

# LCS Board Meeting Minutes

10:00 AM, Tuesday, December 12th, 2023



## **Members Present:**

President - Stephen Irvin Balfour (2nd term to 2024);  
Treasurer - Andrew Timothy Boardman (2nd term to 2023);  
Secretary - George William Radford (3rd term to 2024);  
Director - Hunter Lee Johnson III (2nd term to 2025);  
Director - Christy Carter Caldwell (3rd term to 2025)  
Director - Gregory Kyle Custer (2nd term to 2025).  
Director- Michael Platt (1st term to 2024)

Director - Leigh Ann Manheim (1st term to 2024)  
Past President - Carole Jeanne Wolff.

## **Members absent:**

Vice President - Yolanda Martínez Llamas (1st term to 2025)  
Director - Gregory DiStefano (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

An Executive Session to discuss human resources took place before the regular Board meeting attended by current members of the Board only.

**1. Call to Order: Steve Balfour, President, at 10:38 AM.**

**2. Determination of a Quorum:**

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

**3. Adoption of Agenda:**

Motion:. M/S/C Steve Balfour/Greg Custer to approve the December 12th, 2023 agenda. The Board unanimously approved. Motion carried.

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## 4. President's Report: Steve Balfour

- a. 2024 AGM
  - i. Date and time
    1. Wednesday March 20th beginning at 10:00 A.M..
  - ii. Agenda
    1. Standard agenda to be reviewed at the January Board meeting.
  - iii. AGM Motions required
    1. To be reviewed with the agenda at the next Board meeting.
- b. Concerts and upcoming events
  - i. Blues Fest 12/16
  - ii. Jan 13 Mexican Community Outreach Concert. Shakira Unplugged at the auditorio.
  - iii. Feb 3rd Brandon and James
- c. LCS Name Change
  - i. There have been suggestions that the LCS should consider a change in name to promote outreach.

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

- **Motion:** M/S/C George Radford/Steve Balfour to approve the minutes of the November 10, 2023 Board Meeting. The Board unanimously approved. **Motion Carried.**

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

- Tim reviewed financial reports up to October 2023.
- **Motion:** M/S/C Tim Boardman/George Radford to accept the November 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.
- Tim reported the proposed costs for the 2023 external audit proposed by Grant Thorton was \$250,000 pesos. He recommended seeking alternate proposals.
- **Motion:** M/S/C Tim Boardman/George Radford to allow the Treasurer to seek alternatives for the 2023 external audit. **Discussion.** The Board unanimously approved. **Motion Carried.**

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

- No report.

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

- The Nominating Committee has been identified and is finalizing candidates for election in 2024.

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

- No report.

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

- **Information Systems**
  - The replacement of LibraryVision will require significant cleanup of the current collection but is proceeding quickly with staff and volunteers
  - A study is underway to determine if the volume of business in DVDs warrants inclusion in the new system..
- **2024 LCS Budget**
  - Budget projections are available for review by the Finance Committee prior to Board approval.
- **Legacy Bequest**
  - An estate executor was appointed at court on Tuesday November 21st.
- **Housekeeping**
  - Housekeeping schedules are being revised for greater efficiency.
- **White Pages in the LCS Annual Directory**
  - The white pages will be eliminated from this year's edition due to privacy/security concerns based on Mexican regulations.

## 13. Old Business: None

## 14. New Business: None

**15. Adjournment:** M/S/C Tim Boardman/Steve Balfour to adjourn the meeting. The Board unanimously approved adjournment at 12:1409 P.M..

**The next board meeting date will be Tuesday January 9th, 2024 at 10:00 A.M..**

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Date of Approval: January 9th, 2023

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**George William Radford, Secretary**

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**Stephen Irvin Balfour, President**