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*Executive Committee

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Board of Directors meeting took place during NALIP's Strategic Planning Retreat that began on Thursday, February 28.

Present: Board: Moctesuma Esparza, Cynthia López, George Cisneros, Vangie Griego, Frances Negrón Muntaner, Greg Gomez, Sandra Perez, Beni Matías. Staff: Kathryn Galan

Absent: Chon Noriega (excused because of emergency), Ray Telles, Bonnie Abaunza
Guests: María Escobedo (NY), Edwin Pagan (NY), David Ortiz (LA), Jim Mendiola (San Antonio) Guests were invited to participate in all discussions except executive session and could not vote on motions.

Minutes: Motion by Esparza: approve minutes of December with amendments.
Second: Perez. Vote: unanimous yes.

Conference 2002: Cisneros gave an update on the conference planning, which is ahead of last year's planning. NALIP has a Request for Proposal (RFP) for the conference coordinator position.

Cisneros and KFG have met with several Texas community organizations. Both have scouted hotels and conference meeting facilities. It was discussed that San Antonio is a conference town, and hotels are booked two or three years ahead. NALIP requested bids from three hotels: it was noted that prices are higher than the La Jolla (San Diego) hotel because most conferences that come to San Antonio are paid for by corporations.

Cisneros talked with film commission, which can only encourage hotel to give in-kind services to film production companies. He also talked with the Texas Commission on the Arts and the Texas Cultural Commission about how they can help to sponsor this year's conference. Both need local non-profits to submit proposals for different conference program activities. It is anticipated that the San Antonio conference will be more expensive than previous conferences. KFG will negotiate hotel contract.

For the conference we need to create a timeline for the selection a co-chair, a theme and the content, circulation of the RFP for the conference coordinator. Part of this timeline is to have a conference design and Save-the-Date cards by 5/31 and a program and Registration brochure by mid- July.

Action: Cisneros, as conference 2002 co-chair, and staff will oversee the conference details.

Cisneros, as conference co-chair and as NALIP Board member, will go to Cine las Americas and to SxSW as NALIP's representative to increase Texan participation at the conference. He will submit a budget for expenses to attend these events. Motion by Griego: Chair to appoint ad-hoc committee to supervise and approve a plan for member development & participation in Texas with a budget of \$1,500 from the conference budget. Second: Perez. Vote: unanimous yes.

Action: Committee is Griego, Gomez, and KFG.

Acting Executive Director report

KFG reported on her activities for January / February 2002. This included: paying conference 2001 and organization bills; studying membership concerns and issues; Board meeting & conference calls coordination; developing with Board members and facilitators the strategic planning retreat; meeting with sister organizations, including

LEMI (participating on the selection of Alma Awards recipients and organizing a panel) and LPB (set up for grant writing workshop in New York & Los Angeles, Miami and Texas; article of their newsletter Voz; providing NALIP membership list so we can be included in LPB's mailing list).

Evelyn Collazo is working to update the membership database. Andres Nicolini, a New York member, volunteered to set-up the database program, which he completed last month. The database is 75% complete.

The ABC Talent Grant is completed. NALIP was invited by the ABC Talent Grant to select two NALIP member proposals for a script or directing project; ABC would then review these projects with the others submitted by 10 to 12 organizations from around the country, and select the finalist who will receive a one-year, \$20,000 mentored grant. Applications for this grant opportunity were available at the conference 2001 and emailed to NALIP members. The ABC nomination criteria was used by NALIP's three person panel composed of member Juan Caceres (NY), Board member Ray Telles (SF) and KFG. Each spent about 15 hours reviewing the 26 submitted proposals; the nominated proposals forwarded to ABC were Frances Negrón (Miami Beach) and Elaine Romero (Arizona). NALIP members whose projects were not selected will be notified about the panel's decision by letter and email.

Staff and office: The Board discussed the NALIP's New York office that is staffed part-time (Monday to Wednesday). Events of 9/11 set back the membership services coordinator in setting up the members database. The Board had created this position to be part board / administration / membership support. We are beginning to understand the needs of the membership. There was a recommendation to create a process for evaluating staff. It is the function of the acting executive director to evaluate staff. The executive committee will meet to review the evaluation of KFG, as acting executive director.

Action: Perez will head the Staff Evaluation committee and will create an evaluation process.

ABC will provide one NALIP student member a summer paid internship position, providing someone qualifies.

There was a discussion on NALIP office needs – Los Angeles and New York. No recommendations were made.

Website: Cisneros gave an update on how his company plans to make the NALIP website a functioning site since many members have complaints about the site's out-of-date information and ineffectiveness. He has hired a new person to updating the site. How NALIP will develop the site was laid out, by committee, during the Strategic Plan portion of the meeting.

Action: Cisneros and KFG will oversee the updating of the NALIP website.

Financial report

FY 2001: KFG gave history of NALIP as a project of the National Council of La Raza (NCLR), our fiscal sponsor. The present FY 2001 financial report is an estimate of income & expenses, it is not a final report. 90% of NALIP's income came in December, some are commitments & receivable to NALIP. At this date, we don't know if the money has come in or if contracts were honored to NCLR. NALIP has not received a financial statement from NCLR since October 2001. NALIP's 2001 year-end closing balance is estimated \$31,000 because the Ford Foundation has not send us a contract or payment \$ 25,000 for FY 2001, and we don't know if all of our corporate sponsors monies have arrived and were credited. At the December meeting, the Board asked that NALIP have \$25,000 at the end of year to start FY 2002. The FY 2001 final income is \$285,884 as of March 3, 2002. López explained last year the cash flow cycle in relation to the major fundraising that happens around the conference since most of NALIP's money comes in right before the conference. In past years most income was spent on conference. The Board in past meetings has discussed the pros and cons of how we pay for the conference since we have to raise \$190,000, and paying for the conference has come at the expense of other member programs. The conference gives us an average surplus of \$50,000 to run the organization.

Action: Cisneros will follow up with the Ford Foundation.

Motion by Esparza: KFG will open a NALIP checking account. She can sign check for up to \$1,500 without a second signature. Other signers will be Board members Griego and Esparza. Second: Cisneros. Vote: unanimous yes.

There was a discussion to considering members pay more for conference. Foundations and corporate sponsors no longer want to fund scholarships at the levels that are needed by our community. NALIP has to solidly our

membership base, the main purpose of the conference is to build community. NALIP's challenge is that we want to create an organization that includes emerging talent, and we need to keep the conference affordable and accessible. Matias gave NALIP's history that started with organizing the 1999 conference, and back-ending into creating a national organization. Many organizations that organize conferences charge much higher registration and membership fees, and do not offer scholarships for it members to attend their conference. For some, the only member benefits are their conference discount. The NALIP Board has had many discussions on the type of hotel we need to book and sponsors we can attract for the conference.

Budget FY 2002

The Board discussed the FY 2002 budget, income and expenses for the first quarter of the year, and the cash flow. It was reported that the NCLR takes up to two months to pay bills. Now that NALIP has applied to be a 501-c-3 nonprofit, we have a federal identification number so we can open a NALIP bank account in Los Angeles.

Expenses for FY 2002 include the cost of the 2002 conference at \$225,000 for a total budget of \$427,700. Motion by Esparza: To approve the FY 2002 budget as amended and to review it against actuals in July. Second: Perez. Vote: Unanimous ayes.

By-laws: By-law Committee of Perez and Matias need to receive the draft of NALIP's by-laws by 3/15, comments are to be sent to KFG by 4/15, and circulated to the full Board for approval by May 1, as listed in Strategic Plan. The by-laws need to include duties of committees, including the nominating committee; and, there needs to be a review of voting by proxy, and having a vice-chair. As part of Board member responsibility, the Board needs to address the question of Directors who are delinquent in attending meetings. In NALIP's 2001 letter to new Board members there was a clear description of duties and term length. There is space in the By-laws to flesh out this.

Motion by Perez: Contingent upon acceptable review this board will pass the by-laws by May 1. Second: Griego. Vote: unanimous.

Next Board meeting: This will be in Los Angeles sometime in July 2002.

Action: López to work with the NALIP and LPB Board of Directors to set up a mutual time for mixer and executive session.

Minutes submitted by Beni Matias, NALIP Secretary