

Minutes

ABQ-ALC Board Meeting

Date: January 28, 2021

Location: Virtual Zoom Meeting

Time Meeting Called to Order: 2:04 pm

Presiding Officer: Carol Kennedy

Members Present: Carol Kennedy (Chair), Robin Treaster (Vice-Chair), Steve Turpen (Treasurer), Marty Padilla (Director), Peggy Marquez-Garcia (Director), and Ruth Sandoval (Director).

Members Not Present: Ana Ambriz-Quijano (resigned) and Don Gallup (resigned)

Staff & Guests Present: Gloria Rael (Executive Director), Jamie Trujillo (Program Director), Frank Lujan and Michelle Corley, CPA & Bookkeeper with The Loftis & Lovato Group.

Attachments: Agenda, Financial Statements, Budget, Executive Director Report – Attachments were shared online prior to the meeting.

A motion was made by Carol to approve the October minutes and seconded by Robin to approve the minutes from the October board meeting. The minutes were approved unanimously.

Treasurer Steve Turpen presented the Financial Statements. Carol requested an explanation for what appeared to be shortages. Frank went over the Cares Relief Grant which had to be expenses by December 2020; however, the funding was not recorded until January. The budget also reflected expenses paid from the fundraising account with no annual event this year. Frank also confirmed that pre-paid amounts in the statement of position were reviewed in conjunction with auditors for best accrual of these expenses. The PPP loan was also noted which is being closely reviewed to ensure that it is forgiven. Overall, cash was up as compared to previous year end. Steve motioned to rerun the financials as requested by the board based on the items discussed.

Board Chair Carol Kennedy mentioned the road ahead and announced her board term ending in July. She asked for board consideration to fill this position and called for anyone interested to allow sufficient time to provide adequate training. Carol also requested ample notice of any upcoming vacancies as recruitment takes time. She also spoke about diversifying funding to avoid dependency on grants and mentioned a strategic planning session. Gloria identified a potential facilitator from Pivotal NM (pending response). Carol invited all officers to a “pro-bono” Media Training facilitated by Robert Scheid on March 13, 2021 at 10:00 AM. Lastly, she invited the board to think about chairing any open committees particularly the Recruitment and Fundraising Committees. Robin also needs members to serve on the Marketing Committee.

Vice Chair Robin Treaster discussed marketing committee updates. She announced additional donor activity since marketing the newsletter and suggested a few fundraising activities including a virtual fundraiser, “Paint& Sip” and/or a 4th annual Casa Rondena Fundraiser and Silent Auction. Either one can be promoted virtually under the current pandemic. Gloria stressed the need for a fundraising committee chair and is planning a meeting at Casa Rondena as their management is open to new ideas. Peggy

Marquez introduced NM Highland's "Virtual Wine Tasting" and Cooking with a Chef. Carol mentioned the need to plan, prepare and keep thinking outside of the box.

Gloria (ED) introduced the January submission of ABQ-ALC's mid-year report to the state higher education department and deferred to Jamie for the highlights, then return to quarterly activities including community outreach, grant submissions and pending grants.

Jamie (PD) presented the overview and specifics on our mid-year 2020 program performance amidst a pandemic. Capacity is just 25% below the prior mid-year 2019 and all performance measures are being met and/or exceeded despite new staff. Additional needs include addressing digital literacy limitations. Performance comparisons from one term to the next identify post-testing and level gain increases are showing significant momentum with numbers even doubling.

Carol asked if there are any other challenges that the board may help to address. Jamie identified continued donations of Chromebooks or laptops, i.e., stressing only personal computers with a webcam for testing functionality. Gloria mentioned Personal Protective Equipment (PPE) particularly masks, gloves and hand sanitizer are quite expensive and quickly depleted.

Gloria further presented on community outreach efforts resulting in quite a few renewed partnerships for Integrated Education and Training (IET) funding from our ABC NM partner. Three additional grants were funded by the end of the year (Dec 2020). The Pivotal NM training has helped provide additional types of funding including G&O along with grant organization to better meet scheduled timelines. The rethinking Adult Education challenge grant is an example of renewed confidence to explore out of state grants where ABQ-ALC advanced to Phase II. (95 out of over 200 applicants).

Gloria expressed appreciation to all board members providing support to the organization. Marty Padilla announced a new 2021 Rotary application will be available in the next quarter. Peggy and Ruth are respectively providing coaching to staff and students.

Robin reviewed prior action items as follows:

1. Outreach/education corporate video to highlight all that ABQ-ALC does: Delayed due to COVID. Carol mentioned channel 13 features local non-profits daily.

Action items from October meeting:

1. Gloria to provide new grant funding spreadsheet: Completed
2. Jamie to add scholarship donation page and button to website: Completed
3. Carol to send a crisis communication survey to the board: Completed
4. Carol to provide a plan for document review: Carol first wants committees set up
5. Robin to send verbiage for our newsletter: forthcoming for next issue and stated that Carol's email calling to board got us closer to that goal with additional donors
6. Meeting update: **Next meeting April 22, 2021**

New action items for next meeting:

2. Marty requested a sample "funding request" letter from Gloria
3. Ruth requested a recap on committees: Fundraising and Recruitment Committees and assistance on the Marketing Committee.
4. **The meeting adjourned at 3:32 pm**

Prepared by: Gloria Rael