

# LCS Board Meeting



10:00 AM, Thursday, October 21st 2021

At the South Campus Boardroom

## Members Present:

President - Stephen Irvin Balfour (1<sup>st</sup> term to 2022);  
Vice-president - Michael Ross Searles (1<sup>st</sup> term to 2022);  
Treasurer - Andrew Timothy Boardman (2nd term to 2023);  
Secretary - George William Radford (2nd term to 2022);  
Director - Richard Joseph Chase (1<sup>st</sup> term to 2022);  
Director - Yolanda Martínez Llamas (2<sup>st</sup> term to 2023).  
Director - Hunter Lee Johnson III (1<sup>st</sup> term to 2023).  
Director - Larry John Barnhardt; (2nd term to 2023).  
Director - Christy Carter Caldwell (2nd term to 2023);

## Members Absent:

Director - Brian Thomas Dalziel (2<sup>nd</sup> term to 2022);

## Vacant positions:

Director - (1<sup>st</sup> term to 2023).  
Director - (2<sup>nd</sup> term to 2022);

## Also Present

Luis Francisco Pacheco Camara, Executive Director  
Past President - Carole Jeanne Wolff.

## 1. Call to Order: Steve Balfour, President, at 10:06 AM.

## 2. Determination of a Quorum:

There was a determination of a Quorum with nine of ten voting members present.

## 3. Adoption of Agenda:

**Motion:**. M/S/C Steve Balfour/Hunter Johnson to approve the October 21st, 2021 agenda. The Board unanimously approved. **Motion carried.**

## 4. President's Report: Steve Balfour

- **The Concerts in the Park** Board members were encouraged to promote and attend special concerts on Dec 1st.
- **Appointment of Nominating Committee** Hunter's Board Development Committee was assigned the additional responsibility of serving as the Nominating Committee for the 2022 AGM.

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- **2022 General assembly** The date of the AGM was set as March 15th, 2022. The preferred approach would be a combination of a live and Zoom meeting. The Board planning retreat will take place after the AGM
- **Annual Giving:** The campaign continues as an important source of revenue for the LCS. Monthly appeals for donations are planned.

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

- **Motion** M/S/C George Radford/ Rick Chase to approve the minutes of the September 19th Board meeting. The Board members unanimously approved. **Motion Carried.**
- Minutes of the March, 2021 AGM meeting The protocolized minutes were received from Notario #2.

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

### September, 2021

Good month with membership, programs and fundraising carrying the month. Expenses largely as budgeted.

**Year to date [YTD]** Membership, programs and Fundraising are all above budget and are going strong. Admin expenses are very close to budget, other expenses are in line with the increased levels of revenue. Buildings/grounds reflect the additional repairs and maintenance that has been required. Unrestricted cash is at \$1,400k or close to 4 months of operations.

**Motion:** M/S/C Tim Boardman/Rick Chase to accept the October, 2021 Treasurer's Board Report, Balance Sheet and other financial reports. Discussion. The Board unanimously approved. **Motion Carried.**

A public report is available in the LCS office.

A draft of the 2022 LCS budget will be presented to the Board at the November meeting.

## 7. Executive Director's Report - for September, 2021. Luis Francisco Pacheco

### Development activities

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The 16<sup>th</sup> concert took place on September 19<sup>th</sup> featuring The Royals with a ticket sale of 192. The 17<sup>th</sup> concert took place on October 3 featuring Diana Villanova with a ticket sale of 149 . . The Annual Tequila Testing event took place on September 10<sup>th</sup>, with 139 tickets sold. And the Wine Testing took place October 15<sup>th</sup> with 102 tickets sold.

## **Education Programs.**

Spanish in action: The new period started. 5 groups with 37 student's total. Level 3B is now open.

The Children Arts program resumed on September 4, 2021, with 10 young artists, under a strict COVID operating protocol. ASA art shows have restarted at LCS.

## **Human resources.**

Other members of staff were able to get their vaccines this month. At this moment 92% of our Staff is fully vaccinated and 100% has at least one shot.

## **Conecciones Magazine:**

The October magazine was online. It was sent to 8060 e-mail contacts, and the mail was opened by 32% of recipients. It has been read online by 651 persons and downloaded by 196.

## **Social Media:**

We got 59 new followers, 42 posts and 10,868 people reached. During the month 77 design pieces and 4 videos were made.

## **Molinari State**

It is expected the LCS will be signing the final sales papers in the first week of November.

## **Directory**

We have started the ad selling process and have set sales indicators and deadlines to complete the process on time.

## **Library Roof Repairs**

Recent rains have created serious leaks in the Library roof which require immediate repair.

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**Motion:** M/S/C Tim Boardman/Christy Caldwell to authorize the Executive Director to use the reserve Gillespie Fund to pay for repairs to the library roof. Discussion. The Board unanimously approved. **Motion Carried.**

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## 8. Ad hoc Committee Report: Michael Searles, Vice-president.

As per the motion at the September 2021 Board meeting to address gaps in the LCS governance policy the ad hoc committee presented the following two motions.

**Motion:** M/S/C Michael Searles/Rick Chase. It is the policy of LCS that approved travel and business expenses will be reimbursed or advanced to paid employees, officers, board members, and volunteers. Approvals are granted by the Executive Director for paid employees and volunteers; by the LCS Executive Committee for the LCS President; and by the LCS President for all other Board members and the Executive Director. All travel and business spending must support the stated goals of the LCS. **Discussion.** The Board unanimously approved. **Motion Carried.**

**Motion:** M/S/C Michael Searles/Rick Chase. It is the policy of LCS that no Board member receives compensation, except, in the event, that a Board member assumes the role of the Executive Director on an interim basis. This should only occur on the termination, resignation, or inability of the current Executive Director to fulfill the obligations of the position. The amount paid to the Board member shall not exceed the then current salary of the Executive Director. The salary to the Board member shall continue to be paid until a new Executive Director is rehabilitated or recruited and trained. In no event shall the training period for the new Executive Director exceed one month. **Discussion.** The Board unanimously approved. **Motion Carried.**

## 9. Mexican Advisory Council: Yolly Martinez, Chairperson

- The last meeting took place on October 14th. A meeting between the Council and the Board will be arranged to present the council and the projects and start the dialogue.
- Another meeting will introduce the Council to managers and volunteers. .

## 10. Board Development: Hunter Johnson, Chairperson

- The skills makeup of all Board members is now complete and it indicates an imbalance of needed skills and experience going forward.

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- The Committee is examining the LCS confidentiality and conflict-of-interest policies for possible updating.
- A List of Committee members and volunteers is being assembled as a pool of potential future Board candidates
- The Development Committee was assigned the expanded role of serving as the Nominating Committee for this year's AGM.
- The next meeting of the Committee will take place Tuesday, November 2nd.

## 11. Campus Working Group” Larry Barnhardt, Chairperson

- The group first met on September 30th. The next meeting will be October 28th
- Michael Pumphrey has agreed to join the team
- The group will first deal with immediate use of the Molinari property and ten longer term rationalization of use of the entire campus on 16th de Septeimbre.

## 12. Old Business:

## 13. New Business:

## 14. Adjournment:

M/S/C Michael Searles/Richard Chase to adjourn the meeting. The Board unanimously approved adjournment at 12:09 P.M.

**The next board meeting date will be Thursday, November 18th, 2021 at 10:00 A.M.**

**Note: the next meeting will be held in person on the LCS campus so that a Board photo can be taken.**

\_\_\_\_\_ Date of Approval: November 18th, 2021  
George William Radford, Secretary

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Stephen Irvin Balfour, President