



**Chicano Latino Affairs Council  
Board of Directors Meeting Minutes**

**Location:** MN Humanities Center

**Date:** August 21, 2010



**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	<p>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.</p> <p>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.</p>		
Rita Garcia - Facilitation discussion alignment of purpose and establish direction for FY 2011	<p>Council Chairman Juarez presented Rita Garcia, Business Partners Plus, who was contracted to facilitate the workshop. 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 the work is done.</p> <p>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.</p> <p>To gain perspective for the workshop, R. Garcia sent a survey to the board members, and then proceeded to interview the</p>		

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	<p>executive committee and executive director.</p> <p>During this process, the following input was gathered: Executive Committee:</p> <ul style="list-style-type: none"> <li>✓ Alignment needed between Council &amp; Staff for CLAC success;</li> <li>✓ Key role: provide advice &amp; recommendations to Governor &amp; legislatures</li> <li>✓ Base line to Operational Excellence: what; when; how; who;</li> <li>✓ Refresh &amp; gain concurrence on CLAC biennium calendar &amp; action plan;</li> <li>✓ Insure Council involvement &amp; concurrence to positions &amp; recommendations.</li> </ul> <p>Council Member Survey:</p> <ul style="list-style-type: none"> <li>✓ Positive assessment of Council Member &amp; Team;</li> <li>✓ Concern regarding operations &amp; serving legislative goals;</li> <li>✓ Align Council members &amp; staff in work of CLAC;</li> <li>✓ Engage Council Members in congressional district activity &amp; committees.</li> </ul> <p>Suggestions made by BM:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Inform Board Members 45 days prior to their term expiring.</li> <li>• Provide orientation to new board members on the operational excellence, time and commitment to the Council.</li> <li>• Create an editorial committee to review articles produced</li> </ul>	<p>← action item Draft action plan to engage Governor and his office</p> <p>← action item</p> <p>← action item</p> <p>← action item</p>	<p>H. Garcia/ Executive committee</p> <p>H. Garcia</p> <p>H. Garcia</p> <p>H. Garcia/Executive committee</p>



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	BM A. Gray-Lehn makes a motion to approve the Council Action Plan as adjusted; Board Treasurer E. Rodriguez seconded the motion, all in favor. Motion carried unanimously.	← action item Send updated documents to BM	H. Garcia
Review and approve minutes	<p>The minutes were reviewed.</p> <p>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.</p> <p>The minutes for the Executive Committee Meeting were submitted by Council Secretary A. Lizano and are awaiting approval of the ED.</p>	<p>← action item Revise minutes and send to Board Members</p>	H. Garcia
Treasure's Report FY2010 FY2011 FY11 recommendations	<p>Board Treasurer Rodriguez presented on CLAC's financials. FY 10 closed on June 30, 2010, but some encumbrances are yet to be closed.</p> <p>The Council operated with an approved reduced budget of \$292,000 and received \$8,122 reimbursement from the Heritage 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.</p> <p>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.</p> <p>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.</p> <p>Treasurer Rodriguez congratulated staff for a good job with the budget.</p>	← action item BM A. O'Meara requested the Treasurer's report (send complete presentation to BM)	H. Garcia

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Executive Director's Report	<p>Director H. Garcia presented on the Council's activities since May 2010. Board Treasurer Rodriguez commented that CAC needs to follow bill recommendations that pertain to the Latino community.</p> <p>Garcia continued to present his proposed organization chart that included the position descriptions for the Executive Director, Communications Specialist, and Research &amp; Management Analyst (RMA) positions. The RMA position is currently encumbered at 70 hrs + single benefits</p> <p>In addition, the Economic Development Committee, Arts &amp; Cultural Committee, Policies and Procedures Committee and a Health Committee were proposed to be included as part of the Structure to Succeed chart.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>← action item Revise ED's JD Revise staff JD</p>	Executive Committee H. Garcia
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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	<p>The Position Statement will be adjusted in December when new statistics from Census comes out.</p> <p>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.</p> <p>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.</p>		
Arts & Cultural Legacy Committee update	<p>Committee Chair M. Vargas presented an update on the Arts &amp; 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.</p> <p>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.</p>		
Board Elections	<p>Nominations for officers:</p> <p><i>Chair</i></p> <p>BM T. Dawson nominates BM M. Vargas BM A. O' Meara nominates M. Rosario</p> <p><i>Vice-Chair</i></p> <p>BM M. Rosario nominates BM A. Garay-Lehn BM A. O'Meara self-nominates</p>		

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

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