

January 2015 Minutes – YLP GKC



The meeting was called to order at 6:06pm by Dominique Hernandez.

Present were Manny Abarca IV, Anna Bazan, Daniel Silva, and Celeste Lupercio. Robert Barrientos from LOTs joined to give background on this program. Later we were joined by Michael Lopez, Sofia Chavez-Borroso, and Sherry Harold.

1. Robert Barrientos presentation on Collaborative programs
 - a. Presented flow charts to illustrate the programs of the Greater KC Hispanic Collaborative, beginning in 2004 with Biz Fest, developing into the addition of Latinos of Tomorrow, and then the Latino Leadership after 2006, followed by YLP at 08/09.
 - b. LOTs has been given a grant to better track our finances, and we have hired an accountant to review and then ensure we're prepared for audit. The goal is to acquire a grant to hire staff. Robert would like for YLP to become trained on how to maintain the paperwork in line with the rest of the programs. They have already gotten us in line through October 31, 2014. In addition to alignment of financials, also alignment of documentation of efforts and achievements, which will contribute to grant submissions.
 - c. Would like to see increased involvement by YLP in LOTs and Biz Fest programs. We have participated in mentorships and career panels in the past. Our president will be a member of the Board of Directors for the Collaborative, and have invitations to participate in those meetings and communication.
 - d. Would like to see YLP members become Chamber members. Would like to see YLP members' participation in Latino Leadership.
 - e. Needs copy from YLP for submissions for grants in the future: How do we define the YLP program?
2. We have approved the minutes from December 2014.
3. Proposed criteria towards writing in policy on filling committee leadership positions includes the following and has been approved. Manny will create and add this, the Parliamentarian will ensure this is followed.
 - a. Paid member
 - b. Prior attendance on committee and/or consistent presence in that committee's events
 - c. 1 year commitment and responsibility in planning and executing the committee's meetings and events, in addition to attending all YLP Leadership meetings
 - d. Must submit a letter of intent to the Board to be considered
4. Membership: Edgar will work with Membership on Corporate Membership Drives via ERGs and will engage Carlos/The Chamber to work on this with us. Edgar is unavailable for discussion at this time and Dominique will check in with him to report back next month.
5. Updating board members' bios – Everyone needs to submit to Michael.
6. Celeste proposes we share our board meeting agenda with paid members before board meets, and offer them the opportunity to submit agenda. The secretary will determine what is added.
7. Manny suggests we need to clarify "closed" with regard to attendance at board meetings. He will submit a proposal next month for language.
8. We are establishing a timeline for which requests of the board involving any financial commitments must be submitted in advance. We will require a 60-day advanced request, to provide the board time to discuss and communicate.
9. We would like the Treasurer to be responsible for giving the board an advanced heads-up on expected finances (ie: ByN). Sofia will go through last year's expenditures to help her propose this to agenda for our monthly meetings.
10. Sofia will suggest allocations for budget for each committee.

11. Sofia's proposed policies for our financials was reviewed, and she will submit to Manny for creation:
 - a. All expenditure must go through Sofia
 - b. Membership (Anna) must communicate new members to Sofia
 - c. Board and committees can each expense one meeting, and the board will determine the amount
 - d. 60 days advanced notice
 - e. ROI/explanation of expenses (accountability to our members) must be provided
 - f. Quarterly, Semi-Annual, and Annual meeting costs
 - g. Treasurer will be responsible for ensuring a \$40 bank is available at socials/paid events
12. Dominique will address with the Chamber responsiveness to requests for anything related to financial
13. Paypal – We are still having problems with this, and its account/connection to Wild Apricot. We have upgraded our status and are paying Paypal and yet still having problems accepting payment for members. We need to remove Edgar from this account. Michael will be designated to solve our problem, and he will change our accounts to be generic, such as a log in/user id to be Board@YoungLatinoProfessionals.com. We will utilize the Square in the mean time. Danny has suggested if necessary we close down our account and start over from scratch. We will ask Edgar for his credentials and try to fix the problem 'as him.' We will send an email to those who have tried to become members apologizing for the issues and identifying that you can pay at the event if attending. Michael will show something on the website to address this, such as 'under construction.'
14. Membership renewals – We need to resolve our Paypal problems and then discuss renewals and retention.
15. Linking Leaders - Celeste has asked to have the Board's approval/discussion before having our name attached. There is a Linking Leaders event planned for February, a week before our Social. This would be for members, only; and have a cap of 30 attendees. The group does not feel the two will compete/it would not be too many/too close together. We have voted and approved as a board.
16. Upcoming Events
 - a. Thursday's social – there was a break down at the end of our hosts, and we will support some of the costs financially. We will provide vegetables, wraps and water. We only want to have water, no alcohol at this event.
 - b. YLP Welcome – board and committee leadership meeting will be held Saturday, Jan. 17 at 2:30pm at HCC. The agenda is simply to layout the background of YLP and the roles of chairs and board members. Will hope to hold it down to 2 hours.
 - c. President's reception - Jan. 22, 5:30 to 8:00pm, proposed at GCI. We will invite his mentors and friends as well to attend. We anticipate 25 to 45 people, DJ Spike, light appetizers. For the last president, we spent \$250. GCI gave us a quote at \$5.50/head budget. We also have had communication with CX about this event. Danny is in communication with CiCi about this avenue. Dominique is in communication with LIA about GCI. We have proposed purchasing an award to present to Edgar. Dominique will source this and present to the board for approval.
 - d. Retreat/Strategic Planning, Jan. 24, Sprint Accelerator, 1:30-tbd. Will look for an objective person to facilitate, to include team-building. We would propose bringing water or something light to eat.
17. Event Forms
 - a. Secretary will respond to event submission within 24 hours to acknowledge we have received the submission, and explain that the board will review within 48 hours. Event submission timeline is 30 days. As we want 60 days in advance to discuss approving funds, we will ask Committees to submit proposed budgets up front; but we will ask to change the form to 60 days to remain consistent. Approval by the board is relayed by secretary. Secretary reminds the event planner to fill out the communications request form.

- b. Post-event form - using it more consistently to create results for Annual Report. The challenge in the past was its length, but all of this information is important. We will set the expectation for Chairs to ensure it is completed after each event.
- c. We will add to each month's agenda (1.) review of all post-event forms submitted since the last meeting (2.) update on membership status
- d. Celeste suggests we consider creating a members-only portal on our website. This would include a listing of our members, their profession and contact information; minutes; agenda and link as to how to submit agenda; members-only opportunities (Linking Leaders, jobs board); and anything else we want to share only with our paid members. Michael states this will be best achieved through Wild Apricot. The board has asked Michael to test the ease of achieving this.

18. Committee leadership

- a. Philanthropy: Elisa Cory, Brenda Fernandez; with Michael to be the board liaison
- b. Professional Development: Edgar Palacios, Erika Lopez; with Dominique as the board liaison
- c. Social: Orlando Matos, Natalie McCarter; with Danny as board liaison
 - i. Dominique will reach out to MillerCoors to fill our supply of product as everything we have is expired.
- d. Communications: Estuardo Garcia, Erika Noguera (Celeste, Michael and Sofia all express interest in serving under Estuardo); with Celeste as the board liaison
- e. Membership: TBD; with Anna and Manny as board liaisons. We have asked Anna to create a plan of what she wants for this committee. This includes participation in all events to engage new members. Michael submits that the engagement of YLP in LOTS, Latino Leadership, KC Biz Fest could also be relevant for this. Danny suggests the keys as recruitment and retention. Dominique will pull a list of names from Wild Apricot as to those who expressed interest in this committee. Celeste also shared a list of people who expressed interest during the Town Hall meeting on the Committee Group page on Facebook.
 - i. Shannon has reported to Sofia that he has dropped off all of YLP's belongings in his possession and we need to verify this is there. Michael will verify this tomorrow. We need to access from him the digital version of this.

19. We've discussed re-naming Social Committee in the past. As a board, we have decided we the board should not change the name. We will empower the chairs to discuss this going forward.

20. Policies/Procedures

- a. We would like to re-visit the event policy. This describes the responsibility of who is to staff the registration table, who is responsible for ensuring the financial aspects are taken care of, and membership engagement (retention or solicitation). For each event, the committee who organized the event identifies an event lead (default is the committee's chair/co-chair), and they ensure their committee sets-up (including providing necessary tools such as name tags) and staffs the registration table, they connect prior with the membership committee for a current list of members, they connect with the treasurer to obtain a bank and they take payment for non-members, they ensure refreshments are present (when applicable).
 - i. Anna would like to take responsibility and create an appreciation/follow-up process and will price out stationery and obtain board signatures.
- b. Bylaw/constitution ah-hoc committee was initiated previously and we have feedback from some members that this did not result in what the membership wants. It has been suggested that we invite the board members who created what we have in place to participate, along with current members who want to join this committee, to be lead/in the responsibility of Manny as our Parliamentarian. The constitution was developed to be a live document, and we want to recognize this. Any suggestions coming from this committee would be approved by the board before changes are made. We have asked for Manny to summarize his impressions of what this committee was previously trying to achieve, and what he presents for agenda.

21. Tabled:

- a. Operating procedures (Manny)
 - i. Online voting, voting method, committee liaisons, etc (help me if i have forgotten some of the daily things we changed or established from the beginning of last year's new board. Renewing the guiding documents committee, with a more directive charge)
- b. LOTS
- c. Professional development event (Sherry: For the past several years, LOTS hosted a YLP career panel, typically in October. Due to the large number of college prep events, and moving around college presenters, we were not able to host a career panel. We just completed our 2015 calendar of events. The YLP career panel is tentatively scheduled for May 16.)
- d. (Robert: This is a great idea and we had done this in the past. We had YLP scheduled to do a Career Exploration presentation this past Oct. However, for some reason it never came through. I would suggest that when your executive committee meets that you invite members of the Board of Directors of the Hispanic Collaborative, including Carlos, to explain to you our vision for the Developmental Pipeline as it involves all of our programs being integrated into the pipeline: Latinos of Tomorrow, KC BizFest, Latino Leadership Inst. and YLP. This way we can all be on the same page right from the start.
- e. Thank you for attending this past Saturday's meeting. As you can see from attending our Saturday meetings, we need many volunteers not only for the presentations that cover our College Access, Readiness and Retention curriculum, also to help individual students with their writing projects and our upcoming College Prep day-long events starting in March. We will also need volunteers to help with KC BizFest coming up in Feb. I have cc: Connie Espinoza Springfield, BizFest Co-chair, to see what needs she has with her program. Let's continue our conversation and I appreciate your efforts to help. Please look at our College Access, Readiness and Retention program at our website at latinosoftomorrow.com)
- f. Opportunities
 - i. Spanish movies on the Extreme Screen: "I'm writing to let you guys know about something that YLP may want to be involved with – the CMO at Union Station is Michael Trill and he's also on my board. A couple of weeks ago he mentioned that they're starting to do some Spanish language movies on the Extreme Screen – I think they did Polar Express and have another one on the agenda for this winter. They are partnering with Dos Mundos and I just wanted to be sure YLP knew about this as well, in case it's of interest....please let me know if you decide to connect with this." LeAnn Smith, Science Pioneers, Inc.
- g. YLP calendar

The meeting was called to a close at 8:57 pm.

Respectfully Submitted,
Celeste C. Lupercio
Secretary