

# LCS Board Meeting

10:00 AM, Thursday, October 15th, 2020

## **Members Present:**

President - Stephen Irvin Balfour (1<sup>st</sup> term to 2022);  
Vice-president - Howard Feldstein (1st term to 2021);  
Treasurer - Andrew Timothy Boardman (1<sup>st</sup> term to 2021);  
Secretary - George William Radford (2nd term to 2022);  
Director - Michael Ross Searles (1<sup>st</sup> term to 2022);  
Director - Brian Thomas Dalziel (2<sup>nd</sup> term to 2022);  
Director - Antoinette Francis Brahm (1<sup>st</sup> term to 2021);  
Director - Larry John Barnhardt; (1<sup>st</sup> term to 2021).  
Director - Richard Joseph Chase (1<sup>st</sup> term to 2022);  
Director - Yolanda Martínez Llamas (1<sup>st</sup> term to 2022).

## **Members Absent:**

Director - Christine Carter Caldwell (1<sup>st</sup> term to 2021);  
Director - Elizabeth Villaseñor Ramírez (2<sup>nd</sup> term to 2022);  
Past President - Carole Jeanne Wolff

## **Vacant positions:**

Director - (1<sup>st</sup> term to 2021).

### **1. Call to Order: Steve Balfour, President, at 10:05 AM.**

**2. Adoption of Agenda:** There was a determination of a Quorum with ten of twelve voting members present.

### **3. President's Report: Steve Balfour**

The search for the new Executive Director is underway. A search committee has been constituted to interview and recommend to the Board qualified candidates. 12 candidates have applied.

First interviews will be conducted using Zoom.

Second interviews will be held in person. Recommended candidates will be presented to the Executive Committee.

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It has been determined that moving away from the current birthday-based membership terms would be advantageous to the LCS. Terms would be set at one year from the date of application or renewal. A major advantage is the ability to process renewals on the LCS website using credit cards.

**Motion** M/S/C Tim Boardman/Howard Feldstein to change the terms of all LCS memberships to be one year from the application date. The term for new memberships and renewals will be 12 months. Discussion. The Board unanimously approved. **Motion Carried**

#### 4. Secretary's Report: George Radford

- **Approval of the September 17th, 2020 Minutes:** M/S/C Tim Boardman/Howard Feldstein to approve the minutes of the August 13th, 2020 Board meeting. The Board unanimously approved. **Motion Carried.**
- The AGM Minutes of August 20, 2020 have been translated and have been sent to Mexico City for protocolization.

#### 5. Executive Director's Report - October, 2020. Steven Balfour

- OPEN Circle - scheduled to restart on November 1st with all required safety precautions and using reservations to limit attendance to 75 .
- The LCS has been left with an unpaid CFE bill of \$5,000 pesos by the previous Cafe operator.
- **Motion** M/S/C George Radford/Howard Feldstein to have the LCS pay the CFE outstanding bill of \$5,000 pesos. Discussion. The Board unanimously approved. **Motion Carried**
- A new Spanish teacher has been hired at the same pay rate as the previous instructor.
- The skin cancer screening practitioners have proposed a new fee sharing scheme.
- **Motion** M/S/C Brian Dalziel/Howard Feldstein to approve a new fee sharing rate effective immediately for a term of one year of 70 % for the Doctors and 30% retained by the LCS. Discussion. The Board unanimously approved. **Motion Carried.**
- Chuck Ball is now ready to test a new feature that allows credit card payment for donations on the ICS website.

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- Annual Fund - Donations total \$1,6 million pesos since appeals began. \$335 thousand pesos were raised last month. Larry Barnhardt requested a list of annual donations since the program began 4 years ago.
- Since the campus reopening statistics have been gathered on the ratio of member/non member attendance on the main campus.
- There is no word as yet on when the US Consulate will restart visits to the LCS.
- LCS Health day with flu and pneumonia vaccinations is expected shortly.

## 6. Treasurer's report: Tim Boardman, Treasurer.

- Month
  - Revenue for the month \$618k, over half of which is Donations. Membership for the month is good and the Magazine shows revenue of \$39k, some of which relates to the AGM printed issue. Year to date [YTD]
  - Unrestricted cash at the end of the month is \$1,102k or just over 3 months of reduced operations.
- Year-to-date
  - LCS is at breakeven for the year on just over \$4 million pesos of combined revenue.
  - Membership and donations make up \$3 million pesos of this total income.

**Motion** M/S/C George Radford/Howard Feldstein to accept the October, 2020 Treasurer's Board Report, Balance Sheet and other financial reports. Discussion. The Board unanimously approved. **Motion Carried.**

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## 7. Standing Committee Reports:

- **Audit Committee:** Brian Dalziel, Chairperson.
  - Routine internal control audits are being performed.
- **Campus Committee:** Howard Feldstein, Chairperson.
  - Two of the 4 beneficiaries of a bequest that includes the LCS have merged.
  - **Motion** M/S/C Howard Feldstien/Brian Dalziel to approve the appointment of Spencer McMullen to represent the LCS in the probate of the will and disbursement of the bequest Discussion. The Board unanimously approved. **Motion Carried.**

# LCS Board Meeting

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- **Community Committee:** Larry Barnhardt. Chairperson.

- Efforts continue to assemble a Mexican Advisory Counsel to advise the LCS.
- The Committee is looking at ways of leveraging the value of the Open Circle and Reaching Out programs
- The Volunteer Committee is reviewing volunteer job descriptions.
- Larry indicated the Foodbank Lakeside is in need of financial assistance to continue operations.

- **Program Committee:** No report

- **Fund) Development Committee** George Ra dford, Chairperson.

- Michael and Steve have met with Aurora Michel to try to secure a possible \$10,000 USD donation.
- Howard and Steve are meeting with another potential major donor.

**8. Ad Hoc Capital Campaign Committee:** Steve Balfour. No report.

**9. Board Planning Retreat - follow up. Larry Barnhardt**

- A special Board meeting will be convened to plan the implementation of ideas developed at the planning retreat.

**10. Ad Hoc LCS 2.0 Project Management Committee:** Brian Dalziel, Chairperson.

No report.

**11. Old Business:**

No items raised.

**12. Adjournment**

M/S/C Howard Feldstien/Tim Boardman to adjourn the meeting. The Board unanimously approved adjournment at 11:35 A.M.

# LCS Board Meeting

10:00 AM, Thursday, October 15th, 2020

The next board meeting date will be Thursday, November 19th, 2020 at 10:00 AM using Zoom teleconference services.

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George William Radford, Secretary

Date of Approval: November 19th, 2020

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Stephen Irvin Balfour, President

Special LCS Board Meeting  
9:00 AM, Thursday, October 28th, 2020  
In Person on the LCS Campus

**Members Present:**

President - Stephen Irwin Balfour (1<sup>st</sup> term to 2022);  
Vice-president - Howard Feldstein (1st term to 2021);  
Treasurer - Andrew Timothy Boardman (1<sup>st</sup> term to 2021);  
Secretary - George William Radford (2nd term to 2022);  
Director - Elizabeth Villaseñor Ramírez (2<sup>nd</sup> term to 2022);  
Director - Michael Ross Searles (1<sup>st</sup> term to 2022);  
Director - Brian Thomas Dalziel (2<sup>nd</sup> term to 2022);  
Director - Christine Carter Caldwell (1<sup>st</sup> term to 2021);  
Director - Larry John Barnhardt; (1<sup>st</sup> term to 2021).  
Director - Richard Joseph Chase (1<sup>st</sup> term to 2022);  
Director - Yolanda Martínez Llamas (1<sup>st</sup> term to 2022).

**Members Absent:**

Director - Antoinette Francis Brahm (1<sup>st</sup> term to 2021);  
Past President - Carole Jeanne Wolff

**Also Present:** Stephen Irwin Balfour

**Vacant positions:**

Director - (1<sup>st</sup> term to 2021).

**1. Call to Order: Steve Balfour, President, at 9:05 AM.**

**2. Adoption of Agenda:** There was a determination of a Quorum with eleven of twelve voting members present.

**3. President's Report: Steve Balfour**

The search for the new Executive Director is underway. A search committee has been

constituted to interview and recommend to the Board qualified candidates.

Cats and Dogs on campus are becoming an issue with membership. The cat population has now grown to 20. Steve would appreciate any constructive ideas.

The new Cafe operators are scheduled to open November 8th.

Greeters at the gates have now been equipped with iPads to record attendance. Much better and more detailed statistics should now be available on visitors to the LCS.

Office hours have been reduced to 10AM to 1:30 PM due to reduced afternoon activity.

### **Change to Membership Terms**

In order to take advantage of payments for new memberships and membership renewals using credit cards on the LCS website it is necessary to adjust the term of memberships to exactly one or two years from the date the membership is created or renewed. This move will eliminate charges for part year memberships.

- **Motion;**
  - Stephen Balfour moved the LCS institute memberships on a one or two year term beginning as soon as possible. M/S/C Howard Feldstien. Discussion. One negative .
- **Motion carried.**

#### **4. Secretary's Report: George Radford**

- George is working with Mike Goss and Brian Dalziel to develop an index for all documentation the LCS wishes to maintain. The folders will be hosted on Google Drive and therefore readily available to the Board, staff and volunteers with appropriate security.

#### **5. LCS Board Work Session: Larry Barnhardt, Brian Dalziel, Steve Balfour**

The Work Session focused on developing a program of work based on the annual priorities that came out of the Board Retreat.

Four focuses were presented. Membership, marketing, fundraising and Information

## FINAL VERSION

Technology. A fifth category, Transformation, was added during discussion.

Specific initiatives were identified for action during the session. Those are documented by Larry Barnhardt A lead Board member and 2 or 3 other Board participants were assigned to each of the five areas.

The team leads have been asked to meet with their team before the next regular Board meeting on November 19th and begin identifying plans to implement the most important initiatives

### **15. Adjournment**

DRAFT M/S/C Howard Feldstien/Tim Boardman to adjourn the meeting. The Board unanimously approved adjournment at 11:35 A.M. to make way for the Planning Session.

The next board regular meeting date will be Thursday, November 19th 2020 at 10:00 AM using Zoom teleconference services. Virtual donuts will be provided.

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George William Radford, Secretary

Date of Approval: November 19th, 2020

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Stephen Irvin Balfour, President