

Latina Leadership Network of the California Community Colleges

Executive Board Meeting

May 18, 2017

CCC Confer Meeting at 6:00pm

Minutes

Latina Leadership Executive Board				Present	Absent	Total Hours
1	President	Dolores	Cornejo	X		6
2	VP North	Melina	Rodriguez	X		2.25
3	VP Central	Dr. Ana	Gomez de Torres	X		6
4	VP South	Michelle	Garcia	X		3.75
5	Recording Secretary	Stephanie	Ramos	X		6
6	Treasurer	Margarita	Baez	X		4.75
7	Student VP North	Veronica	Blanco		X	1.5
8	Student VP Central	Brenda	Villa	X		3.75
9	Student VP South	Monica	Aguilar Avalos	X		3.75
10	Regional Area Rep- North	Carla	Rosas	X		6
11	Regional Area Rep- Central	Cynthia	Diaz	X		3.75
12	Regional Area Rep- South	Dr. Olivia	Veloz	X		3.75
13	Database & Listserv Specialist	Veronica	Silva		X	1.5
14	Esperanza Newsletter Editor	Adela	Kimball	X		3.75
15	Webjefita	Jazmin	Zuniga	X		6
16	Member-at-Large - North	Dr. Maria Angélica	Garcia		X	1.5
17	Member-at-Large - Central	Glenda	Moscoso		X	1.5
18	Member-at-Large - South	Dr. Martha	Garcia		X	0

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

III. President's Report – Dolores Cornejo

a. Review and Approval of April 8 and April 27, 2017 Meeting Minutes

i. April 8, 2017 minutes

b. Letters to IMS and Administration

i. Your administrators will be sent a letter explaining your participation in the LLN.

ii. No questions were brought forward.

c. PayPal Report update

i. \$2376.09 made through the conference account

- ii. \$719.29 made through the organizational account
- iii. Cash deposit \$902. For the conference account
- iv. Cash deposit \$377. For the organizational account
- d. Well Fargo Approved Account Holders Update
 - i. We are in the middle of the transition from Ana to Margarita to change the approvers on the account.
 - ii. The President-elect has not been established.
 - iii. Do we want 3 Wells Fargo account holders? Outgoing Treasurer, Incoming Treasurer and President. The Treasurers should overlap at this time for training.
 - iv. Cynthia motioned to allow both incoming and outgoing Treasurers (Dr. Ana Gomez de Torres and Margarita Baez), and the President (Dolores Cornejo) will all be on the Wells Fargo account, seconded by Veronica. Brenda, Olivia, Adela, Jasmin, Michelle, motion approved
- e. Board Retreat
 - i. Draft Agenda
 - ii. La Casa de Maria
800 EL BOSQUE ROAD, SANTA BARBARA, CA 93108
(805) 969-5031 www.lacasademaria.org

Thursday

- 2:00pm – 3:30pm Check-In
- 3:30pm – 3:45pm Welcome by Casa de Maria Staff
- 3:45pm – 4:00pm Welcome, Introductions and Retreat overview by Dolores Cornejo
- 4:00pm – 5:00pm Free Time – Settle into your rooms
- 5:00pm – 6:00pm Team Building Exercise/Challenge
- 6:00pm – 7:00pm Dinner
- 7:00pm – 9:00pm
- 9:00pm – 10:00pm 2017 Conference Report & Survey: Carla and Melina

Friday

- 7:45am – 9:00am Breakfast
- 9:00am – 10:15am Nonprofit Board Development Training Workshop, Dolores Cornejo & Dr. Ana Gomez De Torres
- 10:15am – 10:30am Break
- 10:30am – 11:45am LLN Leadership Institute Planning and Update: Dr. Martha Garcia & Dr. Angelica Garcia
- 11:45am – 1:00pm Lunch
- 1:00pm – 2:30 pm Free Time
- 2:30pm – 5:45pm Review of Constitution, By Laws, Policies and Procedures – Group 1 – Lead by Dolores (S)
- Review of Constitution, By Laws, Policies and Procedures – Group 2 –Ana (C)
- Review of Constitution, By Laws, Policies and Procedures – Group3 – Melina (N)
- 5:45pm – 7:00pm Dinner
- 7:00pm – 9:30pm Travel Reimbursement and Expense Claims –Meet with Ana and Margarita for travel reimbursement of \$185

Saturday

- 7:45am – 9:00am Breakfast
- 9:00am – 9:45am Website: WordPress Training – Jazmin
- 9:45am– 10:45am 2017 Conference Final Report- Carla & Melina
- 10:45am-11:45am LLN Timeline
- 11:45am – 1:00pm Lunch
- 1:00pm – 2:30 pm LLN Treasurer’s Report
- 2:30pm – 5:45pm Cross Training/Committees
- 5:45pm – 7:00pm Dinner
- 7:00pm – 9:30pm Goal Setting: Revise Plan of Action

Sunday

- 8:00am – 9:30am Continental Breakfast in Casa Teresita
- 9:30am – 10:30am Cont. Revise Plan of Action
- 10:30am – 11:30am Organizational Budget for 2017-2018
- 11:30am -12:30am LLN 2018 Conference Presentation & Budget by South Co-Chairs
- 12:30pm – 1:00pm Closing Remarks, Lunch (Box lunch) and Departure
- 1:00pm – 2:00pm Clean Up Casa Teresita
- Student VPs need to check in with your local area Vice President for transportation purposes
- Students should contact Dolores for flight accommodations

iii. Retreat Contracts

1. Missing contract Veronica B., Cynthia, Jasmin, Angelica, Martha and Glenda
2. Glenda will not be able to join us, but needs to send her contribution
3. There is a mandatory \$60 contribution
4. Dolores, Ana, Jazmin, Carla have
5. Melina, Michelle, Stephanie, Margarita , Cynthia, Olivia, Veronica S., Adela, Angelica, Glenda, Martha
6. All Contributions should be done by June 2, 2017

iv. Board Contributions

1. Dolores will send out PayPal instructions

IV. Vice Presidents' Reports

- a. Vice President South – Michelle Garcia
 - i. Has been working with Dolores on the committee. There are 6 confirmed interested.
 - ii. People are interested in volunteering
 - iii. Olivia has offered her home
 - iv. Michelle is organizing
 - v. Plan to have 2 co-chairs in place
- b. Vice President North – Melina Rodriguez
 - i. No longer on the call
- c. Vice President Central- Dr. Ana Gomez de Torres
 - i. No report at this time

V. Student VP Reports

- a. South, Monica Aguilar Avalos, Riverside City College
 - i. Been working with another chapter who has a guide for students to create chapters
 - ii. This would be the next steps for LLN to have a procedure
 - iii. There is an application process
 - iv. Students should meet during the committee planning time within the retreat
 - v. The Gala was unable to proceed at Riverside this year
- b. North, Veronica Blanco, Los Medanos College
 - i. Not on this call
- c. Central, Brenda Villa, Allan Hancock College
 - i. Plans to establish a chapter and wanted to name it correctly

VI. 2017 Conference Co-Chairs: Carla Rosas

- a. Conference Budget Update
 - i. Registration Payment
 - ii. Invoices
 - iii. Reimbursements
 1. \$408.37 returned in cash to Wells Fargo
 2. \$63.96 will be returned by Melina

3. There is a reimbursement check from the hotel, but Ana has not received it yet.

VII. Treasurer's Report

- a. Dr. Ana Gomez de Torres (Margarita Baez)
 - i. Well Fargo Monthly Statements
 1. Organizational account is \$40, 111.69
 - a. \$7,191.01 and \$4,722.26 = \$11,913.27, that amount was deposited from 2016 conference registration
 - b. \$275 deposited for registration – LACCD
 2. Conference account is \$9,511.69
 - a. Payments and reimbursements were made to the conference committee
 3. Membership account is \$9, 150
 4. Scholarship account is \$11,440
 5. Investment account is 37,000.88
 6. Total of all accounts \$103,714.26
 7. Amount of the reimbursement
 8. There was an error in the PayPal account and Carla, it shows that there is a petty cash -\$131.44, the debit was for \$11, and Carla made the correction
 9. \$408.37 is left over and needs to be deposited.
 - ii. Training & Manual from Ana
 - iii. Timeline of important dates for new treasurer

VIII. Regional Reports

- a. Regional Area Rep North – Carla Rosas
 - i. No regional updates at this time
 - ii. Will reach out to the region
- b. Regional Area Rep Central – Cynthia Diaz
 - i. Young Educated Latina Leaders
 - ii. Ana and Cynthia had workshops at the conference
 - iii. Conference attendees spoke about the conference
 - iv. Brenda is looking at beginning a club and plan to figure out a co-advising
 - v. Will possibly attend a Peace Delegation in Iran, so that would be the reason why she may not be able to make it to the retreat.
- c. Regional Area Rep South – Dr. Olivia Veloz
 - i. Not online at this time

IX. Database Specialist/Listserv (Veronica Silvia)

- a. Margarita Baez
 - i. Both not online at this time
 - Conference Evaluations
 - Report of all Conference and LLN member's emails and campuses by Region Area
 - Update on creating access to Listserv and RegOnline

X. Esperanza Newsletter Editor – Adela Kimball

- a. First Newsletter Article & Deadline
 - i. Hopes to have it out before the retreat
 - ii. LLN chapter at Cuesta College is being nominated for an award.
 - iii. Dolores will get you the President's message
 - iv. Would like to get any articles by May 26, 2017
 - v. Carla and Margarita, can you please give Adela some information about the conference, scholarships, workshops and attendance information.
 - vi. Forward photos
 - vii. Can Cynthia submit an article about the YELL conference

- viii. John Burton Youth Advocate will be Dolores Cornejo for Southern California on May 31, in San Diego
- ix. Can we add a VIVA section? – We should be noting our achievements if possible
- x.
- b. LLN Conference Information
 - i. Number of Attendee's – breakdown of students and professionals
 - ii. Speaker Information
 - iii. Scholarship Awardee's stories and pictures
 - iv. Presentations
 - v. A letter from the President
 - vi. Highlights/updates of what other CCCs are doing
- XI. Webjefita Report – Jasmin Zuniga
 - a. Online database system – Base Camp
 - i. Jasmin approved that it is a good project management system
 - ii. Annual fee may be \$500, but there is special pricing for non-profit organization
- XII. 8:15p Meeting ended

Discussion Item/Updates/Announcements:

Open discussion for any announcements.

April 8, 2017 meeting minutes (1.5 hours) and April 27, 2017 (2.25 hours) meeting minutes, need to be approved. May 18, 2017 meeting was 2.25 hours. All time has been added. Please confirm if you think there should be an adjustment. -

Stephanie

Next Meeting: June 15, 2017 from 6:30pm-8pm via CCC Confer