

PARTICIPANTS:

Bob Himmerich y Valencia, Member
Manuel Monasterio, President
Sherry Morrison, Director
Karen Squires, Secretary/Treasurer
Nikki Squires, Member
Blas Uberuaga, Director & Acting Secretary/Treasurer
Suzanne Uberuaga, Vice-President
Reyes Ulibarri, Director
Veronica Ulibarri, Member
Lisa Van De Graaff, Director & Acting Secretary/Treasurer

LOCATION: AG Edwards Conference Room, Santa Fe

MINUTES TAKEN BY: Lisa Van De Graaff and Blas Uberuaga, acting Secretary

AGENDA / MINUTES:

(1) Determine by-law change recommendations (recommended by Board to membership for approval in the next election).

See additional documents prepared by Lisa VDG.

- a. Recommendation #2006:04 modified to “An Honorary Board Member will be elected by a majority vote of the elected Board” and “Honorary Board Members may not serve for more than one consecutive year”. Recommendation with modifications passed 6-0.
- b. Recommendation #2006:05 passed 6-0.
- c. Recommendation #2006:06 passed 6-0.
- d. Bob suggested another change to create a Board position for the Past President. The intention of the role would be primarily to provide continuity and consulting. It was noted that this will make a Board position of three years (Vice-Pres → President → Past President)
TO DO: Lisa to draft proposed by-law change for Past President

(2) Board Vote:

- a. Approval of Election Coordinator for 2006 election (Manuel)
5/26/06 Lisa Van De Graaff was nominated by President Manuel Monasterio, and Lisa accepted the nomination
Board Vote for approval: passed 5-0 (Lisa did not vote due to conflict of interest)
TO DO: Lisa to start election process
- b. 501(c)(3) Business – Articles of Incorporation changes (Blas)
 - i. See attached recommended changes, drafted from the IRS recommendations. We have two outstanding questions: Whether we are a public or private charity and if the IRS had any concerns about any of our past activities?
7/3/06 Resolved: we are public and they do not have any concerns.
 - ii. Make changes without membership vote? Agreement to inform the membership at the membership meeting and include updates in annual report. Passed 6-0
 - iii. Updated Articles signed by the Board
TO DO: Blas to file new Articles with New Mexico and continue 501(c)(3) process with IRS
- c. Financial Reimbursement Form (Blas)

- i. See attached draft
- ii. Form approved by vote of 6-0
TO DO: Lisa to make paper copies of Reimbursement Form available to Board
TO DO: Blas to post Reimbursement Form as PDF and XLS files on web site
TO DO: Blas to look into interactive PDF file for future Reimbursement Form.
- iii. Bob suggested we start the audit process for the club – Board agreement
TO DO: Sherry to ask her contact, Steve Johnson
TO DO: Manuel to ask his contact, Rhonda Williams, if Sherry's contact doesn't work out

d. Credit Cards (Blas)

We are still being charged approx \$35 per month, though this wasn't the agreement Karen made with B of A. Options: (1) keep paying monthly fee, (2) turn off and reactivate within 60 days, or (3) turn off and use only seasonally for four consecutive months (4) Turn off completely and look for another option. Decision to turn off and turn on again for picnic.

TO DO: Blas to deactivate cc with B of A and activate again for picnic

TO DO: Karen to look through docs for original cc agreement

TO DO: Reyes to look into his cc provider to see if it would be a good deal for NMEE

(3) Membership Drive (Lisa)

Very few responses to mailing (sent with paper copies of newsletter and via PDF attachment to email).

Lisa suggested a booth at the picnic and potentially a phone tree. Board agreement.

TO DO: Lisa to divvy phone list and draft speaking notes for phone tree membership drive.

TO DO: Suzanne to call 2005 members and portion of non-members

TO DO: Manuel, Blas, and Karen to call remaining non-members

(4) Banner Purchase (Suzanne)

a. Cost estimates

- i. Paper Tiger will prepare 12' x 2.5' silk-screened vinyl, color banner with pocket and grommets for \$360 (Suzanne contact)

b. Design

- i. Lisa's consultation with Emily Markus (graphic designer) – recommends green background with white lettering, <7 words if possible, red accent color for logo
- ii. Agreement that we want a "sharp" design, suitable for many club purposes

TO DO: Lisa will take the lead on additional cost estimates and banner design

(5) Events

a. Colorado Rapids Basque Heritage Night (Blas)

- i. See emails sent in May to distribution list
- ii. Manuel & Alex to stay with CEE
- iii. Blas & Lisa to stay with family

TO DO: Blas to contact CEE to arrange lodging

b. Travel Bug Slide Show (Blas)

Not discussed – add to future agenda

c. Summer Picnic (Suzanne) - Sunday, August 27

- i. Lisa's invitation update – include with August newsletter to save money
TO DO: Lisa to update & print picnic invites (incl extras for bulleting boards and 12 each for Karen, Suzanne, and Reyes)
TO DO: Lisa to send email picnic invite to distribution
TO DO: Sherry to post picnic invites on bulletin boards
TO DO: Reyes to see if Paper Tiger donate future printing to the club

- ii. Blas – picnic web site updates complete
- iii. Bob is creating a 20' by 25' covered area – Thanks Bob!
- iv. Will raffle item from Boise Basque Museum and slow-moving item from merchandise inventory
- v. Inventory of items from last year:
 - 1. Lisa: 32 cans coke, 2 boxes burgundy wine (5L), “plenty” of balloons (red, green, white), curling ribbon (red, green, white), 7 plastic banquet table clothes (6 red, 1 green)
 - 2. Sherry: 1 case water
 - 3. Manuel/Sherry: utensils
 - 4. Suzanne: coffee pot

TO DO: Reyes to get grate for picnic fire pit

TO DO: Bob & Manuel to get picnic port-a-potty

TO DO: Suzanne, Reyes, and Bob to bring 10 tables + chairs

TO DO: Suzanne going to Boise for chorizo and raffle item (chorizo = \$100)

TO DO: Lisa to put “picnic drinks” on next meeting agenda

d. Fiesta Parade (Suzanne)

Board discussion with regard to value of this event. Per Teresa Anaya, up to 20,000 people see the event! We believe this will attract many New Mexicans to the club and create much awareness of the pervasive Basque ancestry in NM, especially if we emphasize local Basque surnames (remember those with family crests not already represented on Palace of Governors).

TO DO: Lisa to include information in next (August) newsletter

- i. For those who cannot walk the parade distance, a white flat bed truck (Ram) has been offered. Would like to decorate (possibly with decorated hoops, inspired by those carried by Basque dancers). Will put hay bails for seating. Put club web site prominently on truck.
 - TO DO: Suzanne to provide Fiesta Parade truck dimensions for decorations
 - TO DO: Reyes to assist with vinyl and canvas banners
- ii. Anonymous donor offered to finance hand-carried signs with Basque family crests
 - TO DO: Reyes to look into cost of hand-carried signs with Basque family crests
 - TO DO: Suzanne to see how many hand-carried signs will be financed by anonymous donor
- iii. Hand Outs: We will not handout candy since it is expensive, and it can be dangerous for the children. We will handout club brochure.
- iv. Costumes available from Suzanne’s family and possibly a dance costume of Eva’s. Per Reyes, silk-screened red scarves ~\$12 per (\$5-6 embroidery). Suzanne’s quote was \$3.
 - TO DO: Suzanne to follow-up with Samuel to see if he and other period re-enactors are willing to participate in fiesta parade
 - TO DO: Suzanne to purchase very inexpensive red cloth and cut into squares for other parade participants. (Silk-screened red scarves are too expensive and not really visible from the side of the street)
- v. Much discussion with regard to overall cost of this event and how big we can begin our participation. It was decided that we needed more cost estimates before making investment and expenditure decisions.
 - TO DO: Suzanne to acquire additional donations for NMEE Fiesta Parade participation.
- vi. Possibility of booth/canopy for future fiesta

- a. Reimbursement for ticket for tapa event that was resold later? Record of ticket? Decided that Blas should look into whom it was, but not to worry unless person contacts us again.
- b. Discount for Reyes discussed, re previous meetings where we discussed giving Ulibarris a discount for all of their hard work and effort; Reyes said not to worry

(7) Next Board Meeting:

Monday, July 31

7:00PM

AG Edwards Conference Room

(8) Picnic Meeting:

Monday, August 14

7:00PM

AG Edwards Conference Room

Topics on Agenda, but not discussed:

Potlucks (Lisa)

- i. Sunday, October 15 (tentative) - Julianne will host in Albuquerque
- ii. December 2 – Laurence will host in ? Time?
- iii. Advertisement will be newsletters and email sent two-weeks prior. (A postcard will be sent to Members without email.)

Membership Meeting (Lisa & Sherry)

- iv. Logistics:
 1. Members only (personalized invitations will be sent)
 2. Location: Paul & Sherry's home
 3. Date: Saturday, Nov 4th
 4. Time: 7:00 – 8:00PM
 5. Serve coffee and cookies (ala Sherry & Lisa)
 6. Have 2005 and 2006 scrapbooks available for viewing (Lisa)
- v. Master of Ceremonies: Manuel, 2006 President
- vi. Agenda:
 1. Welcome (Manuel, 2006 President)
 2. 2005 & 2006 Annual Report (paper copy distributed to members)
 - a. Events/Accomplishments Summary (Blas, Sec/Treasurer)
 - b. Financial (Lisa, Secretary/Treasurer)
 - c. Election Results (??? as Election Coordinator)
 3. 2007 Club Priorities (Suzanne, 2007 President)
 4. Good-bye (Manuel, 2006 President)

TO DO: Lisa, Blas, and Sherry to create annual report

TO DO: Lisa and Sherry to finish scrapbooks

TO DO: Lisa to create and distribute invite to members only in early October

Brainstorm draft of 2007 goals for next Board (2007 Board will prioritize):

Must Do:

- Bi-monthly potlucks (February, April, June, August, October, December)
- Four newsletters (February, May, August, November)
- Membership drive mailing in March

- Tapas & Wine fundraiser in spring (May?)
- Picnic in Summer
- Santa Fe Historical Parade
- Election in Autumn (& meeting of membership in October)

Suggestions:

- Bring dancers from Spain or domestic Basque club
- Cooking classes
- Language lessons
- Mus lessons/competition
- Dance lessons
- Cookbook
- Travel to Basque Country
- Partnerships with other regional Basque Clubs

**NMEE BY-LAW CHANGE RECOMMENDATION #2006:04
HONORARY BOARD MEMBER**

Approved by Board and will be submitted to Membership for approval

Recommended addition to Article III:

Section 4 The Board will have the power to elect Honorary Board Members to honor persons or more formally include people in the decision-making process.

An Honorary Board Member will be:

- Elected by a **majority** vote of the elected Board
- A club member in good standing
- Included on all Board communications and formally invited to all Board meetings
- Available for at least 75% of all Board meetings
- An active participant in club events (including planning and implementation)
- Invited to share opinions on all Board discussions
- Listed with the elected Board Members on club publications

Honorary Board Members may not:

- Vote in Board decisions
- Exceed two (2) per calendar year
- Serve for more than one consecutive year**

**NMEE BY-LAW CHANGE RECOMMENDATION #2006:05
CONFLICT OF INTEREST**

Approved by Board and will be submitted to Membership for approval

Recommended addition to Article IV:

Section 7 In the event of a conflict of interest, wherein a Board or Honorary Board Member may gain financially, socially, or otherwise as a result of a Board decision, said Board Member may participate in discussions of the Board but may not vote and must remove him/herself from the room during any relevant Board vote.

**NMEE BY-LAW CHANGE RECOMMENDATION #2006:06
MEASUREMENT OF TERM**

Approved by Board and will be submitted to Membership for approval

Recommended change to Article II:

Section 2 Each Director will serve for one (1) year. The President and Vice-President will serve for one (1) year, and Secretary/Treasurer will serve for two (2) years. Terms will be measured ~~from the general meeting at which the~~ **as the calendar year(s) to which the** Officer was elected. Upon completion of the President's term, the Vice-President will move into the position of President and a new Vice-President will be elected. ~~at the general meeting of the membership.~~