse residents. He is a firm believer in the value of a diverse local government and the involvement of the community in decision making. This position aligns with the core principles of LGHN.

As a seasoned African American local government professional, Mr. McHugh has a keen understanding of the challenges facing ICMA and affiliate organizations such as LGHN and NFBPA. His involvement in ICMA committees and past presidency of the Florida City/County Management Association demonstrate his commitment to all ICMA members starting with students through mid and late career administrators. This includes guiding young professionals through the city/county management development track.

The LGHN Board of Directors urges the ICMA nominating committee to select Horace McHugh as the Southeast nominee for the 2024 ICMA Executive Board.

Sincerely,

Samantha Tavares  
LGHN President

cc: LGHN Board of Directors



## Board of Directors' 2022 and 2023 Committee Work Plans and Goals

Developed at the Board Workshop on January 8, 2022

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)	Updated 1/2/24
<p><b>A. Executive Committee Chair – Samantha Tavares</b></p> <ol style="list-style-type: none"> <li>1. LGHN values and process to confirm alignment by third-party contractors.</li> <li>2. Explore partnerships with other organizations and build relationships</li> <li>3. Better define relationships with and opportunities for participating in programs offered by LGHN affiliates (NFBPA, I-NAPA, NACA, GFOA). <b>UNDERWAY</b></li> <li>4. Create master calendar of affiliate activities. <b>UNDERWAY</b></li> <li>5. Review terms of ICMA affiliate agreement and establish expectations of ICMA. <b>UNDERWAY</b></li> <li>6. Set time and develop agenda for leadership meeting with ICMA.</li> </ol>	<ul style="list-style-type: none"> <li>• Review and update values and mission statement (at the fall 2022 Board retreat)</li> <li>• Better define LGHN relationship with affiliates and invite the presidents of each organization and establish a regular meeting to catalyze collaborative efforts (Bob, Ray, and Ramiro)</li> </ul>
	<ul style="list-style-type: none"> <li>• The Executive committee will begin meeting regularly to review and recommend financial policies to the full board later in 2023.</li> </ul>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)	Updated 1/2/24	
7. Update Board commitment forms. <b>COMPLETE</b> 8. Recommendations for <i>emerging leaders award</i> <ul style="list-style-type: none"> <li>• <b>Regular meeting: As needed basis</b></li> </ul>		
<b>B. 2023 Biennial Conference Planning Committee (with Professional Development Committee) Chairs – Carlos Baia, Raoul Lavin and Ramiro Inguanzo</b> 1. Negotiate new training programs with SGR. <b>COMPLETE</b> 2. Identify topics for 2023 webinars. <b>COMPLETE</b> 3. Reach out to LGHN chapters to assist with regional in-person training and networking sessions. <b>COMPLETE</b> 4. Identify affiliate events that will include LGHN sponsored sessions. <b>COMPLETE/UNDERWAY</b> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: Every other week.</b></li> </ul>	Biennial Conference - Mesa Convention Center from 1/17 – 1/29 <u>Themes</u> <b>Connect, collaborate, ...succeed!</b>	1. Arizona chapters joined the conference planning committee meetings effective 6/29. 2. Committee meeting every other Thursday. 3. Sponsorship brochure updated and Samantha Tavares leading corporate engagement. 4. Partnership postcards distributed at ICMA and through the Arizona Hispanic Chamber of Commerce 5. Sponsorship update presented at the November and December 2023 meetings.
<b>C. Career Advancement Committee Chair (and Vice President for Career Development) – Gricelda Estrada</b> 1. Kick off the revised Madrinas y Padrinos coaching program. <b>COMPLETE/UNDERWAY</b> 2. Create strategy for youth/student engagement.	<ul style="list-style-type: none"> <li>• Successful launch of new structured mentorship program. Likely grow the toolbox to support the program.</li> <li>• Consider offering professional assessment tools through the Madrinas y Padrinos program</li> </ul>	1. Program kickoff June 2023 and meeting through February 2024. 2. GFOA members will join the program in 2023/2024. 3. Kickoff held in June 2023 and Second meeting with DiSC assessment conducted in July.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)		Updated 1/2/24
<p>3. Outreach to executive search firms for assistance with interview skills, resume writing, etc. <b>COMPLETE/UNDERWAY</b></p> <p>4. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson)</p> <p>5. Engage more Board members to serve as mentors. <b>COMPLETE</b></p> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: As needed basis</b></li> </ul>	<ul style="list-style-type: none"> <li>• Create a similar structured program for youth. Set up meeting with youth and universities to build a pipeline of new professionals</li> </ul>	<p>4. Third check-in completed 9/26 and led by SRG</p> <p>5. Fourth check-in completed November 2023.</p>
<p><b>D. Membership Committee Chair - Marcus Steele</b></p> <p>1. Kick off joint membership drive with ICMA.</p> <p style="margin-left: 20px;">a. Target membership outreach to Hispanic City managers</p> <p style="margin-left: 20px;">b. Target membership outreach to state associations to establish partnerships</p> <p>2. Track membership growth and report regularly to the LGHN board</p> <p>3. Work with NACA to increase County membership.</p> <p>4. Pursue new regional chapters and set priorities for 2023. (See tools on the LGHN website.)</p> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: Second Friday of the month at 8:30 am PT</b></li> </ul>	<ul style="list-style-type: none"> <li>• Working with ICMA on joint membership drive to recruit new members to LGHN.</li> <li>• Collaborating with local government state chapters has been an effective method to build membership (and NACA)</li> <li>• Building regional chapters where we have advocates</li> </ul>	<p><u>Formation Targeted in 2023</u></p> <p>a. <i>Illinois Chapter</i>: Leaders conducted strategic planning session in early January. Bylaws pending submission to the LGHN board. <b>Ana Elizarraga</b></p> <p>b. <i>Washington Chapter</i>: Yakima staff invited to present at WCCMA conference in August. Karen to provide PowerPoint for the session. Will recruit volunteer startup board at the conference. <b>Bob Harrison</b></p> <p>c. <i>Michigan Chapter</i>: Formation meeting in progress in August 2023.</p> <p>d. <i>California Chapter(s)</i>: <b>Hazel Wetherford</b> assisted by MMANC.</p>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)	Updated 1/2/24	
<p><b>I. Chapters Advisory Subcommittee Chair – Marcus Steele.</b> Establish advisory committee in conjunction with LGHN chapter representatives. Develop plan to engage chapters on an ongoing basis. Create a chapter recognition program. <b>Regular meeting time: Every other month on the third Friday at 8:30 am PT</b></p>		<p>Considering multiple chapters. Staff attended MMANC on 10/27-29/23. Meetings scheduled in November, December and early 2024.</p> <p>e. <i>Minnesota Chapter: Maria Solano</i> and other contacts in the region. First discussion planned for November 2023. ICMA board member engaged and other MN city managers.</p>
<p><b>E. Marketing and Communications Committee Co-Chairs – Hazel Wetherford</b></p> <ol style="list-style-type: none"> <li>1. Develop/improve social media plan.</li> <li>2. Develop communications and marketing strategy and branding.</li> <li>3. Assist with organizing posted/recorded webinars and training sessions.</li> <li>4. Social media tracking (Latino leadership institute offers a good model/Denver University)</li> <li>5. Update the LGHN website. <ul style="list-style-type: none"> <li>• <b>Regular meeting time: TBD</b></li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Social media communications are an opportunity that we can grow.</li> <li>• Invite members with communications skills join and lead the committee (Bob to invite mentee from City of Reno)</li> <li>• Include co-chair in the call for committees.</li> <li>• Tap youth/MPA students/university partnerships for interns to assist</li> </ul>	<ol style="list-style-type: none"> <li>1. Bimonthly E-newsletter first issue released on March 27, 2023. Next issues are scheduled for 7/10 and 8/14.</li> <li>2. Committee (Hazel, Sam and staff) to reconvene on the first Thursday of the month beginning in 2024.</li> </ol>
<p><b>F. Scholarships and Fund Development Committee Chair – Samantha Tavares and Raoul Lavin (Carolina LaMonica with MissionSquare)</b></p> <ol style="list-style-type: none"> <li>1. Discuss funding assistance from ICMA.</li> </ol>	<ul style="list-style-type: none"> <li>• Develop a flexible fund development strategy/policy to dedicate and expend dollars to an array of LGHN activities (scholarships, operations,</li> </ul>	<ol style="list-style-type: none"> <li>1. Sustaining corporate membership campaign continues.</li> <li>2. Follow-up emails and meetings underway with Cigna, Gallagher,</li> </ol>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)	Updated 1/2/24	
<ol style="list-style-type: none"> <li>2. Review LGHN value statement (focus on ROI) for potential sponsors and market DEI expertise/resources</li> <li>3. Update sponsor packet with sponsorship options (options include voting membership, review affiliate practices, programming, conference presentations)</li> <li>4. Develop strategy (using the LGHN financial forecast 2022-2025) for sponsor outreach</li> <li>5. Establish working group of retired LGHN members to assist with the “ask”</li> </ol> <ul style="list-style-type: none"> <li>• Regular meeting time: <b>TBD</b></li> </ul>	<p>conference/programming, marketing/social media, etc.)</p> <ul style="list-style-type: none"> <li>• Develop sponsor’s value statement (Noel to join)</li> <li>• Consider creating an endowment policy and/or benchmark.</li> <li>• Reach out to state associations to grow the endowment/fund development/marketing</li> <li>• Board commitments include donating to the LGHN scholarship fund</li> </ul>	<p>Holman Capital, GFOA and ICMA referral sponsors’ list.</p>
<p><b>G. International Committee Chair - Noel Bernal</b> – <i>Staff support Christine</i></p> <ol style="list-style-type: none"> <li>1. Develop structure for training programs. <b>COMPLETE</b></li> <li>2. Adapt training materials from ICMA credentialing program (adapt program to meet the needs of early to mid-career development professionals)</li> <li>3. Invite LGHN members to create case studies in line with the training structure.</li> <li>4. Market the training opportunities <ol style="list-style-type: none"> <li>a. Outreach to potential trainers from LGHN membership and survey</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1. The committee met in April and prepared a work plan.</li> <li>2. In July, the Committee met and discussed attendance and collaboration with the Puerto Rico conference scheduled August 6-7, 2023. The topic is good governance.</li> <li>3. Working with ICMA to develop cobranded programming.</li> <li>4. Webinar planned throughout 2024 in English and Spanish.</li> </ol>



2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)		Updated 1/2/24
<p>administered in 2022 (<i>must be Spanish speakers</i>) <b>COMPLETE</b></p> <p>b. Market to Puerto Rican jurisdictions</p> <p>5. Administer/conduct training.</p> <p>6. Finalize “certification” process.</p> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: Last Monday of every month at 9 am PT/noon ET</b></li> </ul>		
<p><b>F. Nominations Committee – Chair and committee appointed by the President</b></p> <ol style="list-style-type: none"> <li>1. Email members regarding interest in serving and recommendations – 30 days required (<i>May/June</i>)</li> <li>2. Close member submittals – <i>June</i></li> <li>3. Review submittals and conduct interviews (<i>June/July</i>)</li> <li>4. Board approval at the <i>July or August</i> board meeting</li> <li>5. Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (<i>August</i>)</li> <li>6. Close ballots – typically 30 days (<i>September</i>)</li> <li>7. Annual membership meeting (<i>October</i>)</li> </ol> <ul style="list-style-type: none"> <li>• <b>Meeting times determined by bylaws and date of annual membership meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Include on the April Board meeting agenda</li> </ul>	

## Local Government Hispanic Network Biennial Conference Budget vs. Actual June through December 2023

	Actual	
	Jan - Dec 23	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
47250 · Conference Registration	29,875.00	30,000.00
47260 · Conference Sponsorship	56,000.00	100,000.00
Total 47200 · Program Income	<u>85,875.00</u>	<u>130,000.00</u>
Total Income	<u>85,875.00</u>	<u>130,000.00</u>
Gross Profit	85,875.00	130,000.00
Expense		
65100 · Other Types of Expenses		
65185 · Program Activities		
Catering	3,000.00	39,000.00
Entertainment	180.00	5,000.00
Event Insurance	126.00	150.00
Facility Rental	18,846.98	18,846.98
IT/Video Services	0.00	4,000.00
Other Costs	472.20	5,000.00
Postage/Shipping	0.00	150.00
Printing/Copy/Mktg	318.78	4,000.00
Stipends and Speaker Fees	0.00	4,000.00
Supplies	1,687.46	5,000.00
Total 65185 · Program Activities	<u>24,631.42</u>	<u>85,146.98</u>
Total 65100 · Other Types of Expenses	24,631.42	85,146.98
68300 · Travel and Meetings		
68310 · Conf, Conv, Meeting-Nat'l	0.00	5,000.00
Total 68300 · Travel and Meetings	<u>0.00</u>	<u>5,000.00</u>
Total Expense	<u>24,631.42</u>	<u>90,146.98</u>
Net Ordinary Income	<u>61,243.58</u>	<u>39,853.02</u>
Net Income	<u><u>61,243.58</u></u>	<u><u>39,853.02</u></u>