

LCS Board Meeting
10:00 AM, Thursday, December 21, 2017
South Campus

Members Present:

President - Ben White (2nd term to 2018);
Vice President - George Radford (1st term to 2018);
Secretary - Carole Wolff (2nd term to 2018);
Treasurer - Michael Searles (3rd term to 2019);

Directors at Large:

Director - Cate Howell (3rd term to 2018);
Director - Nick Hanson (1st term 2019);
Director - Roberto Serrano (1st term to 2019);
Executive Director - Terry Vidal;
Director - Janis Sirany (1st term to 2019);

Members Absent:

Director - Philip Rylett (replacing Barbara Hildt 1st term to 2019);
Director - Philip Newbold (replaced Butler 2nd term to 2018);
Director - Dee Dee Camhi (1st term to 2018).

1. Call to order: President Ben White called the meeting to order at 10:05 AM. There was a determination of a Quorum with nine of eleven voting members.
2. Adoption of Agenda: M/S/C George Radford/Michael Searles to approve December 22, 2017 agenda. The Board unanimously approved.
3. Secretary's report:
 - Approval of the November 16, 2017 Minutes: M/S/C Carole Wolff/Nick Hanson. The Board unanimously approved.
4. Executive Committee: President Ben White.
 - 2018 Nominating Committee – Nominations are in process.
 - Socialization of LCS Campus renovation plans – is in process with 50 “power volunteers” and two groups of about 20 each of potential donors and and discussion of the potential of presenting plans for membership at the AGM.
 - Molinari house status – still in process.

5. Treasurer's report: Michael Searles for November, 2017.

M/S/C Michael Searles/George Radford to accept the November, 2017 Board Report, Balance Sheet and other financial reports. The Board unanimously approved. All reports reflected that LCS is financially healthy. A public report is available in the LCS office.

● **Report to the Board on LCS November, 2017 Financial Statement.**

- November income was \$51,790 below the budgeted amount. This shortfall was primarily due to Donations (-\$59,550), Programs (-\$29,637), Facilities Use (-\$1,509), Fundraising (-\$1,649) and Directory (-\$13,742). This shortage in income was partially offset by overages in Membership (\$35,077) and Investment Income (\$19,220).
- Expenses for November were \$189,700 above the budgeted amount. The major contributors to this overage were above budget spending in Administration (\$45,780), Buildings/Grounds (\$13,418), Directory (\$121,756), Programs (\$3,965) and Fundraising (\$4,781)
- The bottom line impact of the above is a deficit of \$147,956. The overall net result is \$241,490 below the budgeted amount.
- Year to date income was \$260,146 under the budgeted amount. This shortage was primarily due to Donations (-\$166,549), Programs (-\$80,499), Facilities Use (-\$1,595), Fundraising (-\$212,870) and Directory (-\$64,186). This shortage was partially offset by above budget amounts in Membership (\$104,218), and Investment Income (\$161,335).
- Year to date expenses were under budget by \$285,737. This saving was primarily due to Administration (-\$218,232), Building/Grounds (-\$2,365), Programs (-\$50,582), Fundraising (-\$19,064) and Student Aid (-\$36,500), which was offset by an overage in Directory (\$41,006).
- The bottom line is a surplus of \$124,415 which is \$25,591 over the budgeted amount. With the inclusion of the Capital Campaign donation, the net surplus is \$268,665, which is \$169,841 above the budgeted amount. LCS continues to be financially sound.

6. Executive Director's December 2017 Board Report:

Current Membership	Previous report	+/-	
Regular	1902	1824	+78
Senior	276	267	+9
Student	1	1	0
Life	14	14	0
Honorary	1	1	0
Monthly	97	78	+19
Total	2291	2185	+106

Donations – Annual fund Carole.

Audit – Mark.

Fund Development - 2018 directory distribution is underway and the trivia fundraiser for the annual fund was postponed until early next year.

Community - The first half of the 2017 Membership Survey has been shared with committee volunteers. The second half has been sent and we are currently collecting results with 645 responses received. Still waiting for confirmation on a date for the signing of the memorandum of understanding with U de G. Terry is looking to hire a PR and Marketing professional in mid-January of which one is a recent graduate in Graphic design, a candidate and a former recipient of our student aid program.

Campus - Nick Hanson and Ben working on the concerned that all of our fish were stolen/eaten but due to the low temperatures the fish had slow down and huddle together in the weeds.

Program – The PEP schedule for January is out, see January newsletter. Prueba Mexico classes have been re-launched and a schedule for the current offerings are also in the January newsletter. Alfredo has developed a new corps of volunteers and program for visiting Spanish speakers who visit our campus for English immersion (usually high schools or colleges). Thanks to Phil Rylett. for his support and assistance. This happens a few times a year. Alfredo has instituted a \$10 peso/student fee for this intensive program for future visits.

Negotiations on the cafe have been completed and the new contract is in effect for two more years.

Finance – Michael.

7. Standing Committee Reports:

- Audit Committee: Philip Newbold, Chairperson not in attendance and Michael Searles stood in for Philip.
 - Phillip proposed in absentia motion presented by Michael Searles to request a motion that Raja Mukherjee be added to the Audit Committee. M/S/C Michael Searles/Nick Hanson to add Raja Mukherjee to the Audit Committee. Discussion. The Board unanimously approved.
 - Phillip proposed in absentia motion presented by Michael Searles to request a motion to amend the Audit Committee Charter such that only LCS Board of Directors member on the Audit Committee is the Chair of the Audit Committee. M/S/C Michael Searles/George Radford to approve that only LCS Board of Directors member of the Audit Committee can be Chair for the Audit Committee. Discussion. The Board unanimously approved.
- Campus Committee: Nick Hanson, Chairperson is continuing to work on the campus plan and has begun the monthly meetings. Nick requested a motion that Khalil Khan, an architect be added to the Campus Committee. M/S/C Nick Hanson/Cate Howell to add Khalil Khan to the Campus Committee. Discussion. The Board unanimously approved.
- Community Committee: The Community committee met on Thursday, December 14th, and three items were discussed.

First item was Terry's request to have a couple volunteers from the committee to assist in analyzing the results of the recent community surveys that LCS is doing. Two members volunteered.

Second item was a LCS member discount at local businesses program. Terry confirmed that we do have a sticker for businesses to post in their windows, showing that they participate. Committee requested that a single sheet for LCS members listing all participating businesses and what they offer be developed for members to carry with them when out shopping or dining.

The third item was LCS involvement in developing a community recycling program. Roberto requested permission to develop a small group to work on ways to educate the local communities on environmental education. Terry encouraged Roberto to go ahead with his group to investigate environmental awareness and possible recycling. If we can make such a program revenue generating and profitable, the board would probably welcome a program like this. Other suggestions were discussed.

- Finance Committee: Michael Searles, Chairperson:

Budget Assumptions 2018- FINAL

- Membership income based on 2000 full members and 750 Associate members. At the following rates: \$700/\$550/\$250 (subject to AGM April 1, 2018);

A motion was requested to decrease the student membership from 250 to 100 pesos a year to encourage more participation. M/S/C Michael Searles/Cate Howell to decrease student membership to 100 pesos per year to be presented at the AGM, April 1, 2018). Discussion. The Board unanimously approved.

- Allow for Annual Giving Campaign of \$250K;
- “Que Ganga” Thrift Shop shown as net \$163K (after salaries and bonuses of \$103K);
- Library – same levels as 2017;
- Video Operations- Per submission \$60K & \$53K- Net \$7K;
- Spanish -Classes allow for increase in numbers \$250K, - Materials- increase due to price rise \$185K;
- Cultural Education Programs- Per submission from Education;
- Director- PM income \$332K Expenses \$141K- Net \$191K, PEP income \$206K, Expenses \$84K, Net \$122K, Net total income \$313K;
- Childrens’ Art – allow for Income \$40K, Expenses \$30K;
- Chess Club- New activity- allow Income \$8K, Expenses \$6K;
- ESL – Books \$68K income based on break-even, Students recognition \$3,000, Teachers in-service \$5,000;
- Facilities Use- same as 2017 levels;
- Fundraising activities: Jan- Mariachis, April- Wine fiesta, May- Tequila fiesta, July- Can Am, Sept- Fiesta Patria, Dec-Holiday Fair, Gross income-\$225K, Allow 37% in Expenses Net \$141K, Bus Trips- SC Buses- Gross income \$280K-, Expenses \$170K- Net \$110K;
- Directory- Income of \$485K -Expenses of \$160K (excluding salaries)- Net result \$125K;
- Salaries: All Staff-Add 3% inflation on 2017 levels, corresponding increases in benefits and on costs;
- Marketing costs- allow \$65K;
- Professional Development- allow \$8K;

- Accounting/Audit- Allow for \$98K audit fees, plus outgoings, Allow for accountant at \$4500 per month;
- Accounting/Audit- Allow for \$98K audit fees, plus outgoings, Allow for accountant at \$4500 per month;
- Board Expenses- Retreat costs \$4K, Volunteers party \$10K;
- Technology costs- set at \$25K;
- Building Supplies & Repairs- allow \$65K;
- Student Aid: General- Gibson- \$100K/ GG Legacy – \$90K;
- All other Income/Expenses individually reviewed by Finance Committee and adjusted to reflect past experiences and changed activities.

M/S/C Michael Searles/Cate Howell to approve the 2018 Budget. Discussion. The Board unanimously approved.

- Program Committee: Philip Rylett, Chairperson.

The Program Committee has finalized a scope of work and areas of responsibility for the group. It is being ratified by the members, and once fully approved they will share with the chairs of the other groups in order to clarify our understanding of intergroup boundaries. This will then presented to the board to confirm their charge.

The Program Committee amended their strategic plan in light of their scope document there is now 5 goals. Two of the five goals need clarification before it is ready for submission to the board.

The Program Committee devised a draft policy for Endorsed Programs that is being reviewed by the committee.

The Program Committee have a proposal for data elements that are needed to do a comparative evaluation of LCS Managed Programs and this is being approved by the group before officially sharing with Terry.

- Fund Development Committee: George Radford, Chairperson.

New Member for the FDC

- George Radford to requested a motion that Raja Mukherjee be added to the Fund Development Committee. M/S/C George Radford/Michael Searles to add Raja Mukherjee to the Audit Committee. Discussion. The Board unanimously approved.

Que Ganga

George reported that November year-to-date profits continue to fall below plan. Que Ganga is grossing less than 1,000 mp per day. November year-to-date net revenue is \$68 thousand pesos (28%) below our forecast .

Annual Giving Campaign

Carole Wolff updated the Annual Giving 2017 with donations to date of 144,966 MXN.

Board member donation matching contributions have yet to be fully accounted for.

A fundraising event (a trivia contest) planned for December and advertised in the December Newsletter was canceled and to be reschedule for early next year.

Membership Non Renewals

Need to determine where we are with the automated process for notifications. To date they are being done manually but using the revised input from the Fund Development Committee.

Comprehensive Surveys

George is working on the demographic profiles of those who responded to the first survey with those answering the second survey on Programs and Services.

Amistad Canada

An approach to positioning LCS to be a candidate as an AMISTAD “project” has been agreed upon. George Radford is to develop the draft of an “expression of interest” to appeal for support as one of the AMISTAD charities.

Michael Searles has shared a guideline on charities issued by the Canada Revenue Agency for some insight.

Business Membership

A recent meeting has proposed an approach to attract two of the three classes of potential commercial membership. Action required by George Radford.

8. Old Business:

9. New Business:

- Next board meeting date will be January 18, 2017 at 10:00 AM.

10. M/S/C Michael Searles/George Radford to adjourn the meeting. Board unanimously approved adjournment at 11:30 AM.

Carole Wolff, Secretary

Date of Approval: January 18, 2017

Ben White, President