

Irene Gomez-Bethke Papers.

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Der Sim. Hur Twadows !

CENTRO LEGAL, INC.

BOARD OF DIRECTORS

Thomas J. Barrett, Esq.

- Special Assistant Attorney General
- Former Managing Attorney of Minnesota Migrant Legal Services

Office of the Attorney General Ford Building, Second Floor 117 University Avenue St. Paul, MN 55155 (612) 296-2625

Irene Gomez de Bethke

- Special Aide to Minneapolis Mayor Fraser
- Board of Directors, Legal Rights Center
- Former member, Spanish Speaking Affairs Council

4649 Decatur Ave. No. St. Paul, MN 55428 (612) 537-0469

Oscar S. Castro

- Correctional Officer, State of Minnesota
- Former Advisory Board Member, La Oficina Legal

P.O. Box 70142 St. Paul, MN 55107 (612) 341-7495

Gary Gorman

- Enforcement Officer, State Department of Human Rights
- Advisory Board of Directors, La Oficina Legal
- Former Director, Spanish-Speaking Senior's Program

195 West Robie St. Paul, MN 55107 (612) 297-2782

David R. Matsumoto, Esq.

- Adjunct Professor, University of Minnesota Extension Course: Immigration Law and Policy
- Founding member and former Supervising Attorney of La Oficina Legal

1881 Lamplight Drive Woodbury, MN 55125 (612) 739-7381

Alberto O. Miera, Esq.

- Office General Counsel, 3-M
- Former Staff Attorney, Neighborhood Justice Center, (West-Side Office)
- President, Board of Directors, Hispanos En Minnesota

Office of General Counsel
3M Center, P.O. Box 33428
St. Paul, MN 55133
(612) 733-6705
298-4012

Donn J. Vargas

- Executive Director, Centro Cultural Chicano Centro Cultural Chicano 1800 Olson Memorial Hwy. Minneapolis, MN 55411 (612) 374-2996 SMRh show affice - atlaney 100 for
142 hr 142 hr set af your access to Building to
5090 Immigration

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proposal - Burner -

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Law Offices

165 EAST ANNAPOLIS STREET ST. PAUL, MINNESOTA 55107

(612) 228-0035

RECOMMENDATION FORM, NOMINATING COMMITTEE

loard of Directors	_Nominating Com	mitteeAdvi	sory Board_		
The following information and is completed to the l	has not been d	iscussed with the ty.	prospective	nominee	
Vame	First	Middle	(Husband)		
Last	First	MIGOTE		(I.dasana)	
Street		City	State	Zip Code	
Telephone: Home	Work	Occupation			
Approximate Age:22-34	_35-4950-70_	70 & over			
Ethnic Background					
Educational Background o	r Specialization			THE SHARE	
Current and Past Communi	ty Activities:				
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Susiness and Professional For the following reason board or nominating comm	Activities:				
	Activities:	andidate is qualif	fied to be a	3.6	

MINUTES OF FIRST MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC. SEPTEMBER 22, 1981

The first meeting of the Board of Directors of Centro

Legal, Inc. was duly held, pursuant to waiver of call and

notice thereof, at the offices of 530 Andrew Street, St. Paul,

Minnesota, on September 22, 1981 at 11:00 A.M.

Upon motion duly made and seconded, Wesley Iijima was elected to act as Chairman of the meeting and Salvador Rosas as Secretary of the meeting.

The following directors were present:

Susan Conley Wesley Iijima Salvador Rosas Arcelia Romo-Perez Juan Lopez

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That the by-laws, which are inserted to follow this record of action, be and the same hereby are approved and adopted as the by-laws of this Corporation.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That:

1) The following officers be and the same hereby are elected to serve until their successors shall be elected and qualified:

> Salvador Rosas - President Juan Lopez - Secretary Wesley Iijima - Treasurer

2) The officers and directors of this Corporation shall receive no compensation for the representation in their respective capacities.

Upon Motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That the fiscal year of the Corporation shall be from January 1 to December 31.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That all acts taken by the incorporators with respect to the organization of this Corporation are hereby ratified and confirmed and that the officers of this Corporation are authorized and directed to reimburse them for all filing fees which have been paid by them.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That:

- l) The Drover State Bank, South Saint Paul, be and it hereby is designated as a depository of this Corporation subject to the rules and regulations set forth in the signature cards of said bank, and any amendments thereto, and that the officers of this Corporation or either or any of them be and they hereby are authorized to open a bank account or accounts with the said Drover State Bank, for and in the name of this Corporation, and to deposit with the said bank in the said account from time to time any and all checks, notes, drafts, bills of exchange, moneys, acceptances, orders and other items of any kind.
 - 2) Any one of the following:

Arcelia Romo-Perez Wesley Iijima

be and they are hereby authorized individually to sign any and all checks, drafts, notes, acceptances, bills of exchange, orders, or other instruments for the payment and withdrawal of any and all moneys, credits, items and property at any time held by the said depository for account of this Corporation.

- 3) Said bank is hereby authorized to pay or cash any such instruments and any instruments payable to or held by this Corporation when endorsed as aforesaid and also to receive the same for credit to the account of or in payment from the payee or any other holder (including any officer of this Corporation), without inquiry as to the circumstance of issue or endorsement thereof, or the disposition of the proceeds, even if drawn, endorsed or payable to cash, bearer or to the individual order of any signing officer or tendered in payment of his individual obligation.
- 4) Endorsements on behalf of this Corporation upon any and all commercial paper of any kind deposited by or on behalf of this Corporation with the said bank for credit or for collection or otherwise may be made by any one of the foregoing officers, or by rubber stamp.
- 5) The foregoing authorized officials or any of them and their successors in office or any of them be and they are hereby authorized (a) for and on behalf of this Corporation to lease from the Drover State Bank a safe deposit box or boxes and enter into for and on behalf of this Corporation with the Drover State Bank its required standard form of safe deposit box lease for corporations, and (b) for and on behalf of this Corporation to have access to said box or boxes, in accordance with the terms, conditions, agreements, rules and regulations of the said lease.
- 6) All the foregoing authorities shall be and continue in full force and effect until revoked or modified by written notice actually received by Drover State Bank setting forth a resolution to that effect stated to have been adopted by the Board of Directors of this Corporation, and signed by the Secretary of this Corporation and bearing this Corporation's seal; and said Drover State Bank is hereby authorized and directed to at all times rely upon the last notice received by it of any resolution as to the foregoing authorities and as to the persons who from time to time are its officers, and their signatures.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That:

1) The Treasurer be and hereby is authorized for and on behalf of this Corporation to open from time to time general accounts, working fund accounts, and any special accounts that may become necessary or advisable in the name of this Corporation in banks and trust companies located in the United States.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That:

- 1) The Treasurer, with the approval of the President, be and hereby is authorized for and on behalf of this Corporation to open from time to time general accounts, working fund accounts, payroll accounts, and any special accounts that may become necessary in the name of this Corporation in banks, trust companies or savings and loan associations located in the United States of America.
- 2) The Treasurer, with the approval of the President, may without further action on the part of this Coard and until this Board shall otherwise order, nominate any other officers, agents or employees of this Corporation as a person or persons authorized to sign checks, drafts or other orders for the payment of money drawn in this Corporation's name against said bank accounts, including those drawn to the individual order of any person or persons whose name or names appear thereon as a signer or signers thereof.
- 3) The Treasurer, with the approval of the President, may without further action on the part of the Board and until this Board shall otherwise order, direct the said banks, trust companies or savings and loan associations to honor and charge to the said account all checks, drafts or other orders when bearing the facsimile signature of the Treasurer, regardless of by whom or by what means the facsimile signature thereon may have been

affixed thereto, if such facsimile signature resembles the facsimile specimen duly certified to or filed with the said banks, trust companies or savings and loan associations.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That for the purpose of authorizing the Corporation to do business in any state, territory or dependency of the United States or any foreign country in which it is necessary or expedient for this Corporation to transact business, the officers of this Corporation are hereby authorized to appoint and substitute all necessary agents or attorneys for service of process, to designate and change the location of all necessary statutory offices and, under the corporate seal, to make and file all necessary certificates, reports, powers of attorney and other instruments as may be required by the laws of such state, territory, dependency or country to authorize the Corporation to transact business therein and whenever it is expedient for the Corporation to cease doing business therein and withdraw therefrom to revoke any appointment of agent or attorney for service of process, and to file such certificates, reports, revocation of appointment, or surrender of authority of the Corporation to do business in any such state, territory, dependency or country.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That for the purposes of undertaking the legal representation of low income persons, the Sliding Fee Schedule, which is inserted to follow this record of action, be and is approved.

Wesley Ligima Wesley Injuma

Chairman

Attest:

Salvador M. Rosas

Secretary

Pres- Irene 25 M. Brimer

MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

November 24, 1981

Il Pullo ' A meeting of the Board of Directors of Centro Legal, Inc. Foundation at the offices located at Riverview Business Plaza, 380 E. Lafatte Freeway, St. Paul, Minnesota, on November 24, 1981 at 7:30 p.m.

Present at the meeting were Salvador Rosas, Wes Iijima, Arcelia 45- McKwiyt Romo-Perez, Thomas Barrett, Irene Gomez de Bethke, Gary Gorman, Donn J. Vargas, Oscar Castro, David Matsumoto and Alberto Miera.

> Arcelia Romo-Perez made a report regarding the activities of the Centro Legal, Inc., including the submission of a proposal for funding to the Bremer Foundation and the intention to submit a proposal to the McKnight Foundation if the tax-exempt letter from the IRS arrives by the December 1, 1981 deadline.

Upon motion duly made by Thomas Barrett and seconded by Irene Gomez de Bethke, the following resolution was unanimously adopted:

RESOLVED, that:

- 1. The iterim Directors of the Centro Legal, Inc. resign; and V Wes-
- Sur-Thomas Barrett, Irene Gomez de Bethke, Gary Gorman, Donn J. Vargas, Oscar Castro, David Matsumoto, and Alberto Miera are elected to serve full terms as Directors of the Centro Legal, Inc.

Upon motion duly made by David Matsumoto and seconded by Alberto Miera, the following resolution was unanimously adopted:

RESOLVED, that:

1. Irene Gomez de Bethke is elected Chairperson of the Standing Nominating Committee and that said Committee submit nominations to the Board of Directors of persons to fill the position of Organization Representative on the Board of Directors, and to nominate officers for the Board of Directors.

Upon motion duly made by Alberto Miera and seconded by Thomas Barrett, the following resolution was unanimously adopted:

RESOLVED, that:

Donn J. Vargas is hereby elected President of the

Board of Directors of the Centro Legal, Inc. until the first annual meeting of the Board of Directors.

A meeting of the Board of Directors was set for December 8, 1981, at 7:00 p.m. to be held at the offices of Riverview Business Plaza, 380 E. Lafayette Freeway, St. Paul, Minnesota.

The meeting was duly adjourned.

Arcelia Romo-Perez, Acting Secretary 82 20-83 25 M Bremer 1 attorney 1/2 sec.

McKnight Salang \$45.00 - 25^M82-20^M 83 Andrea

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310-Ford-Re. St. Louis 8.M. 5-5426

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MINUTES OF SECOND MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

November 4, 1981

The second meeting of the Board of Directors of Centro Legal, Inc. was duly held, pursuant to waiver of call and notice thereof at the offices located at 530 Andrew Street, St. Paul, Minnesota on November 4, 1981 at 4:00 p.m.

Upon motion duly made and seconded, Wesley C. Iijima was elected as Chairman of the meeting and Salvador M. Rosas as secretary of the meeting.

The following directors were present: Salvador M. Rosas, Arcelia Romo-Perez, Wesley C. Iijima, Juan Lopez and Susan E. Conley.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that:

- The resignation of Salvador M. Rosas as interim president and as a member of the Board of Directors is hereby approved.
- That Arcelia Romo-Perez is hereby elected to serve as president until her successor is elected and qualified.
- 3. That Arcelia Romo-Perez is authorized to negotiate on behalf of the Board of Directors with Salvador M. Rosas, conditions for his employment as a staff attorney for Centro Legal, Inc.

RESOLVED, that all acts taken by Salvador M. Rosas as interim president including the execution of the lease for new office space located in the Riverview Business Plaza is hereby ratified and approved.

RESOLVED, that, Salvador M. Rosas will organize the first permanent Board meeting to be held prior to the Thanksgiving holiday.

Attest:

SALVADOR M. ROSAS, Secretary

MINUTES OF FIRST MEETING OF BOARD OF DIRECTORS

OF CENTRO LEGAL, INC.

SEPTEMBER 22, 1981

The first meeting of the Board of Directors of Centro
Legal, Inc. was duly held, pursuant to waiver of call and
notice thereof, at the offices of 530 Andrew Street, St. Paul,
Minnesota, on September 22, 1981 at 11:00 A.M.

Upon motion duly made and seconded, Wesley Iijima was elected to act as Chairman of the meeting and Salvador Rosas as Secretary of the meeting.

The following directors were present:

Susan Conley Wesley Iijima Salvador Rosas Arcelia Romo-Perez Juan Lopez

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That the by-laws, which are inserted to follow this record of action, be and the same hereby are approved and adopted as the by-laws of this Corporation.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That:

1) The following officers be and the same hereby are elected to serve until their successors shall be elected and qualified:

> Salvador Rosas - President Juan Lopez - Secretary Wesley Iijima - Treasurer

2) The officers and directors of this Corporation shall receive no compensation for the representation in their respective capacities.

Upon Motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That the fiscal year of the Corporation shall be from January 1 to December 31.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That all acts taken by the incorporators with respect to the organization of this Corporation are hereby ratified and confirmed and that the officers of this Corporation are authorized and directed to reimburse them for all filing fees which have been paid by them.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That:

- l) The Drover State Bank, South Saint Paul, be and it hereby is designated as a depository of this Corporation subject to the rules and regulations set forth in the signature cards of said bank, and any amendments thereto, and that the officers of this Corporation or either or any of them be and they hereby are authorized to open a bank account or accounts with the said Drover State Bank, for and in the name of this Corporation, and to deposit with the said bank in the said account from time to time any and all checks, notes, drafts, bills of exchange, moneys, acceptances, orders and other items of any kind.
 - 2) Any one of the following:

Arcelia Romo-Perez Wesley Iijima

be and they are hereby authorized individually to sign any and all checks, drafts, notes, acceptances, bills of exchange, orders, or other instruments for the payment and withdrawal of any and all moneys, credits, items and property at any time held by the said depository for account of this Corporation.

- 3) Said bank is hereby authorized to pay or cash any such instruments and any instruments payable to or held by this Corporation when endorsed as aforesaid and also to receive the same for credit to the account of or in payment from the payee or any other holder (including any officer of this Corporation), without inquiry as to the circumstance of issue or endorsement thereof, or the disposition of the proceeds, even if drawn, endorsed or payable to cash, bearer or to the individual order of any signing officer or tendered in payment of his individual obligation.
- 4) Endorsements on behalf of this Corporation upon any and all commercial paper of any kind deposited by or on behalf of this Corporation with the said bank for credit or for collection or otherwise may be made by any one of the foregoing officers, or by rubber stamp.
- 5) The foregoing authorized officials or any of them and their successors in office or any of them be and they are hereby authorized (a) for and on behalf of this Corporation to lease from the Drover State Bank a safe deposit box or boxes and enter into for and on behalf of this Corporation with the Drover State Bank its required standard form of safe deposit box lease for corporations, and (b) for and on behalf of this Corporation to have access to said box or boxes, in accordance with the terms, conditions, agreements, rules and regulations of the said lease.
- 6) All the foregoing authorities shall be and continue in full force and effect until revoked or modified by written notice actually received by Drover State Bank setting forth a resolution to that effect stated to have been adopted by the Board of Directors of this Corporation, and signed by the Secretary of this Corporation and bearing this Corporation's seal; and said Drover State Bank is hereby authorized and directed to at all times rely upon the last notice received by it of any resolution as to the foregoing authorities and as to the persons who from time to time are its officers, and their signatures.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That:

1) The Treasurer be and hereby is authorized for and on behalf of this Corporation to open from time to time general accounts, working fund accounts, and any special accounts that may become necessary or advisable in the name of this Corporation in banks and trust companies located in the United States.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That:

- 1) The Treasurer, with the approval of the President, be and hereby is authorized for and on behalf of this Corporation to open from time to time general accounts, working fund accounts, payroll accounts, and any special accounts that may become necessary in the name of this Corporation in banks, trust companies or savings and loan associations located in the United States of America.
- 2) The Treasurer, with the approval of the President, may without further action on the part of this Coard and until this Board shall otherwise order, nominate any other officers, agents or employees of this Corporation as a person or persons authorized to sign checks, drafts or other orders for the payment of money drawn in this Corporation's name against said bank accounts, including those drawn to the individual order of any person or persons whose name or names appear thereon as a signer or signers thereof.
- 3) The Treasurer, with the approval of the President, may without further action on the part of the Board and until this Board shall otherwise order, direct the said banks, trust companies or savings and loan associations to honor and charge to the said account all checks, drafts or other orders when bearing the facsimile signature of the Treasurer, regardless of by whom or by what means the facsimile signature thereon may have been

affixed thereto, if such facsimile signature resembles the facsimile specimen duly certified to or filed with the said banks, trust companies or savings and loan associations.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That for the purpose of authorizing the Corporation to do business in any state, territory or dependency of the United States or any foreign country in which it is necessary or expedient for this Corporation to transact business, the officers of this Corporation are hereby authorized to appoint and substitute all necessary agents or attorneys for service of process, to designate and change the location of all necessary statutory offices and, under the corporate seal, to make and file all necessary certificates, reports, powers of attorney and other instruments as may be required by the laws of such state, territory, dependency or country to authorize the Corporation to transact business therein and whenever it is expedient for the Corporation to cease doing business therein and withdraw therefrom to revoke any appointment of agent or attorney for service of process, and to file such certificates, reports, revocation of appointment, or surrender of authority of the Corporation to do business in any such state, territory, dependency or country.

Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, That for the purposes of undertaking the legal representation of low income persons, the Sliding Fee Schedule, which is inserted to follow this record of action, be and is approved.

Wesley Ligima Chairman

Chairman

Attest:

Secretary

Law Offices

165 EAST ANNAPOLIS STREET ST. PAUL, MINNESOTA 55107

(612) 228-0035

November 17, 1981

Mrs. Irene Gomez de Bethke 4649 Decatur Ave. No. New Hope, Minnesota 55428

Dear Mrs. Bethke:

The first meeting of the Centro's permanent Board of Directors will be held on Tuesday, November 24, 1981 at 8:00 P.M. The location of the meeting will be the Conference Room at the site of the Centro's new office.

The address is:

Riverview Business Plaza 380 East Lafayette Freeway St. Paul, Minnesota 55107

A map and directions are enclosed.

If you need further information, please call me at 291-2579.

Sincerely,

Salvador M. Rosas

SMR:sr

enc.

Centro Legal, Inc.

Board of Directors' Meeting

November 10, 1982

AGENDA

- 1. Approval of Minutes of October 13, 1982 meeting
- 2. Executive Director's Report
 - A. Proposed 1983 staffing
 - B. Minneapolis Foundation Proposal
- 3. Nominations Committee Report -
- 4. Financial report
- 5. New Business

MINUTES OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

October 13, 1982

A meeting of the Board of Directors of Centro Legal, Inc. was duly held at the Centro Cultural Chicano, 1800 Olson Memorial Highway, Minneapolis, MN on October 13, 1982 at 6:30 p.m.

Present at the meeting were Directors Donn J. Vargas, Oscar Castro, Irene Gomez de Bethke, Alberto Miera and Wesley Iijima.

First item on the agenda was approval of the minutes of the meeting of the Board of Directors held on September 8, 1982. Upon motion of Irene Gomez de Bethke, seconded by Oscar Castro, the minutes were adopted with the amendment that at that meeting there was discussion regarding the seeking of funding from United Way in St. Paul and Minneapolis and that, with regard to seeking United Way funds in St. Paul, there be discussion with Southern Minnesota Regional Legal Services to resolve any differences on the seeking of funds from said source.

At this point there was discussion of the need to initiate contacts with United Way in Minneapolis and Saint Paul to pursue funding in the 1983 funding cycle. This matter was referred to the Finance Committee.

The second item on the agenda was the Executive Director's report. It was reported that at the Executive Committee Meeting of September 23, 1982, it was decided to submit a funding request in the amount of \$71,000 to the Minneapolis Community Action Agency (MCAA). These funds would be for an attorney, paralegal, secretary, law clerks and office expenses to open an office in Minneapolis with a priority of providing bilingual legal representation in the area of criminal law. The proposal was submitted on October 1, 1982.

The Executive Director also reported that the deadline to submit a proposal to the Minnesota Supreme Court for Civil Filing Fee Monies was October 15, 1982, She requested approval of the Board to submit a proposal for funding of one of the existing staff attorney positions in the Saint Paul office. Upon motion of Alberto Miera, seconded by Irene Gomez de Bethke, it was resolved that a proposal be submitted to the Minnesota State Supreme Court for Civil Filing Fee Monies.

The Executive Director next reported that November 1, 1982, was the deadline for submitting a proposal to the Minneapolis Foundation and requested approval to seek funding for an additional staff attorney for civil matters, in Minneapolis. If funding, in the amounts requested, were received from MCAA and Minneapolis Foundation, there would be a two attorney office with support staff of a secretary, paralegal and law clerks. There was discussion of whether it was premature to expand to that extent in 1983 without the assurance of long term funding and whether expectation of services might be

unrealistically raised. Upon motion of Alberto Miera, seconded by Wesley Iijima, a meeting of the Board of Directors was scheduled for October 19th at 7:30 a.m. at the Centro Legal for discussion of the staffing pattern for 1983 and the nature of the proposal to be submitted to the Minneapolis Foundation.

The third item on the agenda was a report by Donn J. Vargas regarding the Executive Committee meeting held September 23, 1982 attended by Donn J. Vargas, Wesley Iijima and Irene Gomez de Bethke. He reported that in discussing the need for additional legal staff, the question of how and by whom the administrative work could best be done was discussed inasmuch as there are only two attorneys and one of the attorneys also is responsible for administrative functions. The alternatives that were explored were: (1) having the Centro Legal, Inc. become a subsidiary of another Hispanic non-profit organization and having the administrative work performed by said organization's administrator; (2) contract with an agency or private contractor to perform the administrative functions of accounting and/or fund raising; and (3) create a staff position in the Centro Legal the purpose of which would be to assume administrative responsibilities.

A discussion followed the Executive Committee report and upon motion of Alberto Miera, seconded by Wesley Iijima, it was resolved that the Executive Director submit a proposal to the Board of Directors for creation of an administrator position and/or contract for administrative services with an outside provider of services.

The fourth item on the agenda was the Finance Committee report of which there was none.

The fifth item on the agenda was the Nominations Committee Report. Mrs. Bethke reported that at the next Board meeting she would submit nominations for replacement of David Matsumoto. It was clarified that, pursuant to the By-laws, the nominees must be persons admitted to the practice of law in Minnesota.

There being no further business to attend to, the meeting was adjourned.

Respectfully submitted,

Arcelia Romo-Perez Executive Director

MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

September 8, 1982

A meeting of the Board of Directors of Centro Legal, Inc. was duly held at the office of the Centro Legal, Inc., 380 E. Lafayette Fwy, St. Paul, Minnesota on September 8, 1982.

Present at the meeting were Directors Irene Gomez de Bethke, Wesley Iijima, Oscar Castro, Alberto Miera and Donn J. Vargas.

First item on the agenda was adoption of the minutes of the meeting of the Board of Directors held on July 14, 1982. Upon motion of Wes Iijima, seconded by Oscar Castro, the minutes were adopted with the amendment that the meeting had a quorum based upon the information at that time that David Matsumoto and Oscar Castro had resigned as members of the Board of Directors.

Second item on the agenda was the financial report, dated August 31, 1982, submitted by the Executive Director. Upon motion of Alberto Miera, seconded by Wes Iijima, the financial report was accepted.

Third item on the agenda was a discussion with regard to submitting a proposal to the Minneapolis Community Action Agency for funding to expand services to Minneapolis residents. The MCAA has designated \$100,000 for legal assistance; the deadline for submitting a proposal is October 1, 1982. The Executive Director requested that the Executive Committee meet in order to discuss the nature of the project for which funding would be sought from the MCAA. An Executive Committee meeting was scheduled for Thursday September 23, 1982 at 11:00 a.m., at the Centro Cultural in Minneapolis.

There being no further business to attend to, the meeting was adjourned.

Respectfully submitted,

Arcelia Romo-Perez Executive Director

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Centro Legal, Inc. Board of Directors Meeting September 8, 1982 AGENDA 1. Approval of Minutes of July 14, 1982 meeting 2. Executive Director Report A. Financial Report B. Dayton/Hudson Proposal+ #10 m 3. Funding for 1983 priguted budget.

4. New Business

Fernando Send out nominations

Color Rey Uttorney Flyn -

MINUTES OF MEETING OF BOARD OF DIRECTORS, CENTRO LEGAL, INC. July 14, 1982 A meeting of the Board of Directors of Centro Legal, Inc. was duly held at the office of the Centro Legal, Inc., 380 E. Lafayette Fwy, St. Paul, Minnesota on July 14, 1982. Present at the meeting were Directors Tom Barrett, Donn J. Vargas, Irene Gomes de Bethke and Wes Iijima. First item on the agenda was a report of the meeting of May 20, 1982 regarding the adoption of goals and priorities and discussion of investment in money market funds. The written minutes are to be prepared and sent to the Board members. Second item on the agenda was discussion of investment in money market funds. The Executive Director reported that SMRLS has investments in money market funds and that such investments are within the standard of care expected of non-profit organizations. The Executive Director is to submit to the Board a proposed money market fund in which the funds of the Centro Legal funds would be invested. Third item on the agenda was a request for nominations for the vacancies created by David Matsumoto and Oscar Castro who will be leaving Minnesota. Irene Gomez de Bethke, chair of the nominations subcommittee will send out nominations forms to the members of the Board.

Fourth item on the agenda was approval by the Board for Centro Legal staff to hold office hours one day per week at the Centro Cultural Chicano, 1800 Olson Memorial Hwy, Minneapolis, Minnesota. The Executive Director is to write to the Centro Cultural confirming date and hours that staff will be there.

Fifth item on the agenda was approval by the Board for writing letters to legislators expressing opposition to provisions in the Simpson-Mazzoli Immigration bill which are detrimental to Hispanics, including the employer sanction provisions, limitations on number of persons allowed to immigrate annually, and worker identification cards.

Sixth item on the agenda was adoption of the second Wednesday of each month as the date for meetings of the Board. The next meeting is scheduled for August 11, 1982 at 7:00 p.m. at the Centro Legal's office.

There being no further business to discuss, the meeting was adjourned.

Respectfully submitted,

Arcelia Romo-Perez

MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

May 20, 1982

A meeting of the Board of Directors of Centro Legal, Inc. was duly held at the office of the Centro Legal, located at 380 E. Lafayette Fwy, St. Paul, Minnesota on May 20, 1982 at 7:30 P.M.

Present at the meeting were Directors Luis Manriquez, Oscar Castro, Wes Iijima, David Matsumoto, and Alberto Miera.

In the absence of the President and Vice President, the meeting was opened and chaired by Wes Iijima.

First item on the agenda was reading and approval of the minutes of the meeting held April 20, 1982.

Second item on the agenda was discussion and adoption of goals and priorities for the Centro Legal, Inc. for 1982. A proposed outline of goals and priorities, discussed by the subcommitte, was presented for discussion. Attached to these minutes are the goals and priorities adopted by the Board.

Third item on the agenda was a proposal to invest the Centro Legal, Inc. cash balance in money market certificates which would yield a higher return on interest and would be accessible since there would not be a time limit on the deposit. The Board asked that the Executive Director report at the next meeting on the standard of care which non-profit corporations must abide by with regard to investment of funds prior to making a decision on the investment of funds.

There being no further items for discussion, the meeting was adjourned.

Respectfully submitted,

Arcelia Romo-Perez

MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

April 20, 1982

A meeting of the Board of Directors of Centro Legal, Inc. was duly held, pursuant to waiver of call and notice thereof, at the office of the Centro Legal, located at Riverview Business Plaza, 380 E. Lafayette Fwy, St. Paul, Minnesota on April 20, 1982 at 12:00 noon.

Present at the meeting were Directors Tom Barrett, Luis Manriquez, Alberto Miera, Gary Gorman, Wes Iijima and Irene Gomez de Bethke, constituting a quorum, and Arcelia Romo-Perez, Executive Director.

In the absence of the President and Vice President, the meeting was opened by the Secretary, Tom Barrett.

First item on the agenda was introduction of Luis Manriquez, new member of the Centro Legal's Board of Directors. Mr. Manriquez noted that the Minutes of February 16, 1982, incorrectly stated that he had been a member of the Board of Directors of Legal Aid in Texas.

Second item on the agenda was reading and approval of the minutes of the meeting held February 16, 1982. With the above correction duly made, the minutes were unanimously approved.

Vice President Irene Gomez de Bethke arrived at this point and she chaired the remainder of the meeting.

Third item on the agenda was the financial report submitted by the Executive Director, which was comprised of a summary of cash on hand, projected sliding fee income, and projected fixed monthly expenses for the remainder of 1982. A discussion followed regarding the format to be used for monthly financial reports to the Board of Directors, including use of accrual basis reporting. The Executive Director reported that a request has been made to the Management Assistance Program to provide free professional accountant services for setting up of accounts, the format of financial statements for the Board as well as for proposals for funding and for reports that need to be made to the government. The Vice President directed the Treasurer, Wes Iijima, and Luis Manriquez to meet with the Executive Director to discuss the format to be used for financial reporting to the Board.

Fourth item on the agenda was goals and priorities for the Centro Legal for 1982. The Executive Director requested that a subcommittee of the Board meet with her prior to the next Board meeting to develop recommendations for goals and priorities to be submitted to the Board for its consideration. A subcommittee was so designated; Tom Barrett, Gary Gorman and Irene Gomez de Bethke will serve on the subcommittee. It was agreed that the next Board meeting should be devoted to a discussion of goals and priorities for 1982.

Fifth item on the agenda was personnel policies. Discussion was table until the Board meeting in June. The Board is to be provided with proposed personnel guidelines at the May meeting so that there may be an opportunity to review before discussion at the June meeting.

The next Board of Directors meeting is to take place at the Centro Legal, 380 E. Lafayette Fwy, St. Paul, on May 20, 1982 at 7:30 p.m.

There being no further items to attend to, the meeting was adjourned.

Respectfully submitted,

Arcelia Romo-Perez

A NON-PROFIT COMMUNITY LAW OFFICE
RIVERVIEW BUSINESS PLAZA, SUITE 111
380 EAST LAFAYETTE FREEWAY
ST. PAUL, MINNESOTA 55107

(612) 291-0110

TO: Board of Directors, Centro Legal

FROM: Arcelia Romo-Perez, Executive Director (wake

RE: Notice of Board of Directors Meeting

WHEN: May 20, 1982, 7:30 p.m.

WHERE: Centro Legal

AGENDA

- Approval of minutes of April 20, 1982 meeting
- 2. Goals and priorities for 1982
 - a. Outline of proposed goals and priorities attached.
- Investment of Centro Legal funds in Money Market Fund.
- 4. New Business

A NON-PROFIT COMMUNITY LAW OFFICE RIVERVIEW BUSINESS PLAZA, SUITE 111 380 EAST LAFAYETTE FREEWAY ST. PAUL, MINNESOTA 55107

(612) 291-0110

Board of Directors, Centro Legal, Inc. TO:

Arcelia Romo-Perez, Executive Director FROM:

March 9, 1982 DATE:

Board of Directors meeting scheduled for RE:

March 16, 1982 at 12:00 noon

Conference Room, Centro Legal, Inc.

380 E. Lafayette Freeway, St. Paul, Minnesota

AGENDA

- 1. Reading and approval of minutes of February 16, 1982 meeting
- 2. Executive Director's Report

- Modified -b. Proposed goals and priorities -6076 Diversul
 oupport c. Personnel policies 5
 - Legal staff
 - 3. New Business

Enclosed is a copy of the minutes of the February 16, 1982, meeting for your review. I will mail a copy of the Executive Director's report prior to the March 16, 1982 meeting.

Please call me or Lisa Ybarra and let us know if you will be able to attend the meeting or not, and if you will attend, please let us know what you would like ordered for lunch.

MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

February 16, 1982

A meeting of the Board of Directors of Centro Legal, Inc. was duly held, pursuant to waiver of call and notice thereof, at the Centro Cultural Chicano located at 1800 Olson Memorial Highway, Minneapolis, Minnesota, on February 16, 1982 at 12:00 p.m.

Present at the meeting were Director Tom Barrett, Irene Gomez de Bethke, Wes Iijima, Don Vargas, Oscar Castro, constituting a quorum, and staff members Arcelia Romo-Perez and Salvador Rosas.

The first matter on the agenda was introduction of Wes Iijima as Director representing Southern Minnesota Regional Legal Services.

The next item on the agenda was reading and approval of the minutes of the meeting held November 24, 1981. Upon motion duly made by Irene Gomez de Bethke and seconded by Wes Iijima, the minutes were unanimously adopted.

The third item on the agenda was nomination and election of officers. For the position of Treasurer, Irene Gomez de Bethke nominated Wes Iijima. Upon motion duly made by Thomas Barrett to close nominations and seconded by Oscar Castro, the nomination and election of Wesley Iijima as Treasurer was unanimously approved. For the position of Secretary, Oscar Castro nominated Thomas Barrett. Nominations were closed and the election of Thomas Barrett as Secretary was unanimously approved.

For the position of Vice-President, Oscar Castro nominated Irene Gomez de Bethke. Nominations were closed and the election of Irene Gomez de Bethke as Vice-President was unanimously approved.

The fourth item on the agenda was a report by Irene Gomez de Bethke, Chairperson of the Standing Nominating Committee, with regard to the filling of the position on the Board of Directors for a representative of a community organization. Mrs. Gomez de Bethke reported that she had contacted Luis Manriquez, as financial consultant, who has been here for two years, is originally from Texas and had been on the Board of Directors of Legal Aid in Texas. Mr. Manriquez is a member of the Minnesota Hispanic Chamber of Commerce and did indicate to Mrs. Gomez de Bethke an interest in being on the Board of Directors of the Centro Legal. Pending approval by the Minnesota Hispanic Chamber of Commerce of Mr. Manriquez as representive of said organization on the Board of Directors of Centro Legal, nomination of Mr. Luis Manriquez to the Board of Directors of the Centro Legal was unanimously approved. President Donn J. Vargas directed Arcelia Romo-Perez to contact Mr. Manriquez and inform him of the nomination to the Board of Directors.

The fifth item on the agenda was a report by Arcelia Romo-Perez regarding the funding status of the Centro Legal. She reported that the McKnight Foundation had not yet notified us regarding our proposal request of \$45,000.00 for our first year of operation. Because the Centro does not know if and how much money the Mcknight Foundation

would grant the Centro Legal a proposal to the St. Paul Foundation will be presented in the amount of \$11,000.00. The \$11,000.00 would include a request for library, library subscriptions, stationary, postage, office supplies, telephone, and rent, for the first year of operation of the Centro Legal. Additionally a proposal will be submitted to the St. Paul Companies for the amount of \$5,900.00 which would include expenses for equipment and furniture and typewriter for the Centro Legal's first year of operation. Additionally, the St. Paul Companies would be requested to provide assistance with regard to accounting, bookkeeping and auditing for our first year. The in kind contribution for this assistance would be approximately \$2,000.00.

Upon motion by Thomas Barrett and seconded by Oscar Castro, the following resolution was unanimously adopted:

RESOLVED, that:

- The Board of Directors of the Centro Legal, Inc. approved the submission of a funding proposal to the St. Paul Foundation for a request in the amount of \$11,000.00 to cover items above stated.
- 2. That the Board of Directors of the Centro Legal approved submission of a funding request to the St. Paul Companies for funding in the amount of \$5,900.00 for office equipment and furniture, and for in kind contribution for accounting, bookkeeping and auditing services.

In the agenda item of new business Arcelia Romo-Perez requested that the Board establish a committee to develop goals and priorities for the Centro's first year of operation. These goals and priorities will be important as a guide to establish the types of cases that the Centro would take and other activities that the Centro should undertake such as community legal education and advocacy in areas of important concern to hispanics. Additionally, this will be considered by funding sources as a way of evaluating whether our program has been successful. In the following discussion it was expressed that the financial standing of the Centro was an important factor affecting the goals and priorities for the upcoming year. The President Donn J. Vargas directed the Treasurer Wesley Iijima to meet with persons who he would appoint from the Board of Directors to develop a financial report to be submitted to the Board of Directors. Additionally, the Executive Committee was scheduled to meet on March 2, for a luncheon meeting at the Centro Legal in St. Paul for the purpose of discussing goals and priorities of the Centro Legal.

The next Board of Directors meeting is scheduled to take place on March 16, at 12:00 noon at the Centro Legal in St. Paul.

With no further business to attend to the meeting was adjourned.

Respectfully submitted,

A NON-PROFIT COMMUNITY LAW OFFICE RIVERVIEW BUSINESS PLAZA, SUITE 111 380 EAST LAFAYETTE FREEWAY ST. PAUL, MINNESOTA 55107

(612) 291-0110

February 3, 1982

TO:

CENTRO LEGAL BOARD OF DIRECTORS Civerlia

FROM:

ARCELIA ROMO-PEREZ

RE:

BOARD OF DIRECTORS MEETING, TUESDAY FEBRUARY 9, 1982 AT 7 PM

PLACE:

CENTRO CULTURAL CHICANO 1800 OLSON MEMORIAL HIGHWAY

AGENDA:

- Approval of Minutes of November 27, 1981 Board of Directors meeting.
- 2. Nomination of officers: Treasurer, Secretary, Vice President.
- 3. Report on funding proposals
 - 1. St. Paul Companies
 - 2. St. Paul Foundation
 - Dayton/Hudson
- 4. New Business.

A NON-PROFIT COMMUNITY LAW OFFICE RIVERVIEW, BUSINESS PLAZA, SUITE 111 380 EAST LAFAYETTE FREEWAY ST. PAUL, MINNESOTA 55107

(612) 291-0110

TO:

Board of Directors

FROM:

Arcelia Romo-Perez

RE:

Meetings of Board of Directors

Following is a schedule of the Board of Directors meetings for the next six months. Please mark these days off on your calenders.

Wednesday, September 8, 1982

Wednesday, October 13, 1982

Wednesday, November 10, 1982

Wednesday, December 8, 1982

Wednesday, January 12, 1982

Wednesay, February 9, 1982

The meetings will commence at 7:00 PM. and are held at the offices of the Centro Legal.

The minutes and agenda for the September 8, 1982 meeting will be arriving under separate cover.

Please call if you will not be able to attend.

A NON-PROFIT COMMUNITY LAW OFFICE RIVERVIEW BUSINESS PLAZA, SUITE 111 380 EAST LAFAYETTE FREEWAY ST. PAUL, MINNESOTA 55107

(612) 291-0110

TO: Board of Directors

FROM: Arcelia Romo-Perez

DATE: March 9, 1983

Following is a list of the scheduled meetings for the Board of Directors in the upcoming six months. Please mark them on your calenders, and we will send you reminders one week before each meeting.

April 13, 1983	7:00	pm
May 11, 1983	7:00	pm
June 8, 1983	7:00	pm
July 13, 1983	7:00	pm
August 10, 1983	7:00	pm
September 14, 1983	7:00	pm

All meetings are held at the Centro Legal offices.

Please take special notice that the meeting of April 13, 1983 is our annual meeting, so I hope you will each be able to attend that meeting.

Meeting of Board of Directors

June 8, 1983

Agenda

- 1. Approval of minutes of May 25, 1983 meeting.
- 2. Nominations Committee Report.
- 3. Admissions Committee Report.
- 4. Election of Officers.
- 5. Executive Directors Report.
 - a. Report on 1982.
 - b. Financial Report.
 - c. Funding requests.
- 6. Salvador Rosas' report on Minneapolis Criminal Law Project.
- 7. Old business.
- 8. New business.

BOARD OF DIRECTORS' MEETING

May 11, 1983

AGENDA

- 1. Call to Order
- 2. 1983 Program Budget
- 3. Annual Meeting scheduled for (May 25, 1983)
 - A. Nominating Committee -
 - B. Admissions Committee
 - C. By-Laws Committee
- 4. Executive Director's Report
 - A. New staff
 - B. Minneapolis Office
- 5. Schedule of Future Board Meetings
- 6. New Business

CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

RIVERVIEW BUSINESS PLAZA, SUITE 111
380 EAST LAFAYETTE FREEWAY
ST. PAUL, MINNESOTA 55107

(612) 291-0110

December 17, 1983

TO: BOARD OF DIRECTORS

MEETING NOTICE

The regularly scheduled meeting of December 17, 1983 has been postponed to:

December 21, 1983

6:30 p.m.

At:

Centro Legal, Inc. 380 E. Lafayette Fwy. Saint Paul, MN 55107

Attached please find Minutes of August 17, 1983 meeting and Agenda for December 21, 1983 meeting.

The staff invites you for a Christmas gathering after the meeting. Please join us.

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BOARD OF DIRECTOR'S MEETING

December 21, 1983

AGENDA

- 1. Call to Order
- 2. Approval of Agenda for December 21, 1983 meeting
- 3. Approval of August 17, 1983 Minutes
- 4. Executive Committee Report
- 5. Executive Director's Report
 - a. Financial Statement
 - b. Funding Proposals
 - c. 1984 Annual Budget
- 6. Election of Officers
- 7. Old Business
- 8. New Business

MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

August 17, 1983

A meeting of the Baord of Directors of Centro Legal, Inc. was duly held at the Saint Paul office of the Centro Legal, 380 E. Lafayette Fwy., Saint Paul, MN at 7:30 p.m.

Present at the meeting were Directors Donn J. Vargas, Tom Barrett, Alberto Miera, Irene Gomez Bethke, Oscar Castro, Wes Iijima, Mike Garza and Executive Director Arcelia Romo-Perez.

First item on the agenda was approval of the minutes of the meeting of June 8, 1983. Upon motion duly made and seconded, the minutes were unanimously adopted without amendment.

Second item on the agenda was approval of the agenda for the August 17, 1983 meeting. Upon motion duly made and seconded, the agenda was unanimously adopted.

Third item on the agenda was the Executive Committee's report. The Executive Director reported on Centro Legal's participation in the past year with other Hispanic agencies (CLUES, Hispanos En Minnesota, Centro Cultural Chicano, La Clinica, Hispanic Ministry of the Archdiocese of Minneapolis and Saint Paul, Hispanic Ministry of the Council of Churches, Aztlan Cultural Organization) to explore the possibility of collaborating together to maximize services and minimize expenses in areas in such possible areas as administration. A task force of these agencies has recommended that the governing board of the agencies that intend to continue participating in this process should adopt the attached Resolution Of Hispanic Organizations Participating in Networking Process. The agencies adopting this resolution will be seeking funding for a consultant to work with the agencies to identify those areas, if any, in which collaboration is feasible. There was discussion of the resolution, and clarification that adopting the resolution does not commit the Centro Legal to adopt the recommendations of the consultant. motion duly made and seconded, the Resolution of Hispanic Organizations Participating in Networking Process was unanimously adopted. Oscar Castro volunteered to be the Director, in conjunction with the Executive Director, representing the Centro Legal in the networking process.

The fourth item on the agenda was the Finance Committee Report. The Treasurer, Wes Iijima, reported that, inasmuch as he lacks the background to assist the Executive Director with the preparation and reporting of financial statements, that he would be resigning as Treasurer. The Executive Director reported that the CPA firm of Anfinson & Hendrickson would be completing the audit for 1982 in the next couple of weeks and this would be available for the next board meeting. She also reported that the staff would be proposing a revision of the sliding fee scale for the purpose of increasing

income through this source.

The fifth item on the agenda was the Membership Committee. There was no report.

The sixth item on the agenda was the Nominations Committee report. At this time not all of the agencies have reported back with regard to their interest in having a representative sit on the Centro Legal Board of Directors. The President, Donn J. Vargas, directed the Nominations Committee to meet prior to the next Board meeting and mail out ballots with the names of those agency representatives who have indicated interest in being on the Board.

The last item on the agenda was the election of officers. Because there is still a vacancy on the Board for an agency representative, upon motion duly made and seconded, the election of officers was tabled until the next Board meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Withia Romo-Perez

MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

June 8, 1983

A meeting of the Board of Directors of Centro Legal, Inc. was duly held at the Saint Paul office of the Centro Legal, located at 380 E. Lafayette Fwy., Saint Paul, Minnesota at 7:00 p.m.

Present at the meeting were Directors Donn J. Vargas, Tom Barrett, Alberto Miera, Isabel Gomez Edwards, Executive Director Arcelia Romo-Perez, and Staff Attorney Salvador Rosas.

First item on the agenda was approval of the minutes of the meeting of May 25, 1983. Upon motion of Isabel Gomez Edwards, seconded by Alberto Miera, the minutes were unanimously adopted without amendment.

Second item on the agenda was the report of the Nominating Committee. For the position of Client Community Representative on the Board of Directors, the names of Mike Garza and Larry Cortez, low income residents of Saint Paul, were submitted. Isabel Gomez Edwards nominated Mike Garza for membership to the Board, seconded by Tom Barret. Alberto Miera nominated Larry Cortez for membership to the Board, seconded by Tom Barrett. After discussion of the qualifications of each nominee, the Board elected Mike Garza as Client Community Representative to the Board of Directors. By motion of Tom Barrett, seconded by Alberto Miera, it was unanimously approved that an ex-officio position on the Board be created for a law student representative. Election of the community based organization representative was tabled until the next meeting of Board.

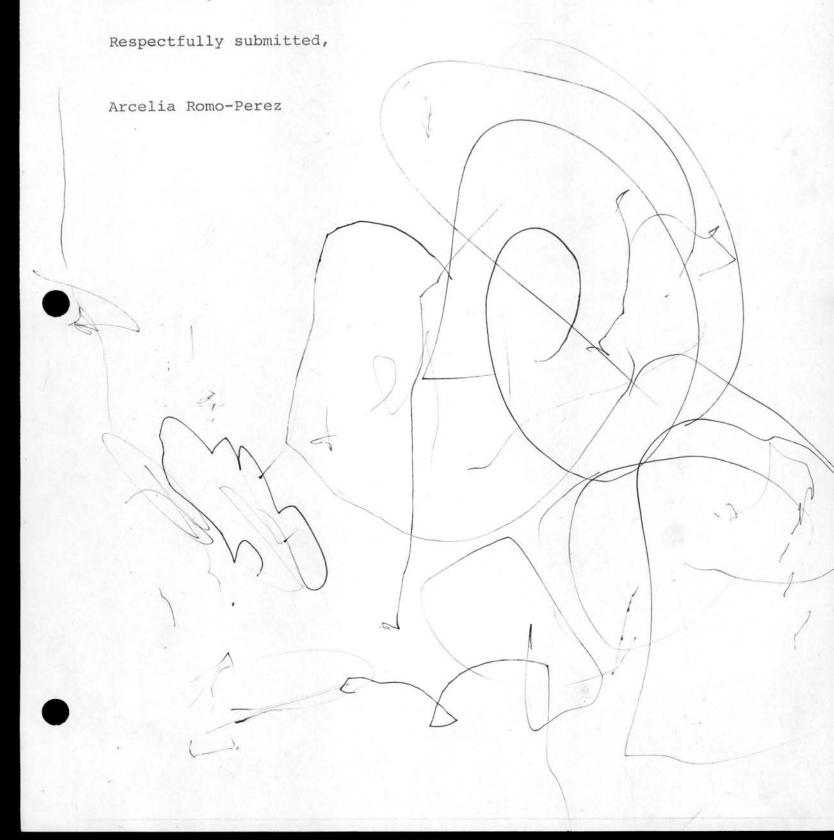
There was no Admissions/Membership Committee report, the

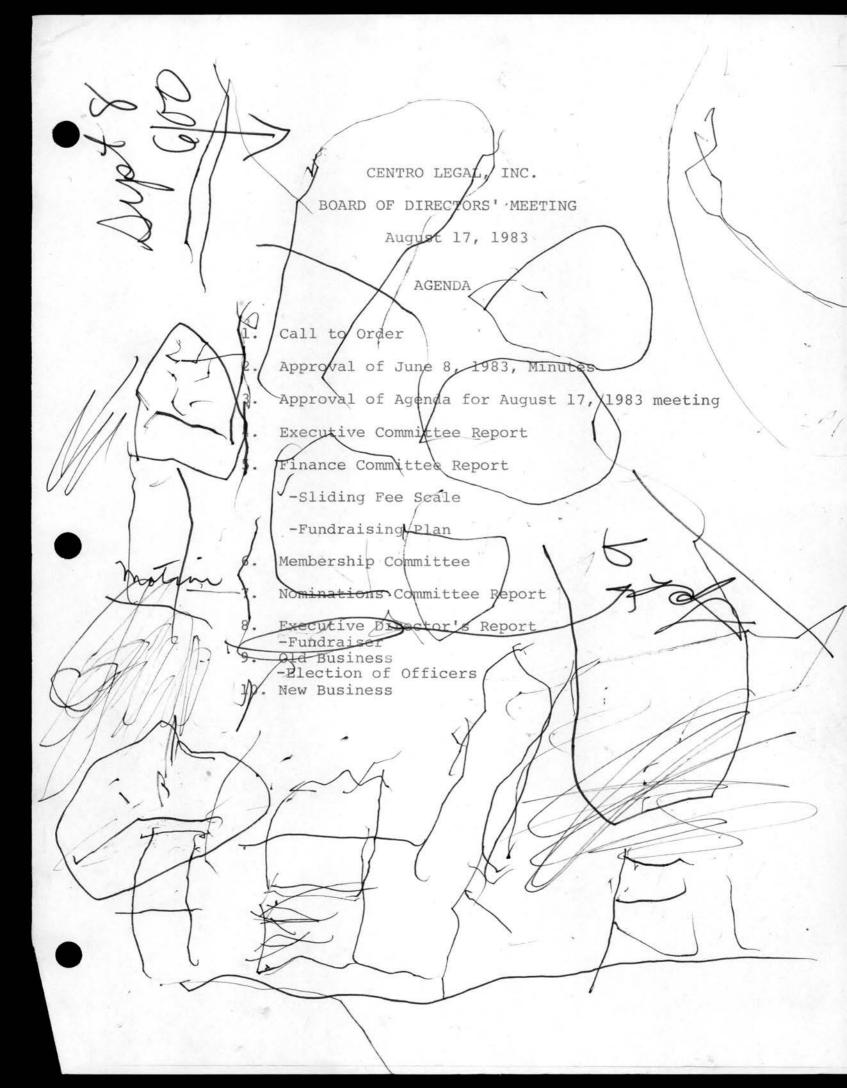
The fourth item on the agenda was election of officers; this was tabled until the following meeting of the Board.

The fifth item on the agenda was a report by Salvador Rosas regarding the Minneapolis office. It was suggested that Dewey Boelter of MCAA be contacted to enquire whether low income St. Paul residents with criminal charges pending in Minneapolis can be represented by our office and whether opening of civil cases for low income Minneapolis residents would be in compliance with our MCAA grant. Board members were invited to the open house of the Minneapolis office scheduled for June 17, 1983.

The sixth item on the agenda was a report of the By-laws Committee which presented the By-laws with the amendments adopted at the May 25, 1983, Board meeting. Upon review, it was pointed out that there were typographical errors regarding references to Sections, and it was suggested that there should be consistency in the use of pronouns (i.e., "he" or "s/he" or "he/she").

There being no further business, the meeting was adjourned.





MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

December 21, 1983

A meeting of the Board of Directors of Centro Legal, Inc. was duly held at the Saint Paul office of the Centro Legal, 380 E. Lafayette Fwy., Saint Paul, MN on December 21, 1983.

Present at the meeting were Directors Donn J. Vargas, Tom Barrett, Alberto Miera, Irene Gomez Bethke, Oscar Castro, Isabel Gomez Edwards and Executive Director Arcelia Romo-Perez.

First item on the agenda was approval of the minutes of the meeting of August 17, 1983. Upon motion duly made and seconded, the minutes were unanimously adopted without amendment.

Second item on the agenda was approval of the agenda for the December 21, 1983 meeting. Upon motion duly made and seconded, the agenda was unanimously adopted.

Third item on the agenda was the Executive Committee's report. The Executive Committee reported its recommendation for the procedure to be followed for the election of officers. recommended that nominations be taken from the floor and that elections be held by hand vote. It further recommended that the positions of Secretary and Treasurer be combined. Additionally, the Executive Committee asked that the Board approve the contract with Minneapolis Community Action Agency (MCAA) to receive the \$20,000 grant for the period of January to September 1984 to provide legal representation to low income persons in Minneapolis. The MCAA Program Committee and Executive Director have approved that the legal services provided be in the civil area as well as criminal area of law. The Executive Committee also advised that the Executive Committee and Personnel Committee meet in January for the' purpose of discussing the 1984 Budget and staffing for the Centro Legal.

The recommendations of the Executive Committee were accepted by the Board.

The fourth item on the agenda was the Executive Director's report who passed out copies of the Auditor's report for the 1982 fiscal year. The President of the Board directed the Executive Director to have a proposed 1984 budget ready for the Executive Committee for its January meeting. It was suggested that the possibility of getting a paralegal intern from Metro U or the University of Minnesota be explored. It was further suggested that Judy Rehak of the Legal Services Advisory Committee be contacted to enquire of the amount of our present grant could be increased for the remaining fiscal year (ending June 30). The Executive Director recommended that the Board create an Impact Litigation Committee for the purpose of coordinating our efforts and resources in this area.

The fifth item on the agenda was the Nominating Committee Report. The Nominating Committee recommended nomination of Lupe Serrano, Director of Hispanic Ministry of the Minneapolis/St. Paul Archdiocese to fill the position of organization representative. By motion of Irene Gomez Bethke, seconded by Isabel Gomez Edwards, Lupe Serrano was unanimously elected to fill the position of organization representative on the Board of Directors.

On the sixth item of the agenda, the Board next held election of officers. Tom Barrett was nominated for the position of Secretary/Treasurer and by unanimous was duly elected. Irene Gomez Bethke was nominated for the position of Vice President and by unanimous vote was duly elected. Donn J. Vargas was nominated for the position of President and by unanimous vote was duly elected.

By motion of Irene Gomez Bethke, seconded by Isabel Gomez Edwards, the Board unanimously voted to create an ad hoc Impact Litigation Committee. The President appointed Wes Iijima to head this committee.

The President of the Board further appointed Isabel Gomez Edwards as Chair of the Personnel Committee and asked that the Personnel Committee present proposed Personnel Policies. The Executive Director reported that Centro Legal has been operating under the Personnel Policies of SMRLS.

On the seventh item of the agenda, Old Business, the Executive Director and Oscar Castro reported that the Networking Hispanic Organizations have held one meeting at which it was decided that an RFP be developed that would include the goals and objectives of the efforts of the organizations and which would be submitted to prospective funders.

Under New Business, the Executive Director reported that we are in the process of discussing the possibility of joining with Hispanos En Minnesota and Neighborhood Justice Center to purchase property which could be used to house our respective programs. One possible site would be the old Minnesota State Bank on the corner of Robert and Concord. The possible funders of this venture would be the St. Paul United Way which has money set aside for these purposes. The Executive Director will report to the Board the direction of these discussions.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Arcelia Romo-Perez

Dec. 21, 1983 Centro Legal Inc. Bd. Matgala . Execution Com. Report. 2.) percess for election of Offices Open nominations 3). scholule sper. bd. mtg - '84 budgit 4.) Gan 1- Sept. attny sal- see hips rent pho 5.) Combine su Trens (bylano-chge?) Executive Director's Regort. State Fin. Rep. file with AG. Deploy Com. Chuch Institley 7 manual Report W Budget -84 Pres Don Vargas - Nomination View Pres. Dury Joney Beller Giltum Die Trus. Tom Daniell 7.) Ild Business Change of affices. 8) New Bus. Wes - Impart litigation com My adjourned.

A NON-PROFIT COMMUNITY LAW OFFICE

RIVERVIEW BUSINESS PLAZA, SUITE 111 380 EAST LAFAYETTE FREEWAY ST. PAUL, MINNESOTA 55107

(612) 291-0110

BOYD PLACE, SUITE G
2929 FOURTH AVENUE SOUTH (AT LAKE)
MINNEAPOLIS, MINNESOTA 55408

(612) 870-0110

REPLY TO

July 5, 1984

IMPORTANT NOTICE

The July 11, 1984 regularly scheduled meeting of the Board of Directors has been postponed to July 25, 1984 at 6:30 PM. The meeting will be held at the Saint Paul office of the Centro Legal.

Please call if you are unable to attend the July 25th meeting.

The Executive Committee (Irene Gomez Bethke and Tom Barrett) will meet at 6:00 on July 11, 1984 and the Personnel Committee (Isabel Gomez Edwards, Wes Iijima and Irene Gomez Bethke) will meet at 6:30 on the same date. Both meetings will be held at the Saint Paul office of the Centro Legal.

ATTACHMENT 2

CENTRO LEGAL, INC.

BOARD OF DIRECTORS 1984 - 1985

(Secretary/Treasurer)
Thomas J. Barrett, Esq.

- Special Assistant Attorney General

Former Managing Attorney of Minnesota Migrant Legal Services

(Vice-President)
Irene Gomez de Bethke

- Former Commissioner, Department of Human Rights

- Former Special Aide to Minneapolis Mayor Fraser

Oscar S. Castro
- Counselor,
Anashanabee Half Way House

Miguel Garza*
- Unemployed

(Chair of Personnel Committee)
Judge Isabel Gomez Edwards

 Hennepin County Municipal Court Judge

- Former Staff Attorney
Neighborhood Justice Center

Wesley Iijima, Esq.

- Staff Attorney, Legal Assistance of Ramsey County

(Chair of Membership Committee)
Judge Alberto O. Miera

 Ramsey County Municipal Court Judge

- Former Attorney with Office of General Counsel, 3M Corp.

Lupe Serrano

- Director, Hispanic Ministry, St. Paul-Minneapolis Archdiocese Office of the Attorney General 1100 Bremer Building Saint Paul, MN 55101 (612) 296-8115 333-4800

4649 Decatur Ave No. New Hope, MN 55428 (612) 537-0469

P.O. Box 70142 Saint Paul, MN 55107 (612) 521-2251

124 East King St. Paul, MN 55107 291-7573

Hennepin Government Center Room 951C Minneapolis, MN 55487 (612) 348-8284

LARC 300 Commerce Bldg. Saint Paul, MN 55101 (612) 222-5863

Ramsey County Courthouse Room 1607 Saint Paul, MN 55102 (612) 292-7100

Chancery Annex 328 W. Sixth St. St. Paul, MN 55102 (612) 291-4480

^{*}Denotes Eligible Client

BOARD OF DIRECTOR'S MEETING

March 14, 1984 St. Paul Office, 6:30 p.m.

AGENDA

- 1. Call to Order
- 2. Approval of Agenda for March 14, 1984
- 3. Approval of February 18, 1984 Minutes
- 4. Executive Director's Report
 - a. Financial Statement
 - b. Funding Proposals
 - c. 1984 Goals and Objectives
 - d. 1984 Annual Budget
 - e. Sliding Scale Fees
 - f. Personnel Policies
- 5. Old Business
- 6. New Business

MINUTES OF MEETING OF BOARD OF DIRECTORS OF CENTRO LEGAL, INC.

March 14, 1984

A meeting of the Board of Directors of Centro Legal, Inc. was duly held at the Saint Paul office of the Centro Legal, 380 E. Lafayette Fwy., Saint Paul, MN on March 14, 1984.

Present at the meeting were Directors Donn J. Vargas, Alberto Miera, Lupe Serrano, Wes Iijima and Executive Director Arcelia Romo-Perez.

First item on the agenda was approval of the agenda for the March 14, 1984 meeting. Upon motion of Wes Iijima, seconded by Alberto Miera, the agenda was unanimously adopted.

Second item on the agenda was approval of the minutes of the meeting of February 18, 1984. There was extensive discussion regarding the Board's intent in adopting the motion establishing four measures to be taken during the Centro's funding difficulties, specifically, whether item #3 (staggering payment of Salvador Rosas' annual leave over a six month period) was intended to be implemented only after discussing it with him and if he agreed to it, or whether the Executive Director had been directed by the Board to implement this if the other measures were not sufficient to meet the cash flow problems. The discussion arose because one of the Board members had been asked by Salvador Rosas what specific action the Board had taken at its February 18, 1984 meeting with regard to his annual leave. It was agreed that the proper procedure was for Salvador Rosas to first discuss the issue with the Executive Director and if not satisfied with the response, to bring the matter before the full Board.

Upon motion of Alberto Miera, seconded by Lupe Serrano, the minutes of the meeting of February 18, 1984 were unanimously adopted with the amendment incorporating "if necessary" prior to (4) in the last paragraph of the first page of the minutes.

The next item on the agenda was the Executive Director's report. She submitted a financial statement that projected a short fall in April for payment of the quarterly federal and state withheld income taxes. To date, the \$1,500 loan authorized by Board has not been requested. By motion of Lupe Serrano, seconded by Wes Iijima, the financial statement was unanimously approved. It was suggested that the loan request be submitted to the St. Anthony bank that makes loans to non-profits at lower interest rates.

She also reported that a request had been submitted to the McKnight Foundation for \$30,000 to fund the Managing Attorney position (the new designation for the Executive Director), and a request to the Saint Paul United Way in the amount of \$20,000 to provide legal services to Dakota County residents.

The revised 1984 Annual Budget was submitted to the Board. The revisions included elimination of an attorney position and salaries as reflected in the proposed Salary Scale. By motion of Wes Iijima, seconded by Lupe Serrano, the revised 1984 Annual Budget was adopted. Next, the proposed salary scale was submitted to the Board. The salary scale is based upon SMRLS' scale. Upon motion of Wes Iijima, seconded by Lupe Serrano, the salary scale was unanimously adopted.

As a last item, a revised salary scale was submitted. The revision is based upon changes in the federal regulations regarding income defined as poverty level income. Upon motion of Lupe Serrano, seconded by Wes Iijima, the revised salary scale was unanimously adopted.

Under new business, Donn Vargas announced that he was resigning as a Board member because he had received funding through MEED to work for the Centro Legal as administrative assistant, with the primary responsibility of doing fund raising.

There being no further business, the meeting was adjourned.

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING

MINUTES 9-12-84

Present: Thomas Barrett, Irane Gomez-Bethke, Oscar Castro, Miguel Garza

Wesley Iijima

Staff: Donn J. Vargas

Meeting was called to order at 6:20 p.m. by Irene Gomez-Bethke (President).

MOTION - Tom Barrett

Moves to approve the Board minutes of July 31, meeting.

2nd - Oscar Castro

Motion carries

MOTION - Oscar Castro

Moves to approve the agenda, with corrections. #5 should read the Finance Committee Report.

2nd - Tom Barrett

Motion Carries

* EXECUTIVE COMMITTEE REPORT

MOTION - Tom Barrett

Moves to accept item #4, the salary schedule for the administrator position for 1984.

2nd - Oscar Castro

Motion Carries

MOTION - Oscar Castro

Moves that all staff have a job description and salary schedule for 1985.

2nd - Tom Barrett

Motion Carries

MOTION - Oscar Castro

Moves #5 to Finance Committee Report and #6 to Old Business.

2nd - Tom Barrett

Motion Carries

At this point item's #2 and #3 were brought to the table for discussion. Ms. Arcelia Romo-Perez and her attorney Ms. Toni Pomerene were present to present their request to the Board of Directors for consideration. Ms. Pomerene submitted a letter to the Board dated 9-11-84 outlining the following items.

#1. The current contract between Arcelia Romo-Perez be modified to be consistent with the contract that Centro Legal has with David Rivera regarding the compensation rate.

- #2. A copy of the recommendations presented by the Personnel committee regarding the grievance hearing of Ms. Lisa Ybarra and adopted by the Board be sent to Ms. Pomerene, and that all existing file copies be destroyed.
- #3. Deferred Compersation: Arcelia's request for lost wages totalling \$16,000.00 is not vindictive in nature nor has there been a change of heart toward Centro Legal. She expected that the lost salary would be made up over a period of time depending on available revenue. Now that she is no longer a staff member that option is closed to her and she must attempt to regain the lost salary in some fashion. It would be acceptable to recieve the compensation in deferred payments.

With the completion of the presentation both Ms. Arcelia Romo-Perez and Ms. Tone Pomerene excussed themselves from the meeting.

-DISCUSSION-

Tom Barrett recommended that the office copy of the Personnel Committee report be given that third party for safe keeping. This third party (Attorney) be mutually agreed upon by Centro and Ms. Romo-Perez, and the document would not be released without both parties signing a release form.

MOTION - Tom Barrett

Moves that Centro Legal retain an attorney (Pro Bono) to handle agency affairs in the case with Arcelia.

2nd. - Wesley Iijima

Motion carries

* FINANCE COMMITTEE REPORT

MOTION - Wesley Iijima

Moves to accept the committee report with the 1984 revised budget and the 1983 audit.

2nd. - Oscar Castro

Motion Carries

* MEMBERSHIP COMMITTEE REPORT

Mike Garza reproted that he and David Garcia (staff) had developed a list of potential condidates to fill the upcoming Board vacancies. Those people will be nominated at the November Board meeting.

MOTION - Oscar Castro

Moves to approve the committee report.

2nd - Tom Barrett

Motion Carries

PERSONNEL COMMITTEE REPORT

- Managing Attorney Position

The Screening Committee will interview candidates on September 18, the name of the finalist will be sent to the Executive Committee for approval.

- Personnel Policies

The Personnel Committee is in the process of redrafting agency policies to be presented to the Board for ratification. In addition to the personnel policies a "POLICY HANDBOOK" is being prepared for staff. The handbook will contain general policies for staff and will be given to all non management staff instead of the detailed version of the personnel policies.

* OLD BUSINESS

By-law Change

MOTION - Tom Barrett

Moves approval of revised By-law Article III, Section 1 (see #6 of Executive Committee report of 8-16-84).

Respectfull

Donn/J. Vargas Administrator

2nd. - Oscar Castro

Motion Carries

Being no further business the meeting was adjourned at 7:50 p.m.

Centro Legal, Inc.

Board of Directors meeting

11-21-84 6:00 p.m.

- ANNUAL MEETING -

AGENDA

- 1. CALL TO ORDER
- 2. APPROVAL OF THE 9-12-84 BOARD MEETING MINUTES
- 3. APPROVAL OF AGENDA
- 4. PRESIDENTS REPORT
- 5. STANDING COMMITTEE REPORTS
 - A. EXECUTIVE COMMITTEE L
 - B. FINANCE COMMITTEE
 - C. MEMBERSHIP COMMITTEE
 - D. PERSONNEL COMMITTEE
- 6. MANAGING ATTORNEYS REPORT
- 7. OLD BUSINESS
- 8. NEW BUSINESS
- 9. ADJOURNMENT

BOARD OF DIRECTORS MEETING

MINUTES 9-12-84

Present: Thomas Barrett, Irane Gomez-Bethke, Oscar Castro, Miguel Garza

Wesley Iijima

Staff: Donn J. Vargas

Meeting was called to order at 6:20 p.m. by Irene Gomez-Bethke (President).

MOTION - Tom Barrett

Moves to approve the Board minutes of July 31, meeting.

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Motion carries

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Moves to approve the agenda, with corrections. #5 should read the Finance Committee Report.

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Motion Carries

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MOTION - Tom Barrett

Moves to accept item #4, the salary schedule for the administrator position for 1984.

2nd - Oscar Castro

Motion Carries

MOTION - Oscar Castro

Moves that all staff have a job description and salary schedule for 1985.

2nd - Tom Barrett

Motion Carries

MOTION - Oscar Castro

Moves #5 to Finance Committee Report and #6 to Old Business.

2nd - Tom Barrett

Motion Carries

At this point item's #2 and #3 were brought to the table for discussion. Ms. Arcelia Romo-Perez and her attorney Ms. Toni Pomerene were present to present their request to the Board of Directors for consideration. Ms. Pomerene submitted a letter to the Board dated 9-11-84 outlining the following items.

#1. The current contract between Arcelia Romo-Perez be modified to be consistent with the contract that Centro Legal has with David Rivera regarding the compensation rate.

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With the completion of the presentation both Ms. Arcelia Romo-Perez and Ms. Tone Pomerene excussed themselves from the meeting.

-DISCUSSION-

Tom Barrett recommended that the office copy of the Personnel Committee report be given that third party for safe keeping. This third party (Attorney) be mutually agreed upon by Centro and Ms. Romo-Perez, and the document would not be released without both parties signing a release form.

MOTION - Tom Barrett

Moves that Centro Legal retain an attorney (Pro Bono) to handle agency affairs in the case with Arcelia.

2nd. - Wesley Iijima

Motion carries

* FINANCE COMMITTEE REPORT

MOTION - Wesley Iijima

Moves to accept the committee report with the 1984 revised budget and the 1983 audit.

2nd. - Oscar Castro

Motion Carries

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Motion Carries

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* OLD BUSINESS

By-law Change

MOTION - Tom Barrett

Moves approval of revised By-law Article III, Section 1 (see #6 of Executive Committee report of 8-16-84).

2nd. - Oscar Castro

Motion Carries

Being no further business the meeting was adjourned at 7:50 p.m.

Donn J. Varga

Respectful

Centro Legal, Inc.

Board of Directors meeting

11-21-84 6:00 p.m.

- ANNUAL MEETING -

AGENDA

- 1. CALL TO ORDER
- 2. APPROVAL OF THE 9-12-84 BOARD MEETING MINUTES
- 3. APPROVAL OF AGENDA
- 4. PRESIDENTS REPORT
- 5. STANDING COMMITTEE REPORTS
 - A. EXECUTIVE COMMITTEE
 - B. FINANCE COMMITTEE
 - C. MEMBERSHIP COMMITTEE
 - D. PERSONNEL COMMITTEE
- 6. MANAGING ATTORNEYS REPORT
- 7. OLD BUSINESS
- 8. NEW BUSINESS
- 9. ADJOURNMENT

A NON-PROFIT COMMUNITY LAW OFFICE

179 EAST ROBIE STREET

ST PAUL MINNESOTA 55107

(612) 291-0110

BOYD PLACE, SUITE G 2929 FOURTH AVENUE SOUTH (AT LAKE) MINNEAPOLIS, MINNESOTA 55408

(612) 870-0110

REPLY TO

St. Paul Office

MEMO

TO:

BOARD OF DIRECTORS

FROM:

DONN J. VARGAS

DATE:

NOVEMBER 16, 1984

RE:

BOARD COMMITTEE REPORTS

Enclosed is the Agenda and Board of Directors Meeting minutes of the 9-12-84 meeting. The committee reports will be hand delivered prior to the Board meeting scheduled for 11-21-84. This will allow each of you time to review the committee reports before you come to the meeting.

A NON-PROFIT COMMUNITY LAW OFFICE

179 East Robie St. ST. PAUL. MINNESOTA 55107

(612) 291-0110

BOYD PLACE SUITE G 2929 FOURTH AVENUE SOUTH (AT LAKE) MINNEAPOLIS, MINNESOTA 55408

(612) 870-0110

REPLY TO St. Paul

MEMO

TO:

BOARD MEMBERS

FROM:

IRENE GOMEZ-BETHKE

DATE:

NOVEMBER 2, 1984

RE:

RESCHEDULED BOARD MEETING

THE BOARD OF DIRECTORS MEETING ORIGINALLY SCHEDULED FOR NOVEMBER 14, HAS BEEN RESCHEDULED. THE NEW DATE IS NOVEMBER 21, AT6:00pm. AT THE ST. PAUL, OFFICE. PLEASE CALL DONN VARGAS TO CONFIRM YOUR ATTENDANCE.

BOARD of DIRECTORS MEETING

9-12-84 6:00 p.m.

Agenda

"Duly Noted For By-Law Change"

5 (1) Call to order $J_{(2)}$ Approval of minutes 7-31-84 (3) Approval of Agenda (4) Executive Committee Report Presentation by attorney for Arcelia Romo-Perez re: backpay issue - hondant report. ~ (5) Committee Report - appeare the audit = (6) Membership Committee Nomination for Boardmembership 2(7) Personnel Committee & Execton . hung (8) Old Business - # 6 Eger Com. -New Business None (10) Adjournment

West omplecisions made to retain an attorney to advise migriste?) the board and into on artin to take ris ARP.

Dequest "finding" of Lisa's attorney. (On)

(2) Don to come up with contract / Job description.

(3) An to come up with contract / Job description.
(3) annual Mty. Nov. Bd Drintation Training

BOARD of DIRECTORS MEETING MINUTES

7/31/84 6:30p.m.

Present: Thomas Barret, Irene Gomez-Bethke, Oscar Castro, Isabel

Gomez-Edwards, Miguel Garza, Wesley Iijima, Lupe Serrano

Staff: Donn J. Vargas

The meeting was called to order at 6:30, presiding was Ms. Irene Gomez-Bethke., Chair

(1) Mr. Jose Trejo (Spanish Speaking Affairs Council) sent letters to Hispanic Organization requesting that a letter of support be sent on behalf of Mr. Luis Trejo (Casa del Pueblo) regarding his police harassment incident. The letters were to be presented to various St. Paul Public Officials at a meeting that was to be held August 1, 1984 8p.m. at the Church of Our Lady Of Guadalupe.

Motion - Isabel Gomez-Edwards

Moves the recommendation generated by 3 prior studies done on "Police Community relations". The recommendation places emphasis on community awareness, increased communication, community participation on police issues as they affect the Hispanic community. These recomendations are to be placed in writing and presented at the scheduled meeting.

2nd - Thomas Barret

Motion Carries

Board member Migual Garza will present the letter on behalf of Centro Legal.

(2) Board member Lupe Serrano presented her oral resignation to the Board of Directors. She cited personal reasons for her actions. She requested that her record of voting at the grievence hearing initiated by Lisa Ybarra against Arcelia Romo-Perez be changed from an abstention to a no vote on Board decisions at that hearing.

Motion - Thomas Barret

Moves to accept the resignation of Board member Lupe Serrano.

2nd - Isabel Gomez-Edwards

Motion Carries

Meeting Minutes Continued page 2

(3) Due to the resignation of Arcelia Romo-Perez who was the Managing Attorney, it is necessary to replace her in an expiditions fashion. There was some discussion on process in order to fill the vacancy as soon as possible.

Motion - Thomas Barret

Moves to advertise the vacancy in order to fill the vacancy. The Personnel committee is to develop the job notice and mail out. Closing date will be August 31.

2nd - Oscar Castro

Motion Carries

(4) Arcelia Romo-Perez recognizing the fact that her resignation will leave the agency without an attorney has proposed to work on a limited basis in order to close out the open cases in her work load. There are approximately 80 total cases, 40 active and 40 inactive. She would attempt to close out the active caseload. Arcelia has proposed a contract for services to run from July 1 to October 30, at no more than 15 hours per week at \$15.00 per hour. The Board had some concern about the fact that the agency needed some type of protection against any liability claims due to the fact that there was no staff attorney. Therefore, it was recommended that an interm managing attorney be contracted to give final approval to closed cases and work with the agency administration during the transition period.

Motion - Thomas Barret

Moves to accept the proposed contract of Arcelia Romo-Perez. In addition, Board member Wesley Iijima be empowered to negotiate a contract for service with Mr. David Rivera to act as on interm Managing Attorney for Centro Legal.

2nd - Oscar Castro

Motion Carries

(5) Donn Vargas reported that he has scheduled a meeting with the staff and a seperate meeting with Sue Conley to explain the procedures that are to be followed for the interm period. All questions will be answered on the business operations and the staffing patterns that will be utilized intil the Managing Attorney position is filled.

Meeting Minutes Continued page 3

(6) Board member Miguel Garza has been appointed the chair of the Membership committee and will be working with staff member David Garcia to develop a list of potential Board members for Centro Legal.

Being no further business Chair Irene Gomez-Bethke adjourned the meeting a $9:00~\mathrm{p.m.}$

Respectfully,

Donn J. Vargas Administrator

DJV/bjz

CENTRO LEGAL, INC. Board of Directors Meeting October 10, 1985 6:30 p.m.

AGENDA

- Call to order
- Approval of Agenda
- Approval of Board minutes
- 4. Presidents Report
- 5. Standing Committee Reports
 - A. Executive Committee
- - E. Ad hoc By-laws Committee
- Executive Directors Report & Dunder Purious
 Old Business
 New Business Mpls. of frac ∨F. Ad hoc Annual Meeting Committee

- New Business Mpls. Office Adjournment Monday -

Board of Directors Meeting

MINUTES

September 12, 1985

6:30 p.m.

Olivia Arredondo, Tom Barrett, Irene Gomez-Behtke, PRESENT:

(President), Martin Diaz, Agelita Estrado, Miguel

Garza

STAFF: Susan E. Conley, Donn Vargas

President Gomez-Bethke called the meeting to order at 6:50 p.m.

Motion: Martin Diaz

Moves to approve the agenda of the September 12, 1985 Board meeting.

Second: Tom Barrett

Motion carries

Motion: Tom Barrett

Moves to approve the minutes of the Board meeting.

Second: Martin Diaz

Motion carries

Presidents Report

President Gomez-Bethke reported that representatives of Centro Legal (Gomez-Bethke, Barrett, Conley, Vargas) had presented an oral report to the St. Paul United Way New Agency review panel on September 11, 1985. The content of the report centered on the services delivered by Centro Legal and pinpointed key distinctions between Centro Legal and other legal programs currently in operation. to be the only opportunity for Centro Legal to present itself to the United Way panel for consideration of 1986 funding.

For the most part, the presentation was well received, however, there were some concerns expressed by United Way about funding legal programs in general. President Gomez-Bethke stated that while there seem to be some negotive feedback from the United Wav committee, she was confident that Centro Legal presented a justifiable argument for

United Way funding in 1986. Standing Committee Reports Executive Committee See report dated September 12, 1985 Finance Committee 1. The last meeting of the finance committee was July 26. The items under discussion consisted of the status of the requests before the United Ways. From the St. Paul United our 1986 request is \$40,000.00. From the Minneapolis United Way our 1986 request is \$28,000.00 The allocations committee will make their recommendation by mid November and the respective Boards will make final approved of all requests by the end of November. Susan Conley and Tom Barrett have been designated representatives of Centro Legal to meet with other St. Paul Hispanic service providers (United Way funded) to assist in the development of an in service training program. program will be offered to St. Paul United Way Board members (Hispanic) to brief them on the agencies and the service that they provide. Staff distributed financial statements and projections that had been developed for in-house review. Time did not allow for discussion of these documents. There will be another meeting scheduled to prepare a written report for the Board. Membership Committee The membership committee is in the process of developing a list of candidates for membership and will review the current Board members status to determine if there will be vacancies to be filled at the annual meeting. Personnel Committee Staff reported that the committee meet to explore the feasibility of developing an employee handbook that would be given to new and existing employees instead of a copy of the Personnel Policies. After a somewhat lengthy discussion to determine what items from the Policies should be included and those that would be excluded the following recommendation -2-

was approved. At this time an employee handbook will not be developed for distribution. Until such time that a handbook would be used, staff will continue to be given copies of the Personnel Policies. Ad hoc Annual Meeting Committee Chair Olivia Arredondo reported that the committee has met and are submitting the following recommendation to the Board for ratification. The annual meeting will be November 15, at 8:00 p.m. Due to the fact that a Dinner-Dance combination will be to costly, a reception will be substituted. Refreshments will be available along with hor'd'oeuvres'. Music may or may not be available depending in the location. Motion: Tom Barrett Moves to approve report submitted by the Ad hoc Annual Meeting Committee. Second: Miguel Garza Discussion A possible location is the STROHS Hospitality room that is available at no charge and will provide some refreshments. Motion carries as amended to include the location of the STROHS Hospitatlity Room. Ad hoc By-laws Committee See Executive Committee report committee September 12, 1985. President Gomez-Bethke thanked the committee for their efforts. Managing Attorney Report Susan Conley reported that a new Secretary has been hired for the Minneapolis office. The new staff person is Ms. Sandra Campos, and will work on a part-time basis until January 1986. Our Minneapolis office location will be moving to larger quarters by Mid October. Same location but across the hall from our current office location. 3. A meeting has been scheduled between Susan and Tom Vasaly (SMRLS) to finalize the agreement regarding the -3receivables from SMRLS. Once this is completed, the 1984 audit can be completed.

4. Susan reported that statistics had been developed for the St. Paul United Way presentation and that reports will be continued on a regular basis.

Highlights of statistics included; First eight months of 1985:

29 New clients contacts per months, last year averaged 19 per month.

63% Ramsey County

25% Hennepin County

Balance spread among other areas

74% Hispanic

73% Limited English Profecient

54% Immigration

19% Family law

Balance other types of cases

237 Total new clients, an increase of 103% compared to this time last year.

60% of the total case load for 1983 has already been registered. In 1983 Centro Legal had three (3) attorneys, vs. One (1) 1985.

Old Business

President Gomez-Bethke reported that Paul Christianson (Baily & Calof) had presented additional information on the status of our 1984 audit. Due to extra work that was not anticipated regarding closing out the 1983 audit and the unresolved issue with SMRLS, the original price quote can not be met. Originally Baily & Calof proposed to do our 1984 audit for approximately \$1,300+. With the extra work it will now be in the area of \$2,500 - \$3,500. Recommendation

The adjusted fee should be paid in order to close the books on the SMRLS account once and for all. This will also close our any lingering or adverse decisions made during the past administration the Board of Centro Legal should ratify this action.

New Business

Miguel Garza reported that he had been approached by residents of Torre de San Miguel about problems that some tenants have had with the mamagement. Miguel would like to refer this issue to Centro Legal, because N. J. C. would not be the proper resource.

Motion: Olivia Arredondo

Moves that staff will meet with Tenants to ascertain their problem, and take the necessary action.

Second: Martin Diaz

Being no further business the meeting was adjourned at $8:00\ p.m.$

Respectfully,

Donn Vargas Administrator CENTRO LEGAL, INC.
Executive Committee Meeting
MINUTES

September 12, 1985 6:05 p.m.

PRESENT: Irene Gomez-Bethke, Tom Barrett, Martin Diaz

STAFF: Susan Conley, Donn Vargas

The meeting of the Executive Committee was restricted to discussion of the proposed amendments for the By-laws. Martin Diaz chair of the Ad hoc By-laws committee presented a draft of the revised By-laws for discussion.

1. Quorum

The question of the number of people needed to constitute a quorum was presented. The existing policy states that four Board members plus the Executive Director shall constitute a quorum, although the Executive Director shall not be a voting member. The amended policy shall call for at least five Board members to be present before a quorum is recognized, thereby excluding the Executive Director as counting towards a quorum.

2. Removal of a Director

The existing By-laws do not allow for the removal of a Director for being absent from Board meetings. Therefore, an amendment to the By-laws have been recommended. Depending on the number of board meetings set for one calendar year. The formula for removal of a Director shall be as follows:

If there are six Board meetings per year, a Director shall not be allowed to miss two unexcussed consecutive meetings. If there are to be twelve meetings per year, a Director shall not be allowed to miss three unexcussed consecutive meetings. In both instances, an issue of removal shall have to be duly noted on the agenda of a regularily scheduled Board meeting.

3. Committee Operating Procedure

All committee chairs will be responsible for submitting their respective operational procedures to Martin Diaz for inclusion in the final draft of the amended By-laws. Staff will be available to provide assistance where necessary.

4. Complaints - Members vs. Directors

The issue of how to resolve concerns about a Board member by a general member was presented for discussion. While it is generally accepted that the general membership elects the Board as their surrogate, resolving conflict between the two parties is unclear and needs specific guidelines. This issue will need further reviews in order to develop a clear policy.

The Ad hoc By-laws committee will be drafting the final copy of the amended By-laws for distribution to the Board of Directors for review before submitting the draft to the general membership for ratification at the November Annual Meeting.

Being no further business the meeting was adjourned at $6:45~\mathrm{p.m.}$

120 OL 1

Respectfully.

Administrator

CENTRO LEGAL, INC. Executive Committee Meeting MINUTES

October 8, 1985 6:30 p.m.

Present: Irene Gomez-Bethke, Tom Barratt, Martin Diaz

Staff: Donn Vargas

1. United Ways Request Status

Staff reported that to date reponse from the United Way regarding our requests for funding for 1986 are as follows:

Minneapolis - A letter has been received from the Minneapolis United Way stating that our application for funding had been reviewed by the new programs committee and was recommended for review by the Allocations Committee. This Committee will determine those agencies that are to be recommended for approval of funding for 1986 by the United Way Board of Directors.

A decision will be made by the Allocations Committee by mid November, and the United Way Board will make their final decisions at their meeting scheduled for November 27.

Recommendation - The Executive Committee has recommended that a letter be drafted and addressed to Mr. Robert Potts, (Chair of the Planning and Allocation Committee). The content of the letter will address itself to the fact that we are pleased with the preliminary outcome of our request, and the need to reiterate the distinction of services provided by Centro Legal as opposed to other legal programs currently funded by Minneapolis United Way. Staff will draft the letter to be signed by both Irene Gomez-Bethke and Susan E. Conley.

St. Paul - Staff reported that to date we have not received any information about our request pending before the United Way. All indications are that we are still being considered but without some sort of confirmation, it is

difficult to assess our position. We can assume that some sort of response should be forthcoming, due to the fact that the St. Paul United Board will be meeting in the latter part of November to make their funding decisions for 1986.

Recommendation - Staff has been directed to schedule a luncheon meeting between Mr. Carlos Mariani-Rosas, (member of the new agency panel) the Executive Committee and Key Staff. The agenda will be to provide Mr. Mariani-Rosas with any information that may enable him to provide clarification or give additional insight to relevant discussions concerning the application of Centro Legal. The luncheon will be held on October 7, at noon at the Minnesota Council of Churches cafeteria.

2. Cooperating Fund Drive

Staff had been instructed to obtain application information from C. F. D., for review to determine if C. F. D. would be an appropriate alternative to United Way funding. The information had been received and presented to the Executive Committee. There are some limitations that bear discussion:

- The level of funding from C. F. D. is extremely low (approximately 1500-3000 annually).
- 2. There are no guarantees that Centro Legal would be accepted the first time around.
- 3. We are only eligible for either C. F. D. or U. W., not both.

Recommendation - Given the fact that C. F. D. is limited in funding allocations and we seem to have a good chance to be funded by United Way. The application to C. F. D. will be tabled at his point.

3. Audit

Staff reported that the 1984 audit is in the final stages of completion, and should be available for distribution by the end of October.

However, there has been an adjustment in the cost of the audit, due to the fact that some needed information was unavailable, and the issue regarding the SMRLS receivables was still an unresolved item. Therefore, the original cost

estimate of \$1,300 has been revised upwards from \$2,500 to \$3,500. The positive item of this audit is that it will clear up any and all questions concerning all outstanding receivables.

Motion: Tom Barrett

Moves to approve the adjusted cost factor for the 1984 audit from the original \$1,300.00 to the amount of \$2,500.00 to \$3,500.00. Staff will negotiate the payment plan with the audit firm of Baily and Calof.

Second: Martin Diaz

Motion Carries

4. By-laws Update

Martin Diaz reported that the By-laws are in the final drafting, awaiting the addition of committee operating procedures to be submitted by the committee chairs. Upon completion of the By-laws, they will be available for ratification at the annual meeting.

5. MCAA

Centro Legal has once again been approved for funding by the Minneapolis Community Action Agency. However, funds due to be released October 1, have not been released by the State of Minnesota as of yet. Allocations have been postponed until sometime in November. This will necessitate the need to seek emergency stop gap funding for the interm. Two places have been identified as potential sources the Minneapolis Foundation and the St. Paul Foundation.

Recommendation - Staff has been directed to approach both Foundations to seek emergency stop gap funding prior to the release of the MCAA funds from the City of Minneapolis.

6. L.S.A.C.

Staff reported that the grant award from the Legal Services Advisory Committee had a condition attached to it. The condition was that we would receive funding for the period of July 1, 1985 until December 31, 1985. During December we would have to participate in fact funding session with an LSAC committee, to answer questions pertaining to our proposal

that we had submitted. Based on the information we provided the LSAC committee would recommend if we would be funded for period January 1, 1986 to June 30, 1986.

Recommendation - Staff has been instructed to request from LSAC a list of concerns that they have with Centro Legal. This will allow enough time to formulate a response in order to ensure that all questions and concerns will be answered in the most expeditions fashion. A copy of the list of concerns will be sent out to the Executive Committee of Centro Legal and together staff and the Executive Committee will draft the responses.

7. Annual Meeting

Reminder the annual meeting is to be held on November 15, Friday at 8:00 p.m. The location has been tentatively set for the Strohs Hospitality Room, in St. Paul. The program will consist of a brief meeting, an awards ceremony and some type of reception. Invitations will have to be sent out soon. A list will be developed consisting of funders, clients, friends, etc.

Being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully,

Administrator

CENTRO LEGAL, INC. REVENUE STATUS 1985

\$ REQUEST 15,000. 58,066.	<u>STATUS</u> Approved	\$ ALLOCAT	TION
58,066.	Approved		
7604 +6 91		1,600.	
202 5 3	Rejected	-0-	
34,049.	Rejected	-0-	
15,000.	Rejected	-0-	
4,995.			
15,000.		453	
5,000.—			
	271		
20,000.			
Unspecified	7 17 2	20,000.	
20,500.			
5,000.			
S MARKETON			
5,000.	Pending		
ICE CONTRACTS 19	85-1986		
22.269.	Approved	5 500	
	Approved	5,500.	*
50,241	Approved	25.000	**
20,000.			***
	4,995. 15,000. 5,000.— 4,860. 20,000. Unspecified 20,500. 5,000. 5,000. 15,000. 5,000. ICE CONTRACTS 19	4,995. Approved 15,000. Approved 5,000.— Rejected 4,860. Approved 20,000. Approved Unspecified Pending 20,500. Pending 5,000. Pending 15,000. Pending 15,000. Pending 15,000. Pending 15,000. Pending 20,500. Approved Approved Approved	4,995. Approved 4,760. 15,000. Approved 900. 5,000.— Rejected -0- 4,860. Approved 3,000. 20,000. Approved 20,000. Unspecified Pending 20,500. Pending 5,000. Pending 15,000. Pending 5,000. Pending 15,000. Pending 5,000. Approved 22,269. Approved 5,500. 1CE CONTRACTS 1985-1986

^{*} Contract Dates 7/1/85-12/31/85

** Contract Dates 7/1/85-6/30/86

*** Contract Dates 10/1/85-9/30/86

Centro Legal, Inc. Balance Sheet July 31, 1985

	Current Fund	L.B.E. Fund	Total Funds
Assets:			
Checking Account Savings Account Accounts Receivable Equipment	1,756 977 6,246 -0-	-0- -0- -0- 20,268	1,756 977 6,246 20,268
Total Assets	8,979	20,268	29,247
Liabilities and Fund Balance:			
Accounts Payable Payroll Taxes Payable Loan Payable	-0- 14,270 8,000	- 0 - - 0 - - 0 -	-0- 14,270 _8,000
Total Liabilities	22,270	-0-	22,270
Fund Balance	(13,291)	20,268	6,977
Total Liabilities and Fund Balance	8,979	20,268	29,247

Centro Legal, Inc. Statement of Revenue and Expenses July 31, 1985

Revenue:	Year-to-date	Budget 1985	% Expended
0100 Contributions 0200 SMRLS 1010 MCAA 1015 LSAC Grant 1020 IOLTA 1030 Atzlan 1300 Attorney Fees 1600 Interest Income 1700 Miscellaneous	10,235 4,815 14,051 6,947 15,000 2,000 2,627 118 73	99,299 -0- 20,000 5,593 15,000 -0- 6,500 -0- -0-	10 70 124 100 40
Total Revenue	55,866	145,392	38
Expenses:			
2100 Salaries 2200 Employee Benefits 2300 Payroll Taxes 2400 Professional Fees 2500 Supplies 2600 Telephone 2700 Postage 2800 Occupancy 2900 Insurance 3100 Printing 3200 Transportation 3300 Conferences 3400 Subscriptions 3700 Updates 3800 Law Library 4200 Awards 4300 Equipment Repair	49,209 4,816 181 5,100 884 3,670 436 3,146 449 315 534 421 285 533 591 -0- 1,196	97,970 11,756 9,300 2,500 700 5,400 1,000 6,500 4,000 600 500 1,000 200 500 1,200 1,666	50 41 2 204 126 68 44 48 11 53 107 42 143 107 49
4900 Miscellaneous 4910 Filing Fee 4920 Cert. Court Records 4500 Loan Payment 5000 Interest Expense	292 615 (240) 35 655 274	300 200 -0- -0- -0- -0-	97 308
Total Expenses	73,397	145,392	50
Net Excess (Deficit)	(17,531)		

Centro Legal, Inc. Balance Sheet August 30, 1985

	Current Fund	L.B.E. Fund	Total All Funds
Assets:			
Checking Account Savings Account Accounts Receivable Equipment	(2,836) 977 13,762 	-0- -0- -0- 20,268	(2,836) 977 13,762 20,268
Total Assets	11,903	20,268	32,171
Liabilities and Fund Balance:			
Accounts Payable Payroll Taxes Payable Loan Payable	-0- 15,808 -7,000	- 0 - - 0 - - 0 -	-0- 15,808
Total Liabilities	22,808	-0-	22,808
Fund Balance	(10,905)	20,268	9,363
Total Liabilities and Fund Balance	11,903	20,268	32,171

Centro Legal, Inc. Statement of Revenue and Expenses August 30, 1985

	Year-to-date	Budget 1985	% Expended
Revenue:			
0100 Contributions 0200 SMRLS 1010 MCAA 1015 LSAC Grant 1020 IOLTA 1030 Aztlan 1300 Attorney Fees 1600 Interest 1700 Miscellaneous	10,285 4,815 16,081 7,220 15,000 3,300 3,207 133 92	99,299 -0- 20,000 5,593 15,000 -0- 6,500 -0- -0-	10 80 129 100 49
Total Revenue	60,133	145,392	41
Expenses:			
2100 Salaries 2200 Employee Benefits 2300 Payroll Taxes 2400 Professional Fees 2500 Supplies 2600 Telephone 2700 Postage 2800 Occupancy 2900 Insurance 3100 Printing 3200 Transportation 3300 Conferences 3400 Subscriptions 3700 Update 3800 Law Library 4300 Equipment 4350 Equipment Repair 4500 Loan Repayment 4900 Miscellaneous 4910 Filing Fee 4920 Cert. Court Records 4960 Depreciation 5000 Interest Expenses	55,250 5,412 181 5,225 1,279 4,112 516 3,694 518 315 585 421 450 925 895 1,493 379 1,155 756 (240) 42 673	97,970 11,756 9,300 2,500 700 5,400 1,000 6,500 4,000 600 500 1,000 200 500 1,200 1,666 300 -0- 300 -00-	56 46 2 209 183 76 52 57 13 53 117 42 225 185 75 90 126 252
Total Expenses	354 84,390	 145,392	58
Net Excess (Deficit)	(24,257)	143,392	50

CENTRO LEGAL, INC.

Client Statistics January 1, 1985/August 31, 1985

OPEN CASE LOAD - 130

AVERAGE NUMBER OF NEW CLIENT CONTACTS - 29.62 PER MONTH

-	59
	98
-	80
<u> </u>	47.
-	237
у	62.9%
nty	25.0%
	40.0%
	60.0%
	4.2%
	7.5%
	14.3%
	73.5%

Fifty percent (50%) of all clients are limited English proficient. Seventy-three percent (73%) of Hispanic clients are limited English proficient.

Referrals

	Community Organizations - (Hispanos en Minnesota/Casa, Centro Cultural Chicano, Chicanos-Latinos,	43.5%
	Unidas en Servicio, Catholic Chariti	es)
	Public Relations (Brochures, flyers, word of mouth)	25.0%
	Current/Past clients	14.8%
	Legal Service Programs	9.0%
	Immigration and Naturalization Services	7.0%
Case	Туре	
	Immigration	54.0%
	Family Law	19.0%
	Miscellaneous (Consumer, Employer/Employee, discrimination, Landlord/Tenant)	27.0%
Rejec	<u>cts</u>	
	Lack of Resources	48.3%
	Alternative Resource Available	44.0%

CENTRO LEGAL, INC.

Client Statistics

1984

TOTAL CLIENT CONTACTS: 229

Total Cases Rejected: 101

Locatio	<u>n</u>	Ethnicit	У	Case Type	
St. Paul: Mpls: Other:	33 34 7	Hispanic: Black: Asian: Caucasian:	53 11 8 29	Immigration: Family: Housing: Discrimination:	44 20 11 5
Total:	101	Total:	101	Other: Total:	21 101
		Poisstian D.	1		

Rejection Rational

Alternative available: 25
Insufficient Resources: 60
Financial Ineligible: 5
Miscellaneous: 9
Conflict of Interest: 2

Total: 101

Total Opened/Closed: 74

Location	1	Ethnicity		Case Type	2
St. Paul: Mpls: Other:	33 34 7	Hispanic: Black: Asian:	54 6 3	Immigration: Family: Housing:	43 16 1
Total:	74	Caucasian: American Indian:	10	Consumer: Other:	10
		Total:	74	Total:	74
		O/C Rational			

O/C Rational

Client die	d not	return:	9
Advice on			49
Brief Serv	vice:		14
Referred o	out:		2

Total: 74

** Many advice only cases were eligible for service, however, staff resources were limited, therefore, these were referred out after consultation provided.

TOTAL CASES OPENED: 54

	Case Type		
Immigration:	40	Immigration visa:	22
Discrimination:	1	Suspension:	1
Consumer:	3	Deportation:	14
Family Law:	6	Asylum:	1
Miscellaneous:	4	Adjustment:	1
		Naturalization:	1

Total: 54

Twelve (12) involved deportation hearings followed by requests for extension of voluntary departure while we persued the immigrant visa process.

TOTAL CASES CLOSED: 71

Case Type

Immigration: 36 Family Law: 27 Miscellaneous: 8

Total: 71

Centro Legal, Inc. Board of Directors Meeting August 8, 1985 6:30 PM

AGENDA

1. Call to Order

 \mathcal{J}_2 . Approval of Agenda

 \searrow 3. Approval of Board Meeting Minutes of 6-13-85

4. Presidents Report

Standing Committee Reports

A. Executive Committee United way of Strand.

B. Finance Committee

>C. Membership Committee

D. Personnel Committee E. Ad-hoc Annual Meeting Committee

Ad-hoc by-laws Committee

Managing Attorney Report lived new Sec.

Old Business

New Business

Apl full time

134

Out 10 8. New Business

9. Adjournment

milia -

CENTRO LEGAL, INC. Board of Directors 1985

Corporate Officers

Irene Gomez-Bethke - Prseident 4649 Decatur Ave. No. New Hope, MN. 55428 (612) 537-0469 588-6862

Martin Diaz - Vice President/Secretary Attorney at Law Minneapolis Legal Aid Society 2507 Fremont Ave. No. Minneapolis, MN. 55411 (612) 377-2566

Thomas G. Barrett - Treasurer Attorney at Law Popham-Haik, Schnobrich Kufman & Doty, Ltd. 1240 Amhoist Tower 55 West 4th Street St. Paul, MN. 55102 (612) 333-4878

General Directors

Olivia Arredondo P.O. Box 6533 Minneapolis, MN. 55406 (612) 870-4559

Angelita Estrada 219 East Congress St. Paul, MN. 55107 (612) 291-7844

Miguel Garza Paralegal Neighborhood Justice Center 464 So. Robert Street St. Paul, MN. 55107 (612) 227-8497

General Directors (cont.)

Wesley Iijima Attorney at Law U.A.W. - Ford Legal Services 2233 University Avenue Suite 235 St. Paul, MN. 55114 (612) 641-0647

Juan Lopez
Minnesota Department of Human Rights
253 E. Belvidere
St. Paul, MN. 55107
(612) 297-1688

Carlos Mariani-Rosa Minnesota Council of Churches 122 W. Franklin Ave. Minneapolis, MN. 55404 (612) 870-3605

Centro Legal, Inc. 1985 Board of Directors

Meeting Schedule

DATE Exc.	TIME	OFFICE
January 21, 1985	6:00 p.m.	St. Paul
706.27, 1985. March 13, 1985 March 27	6:00 p.m.	Mpls. Strane
May 8, 1985	6:00 p.m.	St. Paul
July 10, 1985	6: 30 p.m.	Mpls.
(5) September 12, 1985	6:00 p.m.	St. Paul
(3) November 13, 1985	6:00 p.m.	Mpls.
annual mtg.		
New Dec. 12		

Corporate Officers

Irene Gomez-Bethke - President 4649 Decatur Ave. No. New Hope, Mn., 55428 (612) 537-0469

Martin Diaz - Vice President/Secretary Attorney at Law Minneapolis Legal Aid Society 2507 Fremont Ave. No. Minneapolis, Mn., 55411 (612) 377-2566

Chomas G. Barrett - Treasurer

ttorney at Law

Popham-Hank, Schnobrick

Kuffman & Doty, Ltd. |240 Amhoust |
4344 IDS Center

Minneapolis, Mn., 55402

(612) 333-4800

Ar. Paul 333-4818

General Directors

Olivia Arredondo P.O. Box 6533 Minneapolis, Mn., 55406 (612)

Angelita Estrada 219 E. Congress St. Paul, Mn., 55107 (612) 291-7844

Miguel Garza
Paralegal
Neighborhood Justice Center
464 So. Robert St.
St. Paul, Mn., 55107
4612) 227-8497

General Directors (cont.)

Wesley Iijima
Attorney at Law
Southern Minnesota Regional
Legal Services
300 Minnesota Bldg.
St. Paul, Mn., 55101
(612) 222-5863

Juan Lopez
Mn. Department of Human Rights
253 E. Belvidere
St. Paul, Mn., 55107
(612) 296-5663

Carlos Mariani
Mn. Council of Churches
122 W. Franklin Ave.
Minneapolis, Mn.55404
(612) 870-3605

M E M O

TO: Board of Directors

FROM: Thomas Barrett

Chair - Finance Committee

DATE: June 10, 1985

RE: Finance Committee Report

Submitted for Board action is the operating Financial statements for period ending April 30, 1985. A complete mid year financial status report will be presented at the August Board meeting.

Centro Legal, Inc.

Board of Directors Meeting-Minutes April 24, 1985

Present: Olivia Arredondo, Irene Gomez-Bethke (President),

Martin Diaz, Wesley Ijima, Juan Lopez, Carlos

Mariani

Absent: Thomas Barrett, Angelita Estrada, Miguel Garza

Staff: Susan E. Conley, Donn J. Vargas

Guest: Karen F. Ellingson

1. Call to Order - 7:10 PM

Motion: Juan Lopez

Moves to approve agenda of 4-24-85 Board meeting with one addition, add discussion by-laws committee to New Business.

2nd: Wesley Ijima Motion Carries

2. Motion: Carlos Mariani

Moves to approve minutes of the March 27, Board meeting.

2nd: Wesley Ijima

Motion Carries

Presidents Report

- 1. President Gomez-Bethke reported that the Minneapolis United Way sponsored a Board Training seminar that was attended by herself and Susan Conley. It was an excellent opportunity to network with other community agencies, discuss the mission of Centro Legal, and allowed for bridge building between Susan and herself. All in all it was a very worth while day, it was a good P.R. tool for Centro Legal to educate the United Way. Centro Legal will be submitting a funding request to both Minneapolis and St. Paul, United Way.
- 2. Wesley Ijima introduced Ms. Karen F. Ellingson the staff attorney of S.M.R.L.S. Ms. Ellingson has replaced Susan Conley as the Oficina Legal representative that is officed at Centro Legal.

Executive Committee Report

1. In order to initiate some of the procedures outlined by the Board/staff training facilitator, the Executive Committee has made the following recommendations for committee implimentation.

Recommendations:

- 1. The Executive Committee will meet before each Board meeting to review committee reports.
- 2. Each committee shall be responsible for drafting own operating procedures.
- 3. Post cards will be made available to committee chairs to aid in communications for scheduling and reporting between members.
- 4. Committee chairs will be responsible for scheduling their own meetings and will notify staff when assistance will be required.

It is the hope of the Executive Committee that these recommendations will increase the participation of each committee and all Board members in the operation of Centro Legal.

Finance Committee Report

1. The monthly financial statements were submitted with no significant changes identified. The committee reported that proposals for funding were being drafted and are due for distribution in May, and meetings with various staff people from Foundations were being contacted to set up discussion meetings.

Motion: Juan Lopez

Moves approval of funding requests to, Minneapolis and St. Paul United Ways, General Mills Foundation, the Dayton-Hudson Foundation and the McKnight Foundation.

2nd: Wesley Ijima

Discussion - Carlos Mariani stated that he is a member of the St. Paul Way Allocations Committee for New Programs and will monitor our request. Motion Carries.

Membership Committee

No report

Personnel Committee

1. Chair Juan Lopez submitted a draft of an employee performance appraisal form recommended by the personnel Committee for approval, (see Personnel Committee report dated 4-19-85).

Motion: Carlos Mariani

Moves approval of the draft of the employer appraisal form recommended by the Personnel Committee.

2nd: Wesley Ijima

Motion carries

Ad hoc Annual Meeting Committee Report

1. Chair Olivia Arredondo has scheduled the first meeting for Wednesday May 8, 6:00 PM at the St. Paul office of Centro Legal.

Managing Attorneys Report

1. Susan Conley reported that she has been extremely busy of late, increased case load, trying to hire an additional staff attorney an replace the law clerk for this summer. Additionally, she has been assigned the responsibility of monitoring activities of an adoptive child from Mexico as part of a case she is currently in charge of.

Old Bussiness

None

New Business

1. Due to the fact that the agency by laws are inconsistent with the directives from the Board of Directors a need to modify and update the by laws exists.

Motion: Carlos Mariani

Moves to establish an Ad hoc By-laws committee comprised of at least 2 people form the Board of Directors.

2nd: Juan Lopez

Centro Legal, Inc.

Board of Directors Meeting June 13, 1985 6:30 PM

AGENDA

- 1. Call to Order
- 2. Approval of 6-13-85 meeting Agenda
- 3. Approval of Board meeting Minutes of April 24, 1985
- 4. Presidents Report
- 5. Standing Committee Reports
 - A. Executive Committee
 - B. Financial Committee
 - C. Membership Committee
 - D. Personnel Committee
 - E. Ad hoc Annual Meeting
 - F. Ad hoc By-laws Committee
- 6. Managing Attorney Report
- 7. Old Business
- 8. New Business
- 9. Adjournment

Centro Legal, Inc.

Board of Directors Meeting March 27, 1985 7:00 p.m.

AGNEDA

- 1. Call to Order
- 2. Approval of the 1-23-85 Board Meeting Minutes
- 3. Approval of Agenda
- 4. President Report
- 5. Standing Committee Reports
 A. Financial
- 6. Managing report-
- 7. Old Business
 1. Employment Agreement for Susan E. Conley
 2. Personnel Policies (will be handed out 3-27-85)
- 8. New Business Modelf .-
- 9. Adjournment

CENTRO LEGAL, INC.

BOARD OF DIRECTORS MEETING

MINUTES OF 2/27/85 6:00PM.

PRESENT: Olivia Arredondo, Thomas Barrett, Irene Gomez-Bethke

(President), Martin Diaz, Angelita Estrada, Juan

Lopez, Carlos Mariani

ABSENT: Miguel Garza, Wesley Iijima

STAFF: Susan E. Conley, Donn Vargas, Elisa Ybarra, Betty

Jo. Zepeda.

The meeting was called to order by President Gomez-Bethke at 6:30~p.m.

Motion: Juan Lopez

Moves approval of the agenda.

2nd: Martin Diaz

Motion carries

The first item on the agenda was the review of the draft of the proposed Personnel Policies for Centro Legal.

Motion: Juan Lopez

Moves that overtime be paid to non-exempt staff as per Minnesota law and that the rate is l_2^1 times for any hours exceeding forty eight per week. Comp tome will be given for hours exceeding thirtyseven and onehalf (37½) but less than fortyeight (48) per week.

2nd: Thomas Barrett

Motion Carries

Motion: Thomas Barrett

Moves that a ceiling of onehundred and twenty (120) hours be placed on accruable compensatory time.

2nd: Carlos Mariani

Motion Carries

<u>VACATION TIME</u> - In order to simplify the wording, only hours will be used in the narrative of the vacation policy.

PAYROLL SCHEDULE - The schedule currently in effect semimonthly will be left as is until such time as it becomes necessary to review for modification.

DENTAL PLAN - Donn Vargas presented information on a group dental plan offered through "Consumer's Association for Professional Services" (C.A.P.S.). The annual fee for the agency would be twohundred and nine dollars (209.00) and staff would be responsible for service charges.

Motion: Thomas Barrett

Moves approval of the Dental Insurance plan from C.A.P.S..

2nd: Olivia Arredondo

Motion Carries

Motion - Carlos Mariani

Moves approval of the Personnel Committee report - Personnel Policies as amended.

2nd: Juan Lopez

Motion Carries

The Second Agenda item was the issue of a proposed settlement between Centro Legal and Ms. Arcelia Romo-Perez.

Motion - Thomas Barrett

Moves the issue of the settlement to the table for discussion.

2nd: Juan Lopez

Motion Carries

Motion - Thomas

Moves to accept the proposed settlement plan with Ms. Arcelia Romo-Perez if she agrees to sign a release freeing Centro Legal from further liability and upon the condition that Centro Legal can borrow \$5000.00 on commercial terms to pay Ms. Romo-Perez.

2nd: Juan Lopez

Motion Carries

There being no further business the meeting was adjourned at 8:30pm.

Respectfully Submitted:

- 2 -

CENTRO LEGAL. INC.

A NON-PROFIT COMMUNITY LAW OFFICE

179 E. ROBIE ST. ST. PAUL, MN 55107 (612) 291-0110 400 E. LAKE ST. MINNEAPOLIS, MN 55408 (612) 825-5503

reply to: St.Paul

MEMO

To:

Centro Legal Board Members

From:

Irene Gomez-Bethke

Date:

March 14, 1985

re:

Board meeting schedule for March and April

It has become necessary to reschedule the March and April Board meeting to allow for proper preperation of the material for review as well as to take advantage of the Board and Staff training schedule. The March meeting will be held on the twentyseventh and the April meeting will be held on the twentyfourth. Both meetings will be held at the St. Paul office and start promptly and 6:00 P.M..

The next training session will be held at the April board meeting from 6.00-7:00 pm., and the business meeting will start at 7:15 pm.. Thankyou for your attention to this matter.

BOARD OF DIRECTORS

IRENE GOMEZ-BETHKE President

MARTIN A. DIAZ, ESQ. Vice President/ Secretary

THOMAS J. BARRETT, ESQ

Treasurer

OLIVIA ARREDONDO

ANGELITA ESTRADA

MIGUEL GARZA

JUAN LOPEZ

CARLOS MARIANI

WESLEY IIJIMA, ESQ SUSAN E. CONLEY,

ESQ

Chief Executive Officer

CENTRO LEGAL, INC. BOARD OF DIRECTORS MEETING MARCH 27, 1985 6:00 P.M. MINUTES

Present: Irene Gomez-Bethke (President), Miguel Garza, Wesley Iijima,

Juan Lopez, Carlos Mariani.

Absent: Olivia Arredondo, Thomas Barrett, Martin Diaz, Angelita

Estrada.

Staff: Susan E. Conley, Donn J. Vargas.

The meeting was called to order by President Gomez-Bethke at 6:15 P.M.

Motion: Carlos Mariani

moves approval of the January 23, 1985 Board of Directors

meeting minutes.

2nd - Miguel Garza

Motion carries.

Motion: Wesley Iijima

moves approval of the agenda for the March 27 Board Meeting

2nd - Carlos Mariani

Motion carries.

Presidents Report

- 1. President Gomez-Bethke reported that she and Susan Conley will be attending a Board Development seminar sponsored by the Minneapolis United Way. This seminar is designed to aid Board Presidents and Executive Directors in their efforts to operate non-profits. This seminar is to be held March 28th at Honeywell in Goldenvalley.
- 2. A letter had been recieved from counsel for Arcelia Romo-Perez regarding the proposed settlement between Centro Legal and Ms. Romo-Perez. Counsel for Romo-Perez requested that the documents to be held at the office of Mr. James Roth Esq. be destroyed after a period not to exceed six years from the date the final settlement agreement is signed. Also, the agreement states that Ms. Romo-Perez be notified of the destruction of the documents through her counsel.

Motion: Wesley Iijima

moves that the settlement agreement be amended to reflect that the documents in question be held for seven years from the date of signing the agreement and than be destroyed.

2nd - Miguel Garza

Motion carries.

Motion: Wesley Iijima

moves that a notice be sent to the counsel for Arcelia

Romo-Perez when the documents are destroyed.

2nd - Miguel Garza

Motion carries.

Finance Committee Report

Balance statements for periods ending January 31 and February 28 were reviewed. Donn Vargas reported that the revenue projected for 1985 was not meeting the anticipated schedule and adjustments were to be made. A finance committee meeting will be scheduled in early April to review the financial stability of Centro Legal and prepare a report for the April 24th Board Meeting.

Motion: Wesley Iijima

moves approval of the Finance Committee Report as submitted.

2nd - Miguel Garza

Motion carries.

Managing Attorneys Report

- 1. Susan Conley reported that the quest for a third year law student had not produced the desired results. Therefore she was planning to initiate a search for an attorney and anticipated seeking applicants at the local, state and national levels.
- 2. A report was being prepared to submit to I.O.L.T.A. for the time period January 1 through March 15. To date there has been around one hundred and eleven open/close cases, about an even distribution between Hennepin and Ramsey Counties and eighty five percent are limited English speakers.

A complete quarterly report will be developed for distribution to the appropriate committees for review.

Old Business

- 1. The employment agreement between Centro Legal and Susan Conley in final form was distributed to Board members and will be signed.
- 2. Personnel policies in final form were distributed to Board members.
- 3. Committee assignments have been made as listed:

Personnel Committee - Wesley Iijima Membership Committee - Juan Lopez, Carlos Mariani Annual Meeting Committee - Carlos Mariani, Miguel Garza, Angelita Estrada.

New Business

President Gomez-Bethke reported that maldef has initiated a class action suit against the I.N.S. for their arbitrary deportation proceedings of American Citizens of Hispanic decent.

Motion: Juan Lopez

Being no further business moves adjournment.

2nd - Miguel Garza

Motion carries.

The next Board Meeting is scheduled for April 24th in St. Paul. Board/Staff development will be from 6:00 - 7:00 P.M. and the Board business meeting will start at 7:15 P.M.

Respectfully yours,

Donn J. Vargas Administrator

DJV:jk

CENTRO LEGAL, INC. COMMITTEE ASSIGNMENTS 1985

EXECUTIVE COMMITTEE

Irene Gomez-Bethke - President
Martin Diaz, Esq. - Vice President/Secretary
Thomas Barrett, Esq. - Treasurer

FINANCE COMMITTEE

Thomas Barrett, Esq. - Chair Rafael Ortega

MEMBERSHIP COMMITTEE

Miguel Garza - Chair Juan Lopez Carlos Mariani

PERSONNEL COMMITTEE

Juan Lopez - Chair Wesley Iijima, Esq.

ANNUAL MEETING COMMITTEE

Olivia Arredondo - Chair Angelita Estrada Miguel Garza Carlos Mariani

CENTRO LEGAL, INC. Board of Directors Meetings Minutes 1-23-85

Present: Olivia Arredondo, Thomas Barrett, Irene Gomez-Bethke (President), Martin Diaz, Miguel Garza, Juan Lopez.

Staff: Susan E. Conley, Lisa Ybarra, Betty Jo Zepeda, Donn J. Vargas.

President Irene Gomez-Bethke called the meeting to order at 7;00 P.M.

1. Motion: Tom Barrett

moves to approve the minutes from the last

meeting on 11-21-84.

2nd:

Martin Diaz

Motion Carries

2. Motion: Tom Barrett

moves that all records of 11-28-84 meeting between Jim Roth (Attorney for Centro Legal) and the Board of Directors be turned over to Mr. Roth for filing. All future meeting records shall be handled in a similar fashion until such time as Mr. Roth and the Board agree upon.

2nd: Martin Diaz

Motion carries

3. Motion: Juan Lopez

moves approval of the agenda for the January

23rd Board meeting.

2nd. Martin Diaz

Motion Carries

Election of Officers

4. Motion: Martin Diaz

moves that the Executive Committee for 1985

shall consist of 1-President, 1 Vice-President/Secretary, and 1 treasurer.

2nd: Juan Lopez

Motion Carries

President Gomez-Bethke called for nominations from the Board to fill the vacancy for President.

5. Motion: Miguel Garza

moves the nomination of Ms. Irene Gomez-Bethke

for President of the Board for 1985.

2nd: Martin Diaz

68

There being no other nominees Ms. Gomez-Bethke was approved by acclamation.

President Gomez-Bethke called for nominations from the Board to fill the vacancy of Vice-President/Secretary.

6. Motion: Juan Lopez moves the nomination of Mr. Martin A. Diaz for Vice-President/Secretary of the Board for 1985.

2nd: Miguel Garza

There being no other nominees, Mr. Diaz was approved by acclamation.

President Gomez-Bethke called for nominations from the Board to fill the vacancy of Treasurer.

7. Motion: Miguel Garza

moves the nomination of Mr. Thomas J. Barrett

Treasurer of the Board for 1985.

2nd: Martin Diaz

There being no other nominees, Mr. Barrett was approved by acclamation.

The officers of the Board of Directors for 1985 are: Irene Gomez-Bethke - President Martin A. Diaz - Vice-President/Secretary Thomas J. Barrett - Treasurer

Executive Committee Report

A. Employment Agreement

The executive Committee presented the proposed employment agreement between Centro Legal and Susan E. Conley, to the Board for ratification.

Discussion - Susan Conley stated that under section £3 headed compensation, there is an inconsistency. Currently staff is paid semi-monthly, the proposed agreement lists payment as bi-weekly. The personnel policies due to be reviewed at the next Board meeting will address the issue of the salary schedule payment for 1985.

8. Motion: Martin A. Diaz
moves that the language is section £3 be
modified to state that payment of salary shall
be consistent with the wording of the personnel
policies. Strike "payable in equal bi-weekly
installments" and insert "payment to be, as
directed, as per the personnel policies.

2nd:

Juan Lopez

Motion carries

9. Motion: Thomas Barrett

moves to approve the Employment Agreement between Centro Legal and Susan E. Conley.

2nd:

Miguel Garza

Motion carries

B. Check Signers

Donn Vargas presented the bank resolution authorizing representatives of Centro Legal to sign off on the agency checking and savings account.

10. Motion: Thomas Barrett

moves to approve the members of the Executive Committee and the managing attorney be authorized to sign on behalf of Centro Legal. 2 signatures would be required for any amount in excess of \$999.99. The people authorized

to sign are:

Irene Gomez-Bethke - President Martin A. Diaz - Vice-President/Secretary Thomas J. Barrett - Treasurer Susan E. Conley - Chief Executive

Officer/Managing Attorney.

2nd:

Miguel Garza

Motion Carries

Finance Committee Report

A. The Finance Committee submitted a revised proposed 1985 operational budget to the Board for review. The budget draft for 1985 puts the operational budget at \$145,392.00, with 6 staff people. This budget figure is \$19,148.00 less than the original amount that was proposed, and presents a more realistic budgetory allocation.

11. Motion: Juan Lopez

moves to approve the revised budget figure of

\$145,392.00 for 1985.

2nd:

Olivia Arredondo

Motion carries

B. Donn Vargas presented to the Board two proposals from C.P.A.'s for the 1984 agency audit. The proposals were from Pannell, Kerr, and Forster and Baily & Calof. Both would charge in the area of \$1,300.00 for an audit. However Baily & Calof were recommended by staff due to past experience with their firm.

12. Motion: Juan Lopez

moves to accept the proposal of Baily & Calof

for audit services.

2nd:

Thomas Barrett

Motion Carries

Old Business

Susan Conley requested permission to solicit applicants to fill the position of law Clerk (3rd year law student) in place of a staff attorney.

13. Motion: Thomas Barrett

moves to approve the seeking of a 3rd year law student to fill the law clerk position. Budgetory considerations will dictate the hiring schedule as well as future employment

status.

2nd:

Miguel Garza

Motion Carries

New Business

A. President Gomez-Bethke assigned Board members to Committee assignments. Each chairperson has the option to add non-board members to their committee. The 1985 Committee assignments are:

Executive Committee

Irene Gomez-Bethke - President Martin A. Diaz - Vice-President/Secretary Thomas J. Barrett - Treasurer

Finance Committee

Thomas J. Barrett - Chair Deful Membership Committee

Miguel Garza - Chair Juan John Coulos. Personnel Committee

Juan Lopez - Chair

Wes limb

Annual Meeting Committee - Ad hoc

Olivia Arredondo - Chair

B. The next Board meeting is scheduled for February 27,1985 at 6:00 P.M. and will be held at the St. Paul Office of Centro Legal.

Being no further business, the meeting was adjourned at 8:45 P.M.

Respectfully,

ponn J Vargas Administrator Centro Legal, Inc.

Special Board of Directors Meeting February 27, 1985 6:00 P.M.

- 1. Call to Order
- 2. Approval of Agenda
- 3. Executive Committee Report
 - A. Personnel Policies/Amendments
 - B. Resolution to the Arcelia Romo-Perez issue
- 4. Old Business
- 5. New Business
- 6. Adjournment

CENTRO LEGAL, INC.

Board of Directors Meeting

10-10-85 6:00 p.m.

MINUTES

Olivia Arredondo, Thomas Barrett, Irene Gomez-Present:

Bethke, (President), Martin Diaz, Agelita Estrada,

Juan Lopez.

Staff: Susan E. Conley, DJV

The meeting was called to order at 6:40 p.m.

1. Motion: Juan Lopez

Moves approval of agenda for the October 10,

Board meeting.

2nd: Olivia Arredondo

Motion carries

2. Motion: Thomas Barrett

Moves approval of the minutes from the September

12, Board meeting.

2nd: Martin Diaz

Motion Carries

3. Presidents Report

President Gomez-Bethke stated that the Presidents report will be combined with the Executive Committee report.

- A. President Gomez-Bethke reported that the Ad hoc By-laws committee has completed the draft of By-laws modifications for Board action. A final draft will be presented to the Board for ratification at the annual meeting.
- B. The requests for 1986 funding from the Minneapolis and St. Paul United Ways are still pending action. Staff has

been instructed to draft a letter for the Minneapolis
United Way, to provide clarification of any program
service questions that may persist. With regards to
the St. Paul United Way request, there has been some positive feedback, Our request has received preliminary
approval and is now headed for final action.

- C. Staff had been instructed to contact the cooperating Fund Drive, requesting application material. Due to the uncertainty of the United Ways decisions, no action will be taken at this time.
- D. The 1984 Audit is in its final stages of completion the only remaining issue at hand is the final disposition of the accounts receivables on the books from SMRLS. A final negotiation will be taken place to close this account. Briefly there is a listed amount of \$5,000. receipts for \$3,000. and an unaccounted amount of \$2,000. still owing. Staff will be finalizing all financial arrangements within 15 days.
- E. Our request before MCAA has been approved, however, the state has not released the funds to the City vendors as of yet. If there is a long delay, we may have to seek in term funding. One possible source would be from Minneapolis Foundation.
- F. The date for our proposal review by LSAC is approaching, and we will have submit program material for review. Staff have received a list of questions that will be addressed. If our answers are satisfactory LSAC will refund us through the current contract period. Tom Barrett

has agreed to meet with Bruce Beneke (SMRLS), who sits on our review panel for LSAC, in order to find out any additional information that may be helpful for the review process.

G. Annual Meeting has been scheduled for November 15, at 8:00 p.m. Invitations will have to be mailed out no later than October 18.

4. Finance Committee

The Finance Committee handed out monthly expense and revenue statements for Board review. Currently we are operating at a deficit due to the fact that our revenue projections are behind our expenses. Staff is anticipating that the revenue will catch up to expenses by the end of the calendar year.

- Membership Committee
 No report
- 6. Personnel Committee
 No report
- 7. Ad hoc By-laws Committee

Chair Martin Diaz reported that the draft of the amended By-laws is almost complete. The Committee chairs need to develop individual operating procedures for enclusion into the by-laws. These procedures should be in by November 1, in order to facilitate the final draft of the By-laws.

8. Annual Meeting Committee

Chair Olivia Arredondo reported that all tentative arrangements for the Annual Meeting have been completed.
The committee is recommending that the Annual Meeting be
held at the Stroh Brewery Co., Hospitality Room. The dinner
can begin at 6:30 p.m., a program to follow and a close to

the affair by 9:30 p.m. The banquet option would be a combination dinner that would include refreshments. Motion: Martin Diaz Moves approval of the Stroh Brewery Co. The combo dinner be listed at \$6.00 (donation) with an RSVP. 2nd: Juan Lopez Discussion: The invitations should be printed in house if possible, if that option is not possible, than an outside printer be contracted. Motion carries 9. Motion: Juan Lopez Moves acceptance of all committee reports 2nd: Martin Diaz Motion carries 10. Executive Directors Report A. Susan Conley handed out client statistics for 1984 and the 1st & 2nd quarter for 1985. The client case load is ahead of its pace of a year ago. B. The 84 audit is completed and should be available by the 3rd week of October. All information that was required by our Auditors (list of office furniture with approximate values, time sheets for work performed and a letter from SMRLS accepting all of our findings) has been completed and submitted to the appropriate sources. The 84 audit will reflect foot notes identifying the work performed by Anfinsen & Hendrickson (83 auditors) as well as the work performed by Bailey & Colof (84 auditors). This should be the final entry on the SMRLS account and close out all of the account receivables as it pertains

to them.

11. Salary Schedule

The Finance Committee and Personnel Committee will be meeting to develop the operating budget and salary for 1986. The contract for Susan E. Conley is up for renewal and will have to be renegotiated.

- 12. Old Business
- 13. New Business
- 14. Motion: Martin Diaz

 Moves adjournment

 2nd: Juan Lopez

 Motion carries

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Domi J. Varga: Administrator

Respectfully.

CENTRO LEGAL, INC. BOARD OF DIRECTORS MEETING MINUTES

JUNE 13, 1985

PRESENT: Olivia Arredondo, Thomas Barrett, Irene Gomez-Bethke (President), Martin Diaz, Miguel Garza, Wesley Ijima, Juan Lopez

Absent: Angleita Estrada, Carlos Mariani-Rosa

Staff: Susan E. Conley, Donn J. Vargas

Meeting was called to order at 6:40 P.M.

Motion: Thomas Barrett

Moves to approve agenda

2nd: Miguel Garza

Motion Carries

Motion: Martin Diaz

Moves approval of the minutes from April 24, 1985 Board Meeting.

2nd: Olivia Arredondo

Motion Carries

Presidents Report

1. President Bethke reported that she attended the I.O.L.T.A. reception during May, at which awards were given out to participating agencies. President Bethke went on to explain that she was welcomed the opportunity to network and increase the visibility of Centro Legal.

2. Correspondence had been received from James Roth thanking Centro legal for the payment regarding the Arcelia Romo-Perez issue. Mr. Roth requested that all of the relevant documents be gathered and forwarded to his office. President Bethke stated that this request was being taken care of.

Thomas Barrett suggested that a letter be drafted, thanking Mr. Roth for his assistance and A.C.C. to Mr. George Riley, Mr. Roth's superior. The staff will draft the letter for distribution.

Executive Committee

Martin Diaz gave a brief overview of the Executive Committee meeting.

- 1. Board Staff Training: The training sessions provided by the Wilder Foundation was a valuable learning tool that allowed the Board and Staff to clearly understand roles and responsibilities. It was the decision of the Committee to discontinue further training, use the information already provided and request that the Wilder Foundation be available to provide Centro with and evaluation at the end of 1 year to determine the progress made.
- 2. Committee Responsibilities: The Executive Committee has drafted recommendations to be used to facilitate the involvement of committees and its members. The major item

is that each committee should draft a set of operational procedures for their own use in order to assure that maximum involvement of members is obtained, as well as developing a system to address assigned tasks.

3. Arcelia Romo-Perez resolution: The issue concerning Ms. Romo-Perez has been resolved.

4. Ad-hoc By-law Committee: A committee will review and modify the existing by laws to make them consistent with the needs of Centro Legal. The committee will be chaired by Martin Diaz and members shall include Juan Lopez and Carlos Mariani-Rosa.

Motion: Thomas Barrett

Moves approval of the recommendation out lining the Board and staff training.

2nd: Miguel Garza

Motion Carries

Motion: Miguel Garza

Moves approval of the recommendations for committee structure.

2nd: Martin Diaz

Motion Carries

Finance Committee

1. The committee presented the financial statements for period ending 4-30-85.

Additional discussion was held on ways to increase our current funding base. On recommendation is to explore the potential of increasing services to include to Asian population Facelula

Motion: Thomas Barrett:

Moves approval of exploring services to include the Asian population. Existing committees will be used to clarify areas of concern.

2nd. Martin Diaz

Motion Carries

- 2. Staff reported on the status of the United Way requests currently under review. Funding decisions are to be made in October - November and distribution in January. President Bethke will follow up on the Minneapolis United Way Request.
- 3. Staff reported that L.S.A.C. had given a 6 month grant and requests an interview with President Bethke and Susan Conley during December 1985. The purpose of this meeting will be to review the status of the L.S.A.C. funded services to determine if an additional 6 months. Grant should be

released. Staff has been instructed to secure the names of the L.S.A.C. committee members prior to the December meeting.

Membership

No Report

Personnel Committee

1. The personnel Committee will be meeting to review the potential for developing a "Personnel Handbook" that would be handed out to new employees as opposed to distributing a full copy of the Personnel Policies. This meeting is scheduled for July 8, 5:30 P.M. at the office of Wesley Iijima.

Ad-hoc Annual Meeting Committee

1. A meeting of the Ad-hoc by-laws committee shall be held on July 17. Each committee should attempt to draft a general explanation of responsibilities to be added to the revised format.

Managing Attorney Report

1. Susan Conley reported that two summer law clerks were assigned to the office recently, Ms. A. Rosalina Pacheco and Mrs. Elizabeth Kuhns. Ms. Kuhns is an intern from Inver Hills Community College and Ms. Pacheco is a temporary

replacement for Elena Ostby. A proposal has been submitted and funded from The Minnesota State Bar Foundation to cover Ms. Pacheco's expenses.

Items of Interest

1. There will be employee evaluations scheduled during July for both the Legal Secretary and the Paralegal.

There is a noticable increase in the number of new intakes for the St. Paul and Minneapolis Office. The increase in new cases include requests for paternity and custody for individuals unable to qualify for assistance form Legal Aid programs.

Centro Legal was successful in winning a social security case in Federal Court.

Old Business

No Action

New Business

1. The Executive Committee scheduled meetings for the Board and Executive committee for the remainder of 1985.

Motion: Juan Lopez

Moves to approve the schedule developed by the Executive Committee for 1985.

2nd: Olivia Arredondo

Motion Carries

Motion: Olivia Arredondo

Moves to adjourn at 7:45 P.M.

2nd: Martin Diaz

Motion Carries

Respectfully,

Donn J. Vargas

CENTRO LEGAL. INC.

A NON-PROFIT COMMUNITY LAW OFFICE

179 E. ROBIE ST. ST. PAUL, MN 55107 (612) 291-0110

400 E. LAKE ST. MINNEAPOLIS, MN 55408 (612) 825-5503

MEMO

TO:

BOARD OF DIRECTORS

FROM:

IRENE GOMEZ-BETHKE

DATE:

SEPTEMBER 6, 1985

RE:

BOARD OF DIRECTORS MEETING

REMINDER!!!

Please mark your calanders, to ensure that you will remember that the September board meeting is scheduled for <u>September 12</u>, <u>1985 at 6:30pm</u>. The meeting will be at the St. Paul office of Centro Legal. If you will not be able to attend please call the office to notify staff.

BOARD OF DIRECTORS

IRENE GOMEZ-BETHKE President

MARTIN A. DIAZ, ESQ. Vice President/ Secretary

THOMAS J. BARRETT, ESQ

Treasurer

OLIVIA ARREDONDO

ANGELITA ESTRADA

MIGUEL GARZA

JUAN LOPEZ

CARLOS MARIANI

WESLEY IIJIMA, ESQ

SUSAN E. CONLEY, ESQ Chief Executive Officer Ble Daughters of the Copper Woman. ORR Bhston Susan Anderson 871-2222 wk 920-1383 hm Many A. Meeken Born: 927-4362 Verna Mikese 645-2791 Evon Bachaus 866-2378 6840 Sheridan toe So mplo, mn 55423

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36 P. Oaktil Or.

Mary Kennedy - Lamb 545 -3117 Thise. Que. no. 545 - Centro Legal, Inc.

Board of Directors Meeting

Date: 10-23-86 Time: 6:00 P.M.

MINUTES

PRESENT: Irene Gomez-Bethke (President)

Olivia Arredondo Angelita Estrada

Miguel Garza

Steve Hoffmeyer

Wes Iijima Juan Lopez

Carlos Mariani-Rosa

ABSENT: Thomas J. Barrett

STAFF: Susan E. Conley, Donn J. Vargas

President Gomez-Bethke called the meeting to order at 6:20 p.m.

Motion- Olivia Arredondo

Moves approval of the minutes from the July 10, Board Meeting.

Seconded: Steve Hoffmeyer

Motion Carries

Motion: Wesley Iijima

Moves approval of the agenda for the October 23, Board Meeting.

Seconded: Olivia Arredondo

Motion Carries

PRESIDENT REPORT

President Gomez-Bethke reviewed the report drafted from the Executive Committee meeting dated 10-1-86.

Items needing further action are:

1. The Personnel Committee with the Executive Director will draft a policy to identify appropriate Professional Membership for staff and eligibility requirements.

2. The Executive Committee will be formulating a plan of action for undertaking a strategic planning session in 1987.

Motion: Carlos Mariani-Rosa

Moves approval of the Executive Committee report.

Seconded: Wesley Iijima

Motion Carries

FINANCE COMMITTEE REPORT

Staff presented a draft of a recommended revised "Sliding Fee Schedule" for adoption. The proposed schedule is designed to reflect the weekly net income rather than the gross amount. The proposed schedule will allow for an increase in client elibibility as well as increase potential for revenue. Additionally, staff suggested that a \$25.00 administrative fee be charged to all clients when they sign the retainer agreement.

Motion: Juan Lopez

Moves approval of the recommended revised sliding fee schedule and \$25.00 administrative fee except where prohibited by funding services and INS.

Seconded: Steve Hoffmeyer

Discussion:

A \$25.00 administrative fee may probabilit Centro from being listed at I.N.S. as a free service provider and charging MCAA clients if refunded.

Substitute Motion- Wesley Iijima. Wesley's motion is in two parts;

- 1. Moves approval of the proposed revised sliding fee schedule, and
- 2. Initiate a 12 month pilot project- all client will be asked to donate up to \$25.00 Legal services provided will not reflect whether they paid or not.

Seconded: Juan Lopez

Discussion:

Do not force people to pay the \$25.00 administrative fee but do not discourage them either. Set up a revenue line item to reflect the \$25.00 donations. There being no further discussion the questioned was called and the motion carried.

Motion: Juan Lopez

Moves approval of 1985 audit and management. Letter as prepared by Bailey & Calof CPA

Seconded; Wesley Iijima

MOTION CARRIES

MEMBERSHIP COMMITTEE REPORT

Staff reported that of the 9 candidates for the Board vacancies all but 1 individual had been contacted. After repeated attempts to contact the person the deadline for securing a confirmation had passed. Therefore it was the consesus of the Board to remove that persons name from consideration.

ELECTIONS TO BOARD OF DIRECTORS:

The nominees were elected using a simple majority vote. The persons elected to fill the vacancies were;

Attorney Catagories

Tom Barrett Douglas Hall

Community Organizational Representative

Alberto Garcia Jr. Miguel Garza

Community Representatives

Reverand Sunthi Paul Chookiatsirichai Gualalupe Luna

Their term of office will expire November 1989.

Motion: Olivia Arredondo

Moves ratification of the newly elected Board Members

Seconded: Wesley Iijima

Motion Carries

PERSONNEL COMMITTEE

 The Personnel Committee submitted a draft of policy changes for Board consideration. The Board made additional recommendations.

Section 3, F. Holidays

- * Columbus Day will not be replaced with Dia de la Raza (October)
- * Floating holiday in lieu of Personal Day not in addition to.

Section 3. G. Leave Regulations, 1. Vacations

- * Existing employees will accrue vacation time at 6.25 hours per pay period after 1-87.
- * 4 weeks of vacation time equals 150 hours.

Section 3, G. Leave Regulations, 2. Sick Leave

* The decision to decide on whether there is to be a cap on sick leave, or compensation for unused sick leave was tabled and sent back to committee

Section 3, G. Leave Reulations, 9 Funeral Leave

- * Change administrative leave request for personal reasons to funeral reasons.
- * Significant other should be singular

Motion: Carlos Mariani-Rosa

Moves approval of the recommend policy changes and modifications.

Seconded: Juan Lopez

Motion Carries

ANNUAL MEETING AD HOC COMMITTEE

1. The committee chair reported that the 1986 Annual Meeting has tentatively been scheduled for November 13 at Boca Chica Restaurant. The guest speaker will be the Honorable Alberto Miera.

EXECUTIVE DIRECTORS REPORT

- 1. * Susan Conley distributed a copy of an article from Minnesota Lawyer, Vol. 1. Number 12 October, 1986. The article contained information about a case that staff attorney Martin A. Diaz was involved with.
- 2. * Staff distributed a copy of a fee schedule developed to assign a value for attorney time. This schedule will be used for applicable court cases.

Motion: Juan Lopez

Moves approval of the proposed attorney fee for service schedule.

Seconded: Olivia Arredondo

Motion Carries

3. * Susan Conley presented to the Board a request to consider an Administrative managment adjustment effective January, 1987. The proposal would be to separate the position of Executive Director-Managing Attorney to make it just managing attorney. The Administrator would then become the Executive Director. The issue of staff accountability would be worked out and the Executive Director and managing attorney would have equal but separate spheres of responsibility.

COMMENTS:

President Gomez-Bethke would like to have additional information to address the following questions:

- 1. Ultimate staff responsibility,
- 2. Staff flow chart,
- 3. Proposes salary structure and
- 4. Advantages vs. disadvantages.

These points should be clarified and a response made available at the next Executive Committee Meeting.

Motion: Juan Lopez

Moves to table this issue until the Executive Committee has had an opportunity to formulate a position to this request.

Seconded: Miguel Garza

Motion Carries

OLD BUSINESS

- The annual meeting to be held on November 13, should have an orderly procedure to prevent unnecessary confussion. Therefore, President Gomez-Bethke has proposed the following schedule of events.
 - 1. President Gomez-Bethke will introduce Board and Executive Director.
 - Susan Conley (Exec.Dir.) will present an operations report.
 - 3. President Gomez-Bethke will introduce guest speaker Judge Alberto Miera.
 - 4. Reception to follow.

NEW BUSINESS

1. Staff presented to the Board information (floor plancost adjustments) on office space located at 2929-4th Ave. So. This space is available Nov. 1, 1986 and coincedes with the termination of our current lease arrangements at 400 East Lake St. The proposed space offers a more usable work area than in now currently available. The cost of office construction would be prorated over a 12 month period and added to the monthly rent. The approximate monthly rent would be in the area of \$327.00.

Motion: Juan Lopez

Moves approval of the plan to move the Minneapolis office from 400 East Lake St. to 2929 -4th Ave. So. effective November 1, 1986.

Seconded: Olivia Arredondo

Motion Carries

2. * The next scheduled Board Meeting will be the 2nd Thursday in January, 1987. The major agenda item will be the election of corporate officers for 1987.

Motion: Juan Lopez

Moves adjournment at 8:50 P.M.

Seconded: Olivia Arredondo

Motion Carries

Respectfully,

Administrator

CENTRO LEGAL, INC.

BOARD OF DIRECTORS MEETING 10-23-86 6:00 p.m.

AGENDA

- 1. Call to order
- 2. Approval of the Board Minutes of 7-10-86
- 3. Approval of the 10-23 Board Meeting Agenda
- 4. Presidents Report
- 5. Standing committee Reports
 - A. Executive Committee
 - Finance Committee
 - C. Membership committee
 - 1. Board member elections for term 1986-1989
 - D. Personnel Committee
 - D. Personnel Committee

 E. Ad hoc annual Meeting committee Nov. 13th 8:00 pm

 Putive Directors Report

 Boca Chira \$6:50
- 6. Executive Directors Report
 - Agnecy Administration Change Over
 - B. Operations Report
- 7. Old Business Manual
- 8. New Business
- 9. Adjournment

CENTRO LEGAL INC.

BOARD OF DIRECTORS MEETING - MINUTES July 10, 1986 7:00 p.m.

Present: Olivia Arredondo, Tom Barrett, Steve Hoffmeyer,

Miguel Garza, Juan Lopez, Carlos Mariani-Rosa.

Absent: Irene Gomez Bethke, Angelita Estrada, Wesley

Iijima.

Staff: Susan Conley, Donn J. Vargas.

Guests: Pauline Bamford (Mpls. United Way Panel Liason)

Joe Reid (St. Paul United Way Panel Liason)

Meeting was called to order at 7:20 p.m. by Vice Chair Juan Lopez.

Motion - Tom Barrett

Moves approval of the April 10, Board Meeting Minutes.

2nd - Miguel Garza

Motion carries

Motion - Steve Hoffmeyer

Moves approval of the agenda with 1 addition. Under old business Add Directors Insurance.

2nd - Tom Barrett

Motion Carries

Presidents Report

With the absense of President Gomez-Bethke the report was tabled.

Standing Committee Report

Finance Committee:

1. Staff submitted financial reports for period 3-31-86, 4-30-86, and 5-31-86, for review and discussion

Motion - Tom Barrett

Moves financial reports as submitted

2nd - Carlos Mariani-Rosa

Motion Carries

2. Staff submitted a proposal "Document Translation" for schedule for reviewing by the Finance Committee.

Motion - Tom Barrett

Moves proposed document for schedule as submitted for a 3 month trial basis. At the end of 3 months staff is to return with a report.

2nd - Olivia Arredondo

Motion Carries

 Staff submitted a draft of the proposed 1987 operational draft for review and consideration by the Finance Committee.

Motion - Tom Barrett

Moves approval of the proposed draft - 1987 operation budget. This document will be used until a final draft is approve prior to January 1987.

2nd - Steve Hoffmeyer

Motion Carries

Executive Committee Report

1. The question of program services review and monitoring was presented to the Board for comment. Being that there is not a formalized "Program Committee" some other body will have to take responsibility for review.

Motion - Carlos Mariani-Rosa

Moves that the Executive Committee take responsibility for program review in 1987, and draft a report on strength and weakness of any to be presented to the Board.

2nd - Tom Barrett

Motion Carries

Membership Committee

 The Membership Committee submitted a draft of Board of Directors/candidate Questionnaire for discussion. Discussion - There was a recommendation to change the question from: "Why do you wish to be considered for a position on the Board of Directors of Centro Legal?" to "Would you consider a position of the Board of Centro Legal and why?"

Motion - Miguel Garza

Moves the submitted Candidate Questionnaire and amended.

2nd - Carlos Mariani-Rosa

Motion Carries

Personnel Committee

1. Staff submitted a draft of proposed Personnel Policy changes for review. The approved modifications will be effective January 87, an some changes will only affect new hires of 1-87. A brief recap of some proposed changes include; a cap on annual leave, change the accrual method for annual leave, put a cap on sick leave, and as an option staff to be compensated for unused sick leave over the cap limit or be allowed to continue to accrue.

Motion - Carlos Mariani-Rosa

Moves the draft as submitted, refine and resubmit in November in final form.

2nd - Tom Barrett

Motion Carries

Executive Directors Report

- 1. Sue Conley reported that there has been a marked increase in the number of intakes that both the St. Paul and Minneapolis office have noticed. The Minneapolis office has noticed an increase in consumer law, family law and Misc cases. The St. Paul office has noticed an increase in Immigration and family law cases.
- 2. Other matters included:

* United Way agency compaign

* New employee Tammy Lopez (CYET referral)
* Agency Computer search (Emspon, Tandy or IBM)

Old Business

1. Staff submitted a draft of the proposed Asian Legal Project for 1987. This project if funded will provide Civil Legal services to S.E. Asians in Minneapolis out of our Minneapolis Office.

Motion - Carlos Mariani-Rosa

Moves draft of working document (Asian Legal Project) to unitiate the funding search to begin operations in 1987.

2nd - Tom Barrett

Motion Carries

- The Ad hoc Benefit dance committee has decided to postpone any scheduled activity until all of the arrangements can be confirmed.
- The Ad hoc Annual meeting committee has narrowed down the options for consideration.
 - Option #1 Strohs Brewery Hospitality Room
 Deli Combination Plate
 Free Beer
 Security 8.50 per hour
 November 13, 1986
 - Option #2 Boca Chica Cash Bar Diner Combination Plates November 13,1986

Both options will include a local Key note speaker.

The recommendation by the Board was to actively persue Option #2.

4. Officers Liability

Staff reported that they are in the process of identifying Insurance Companies that will underwrite Offices Liability coverage. Anticipated levels of coverage would be \$500,000. or \$1,000,000. per Director

New Business

 The next Board meeting is scheduled for October 9, 6:00 p.m. at the St. Paul Office.

Motion - Steve Hoffmeyer

Being no further business moves adjournment

2nd - Olivia Arredondo

Motion Carries

Meeting Adjounred 8:10 p.m.

Respectfully

Donn J. Vargas



179 E. ROBIE STREET ST. PAUL, MN 55107 (612) 291-0110 400 EAST LAKE STREET MINNEAPOLIS, MN 55408 (612) 825-5503

TO: BOARD OF DIRECTORS

DATE: APRIL 7, 1986

FROM: IRENE GOMEZ-BETHKE

REPLY TO:

SUBJECT: SCHEDULED BOARD MEETINGS IN 1986.

DEAR COLLEAGUES:

IN AN EFFORT TO ASSIST YOU IN SCHEDULING BOARD MEETINGS FOR CENTRO LEGAL, THE BOARD OF DIRECTORS AT THE FEBRUARY MEETING, IDENTIFIED THE FOLLOWING DATES FOR BOARD MEETINGS IN 1986.

JANUARY
APRIL 10,
JULY 10,
NOVEMBER - ANNUAL MEETING —

AS YOU CAN SEE THERE ARE ONLY FOUR SCHEDULED MEETINGS IN 1986, SO IT IS IMPORTANT TO MAKE EVERY EFFORT TO BE PRESENT. UNLESS OTHERWISE NOTED, ALL MEETINGS WILL BE HELD IN ST. PAUL AT 6:00 PM.

Centro Legal, Inc. Board of Directors Meeting April 10, 1986 6:00 pm

ACENDA

- 1. Call to Order.
- 2. Approval of the April 10, 1986 Agenda.
- 3. Approval of the Minutes of the February 13, 1986 Meeting.
- 4. Presidents Report.
- 5. Standing Committee Reports.
 - A. Finance Committee _
- 6. Executive Directors Report.
- 7. Old Business.
- 8. New Business.
- 9. Adjournment.

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Centro Lega, Inc. Board of Directors Meeting February 27, 1986 Minutes

Present: Irene Gomez-Bethke (President), Angelita Estrada, Miguel Garza, Steven Hoffmeyer, Carlos Mariani-Rosa.

Absent: Olivia Arredondo, Thomas G. Barrett, Juan Lopez, Wesley Iijima.

Staff: Susan E. Conley, Donn J. Vargas.

A quorum was determined per the minutes of the Executive Committee meeting dated September 12, 1985.

I. Call to order at 7:00 pm.

President Gomez-Bethke welcomed and introduced the new Boardmember Mr. Steven Hoffmeyer.

1. Motion: Carlos Mariani-Rosa
Moves approval of the agenda for the February 27, 1986 Board
meeting.
2nd: Miguel Garza

Motion Carries.

2. Motion: Carlos Mariani-Rosa
Moves approval of the minutes of the annual meeting dated
January 22, 1986.
2nd: Steven Hoffmeyer

Discussion: re: Membership Committee Report dated January 27, 1986. There is some uncertainty as to the length of each Boardmembers term because the minutes of the annual meeting do not reflect expiration dates. Therefore, the expiration dates of each Boardmember shall be listed within this motion as well as the Board Roster.

EXPIRATION DATES OF BOARD MEMBERS

NAME	EXPIRATION DATE
Olivia Arredondo	November, 1987
Thomas G. Barrett	November, 1986
Irene Gomez-Bethke	November, 1988
Angelita Estrada	November, 1986
Miguel Garza	November, 1986
Steven Hoffmeyer	November, 1987
Wesley Iijima	November, 1988
Juan Lopez	November, 1988
Carlos Mariani-Rosa	November, 1987

Motion Carries.

A. Presidents Report.

President, Gomez-Bethke, thanked the members present for their

interest and support of Centro Legal, and welcomes them to another year of service.

President Gomez-Bethke read two letters that she received, from Boardmember Juan Lopez and Marilyn Vigil, Executive Director of the Neighborhood House.

The letter from Juan Lopez contained an apology for being absent from the Boardmeeting, due to his being in California at the time that the Boardmeeting was scheduled.

The letter from Marilyn Vigil contained an explanation of the ratinale used in setting the leasing rates at the Neighborhood House for calendar year 1986. The difference being an increase in rate by approximately 23%. Hoever, we were assured that future increases would be more in keeping with inflationary levels for consideration of adjustments.

B. Executive Committee Report

At the meeting of the Executive Committee on January 9, 1986, the members received and made recomendations on the following items:

Annual meeting: Due to the fact that the annual meeting was held in conjunction with a buffet dinner and an audience was present, items and comments that would normally have been made at a regularly scheduled Boardmeeting were held in reserve. This may have contributed to some uncertainty towards approved Board action and therefore must be addressed for subsequent meetings of this nature.

Recomendation - The ad hoc annual meeting committee should review the mechanics prior to the next scheduled annual meeting and present various options to the Board for approval.

Board of Directors Compliment: There is a diffinate need to groom current members to assume officer positions. However, with the limited number of Boardmembers, the potential restricts itself. Therefore, an increase of Boardmembers would automatically increase the number of potential officer candidates.

Recomendation - Increase each Board category by one person. Thereby increasing the Board complement from a maximum of 9 to a maximum of 12 people.

Officer Elections: At the first regularly scheduled Board-meeting, election of officers for 1986 shall take place. In the interest of increasing the number of candidates and positions, the current system should be modified.

Recomendation - The office of Vice-President/Secretary shall be separated creating two offices. The slate shall include: 1. President, 2. Vice-President, 3. Secretary, and 4. Treasurer.

Boardmeetings: The number of regularly scheduled Boardmeetings in the past had been from 10 to 12 in one calendar year,

and therefore the number set may be amended annually.

Recomendation - Given the current operating climate, the number of regularly scheduled Boardmeetings in 1986 be set 1 per quater. The exact date to be set by the Board of Directors.

Committee Structure: With a reduced meeting schedule for the Board of Directors, the committees of the Board shall take on a greater emphasis. Therefore, it is important to be sure that the standing committee be appropriate to the general operations.

Recomendation - The Executive Committee shall review the current committee structure and compliment. Make appropriate adjustments if needed and report back to the Board.

Motion: Carlos Mariani-Rosa

Moves to accept the Executive Committee report for the record as

submitted for further action.

2nd: Miguel Garza

Motion Carries.

C. BY LAWS

1. Motion: Steven Hoffmeyer
Moves the committee as a whole to discuss the amended By Laws
as submitted by the ad hoc By Laws Committee.
2nd: Miguel Garza

Motion Carries.

(Only those articles to be amended shall appear in the Minutes).

Articles III, Section B Composition and Election of Board of Directors.

The Board shall consist of twelve (12) ... members.

Each Director shall represent one of four categories: Attorney, Community, Organizational and at Large. The twelve Director Board shall consist of three persons who are admitted and currently licenced to practice law in the State of Minnesota; three persons from the community serviced by Centro, three persons who are representatives of community-based organizations which service low-income, distressed and/or underpriviledged persons; and three persons at large.

C. Term & Vacancy of Directors

Each elected Director shall serve for a term of three (3) years with the positions of four Directors ... meeting.

D. Removal of Directors

... Failure to notify an Executive Committee member or the Centro Legal Office ... absence.

- . E. Meetings and Quorum
 - ... Quater. At the first regularly scheduled meeting the Board shall decide on the number of meetings and specific dates for the current calendar year. ... President or four (4) ... notice. Seven (7)... business.
 - G. Powers of the Board

... incorporation and By-Laws, as, ... Centro.

Article IV OFFICERS

Section B. Terms of Office:

The ... one year ... election.

Section C. Duties of the President:

The President shall be the presiding chief and spokes person of Centro and shall appoint, with the advice of the Board, members to the standing and ad hoc committees. When appropriate and as necessary the President shall seek assistance from Boardmembers to carry out the duties of the office. The President shall be responsible for implementation of the decisions of the Board and shall make a full report of Centro's work at the annual meeting.

Section D. Duties of the Vice-President:

The Vice-President shall assist the President in performing his/ her duties and the Vice-President shall ... President.

Section F. Duties of Treasurer:

...election. The Treasurer shall be a member of the Finance Committee of the Board. The ... Centro.

Article V Committees

Section C. Finance Committee:

The Finance Committee is to composed of the Treasurer, at least one other Boardmember and at least one staff member from Centro.

Section D. Membership Committee:

The membership Committee shall consist of at least three (3) members.

Section E. Personnel Committee:

The Personnel Committee shall consist of at least three (3) Boardmembers ... officer.

Section F. Ad Hoc Committee:

The President ... Centro.

The President ... Committee.

Such ... President.

Article VI Members

Section C. Elections of Members:

Delete: No candidate shall be screened by the Membership Committee unless s/he is personnaly known to a member.

Article VIII Suspension and Expulsion

Section B. Complaints Against Members:

If the Board ... least seven of ... Centro.

Section C. Complaints Agains Directors:

If the Board ... least seven (7) ... Director.

Article X Amendments

These By Laws may be amended, but only by a two-thirds (2/3) vote of the Board of Directors present inperson at an annual meeting of Centro, or at a special meeting called in accordance with the provisions of these By-Laws after notice mailed ten (10) days before the meeting to each Boardmember: Such notice to contained a copy of the proposed amendment with a precise statement of the purpose thereof.

-000-

2. Motion - Steven Hoffmeyer

Moves approval to come out of a committee of the whole to approve the Amended By-Laws.
2nd: Miguel Garza

Motion Carries.

D. Elections

President Gomez-Bethke explained that officers of the Board serve a maximum of one (1) year terms and must be reelected or replaced at the first regularly scheduled Boardmeeting after the annual meeting. The offices to be filled are; President, Vice-President, Secretary, and Treasurer.

- 1. Motion Miguel Garza
 Moves the nomination of Irene Gomez-Bethke for President.
 2nd: Steven Hoffmeyer Approved by Acclamation.
- Motion Miguel Garza
 Moves the slate; Juan Lopez (Vice-President), Carlos Mariani-Rosa
 (Secretary), and Thomas Barrett (Treasurer).
 2nd: Steven Hoffmeyer Approved by Acclamation.
- E. 1986 Boardmeeting Schedule

The 1986 schedule Boardmeetings shall be held in the months of January, April, July, and November at 6:00 pm.

. F. Board Resolution

Changes of officers necessitates a Board resolution for approval of corporate signers of bank drafts.

1. Motion - Steven Hoffmeyer Moves approval of the following people to be authorized to sign bank drafts.

> Irene Gomez-Bethke (President) Juan Lopez (Vice-President) Carlos Mariani-Rosa (Secretary) Thomas G. Barrett (Treasurer) Susan E. Conley, Esq. (Executive Director)

2nd: Miguel Garza

Motion Carries.

1986 Committee Assignments

President Gomez-Bethke explained that the committees of the Board will assume a more important role in 1986 due to the reduced number of Boardmeetings scheduled. Therefore, it is incumbant upon all Boardmembers to commit themselves to full committee participation.

· The following committee assignments for the Boardmembers will be effective in 1986.

EXECUTIVE COMMITTEE

Irene Gomez-Bethke (Chair) Thomas G. Barrett, Esq. Juan Lopez Carlos Mariani-Rosa

FINANCE COMMITTEE

Thomas G. Barrett, Esq. (Chair) Juan Lopez

MEMBERSHIP COMMITTEE

Miguel Garza (Chair) Olivia Arredondo Angelita Estrada Wesley Iijima, Esq.

II. Motion - Steven Hoffmeyer Moves adjustment

Motion Carries.

Respectful

2nd: Miguel Garza

Being no further business, the meeting was adjourned at 9:30 pm.

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PERSONNEL COMMITTEE

Carlos Mariani-Rosa (Chair) Steven Hoffmeyer, Esq.

AD HOC ANNUAL MEETING COMMITTEE

Steven Hoffmeyer, Esq. Olivia Arredondo

Centro Legal, Inc. Board of Directors Meeting April 10, 1986 6:00 pm

ACENDA

- 1. Call to Order.
- 2. Approval of the April 10, 1986 Agenda.
- 3. Approval of the Minutes of the February 13, 1986 Meeting.
- 4. Presidents Report.
- 5. Standing Committee Reports.
 - A. Finance Committee
- 6. Executive Directors Report.
- 7. Old Business.
- 8. New Business.
- 9. Adjournment.

Centro Legal, Inc. Board of Directors Meeting July 10, 1986 6:00 p.m.

Agenda

- 1. Call to Order
- 2. Approval of the minutes from the April 10, board meeting.
- 3. Approval of the agenda of the July 10, board meeting.
- 4. Presidents Report.
- 5. Standing Committee reports.
 - A. Executive
 - B. Finance Committee
 - C. Membership Committee
 - D. Personnel Committee
- 6. Executive Directors report
- 7. Old Business
 - A. Status report of the Asian Legal project B. Status report of the benefit dance

 - C. Status report of the Annual meeting banquet
- 8. New Business
- 9. Adjournment

Centro Legal, Inc. Board of Directors Meeting Minute- 4/10/86

Present: Olivia Arredondo, Thomas Barrett, Irene Gomez-Bethke (President), Miquel Garza, Steve Hoffmeyer, Wesley Ijima, Juan Lopez, Carlos Mariai-Rosa

Absent: Angelita Estrada

Staff: Sue Conley, Donn J. Vargas

Meeting was called to order at 6:15 pm.

Motion: Juan Lopez

Moves approval of the agenda for the April 10 Board Meeting

2nd: Steve Hoffmeyer

Motion Carries

Motion: Carlos Mariani-Rosa

Moves approval of the minutes from the February 27, Board

Meeting.

2nd: Miquel Garza Motion Carries

Presidents Report

- 1. President Gomez-Bethke stated that the United Way has an "award for Excellance" that is given out each year to outstanding individuals associated with non profits as a volunteer. President Bethke feels that Centro Legal should participate in this process and will nominate a candidate at the Execative Committee.
- 2. Board meeting for 1986 have been scheduled and are January 16,

April 10,

July 10,

and November.

The date for the November annual meeting will be scheduled at the July 10 Board meeting.

3. The next Executive Committee meeting will be scheduled for May 14, 11:30 am. at the office of Tom Barrett.

Standing Committee Reports

A. Finance Committee

- * The committee presented the financial statements of January March 86 for review.
- * Currently there is a loan payable and a project to retire the loan in 1986 is under consideration. An ad hoc committee of Tom Barrett, Steve Hoffmeyer, Miquel Gonza and Juan Lopez will get together to draft a plan of action.
- * The 1986 budget is within projections to date, however a mid year review will be completed and a revised budget will be drafted. this will assist staff in working towards a balanced budget for 1986.
- * United Way proposals (Minneapolis-St. Paul) are to be submitted in July 86 for 1987 consideration.
- * I.O.L.T.A./L.S.A.C. proposals have been submitted for consideration. A request has been made for staff to contact Judy Rehak and ask for a copy of the review panels. With any luck we should be able to contact key people from L.S.A.C/I.O.L.T.A. and monitor the request process.
- B. Executive Directors Report
- * The first award of attorney fees paid to Centro Legal is for \$140.00. This is a result of a case that staff attorney Diaz was in charge of.
- * Staff is investigating the value of establishing a toll free number for outstate client use. The major consideration will be how cost effective this service will be for Centro Legal. Recommendation will be presented to the Executive Committee at their May 14 committee meeting.
- * Staff is in the process of drafting a potential scenario that would provide civil legal services to the Asian community within the Minneapolis area. We are currently meeting with a representative of an Asian Service provider to develop the necessary guide lines and criteria that would be needed in order to successfully address the legal needs of the Asian population. A resolution has been drafted and is being submitted to the Board of Centro Legal for ratification.

Motion; Tom Barrett Moves the following resolution

Whereas; United Southeast Asian Mutual Association, hereinafter referred to as USEAMA, is a community-based organization whose fundamental goal is to provide social services and other supportive services to the low-income Asian Community of Hennepin County and ajoining counties; and

Whereas; Centro Legal, Inc. is a legal services provider providing services to low and middle income Spanish-speaking peoples; and.

Whereas; both organizations believe it to be in their best interest to work cooperatively in providing increased legal resources to the low income Asian community member in Hennepin County;

Now, therefor, be it resolved as follows:

- 1. That a joint funding proposal shall be submitted by the two organizations for one (1) community worker/ paralegal position, said staff to work out of the Minneapolis office of Centro Legal and provide legal services to low-income and low middle-income Asian Minnesotans in Hennepin County and surround counties.
- 2. That such services shall consist of general civil representation with an emphasis in areas of immigration, family law, consumer law.
- 3. That these services shall be provided through multi-lingual staff persons.
- 4. That Centro Legal, Inc. shall be the service provider, but in order to facilitate outreach in the Asian community, as well as community input, Centro Legal shall develop an advisory board of interested Asian community members, and shall reserve one (1) board position for a member from the Asian community.

2nd: Olivia Arredondo Motion Carries

Old Business

* Staff distributed copies of updated Board listings and committee assignments.

New Business

- * Staff has been directed to call for Quates on Directors liability insurance and bring all information to the next Executive Committee meeting for further action.
- * Carlos Mariani-Rosa stated that a sister organization (Casa de Esperanza) is experiencing some difficulty in negotiating with the Dept. of Corrections for release of funds. A meeting has been scheduled to address the problems and identify solutions.

Motion: Carlos Mariani-Rosa

Moves Adjournment- 7:40 pm.

2nd: Tom Barrett Motion Carries

Respectfully,

Donn J. Pargas Administrator

CENTRO LEGAL, INC.

BOARD OF DIRECTORS MEETING 10-23-86 6:00 p.m.

AGENDA

- 1. Call to order
- 2. Approval of the Board Minutes of 7-10-86
- 3. Approval of the 10-23 Board Meeting Agenda
- 4. Presidents Report
- 5. Standing committee Reports
 - A. Executive Committee
 - B. Finance Committee
 - C. Membership committee
 - 1. Board member elections for term 1986-1989
 - D. Personnel Committee
 - E. Ad hoc annual Meeting committee
- 6. Executive Directors Report
 - A. Agnecy Administration Change Over
 - B. Operations Report
- 7. Old Business
- 8. New Business
- 9. Adjournment

CENTRO LEGAL INC.

BOARD OF DIRECTORS MEETING - MINUTES July 10, 1986 7:00 p.m.

Present: Olivia Arredondo, Tom Barrett, Steve Hoffmeyer,

Miguel Garza, Juan Lopez, Carlos Mariani-Rosa.

Absent: Irene Gomez Bethke, Angelita Estrada, Wesley

Iijima.

Staff: Susan Conley, Donn J. Vargas.

Guests: Pauline Bamford (Mpls. United Way Panel Liason)

Joe Reid (St. Paul United Way Panel Liason)

Meeting was called to order at 7:20 p.m. by Vice Chair Juan Lopez.

Motion - Tom Barrett

Moves approval of the April 10, Board Meeting Minutes.

2nd - Miguel Garza

Motion carries

Motion - Steve Hoffmeyer

Moves approval of the agenda with 1 addition. Under old business Add Directors Insurance.

2nd - Tom Barrett

Motion Carries

Presidents Report

With the absense of President Gomez-Bethke the report was tabled.

Standing Committee Report

Finance Committee:

Staff submitted financial reports for period 3-31-86,
 4-30-86, and 5-31-86, for review and discussion

Motion - Tom Barrett

Moves financial reports as submitted

2nd - Carlos Mariani-Rosa

Motion Carries

2. Staff submitted a proposal "Document Translation" for schedule for reviewing by the Finance Committee.

Motion - Tom Barrett

Moves proposed document for schedule as submitted for a 3 month trial basis. At the end of 3 months staff is to return with a report.

2nd - Olivia Arredondo

Motion Carries

 Staff submitted a draft of the proposed 1987 operational draft for review and consideration by the Finance Committee.

Motion - Tom Barrett

Moves approval of the proposed draft - 1987 operation budget. This document will be used until a final draft is approve prior to January 1987.

2nd - Steve Hoffmeyer

Motion Carries

Executive Committee Report

1. The question of program services review and monitoring was presented to the Board for comment. Being that there is not a formalized "Program Committee" some other body will have to take responsibility for review.

Motion - Carlos Mariani-Rosa

Moves that the Executive Committee take responsibility for program review in 1987, and draft a report on strength and weakness of any to be presented to the Board.

2nd - Tom Barrett

Motion Carries

Membership Committee

 The Membership Committee submitted a draft of Board of Directors/candidate Questionnaire for discussion. Discussion - There was a recommendation to change the question from: "Why do you wish to be considered for a position on the Board of Directors of Centro Legal?" to "Would you consider a position of the Board of Centro Legal and why?"

Motion - Miguel Garza

Moves the submitted Candidate Questionnaire and amended.

2nd - Carlos Mariani-Rosa

Motion Carries

Personnel Committee

1. Staff submitted a draft of proposed Personnel Policy changes for review. The approved modifications will be effective January 87, an some changes will only affect new hires of 1-87. A brief recap of some proposed changes include; a cap on annual leave, change the accrual method for annual leave, put a cap on sick leave, and as an option staff to be compensated for unused sick leave over the cap limit or be allowed to continue to accrue.

Motion - Carlos Mariani-Rosa

Moves the draft as submitted, refine and resubmit in November in final form.

2nd - Tom Barrett

Motion Carries

Executive Directors Report

- 1. Sue Conley reported that there has been a marked increase in the number of intakes that both the St. Paul and Minneapolis office have noticed. The Minneapolis office has noticed an increase in consumer law, family law and Misc cases. The St. Paul office has noticed an increase in Immigration and family law cases.
- 2. Other matters included:

* United Way agency compaign

- * New employee Tammy Lopez (CYET referral)
- * Agency Computer search (Emspon, Tandy or IBM)

Old Business

1. Staff submitted a draft of the proposed Asian Legal Project for 1987. This project if funded will provide Civil Legal services to S.E. Asians in Minneapolis out of our Minneapolis Office.

Motion - Carlos Mariani-Rosa

Moves draft of working document (Asian Legal Project) to unitiate the funding search to begin operations in 1987.

2nd - Tom Barrett

Motion Carries

- The Ad hoc Benefit dance committee has decided to postpone any scheduled activity until all of the arrangements can be confirmed.
- The Ad hoc Annual meeting committee has narrowed down the options for consideration.
 - Option #1 Strohs Brewery Hospitality Room
 Deli Combination Plate
 Free Beer
 Security 8.50 per hour
 November 13, 1986
 - Option #2 Boca Chica Cash Bar Diner Combination Plates November 13,1986

Both options will include a local Key note speaker.

The recommendation by the Board was to actively persue Option #2.

4. Officers Liability

Staff reported that they are in the process of identifying Insurance Companies that will underwrite Offices Liability coverage. Anticipated levels of coverage would be \$500,000. or \$1,000,000. per Director

New Business

 The next Board meeting is scheduled for October 9, 6:00 p.m. at the St. Paul Office.

Motion - Steve Hoffmeyer

Being no further business moves adjournment

2nd - Olivia Arredondo

Motion Carries

Meeting Adjounred 8:10 p.m.

Respectfully

Donn J. Vargas Administrator

Olivia Arredondo P.O. Box 6533 Minneapolis, Mn. 55406 (612) 870-4559 (H) Term Expires 11-87

Thomas J. Barrett, Esq. Popham, Haik, Schnobrich, Kaufman & Doty, Ltd. 1240 Amhcist Tower 55 West 4th Street St. Paul, Mn. 55102 (612) 333-4878 (W) Term Expires 11-89

Irene Gomez-Bethke 4949 Decatur Ave. No. New Hope, Mn. 55428 (612) 537-0469 (H) Term Expires 11-88

lev. Sunthi Paul Chookiatsirichai 2718 Bryant Ave. No. Minneapolis, Mn. 55411 (612) 588-1604 (H) (612) 721-1681 (W) Term Expires 11-89

Alberto Garcia Jr. 1705 4th Ave. No. Minneapolis, Mn. 55405 (612) 374-1536 (H) Term Expires 11-89

Miguel Garza
Neighborhocd Justice Center
464 South Robert Street
St. Paul, Mn. 55107
(612) 227-8497 (W)
Term Expires 11-89

Douglas Hall, Esq.
Legal Rights Center
808 East Franklin Ave.
Minneapolis, Mn. 55404
(612) 871-4886 (W)
Lerm Expires 11-89

Steven Hoffmeyer, Esq.
7138 Carmen Ave.
Inver Grove Heights, Mn. 55075
(612) 297-1688 (W)
Term Expires 11-87

Wesley Iijima, Esq.
U.A.W.-Ford Legal Services
2233 University Ave.
St. Paul, Mn. 55114
(612) 641-0647 (W)
Term Expires 11-88

Juan Lopez 415 West Baker St. Paul, Mn. 55107 (612) 348-2099 (W) Term Expires 11-88

Guadalupe Luna, Esq.
37 Thomas Ave. So.
Minneapolis, Mn. 55405
(612) 377-3828 (H)
Term Expires 11-89

Carlos Mariani-Rosa Mn. Council of Churches 122 West Franklin Ave. Minneapolis, Mn. 55404 (612) 870-3605 (W) Term Expires 11-87

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CENTRO LEGAL, INC. BOARD OF DIRECTORS 1986-1987

- Olivia Arredondo P.O. Box 6533 Minneapolis, Mn. 55406
- Thomas J. Barrett, Esq. Popham, Haik, Schnobrich Kaufman & Doty, Lts. 1240 Amhoist Tower 55 West 4th Street St. Paul, Mn. 55102
- 3. Irene Gomez-Bethke Instituto De Arte Y Cultura 3507 Chicago Ave. So. Minneapolis, Mn. 55407
- 4. Rev. Sunthi Paul Chookiatsirichai Pillsbury United Neighborhood Ser. 2529 13th Ave. So. Minneapolis, Mn. 55404
- 5. Alberto Garcia Jr.
 Centro Cultural Chicano
 1800 Olson Memorial Hwy.
 Minneapolis, Mn. 55411
- 6. Miguel Garza
 Neighborhood Justice Center
 464 South Robert St.
 St. Paul, Mn. 55107
- Douglas Hall, Esq. Legal Rights Center 808 East Franklin Ave. Minneapolis, Mn. 55404
- 8. Steven Hoffmeyer, Esq.
 Human Rights Dept. of Mn.
 Bremer Tower
 7th Place & Mn. Streets
 St. Paul, Mn. 55101

- 9. Wesley Iijima, Esq. U.A.W.-Ford Legal Ser. 2233 University Ave. St. Paul, Mn. 55114
- 10. Juan Lopez
 Hennepin County
 Government Center A-305
 300 South 6th Street
 Minneapolis, Mn. 55487
- 11. Guadalupe Luna 37 Thomas Ave. So. Minneapolis, Mn. 55405
- 12. Carlos Mariani-Rosa
 Mn. Council of Churches
 122 West Franklin Ave.
 Minneapolis, Mn. 55404

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179 E. ROBIE STREET ST. PAUL, MN 55107 (612) 291-0110 400 EAST LAKE STREET MINNEAPOLIS, MN 55408 (612) 825-5503

TO: BOARD OF DIRECTORS

DATE: 10/2/86

FROM: IRENE GOMEZ-BETHKE

REPLY TO:

SUBJECT: RESCHEDULED BOARD MEETING:

DEAR COLLEAGUES:

DUE TO CIRCUMSTANCES BEYOND OUR CONTROL IT HAS BECOME NECESSARY TO RESCHEDULE OUR BOARD MEETING FROM OCTOBER 9, UNTIL OCTOBER 23. THE TIME (6:00pm) AND PLACE (ST. PAUL OFFICE) REMAIN THE SAME. PLEASE CALL IF YOU WILL NOT BE ABLE TO ATTEND. THANKYOU FOR YOUR ATTENTION TO THIS MATTER.

RESPECTFULLY:

CENTRO LEGAL, INC.
Board of Directors Annual Meeting
1-22-86 7:30 p.m.

MINUTES

Present: Olivia Arredondo, Thomas Barrett, Irene

Gomez-Bethke, (President), Miguel Garza,

Juan Lopez, Carlos Mariani-Rosa.

Absent: Angelita Estrada, Wesley Iijima

Staff: Susan E. Conley, Martin Diaz, Elisa Ybarra,

Betty-Jo Zepeda, DJV

Meeting was called to order at 7:45 p.m.

President Gomez-Bethke opened the meeting by commending the Ad hoc annual meeting committee on a job well done.

Motion: Juan Lopez

Moves approval of agenda

2nd: Olivia Arredondo

Motion carries

Motion: Tom Barrett

Moves approval of the minutes dated 10-10-85

2nd: Olivia Arredondo

Motion carries

PRESIDENT'S REPORT

President Gomez-Bethke stated that the Presidents report will be part of the Executive Committee report.

EXECUTIVE COMMITTEE REPORT

Motion: Tom Barrett

Moves approval of the Executive Committee report.

2nd: Juan Lopez

Discussion--amend item #1 under new lease for the St.

Paul office to read that the level of rate increase will

not be an annual automatic increase.

Motion carries as amended

Motion: Juan Lopez

Moves approval of the 1986 operational budget as submitted.

2nd: Olivia Arredondo

Motion Carries

Motion: Tom Barrett

Moves approval of the 1984 audit as completed by Bailey and Calof.

2nd: Juan Lopez

Motion carries

FINANCE COMMITTEE REPORT

Motion: Tom Barrett

Moves approval of the Finance Committee report as submitted.

2nd: Olivia Arredondo

Motion carries

MEMBERSHIP COMMITTEE REPORT

There were 4 vacancies to be filled on the Board of Directors. Three vacancies occured due to term termination and one vacancy was due to a resignation.

Motion: Juan Lopez

Moves approval of Mr. Steve Hoffmeyer to fill the term vacated by the resignation of Martin Diaz.

2nd: Miguel Garza

Motion carries

The three vacancies that have occured due to term completion are one slot from each catagory, and would be filled by three year terms.

Motion: Miguel Garza

Moves the slate of Irene Gomez-Bethke, Wesley Iijima, and Juan Lopez.

2nd: Carlos Mariani-Rosa

Motion carries

Motion: Carlos Mariani-Rosa

Moves Membership Committee report as presented with addition of adding the name of Mr. Steve Hoffmeyer to the list of candidates to fill the vacancy of Martin Diaz.

2nd: Miguel Garza

Motion carries

Ad hoc By-law Committee

The amended By-laws were distributed for board action.

Motion: Carlos Mariani-Rosa

Moves to table action on the By-laws until the next regular scheduled board meeting.

2nd: Tom Barrett

Motion carries

EXECUTIVE DIRECTOR'S REPORT

Susan Conley reported that the funding in 1986 should be more stable, due to the fact that both St. Paul and Minneapolis United Ways became funders, and contracts with MCAA, IOLTS and LSAC were renewed.

There are two new staff people on board, Ms. Sandra Campos nd Mr. Martin Diaz and we now have full complement

at our Minneapolis office.

Client statistics for the metro area were as follows:

Ramsey County	60
Hennepin County	35
Hispanic	75
Limited English Proficient	75
Immigration	55
Family Law	20
Misc.	Balance

Community Education services included presentation to

Neighborhood Justice Center Spanish Speaking Affairs Council Various community groups Development of Bilingual-community education material for office use.

Staff at the St. Paul office includes Betty-Jo Zepeda Lisa Ybarra, and Karen Ellingson from SMRLS.

It was a good year overall, we overcame some hurdles and are looking forward to 1986.

Old Business

None

New Business

None

Motion: Tom Barrett

Moves adjournment

2nd: Olivia Arredondo

Motion carries.

Meeting adjourned at 8:30 p.m.

Respectfully,

Donn Vargas Administrator

DV:slc

CENTRO LEGAL, INC.
Board of Directors Meeting
2-1/3-86 6:30 p.m.

"Duly noted for By-Law change"

AGENDA

- 1. Call to Order 21
- 2. Approval of the 2-13-86 agenda
- 3. Approval of the Minutes 1-22-86 meeting
- 4. Presidents Report
- 5. Standing Committee Reports
 - A. Executive Committee
 - B. Ad hoc By-law committee_
- 6. Executive Directors Report
- 7. Elections of officers

President Vice-President Treasurer Secretary

- 8. Schedule 1986 Board meetings
- 9. Old Business
- 10. New Business
- 11. Adjournment



179 E. ROBIE STREET ST. PAUL, MN 55107 (612) 291-0110

400 EAST LAKE STREET MINNEAPOLIS, MN 55408 (612) 825-5503

TO:

BOARD OF DIRECTORS

DATE:

2/18\$86

FROM: IRENE GOMEZ-BETH

REPLY TO:

SUBJECT: RESCHEDULED BOARD MEETING

DEAR BOARD MEMBERS:

DUE TO INCLEMENT WEATHER, THE BOARDMEETING ORIGINALLY SCHEDULED FOR THRUSDAY FEBRUARY 13, HAD TO CANCELLED. THEREFORE, THE MEETING HAS BEEN RESCHEDULED FOR THRUSDAY FEBRUARY 27, 6:30 pm. AT THE ST. PAUL OFFICE. AS PER THE AGENDA, WE WILL BE ELECTING OFFICERS FOR 1986, SO IT IS IMPORTANT FOR ALL BOARDMEMBERS TO BE PRESENT. PLEASE CALL IF YOU ARE UNABLE TO ATTEND.

CENTRO LEGAL, INC. BOARD OF DIRECTORS ANNUAL MEETING

JANUARY 22, 1986

6:00 p.m.

AGENDA

- Call to Order 1.
- Approval of Agenda
- Approval of Board Meeting Minutes of October 10, 1986.
- 4. President Report
- 5. Standing Committee Reports

Myuda. Executive Committee

B. Finance Committee

C. Membership Committee 86 W. ra D. Ad hoc By-Laws Committee 84 audi

Executive Directors Report

Old Business

New Business

Adjustment

approved terms for steven for steven for meter

7.6.11,1986 agendo. St. Paul 6:30p.m. 1. Elections - Explain Office (Positions)
Process I Open Nomination hours

Process I Open Nominatio Comment. Exer 168. Commender of the Sure of the Character of the Ch 1.D. com. elec Chair. Juan lopy-Exec. Com. V. Pry Careos Mariani Rosa. Minutes, Call to order 2, ap - aymon 2. ap - ayında 3. ap. humiles 4. Executive Com. Report