

**NATIONAL HISPANIC CULTURAL CENTER
BOARD OF DIRECTORS MEETING MINUTES**

**March 15, 2018 at 1:30pm
National Hispanic Cultural Center
History and Literary Arts Building
1701 4th Street, SW, Albuquerque, NM 87102**

A meeting of the National Hispanic Cultural Center Board of Directors was held on Thursday, March 16, 2018, in the Salon Ortega in the History & 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 1:39 pm with the following individuals in attendance:

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

Guests: NHCC Visual Arts Director Tey Marianna Nunn, NHCC Archivist Anna Uremovich, NHCC Deputy Director Alberto Cuessy, NHCC History & Literary Arts Director Valerie Martinez, and NHCC Board Administrators Alicia Tenorio and Nicole Larrañaga.

Public & Staff: NHCC Staff David Gabel, Annette Lujan, Troy Bradley, Kinsey Cooper; Albuquerque Journal Reporter Adrian Gomez; NHCC/McCain Leadership Institute Fellow Maryam Faghih Imani, and NHCC Foundation Interim Director and Chair Emeritus Edward Lujan.

Approval of Agenda..... Christopher Saucedo

Saucedo called for a motion to approve the agenda.

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

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

Saucedo presented the December 14, 2017, Board Meeting Minutes, as contained in the Board materials.

Albert Gallegos made a motion to accept the minutes with the addition proposed by McIntyre. Brookes McIntyre 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, as contained in the board materials, which were donated by Ray and Judy Dewey. These items were accepted by the NHCC staff directly as part of the end-of-year gifts.

- Presentation & Approval of History and Literary Arts Acquisitions.....Valerie Martinez

NHCC Executive Director introduced the new History and Literary Arts Program Director Valerie Martinez. Martinez then presented the History & Literary Arts acquisitions, as contained in the board materials, which were donated by Teresa Marquez, William Dunmire, Allene Kleweno and Thomas Baca, all of which were reviewed and approved of by the HLA Acquisition Committee.

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

- Presentation & Approval of Naming Rights.....Rebecca Avitia

NHCC Executive Director Rebecca Avitia reported that Haverland Carter Lifestyle Group would like to move forward with a naming opportunity for the Entrance Courtyard to the Roy E. Disney Center for Performing Arts. With this naming, the space would be called the “Haverland Carter Lifestyle Group Entrance Courtyard”, to be recognized with signage. The naming would be in perpetuity and in consideration of a gift of \$100,000 paid over five years. Avitia explained that the terms of the naming would be memorialized in the draft Donor Agreement, two copies of which were included in the Board materials – with one including redlining edits that were proposed by the DCA General Counsel. If accepted, the naming would be celebrated with a ceremony on May 6, 2018.

Albert Gallegos moved to accept the Donor Agreement with or without the redline edits noted in the document contained in the Board materials and with an additional edit of changing “the Foundation” to “the Center” in Section 4(a). Margie Huerta seconded the motion, and it passed unanimously.

Old Business

- Presentation of NHCC Foundation Audit.....Paul Maestas

Brookes McIntyre reported on behalf of Paul Maestas. McIntyre reported that the NHCC and NHCC Foundation are working very well together. NHCC Foundation now has a new accounting firm contracted, Baca and Howard, who are doing excellent work. Clifton-LarsonAllen has now completed its second audit of the Foundation, which was clean. The Finance Committee feels very confident in the Foundation’s financials.

Saucedo noted that the presentation of the Foundation’s audit is a requirement of the Operating Agreement between the NHCC and NHCC Foundation, and noted that this requirement has been completed for FY2017 through today’s presentation.

- Update on RFQs for Creation of Plaza Mayor Artwork and Museum Admissions Desk.....Tey Nunn

NHCC Chief Registrar David Gabel presented on behalf of Tey Nunn. Gabel presented two Request for Qualifications to the board. The first RFQ is for Creation of Plaza Mayor Artwork, which seeks

artists to propose an exterior, site specific commissioned artwork to be situated on the Plaza to commemorate the substantial contributions of Virginia and Edward Lujan to NHCC. The deadline for this RFQ is April 9th and a total of \$80,000 is available for the project inclusive of all costs, taxes and fees. With the second RFQ, the NHCC seeks an artist or artists to design and create an interior, site-specific, Admissions desk at the entrance of the renovated Art Museum. The Local Selection Group is interested in commissioning a work that reflects the rich artistic traditions of Hispanic furniture, the community, the Center and the Museum collections. Project was announced March 2018 and Artwork is to be complete and installed by January 2019.

- Update on the NHCC Foundation LeaseAlberto Cuessy

NHCC Deputy Director Alberto Cuessy reported that the NHCC Foundation lease is going into month-to-month while the new premises are appraised and a new lease is prepared. The new lease should be ready for the Board’s approval at its June meeting.

- Presentation & Approval of Short Term Lease for Office SpaceAlberto Cuessy

Cuessy presented the Short Term Lease for office space in the Intel Visual Arts Building, as contained in the board materials. It is for a 6-month lease, 195 square feet office space, with a monthly rent of \$349.38.

Margie Huerta moved to accept the lease, Phil Archuleta seconded the motion, and it passed unanimously.

- Update on Strategic PlanRebecca Avitia,
Leslie Hoffman, Linh Nguyen, and Manuel Montoya

Avitia introduced Leslie Hoffman of LEH Consulting Group, who then introduced her team, which included Manuel Montoya, Ian Esquibel, Linh Nguyen, Vanessa Roanhorse and Ladonna Hopkins. Leslie summarized the process involved in generating the strategic plan, which has included market research and gathering data from 600 discrete sources, through surveys, staff input, and stakeholder interviews. The vision going forward currently has three key placeholders: organizational sustainability, transformative impact, and national-global presence. Next, the strategies, goals and tactics will be refined and then integrated into an implementation plan. Avitia reported that the process of going through this planning has already had beneficial impacts by calling the staff to be reflective and intentional in their work approach. Saucedo stated his excitement at the process and work involved in it.

- Update and Discussion on Campus Master PlanRebecca Avitia

Avitia informed the board that the Campus Master Plan consists of both envisioning new and revised aspects of the campus, as well as an assessment of facilities that includes gathering documents from all staff on everything that is wrong with the buildings and grounds. Avitia advised the board that we would be reaching out to them for input also. McIntyre asked if there is anything that states NHCC owns 11 acres of the *bosque*. Avitia said she has only located one legal document related to ownership of *bosque* land, that was for 1 acre, and that the time period for the agreement has long expired.

- Update on Feasibility Study and Related Trainings.....Rebecca Avitia

Avitia noted that the Board should have received an email from Alicia Tenorio to attend a training either April 4th or April 5th with Lynne Trojahn, which is part of the feasibility study work. The next step in this work will be stakeholder focus groups in May that Lynn will lead.

III. Reports

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

- Results of Legislative Session for DCA and NHCC

DCA Cabinet Secretary Veronica Gonzales reported that the DCA did extremely well during the Legislative Session, and thanked everyone who helped in this effort, including those who attended the legislative hearings over the course of the session.

DCA had requested \$2.1 million in reoccurring, new funds, and was eventually able to garner \$1.8 million in reoccurring and \$1.5 million in special appropriations (\$1 million for operational and \$500,000 for maintenance for facilities). In addition, DCA received \$350,000 for a new ticketing system, which will provide important data regarding visitors and visitor engagement. Finally, DCA did very well on capital outlay, thanks largely to cultivating a better understanding of the fact that DCA is one of the only State institutions that does not receive funding in its operating budget to maintain the facilities it owns. DCA ended up with \$3.7 million in State-wide capital funding, plus \$3.2 million in individual commitments for the divisions (including \$990,000 for the NHCC). Gonzales recognized the NHCC Foundation for their advocacy in securing the individual commitments, including the Foundation Board member who specifically advocated at a Foundation held reception and was able to secure a \$455,000 commitment for HVAC and Edward Lujan for securing \$539,000 from various legislators to support the capital needs of the NHCC.

Huerta commended and thanked Gonzales for securing these funds for the entire Department, including NHCC, which happens because the legislators see results – increased attendance and other measurable outcomes.

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

- Reminder of Financial Disclosures to Secretary of State

McIntyre reminded the Board that the disclosures must be filed annually, and are available online via the Secretary of State’s website. Saucedo asked Alicia Tenorio to send out the link to the document and let Board members know if they have not yet filled it out.

Board Finance Committee Report.....Paul Maestas

Report was included in prior portion of the agenda presenting the audit.

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

- Staffing and Programs Update

Avitia introduced Tony Zancanella, Executive Director of Opera Southwest, to discuss their partnership with the NHCC on the *Bless Me, Ultima* opera. Zancanella reported that the opera sold out all five performances, including one of which was added due to demand. This is extremely rare for a new opera,

which often does not have this type of support. The opera also brought a record number of new attendees, about 1000 households. OSW has been a tenant at the NHCC, but never a partner in presenting a performance before. Partnership with NHCC resulted in a total of 32 to 40% attendees being Hispanic, versus a usual of around 8%. Zancanella also reported on the high artistic quality of the opera, which is very likely to be picked up by venues in San Antonio, El Paso and possibly Fort Worth.

Second, Avitia introduced the new Foundation Development and Membership Manager Kristen Garcia and two new term employees in Performing Arts, Monica Bencomo and Raymundo Marquez. She also informed the Board that the Foundation is in the midst of its interview and selection process for a new Foundation Director.

Third, Avitia announced and invited Board members to attend several upcoming happenings at NHCC, which include an event happening on St. Patrick's Day in the Grand Hall with special guest performers Jenny and the Mexicats; a very important exhibit opening in the Art Museum on May 4th called Because it's Time: Unraveling Race and Place in New Mexico; and in History and Literary Arts, a partnership with Humans of New Mexico to present an exhibit entitled People Power: New Mexicans and Social Movements, opening April 6th.

Lastly, Avitia mentioned the new Performing Arts Proposal Process, which is an open, transparent, online process that closed yesterday, March 14th with over 55 proposals.

NHCC Foundation Report Edward Lujan

Interim Foundation Director Edward Lujan reported that the prior Director Anna Sanchez left the Foundation in great shape. The search for a new Director is on-going. The Foundation is currently staffed by himself, Kristin Garcia, and a work-study intern Yaritza Peña. The accounting is going very well with the new firm, Baca and Howard. The NHCC has been terrific in their partnership with the Foundation, always being extremely helpful. Lujan also informed the Board that the Foundation will soon be launching really great new membership benefits, and the Board will be informed of those as soon as they are final. Maravilla sponsorship is going well, at 31 percent to goal already.

Lujan shared his excitement about all that is going on at the NHCC, and the most exciting part of what's happening is the staff who are all engaged, helpful and committed. Lujan then congratulated the Board for its support of the NHCC, which is just at the beginning.

Deputy Director's Report Alberto Cuessy

- Attendance & Revenue Report

Cuessy presented that overall attendance through February shows an increase of 8.1%. Revenue has increased by 7.4%, but is not on track to satisfy the increased FY2018 revenue targets and expenses are being adjusted accordingly. FY18 facility rentals have increased in two of the NHCC venues compared to the same period in FY17. The increases were primarily in property leases by 78.1%, as well as rentals of the Salon Ortega and Grand Hall. Total revenue needed to meet FY18 is \$517,700.

- Capital Projects Update

Cuessy updated on the capital projects as follows: Central Dirt Lot construction is complete, although there are a few final items that are expected to be completed by end of the month. The Welcome Center construction RFP was issued today, with expected construction to start in May and be completed in

December. The Annex funding from the City for \$200,000 and the architectural RFP are awaiting DCA legal approval. The Art Museum renovation RFP will be issued in May, with construction expected in December/January. The campus wide work is also continuing, with rigging and fire curtain a priority, and bids being obtained on the HVAC and Marquee needs.

Board President’s Report..... Christopher Saucedo

Saucedo congratulated Board member Daniel Gallegos who has been appointed to the NM Court of Appeals, with his investiture happening at the NHCC. Saucedo also shared with the Board the joint memorial introduced by Representative Monica Youngblood and Senator Jacob Candelaria in recognition of the NHCC.

- Executive Session: Executive Director Annual Review Discussion

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. Albert Gallegos 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 3:26pm.

Executive session was called to order at 3:28pm. Only matters related to the work performance of the Executive Director were discussed.

At 3:38pm, the Board returned from executive session through a unanimous roll call conducted by Larranaga.

IV. Adjournment

Margie Huerta made a motion to adjourn, Albert Gallegos seconded the motion, and it passed unanimously.

The meeting adjourned at 3:41pm.

Board President _____ **Date** _____

Board Secretary _____ **Date** _____