

LCS Board Meeting

10:00 AM, Thursday, January 16th, 2020

South Campus Boardroom

Members Present:

President - Carole Jeanne Wolff (1st term to 2020);
Treasurer - Andrew Timothy Boardman (1st term to 2021);
Secretary - George William Radford (1st term to 2020);
Director - Janis Elizabeth Sirany (2nd term to 2021),
Director - Mac Bruce Whyte (1st term to 2020),
Director - Brian Thomas Dalziel (1st term to 2021).
Director - Howard Feldstein (1st term to 2020);
Director - Antoinette Francis Brahm (1st term to 2021);,
Director - Virginia Boyle Pelzl (1st term to 2020);
Director - Christine Ann Caldwell (1st term to 2021);
Director - Larry John Barnhardt; (1st term to 2021).

Members Absent:

Director - Elizabeth Villaseñor Ramirez (1st term to 2020);

Vacant positions:

Vice-president (2021);

Also present:

Executive Director - Steve Irvin Balfour.

1. Call to Order: Carole Wolff, President at 10:08 AM.

2. Adoption of Agenda: There was a determination of a Quorum with eleven of twelve voting members present.

M/S/C Gin Pelzl/Tim Boardman to approve the January 16th, 2020 agenda. The Board unanimously approved.

3. President's Report: Carole Wolff

Carole Wolfe updated the Board on planning for the upcoming Annual General Meeting.

4. Secretary's report: George Radford

- **Approval of the December 19th, 2019 Minutes:** M/S/C Gin Pelzl /Tim Boardman to approve the minutes of the December 19th, 2019ing. The Board unanimously approved. **Motion Carried.**

5. Executive Director's Report - January 2020. Steven Balfour

Steven Balfour reported on the up and coming events and requested that we have as much Board participation as possible. .

Board Engagement Menu

The Board Engagement plan was presented to the board and accepted; this should roll out as we begin the new year. The President should meet with each board member to review their form.

Board Skills Survey

At a previous board meeting Board members were asked to fill out a board assessment sheet. It is important that the LCS recruits with a focus on the areas where we do not have strong board skills. This will be necessary to move toward our financial goals.

LCS 2.0

Work session Priorities:

1. Organization Chart – presented at a previous board meeting;
2. Staff Collaborative Agreement;

3. Job Descriptions and Skill Sets.
4. Multiple volunteer meetings were held with the Front Office team, library, info desk and multiple get-togethers with Membership desk and Docent volunteers.
5. Next Steps:
 - a. Operations Leadership Team – Paid and key volunteer operations folks;
 - b. Job Descriptions for Operational Leadership Team w/Skill sets;
 - c. Establish ongoing meeting schedule;
 - d. Meeting expectations.
6. Training: - moving to a customer service focus:
 - a. Leadership Team trainings – identify needed skills;
 - b. Volunteer Training;
 - c. New Member Orientation;
 - d. Board of directors’ retreat and orientation plan.
7. Planning for the AGM was discussed.
8. IT upgrades – See Report from IT below.

Facilities update

Steve provided an update on the most recent campus update activities.

Membership Numbers for last month:

Membership Type	Count
Admin	5
Employee	1

LCS Business Gold Member	3
LCS Business Platinum Member	3
LCS Business Silver Member	1
LCS Monthly Member	91
LCS Regular Member	2164
LCS Senior Member	322
LCS Student Member	2
Life Member	16
Total	2608

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

Due to the number of working days lost to vacation over Christmas and New Years, the books had not been closed for December 2019 in time for the preparation of the financial statements for the finance committee meeting on Jan 13. This meeting has been re-scheduled for Jan 20.

7. Standing Committee Reports:

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

Current Activities

- Stuart Waldenberg was added as a new committee member (to replace Raja Mukherjee, who resigned recently);
- Two complaints are being investigated;
- An updated policy statement concerning political, religious, and certain other activities at LCS is being drafted for review.

Upcoming Activities

- Work related to the audit of 2019 financial records by Salles, Sainz - Grant Thornton (our independent accounting consultant) is underway.
- **Campus Committee:** Howard Feldstein, Chairperson.

The committee is pleased to report that the schematic design for the South Campus is now complete and projections of development and construction costs are available.

- **Community Committee: Larry Barnhardt**

Community Committee Report

LCS 2.0 long-range goals listed under Community Engagement include:

2.1 collaborate with other standing committees to develop a comprehensive marketing and communication plan for the Lake Chapala Society, to create greater visibility and positive perception within both the Mexican and foreign communities.

Proposed Objective: to work with the LCS 2.0 Project Management Team to focus on marketing LCS 2.0 and its accomplishments to date at the upcoming AGM.

2.2 create relationships between the LCS and leaders within the Mexican and foreign community that create greater opportunities for collaboration.

Proposed Objective: to form of a Mexican Advisory Council made up of Mexicans of influence and affluence from throughout greater Ajijic to 1) Advise, 2) Assist and 3) become critical Advocates for the Lake Chapala Society.

2.3 morph our programs, services and activities in ways which will serve community needs while at the same time more fully integrating the Mexican and foreign communities.

Recommended Action: At the October LCS 2.0 Work Session, this goal was moved to the Program Committee

2.4 enhance the volunteer program through improved methods of recruitment, selection, orientation, training and recognition.

Recommended Action: At the October LCS 2.0 Work Session, this goal was moved under Organizational Development.

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

Items were covered in the Treasurer's report above.

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

It is the view of the chair that the following LCS 2.0 Program Goal has been met:

3.1) maintain a comprehensive catalogue of all programs, services and activities directly managed by LCS and volunteer-initiated efforts.

The chair recommends that the LCS 2.0 Program Goals be addressed by the committee in this order:

3.2.3) developing processes for recruitment, orientation and training for teachers, facilitators and other personnel;

3.2.4) defining criteria for measuring the performance of teachers, facilitators and other personnel/volunteers and assessing learning outcomes of program participants;

3.2.1) determining best practices for maintaining ongoing programs and working collaboratively with the foreign and Mexican communities to create new programs and upgrade existing programs on the LCS Campus;

3.2) create a continuous quality improvement culture with processes for planning, implementing and evaluating programs, services and activities;

3.2.2) determining the adequacy and appropriateness of the structures that house the programs, along with desks, seating, audio/visual equipment and other necessary supplies and equipment;

3.2.5) creating an ongoing appreciation and recognition program to celebrate the successes of teachers, facilitators, and participants;

3.3) develop a transitional plan to move c equipment, supplies, books, periodicals, etc.

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

George reported the Campaign had achieved almost \$500,000 pesos to the end of the fiscal year. Those results need to be reconciled with the Treasurer's numbers.

8. Ad Hoc Capital Campaign Committee: Steve Balfour,

The Chairperson reported that the committee is still processing.

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

- Reported current activities: Standing committees are working on various LCS 2.0 objectives that were previously prioritized for implementation. The Executive Director Steve Balfour is directing work related to certain LCS 2.0 organizational development goals.
- Upcoming Activities: Implementing Community Engagement goal 2.1 -- a marketing and communication plan for LCS 2.0 -- will require active collaboration between all standing committees.

10. Ad Hoc Nominating Committee

Nominations are in place pending any last minute changes

11. New Business: None.

12. Old Business:

- Discussion on the proposal to expand Intercam's presence on the LCS campus. It was decided to take no action at this time.

12. Adjournment

M/S/C Gin Pelzl/Howard Feldstein to adjourned the meeting. The Board unanimously approved adjournment at 11:46 AM.

The next board meeting date will be Thursday, February 20th, 2020 at 10:00 AM in the South Campus Boardroom.

Date of Approval: February 20th, 2020

George William Radford, Secretary

Carole Jeanne Wolff, President