

**NATIONAL HISPANIC CULTURAL CENTER
BOARD OF DIRECTORS MEETING
MINUTES FOR JUNE 29, 2017**

A meeting of the National Hispanic Cultural Center Board of Directors was held on Thursday, June 29, 2017, in the Salón Ortega in the History and Literary Arts Building of the National Hispanic Cultural Center at 1701 4th Street SW, Albuquerque, NM 87102.

I. Administrative Actions

Call to Order and Roll Call.....Christopher Saucedo

The meeting was called to order by NHCC Board of Directors President Christopher Saucedo at 1:42pm with the following individuals in attendance:

Board Members: Christopher Saucedo, Phil Archuleta, Sarah Brown, Albert Gallegos, Margie Huerta, Carolyn Ortega , Brookes McIntyre, Bill Miera, Annette Garcia and Rebecca L. Avitia (non-voting, ex-officio). (The following Board Members were not present for the meeting: Daniel Gallegos, Darren Cordova, Kirk Clifton, LeeAnna Fresquez, Paul Maestas, and Yvett Vazques- Elias.)

Guests: DCA Cabinet Secretary Veronica Gonzales, NHCC Visual Arts Director Tey Marianna Nunn, NHCC Archivist Anna Uremovich, NHCC Deputy Director Alberto Cuessy, NHCC Foundation Director Anna Sanchez, and NHCC Board Administrator Alicia Tenorio.

Public & Staff: NHCC Staff Nicole Larranaga, David Gabel, Jadira Gurule, Kinsey Cooper, Annette Lujan; Albuquerque Journal Reporter Adrian Gomez; NHCC Volunteers Marcela Gutierrez, NHCC Interns Tazbah Gaussoin, Lizbeth Miscles, Rica Maestas and David Saiz; and other members of the public.

Approval of Agenda.....Christopher Saucedo

Saucedo called for a motion to approve the agenda.

Sarah Brown made a motion to accept the agenda. Albert Gallegos seconded the motion, and it passed unanimously.

Approval of March Board Meeting Minutes.....Christopher Saucedo

Saucedo presented the March 16, 2017, Board Meeting Minutes to the Board, as contained in the Board materials.

Brookes McIntyre made a motion to accept the minutes. Brown seconded the motion, and it passed unanimously.

II. Business Items

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New Business

- Presentation & Approval of Visual Arts Acquisition.....Tey Marianna Nunn

NHCC Visual Arts Program Director Tey Marianna Nunn presented the visual arts acquisitions contained in the Board materials, which included 51 works of art. Nunn also mentioned that the Visual Arts Program had opened three exhibits in the past 3 ½ months: a redo of the Aqui Estamos exhibit, the San Ysidro; Patron Saint of Farmers exhibit, and the newest exhibit of Piñatas.

Albert Gallegos made a motion to accept the visual arts acquisitions contained in the Board materials. McIntyre seconded the motion, and it passed unanimously.

- Presentation & Approval of History & Literary Arts Acquisitions.....Anna Uremovich

NHCC Archivist Anna Uremovich presented the History & Literary Arts acquisitions contained in the Board materials.

Albert Gallegos made a motion to accept the HLA acquisitions contained in the Board materials. Brown seconded the motion, and it passed unanimously.

- Presentation & Approval of Hispanic Genealogical Research Center of New Mexico’s Lease of Office Space.....Alberto Cuessy

NHCC Deputy Director Alberto Cuessy presented a draft lease between Hispanic Genealogical Research Center of New Mexico and the NHCC. The lease is a short term, 6 month lease, because the office spaces to be rented out will be the History and Literary Arts Director and Librarian’s office as soon as we are able to fill those positions.

Annette Garcia made a motion to approve the lease with the Hispanic Genealogical Research Center of New Mexico as contained in the Board materials. Huerta seconded the motion, and it passed unanimously.

- Presentation & Approval of Opera Southwest Lease Renewal.....Alberto Cuessy

Cuessy presented a renewal of the lease with Opera Southwest, which extended the term of the lease but made no other changes.

Albert Gallegos made a motion to approve the lease renewal with Opera Southwest. Phil Archuleta seconded the motion, and it passed unanimously.

- Presentation & Approval of La Fonda del Bosque Restaurant Lease

Cuessy presented a lease of the La Fonda del Bosque Restaurant. The Board’s Restaurant Task Force Committee had met several times with several different vendors to find the perfect restaurant operator, and ultimately selected City Treats Parties, owned by Stefani Mangrum, which will operate under the name La Fonda del Bosque. The rent will be \$2,110.83 a month with \$10,000 in kind per year to use for NHCC public programs. The lease calls for the restaurant to be open a minimum of three days a week.

Huerta made a motion to approve the lease of the La Fonda del Bosque Restaurant. Bill Miera seconded the motion, and it passed unanimously.

- Presentation & Approval of Liquor License Lease for La Fonda del Bosque..... Alberto Cuessy

Cuessy presented the Liquor License Lease of La Fonda del Bosque contained in the Board materials.

Albert Gallegos made a motion to approve the Liquor License for La Fonda del Bosque. Garcia seconded the motion, and it passed unanimously.

- Presentation & Approval of Resolution of La Fonda del BosqueAlberto Cuessy

Cuessy presented a resolution accepting the lease of La Fonda del Bosque Restaurant, as contained in the Board materials.

Huerta made a motion to approve the resolution. Albert Gallegos seconded the motion, and it passed unanimously.

Old Business

- Update on Strategic Plan.....Rebecca Avitia

NHCC Executive Director Rebecca Avitia informed the Board that she will work on the strategic plan and review the input after her return from maternity leave.

- Update on Electronic Billboard LeaseAlberto Cuessy

Cuessy informed the Board that the current lease with Clear Channel will expire in September 2017. Therefore, the NHCC had the billboard space appraised and it came back at \$15,000 per year. The NHCC is now in the process of negotiating with possible billboard tenants to finalize a lease at the appraised market value. Cuessy stated that the Lease will be ready for the Board’s approval at the next Board meeting.

- Presentation and Approval of Collections Policy.....Rebecca Avitia

Avitia reported that the NHCC did receive input from DCA General Council and Human Resources Bureau, however it still needs to go to the Union for negotiation. Once the new policy is finalized, the NHCC will set up the new HLA Acquisition Committee and the General Collections Committee, as the policy calls for. The Collections Policy will be ready for Board to approve at our next Board meeting.

- Presentation & Acceptance of NHCC Foundation’s Revised Bylaws.....Anna Sanchez

NHCCF Executive Director Anna Sanchez presented the Revised Bylaws that were presented to the Foundation Board on April 12, 2017. There are a few major items Sanchez pointed out, such as defining the Committees for the Foundation Board, decreasing the Executive Committee by taking away the 2nd Vice Chair position to create a structure for succession planning. Thomas Briones passed down the Chair

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to Anthony Trujillo as the new Board Chairman. Bill Miera is the Secretary. Sam Baca will serve as the Treasurer. And Janice Torres as the Vice Chair.

Huerta made a motion to accept the Bylaws. Phil Archuleta seconded the motion, and it passed unanimously.

- Presentation & Approval of Term Extension to NHCC/NHCC Foundation General Operating Agreement.....Rebecca Avitia

Avitia presented the Term Extension of the NHCC/ NHCC Foundation General Operating Agreement, which extended the term but contained no additional revisions. Avitia also mentioned that she is very happy with the relationship between the NHCC and NHCC Foundation.

Albert Gallegos made a motion to approve the Term Extension to the NHCC/ NHCC Foundation General Operating Agreement. Archuleta seconded the motion, and it passed with 7 in favor, 0 against, and 2 members abstaining.

Report on Annual Evaluation of Executive Director.....Christopher Saucedo

Saucedo reported that the Board performed its statutorily-required annual review of the NHCC Executive Director at the end of the March 16, 2017, Board meeting. The Board has been extremely pleased with Avitia’s work in the past year and they are very hopeful that she continues in this direction for the coming year. The Board fully supports Avitia.

III. Reports

Board President’s Report.....Christopher Saucedo
Saucedo reported that is extremely happy with the programs at the Center and where it is today. He also thanked Cabinet Secretary Veronica Gonzales for all she does for the Center even in the face of many challenges.

DCA Report.....Cabinet Secretary Veronica Gonzales

Secretary Gonzales mentioned that DCA Division Directors had a wonderful meeting at the NHCC yesterday and took a tour of the Center. She is so proud of how the Center looked and everything that is going on at the Center. She wanted to congratulate all the staff of NHCC and also offer a special congratulations to Dr. Nunn and everyone in the Visual Arts Program for the wonderful Piñatas exhibit.

Gonzales mentioned that the overall attendance when Avitia first came to the NHCC was 175,000 and is now 280,000, and congratulated Avitia and the Center staff on this increase.

Gonzales’ work has been focused on Department stability and the budget, which has been a huge challenge statewide. The FY17 Budget looks like it will be in better shape than first anticipated and that is due to the growing number of vacancies across the Department and the hiring freeze. We are going to be able to move forward on some hires that are mission critical, which is very important to a lot of our agencies that are operating at 50 percent.

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Board Secretary’s Report..... Brookes McIntyre

Board Secretary McIntyre reported that a few of the financial disclosure and Code of Conduct documents have still not been provided by certain Board of Director Members, and she is in the process of contacting them again.

Board Finance Committee’s Report.....Brookes McIntyre

McIntyre reported on behalf of Committee Chair Paul Maestas. She reported that the Finance Committee’s last meeting was Wednesday, May 16, 2017. During that meeting they reviewed the current Foundation financials. Certain highlights were the long term debt reduced by \$15,000. They are still working through recording items appropriately and simplification of processes, which will be an ongoing process.

NHCC Executive Director’s Report.....Rebecca Avitia

Avitia reported on efforts to grow the donor base for NHCC Visual Arts programming through sponsorships in the Piñata exhibit, which range from \$100 to \$3,000. Avitia also recognized Uremovich, who has now gone a year and a half alone in the History and Literary Arts Program and has done quite well nonetheless. Avitia also thanked Elena Baca and David Torres for their willingness to assist with HLA programming going forward. Avitia then reported on the Education Program, which is in their busiest month of the year when the staffing goes from 4 to 45 staff members, with the additional ones funded from the Foundation.

Avitia then reported on the transition underway in programmatic staffing at the NHCC, which will integrate Education programming into the other Programs, including Elsa Menendez joining Reeve Love as the two Performing Arts Co-Directors, David Torres overseeing all educational programming in the Performing Arts Program, Elena Baca overseeing all educational programming in the Visual Arts Program, and Annette Lujan, the NHCC Volunteer Coordinator, joining Administration. In addition to this transition, the Foundation will soon move its office space into the Education space and the Marketing and Outreach Department will be in the current Foundation space. McIntyre also gave kudos to Avitia and the NHCC staff for all the Center has done even with budget cuts and limited resources.

Avitia then took a moment to give thanks to the Board, Secretary Veronica Gonzales, Anna Sanchez, and all the NHCC staff for their hard work and dedication while she was out on maternity leave, and expressed her pride in the entire team.

NHCC Deputy Director’s ReportAlberto Cuessy

Cuessy reviewed the Attendance and Revenue Report included in the Board materials. The Report covered July 2016 to May 2017 and showed that overall attendance has increased in Performing Arts by 35.3%, and History and Literary Arts by 26.8%, and revenue for Fiscal Year 2017 increased by \$27,166.86, compared to the same period in FY16. FY17 Visual Arts Department also increased by \$11,244.95 through admissions.

Cuessy also provided an update on the NHCC’s capital projects, stating that the Central Dirt Lot should be completed by Fall 2017, the design of the Welcome Center is being finalized, the Annex interior

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renovations are now complete, and an architect is now preparing possible designs for the Art Museum entrance. The NHCC is now working with the City on hiring an architect to design an interior space to meet the needs of The National Hispanic Art Institute and Workshop.

NHCCF Report.....Anna Sanchez

Sanchez reported that the Foundation Board did approve their budget for FY18 and is looking to raise \$1.1 million to be able to support the Center and the Foundation. This is an increase of approximately \$100,000 from last year’s budget. Sanchez is excited that the Foundation Board started an engagement committee under Sarah Brown’s leadership, which will allow Board members to focus on a specific area to help support different programs that are in need at NHCC. Sanchez also stated that the Kellogg grant has helped the Center tremendously and placing it on a national stage. Sanchez gave kudos to the Center for being a recipient in Vintage Albuquerque, which is a four-day fundraising event put on by a nonprofit charity. Lastly, Sanchez handed out Maravilla fliers and invited all Board members to attend Maravilla on September 9th, 2017.

IV. Adjournment

Margie Huerta made a motion to adjourn. Phil Archuleta seconded the motion, and it passed unanimously.

The meeting adjourned at 3:28 pm.

Board President_____ **Date**_____

Board Secretary_____ **Date**_____