

**NATIONAL HISPANIC CULTURAL CENTER  
BOARD OF DIRECTORS MEETING  
MINUTES FOR MARCH 16, 2017**

A meeting of the National Hispanic Cultural Center Board of Directors was held on Thursday, March 16, 2017, in the Salón Ortega in the History and Literary Arts Building of the National Hispanic Cultural Center at 1701 4<sup>th</sup> 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 1:42 pm with the following individuals in attendance:

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

**Guests:** Claudia Gallardo de Campbell on behalf of 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 Administrators Alicia Tenorio and Nicole Larranaga.

**Public & Staff:** NHCC Staff Annette Lujan, David Gabel, Jadira Gurule, James Chavez, Joseph Wasson, Reeve Love, Kinsey Cooper; Albuquerque Journal Reporter Adrian Gomez; NHCC Volunteers Marcela Gutierrez and Mac Rodriguez.

Approval of Agenda.....Christopher Saucedo

NHCC Board President Christopher Saucedo called for a motion to approve the agenda.

**Bill Miera made a motion to accept the agenda. Paul Maestas seconded the motion, and it passed unanimously.**

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

Saucedo presented the December 15, 2016 Board Meeting Minutes to the Board, as contained in the Board materials.

**Paul Maestas made a motion to accept the minutes. Daniel Gallegos seconded the motion, and it passed unanimously.**

**II. Business Items**

New Business

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

NHCC Visual Arts Program Director Tey Marianna Nunn presented the visual arts acquisitions contained in the Board materials, which includes six works.

**Brookes McIntyre made a motion to accept the visual arts acquisitions contained in the Board materials and attached to these minutes. Yvette Vasquez- Elias seconded the motion, and it passed unanimously.**

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

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

**Bill Miera made a motion to accept the HLA acquisitions contained in the Board materials and attached to these minutes. Paul Maestas seconded the motion, and it passed unanimously.**

- Presentation & Approval of Revised Pop Fizz Lease & Liquor License Leases.....Alberto Cuessy

NHCC Deputy Director Alberto Cuessy presented the revised premises lease, which incorporates Board of Finance changes. The primary change is eliminating the ability of Pop Fizz to pay for any portion of the rent through in-kind. In addition, a provision was added to require Pop Fizz to prepare and clean the shared kitchen space prior to use by the NHCC, with advance notice. Avitia added that there are no changes to the liquor license leases, so the previously approved liquor license leases remain in their prior form.

**Brookes McIntyre made a motion to approve the Resolution and revised Pop Fizz Lease Agreement contained in the Board materials. Paul Maestas seconded the motion, and it passed unanimously.**

- Discussion of Strategic Plan.....Rebecca Avitia

NHCC Executive Director Rebecca Avitia reported that input into the NHCC's new strategic plan has been received from NHCC staff, volunteers and Board members, as well as NHCC Foundation Board members. This information is in the process of being reviewed and synthesized. At the Board's June meeting, raw data on the input received as well as a proposed strategic plan for the next three to five years will be presented..

#### Old Business

- Review Draft Revisions to Collections Policy .....Rebecca Avitia

Avitia reported on the draft Collections Management Policy contained in the Board materials. Changes of note in this revision include: (1) addition of language governing the History and Literary Arts Collection, including creation of an Acquisitions Committee and removal of general library holdings from what is designated as the formal HLA Collection; and (2) creation of a General Acquisitions Committee and criteria for general acquisition items. Avitia encouraged the Board to review the Policy and send any

questions or concerns they may have regarding it to her in the next two weeks, so that these can be incorporated prior to the Union bargaining meeting. Once the Policy has been bargained with the Union and edited by the DCA General Counsel, it will be ready for Board approval, hopefully at the June meeting.

Saucedo asked whether the criteria for acquisitions imposed on the committees would also guide the Executive Director's acceptance of items between the last Board meeting and midnight on December 31, a time in which the Policy would grant the Executive Director authority to accept artwork or items without committee or Board approval. Avitia stated that it was the intent of the staff that the Executive Director would apply the same acquisition criteria as the committees, and stated that an edit will be made to the Policy to make this clearer.

Saucedo also asked how the General Acquisitions Committee would be formed and if it would follow the same guidelines as the Visual Arts Collections Committee. Avitia stated that they intended for the General Acquisitions Committee to follow the same guidelines as the Visual Arts Collections Committee. She also stated that she has reached out to several knowledgeable individuals in the community for their input on the revisions, including Teresa Marquez, Adam Trujillo, Mari-Luci Jaramillo, Tom Chavez, and Suzanne Schadl.

- Update on National Hispanic Arts Institute, and Presentation & Approval of Revised MOU with CNM.....Rebecca Avitia

Avitia reported that progress on the National Hispanic Arts Institute and Workshop continues, with significant progress on the physical preparation of the space and completion of a business plan for the endeavor. Avitia also presented the revised Memorandum of Agreement with Central New Mexico Community College (CNM) contained in the Board materials and explained that this revised document (1) contains a termination provision, whereas the prior one did not, and (2) adds the term "private" in paragraph 4 on page 2. In so stating, Avitia noted that the word "funding" needed to be added following the word "private" in paragraph 4 on page 2, and asked that the Board consider approval of the document with that revision.

**Yvett Vasquez- Elias made a motion to approve the Revised Memorandum of Agreement with CNM contained in the Board materials with the modification that "funding" be added after "private" on page 2, paragraph 4. Paul Maestas seconded the motion, and it passed unanimously.**

- Update on Restaurant Task Force Efforts.....Christopher Saucedo

President Saucedo reported that the task force has been meeting regularly to evaluate the large restaurant space's occupancy. One interested party made a presentation last week, and additional prospects have also been contacted.

### III. Reports

DCA Cabinet Secretary's Report.....Cabinet Secretary Veronica Gonzales

DCA Chief of Operations and Protocol Claudia Gallardo de Campbell reported on behalf DCA Cabinet Secretary Veronica Gonzales. She reported as follows: DCA is working on a complicated, strategic swap

of funds for operational use and currently has support from the Governor and Legislature. The language supporting this swap exists in House Bill 2 (Budget) and House Bill 362 (Capital Outlay Reauthorization), which have not yet been passed by the Legislature.

Board Secretary’s Report

- Secretary of State Disclosures.....Brookes McIntyre

Board Secretary McIntyre reported that a few of the financial disclosure and code of ethics documents have not been provided by certain directors and she is working with those individuals to get them.

Board Finance Committee Report.....Paul Maestas

Committee Chair Paul Maestas reported that the Finance Committee continues to meet every other month and looks at both the Center and Foundation financials. At the last meeting, the Committee carefully reviewed the Foundation’s fiscal year 2016 audit, which came with a clean opinion. The working relationship between the Foundation and Center continues to be strong. . Finally, Maestas thanked staff for always going the extra mile in their work and allowing the NHCC to do what it does. McIntyre also added that the Committee was very impressed with the individuals from the new audit firm CliftonLarsonAllen. In conclusion, Saucedo thanked the entire Committee for their extra hours looking at the financial issues and their work strengthening the relationship between the two institutions.

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

Avitia reported on several upcoming programs and exhibits, including the new *Aqui Estamos* exhibit in the Art Museum, and the upcoming *San Ysidro* and *Piñata* exhibits opening in April and June, respectively; increased programming in History and Literary Arts, specifically including pre-school story time; the annual return of the NHCC’s Summer Institutes, which were recently recognized as Best in Albuquerque; the start of the NHCC’s outdoor concerts and festivals, including the popular *Domingos en Artes* series; and two upcoming dance performances: *Dzul Dance* and *Festival Flamenco*, in May and June, respectively.

On staffing, Avitia reported that she will be on maternity leave for three months after the arrival of her daughter, which will occur sometime in the next three weeks. In addition, the NHCC is actively looking for ways to create budget for the hiring of a History and Literary Arts Program Director and a Performing Arts Technical Supervisor. The NHCC also continues to hope that its Volunteer Coordinator Annette Lujan will be able to come to the NHCC full time, but noted that this depends on the budget status of the NM Natural History and Science Museum, with whom the NHCC shares Lujan’s time. Finally, Avitia announced with regret the retirement of the NHCC’s Performing Arts Program Director Joseph Wasson effective July 31, 2017. Avitia then invited Wasson to speak to the Board, at which time he read the letter submitted to NHCC on February 28, 2017, and provided to the Board at the meeting.

NHCC Deputy Director’s Report .....Alberto Cuessy

Deputy Director Alberto Cuessy reviewed the Attendance and Revenue report included in the Board materials. The report covered July 2016-February 2017 and showed an overall increase of 2.3% in attendance, with total attendance at 174,688. The report also showed an overall increase of 20.8% in revenue, with total revenue at \$266,323.26.

Cuessy then reviewed the capital projects: (a) The renovation of the Annex roof has been completed. All non-load bearing walls have been demolished. Mold and asbestos has been removed, and the contractors are currently working on bringing electrical up to code and remodeling the bathrooms. (b) Central Dirt Lot schematic design is finalized, and the NHCC and architect are currently working on construction costs, with construction beginning in May. (c) A geotechnical survey was completed for the Welcome Center. The architect provided several designs for the exterior and interior and the NHCC gave feedback on these. Once finalized, the proposed design will then proceed to finalization of schematic design and construction cost assessments. (d) General capital issues pending include major HVAC needs (\$200,000 for Performing Arts Building and \$300,000 for Visual Arts Building). (e) Art Museum entrance will be renovated with prior year funds, to make the space more welcoming. The NHCC is working on identifying an architect.

NHCC Foundation Report.....Anna Sanchez

Miera presented the audit performed of the Foundation by its new audit firm CliftonLarsonAllen. The audit was of the FY2016 Foundation financials. . Miera summarized the findings, noting a \$30,000 revenue increase and the clean audit opinion. Saucedo congratulated the Foundation on the audit.

Anna Sanchez then thanked the Board members for attending Hispanic Culture Day, both at the legislature and the luncheon, and noted in what a meaningful way the programming highlighted the Center and its mission. Sanchez also reported on an anticipated planned gift committed to the NHCC, which will greatly benefit the NHCC in the future. The Foundation website is in the process of being updated and will be live in April. Finally, Sanchez reported that efforts to finalize major sponsors for Maravilla 2017 are already underway and shared a sponsorship listing indicating levels of giving and sponsors committed so far with the Board.

Phil Archuleta commended the Foundation on its clean audit. Saucedo congratulated the team that planned the Hispanic Culture Day events.

Board President's Report.....Christopher Saucedo

- Executive Session: Executive Director Review

Saucedo explained the need for an annual evaluation of the Executive Director by statute, and called for a motion to enter executive session for the sole purpose of discussing the Executive Director's work performance.

**Brookes McIntyre made a motion to enter executive session for the purpose of discussing the work performance of the Executive Director. Paul Maestas seconded the motion. Roll call was taken by Nicole Larranaga on behalf of Board Administrator Alicia Tenorio, and it passed unanimously.**

All public attendees, Avitia, and meeting guests, except Nicole Larranaga, exited the room and the Board entered executive session at 3:09pm.

At 3:32pm, the Board returned from executive session through a unanimous roll call conducted by Larranaga.

Saucedo reported that the Board did discuss the work performance for the Executive Director and that discussion was limited to that topic. Saucedo further indicated that a public report on the discussion would likely occur at the following Board meeting.

**V. Adjournment**

**Brookes McIntyre made a motion to adjourn the meeting. Paul Maestas seconded the motion, and it passed unanimously.**

Saucedo adjourned the meeting at 3:32 pm.

**Board President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board Secretary** \_\_\_\_\_ **Date** \_\_\_\_\_