



**Board of Directors Meeting
January 6, 2017**

1:00-2:00 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

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

Advancing Excellence and Inclusiveness in Local Government

Agenda

IHN Board of Directors

Veronica Briseño
President

Manuel Esquibel
President-Elect

Magda Gonzalez
*Immediate
Past President*

Rolando Fernandez
*Vice President
for Membership*

Maria Hurtado
*Vice President
for Programs*

At Large Directors

Carlos Baia
ICMA Board Liaison

Yocelyn Galiano

Raymond Gonzales

Tommy Gonzalez

Ramiro Inguanzo

Claudia Lujan

Daro Mott

Patricia E. Martel
*Past ICMA
Board Member*

David Mora
ICMA Staff 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 December 2, 2016*
2. Board Meeting Attendance Report for 2015/16*
3. Financial Report through December 31, 2016*

C. ACTION: Donation to the scholarship fund at the the University of North Carolina MPA Program honoring Tom Lundy, retired County Manager, Catawba County, N. C. (Unfinished Business)

D. Democracy at the Doorstep: Stories of Resilience and Leadership* (Unfinished Business)

E. 2017 IHN Retreat – February 3-4, 2017, San Antonio, TX

1. Logistics
2. Agenda
 - a) Branding update
 - b) Committee 2017 work plans
 - i Communications
 - (a) Noticias
 - (b) Website enhancements
 - ii Membership
 - (a) 2017 membership outreach plan
 - (b) IHN Chapters
 - iii Programs
 - (a) 2017 regional events
 - (b) 2018 national conference (review agreement, requirements, etc.)
 - (c) ICMA/NFBPA conference sessions
 - (d) ICMA dinner
 - (e) Webinars
 - iv Fund Development
 - v University Partnerships
 - vi Civic Engagement
 - c) Arizona travel bans: strategies to encourage local governments to reconsider
 - d) Other items

F. Information Items

1. Website Tracking

G. Future Board Meeting Agenda Items

1. Relationship with IHN Chapters
2. Fundraising Status (ongoing)

*Supporting documents provided in board packet

H. Adjournment & Future Meeting Dates

1. February 3-4, 2017 – IHN Retreat, San Antonio, TX
2. Friday, February 3, 2017 – IHN Board Meeting Cancelled
3. Friday, March 3, 2017 – IHN Board Meeting
4. Friday, April 7, 2017 – IHN Board Meeting
5. Friday, May 5, 2017 – IHN Board Meeting
6. Friday, June 2, 2017 – IHN Board Meeting
7. May/June – Annual Meeting?
8. Friday, July 7, 2017 – IHN Board Meeting
9. Friday, August 4, 2017 – IHN Board Meeting
10. Friday, September 1, 2017 – IHN Board Meeting
11. Friday, October 6, 2017 – IHN Board Meeting
12. October 22-25, 2017 – ICMA Conference, San Antonio, TX
13. Friday, November 2, 2017 – UHN Board Meeting
14. Friday, December 1, 2017 – IHN Board Meeting



**Board of Directors Meeting
December 2, 2016**

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Veronica Briseño, President
Manuel Esquibel, President-Elect
Magda Gonzalez, Immediate Past President
Rolando Fernandez, Vice President for Membership
Maria Hurtado, Vice President for Programs
Raymond Gonzales, At Large Director
Tommy Gonzalez, At Large Director
David Mora, ICMA Staff Liaison
Rod Alcazar, ICMA-RC Liaison

Board Members Absent

Carlos Baia, At Large Director
Yocelyn Galiano, At Large Director
Ramiro Inguanzo, At Large Director
Claudia Lujan, At Large Director
Patricia E. Martel, Past ICMA Board Member
Daro Mott, At Large Director

Others Present

Karen Davis, Executive Director

A. Call to Order/Roll Call/Welcome

Roll call was conducted and seven voting members were present; a quorum was established.

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of October 7, 2016
2. Board Meeting Attendance Report for 2015/16
3. Financial Report through November 28, 2016.

Maria Hurtado moved approval of the consent agenda; Raymond Gonzales seconded the motion; the motion was approved unanimously.

C. IHN Conference Report

Karen Davis provided the preliminary financial report for the conference and the survey results of the sessions and overall satisfaction. A final report will be provided after all accounting is complete. Karen was asked to provide a copy of the survey results to the planning committee.

D. Management Partners Contract

Karen Davis provided background information on the Management Contract over the past several years with regard to contract amounts and expenditures. The contract amount was reduced from \$88,800 to \$66,000 per year in 2013. Since that time, the IHN board has undergone a rebuilding of the organization and has increased the level of activities. Then, in addition to the preparation for the 2016 national conference in Austin, resulted in expenditures in excess of \$66,000. Management Partners recommended increasing the 2016 contract amount to \$75,000. Rolando Fernandez moved approval; Tommy Gonzalez seconded the motion; the motion was approved unanimously.

The Management Partners two-year contract expires at the end of 2016. A new contract was submitted with two revisions. It was recommended that the amount of the contract be increased to \$75,000 per year and the administrative and program-planning tasks were separated to better account for the cost of supporting IHN events. Maria Hurtado moved approval; Rolando Fernandez seconded the motion; the motion was approved unanimously.

E. 2017 Annual Budget

A copy of the current IHN dues structure was provided to the board for discussion and approval of the dues structure for 2017. Rolando Fernandez, chair of the membership committee recommended the same dues structure be approved for 2017. The membership committee is looking at strategies to increase memberships through an expanded chapter model and potential changes to the local government memberships. These changes will be brought back to the board at a future date. Rolando Fernandez moved approval of the current dues structure for 2017; Tommy Gonzalez seconded the motion; the motion was approved unanimously.

A proposed budget for 2017 was provided to the IHN board. The budget includes preliminary revenues/proceeds from the IHN conference (shared with the AHLN Chapter). There were no other significant changes from the 2016 budget. The board will look at the IHN activity levels and the budget at the board retreat in February. Manuel Esquibel moved approval of the 2017 IHN budget; Magda Gonzalez seconded motion; the motion was approved unanimously.

F. Donation to the scholarship fund at the University of North Carolina MPA Program honoring Tom Lundy, retired County Manager, Catawba, County, N.C.

This item was deferred to the January IHN board meeting.

G. Report: 2017 ICMA Board Nominations

Karen Davis reported that IHN had nominated Maria Hurtado for the West Coast non-CEO position. In addition, her nomination will be supported by Cal-ICMA and NFBPA. IHN also submitted a letter of support for Wally Bobkiewicz, City Manager of Evanston, IL. Evanston is an IHN local government member and supported the IHN conference by sending staff to attend the event.

H. 2017 IHN Retreat

The board selected San Antonio, TX for the 2017 IHN board retreat to be held January/February. Karen Davis was asked to send a doodle to the board to select a date.

I. Committee Timelines/Issues for 2017

A list of priorities was provided to the board as information items. Committees will resume their normal meeting schedules in January.

J. Democracy at the Doorstep: Stories of Resilience and Leadership

This item was deferred to the January IHN board meeting.

K. Information Items

No updates were provided.

2015-2016 IHN Board of Directors Board Meeting Attendance

Name	Jan 2015	Feb 2015	Mar 2015	April 2015	May 2015	June 2015	July 2015	Annual Mtg. 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015
Magda Gonzalez	Present	Present	Absent	Present	Present	Present		Present	Present	Present	Present	Absent	
Veronica Briseño Lara	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	
Erik Walsh	Present	Absent	Present	Absent	Present	Absent		Absent					
Maria Hurtado	Absent	Absent	Absent	Present	Absent	Absent		Absent	Absent	Present	Present	Present	
Jesus Nava	Present	Present	Present	Present	Present	Present		Present					
Carlos Baia	Present	Present	Present	Present	Absent	Present		Absent	Present	Absent	Absent	Present	
Manuel Esquibel	Present	Present	Present	Present	Present	Absent		Present	Absent	Absent	Present	Present	
Rolando Fernandez	Present	Present	Present	Absent	Present	Present		Absent	Present	Present	Present	Present	
Yocelyn Galiano	Present	Present	Absent	Present	Absent	Absent		Absent	Absent	Absent	Absent	Absent	
Raymond Gonzales								Present	Present	Absent	Present	Absent	
Tommy Gonzalez								Absent	Absent	Absent	Present	Present	
Ramiro Inguanzo									Present	Absent	Present	Present	
Claudia Lujan	Absent	Present	Present	Present	Present	Present		Present	Present	Present	Absent	Present	
Pat Martel	Present	Absent	Present	Present	Present	Present		Absent	Absent	Present	Absent	Absent	
Nachie Marquez	Absent	Absent	Present	Absent	Present	Present		Absent					
Daro Mott	Present	Present	Absent	Present	Present	Present		Absent	Present	Present	Absent	Present	

Name	Jan 2016	Feb 2016	Mar 2016	April 2016	May 2016	June 1 2016	Annual Mtg. 2016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016
Veronica Briseño	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present		Present
Manuel Esquibel	Present		Present	Present	Absent	Absent	Present	Present	Present	Absent	Present		Present
Magda Gonzalez	Present		Present	Absent	Present	Present	Present	Present	Absent	Present	Present		Present
Maria Hurtado	Absent		Present	Absent	Absent	Present	Present	Present	Present	Present	Absent		Present
Rolando Fernandez	Present		Present	Present	Present	Present	Absent	Present	Present	Present	Present		Present
Carlos Baia	Present		Absent	Present	Present	Absent	Present	Absent	Present	Absent	Absent		Absent
Yocelyn Galiano	Present		Absent	Present	Absent	Present	Absent	Present	Present	Present	Present		Absent
Raymond Gonzales	Present		Absent	Absent	Present	Present	Absent	Present	Present	Present	Present		Present
Tommy Gonzalez	Absent		Absent	Absent	Absent	Absent	Absent	Present	Present	Present	Present		Present
Ramiro Inguanzo	Present		Present	Present	Absent	Present	Absent	Absent	Absent	Present	Absent		Absent
Claudia Lujan	Absent		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present		Absent
Pat Martel	Absent		Absent	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent		Absent
Daro Mott	Present		Present	Present	Present	Present	Present	Present	Present	Absent	Present		Absent

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

International Hispanic Network
Profit & Loss
January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
43300 - Direct Public Grants	
43310 - Corporate and Business Grants	50,000.00
Total 43300 - Direct Public Grants	<u>50,000.00</u>
43400 - Direct Public Support	
43450 - Individ, Business Contributions	3,699.50
Total 43400 - Direct Public Support	<u>3,699.50</u>
46400 - Other Types of Income	
46410 - Advertising Sales	18,907.80
46430 - Miscellaneous Revenue	227.22
Total 46400 - Other Types of Income	<u>19,135.02</u>
47200 - Program Income	
47270 - Program Activities	5,309.76
47230 - Membership Dues	23,569.20
47250 - Conference Registration	48,282.84
47260 - Conference Sponsorship	64,113.70
Total 47200 - Program Income	<u>141,275.50</u>
49000 - Special Events Income	
49050 - IHN Dinner	6,942.15
Total 49000 - Special Events Income	<u>6,942.15</u>
Total Income	221,052.17
Expense	
60900 - Business Expenses	
60930 - Constant Contact	420.00
60920 - Business Registration Fees	75.00
60960 - PayPal Fees	1,418.32
Total 60900 - Business Expenses	<u>1,913.32</u>
62100 - Contract Services	
62110 - Accounting Fees	800.00
62150 - Outside Contract Services	80,952.20
Total 62100 - Contract Services	<u>81,752.20</u>
65000 - Operations	
65090 Computer Software	75.00
65010 - Books, Subscriptions, Reference	1,099.92
65020 - Postage, Mailing Service	1,090.71
65030 - Printing and Copying	3,792.51

International Hispanic Network
Profit & Loss
January through December 2016

	<u>Jan - Dec 16</u>
65040 · Supplies	256.64
65050 · Telephone, Telecommunications	1,976.41
65060 · Website	3,078.17
Total 65000 · Operations	<u>11,369.36</u>
65100 · Other Types of Expenses	
65185 · Program Activities	77,863.54
65190 · Special Projects	14,740.00
65180 · Special Events	7,634.59
65110 · Advertising Expenses	3,181.45
65120 · Insurance - Liability, D and O	772.00
65140 · Contributions	1,000.00
65150 · Memberships and Dues	250.00
65160 · Other Costs	921.28
65100 · Other Types of Expenses - Other	40.00
Total 65100 · Other Types of Expenses	<u>106,402.86</u>
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	5,274.71
68320 · Travel	3,263.43
Total 68300 · Travel and Meetings	<u>8,538.14</u>
Total Expense	<u>209,975.88</u>
Net Ordinary Income	<u>11,076.29</u>
Net Income	<u><u>11,076.29</u></u>
bank balance 12/31/16	65,788.26



Advancing Excellence and Inclusiveness in Local Government

Scholarship: University of North Carolina in Honor of Tom Lundy

Tom Lundy retired in July 2016 and a scholarship was set up in his honor at the University of North Carolina. Several IHN board members expressed an interest in making a contribution to the fund. Tom previously served as ICMA board liaison to IHN. This is a perpetual scholarship, and contributions can be made at any time. Tom will be notified when someone contributes. They have to raise \$25,000 in order for the scholarship to begin paying out. But the ultimate goal will be to raise just over \$200,000, which is the amount needed to generate enough earnings to pay the tuition for a UNC MPA student for one year.



Advancing Excellence and Inclusiveness in Local Government

Democracy at the Doorstep: Stories of Resilience and Leadership
Message from Mike Conduff

After all of your local government adventures have you ever said, “I ought to write a book?”

As we heard from our ICMA President Pat Martel in the Regional Summits, most of us in local government have had experiences that took lots of resiliency to survive and rebound from. We also have learnings about leadership that we can share with others, or a story or two that would help educate or entertain our colleagues. But let’s face it, even if with the desire to be a published author we don’t necessarily know where to start or how to go about finding a publisher.

The reason I am writing today is to make it easy for you to share your story of resiliency and leadership AND to contribute to the local government profession.

Everywhere I go to speak I get asked about the incredible success of ***Democracy at the Doorstep – True Stories from the Green Berets of Public Administrators*** and ***Democracy at the Doorstep, Too! – More True Stories***. And invariably I get asked when the next book in the series is coming out.

So here it is – announcing ***More Democracy at the Doorstep – Stories of Resilience and Leadership!*** With a foreword by 2016 ICMA President Pat Martel and a final word by 2017 President Lee Feldman, this book will be sure to be an instant favorite in local government circles.

And, this is your personal invitation to participate.

Because of the acclaim for the Democracy series, and the anticipated high demand for participation in this volume, we are going to have to limit this volume to just sixty individuals who will commit to sharing their knowledge, their insights, and their stories with others.

As part of your participation you will become a published author and your work will be seen by thousands of your colleagues around the US and the world!

Further you will receive 50 copies of your book (a \$1500.00 value!) to share with your friends, your family and your organization. Imagine having a book signing ceremony with your Mayor, City Council and Department Directors all receiving their own books. Talk about a credibility enhancer!

You and a guest will also receive a personal invitation to a complimentary VIP dinner gathering in San Antonio immediately prior to the ICMA conference where you can meet your fellow co-authors and hear from an acclaimed keynote speaker.

Just like with ***Democracy at the Doorstep, Too!*** our goal is to have a copy of your book placed in the registration bags of each attendee at the 103rd annual ICMA conference which will be held in San Antonio in 2017, and to have book signings in the ICMA Pavilion at the conference.

And as always with the Democracy series, all of the net proceeds from any sales of the book will go to the ICMA Fund for the Profession.

Are you interested? Here is how it works:

- Email me directly at Mike.Conduff@TheElimGroup.com and tell me you are interested and share in 100 words or less your key concept for your story of resilience, or leadership.

- Upon acceptance as one of the authors, pay just 50% of the underwriting fee of \$1195.00 (with the balance due May 15th, 2017)
- Submit a first draft of your story by February 15, 2017.

What you get:

- You will be a published author with national exposure via ICMA, press releases, etc.
- You will have 50 books to share with your family, friends and colleagues
- You and a guest will receive a personal invitation to a complimentary VIP dinner gathering in San Antonio immediately prior to the ICMA conference where you can meet your fellow co-authors
- You will get an instant credibility boost, with well over 6,000 of the books distributed
- You will have the personal satisfaction of helping others in local government
- You will assist ICMA in protecting the future of the profession through the Fund, or Life, Well Run! Campaign

But what if you are one of those folks who tells a better story than you write? No worries, for just an additional \$295.00 we will arrange for you to spend an hour on the phone or via Skype with one of our master story writers who will then draft your chapter for you to review and approve.

But what if you want more than 50 books? No worries, via a special arrangement with our printer we will be able to offer you additional books in lots of 25 for just \$12.50 per book – a 60% discount off of the retail cover price of \$29.95!

But what if you have more questions? No worries, just email me or call me on my personal mobile phone at 940-453-3116. As a best-selling author (with Brian Tracy and Jack Canfield) and with over a dozen books published I am confident I would love to visit with you.

Again, based on the demonstrated success of the *Democracy at the Doorstep* series, we expect this opportunity to fill up fast.

So, don't just think about writing a book "someday" – commit to it now!

You become a published author AND you help your profession – what could be better than that?