

## LCS Board Meeting

10:00 AM, Thursday, October 17th, 2019

South Campus Boardroom

### **Members Present:**

President - Carole Jeanne Wolff (1<sup>st</sup> term to 2020);  
Treasurer - Andrew Timothy Boardman (1<sup>st</sup> term to 2021);  
Secretary - George William Radford (1<sup>st</sup> term to 2020);  
Director - Howard Feldstein (1st term to 2020);  
Director - Mac Bruce Whyte (1<sup>st</sup> term to 2020);  
Director - Brian Thomas Dalziel (1<sup>st</sup> term to 2021).  
Director - Virginia Boyle Pelzl (1<sup>st</sup> term to 2020).

### **Members Absent:**

Vice President - Sandy Eileen Britton (1<sup>st</sup> term to 2021);  
Director - Elizabeth Villaseñor Ramirez (1<sup>st</sup> term to 2020);  
Director - Janis Elizabeth Sirany (1<sup>st</sup> term to 2019).

### **Vacant positions:**

Director at large (2021);  
Director at large (2021);  
Director at large (2021).

### **Also present:**

Executive Director - Steve Balfour.  
Guest - Larry Barnhardt

**2. Adoption of Agenda:** There was a determination of a Quorum with seven of ten voting members present.

M/S/C George Radford/Gin Pelzl to approve the October 17th, 2019 agenda. The Board unanimously approved.

**3. President's Report:** **Carole Wolff** reported on the discussion of one day at a time.

**4. Secretary's report:** George Radford

- **Approval of the September 19, 2019 Minutes:** M/S/C George Radford/Howard Feldstein to approve the minutes of the August 15th, 2019 Board meeting. The Board unanimously approved. **Motion Carried.**
- **Updating of Signatures at Bancomer:** Emile Badawy reports he has now delivered a third copy of the LCS March 2019 AGM minutes.

**5. Executive Director's October 2019 Board Report:** Steven Balfour

The Executive Director reminded Board members of upcoming events to encourage their participation at the following:

Halloween Haunted House – **October 30 & 31;**  
Volunteer Appreciation – **November 6** – 2:30-5:30;  
Conexiones networking event – **November 12;**  
Wine Tasting and ASA Art Show – **November 16** – 2:30-5:30;  
Holiday Fair- **November 23 & 23,** 12-5.

**Prueba México Series which includes:**

Street Spanish November 4;  
Beans, beans, the musical fruit – November 7;  
Mexican Manners – November 21.

**Que Ganga** will close at the end of October.

**Neill James House** – Michael Pumphrey has done an assessment of the condition of this historic property. A report will follow. There is some significant work that is needed to address the building's decay and deferred maintenance issues.

Campus Maintenance - Significant work is continuing with lots of painting work, gardening and maintenance work around campus.

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

**Month** reflects the overlap of Terry and Steve as Executive Directors [last month] and the payment of Terry's finiquito. Admin also includes the addition of the development director, a position that was not included in the budget. Membership, donations and

fundraising ahead of budget, while programs and directory are below.

**Year to date [YTD]** LCS is now below budget for the year but has paid finiquitos for an Executive Director, Gardener, Commission salesperson and the Que Ganga manager. This has been possible because membership [\$769k] and investment income [\$160k] are ahead of budget. Programs (net) is \$97k below budget, The directory sales are still below budget and fundraising is close to budget on a net basis.

M/S/C George Radford/Howard Feldstein to accept the September 2019 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.

- **2019 LCS Budget**

The treasurer reviewed a draft of the proposed 2019 LVS budget and invited comments. The budget will be presented for approval at the November Board meeting.

## **7. Standing Committee Reports:**

- **Audit Committee:** Brian Dalziel, Chairperson.
  - The 2019 internal controls evaluations for IT systems, payroll, and financial processes have been completed.
  - Upcoming work relates to the audit of 2019 financial records by Grant Thornton (the independent accounting consultant).
- **Campus Committee:** Howard Feldstein, Chairperson.

The campus committee is continuing to develop a schematic design of the South Campus area. Building locations and external materials have been selected. The committee expects to have a design ready to submit to the board for approval at the November meeting.

- **Community Committee.** Sandy Britton, Chairperson.
  - No report Sandy Britton is out of town.

- **Finance Committee:** Tim Boardman, Chairperson.

Items were covered in the Treasurer's report above.

- **Program Committee:** Mac Whyte, Chairperson.

In a meeting with Alfredo Pérez Aldana, LCS Director of Education the cataloging of programs at LCS, how data is collected, tracked and available reporting was reviewed.

In a meeting with Steve Balfour and Alfredo the process needed to keep governance and operations separate was reviewed.

- **Fund Development Committee** George Radford, Chairperson.

#### Legacy Giving

Terms of reference developed for the project reveal a need for significant time to be spent on donor identification and qualification. With major effort on the capital campaign still a ways off there may be an opportunity to restart this initiative.

#### Annual Giving

The FDC set this year's giving target at 300,000 pesos, a conservative amount. Donations to-date are encouraging.

#### LCS 2.0

Regular meetings are moving the initiative along.

- 8. Ad Hoc Capital Campaign Committee:** Steve Balfour, Chairperson

Efforts focused on getting the new Development Director Diana Ayala familiarized and up-to-speed on her initiatives.

- 9. Ad Hoc LCS 2.0 Project Management Committee:** Brian Dalziel, Chairperson

The committee shared the latest version of the LCS 2.0 Vision Statement which will be used going forward to drive the goals for the standing committees.

- 10. New Business: None.**

**11. Old Business: None**

The next board meeting date will be Thursday, November 21st, 2019 at 10:00 AM in the South Campus Boardroom.

M/S/C Carole Wolff/Howard Feldstein to adjourn the meeting. The Board unanimously approved adjournment at 11:31 AM.

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George William Radford, Secretary

Date of Approval: November 21st, 2019

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Carole Jeanne Wolff, President