



**Board Members:** BM Jesus Villaseñor, Chairman; BM Rebeca Sedarski, Secretary; BM Margaret Villanueva ;BM Luisa Pierce Gutierrez; BM Mario Vargas, BM Francisco Morales  
**Staff:** Hector Garcia, Paul Buchel, Melissa Diaz

Agenda Item	Discussion/Action Summary/Motions Adopted	Follow-Up/ Timeline	Person(s) Responsible
Welcome & Review of Agenda	The meeting was called to order at 10:05 a.m. by BM Villaseñor with Quorum established by BM Francisco Morales.		
Council 2 <sup>nd</sup> Quarter Meeting Minutes: November 19 <sup>th</sup> and December 14 <sup>th</sup> 2012	<p>BM Sedarski reviewed minutes there was a typo on December meeting minutes and staff G. Rodriguez took care of it.</p> <p>BM Vargas made a Motion to accept the agenda with the changes; BM Villanueva Seconded the Motion, All in favor. Motion carried unanimously.</p> <p>BM Vargas made a Motion to approve the Board Meeting Minutes; BM Sedarski Seconded the Motion, All in favor. Motion carried unanimously.</p> <p>Chairman Villaseñor went over Legislative Committee Meeting. During the meeting the committee members didn't have the actual documents that are being presented in the Briefing for the Legislative Day at the Capitol or the actual day of the event. Instead they approved the schedule for both the Briefing and the Legislative Day at the Capitol. The dates are March 15, 2012 for the Legislative Briefing and March 29, 2012 for the LLDC. The only thing pending from the meeting is the PowerPoint Presentation that will be shown during the LLDC segment of the meeting. ED Garcia brought to the Board's attention that all the documents that will be in both the Briefing and the LLDC are in front of them to look through. Board members were shown the invitation response list to both the Briefing and LLDC.</p>	<p>←<b>Motion</b> carried to approve agenda</p> <p>←<b>Motion</b> carried to approve Board Meeting Minutes</p>	
Legislative Briefing and Latino Day at the Capitol	<p>ED Garcia went on to explain the schedule of the Briefing, and then the guests arrived to the meeting. ED Garcia asked if the guest could introduce themselves.</p> <p>BM Vargas made a Motion to have guests introduce themselves, BM Pierce</p>	← <b>Motion</b> carried	

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	<p>Gutierrez Seconded the Motion, All in favor. Motion carried unanimously.</p> <p>The guests that came to the meeting are Manuel Guerrero, a retired lawyer and founder of CLAC; Ron Lezama, LEDC's Chairman; and Pablo Tapia, cofounder of La Asamblea de los Derechos Civiles.</p> <p>ED Garcia explained how the LLDC will go, which of the speakers have confirmed to attend and the schedule for the Legislator meetings. Paul explained further on how the Legislative meetings should happen and the procedure the team leaders will use.</p> <p>Chairman Villaseñor recommended to invite someone who would know would present CLAC's achievements, effects on the Latino community and history of CLAC. BM Vargas also mentioned that the idea behind LLDC is to engage community members with Legislators and create awareness of CLAC. Also in the past board members who participate are paired with Legislators according to their expertise. ED Garcia suggested Manuel Guerrero since he was one of the founders of CLAC.</p> <p>BM Sedarski made a Motion to approve LLDC Briefing materials and add the change the contact to ED Garcia; BM Villanueva Seconded the Motion, All in favor. Motion carried unanimously.</p> <p>As ED Garcia was speaking about the speakers BM Sedarski asked if there was a deadline for speakers. ED Garcia responded by saying that since it was an internal event there was not a deadline for speakers. BM Vargas recommended to change the press release to be ED Garcia instead of Killa Martinez since she has not been working at CLAC for very long. ED Garcia cleared up that Killa Martinez is now heading the LLDC task force and that is why she was the contact but will make the change.</p> <p>Vice Chairwoman Villanueva made the suggestion to separate the contact lists by districts and give them to Board members so they could also promote the events in their districts. ED Garcia wanted to clarify if the Legislative Recommendations were approved in the last motion.</p> <p>BM Pierce Gutierrez made a Motion to approve the Legislative Recommendations; BM Villanueva Seconded the Motion, All in favor. Motion carried unanimously.</p>	<p>to have guests introduce themselves</p> <p>← <b>Motion</b> carried to approve the LLDC Briefing Materials with changes</p> <p>← <b>Motion</b> carried to approve the Legislative Recommendation</p>	

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Extension of Otto Bremer Grant Contract and Amendment	<p>ED Garcia explained the purpose of the grant and the reason for extending the grant. Paul Buchel let the Board know what kinds of items the staff used the grant for.</p> <p>BM Vargas made a Motion to approve the Otto Bremer contract extension; BM Sedarski Seconded the motion, All in favor. Motion carried unanimously.</p> <p>ED Garcia cleared up that the Otto Bremer Contract is for the Legislative Committee to comment on not the Arts &amp; Cultural Committee and the money would need to spend by the end of March 2012.</p> <p>BM Vargas emphasize that the report we give to the funders must be complete to the funders' requirements. The report must show that CLAC is spending the money the right way and it must be visible in the report.</p>	<p>←<b>Motion</b> carried to approve the contract extension</p>	
MHC Grant work plan and Budget review	<p>ED Garcia gave a background of the MHC Legacy Grant, the project that it funds and the purpose of the project. Nothing needed to be approved but this was just to review before the Arts and Cultural committee can give input.</p> <p>There was some discussion on the contract. Vice Chairwoman Villanueva asked about the beginning and the end of the contract. ED Garcia said that the beginning of the contract can be changed but the end date, December 31, 2012, cannot be changed. BM Sedarski asked if we could reapply after the contract ended, ED Garcia answered by says yes we can and that we should start before the end of the year.</p>		
Treasurer's Report & Finance Committee Report	<p>ED Garcia explained the meaning of each column in the Manager's Financial Report. The Board expressed concern about the negatives in the Manager's Financial Report. ED Garcia explained that there is extra money in other lines to move into those negative lines. Chairman Villaseñor asked why those lines were negative and ED Garcia explained it was an unforeseen expense of the state moving all state emails to one central server. We had to pay our IT person to change the configuration so we could use our email.</p> <p>BM Vargas asked if ED Garcia was engaging the Treasurer because there were no notes from the Treasurer. ED Garcia said he did visit the Treasurer and showed her the documents and Gladys also spoke to her on the phone. ED Garcia explained how salaries are charged, paid and what funds are charged.</p> <p>BM Vargas also asked how the budget looks for the end of the fiscal year. ED Garcia</p>		

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	<p>answered that CLAC's budget has a cushion in the budget. BM Vargas also asked what the staff configuration will look like in January. ED Garcia explained that it will be Gladys as Office Manager, Killa as the Community and Legislative Relations Manager, Paul working on the Humanities Center grant project and him.</p> <p>Chairman Villaseñor asked about the overtime charge on the budget. ED Garcia responded by concluding that Gladys must have been paid overtime.</p> <p>BM Sedarski asked about the vacancy in the staff, ED Garcia explained that once Killa starts full time the roster will be complete.</p>		
Break			
Census Data Bank	<p>ED Garcia explained Memorandum of Understanding between CLAC and HACER for research and publication of the 2010 Census.</p> <p>BM Vargas made a Motion to approve the MOU; BM Sedarski seconded the motion, All in favor. Motion carried unanimously.</p>	← <b>Motion</b> carried to approve MOU	
MN Latino Caucus 2012 Roundtable Discussion	<p>Sam Hernandez came to the Council to talk about the MN Latino Caucus that is starting to form. The purpose of the Latino Caucus is to identify, promote and advocate for Latinos to run for offices that become available throughout Minnesota and to promote voter registration. The Latino Caucus also wants to hold an annual conference for information purposes.</p> <p>BM Vargas asked what was the status of the Latino Caucus and Mr. Hernandez said that they have just obtained corporate backing. BM Vargas also asked how the leaders of the Caucus would like CLAC to participate and Sam answered that they just want CLAC to help engage the Latino community not to just promote democrats.</p>		
Administrative Issues	<p>ED Garcia explained that because CLAC hasn't been able to replace Astrid for 5 months Paul and Melissa were hired with the understanding that CLAC could not guarantee anything beyond the end of June 2012.</p> <p>When the hiring process started it took a long time to find someone capable and qualified to fill the position but with Chairman Villaseñor and Vice Chairman Villanueva to help the interview process.</p> <p>Killa Martinez proved to be the best choice the only problem was she was still finishing law school so she could only work part time until the end of May. ED, the Chairman and the Vice Chairwoman went on to say what they thought of Killa through interviews and her references.</p>		

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	BM Vargas brought up that the Operational Excellences Plan has to be revisited by the ED and the Board (during the retreat) because there are the requirements tied to staff members' tasks that must be met.		
Communications	The question was brought up to put up a Facebook page and a Twitter page. Because it would involve the possibility of people posting racist or partisan comments on the pages. There is also the challenge of the state not seeing Facebook and Twitter as a good mean of communication. A Facebook and Twitter page also requires maintenance and that takes time away from other CLAC work.		
Adjournment	Meeting adjourned at 12:30 pm		