



LCS Board Meeting Minutes

10:00 AM, Thursday July 18th, 2024

Vice-President: Vacant;

Secretary: Michael Abe Platt (1s term to 2026);

Director – Hunter Lee Johnson III (2nd term to 2025);

Director – Linda Goman (1st term to 2026);

Director - Gregory Kyle Custer (2nd term to 2025);

Treasurer: Andrew Timothy Boardman; (3rd term to 2025);

Director – Stephen Graham (1st term to 2026);

Director – George William Radford (1st term to 2026);

Members absent:

President: Yolanda Martinez Llamas (2nd term to August 2024);

Director – Madera Glenn (1st term to 2026);

Director – Gregory DiStefano (1st term to 2025);

Director - León Felipe Muñoz (1st term to 2025)

Also Present:

Past President, Interim Exec Director - Stephen Irvin Balfour

Vacant

Director - (3rd term to 2025).

positions:

Guests:

John Henry, Jennifer Johnson, Barbra Harkness, Joan Ward, Marianne O'Halloran, Dale Palfrey, Randy Kayworth, Brian Dalzie, Deena Haffler.

Yoly Martinez, President, had a previous commitment with the State government and delegated Mike Platt, the Secretary, to chair the July Board meeting.

1. Call to Order: Mike Platt, secretary, at 9:58 A.M.

Closed Session 10:00 to 10:45 A.M.

The Board discussed human resource matters, a legal matter regarding a bequest and 2024 Budget re-forecasting.

2. Determination of a Quorum:



LCS Board Meeting Minutes

10:00 AM, Thursday July 18th, 2024

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

3. Adoption of Agenda:

- **Motion:** M/S/C George Radford/Linda Goman to approve the July 18th, 2024 Board Meeting agenda. The Board unanimously approved. **Motion carried.**

4. Secretary's Report: Michael Platt, Secretary

- **Motion:** M/S/C Michael Platt/George Radford to approve the minutes of the June 20th, 2024 Board Meeting. The Board unanimously approved. **Motion Carried.**

5. Treasurer's report: Tim Boardman, Treasurer

- June financials were delayed because of an issue with the trial balance which has now been identified.
- **Motion:** M/S/C Hunter Johnson/Linda Goman to accept the April and May 2024 Treasurer's Board Report, Balance Sheet and other financial reports. Discussion. The Board unanimously approved. **Motion Carried.**
- A public report is available from the LCS office.
- The independent Auditors report has been received and is being reviewed prior to distribution to the Board and posting on the LCS Website in advance of the Special Assembly on August 20th
- The balance of payment from the Auditorium for an LCS concert has now been received.
- The Treasurer will report back on an apparent sizable increase in Campus grounds expenses YTD. It is suspected due to the practice of showing the monthly budget as simply 1/12th of the forecast annual budget while actual expenditures tend to be seasonal.

6. President's Report: Yolanda Martinez, President In Yoly's absence Mike Platt provided the update.

- **Bylaw Amendments**
 - Notario #2 advised, when reviewing the proposed Constitution changes, that the LCS had been using the wrong terminology for decades. An A.C. has Bylaws not a Constitution.
 - **Motion:** M/S/C George Radford/Steve Graham to approve the recommended amendments to the LCS Bylaws as developed by Nancy DeSouza and verified by Notario #2. Discussion. The Board unanimously approved. **Motion carried.**
- **Special Assembly Scheduled for August 20** – Encourage attendance.

LCS Board Meeting Minutes



10:00 AM, Thursday July 18th, 2024

- **Motion:** M/S/C Mike Platt/Steve Graham to approve the Agenda for the Special assembly on August 20th. Discussion. The Board unanimously approved. **Motion carried.**
- Agenda and Proposed Constitution changes to be posted ASAP

7. Executive Directors Report: Steve Balfour

- **Children's Art Program**
 - Attendance at the Saturday classes is back to normal.
 - A new initiative is underway to identify talented students in the program and offer support for future development in the arts.
- **Children' Art Camp July 30 to Aug 2nd**
 - Almost 150 kids are registered.
 - The final day will feature a sale of the children's work.
 - **MuLarks for kids** MudLarks has developed a pottery program for children to be offered beginning this fall.
- **Wilkes Center**
 - A restricted donation has created a reserve fund for the Wilkes Center. Steve Balfour is looking into how those funds could best be used to address much needed improvements to the property.

8. Board Development Committee: Hunter Johnson, Chairperson

- Christy Carter Caldwell has resigned from the LCS Board due to her relocation. The Board expressed its deep appreciation for the years of service Christy has provided to the LCS.
- The Board Development Committee has recommended John C. Henry, a long term volunteer at LCS, be appointed to the Board to replace Christy
 - **Motion:** M/S/C Hunter Johnson/Steve Graham to approve the appointment of John C. Henry to the LCS Board of Directors completing Chrity's term. Discussion. The Board unanimously approved. **Motion carried.**
- Open position for Vice President
 - Yoly Martinez's elevation to LCS President created a vacancy. Gregory DiStefano has volunteered to assume that position until the next elections.
 - **Motion:** M/S/C Hunter Johnson/Mike Platt to approve the appointment of Gregory DiStefano to the position of Vice President. Discussion. The Board unanimously approved. **Motion carried.**
- Director Absence. It is noted that Board Director Leon Felipe Munoz has been absent for the past four Board meetings without explanation, contrary to the LCS existing Bylaws that provide for the abandonment of a Board position. . A note will be sent to Leon advising him of the situation.
- Confidentiality Agreements for those handling sensitive information.
 - **Motion:** M/S/C George Radford/Steve Graham to approve the adoption of a revised policy and form for Policy D-5 Confidentiality. Discussion. The Board unanimously approved. **Motion carried.**



LCS Board Meeting Minutes

10:00 AM, Thursday July 18th, 2024

● **Nominating Committee**

- Noting another inconsistency in the LCS Bylaws, apparently a new Nominating Committee must be established as the one for the General Assembly in March 2024 expired at the conclusion of that meeting.
 - **Motion:**. M/S/C Tim Boardman/Steve Graham to re-appoint Hunter Johnson as the chair of the Special Assembly Ad hoc Nominating committee. Discussion. The Board unanimously approved. **Motion carried.**

● **New Constitution Committee**

- A partial review of Bylaw changes to address several issues raised by the disruption of the 2022 AGM due to Covid, revealed a requirement for a comprehensive updating of Bylaws. A new committee is required to address this initiative in time for the next general assembly.
- **Motion:**. M/S/C Steve Graham/George Radford to appoint Hunter Johnson as the chair of the new Ad hoc Constitution Committee. Discussion. The Board unanimously approved. **Motion carried.**

9. IT Committee Update: George Radford, Chairperson

The Committee is meeting weekly to address several concurrent projects.

- A new Library system (KOHA, ko ahh), is in final testing and conversion of legacy data stages. Implementation has been delayed from late August until September 2nd to provide for more complex configuration and training requirements for Library volunteers.
- Updates are being made to the existing LCS website to reduce updating time, the look and feel, navigation, maintenance effort and incorporate new features such as social media interfaces and search engine optimization.
- The next initiatives are;
 - Further refinements to the year old LCS reservation system (GiveCloud).
 - the development of a longer range plan for iT development to reflect the future of the LCS,
 - an application to support more refined fundraising.

10. Other Committee Reports:

Search Committee: Steve Graham

- Thirteen resumes were received and reviewed. No suitable candidates were found.
- Advertisements have been placed in Mexican publications in the Guadalajara and lakeside areas.
- A search firm has been engaged to aid in the search.



LCS Board Meeting Minutes

10:00 AM, Thursday July 18th, 2024

10. Executive Committee Report:

- Already addressed in updates and motions above. For the record these items were discussed during the closed session prior to the beginning of this board meeting.
 - Executive Director Search
 - Will Status
 - Board financial Commitment
 - Budget Reforecast
 - Resignations

Guest Speaker: Dale Palfrey

Dale Palfrey withdrew her request to be part of the ad hoc Nominating Committee. Dale asked for some clarity on the communication process within LCS.

13. Old Business: Addressed in previous agenda items.

14. New Business: None raised.

15. Adjournment: M/S/C George Radford/Hunter Johnson to adjourn the meeting. The Board unanimously approved adjournment at 12:46 P.M.

NOTE - Next Meeting Date

The next board meeting date will be Thursday August 15th, 2024 at 10:00 A.M

Michael Abe Platt, Secretary

Date of Approval: August 15th, 2024

Yolanda Martinez Llamas, President