

Irene Gomez-Bethke Papers.

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Mr. Eduardo Villalon, Chairperson Centro Cultural Chicano 1800 Olson Memorial Highway Minneapolis, MN 55411



404 South Eighth Street Minneapolis, Minnesota 55404 Phone 612 340-7400

Dear Mr. Villalon:

A Budget Conference has been set for your Agency and Group Services Panel D to meet on:

Thursday, October 9, 1980, at 3:00-4:15 PM in Room C of the Citizens Aid <u>Building</u>. (Enclosed is a schedule of Budget Conferences for the agencies being reviewed by Group Services Panel D.)

The purpose of the Budget Conference is for the Agency and Panel to review and discuss your 1981 Budget Proposal. We would appreciate it if you would be prepared to make a brief presentation of your 1981 Budget Proposal. In addition, we are enclosing in this letter questions which we would like to have you respond to, in writing, and be prepared to present your responses verbally at the Budget Conference as well.

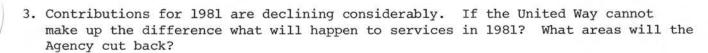
Please bring 30 copies of your written responses to the questions to the meeting for distribution to the Panel members. In preparing your written responses, please include the question asked as well as your response.

Even though this is primarily a Budget Conference, we also have some program questions as well.

Our questions are as follows:

PROGRAM QUESTIONS

- 1. What steps is the Agency making to increase Hispanic women's participation at the Board and other leadership levels with the Agency?
- 2. What is the relationship of Centro with the Legal Rights Center Chicano-Latino Community Worker? The Panel is aware that the Chicano-Latino worker is a Centro Board member. What are the relationships at the service level?



4. The Agency should be prepared to discuss its 1981 Target Population Proposal at the Budget Conference.

FISCAL QUESTIONS

1. What source is increasing your 1981 Purchase of Service? Which programs are affected?

1980 United Way Board of Directors

OFFICERS:

George H. Dixon President Dale R. Olseth First Vice President Barbara F. Adams Vice President

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Howard E. Barnhill Vice President

W. Harry Davis Vice President Oren W. McDonald Vice President

William D. Reber Vice President

Susanne C. Sedgwick Vice President

Katharine Gamble

Secretary

Jay H. Wein Treasurer

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Richard B. Abrams DeWalt H. Ankeny, Jr. Robert H. Beam William R. Beattie Marvin Borman William M. Bracken Ellis F. Bullock, Jr. William R. Chapman Frances G. Fairbanks Roxann Forbes Thomas E. Gainor Luella G. Goldberg S. Albert D. Hanser Willis C. Harris William A. Hodder Vernon E. Indehar Cyrus E. Johnson Betty Kane Stephen F. Keating Dee H. Kemnitz Kenneth M. Knopf Thomas F. Madison Marjorie Maki

George D. McClintock Richard D. McFarland David T. McLaughlin M. J. "Shorty" McMullen Norman A. Moen John W. Morrison Marilyn C. Nelson Lucille F. Olson John E. Pearson Darrell E. Ray Ruth A. Reister Melvin D. Rudinger David Sanders Arthur R. Schulze Fred C. Seely James D. Sherard **Emily Anne Staples** P. Calvert Townsend Marcela Trujillo Leslie Turner Winston R. Wallin Wheelock Whitney Thomas H. Wyman

Mr. Eduardo Villalon September 22, 1980 Page Two

- 2. Which Grants from Government is your Agency losing in 1981? Which programs are affected?
- 3. What is causing Occupancy expense to increase so much in 1981?
- 4. When will your 1979 audit be completed?
- 5. Why is the Agency not budgeting depreciation?
- 6. For 1980, why are the Total Program Costs for Social Adjustment and Family and Individual Counseling less than the United Way support?
- 7. Please share with the Panel where the Agency is in developing a fee scale.

Enclosed is a copy of your Fiscal Summary from which the Fiscal Questions were prepared.

If you have any questions about our questions and preparations for the Budget Conference, please feel free to contact me or Camillo DeSantis, Panel Staff.

We look forward to meeting with you.

Sincerely,

Ms. Dolphine F. Robinson, Chairperson

Group Services Panel D

DFR/gw

cc Donn Vargas, Exec. Director Group Services Panel D Camillo DeSantis

Enc:

CENTRO CULTURAL CHICANO

1800 Olson Memorial Highway Minneapolis, Minnesota 55411 (612) 374-2996

October 8, 1980

CENTRO CULTURAL CHICANO
UNITED WAY OF MINNEAPOLIS
ALLOCATIONS PRESENTATION
1981



AGENDA

- I. Introduction Eduardo Villalon - Chairperson
- II. Program Questions
 Irene Gomêz de Bethke 1st Vice-Chair
 Donn J. Vargas Executive Director
 Eduardo Villalon Chairperson

II. PROGRAM QUESTIONS

- 1. Q. What steps is the Agency making to increase Hispanic women's participation at the Board and other leadership levels with the Agency?
 - A. Currently the nominating Sub Committee of the Membership Committee is in the process of filling (4) four vacancies on the Board of Directors. The Chairperson of the Membership Committee sees the need to increase the number of women on the Board of Directors, therefore, the Chair will be trying to place at least (4) women in those vacant slots. This will bring the complement of women up to (7) seven out of (15) fifteen Board of Directors. Of the (3) three women on the Board now, (1) one is the First Vice-Chair, (1) one Chairs the Building, Research and Program Development Committee, and (1) one Chairs the Public Relations Committee.

 As Sociate Director Lower

Centro Cultural Chicano sees the need to increase the participation by women and activily supports any effort that will increase their participation.

- 2. Q. What is the relationship of Centro with the Legal Rights Center Chicano-Latino Community Worker? The Panel is aware that the Chicano-Latino worker is a Centro Board member. What are the relationships at the service level?
 - A. The relationship between Centro Cultural Chicano and the Legal Rights Center Chicano community worker are two fold. Manuel Guzman is a volunteer for Centro Cultural Chicano as a member of the Board of Directors. At the service level the relationship between Centro Cultural Chicano and Manuel Guzman is as follows: Manuel, being bi-lingual (Spanish/English) community worker for the Legal Rights Center, offers our agency a resource that we find invaluable. At times, some clients of Centro Cultural Chicano may find themselves involved with the Hennepin County Court system. When this happens, Manuel Guzman is available to offer our clients important information. For those individuals who are mono-lingual, Spanish Speaking only, he can explain the charge, the severity of the charge, the possible consequences and some recourse of action.

Having a bi-lingual community worker from the Legal Rights Center provides our clients with an opportunity to go through the adjudication procedure more informed and better prepared to defend themselves in a court of law.

- 3. Q. Contributions for 1981 are declining considerably. If the United Way cannot make up the difference what will happen to services in 1981? What areas will the Agency cut back? It is make
 - A. The budget that has been presented reflects the needs of Centro Cultural Chicano. In the event that the total request is not granted, we do not intend to let it affect the program services. We will re-evaluate the line item expenditures and make the necessary modifications.

PROGRAM QUESTIONS (CON'T) II.

- The Agency should be prepared to discuss its 1981 Target Population 4. Proposal at the Budget Conference.
 - Refer to Agenda item number 4. A.

III. FISCAL QUESTIONS

- What source is increasing your 1981 Purchase of Service? Which programs are affected?
 - The 1981 Purchase of Service increase reflects the Chemical Dependency A . Prgoram which is funded by Hennepin County.
- Which Grants from Government is your Agency losing in 1981? Which Q. programs are affected?
 - The Grant from the Government was for a Senior Citizens Program Α. that was funded by the Metropolitan Council "Older American Act". The Senior Citizens program was a (3) three year pilot project that ended in June of 1980. We hope to address the needs of the Hispanic Senior Citizen through the Target Population Proposal.
 - What is causing Occupancy expense to increase so much in 1981? Q.
 - When the budget was submitted in 1979 for fiscal year 1980, Centro Cultural Chicano was paying (\$175.00) One hundred and seventy five dollars less than we are now. In 1980 we also took control of 10,000 sq. ft. from the 4,040 sq. ft. that was originally allocated. In 1981, Centro Cultural Chicano will be responsible for paying all utilities for the last (6) six months of the year. Therefore, it was necessary to request an increase in the occupancy line item.
 - When will your 1979 audit be completed?
 - The audit for 1979 was completed October 1st, 1980.
- Q. Why is the Agency not budgeting depreciation?

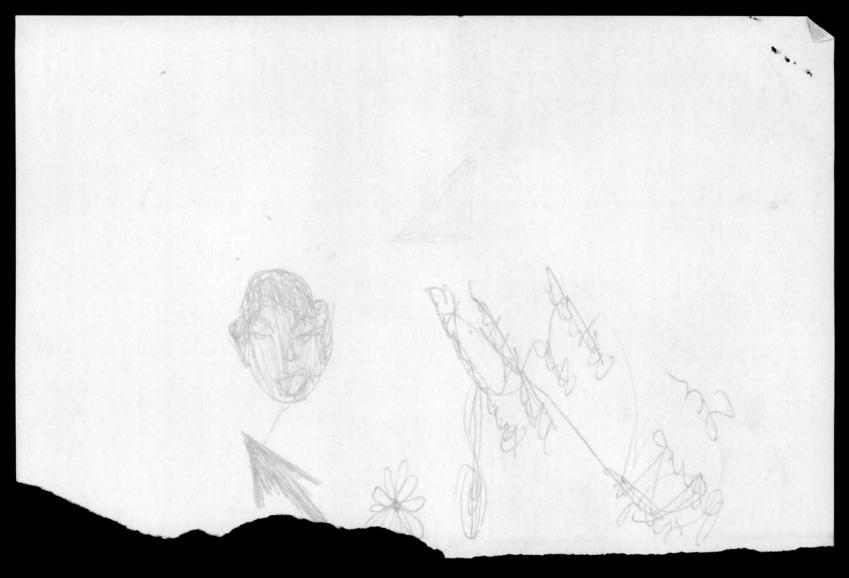
In the past, Centro Cultural Chicano has not had material possessions in excess of (\$300.00) three hundred dollars. Within the last month, October 1980, Centro Cultural Chicano has entered into an agreement with the Minnesota Department of Transportation to purchase a 1980 Van. Our accountant is now in the process of completing a Depreciation schedule for our records.

- For 1980, why are the Total Program Costs for Social Adjustment and Family and Individual Counseling less than the United Way support?
 - A. Of the (\$60,000.00) sixty thousand dollars that was allocated for 1980 from United Way (\$55,000.00) fifty five thousand dollars were for programmatic expenses and (\$5,000.00) five thousand dollars were for the Technical Assistance Package that was recommended. Our expenditures for the Family and Individual Counseling and Social Adjustment Programs are reflective of the (\$55,000.00) fifty five thousand dollars that the United Way supports.

III. FISCAL QUESTIONS (CON'T)

- 7. Q. Please share with the Panel where the Agency is in developing a fee scale.
 - A. Centro Cultural Chicano does not charge its clients for Family and Individual Counseling nor for its Social Adjustment Services. However, if there are program costs that are not covered under allocated monies, Centro Cultural Chicano does charge nominal fees to help defray costs.





UNITED WAY

SCHEDULE OF BUDGET CONFERENCES

GROUP SERVICES PANEL D

AGENCY	DATE	TIME	LOCATION
GLENWOOD-LYNDALE COMMUNITY CENTER	9/24	12:15-1:15 PM	McKnight Room CAB
COMMUNITY ACTION COUNCIL	9/24	1:30-2:45 PM	McKnight Room CAB
LEGAL RIGHTS CENTER	9/24	3:00-4:15 PM	McKnight Room CAB
LORRAINE BLACK CHILD CARE CENTER	10/9	12:15-1:15 PM	Room C, CAB
NEIGHBORHOOD INVOLVEMENT PROGRAM	10/9	1:30-2:45 PM	Room C, CAB
CENTRO CULTURAL CHICANO	10/9	3:00-4:15 PM	Room C, CAB

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of

UNITED WAY OF MINNEAPOLIS AREA

Preamble

This corporation is organized to provide and be the means by which cross sections of citizens and organizations join together in an area-wide effort to plan, fund, and deliver human services responsively to meet current and emerging needs and problems.

This corporation, as the largest single voluntary endeavor in the Minneapolis area, has a responsibility to provide leadership and to cooperate with other organizations in all appropriate efforts to meet community needs and solve community problems and to provide an effective and balanced delivery system of human care services.

One of its major missions is to unite diverse sectors of the community through a flexible and reasoned vehicle to contribute to the evolution of this community toward a more satisfying life for all. These sectors are: corporations and employee groups, organized labor, human care service agencies, government, consumers, and other public groups.

The manner in which this corporation pursues this goal can contribute significantly to mutual communication and understanding among all segments of the community. By including as many people as possible in its activities, the effectiveness of this corporation is enhanced, services increased and improved, and the most effective system of delivering human care services can be achieved.

ARTICLE I

Members

Section 1. Any person or corporate entity who gives one dollar or more to this corporation in any calendar year shall, without further act, be a member for a term commencing on January 1 and expiring on December 31 of the next succeeding calendar year.

Section 2. The annual meeting of members shall be held in February of each year or on such other date and at such time and place as may be determined by the Board of Directors or Executive Committee. Special meetings of members may be called for any purpose at any time by the President or, in the absence of the President, by the First Vice President or by the Board of Directors or Executive Committee, provided that such purposes were covered in the notice of such special meeting sent to the Directors, or were a report from a United Way Committee, or a presentation by an individual on request of the President or First Vice President prior to the meeting.

Section 3. Written notice of any annual or special meeting of members shall be given by publication in a newspaper of general circulation published in Hennepin County, Minnesota, for three successive weeks previous to the date of the meeting stating the time, place and, in the case of a special meeting, its purpose. So long as this corporation has more than 300 members, no other notice of any meeting of members need be given.

Section 4. A quorum for any annual or special meeting of members shall be 100 members present in person.

Section 5. Voting by proxy is prohibited except that any member that is a corporation may be represented by its president or a proxy appointed by its president.

Section 6. Cumulative voting is prohibited.

Section 7. Members shall have voting rights only for the election of directors and shall have no voting rights respecting a voluntary transfer of corporate assets, amendment of the Articles of Incorporation or Bylaws of this corporation, merger or consolidation of the corporation, or the voluntary dissolution of this

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corporation.

ARTICLE II

Financially Participating Agencies

Section 1. Any voluntary, local, state or national nonprofit charitable, health, welfare, character-building or other eleemosynary organization supported in whole or in part by voluntary contributions shall be eligible to apply for participation in the distribution of funds received by this corporation from fund raising campaigns conducted by it, provided that the nature of such organization and its obligations are such that it is exempt from income tax, both federal and state, and that contributions thereto are deductible for the purpose of income tax, both federal and state. The Board of Directors, at any meeting by a majority vote of those present, may elect such applicant a financially participating agency.

Section 2. The Board of Directors shall prescribe conditions for the admission of organizations as financially participating agencies and to the maintenance of such status.

Section 3. Any financially participating agency may withdraw from participation if it gives notice in writing to this corporation by March 31 that it wishes to withdraw for the following calendar year. In such case, the agency shall continue to participate for the full year in which such notice is given, provided it does not engage until after the completion of the United Way campaign in a money raising endeavor or program venture not consistent with its existing agreement with this corporation.

Section 4. The participation of any financially participating agency may be terminated by the Board of Directors, after a proper hearing, by a two-thirds vote of those present. The United Way must give notice in writing by July 1 that it desires the withdrawal of the agency from participation for the following calendar year. In such case, the agency shall continue to participate for the full year in which such notice is given, provided it does not engage until after the completion of the United Way campaign in a money raising endeavor or program venture not consistent with its existing agreement with this corporation.

Section 5. The Board of Directors shall appropriate the funds received by this corporation from fund raising campaigns conducted by it and available for distribution to financially participating agencies at such time and in such amounts as it shall decide consistent with the agreements with financially participating agencies, and these agencies shall be bound by such decisions.

Section 6. It should be recognized that for this corporation to be successful in achieving its objectives, the community givers and the financially participating agencies must work in close and understanding accord and to that end this corporation shall operate with the following principles:

- 1. Each financially participating agency shall have the right to administer its own budget, and due consideration shall be given to the obligations imposed upon any financially participating agency by the state or national body or bylaws or regulations under which it operates.
 - 2. This corporation shall not raise funds for capital purposes.
- 3. Organizations whose primary function is either educational in the sense of scholarship, cultural, religious, political or lacking in community-wide acceptance shall not be eligible. Experience has indicated that under a United Way system certain types of organizations shall not be included even though they are a part of the multiple-appeals problem. Such organizations are:
 - (a) agencies of narrow limited appeal;
 - (b) highly controversial causes;
 - (c) undemonstrated projects;
 - (d) organizations which do not meet proper accounting or operating standards.

ARTICLE ITI

Board of Directors

Section 1. The management of this corporation shall be vested in a Board of Directors consisting of not less than 35 nor more than 60 members of this corporation who shall be elected by the members or by the Board of Directors as hereinafter provided. The Board of Directors shall be as representative as possible of all major segments of the community in which it operates.

The Board of Directors shall be divided into three classes, as nearly equal as may be. At each annual meeting of members, except for directors elected to fill unexpired terms, approximately one-third of the directors shall be elected for terms of three years expiring at the third annual meeting of members after their election.

Directors shall be elected only from nominees presented by the Nominating Committee, provided however, additional nominees willing and able to serve may be presented by petition signed by 200 verifiable members and provided such petition is received in the office of the Executive Director of the United Way not less than 14 days prior to the date of the annual meeting.

At any time during the year, the Nominating Committee shall receive from any interested member the names of suggested nominees.

Section 2. The annual meeting of the Board of Directors shall be held immediately following the annual meeting of the members of this corporation at the same place as said annual meeting of members. No notice of the annual meeting of the Board of Directors need be given to any director.

Section 3. At the direction of the President, or upon written request of ten (10) members of the Board of Directors, and upon at least ten (10) days' written notice, the Secretary shall call a special meeting of the Board within thirty (30) days of the request. No business shall be transacted at a special meeting other than the business specified in such notice.

Section 4. The Board of Directors, or Executive Committee thereof, shall have power to fix, from time to time, the number of directors within the limits set forth above, to fill any vacancies (including vacancies created by an increase in the number of directors) and to determine the number of directors in each class.

Section 5. In addition to the Board members elected by the membership under conditions set forth in Section 1 of this Article, the following shall be ex officio members of the Board of Directors and have the rights, privileges, duties, liabilities, and authority as directors elected by the members:

- (a) President, First Vice President, Treasurer, Secretary, and Immediate Past President;
- (b) Up to three members appointed by the President to serve during the President's term of office, subject to approval of the Board of Directors;
- (c) Chairmen of all operating Divisions and major standing committees of the Divisions during the period of their chairmanship.

In accordance with Section 1 of this Article, the maximum number of directors, whether they be elected or ex officio as described in this Section, shall not exceed 60 persons.

Section 6. No person shall serve as a director for more than two consecutive three-year terms. Service for a term or terms of less than three years each shall for this purpose be disregarded.

Section 7. A quorum for meetings of the Board of Directors or Executive Committee is one third of the membership of such Board or committee.

Section 8. No director shall be removed from office except for cause.

ARTICLE IV

Officers

Section 1. The officers of this corporation shall be as follows: a President, a First Vice President, and one or more other Vice Presidents, a Treasurer and a Secretary, all of whom shall be elected annually by the Board of Directors. In addition to the foregoing officers, the President, with the approval of the Board of Directors, or Executive Committee thereof, may appoint one or more Assistant Secretaries and Assistant Treasurers.

Section 2. The election of officers shall be for a term of one (1) year and shall be after the recommendation and report of a Nominating Committee of eight (8) members appointed by the President of this corporation at least eight (8) weeks prior to the annual meetings of this corporation.

Section 3. If any office becomes vacant during the year, the Board of Directors may fill the vacancy for the unexpired term.

ARTICLE V

Duties of Officers

Section 1. The President shall be the chief officer of this corporation, the Chairman of the Board of Directors and of the Executive Committee, and shall perform such other duties as are incident to the office or may be required by the Board of Directors. The President shall not be a member or ex officio member of the Nominating Committee but shall be an ex officio member of all other committees and Divisions.

Section 2. In the absence of the President, the First Vice President shall have all the powers and perform all the duties of the President.

Section 3. The Secretary shall keep, or cause to be kept, in proper books of record, true and accurate minutes of all acts and proceedings of this corporation, Board of Directors, Executive and all other committees and Divisions.

Section 4. The Treasurer shall receive all monies, and shall deposit the same in the name of this corporation in such bank or banks as the Board of Directors shall designate, and shall disburse the same, subject to such rules as the Board of Directors may prescribe. The Treasurer shall render a report at each regular meeting of the Board of Directors and the Executive Committee and at the annual meeting of the members.

<u>Section 5.</u> Any officer of this corporation, in addition to the powers conferred by the Bylaws, shall have such additional powers and perform such additional duties as may be prescribed from time to time by the Board of Directors.

ARTICLE VI

Employees

The Board of Directors shall employ an Executive Director who shall be charged with the administrative management of the affairs of this corporation, subject to the approval of and the directions of the Board of Directors.

ARTICLE VII

Board Committees

Section 1. The Board of Directors shall have the following standing committees described in Sections 2 through 4, inclusive, hereof.

Section 2. There shall be an Executive Committee of the Board of Directors consisting of the President, First Vice President, Treasurer, and the Secretary of the corporation and not less than five (5) nor more than thirteen (13) additional directors, all of whom shall be elected annually by the Board of Directors. The Executive Committee shall have all the powers of the Board of Directors in the management of the business of this corporation except that, (a) appropriations of funds received by this corporation in fund raising campaigns conducted by it to the financially participating agencies shall be by the Board of Directors; and (b) the Executive Committee may not in the interval between any two meetings of the Board of Directors distribute, or authorize the distribution of, amounts aggregating more than \$100,000 from funds of this corporation other than those described in paragraph (a) of this Section. The Executive Committee shall act only in the interval between meetings of the Board of Directors and at all times is subject to the control and direction of the Board of Directors. The President of this corporation shall be the Chairman of the Executive Committee. In the absence of the President, the First Vice President shall act as such Chairman. The Secretary of this corporation shall be the Secretary of the Executive Committee. Section 3. There shall be a Nominating Committee of eight (8) members appointed by the President. At least five (5) of the eight (8) members shall be directors of the corporation. It shall be the function of the Nominating Committee to present to the members at their annual meeting nominees for election as directors. In addition, this committee shall present nominees to the Board of Directors for election as officers. Section 4. Such other committees as are deemed advisable by the Board of Directors shall be appointed by the President. ARTICLE VIII Operating Divisions Section 1. The operations of this corporation shall be conducted through operating Divisions. The Board of Directors shall create such Divisions as deemed -8-

necessary to meet the objectives and the operating responsibilities of this corporation. Each Division so created shall report directly to the Board of Directors. Section 2. Each operating Division shall be headed by a chairman appointed by the President of this corporation. The membership of each Division shall be persons appointed by the chairman of the Divison with the concurrence of the President. Section 3. Each operating Division shall organize itself in a manner which is deemed most effective for the discharge of its responsibilities to the Board of Directors. This would include the establishment of major standing committees within the Division and ad hoc committees, as needed. Section 4. All Division and committee appointments shall be made as soon as possible after the election of officers or vacancies occur. Division and committee members shall serve for one year or such terms as may be provided by the Board of Directors. Section 5. Each operating Divison so created by the Board shall be responsible, as early in the program year as is possible, to present to the Board a report on the makeup and structure of the Divison and its work program for the ensuing program year.

Section 6. As provided in ARTICLE III, Section 5 hereof, all operating Division chairmen and standing committee chairmen of each Division shall be ex officio members of the Board of Directors during the tenure of chairmanship, unless otherwise elected by the membership through the nominating process.

ARTICLE IX

Liabilities

Section 1. No officer, committee, or member of this corporation, or other person, shall contract or incur any debt on its behalf, or in any way render it liable, unless authorized by the Board of Directors, the Executive Committee, or Bylaws of this corporation.

Section 2. Officers and employees of this corporation charged with the handling of corporate funds shall be covered by surety bonds in amounts specified by the Board of Directors.

ARTICLE X

Indemnification of Directors, Officers and Others

To the full extent permitted by any applicable law, this corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, wherever brought, whether civil, criminal, administrative or investigative, other than an action by or in the right of the corporation, by reason of the fact that such person is or was a director, officer, employee, or member of a committee of this corporation, against expenses, including attorneys fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding.

Indemnification provided by this Bylaw shall be in addition to and independent of and shall not be deemed exclusive of any other rights to indemnification to which any person may be entitled by contract or otherwise under law. Indemnification provided by this Bylaw shall continue as to a person who has ceased to be a member of the Board of Directors, officer, employee or committee member, shall inure to the benefit of the heirs, executors and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this Bylaw. However any indemnification realized other than under this Bylaw shall apply as a credit against any indemnification provided by this Bylaw.

This corporation may, to the full extent permitted by applicable law from time to time in effect, purchase and maintain insurance on behalf of any person who is or was a member of the Board of Directors, officer, or employee of this corporation or a member of a committee of this corporation against any liability asserted against such person and incurred by such person in any such capacity.

ARTICLE XI

Amendment of Articles of Incorporation or Bylaws

Since the members of this corporation have voting rights only with respect to election of directors, the Articles of Incorporation and Bylaws of this corporation may be amended in the manner prescribed by law with respect to the amendment of Articles and Bylaws, respectively, of Minnesota nonprofit corporations having no members with voting rights.

Revised and Adopted December 22, 1976 United Way of Minneapolis Area Board of Directors