

**LCS Board Meeting**  
**10:00 AM, Thursday, July 18th, 2019**  
South Campus Boardroom

**Members Present:**

President - Carole Jeanne Wolff (1<sup>st</sup> term to 2020);  
Vice President - Sandy Eileen Britton (1<sup>st</sup> term to 2021);  
Secretary - George William Radford (1<sup>st</sup> term to 2020);  
Director - Elizabeth Villaseñor Ramirez (1<sup>st</sup> term to 2020);  
Director - Howard Feldstein (1st term to 2020);  
Director - Steve Balfour - (1st term to 2020).  
Director - Janis Elizabeth Sirany (1<sup>st</sup> term to 2019);  
Director - Brian Thomas Dalziel (1<sup>st</sup> term to 2021);

**Members Absent:**

Treasurer - Andrew Timothy Boardman (1<sup>st</sup> term to 2021);  
Director - Virginia Boyle Pelzl (1<sup>st</sup> term to 2020);  
Director - Mac Bruce Whyte (1<sup>st</sup> term to 2020);

Vacant positions

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

**Also present:**

Executive Director - Terence Quintin Vidal;

**Guests:**

Phil Newbold representing the absent Tim Boardman.

**1. Call to order:** President Carole Wolff called the meeting to order at 10:09 AM. There was a determination of a Quorum with eight of eleven voting members present.

**2. Adoption of Agenda:** M/S/C George Radford/Janice Sirany to approve the July

18th, 2019 agenda. The Board unanimously approved.

**3. President’s Report: Carole Wolff**

Carole Wolff reviewed the minutes of the July 15th, 2019 Executive Committee meeting convened to address the resignation of Terry Vidal from his position as Executive Director. And the selection of a Capital Campaign Director.

Carole Wolff requested that the Audit Committee develop a procedure to specify the role of the Executive Committee in regard to the process and approvals required for the hiring of senior staff for the LCS.

**Motion to Appoint Steve Balfour to the Position Of Interim Executive Director**

The Secretary, George William Radford, moved to appoint Steve Balfour to the position of Interim Executive Director, effective August 1st, 2019 understudying Terry Vidal until Sept 1st, 2019. On September 1st, 2019 Steve Balfour will assume the position of Executive Director.

M/S/C George Radford/Carole Wolff to approve the motion. Discussion. The Board unanimously approved. Steve Balfour abstained from voting. **Motion Carried.**

The Board of Directors accepts the resignation of Steve Balfour from the Board of Directors effective July 31st, 2019.

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

- **Approval of the June 20th, 2019 Minutes:** M/S/C George Radford/Howard Feldstein to approve the minutes of the June 20th, 2019 Board meeting. The Board unanimously approved. **Motion Carried.**
- The Secretary reported the protocolized minutes of the March 2019 Annual General meeting had been delivered to Bancomer for approval. No update yet on their acceptance as the Branch Manager is on vacation.

**5. Executive Director’s July 2019 Board Report: Terry Vidal**

Current Membership	Previous report	+/-	July <b>2018</b>	+/-
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<u>Regular</u>	<u>2133</u>	<u>2135</u>	<u>-2</u>	<u>1937</u>	<u>+204</u>
<u>Senior</u>	<u>329</u>	<u>332</u>	<u>-3</u>	<u>278</u>	<u>+45</u>
<u>Student</u>	<u>3</u>	<u>3</u>	<u>0</u>	<u>1</u>	<u>+3</u>
<u>Business</u>	<u>7</u>	<u>7</u>	<u>0</u>	<u>1</u>	<u>+6</u>
<u>Life</u>	<u>14</u>	<u>14</u>	<u>0</u>	<u>13</u>	<u>+1</u>
<u>Honorary</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-1</u>
<u>Monthly</u>	<u>28</u>	<u>11</u>	<u>+17</u>	<u>43</u>	<u>-21</u>
<u>Total</u>	<u>2514</u>	<u>2502</u>	<u>+12</u>	<u>2274</u>	<u>+237</u>

Fund Development - A search committee for the position of Fund Development Director met with 3 candidates, two of which were provided by the consulting firm *Gestion Filantropica*. Two candidates were selected for a second interview, but one dropped out before the second interview for personal reasons. The third candidate effectively withdrew herself from consideration during her interview. With complete consensus from the selection committee, the job offer was made and accepted by what was still the leading candidate. Preparation for the next annual fund drive is underway.

Community – “*Conexiones Entre Amigos*,” continues to grow and can be considered moderately successful. Actinver Bank will be the next host and speaker. The summer music fest was successful and garner over \$70,000 net., The COPRISJAL public meeting was marginally successful, but those who did attend learned a lot.

Program – Terry met with Spanish teaching expert to discuss ways of improving our Spanish program. A short and simple survey is being sent to all of the WH Spanish class participants from the past two years to help in the evaluation.

LCS 2.0 Task Force – A recommendation for approval of the charter is being submitted. A final review of the Why and Vision document is being asked for.

## **Motion to Approve the LCS 2.0 Vision and Why Document**

Terry Vidal to have the Board approves the submitted version of the LCS 2.0 Vision and Why documents as guidance to committee work in implementing LCS 2,0.

M/S/C Terry Vidal/Brian Dalziel to approve the motion. Discussion. The Board unanimously approved. **Motion Carried.**

**6. Treasurer's report:** Tim Boardman, Treasurer represented by Phil Newbold.

**Month** Income for the month ahead of budget, largely attributable to membership fees. Expenses also below budget for the month, across all categories except fundraising.

**Year to date [YTD]** LCS continues to be ahead of budget, membership being the largest contributor. Programs are \$165k below budget [net] and all other items are close to budget.

M/S/C George Radford/Janice Sirany to accept the July 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.

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

- **Audit Committee:** Brian Dalziel, Chairperson.

The Chairperson reported on the progress of the committee regarding current activities and upcoming events.

- **Campus Committee:** Howard Feldstein, Chairperson.

The Campus Committee met on July 10, 2019, with Arq. Gustavo Niño to review his proposal for the initial stage of development of our South Campus. Arq. Niño gave a compelling presentation and the committee has given its hearty endorsement of his proposal.

The deliverables due at the completion of his contract include digital project plans, a REVIT computer aided design model and. digital photo-realistic renderings including one set of foam core renderings.

The contract price, including IVA is \$108,286.00 payable 50% at contract signing and 50% at completion. Completion is expected in 4-6 weeks depending on the need for additional iterations as the design concept progresses.

### **Motion to Approve the Contract and Funds for Arq. Gustavo Nino**

Howard Feldstein moved for approval for the President to execute this contract and for funds to be made available from the Capital Campaign fund in the amount indicated above.

M/S/C Howard Feldstein/Brian Dalziel to approve the motion. Discussion. The Board unanimously approved. **Motion Carried.**

- **Community Committee.** Sandy Briton, Chairperson.

Work has begun work on a Stakeholder Communication and Feedback process. A review of the background and current status of the LCS 2.0 Project and how our task fits in with that project has been completed.

- **Finance Committee:** Tim Boardman, Chairperson. Represented by Phil Boardman

Items were covered in the Treasurer's report above.

- **Program Committee:** Mac Whyte, Chairperson not in attendance but report sent in.

The focus has been on acquiring new committee members. Invitations were sent out to 12 current LCS volunteers with an agenda. Two of those contacted declined the invitation. At the meeting of July 11th, none of the remaining 10 attended.

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

Fund Development activities in July related to interviews for the Capital Campaign Director, LCS 2.0 task force and starting the 2019/20 Annual Giving Campaign.

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

A proposal for “Board Engagement” was submitted for adoption by the Board.

**Motion to Approve the “Board Engagement Contact”**

Steve Balfour moved for approval of the Board Engagement Contract to become part of new Board member orientation.

M/S/C Howard Feldstein/Brian Dalziel to approve the motion. Discussion. The Board unanimously approved. **Motion Carried.**

**8, New Business:**

- No New Business.

The next board meeting date will be Thursday, August 15th, 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: August 15th, 2019

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Carole Jeanne Wolff, President