

March 2015 Board Meeting – YLP GKC



The meeting was called to order by Michael Lopez at 5:55pm. Present as the meeting was called were Sofia Chavez, Manny Abarca, Michael Lopez and Celeste Lupercio. We were later joined by Danny Silva and Dominique Hernandez.

1. [Minutes are now being approved online, so they can be submitted to members quickly.]
2. Old Business
 - a. How do we define the YLP program? Robert Barrientos requests statement for use of grant submissions in 2015; but we cannot get clarification until after the Collaborative has their first board meeting (Dominique). *Their board meeting was postponed until later in March. This is tabled for review next month, however we did discuss that Dominique should present hard copies of the 2014 YLP Annual Report at the meeting, together with other items we'd like her to present..*
 - b. Progress by Edgar to support membership – working on corporate membership drives via ERGs (Dominique): *The Board asks for Dominique to connect Edgar and Membership Committee, asking for them to develop a strategic plan as to how we can engage more ERGs. We will ask for Dominique to report back on progress by April 1 regarding establishing this meeting, and for Anna to give us a report at our April board meeting as to progress toward that strategic plan.*
3. Tabled from last month
 - a. Ensure statement re: filling committee leadership positions has been added to our constitution (Manny): *Manny suggests what we currently have on the books omits what happens if something someone just falls off a committee without formal notice. Additionally, Parliamentarian-suggested updates are as follows:*
 - i. “Section 9.1: A YLP committee chair or co-chair may resign from their post. The resigning board member must submit a written letter of resignation. Once the letter is received, the YLP executive board must vote to ~~approve the~~ *enter into the record acknowledgement of the resignation.” The board agreed on this addition to the constitution. Also we agreed to change language to define chair/co-chairs as officers. This creates a two-year term for these.*
 - ii. “Section 9.2: If a YLP chair or co-chair position becomes open before the expiration of the respective term, the committee shall ~~self-election~~ *elect* from members within the body. Within two weeks if the committee has not elected a new chair the president will then submit a nominee for the open position to the YLP executive board for approval. If the nominee is approved, then they will serve the remainder of the term.” *This board agreed on this addition to the constitution.*
 - iii. For those applying: “Section 9.3: For those individuals interested in becoming a committee chair individuals need to fulfill these qualifications: 1) be a paid and current member of YLP 2) have had prior attendance to the committee applying for chairpersonship or consistent presence in the committee events 3) commit to serve at least ~~1-year~~ *two years* to the committee and be responsible for planning and executing the committee’s meetings and events, in addition to attending all YLP leadership meetings, and 4) must submit a letter of intent to the Board to be considered for the chair position.” *The Board agrees on this addition to the constitution.*
 - b. Language proposal to define “closed” regarding attendance at board meetings (Manny): According to the Constitution Article III: Section 3.3: Meetings of the YLP board shall be held at pre-arranged dates or at the call of the president and shall be closed meetings. At all said meetings, fifty (50) percent of the voting members of the YLP executive board shall constitute a quorum. *The board*

considered to edit the constitution define “closed,” and other ways to address providing members an audience with the board. Considerations include (1) amend the constitution (2) define meeting (2)(a) create a concept of a public forum to meet prior to the board. Michael wants to develop an amendment, as this then allows for all of the members to agree upon how we re-define Article III: Section 3.3. We want to also speak to how a member can request to be heard from the board. Manny will develop new language to address our agreement, (1) Invitation-only process (2) Use of our open forum opportunities and website for feedback.

- c. Written guidelines for 60-day requirement for requests for financial commitments (Manny): Manny reported the only mention of budgeting regards the description of the Treasurer’s role. We discussed developing constitution to match guiding document addition to reflect multiple requirements for budgeting, including a 60-day requirement for all expected expenditures, as well as a formal presentation and timeline for yearly budgeting. The current structure doesn’t outline the “budget” or “fiscal year,” which we should address. *We agree to define ‘fiscal year’ as that which coincides with the Chamber’s. Dominique will get this information for us.*
- d. Written guidelines for financials submitted by Sofia, for Parliamentarian review (Manny):
 - i. Sofia suggested requests for purchases of any kind, sponsorship requests, requests for money for events, etc. should be submitted at least 60 days prior. She also suggested requests should include justification for the expense, as an explanation to our members. *The board agreed that we should determine when requests require a vote by the board, which we will determine when something is identified as a major expense. We also would like to develop time requirements related to whether the request is for funding of an event vs. donation or sponsorship requests. We agree 30 days should be the expectation for events; and 60 for donations, sponsorships and the like.*
 - ii. The treasurer needs to be aware of any expenses that are made prior to the fact. As well as any deposits. If treasurer is not available, then the President or Vice President need to be aware and make sure its reported back to the treasurer.
 - iii. VP of membership and Treasurer need to meet once a month to make sure all membership income has been recorded correctly.
 - iv. The board should be allowed to expense meals for a maximum of four meetings per fiscal year, with a maximum expense of \$50.
 - v. Committees should be allowed to expense one meeting at the end of the year to thank committee members for their support. Chair and co-chair should make the request for funding to the board 60 days in advance.
 - vi. Quarterly meeting (Q1, Q3) budget should not exceed \$50, biannual meeting \$150, and annual meeting \$250.
 - vii. The President should support to the treasurer as needed for monthly statements from the Chamber, and to ensure all numbers are always accurate and reimbursements/invoice payments are fulfilled in a timely manner.
 - viii. A ‘bank’ of \$40 should be provided for every paid event (Philanthropy events are not paid events). The treasurer is responsible for ensuring this.
 - ix. VP of Membership should be responsible for ensuring the ipad and square are available for all events.
 - x. The Treasurer should receive an estimated budget from each committee no later than February 15. *We discussed that only Philanthropy has submitted theirs, and Dominique agreed to send a reminder to the other committee leads. We have also suggested that Dominique offer to help them develop this, and Sofia create a template to assist as well. Although February 15 was Sofia’s ideal for 2015, we’d like the language of this to reflect a date which is ideal in relation to the fiscal year, which is TBD.*

Manny has agreed to update what we have suggested, proposing new language to address the above next month.

- e. Ensuring Shannon no longer gets PayPal and Wild Apricot messages. Follow-up personalizing automated emails (Michael): *Michael has attempted to remove Shannon in any way he knows, so he will call Wild Apricot and Pay Pal to ensure he's completely removed. Michael has reduced automated emails from 4 to two; and will follow-up with Erika N to ask for her to develop copy for us by our April 7.*
- f. Event policy updated in constitution (Manny):
 - i. Current language: "It is the responsibility of the chair of the committee leading the event to serve as the point person. In all events the membership committee will identify two paid members to serve as membership liaisons who will operate and obtain "new members" using the appropriate technology to obtain payment. Event/leading committee chair will ensure the membership liaisons will have a table near the main entrance of the event space as well as one membership liaison mingling through the event space to follow up on potential new memberships. Event/committee chair and membership liaisons can be the same person, serving in multiple positions. Membership liaisons must arrive at least 30 minutes in advance of the established event start time." Manny suggests adding a portion to Article V Section 5.2: Committee Authority (needing further definition enabling committees to 'create opportunities in the best interest of the organization, relating directly to the committee.' Also, he recommends the same corresponds with guiding documents (re: January board Meeting). *We would like to translate this policy into a checklist which is something that we will provide to committees. We will strike the Policy 'as is' after we as a board have approved the checklist. The policy will simply refer to the checklist. As liaison for Social, the most labor-intensive committee of events, we have asked for Dominique to lead the creation of this. She will draft, the board will review to ensure it is all-inclusive.*
- g. Bylaw/constitution ad-hoc committee – thoughts on past and future (Manny): Manny suggested we soon convene an open monthly meeting where the committee reviews the constitution, creating a set of mutually collaborative guiding documents to further define policies and procedures. The goal is to make recommendations to the board for non-intent changes to the constitution and create a set of as complete and non-piecemeal guiding documents as possible. The group could report its recommendations to the board and then at the annual meeting for changes. *We have agreed not to form ad hoc committees, and to take this on as a board, instead. We will ask for the Parliamentarian to bring portions of the constitution to board meetings, with recommendations, and then we will review a portion of the time.*
- h. Operating procedures (Manny): Manny wanted to address items such as online voting, voting method, committee liaisons, etc. He questioned if this is something the board established last year and we as a board should define our terms for communications. Eventually, also to be spelled out in policy through the ad-hoc committee, he recommended a formal policy establish "turn over" policy which further spells out the process for board member transitions and a formal re-establishment of terms. *The group determined no major changes are needed at this time, as many have already been addressed to date.*
- i. YLP one-sheet and sponsorships: *We need Dominique to ask our partners how they solicit for sponsorships. She will do this at the Collaborative board meeting. We need to ensure we're not double-dipping in approaching potential sponsors. Part of this discussion will include our learning about how monies sponsored the Collaborative is distributed to YLP (or if it is). We have reviewed the One-Sheet draft and made suggestions for updates. We have asked Manny to draft language about the process for approaching potential sponsors. This should include a mandate that a board member must be present at any discussion.*

4. Report from Collaborate Board of Directors Meeting – President Dominique Hernandez will report regularly. Old business: Sherry wanted to present agenda for that meeting to include how money that is given to the Collaborative luncheon (or other fund-raisers) is dispersed among all groups of the Collaborative. We also should find out if YLP is paying for any costs to maintain bookkeeping, and if so, how much. We would need to add this into our budget, if so. *Dominique will take these issues to the meeting.*
5. Review of expected / upcoming finances – Treasurer Sofia Chavez
 - a. Suggested allocations for each committee's budget. *Sofia has detailed expenditures she's predicted and we've discussed and approved adjustments.*
6. Membership Retention and review of current membership (#) – VP of Membership Anna Bazan
 - a. Michael will meet with the membership committee and Sofia to instruct them about management of Pay Pal. *Anna has been more active on Wild Apricot.*
 - b. *In the first meeting, great ideas were garnered, but ownership of execution was not assigned. The board might be able to help direct by setting markers (ie: number of members/month). As well, we want to ensure they drive forward on our New Member packet. Our likely goal will be by Q2.*
7. *Going forward in board meetings we will look to review any Comments posted to our website.*
8. Review of last month's events and their post-event forms
 - a. February's social at Starlight (Celeste): *The event was quite successful, and our new partners mentioned YLP as partnering on a great event at another event several weeks later.*
 - b. Philanthropy (Michael): *The event was on a date with weather problems. Turn-out was small but the group was mighty.*
 - c. Professional Development (Daniel): *Turnout was interestingly male dominant. Overall the pros and cons of the execution was a good learning lesson from our new committee co-chair.*
9. Upcoming Events and progress on event submission, communication requests
 - a. March social – *Will be a joint networking event with the Hispanic Chamber of Commerce at the Wyandotte Community Housing sponsored by Garcia Law. In April the social will be at Mod Gallery.*
 - b. March philanthropy – *Will be for Rose Brooks. Location TBA. 9am-12noon, the last Saturday of the month.*
 - c. Linking Leaders April 24th *CXL and KC Public Library are hosting the next Linking Leaders. Dominique has asked if YLP would like to host in June. This could be potentially with AMC. The group has agreed to pursue a June event, space TBD.*
 - d. Others *n/a*
10. New Business
 - a. Team / Board decisions on events (Celeste): *We reviewed concerns/requests to ensure we are getting majority board decisions on booking events and allotting funds; and agreed improve upon following policies.*
 - b. YLP 2014 Yearly Summary (Dominique): *See 1.a.*
 - c. Location of YLP member pins (Michael): *We now know where to look for them.*
 - d. Enforcing policies (Manny): *Tabled, for Manny to re-address when we get to the respective portion of our review of the constitution. See 2.g., 2.h.*
 - e. Sports league (Manny): *The group would agree this would be a good pursuit. This is a good opportunity to expand our network. We'd like to find a sponsor for tee shirts. Manny has done some research and we have motioned and agreed to have Manny lead the efforts. Will be discussed further, due to meeting time constraints.*
 - f. YLP strategy for elevating of members/nominations for Best Of lists (Danny): *This is KC didn't have a Latina on the list. How can we change this? Start with a monthly feature, perhaps, with four specific categories, showcasing members, perhaps? We need to figure out how to start nominating folks. This could include having members complete a generic form, and then funneling them into Lists as they advance. Will be discussed further, due to meeting time constraints.*

- g. GenKC/YLP golf clinic (Danny): *First Tee, Sports Commission, GenKC and YLP to partner. Will be discussed further, due to meeting time constraints.*
- h. Junot Diaz in KC (October) – *tabled – Latino’s Writing Collective bringing him, need sponsors.*
- i. NCLR conference – *tabled*

The meeting was called to a close at 9:00 pm.

Respectfully Submitted,

Celeste C. Lupercio
Secretary, YLP Executive Board

Ensure statement re: filling committee leadership positions has been added to our constitution –
Parliamentarian Manny Abarca

YLP Committee Chair *and* Co-Chair Resignations and VACANCIES

Below in **red** is suggested language from Manny Abarca for submission into our constitution. *In blue italics* is the change to language agreed upon by the Board.

Section 9.1: A YLP committee chair or co-chair may resign from their post. The resigning board member must submit a written letter of resignation. Once the letter is received, the YLP executive board must vote to approve the enter into the record acknowledgement of the resignation. The Board agreed on this addition to the constitution. Also we agreed to change language to define chair/co-chairs as officers. This creates a two-year term for these.

Section 9.2: If a YLP chair or co-chair position becomes open before the expiration of the respective term, the committee shall self-election elect from members within the body. Within two weeks if the committee has not elected a new chair the president will then submit a nominee for the open position to the YLP executive board for approval. If the nominee is approved, then they will serve the remainder of the term. This Board agreed on this addition to the constitution.

For those applying:

Section 9.3: For those individuals interested in becoming a committee chair individuals need to fulfill these qualifications: 1) be a paid and current member of YLP 2) have had prior attendance to the committee applying for chairpersonship or consistent presence in the committee events 3) commit to serve at least 1-year two years to the committee and be responsible for planning and executing the committee's meetings and events, in addition to attending all YLP leadership meetings, and 4) must submit a letter of intent to the Board to be considered for the chair position. The Board agrees on this addition to the constitution.

Language proposal to define “closed” regarding attendance at board meetings – Manny

Recommendation

According to the Constitution Article III: Section 3.3: Meetings of the YLP board shall be held at pre-arranged dates or at the call of the president and shall be closed meetings. At all said meetings, fifty (50) percent of the voting members of the YLP executive board shall constitute a quorum.

We have to edit the constitution or make up some artificial definition of “closed”. Ideally we need something like, “all members of YLP may present to the board within the first 15 minutes of a regularly scheduled board meeting and all current members may sit within the gallery during board meetings.” We need to alter the constitutional language to otherwise not compromise the document. I would recommend the ad-hoc committee take this on. We’d like to address how to allow our members to attend Board meetings/have the attention of the Board. Two considerations are (1) amend the constitution (2) define meeting (2)(a) create a concept of a public forum to meet prior to the Board. Michael wants to develop an amendment, as this then allows for all of the members to agree upon how we re-define Article III: Section 3.3. We want to also speak to how a member can request to be heard from the Board. Manny will develop new language to address our agreement: 1. Invitation only process 2. Use of our open forum opportunities and website for feedback.

Written guidelines for 60-day requirement for requests for financial commitments – Manny

Recommendations

The only mention of budgeting happens with the Treasurer's job duties portion. We can easily create a constitution matching guiding document addition that will reflect multiple requirements for budgeting including a 60 day requirement for all expected expenditures as well as a formal presentation and timeline for yearly budgeting. Unfortunately our current structure doesn't outline the "budget or fiscal year," so we need to outline that as a board. We agree to define 'fiscal year' which coincides with the Chamber's. Dominique will get this information for us. This is something else I would recommend the Ad-hoc committee take on as otherwise it is one person's opinion as to the best interest of the organization. Sofia proposed this immediate policy recommendation but processes need to be outlined as to the procedures used for submitting this request.

Sofia: Purchases of any kind, sponsorships, events, marketing swag, improvements on website. Need to be notified with at least 60 days of due date. It should be up to ~~the board to vote on~~ *at board discretion and agreed upon by vote*. And they need to be ready to justify the expense on members. Explain ROI. Note: ROI does not have to be necessarily be monetary. We would like to differentiate between budget requests from committees for events vs. requests for donations, sponsorships and the like. We need 60 days for donations, sponsorships, major expenses. We need 30 days for event expense requests. Manny will update and propose new language next month.

The only changed needed to be made to this policy is the "how this happens" and the checks and balances.

Written guidelines for financials submitted by Sofia to be added – Manny

Recomendations

See the above information, as well as Sofia's formal recommendations to be considered by the ad-hoc committee.

YLP Treasurer - Proposed Policies for 2015 The group is in agreement with below and asks Manny to draft into appropriate language.

1. The treasurer needs to be aware of any expenses that are made prior to the fact. As well as any deposits. If treasurer is not available, then the President or Vice President need to be aware and make sure its reported back to the treasurer.
2. VP of membership and Treasurer need to meet once a month to make sure all membership income has been recorded correctly.
3. Board meetings - Can only expense up to 4 meetings/year - Maximum \$50
4. Committee meeting - have a right to expense 1 meeting at the end of the year to thank their members for their support. The Chair and co-chair need to present the board with a budget 60 days prior to the event.
5. Purchases of any kind, sponsorships, events, marketing swag, improvements on website. Need to be notified with at least 60 days of due date. It should be up to the board to vote on. And they need to be ready to justify the expense on members. Explain ROI. Note: ROI does not have to be necessarily be monetary.
6. Quarterly meetings, Half year meeting, and End of year meeting will be cover by YLP - For quarterly meeting budget should not exceed \$50. Half-year: \$150. End year meeting could go up to \$250
7. President support to the treasurer needed for monthly statements from the chamber. to ensure all numbers are always accurate and reimbursements/invoice payments get done on a timely manner
8. Bank should be \$40 for every event. The treasurer is responsible for making sure its always available.
9. VP of membership should be responsible for having the ipad and square and making sure is available for all events.

10. Treasurer needs to receive an estimated budget from each committee no later than Feb 15. **(I guess we can move this til the end of the month this year; I will send a reminder to all chairs)** Dominique will send reminder email to committees overdue, and offer assistance in creation. We need to define a date / deadline for general/future guidelines, which should coincide with the fiscal year (TBD). For 2015, we are still in need for budgets from social, membership and communications.

Event policy updated in constitution – Manny

The current policy is below:

It is the responsibility of the chair of the committee leading the event to serve as the point person. In all events the membership committee will identify two paid members to serve as membership liaisons who will operate and obtain "new members" using the appropriate technology to obtain payment. Event/leading committee chair will ensure the membership liaisons will have a table near the main entrance of the event space as well as one membership liaison mingling through the event space to follow up on potential new memberships. Event/committee chair and membership liaisons can be the same person, serving in multiple positions. Membership liaisons must arrive at least 30 minutes in advance of the established event start time.

Recommendation:

To properly input this information into documents we need to add a portion to the constitution enabling committee's to do the work they do whether, hosting events, meeting, etc. I propose a new addition to Article V Section 5.2: Committee Authority (needing further definition enabling committees to "create opportunities in the best interest of the organization, relating directly to the committee." Furthermore I recommend that the same Article and section directly correspond in the guiding documents to include this portion as drafted during January's board meeting:

The committee is responsible for submitting the event form. The 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. Postevent 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. 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 We would like to translate this policy into a checklist which is something that we will provide to committees. We will strike the Policy 'as is' after we as a board have approved the checklist. The policy will simply refer to the checklist. As liaison for Social, the most labor-intensive committee of events, we have asked for Dominique to lead the creation of this. She will draft, the board will review to ensure all Is are dotted and Ts are crossed.

Bylaw/constitution ah-hoc committee – thoughts on past and future – Manny

Recommendation:

We must immediately be charged to convene, an open meeting at least once a month to work our way through the constitution, creating a set of mutually collaborative guiding documents that further defines policies and procedures. The goal is to make recommendations to the board for non-intent changes to the constitution and create a set of as complete and non-piecemeal guiding documents as possible. The group

should report its recommendations to the board and then at 2016's annual meeting for changes. We will opt against this. We will ask for the Parliamentarian to bring portions of the constitution to the board with recommendations and then we will review a portion of the time.

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)

Recommendation:

This is something the board established last year and we as a board should define our terms for communications. Eventually, also to be spelled out in policy through the ad-hoc committee, I recommend that a formal policy establishes a "turn over" policy which further spells out the process for board member transitions and a formal re-establishment of terms. No major changes are needed, many have already been discussed.