

MINUTES

Texas Community Service Association (TCSA) Board Meeting

Towne Place Suites Marriott

805 E. Belknap

Ft. Worth Texas

Monday, February 25, 2013

I. Pete Gonzales called the meeting to order at 8:05 am. .

Present: Pete Gonzales, Cleo Pace, Lisa Whittington, Edward Delgado, Sonia Parrish, Jimmy Don Nicholson, Cruz Vances, Benita Bennett and Lydia Villamil.

Absent: Brenda Garcia and Lonnie Rogers.

II. Previously approved minutes dated October 31, 2012 were reviewed.

III. Sonia moved and Benita seconded that the previously e-mail approved stamp purchase by Edward in the sum of \$9.00 be ratified. All voted in favor.

IV. Financial report was not ready for formal action. General discussion was had regarding 2012 conference revenue and expenses, bank fees, bank signature card, and approximate account balances.

V. 2012 Conference Photo Album – Discussion took place regarding no longer having a need for a hard copy of the photo album. The website could be utilized instead. Nevertheless, there are still photos from the 2012 Conference that need development. Sonia made a motion that \$19.26 be used to reimburse Lisa for photo development. Motion was seconded by Cleo. Motion passed unanimously. Lisa said there will be a cost to replace batteries in the camera at a later time.

VI. Board Pictures – Since all members were not present, a group photo was not taken. Cruz will have Brenda Garcia send him a picture in her TCSA shirt to add to the website.

VII. Website – Pete suggested we should add a link to the website for conference registration information. He also made a request for photos from past conferences and special projects information, as well as the need to locate past newsletters and minutes to be added to the website. He then asked for suggestions for the legal provision tab of the website.

VIII. Newsletter – Cruz needs information to be sent to cruzv@co.harrison.tx.us for the newsletter. He plans to send it out electronically by the beginning of March. Items to be covered are new board members, Hidalgo County, the Conference, and recognizing outgoing board members, Brenda Culpepper and Domingo Sanchez. It will be sent out to TCSA members, CJAD and JPD Chiefs. Pete can get a listing of all JPD department chiefs. Cleo can get a listing of all CJAD Chiefs.

IX. Hotel for Conference

- A. Review of Hotel Proposals – Members reviewed proposals on three hotels: the Omni, Radisson, and TownePlace Suites. All are potential host hotels for the 2013 Conference. The Omni, which is located in downtown Ft. Worth, was over budget. General discussion was had on hotel rates exceeding the state approved rate for hotels in Ft. Worth's downtown area. This included the Omni. Most downtown hotels stated rates in the area of \$139.00. TownePlace Suites had excellent room accommodations but would have to hold training sessions at the Norris Conference Center which is .60 miles walking distance, with no parking. The Radisson had the best price. But there were concerns about the location, enough staff, and presentation of the rooms.
- B. Tour of Hotels – Tour of the Radisson Hotel was conducted Sunday night, February 24, 2013.
- C. Hotel Selection – Before selecting a hotel, members asked Lydia to call the Hyatt Hotel where the Conference was held two years ago. She did. However, it is under new management and the meeting space now can only hold 50 people. The Radisson appears to be the best choice at this time for the Conference. All voted by acclamation to hold the conference at the Radisson Hotel.

X. Discussion and Approval of 2013 Conference Items

A. Planning Matrix Review

- The Radisson has the most space and willing to work with us on prices.
- Radisson provides two suite upgrades, which all agreed should be set aside for longest serving board members, Cleo and Lisa. The President is being offered a complimentary suite.
- Total budget for conference is planned for about \$9000 (72 attendees represents breakeven point).
- Lisa will work on banners to hang from the podiums.
- Cruz and Edward are bringing projectors.
- Pete, Cleo, and Jimmy Don will bring laptops. .
- Cleo will handle the welcoming bags and Benita the binders with agendas.
- Jimmy will oversee the evaluations and 5 minute signs.
- Cleo will have a budget of \$1000 to buy one major item for the gift bags.
- Cleo will do the certificates.
- Up for re-election are Edward, Cleo, and Jimmy Don. Cleo does not plan to run again. Edward and Jimmy Don do.
- Brenda and Benita will report audit findings.

B. Key Items

1. Sunday Reception - Hospitality expenses should stay under the budget of \$1000.
2. Luncheon – Discussion was held on whether to pay for conference luncheon. It was agreed that a luncheon is still a good idea plus needed to meet food and beverage requirements for free meeting space. Lunch will be a BBQ plate.
3. Door Prizes & Silent Auction- There will be no auction. Cruz will be in charge of door prizes.

4. Food Pantry Gift - Donations to a local nonprofit(s) will have a minimum of \$500 and a maximum of \$1000 total. The host county will decide which agency(s) receives the donation.
5. T-Shirts – Lisa will look into ordering new board shirts (green with brown lettering). Lydia will look into pricing 50 blue shirts with white lettering with CSR slogans on back to compare prices. Only the leftover shirts will be sold.
6. Plaques – Two plaques will be ordered by Pete for Domingo Sanchez and Brenda Culpepper.
7. Conference Agenda Discussion – Lydia will look into one of the high schools to present and retire colors. Lydia and Debra Sloan (Tarrant CSCD representative) will look into speakers and try to confirm them by 06/15/13. Lydia and Debra Sloan will coordinate and oversee introduction of speakers. Guest speaker cost should be minimized. Suggested topics were legislative updates, multiculturalism, human trafficking, and setting up a CSR program.

XI. Date for Next Meeting – No need for another planning meeting prior to the conference.

XII. Other Business - Pete hasn't had time to explore Registered Agent issue. Pete related that TJJJ was very receptive to TCSA's offer to provide a \$500 grant for Global Youth Service Day. Eligible applicants are JPDs and other youth-oriented TCSA member organizations.

XIII. At 12:15 p.m., Sonia moved to adjourn the meeting and Cleo seconded. All voted in favor.