

Chicano Latino Affairs Council Board of Directors Meeting Minutes- REVISED

Location: MN Humanities Center

Date: August 21, 2010



Chicano Latino Present: Nicholas Juarez, Chair; Maricruz Hill, Vice-Chairwomen; Edgardo Rodriguez, Treasurer; BM Mario Vargas; BM Teresa Dawson; BM Michael Rosario; BM Rebecca Sedarski; BM Alma Garay-Lehn; BM Adriana O'Meara; BM Francisco Morales (via phone)

Staff: Hector Garcia, Executive Director; Gladys Rodriguez, Admin. Assistant; David Espinoza, Communications Specialist Visitor: Rita Garcia, BBP, Facilitator

Agenda Item	Discussion/Action Summary/Motions Adopted	Follow-Up/Timeline	Person(s) Responsible
Welcome & Review of Agenda	The meeting was called to order at 8:03 a.m. by Council Chairman Juarez. Quorum was established. The agenda was		
	presented with the purpose and outcomes.		
	Board Treasurer E. Rodriguez made a motion to accept the agenda without changes; BM T. Dawson seconded the Motion,		
	all in favor. Motion carried unanimously. The agenda was adopted.		
Rita Garcia - Facilitation	Council Chairman Juarez presented Rita Garcia, Business		
discussion alignment of	Partners Plus, who was contracted to facilitate the workshop.		
purpose and establish direction for FY 2011	The purpose of the workshop is to gain alignment on the work of the Council and get a common ground and a sense of how		
unection for F1 2011	the work is done.		
	Board Treasurer E. Rodriguez proposes that the Council		
	should have an annual alignment to effectively establish the plan and bring together staff and Council members. Perhaps it		
	could be done during the retreat every year.		
	To gain perspective for the workshop, R. Garcia sent a survey		
	to the board members, and then proceeded to interview the		

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	executive committee and executive director.		
	During this process, the following input was gathered: Executive Committee: ✓ Alignment needed between Council & Staff for CLAC success; ✓ Key role: provide advice & recommendations to Governor & legislatures ✓ Base line to Operational Excellence: what; when; how; who; ✓ Refresh & gain concurrence on CLAC biennium calendar & action plan; ✓ Insure Council involvement & concurrence to positions & recommendations.		
	Council Member Survey: ✓ Positive assessment of Council Member & Team; ✓ Concern regarding operations & serving legislative goals; ✓ Align Council members & staff in work of CLAC; ✓ Engage Council Members in congressional district activity & committees.		
	 Suggestions made by BM: The Council should create a process in which to engage the office of the Governor and the government agencies. CLAC needs to be very visible to the legislature and to the governor's office and present itself as a valuable resource to the state. 	← action item Draft action plan to engage Governor and his office	H. Garcia/ Executive committee
	 Inform Board Members 45 days prior to their term 	← action item	H. Garcia
	 expiring. Provide orientation to new board members on the operational excellence, time and commitment to the Council. 	← action item	H. Garcia H. Garcia/Executive
	Create an editorial committee to review articles produced	← action item	committee

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	 by ED before they are published. Committee structures are very important because of quarterly meetings and committees needs to work prior to the meetings to work on policy issues and get approval on documents during Board meetings. Develop a guide for the committees that include expectations and responsibilities of each committee and its members. Perhaps the Chair of each committee should meet with the ED to create an action plan and clarify roles and responsibilities. The Finance committee is a good model to follow. 	← action item	H. Garcia/ Committee Chairs
	The Biennium Report is to be submitted to the Governor and State Legislature by November 15 of each even year. It should present the work that was done and the work that CLAC is set to do.	← action item When report is finished, send report to Federal representation	G. Rodriguez
	Secured website: Update content of page and change password. Provide new code to new board members The Biennium Calendar/Action Plan guides the work of the Council. Changes were made directly to the calendar/plan. BM Garay-Lehn recommends that the Board election should take place in the month of May so that new officers begin their work in August to be aligned with the fiscal year. Changes were made to the Calendar and Action Plan.	← action item	D. Espinoza
	Board Treasurer E. Rodriguez makes a motion to approve the proposed Biennium Calendar with the changes as recorded by David Espinoza, CLAC's Communications Specialist; Vice-Chairwomen M. Hill seconded the motion, all in favor. Motion carried unanimously.	← action item Make changes to Biennium Calendar/Action Plan	D. Espinoza

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	BM A. Gray-Lehn makes a motion to approve the Council	← action item	H. Garcia
	Action Plan as adjusted; Board Treasurer E. Rodriguez	Send updated	
	seconded the motion, all in favor. Motion carried	documents to BM	
	unanimously.		
Review and approve minutes	The minutes were reviewed.		
	BM A. O'Meara made a motion to approve the minutes		
	without any changes; Board Treasurer E. Rodriguez seconded		
	the motion, all in favor. Motion carried unanimously.		
	The minutes for the Executive Committee Meeting were	← action item	H. Garcia
	submitted by Council Secretary A. Lizano and are awaiting	Revise minutes and	
	approval of the ED.	send to Board Members	
Treasure's Report	Board Treasurer Rodriguez presented on CLAC's financials.	← action item	
FY2010	FY 10 closed on June 30, 2010, but some encumbrances are yet	BM A. O'Meara	H. Garcia
FY2011	to be closed.	requested the	
FY11 recommendations		Treasurer's report	
	The Council operated with an approved reduced budget of	(send complete	
	\$292,000 and received \$8,122 reimbursement from the Heritage	presentation to BM)	
	Funds. The estimated total expenses: \$285,650		
	Estimated carry forward to FY11: \$ 14,472. Staff believes this		
	could be higher as encumbered projects are closed out.		
	Staff presented a balanced budget for FY 11 that includes the		
	operational budget of \$289,000, in addition to the carry-		
	forward from FY 10.		
	The upside potential is that the Council has available \$7,869		
	from the Humanities Center contract, currently in place. Other		
	revenues include \$30,000 from the Humanities Center for a		
	new contract for FY 11 and the Otto Bremer Funds awarded to		
	CLAC in the amount of \$20,000.		
	Treasurer Rodriguez congratulated staff for a good job with the		
	budget.		

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Executive Director's Report	Director H. Garcia presented on the Council's activities since May 2010. Board Treasurer E. Rodriguez commented that CLAC has not been following any bill recommendations as it should be doing.	← Revised wording (E. Rodriguez)	
	Garcia continued to present his proposed organization chart that included the position descriptions for the Executive Director, Communications Specialist, and Research & Management Analyst (RMA) positions. The RMA position is currently encumbered at 70 hrs + single benefits		
	In addition, the Economic Development Committee, Arts & Cultural Committee, Policies and Procedures Committee and a Health Committee were proposed to be included as part of the Structure to Succeed chart.		
	BM M. Vargas recommends revising and updating the Director's job description to include the new items proposed by ED. The same with the staff job description. They need to reflect the changes being made.	← action item Revise ED's JD Revise staff JD	Executive Committee H. Garcia
	Board members strongly recommend that all communication need to go out from the ED to the board before going out to public, and all communication needs to go out from Director Garcia's email not staff.		
	BM A. Garay-Lehn makes a motion to approve the proposed structure to succeed with the changes made; BM T. Dawson seconded the Motion. Eight Board Members in favor, One abstain (E. Rodriguez). Motion carried.		
Legislative Committee	The Legislative Committee has been meeting frequently to discuss immigration issues. As an outcome, the Fact Sheet and Position Statement have been revised to reflect new data.		

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-	The Position Statement will be adjusted in December when	_	
	new statistics from Census comes out.		
	BM M. Vargas makes a motion to approve and accept the		
	Position Statement on Immigration; Treasurer E. Rodriguez		
	seconded the Motion. All in favor, Motion carried		
	unanimously.		
	The bulk of statistics on the Immigration Fact Sheet was		
	updated, still more research is needed. The committee is		
	researching the economic impact to the state of MN and will		
	have an updated document during the November meeting.		
	BM A. Garay-Lehn makes a Motion to approve the		
	Immigration Fact Sheet; Treasurer E. Rodriguez seconded the		
	Motion, All in favor. The Motion carried unanimously.		
Arts & Cultural Legacy	Committee Chair M. Vargas presented an update on the Arts &		
Committee update	Cultural project. The outcome is a video project produced by		
	TPT in collaboration with CLAC and the Humanities Center. A		
	15-minute video was presented.		
	The committee will be evaluating the current contract with the		
	Humanities Center and will be amending some on the content		
	and language. In addition, the committee will work with		
	Director Garcia to draft a contract for FY 11 with a project and		
	outcomes.		
Board Elections	Nominations for officers:		
	Chair		
	BM T. Dawson nominates BM M. Vargas		
	BM A. O' Meara nominates M. Rosario		
	Vice-Chair		
	BM M. Rosario nominates BM A. Garay-Lehn		
	BM A. O'Meara self-nominates		

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	Secretary		
	Chair N. Juarez nominees BM R. Sedarski		
	No other nominees		
	Treasurer		
	BM A. Garay-Lehn nominates BM A. O'Meara BM M. Rosario nominates BM A. O'Meara		
	BM A. O'Meara nominates BM F. Morales		
	DIVI A. O Meara nominates DIVI F. Morales		
	New Officers (July 2010 to May 2011):		
	Chair: M. Vargas		
	Vice-Chairwomen: A. Garay-Lehn		
	Secretary: R. Sedarski		
	Treasurer: A. O'Meara		
Committee review and	Committee's were formed and established.		
formation			
	Finance Committee:		
	Treasurer, Council Chair and Executive Director		
	Community Relations Committee:		
	BM M. Hill and BM M. Rosario		
	Health Care Committee:		
	BM M. Vargas & BM A. O'Meara		
	Divi ivi. Vargas & Divi 71. O ivicara		
	Education Committee:		
	BM F. Morales and BM T. Dawson		
	Arts and Cultural Legacy Committee:		
	BM M. Vargas, BM A. Lizano, BM E. Rodriguez & BM A.		
	Garay-Lehn		

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	Economic Development Committee: BM A. Garay-Lehn, BM A. Lizano & BM R. Sedarski Legislative Committee (same) BM N. Juarez, BM M. Vargas & BM A. Garay-Lehn Policies and procedures Items will be referred to executive committee Board Treasurer E. Rodriguez makes a Motion to approve the committee's that were established and the members; Motion seconded by BM M. Rosario, All in favor. Motion carried unanimously. BM A. O'Meara thanks Board Treasurer E. Rodriguez for many years of great work with the budget. BM M. Hill thanks the exiting executive officers for their work and commitment to the Council.	← action item Update committee sheet and provide to BM	G. Rodriguez
Wrap up – next steps	Chair Juarez informed that an updated draft of the Biennium Report was provided and to submit feedback to Director. Chair Juarez proposed to move the November 20 th meeting to November 13 th to approve the Biennium Report before submission on November 15 th . All members in favor.	← action item Send reminder to BM to send feedback on Biennium Report	H. Garcia
Adiana	BM Rosario requested to include in the agenda for the November Council meeting a discussion on the survey results provided by Rita Garcia.	← action item Add item to Agenda for the Nov. 13 th meeting	H. Garcia/M. Vargas (Chair)
Adjourn	Meeting adjourned at 2:40		