

PARTICIPANTS:

Manuel Monasterio, President
Sherry Morrison, Director
Blas Uberuaga, Director and acting Secretary/Treasurer
Suzanne Uberuaga, Vice-President
Lisa Van De Graaff, Director and acting Secretary/Treasurer

DATE: Monday, August 14, 2006

LOCATION: AG Edwards Conference Room, Santa Fe

MINUTES TAKEN BY: Lisa Van De Graaff, acting Secretary

AGENDA / MINUTES:

Completed "TO DO" from July 31 meeting (no discussion):

- Blas filed amended Articles of Incorp. with the IRS
- Lisa updated mailing list and sent member apps as a result of Phone Tree for Blas, Karen, & Manuel
- Suzanne sent member apps as a result of Phone Tree calls she made
- Lisa added several future meeting agenda items to end of minutes
- Lisa provided cds with pdf images to Reyes for club banner and fiesta parade banners
- Blas, Manuel, and Lisa worked out additional details for CO Rapids game and had a great time!

(1) Finance (Blas)

a. Advance Form

- i. Good news: We finally have a balance large enough in the checking account to provide advances!
After the 7/31 meeting, two advances were requested for Fiesta Parade expenses, Blas therefore created a form for advance requests in the interest of setting a precedent for any future agreements (COMPLETED TO DO).
- ii. Discussed policy of putting a cap on the cash advances, since other clubs do this. We decided we want to stay flexible and responsive to the club's needs for now, and we will address this at a later date if it is needed.
- iii. Usage of forms for the advances and expenses is a good process for future consistency as the Board changes.
- iv. Vote for approval, passed 4-0

b. Donations to Club – Accounting Process

- i. More good news: We are now beginning to receive financial donations (for the Fiesta Parade – Great job, Suzanne), so we should establish a process for documenting these and future donations.
Proposed Process: To have adequate documentation for tax receipts, the donations will be deposited directly into the NMEE checking account by the Treasurer, and then any relevant expense reimbursement checks and/or advances will be written from the NMEE checking account.
- ii. Donation Form? Yes – Blas will design
TO DO: Blas will create a donation form
- iii. Vote for approval, passed 4-0

(2) Agenda item added in meeting:

Election: Quick review of nominations to date. (Lisa)

(3) Agenda item added in meeting:

Karen will be taking on the role of Treasurer again. Lisa and Karen are working on a transition plan in the next couple of weeks. Blas and Lisa will continue with Secretarial duties.

TO DO: Lisa and Karen to transition role of Treasurer back to Karen.

(4) Events

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

i. **COMPLETED TO DO:**

1. Sherry posted picnic invites on bulletin boards
2. Sherry brought drinking water and paper bowls, to be stored at AGE
3. Blas found Basque names for sangria: sangria, urardo, txanporrau
4. Suzanne visited picnic site and reported back to Board:
 - a. Many weeds to be pulled (easy because ground is soft), low branches to be trimmed, and big anthill...
 - i. Need ladder – Suzanne to pick up from Manuel
 - ii. Suzanne to take care of ant hill
 - iii. Suzanne to prune trees and weed
 - b. Sheltered area not set up
 - i. Lisa may have access to 10x10' canopies
 - ii. Need baling twine or bungees – Sherry to provide
 - iii. Food area will be under trees, will put up tarp at event if it rains
 - c. Need firewood – Reyes, Manuel, and Blas to bring firewood
 - d. Blas to bring hatchet
 - e. No trash barrels – We will do something make-shift with bags and Blas will bring one trash can
 - f. Will use coffee bags under foot and over hay bales
 - g. Blas and Manuel to go out on Saturday at 9am to set up hay bales, weed, smooth dirt, lay RR ties to designate parking (take ladder, pruners, shovels, rakes, trash can)

ii. **TO DO:**

1. **Before Event:**
 - a. Manuel to get picnic port-a-potty (Manuel will contact Lawrence to see if he will provide flat bed truck)
 - b. Veronica and Reyes to ask Sonia and Jason to photograph event
 - c. Blas and Reyes to assist Manuel with music selections
 - d. Lisa to follow up on canopies
 - e. Sherry to take bungees & cooler to Lisa or Suzanne
 - f. Lisa to take boxed wine to Manuel
 - g. Reyes to finish club banner
 - h. Suzanne to take care of ant hill, prune trees, and weed
 - i. Suzanne to follow-up with members to find help with event
 - j. Blas and Manuel to set up site on Saturday
2. **Stuff to bring:**
 - a. Suzanne
 - i. TP
 - ii. Elements for and set up of wash station
 - iii. Tables + chairs (or use hay bales), total of 10 tables with Reyes & Bob

- iv. Chorizo, cooking utensils, and hot mitts (NMEE owes Suzanne \$100 once receipt and form are provided)
 - v. Raffle item (Ongi Etorri wood plaque) and raffle tickets
 - vi. Pitcher for sangria
 - vii. Coffee, club coffee pot, coffee cups, stir sticks, sugar and cream
 - viii. Water for cooking, coffee, and wash station
 - ix. Hearty (perhaps with meat) side dishes
 - x. With Parade Committee: table and set up to sell scarves and get people signed up to march
 - xi. Foil from home (just in case)
 - xii. Paper towels and trash bags
 - xiii. Supplies for games, including ribbons
 - xiv. Sunscreen and insect repellent
- b. Reyes
- i. Grate and extra firewood for picnic fire pit
 - ii. Tables + chairs (or use hay bales), total of 10 tables w/ Suzanne & Bob
 - iii. Hearty (perhaps with meat) side dishes
 - iv. T-shirt prize for weight carry
 - v. Club merchandise (mostly caps and t-shirts)
 - vi. Club banner
- c. Manuel
- i. 175 buns for chorizo and green chile for condiment
 - ii. Make and bring sangria (using leftover red wine from last year), this will be the only alcohol served by the club
 - iii. Pitcher for sangria
 - iv. Soda (note that we have some Coke left from last year)
 - v. Bread
 - vi. Hearty (perhaps with meat) side dishes
 - vii. Paper plates, cups for cold beverages, and napkins (quantity = 200)
 - viii. Plastic Wrap
 - ix. Ipod and speakers for music
 - x. Firewood
- d. Lisa
- i. Hand sani
 - ii. Hearty side dishes
 - iii. Club aprons
 - iv. Decorations (table cloths, table centerpieces, balloons, etc)
 - v. Pens, nametags, mail list sign-up, club info & newsletters, member apps, stamped envelopes for returning membership \$
 - vi. First Aid Kit
 - vii. Utensils
 - viii. Bin for dirty utensils
 - ix. Canopies (if available)
- e. Blas
- i. Hearty (perhaps with meat) side dishes
 - ii. Road signs (also make these signs)
 - iii. Entrance tables
 - iv. Small cash & cash box
 - v. Trash can
 - vi. Firewood & hatchet

3. Roles at event:
 - a. Suzanne will prepare chorizo & coffee
 - b. Suzanne to lead games
 - c. Lisa & Blas to set up road signs
 - d. Lisa & Blas to set up decorations & club banner
 - e. Blas: Entrance table / Greeters
 - f. Jason and/or Lisa to take photographs
 - g. Alex: Sell raffle tix
 - h. Juliana and/or Roger and/or Lorin and/or Ron maintain food tables
 - i. Manuel to make sangria and keep it flowing
- b. Fiesta Parade (Suzanne) – Sunday, September 10
 - i. COMPLETED TO DO: Update from Fiesta Parade Committee
 1. Aug 9 meeting:
 - a. Reviewed pictures of traditional Basque costumes and events
 - b. Worked on costume & float designs
 - c. Prepared printing order for Reyes (truck signs)
 - d. Logistics of assembly for parade
 - i. Truck has to be at site at 8am to register and has to stay whole time, so committee is looking for a relief driver 10-12pm.
 - ii. 12:30 marchers must be there (gather at Casa Loma and walk to DeVargas – may shuttle people).
 2. Aug 11 meeting:
 - a. Review of armas orders ordered and paid for: Larranaga, Perea, Arellano, Archeleta, Larragoite, Monasterio
 - b. Review of armas yet to be paid for: Montoya, Archuleta, DeAguero, Segura, Montoya
 - c. Rec'd \$50 check from Lorin Abbey for decorations – Blas rec'd \$ and will get check to Suzanne, per advance form
 - d. Finalized printing order for truck signs and given to Reyes with dimensions. (COMPLETED TO DO)
 - e. Twelve scarves given to Reyes for embroidery for officers. Reyes is donating embroidery cost.
 3. Next meeting: Aug 20th at 10am
 4. Deadline for armas: Aug 15th, per Reyes. Suzanne to see if Reyes can extend deadline.
 - ii. TO DO: Reyes to talk with Lawrence re: use of his donation to create “Basque Surnames in New Mexico” laminated paper signs.
 - iii. TO DO: Blas to get advance check for \$50 to Suzanne
 - iv. TO DO: Suzanne to continue to lead the Fiesta Parade Committee and report back to the Board.
- (5) TO DO: Lisa to send another membership and event packet to Segura home address
- (6) Manuel & Blas added topic for next year (from the CO Rapids game):
 - a. May have dancers in CO again next year (bi-annual event). Want to maximize American exposure for dancers by placing students one to a host.
 - b. CEE interested in having a joint event somewhere near border – perhaps have next year's picnic in Chama.
 - c. CEE may bring Athletica Bilbao team next year.

- (7) Next Board Meeting:
Monday, August 28
7:00PM
AG Edwards Conference Room
Primary discussion items: Election and Membership Meeting

On-going "TO DO" from July 31 meeting

TO DO: Blas to pursue NABO membership.

TO DO: Blas to follow up with cc service research (specifically Pay Pal, NABO, and local banks)

TO DO: Manuel to follow-up with Jim Folenstat (sp?) and/or Rhonda Williams of Bear Claw in search of a CPA willing to provide audit and consulting services to us, pro-bono.

TO DO: Lisa to consolidate Phone Tree interviewing notes and share with the Board.

TO DO: Lisa to advertise potlucks in newsletters, design and send postcards, and email

TO DO: Suzanne to provide Lawrence's address, driving directions, and contact phone number for December potluck.

TO DO: Reyes to acquire Club Banner letters and receipt.

TO DO: Reyes to see if Paper Tiger will donate future printing to the club

Topics for Future Agendas

August 28, 2006 Meeting:

(1) Election (Lisa)

(2) Meeting of the Membership (Lisa & Sherry)

a. Logistics:

i. Members only (personalized invitations will be sent)

ii. Location: Paul & Sherry's home

iii. Date: Saturday, Nov 4th

iv. Time: 7:00 – 8:00PM (add a social hour?)

v. Serve coffee and cookies (ala Sherry & Lisa)

b. Master of Ceremonies: Manuel, 2006 President

c. Agenda:

i. Welcome (Manuel, 2006 President)

ii. 2005 & 2006 Annual Report (paper copy distributed to members)

1. Events/Accomplishments Summary (Blas?, Sec/Treasurer)

2. Financial (Karen?, Treasurer)

3. Election Results (Lisa, Election Coordinator)

iii. 2007 Club Priorities (Suzanne, 2007 President)

iv. Good-bye (Manuel, 2006 President)

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

e. TO DO: Lisa and Sherry to finish scrapbooks

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

g. TO DO: Lisa to create membership certificates?

(3) Annual Report (Lisa)

- a. Review Outline
- b. Vote on Budget
- c. Recognition for charter members
- d. Brainstorm draft of 2007 goals for next Board for 2005-6 Annual Report
(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 (August?)
- Santa Fe Historical Parade (September)
- Election in Autumn
- Meeting of the Membership (October?)

Suggestions:

- Bring dancers from Spain or domestic Basque club (partner with CEE?)
- Cooking classes
- Language lessons
- Mus lessons/competition
- Dance lessons
- Cookbook (Manuel, Karen, Lisa)
- Book Club (Sherry & Lisa)
- Travel to Basque Country
- NABO meeting in Winnemucca
- Partnerships with other regional Basque Clubs
 1. CEE – Athletica Bilbao
 2. CEE – joint event near CO/NM border
 3. Wyoming?

2007 Board Meetings – Suggested Agenda Items from 2006 Board:

- (1) Nomination of Honorary Board Members:
 - a. Manuel nominates Lorin Abbey
- (2) Travel Bug Slide Show
- (3) Membership Drive:
 - a. Pro-rate 2006 memberships (many were collected late in 2006)
 - b. Offer “freebies” as a benefit of joining and/or renewing?
- (4) Dancers to be hosted by CO club again in 2007!