

BOD Meeting Minutes

Thursday, April 22, 2021

Present: Carol Kennedy, Ruth Sandoval, Marty Padilla, Peggy Garcia-Marquez, Gloria Rael, Jamie Trujillo; and guests: Nick Estes, Ashley Solano, and Frank Lovato; **Absent:** Robin Treaster, Steve Turpen

- Meeting called to order at 2:12 pm
- Roll call
- Approval of January 2021 board minutes
 - Carol motioned to approve
 - Marty seconded the motion
 - Minutes approved unanimously
- Prospective board members approved effective April 23, 2021:
 - Nick Estes
 - Retired lawyer - public practice & UNM General Counsel
 - Native New Mexican
 - Founding board member of Explora
 - Active board member of Health Action New Mexico
 - Adjunct member of Explora board
 - Has volunteered for ABQ-ALC for 7 years as a tutor
 - Ashley Solano
 - Graduate of ABQ-GED in December of 2016
 - CNM Grad: Three associates degrees and several certificates
 - Working toward a bachelor's in accounting
 - Tutored for CNM for two years
 - Customer service representative for Alliance Data
- Treasurer's Report
 - Frank Lovato presented quarterly financial statements (located in shared Google Drive).
 - *Ruth motioned to approve*
 - *Peggy seconded the motion*
 - *Financial Statements were approved with all in favor.*
- President's Report
 - Board had an official media training on March 13
 - Carol, Gloria, Ruth attended

- Identified the need for media crisis plan
 - Phone tree created
 - Gloria emphasized the lessons learned are to ensure good documentation
 - We have been contacted by a reporter from the Albuquerque Journal for an article showcasing our services. Ashley Solano will be interviewed.
 - Potential followup training
- Board Recruitment & Transitions
 - Open positions: Chair, Vice Chair, Secretary, member
 - Carol asked all members to contact her if they are interested in any officer positions
 - Ashley Solano and Nick Estes expressed an interest in serving on the board and were invited to sit in on the meeting
- Committees
 - Carol reminded all members to contact her if they are interested in serving on any committee.
- Board Engagement
 - Carol showed “Joan’s Big BAT (Board Assessment Tool)”
 - Carol will send this to all members for a self-assessment
- Program & Executive Director Reports
 - Jamie and Gloria reviewed the ED/PD Report located on shared Google Drive
 - Gloria reviewed the draft fund development plan also shared in Google Drive
- Gloria presented a proposal for a paid contractor, Danielle Barnes, to write and assist us in submission of Phase 2 of the ReThinking Adult Ed Challenge grant competition and asked for board consideration to approve the contract amount. The contract also included two attachments with detail including a Statement of Work and Timeline. Peggy recommended approval of this contract and discussion followed. The recommendation was approved unanimously on April 23rd.
- Action Items
 - Add to July Agenda: Old Business: Provide a Plan for document review