

# LCS Board Meeting Minutes



10:00 AM, Thursday, April 20th, 2023

In person and by Zoom video due to members traveling

## Members Present:

President - Stephen Irvin Balfour (2nd term to 2024);  
Treasurer - Andrew Timothy Boardman (3rd term to 2025);  
Secretary - George William Radford (3rd term to 2024);  
Director - Richard Joseph Chase (2nd term to 2024);  
Director - Leigh Ann Manheim (1st term to 2024);  
Director - Gregory Kyle Custer (2nd term to 2025).  
Director - Gregory DiStefano (2nd term to 2025)

## Members absent:

Director - Christy Carter Caldwell (3rd term to 2025);  
Vice President - Yolanda Martínez Llamas (1st term to 2025);  
Director - Hunter Lee Johnson III (2nd term to 2025);  
Director - Leon Felipe Muñoz (1st term to 2025)

## Vacant positions:

Director- Up for election 2024  
Director- Up for election 2024

## Also Present

Luis Francisco Pacheco Camara, Executive Director  
Carole Wolff, Past President

### 1. Call to Order: Steve Balfour, President, at 10:03 AM.

### 2. Determination of a Quorum:

There was a determination of a Quorum with seven of eleven voting members present.

### 3. Adoption of Agenda:

**Motion:** M/S/C Steve Balfour/George Radford to approve the April 20th, 2023 agenda. The Board unanimously approved. **Motion carried.**

### 4. President's Report: Steve Balfour

- Board Retreat
  - The retreat will be held on May 15th on the LCS campus.
- Mariachi Festival

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- The festival was a great success, raising 89 thousand pesos for the school.
- Dale Palfrey has approached the LCS to take an active role in rejuvenating the foreign section of the Chapala cemetery.

## 5. Secretary's Report: George Radford, Secretary

- **Motion:** M/S/C George Radford/Christy Caldwell to approve the minutes of the September 15th, 2022 Board Meeting. The Board unanimously approved.  
**Motion Carried.**

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

- Tim Boardman presented the reports for January and February which had been delayed by issues with the external accountant.

**Motion:** M/S/C Tim Boardman/George Radford to accept the January and February 2023 Treasurer's Board Reports, Balance Sheets and other financial reports.  
**Discussion.** The Board unanimously approved. **Motion Carried.**

A public report is available in the LCS office.

## 7. Campus Working Group: Yolanda Martinex, Chairperson.

- No report due to absence.

## 8. Fund Advancement Committee: Greg DiStefano, Chairperson

- The fundraising event at the DiStefano residence attracted 58 people and raised \$700 USD for the LCS.

## 9. Board Development Committee: Hunter Johnson, Chairperson

- No report due to absence.

## 10. Mexican Advisory Council: Yoly Martinez, Chairperson

- No report due to absence.

## 11. Customer Service Report - Leigh Manheim, Chairperson

- The first of several customer service classes for LCS volunteers was held on April 19th.

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- Feedback from participants was very positive and revealed some weaknesses in the volunteer experience that need to be addressed.

## 12. Executive Director's Report - Luis Francisco Pacheco

- **Information Systems**
  - A new IT coordinator has been hired. Isaias Peraza will focus on the implementation of the new Point of Sale system.
- **Campus Maintenance**
  - Remodeling of the Neil James plaza was completed.
  - Rebuilding of the driveway on the South Campus was completed.
- **Restorations**
  - Tree pruning will begin April 28th.
- **Human Resources**
  - A new Spanish teacher, Sandra Guutierrez, has been hired.
  - Our current Finance and Administration Director is retiring in June. Alfredo Perez will assume that position and a new education Director will be hired.
  - Diana Ayala has resigned from the Development Director's role. A replacement will be recruited. The LCS Board thanks Diana for her years of service to the organization.
  - The external accountant contract has been terminated and a contract with a new firm has been completed.

## 1. Old Business: None

## 13. New Business:

- At the retreat, members will discuss setting a new meeting date for the regular monthly Board meetings to better accommodate members who still work full time.

**14. Adjournment:** M/S/C George Radford/Rick Chase to adjourn the meeting. The Board unanimously approved adjournment at 12:21 P.M.

**The next board meeting date will be Thursday, May 18th, 2023 at 10:00 A.M. in person and by Zoom.**

# LCS Board Meeting Minutes



10:00 AM, Thursday, April 20th, 2023

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**Date of Approval: July 11th, 2023**

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**George William Radford, Secretary**

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**Stephen Irvin Balfour, President**