

PARTICIPANTS:

Manuel Monasterio, President
Karen Squires, Secretary/Treasurer
Blas Uberuaga, Director
Suzanne Uberuaga, Vice-President
Lisa Van De Graaff, Director

DATE: Monday, August 28, 2006

LOCATION: AG Edwards Conference Room, Santa Fe

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

AGENDA / MINUTES:

Completed "TO DO" from Aug 14 meeting (no discussion):

- All requirements for the Summer Picnic!
- Reyes spoke with Lawrence re: use of his donation to create "Basque Surnames of NM" laminated paper signs for Fiesta Parade truck décor.
- Blas took \$50 advance check to Suzanne
- Lisa sent another membership and event packet to Segura home address
- Reyes spoke with Paper Tiger, and they will not donate future printing to club

(1) Finance

- a. Donation Form (Blas) – will work on in October
- b. Purchase of tablecloths (Lisa)

See email from Lisa, dated 8/18/06, where she offered to rework some of the tablecloths from member Sonia Ulibarri's wedding. The cloths would be resized for standard banquet tables (full-drape) and a red and green embellishment would be added. The club would pay material costs only (estimated at \$20-25) and Lisa would donate her labor. (Rental of this size cloths would be \$15 each and retail price would be \$80-150 each).

Suzanne doesn't like the idea of ivory-colored cloths (prefers white, like the Basque flag) & wants to save money for next year's dancing event.

Karen concerned about storage.

Blas prefers ivory for more formal look and suggested cloths could be made available for member use, provided they are returned in the same condition.

Manuel led conversation with regard to value.

Vote called by Manuel:

Option 1: buy tablecloths as Lisa recommended, approved 3-1

Option 2: wait until after wedding and pay for w/o border, declined 0-4

Option 3: not buy at all, declined 1-3

Budget: \$200, approve 4-0

TO DO: Lisa to rework as many cloths as \$200 will buy. Lisa to bring sample of colored borders for Board approval before finalizing design.

(2) Events

- a. Summer Picnic (Suzanne) - Sunday, August 27 – Feedback & notes for next year

Karen: "Fabulous"

Blas/Manuel: Went very smoothly, but had low attendance (advertising? timing?)

In Suzanne's experience, often in a park and people cook for themselves, would be nice if we didn't have to do so much of the work ourselves in the coming years. "We may be making a lot harder than it has to be."

We would charge to cover food costs only, different location, different time of year, etc

General agreement that we would try to simplify next year.

Next year: potentially Larragoite Park off Agua Fria (reservations may be an option), or other

parks where there are secluded areas for private event and bathroom facilities on-site. Lisa expressed that going to other areas in the state would bring in people from other communities and help to keep us from becoming too Santa Fe-centric.

Blas suggested that this would also allow us to collaborate with clubs such as CO.

Suzanne suggested non-picnic events, such as camp-outs and/or potlucks for including others.

TO DO: Suzanne will email other Basque Clubs to gather add'l information and ideas

Lisa passed around custom thank you notes for signatures for Bob & Eva, Lorin Parrish (NMAHA), Steve & Adam, and tree trimmer

Raffle item was \$40 and earned \$60 in proceeds (Suzanne gave \$ to Lisa for deposit)

Reimbursements were issued to Lisa, Manuel, and Suzanne

- b. Fiesta Parade (Suzanne) – Sunday, September 10 – update from Fiesta Parade Committee

Still looking for relief driver from 10-12pm

TO DO: Samuel and Manuel will bring hay bales up from Santo Bueno – call Suzanne for where to take them (Paul Lucero may store for us). They should be covered with tarp.

Will have 12 armas!

Blas asked about a photographer, and the committee has not yet delegated this responsibility

TO DO: Lisa to ask if friends will photograph

TO DO: Lisa to print custom thank you cards if photo available (Suzanne to provide quantity)

TO DO: Lisa to include thank you list in next newsletter

TO DO: Blas to provide cd with brochure content, fonts, and logo to Suzanne for parade docs

- c. Election (Lisa) - Review ballot and provide input

Include stamped return envelopes at NMEE expense? Vote and pass, 4-0

Board reviewed ballot format, no additional ideas were offered

Suzanne requested Board vote to add another bylaw amendment to allow President be able to vote? Many other clubs do give the Prez a vote.

Blas clarified that in his experience with Basque Clubs, it is helpful to keep the agenda flowing and the conversation healthy if the President serves as a moderator instead of being invested in his or her own vote.

Manuel said that in his experience this year, it has helped to remain in a non-voting role of servitude and leadership for the Board and the Membership.

Board Vote, motion passed 3-1

TO DO: Lisa to add new bylaw amendment to the ballot

- d. Meeting of the Membership (Lisa & Sherry)

i. Logistics:

1. Members only (personalized invitations will be sent)
2. Location: Paul & Sherry's home
3. Date: Saturday, Nov 4th
4. Time: 5:00 – 7:00PM (lengthened to one social hour + one hour meeting and moved to earlier in the evening)
5. Serve coffee and cookies (ala Sherry & Lisa)

ii. Master of Ceremonies: Manuel, 2006 President

iii. 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 (Karen, Treasurer)

- c. Election Results (Lisa, Election Coordinator), [give those elected a chance to speak](#)
- d. Member Feedback, Manuel
3. 2007 Club Priorities – Brainstorming Session/[Survey](#) (Suzanne, 2007 President)
4. Good-bye (Manuel, 2006 President)

[TO DO: Lisa, Blas, and Sherry to create annual report, including scrapbooks](#)

[TO DO: Lisa to create and distribute invite to members only in mid-Sept or early Oct](#)

(3) Annual Report (Lisa)

a. Review outline & mock up

[Manuel: 3-ring binder, including accomplishments and member directory will be a good tool for bringing in donations and new members. This is also a good networking tool for our members. Recommend addition section for “press” to both the annual report and the web site. Also a map/Basque intro section...?](#)

[TO DO: Lisa to add “press” section to the annual report](#)

[TO DO: Lisa to add map/Basque intro section to annual report](#)

[TO DO: Blas to add “press” section to the web site](#)

[Suzanne would like to write section on early history of the club and Lisa agreed. Suzanne agreed to provide typed document and to be open to editing, as we will with the rest of the documents in the annual report.](#)

[TO DO: Lisa to send parameters for 2004 section of annual report to Suzanne](#)

[TO DO: Suzanne to write early history for annual report](#)

[Review mock-up of member certificate, all Board members liked and approved.](#)

[TO DO: Lisa to create membership certificates](#)

[Review Lisa’s suggestion for “Co-Founders” and “Charter Members”](#)

[Suzanne suggested changing name of “Co-Founders” to “Founding Members”](#)

[Blas suggested changing adding definition of Charter Members to include all who joined \(and paid dues\) in 2005 \(first year as incorporated organization\)](#)

b. Vote on budget

[Four options were suggested \(assuming 30 reports\):](#)

[\(1\) \\$273 \(\\$9.10 per\) for tabbed presentation binder \(suggested adverts on back cover\)](#)

[\(2\) \\$213 \(\\$7.10 per\) for tabbed plain binder](#)

[\(3\) \\$168 \(\\$5.60 per\) for report covered](#)

[\(4\) \\$108 \(\\$3.60 per\) for paper only](#)

[Board Vote, Option \(1\) approved by vote of 4-0. We will sell advertising to try and cover 100% of costs. Probably \\$40 for business card sized advert](#)

[TO DO: Lisa, Blas, and Sherry to create annual report in tabbed presentation binders](#)

[TO DO: Manuel to help Lisa sell advertising to cover annual report costs](#)

(4) Next Board Meeting: Monday, October 2

7:00PM

AG Edwards Conference Room

Primary discussion items: Review of Fiesta Parade and Membership Meeting Annual Report Review

[Suzanne requested non-pdf attachments to email due to technological limitations.](#)

[TO DO: Lisa to work with Blas to include html version of minutes for Board review.](#)

On-going “TO DO”:

[Manuel:](#)

- 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.

Suzanne:

- Continue to lead the Fiesta Parade Committee and report back to the Board with progress
- Provide Lawrence's address, driving directions, and contact phone number for December potluck.

Karen:

- Transition Treasurer responsibilities back from Lisa

Sherry:

- Planning and preparations for the meeting of the membership, with Lisa & Blas

Blas:

- Pursue NABO membership – Email sent, waiting for response
- Follow-up with cc service research (specifically Pay Pal, NABO, and local banks).
- Planning and preparations for the meeting of the membership, with Lisa and Sherry
- Ongoing: Webmaster.

Reyes:

- Acquire Club Banner letters and receipt.
- Ongoing: Merchandise

Lisa:

- Consolidate Phone Tree interviewing notes and share with the Board.
- Advertise potlucks in newsletters, design and send postcards, and email
- Transition Treasurer responsibilities back to Karen
- Planning and preparations for the meeting of the membership, with Sherry & Blas
- Continue to serve as Election Coordinator and report back to the Board with issues
- Ongoing:
 - Newsletters
 - Membership Drive (deposit checks, update mailing list, send tax letters)
 - Financial Reconciliations
 - Agendas/Minutes

Topics for Future Agendas

2007 Board Meetings – Suggested Agenda Items from 2006 Board:

- (1) January Board Meeting – set Board Meeting 2007 calendar (4-6 meetings) and publish to membership
- (2) Nomination of Honorary Board Members:
 - a. Manuel nominates Lorin Abbey
- (3) Travel Bug Slide Show
- (4) Membership Drive:
 - a. Pro-rate 2006 memberships (many were collected late in 2006)
 - b. Offer “freebies” as a benefit of joining and/or renewing?
- (5) Dancers to be hosted by CO club again in 2007!