



**Chicano Latino
Affairs Council**
State of Minnesota

BOARD MEETING MINUTES MAY 19, 2007

Present:

Board members: Elia Bruggeman, Adriana O'Meara, Edgardo Rodriguez, Sonia Hohnadel, Teresa Dawson, Maricruz Hill

State Legislature members: None attended due to being in session.

CLAC Staff: Rogelio Muñoz, Gladys Rodriguez, Rosa Tock, Oscar Echandi

Community Members: None

Absent:

Board members: Heladio Zavala, Dr. Louis Gonzales

Meeting:

Vice-Chair Teresa Dawson called the meeting to order at 10:07 AM.

Vice-Chair Dawson asked for a motion to approve agenda. A motion was made by Edgardo Rodriguez and seconded by Adiana O'Meara, the motion passed unanimously.

Vice-Chair Dawson asked for a motion to approve the board meeting minutes from the April 21, meeting. Sonia Hohnadel asked for a correction to the minutes noting the event board member Hohnadel had materials at a table display was for Dia de la Familia in Moorhead not Cinco de Mayo. A motion was made by Sonia Hohnadel to approve minutes with changes, seconded by Edgardo Rodriguez. The motion passed unanimously to accept the minutes with changes.

Executive Director Report

Director Muñoz thanked the board for his evaluation. He indicated he accepted some of the comments as constructive and helpful.

This year the council participated in the Cinco de Mayo event where the bilingual directories were handed out along with other information of the council. Edgardo Rodriguez suggests that next year the council can join with another organization at the event. Maricruz Hill offered that US Bank welcomes such partnerships.

In the preparation for the council's 30 year anniversary, the staff attended the Asian pacific dinner to get information and ideas for CLAC's 30th Anniversary in 2008. Awards were given out to leaders of the Asian community. The council can also present awards to community organizations and leaders that have made an impact and contributions within the Chicano/Latino communities across the state. A mandate of the council is to publicize the accomplishments of the Chicano/Latinos and their contribution to the state.

Edgardo Rodriguez suggested that the congressional district map distributed in today's board packet be added to the board manual. Executive Director commended staff Gladys Rodriguez for her work on the congressional district map.

The Executive Director shared his reconsideration and revision discussion with the Design Company on the design of the logo and presented the board with a new logo alternative. The board members expressed their appreciation for the work and shared their preference for this new design. Munoz explained the idea behind the mosaic structure exemplifies the diversity of the Chicano/Latino communities, a mosaic of people and cultures coming together.

Action Item #1: Order business cards for board members.

Sonia Hohnadel motions to accept the logo to be use on all of the council's publication materials. Edgardo Rodriguez seconded the motion and it passes unanimously.

Treasurer's Report

The council has adhered to budget recommendations to spend money responsibly. Year-to-date the council has spent \$160,685.20 and has encumbered \$137,601.00 to date, with a balance of \$55,713.80 left expend by the end of the fiscal year, June 30th.

Proposed Agenda Revision

Edgardo Rodriguez proposes to finish all board business and then move to the Organizational Excellence project status update. Board members concur.

New Business

Rodriguez asked for a discussion regarding Heladio Zavala's term on the board. His term expired on January 1, 2007, but because no appointments have been made to cover his district, he has been able to continue to serve on the board. Zavala had indicated at previous board meetings that he had not submitted his application for re-appointment. In an email to the Board this past week, Zavala expressed that the council was in very strong with the present Board members and felt that he could exit his time on the Board, leaving it in good hands.

Edgardo Rodriguez noted that per statute he does not need not to re-apply. He quoted that MN Statute 15.059 (subdivision 2) reads: "If a successor has not been appointed by the July 1 after the scheduled end of a member's term, the term of the member for whom a successor has not been appointed shall be extended until the first Monday in January four years after the scheduled end of the term."

Edgardo Rodriguez proposed that someone approach Zavala, and inform him that it is the desire of the Board, that he continue to serve as the representative of his congressional district and that the Board has agreed to relieve him of his duties as Chair, in an effort to release him of this responsibility if it is his wish.

It was recommended that a letter be composed and sent to Zavala informing him of the discussion regarding his reappointment and request that he clarify what his decision is in continuing to serve on the board. Maricruz Hill stated that the letter should come from a Board member and agreed to sign the letter.

If Zavala request that he be relieved of his duties as Chair, the board will at that time call for an election for a new chair. A call for nominations will then go out to the full Board.

The executive director directed to author a letter to Annie Paruccini, expressing the desire of the Board to have Heladio Zavala re-appointed, as he is a valuable asset to the council because of his knowledge of precedence and history of the Board's efforts, quoting MN Statute 15.059 (subdivision 2). A motion

was made by Elia Bruggeman, seconded by Adriana O'Meara, and the motion passed unanimously. It was recommended by Hohnadel that the letter be signed by Teresa Dawson, as Vice Chair. Bruggeman shared that she would like to review the statute and would help with the letter to Paruccini.

Action Item #2

Per the board's request, the Executive Director's charge is to:

Compose a letter to Heladio Zavala requesting clarification of his interest to serve on the CLAC Board of Directors (represent his district or as an at-large member) and ask if he would like to be relieved of the Chair position.

Author a letter to Annie Paruccini, Director of Board and Commission Appointments Office of the Governor, Tim Pawlenty, supporting the reappointment of Heladio Zavala to the Council. The Board asked that the letter express the board's opinion that Zavala is a valuable asset to the council due to his history with the council and his knowledge of precedence. The letter should also cite MN Statue 15.059; as interpreted, that if no one is appointed by June 30, then Heladio Zavala automatically is re-appointed to continue serving on the board.

(5 min. break)

Organizational Excellence Project, Status Update

(See project review for full update)

Rita Garcia, Business Partners Plus, Inc., presented on the purpose of the project of organizational excellence and its areas of focus stating that the goal is to maximize the impact of the Council defining the way the council works with the Chicano/Latino communities and the state government. Garcia stated that the Council should be reflected as primary stakeholders to the state legislature/the Governor, and to the Chicano/Latino communities. This is realized by serving the charter and 9 legislative goals and by capturing the voice of the Latino community, publishing research, and producing recommendations that are relevant to state policy and its budget.

The Biennium calendar was presented and defined in four quarters. The First year of the biennium is defined as a *Policy* year and the second is a *Budget* year. Currently, we are in a Budget year (ending fiscal year June 30, 2007) and we are entering a Policy year beginning in July 1, 2007.

Elia Bruggeman motioned to accept the Biennium Calendar as part of the council's strategic planning. The motion was seconded by Maricruz Hill, and the motion carried unanimously.

A Legislative session detailed plan was presented. It was explained by Garcia that the Board of Directors is a governing body that provides strategic direction and oversees the budget of the council. Board members are engaged with contact with legislators, key Chicano/Latino leaders and within community dialogues within their congressional district.

Work processes:

Garcia covered the implementation and execution of the proposed plan. She explained that the work processes define the way work is to be completed and implemented by action plans, while staying in compliance with state policy and procedures. Garcia further explained that the Council has already adapted an agenda based meeting management style that will maximize the value of staff and board meetings by defining the purpose, objectives and expected outcomes. An Action Item management style agenda provides the executive director with the direction to manage the work of the council and it also assists the staff in the management of their time and productivity.

Issues Brief

The Issues Brief will serve as the primary communication tool in informing the legislators and the Governor of proposed legislative recommendations. The legislative director will complete the research and resolution to present to the Board for their approval during the Board Retreat. The board would then provide input and if approved will recommend the briefs be sent out in October/November of the legislative cycle for consideration by legislators to author bills.

Community engagement

Garcia shared that these events will provide a forum and format for the Chicano/Latino communities to provide input regarding issues to be integrated in the CLAC position statements. The CLAC Community Liaison has strategically selected three cities to begin the community forums and they are: Worthington, Willmar and Moorhead. The objective is to gather direct input from key leaders, maximize contact with Latino residents, contribute voice to research, and engage CLAC board members with the community.

Control book

Garcia, inviting the input of CLAC's Administrative Assistant, Gladys Rodriguez shared that the purpose of the Control Book is to provide a reference for conducting business for and within the Council. The book also provides information to support the work of the staff. This is a mobile reference tool for staff and board members to access important CLAC information. It was suggested that the content of the control book be managed for privacy and security reasons.

Marketing & Communications

Garcia explained that the purpose of the Marketing & Communication efforts of CLAC should be to increase the public awareness of the Council, building the recognition of the Council as the "voice of the Chicano/Latino community". Renewing the Council's presence with the state and introducing the new logo, will enhance the image of the council. The logo will be utilized in all forms of communication and will be used on mementos and promotional items in efforts to increase the Council's contact and exposure across the State. CLAC has also contracted to revise and enhance its web site with influential information available to the community and state agencies.

Board members expressed interest in having a secured access to the web site where they can obtain information on statutes, manuals and work progress.

Action item #3

The Executive Director was asked to research with The Design Company if a private log-in for board members can be created and to find out if there will be a required fee.

Board Members then discussed the opportunities the *30-year-anniversary* of the council will provide. One suggested opportunity was that CLAC could partner with radio and newspapers to reflect on the state government's interest in capturing the voice of the Latino community. An event, such as that of the Asian Pacific Council, could elevate the exposure of the Chicano Latino Affairs Council, celebrating the 30-year-anniversary.

Having no more items to discuss, the Board meeting was adjourned at 1:30 p.m. by Vice-Chair Teresa Dawson.

Minutes provided by Gladys Rodriguez, CLAC Administrative Assistant
Reviewed and Respectfully Submitted by Board Secretary Sonia Hohnadel