

Latina Leadership Network of the California Community Colleges

Executive Board Retreat

July 29 - 31, 2016

La Casa De Maria 800 El Bosque Road, Santa Barbara, CA 93108

MINUTES

LLN Executive Board			Present	Absent
1	President	Dolores Cornejo	X	
2	Vice President North/Conf Chair	Melina Rodriguez	X	
3	Vice President Central	Rosalinda Vierra		X
4	Vice President South	Vacant		
5	Recording Secretary	Stephanie Ramos	X	
6	Treasurer	Dr. Ana Gomez de Torres	X	
7	Esperanza Newsletter Editor	Regina Morrison	X	
8	Student VP North	Veronica Blanco	X	
9	Student VP Central	Guadalupe Espinoza-Romero		X
10	Student VP South	Monica Aguilar Avalos		X
11	Database/Listserv Specialist	Margarita Baez	X	
12	Webjefita	Jazmin Zuniga	X	
13	Conference Co-Chair	Carla Rosas		
14	Region 1 Rep	Vacant		
15	Region 2 Rep	Vacant		
16	Region 3 Rep	Dr. Angelica Garcia	X	
17	Region 4 Rep	Hermalinda Rocha		X
18	Region 5 Rep	Angie Garcia		X
19	Region 6 Rep	Cynthia Diaz	X	
20	Region 7 Rep	Carmen Carrillo		X
21	Region 8 Rep	Eileen Anguiano		X
22	Region 9 Rep	Vacant		
23	Region 10 Rep	Vacant		
24	Member-At-Large	Lindsey Gatica	X	
25	Special Project	Senorina Saldivar		X

Ground Rules:

1. **Start and end on time**
2. **We will stay on task**
3. **No side conversations or talking over someone else**
4. **Posted agenda – timed agenda with timekeeper**
5. **Attack the problem not the person**
6. **Be prepared and ready to participate**
7. **President: Record meeting *22**
8. **Roll Call**

- I. Call to order
- II. Roll Call and Introductions
- III. Overview of Agenda – Consider adding topics
 - a. Conference Presentations – Clarity in target audience
 - b. Is LLN going to change its mission to include students or are we target CCC professional development
 - c. Update Mission Statement
 - d. Why do people leave the board? Is it an unclear vision? Website?
- IV. 2016 Conference Report Narrative (Dolores with summary from Rosalinda)
 - a. Lines of communication could have been better overall between with the committee and the Board.
 - b. Board members were interested in helping, but there was miscommunication continually happening.
 - c. Use LLN listserv for all future emails for ALL communication of information for the board. – BE MINDFUL AND “CC” THE BOARD ON COMMUNICATION AND SEND “TO” IF IT IS A SPECIFIC PERSON THAT NEEDS TO BE ADDRESSED.
 - d. In the Annual Timeline and the duties of the Conference committee has it outlined.
 - e. Madrina review has a VP that is in the rotation to oversee the award, but this was not utilized.
 - f. Approval of the agenda should have happened by the Board to avoid last minute time changes.
 - g. Recommendations: Have clear badges. The board meet ahead of time at the location to have clarity on the layout.
 - h. Invoice and receipts are a must for all purchases.
 - i. The Database Specialist (Maggie) will be expected to be in charge of registration.
 - j. T-Shirts are the responsibility of the Conference Committee
 - k. Old T-Shirts from 2016 will have a button on the front and be used for the 2017 conference volunteers.
 - l. LLN Conference Committee should identify the student scholarship recipients early enough so that we may contact the college to help sponsor the registration and/or cost for the whole conference.
- V. Survey Responses – Maggie
 - a. 180 registrants – 26 responded
 - b. There are comments about professional development, leadership and with a focus on students
 - c. Revise timeline and proposal form
 - d. Possible workshop topics
 - i. How to recognize the strength and potential in students, and be a mentor.
 - ii. How to become a student leader.
- VI. Nonprofit Board Development Presentation

- a. Overview of Presentation
- b. A Funder's Perspective
 - i. We are supported by private and public sources
 - ii. LLN needs to find out if any one among us have experience in grant writing
 - iii. Transparency is a must
- c. What is the 501c3 Non-Profit
 - i. Charitable deduction for donor
 - ii. Assures funder of charitable purpose
- d. Three Components of a 501c3
 - i. Must be organized
 - ii. Operated
 - 1. Trust Document of the 501c3 needs to be shown to all on the board
 - 2. We must not participate in a candidate's political campaign
 - 3. Do not operate in self-interest or illegal activities
 - iii. Exempt purpose
 - 1. Education and enrichment
- e. Basic Roles of the Board of Directors Overview
 - i. Maintain the status by submitting proper documents
 - ii. Personnel we use need to be establish with the accountant and lawyer that we are able to use
 - iii. Establish policy for reporting
- f. Legal Responsibilities
 - i. Duty of Care
 - ii. Duty of Loyalty
 - 1. Loyalty continues after your term served
 - iii. Duty of Obedience
 - 1. Behave appropriately!
- g. Legal Issues and Accountability
 - i. Take in grants from public and private funders
 - ii. Form 990-T can be used at \$1,000 discretionary fund
- h. Fiduciary Responsibilities
 - i. Generate resources to maintain existence
 - ii. Balance sheets
 - iii. Any independent audit would need access to these documents
 - 1. Our current accountants do provide an audit service
- i. Risk Management
 - i. Liability insurance, policies, Managing Volunteers – document hours/reimbursement
 - ii. Make sure that we are aware of the bylaws
- j. Diversified Revenue Base
 - i. Donors should be acknowledged and be invited to participate
 - ii. Consider revenue sources (property, Bquest)
 - iii. Fundraising events
- k. Policy Development
 - i. Gift acceptance policy
 - ii. Who reports and how often
- l. Working Boards vs Governing Boards

- i. Set up a Governing Board
 - m. Board Structure
 - i. Have a programmatic functioning
 - n. The effective Board of Directors
 - i. Master timeline
 - o. Board Compensation
 - p. Board Orientation
 - i. Leave of absence policy
 - q. Board Manual
 - r. 12 Principles of Governance that Power Exceptional Boards
 - i. Mission Driven, Vision and Purpose and Action Plan
 - s. Common Board Shortcomings
 - t. Questions/Answers
- VII. Constitution and Bylaws Review and Updates
 - a. Discussion about “la cultura Latina” and what that means.
 - b. Article V: Goals – Updates
 - i. Added a bullet point about student leadership opportunity
 - c. Article VII: Executive Board
 - i. President-Elect:
 1. Motion by Angelica to change the language to read, One year term, inclusive of executive office term (must be on the board 2 years.) Seconded by Lizzete. Motion passed with no objection.
 2. Within the Policies and Procedures we will revise the language to account for changes made in the Constitution and Bylaws under Article VII
 - ii.
- VIII. Website and Logo Design – Jazmine
 - a. Move Board topic under the About tab
 - b. Members will have full access to the website and resources
 - c. Establish a Docuserv login place for the Board members
 - d. Reconsider the amount of our dues (tier system of Administration, Faculty, Staff, Student)
 - e. Constitution and Bylaws – Angelica, Dolores, Maggie
 - f. Mentorship/Leadership – Ana, Stephanie, Cynthia, Lindsey, Veronica
 - i. Webinars
 - g. Website – Jasmine, Regina, Melina, Carla
 - h. Logo – Consensus is that the circle logo is most appealing
 - i. Change to capital letters
 - ii. Change color to gold
 - iii. 2nd best is the Large L
- IX. Travel Reimbursement and Expense Claims
- X. Website – Regina, Carla, Jazmine and Melina
 - a. Marketing and branding
 - b. Start with a call to action
 - c. Links – Do we have a social media presence

- d. Promotional Materials
 - e. Will meet every two weeks as a workgroup for planning and implementation
 - f. Come to a decision, adhere to deadlines, ask for approval and move forward
 - g. LLNCCC
 - h. Make a purchase for the hosting of the website (\$20-\$50 monthly)
 - i. Motion by Regina to purchase the URL of LLNCCC.org from Name Cheap for no more than \$15 dollars a year, seconded by Melina. Motion passed with no objection.
 - j. Soft launch of the website in January 2017
 - k. Finalize website content December 2016
 - l. Draft logo will be August 18, and final approval is September meeting
 - m. Important to keep all of the history and store in an archive under membership services as a login
- XI. Mentorship/Leadership – Lindsey, Ana, Stephanie, Cynthia, Veronica
- a. A budget should be set for any activities to be completed
 - b. Would like to have seminars, webinars, networking, and conference opportunities to grow professionally
 - c. LLN Retreat Leadership camp at a hosted location
 - d. Kaleidoscope (Leadership Seminar)
 - i. Resume, interviews, personal presentation
 - ii. LLN could sponsor a participant, and share that information
 - e. Asked for volunteers to conduct/present a webinar
 - f. Start with the webinars for the 2016-2017 year
 - g. A plan to propose a budget for the 2017-2018
 - h. How do we know what we are offering is what people want? What are topics of interest?
 - i. Use Regonline of topics of interest to the listserv

Committee needs to:

Survey will need to be written and given to Maggie

- XII. Constitution and Bylaws – Updates and Changes
- a. Change in membership fee discussion
 - b. \$50 membership fee is the current amount
 - c. To increase the administration/staff/faculty membership fee, we should show that there are more incentives
 - d. When submitting a report, the agenda and report should be sent out 7 days prior to the meeting
 - e. Goals need to include evaluation metrics
 - f. Update President Elect language
 - i. Election process would have to happen through the board, prior to the retreat
 - g. Cleaned up language for the positions
 - h. Final budget and reviewing proposed budget
 - i. Quarterly meetings should be happening with VP, region and students
 - j. Conference chair person is responsible for creating conference evaluations
 - k. Webjefita should take care of social media accounts
 - l. VP for each of the region can hold scholarship views
 - m. Region Representatives

- i. Can we have regional teams
 - ii. Additional support by region reps should be given to the conference if it is in their area
- XIII. 2017 Conference Presentation & Budget - Melina and Carla
 - a. Agenda of the Conference
 - i. Have a welcome table at the hotel and check in at LMC
 - ii. Be aware of traffic patterns and time for the bus to move between LMC and Hotel
 - iii. Be aware of numbers
 - iv. LMC will not charge for parking
 - v. Plenty of student volunteers
 - b. Speakers (Dolores, President...)
 - c. Plan to have a home base and breaks between workshops
 - d. Lunch on Friday there can be an interactive lunch with the Founding Mothers
 - e. Unsure about Friday dinner speaker, but there will be do voting and elections
 - f. Be mindful of LGBT Latinas and Afro-Latinas
 - g. Theme
 - i. Nuestra Historia – With a continuation of a smaller descriptions (past, present, future)
 - ii. Have a History of Latinas on the table from the Americas and our founding mothers
 - 1. What is your legacy?
 - 2. Dia de los Muertos
 - h. Hotels
 - i. Crowne Plaza or Hilton, Not the Clarion
 - i. Facilities/Food
 - i. Should be no facility charges, low cost buses and security provided for with grant monies
 - j. Professional Mixer after dinner option
- XIV. Organization Planning, Timelines & Goals 2016-2018
 - a. Website (Jazmine, Melina, Carla, Regina)
 - b. Leadership (Angelica, Ana, Veronica, Lizzette)
 - i. Webinar Activities
 - ii. Mentorship
 - c. Bylaws, and Policy and Procedures (Maggie, Dolores, Angelica)
 - d. See the updated timeline for 2016 – 2017
 - e. Keep October 20, 2016 stays the same
 - f. November 5, 2016 is the updated meeting date
- XV. Treasurer's Report
 - a. Reviewed up through July account balance
 - b. There were invoices still coming in from Modesto Conference – very late
 - c. Also duplicate invoices that were already paid were sent again, but the payment was not duplicated
 - d. Organizational account stands at \$54,294.17
 - e. Conference account stands at \$35,072.92
 - f. Investment account stands at \$36,585.20

- g. Viewed the Treasurers Timeline
 - h. The insurance may need to be switched and the detailed coverage needs to be examined.
 - i. When should we close the past conference account? The earliest, the week of August 1st.
 - j. Motion by Angelica to have 2 sub accounts added in the LLN Organizational Account for membership dues and scholarships/grants. Seconded by Maggie. Approved by all.
 - k. 2016 Conference total revenue \$50,578.00
 - l. 2016 Conference total expense \$12,790.24
 - m. 2016 Conference total profit \$27,796.76
 - n. Motion by Angelica to close the 2016 Conference account and move the profit to the organizational account of \$27,796.76. Seconded by Cynthia. Approved by all.
- XVI. ESPERANZA Editor Report – Regina Morrison

Next Meeting: August 18, 2016 at 6pm