

Texas Community Service Association

Minutes

Special Board Meeting
Radisson Hotel Airport
1770 Airway Blvd.
El Paso, Texas 79925

Monday, February 24, 2014
8:00 a.m. to 2:00 p.m.

- I. Pete Gonzales called board meeting to order at 8:00 a.m.

Present: Pete Gonzales, Cruz Vances, Edward Delgado, Israel Tena, and Brenda Garcia.

Absent: Cleo Pace, Lydia Villamil, Lisa Whittington, Lonnie Rogers, Sonia Parish and Matthew Haynie.

- II. Previously approved minutes of October 31, 2013 were reviewed. No formal action required.

Began meeting at the Radisson Hotel Airport. Chelsea Burgess, El Paso Convention Sales Manager, was present to accompany group on tour of hotels.

- III. Hotel for Conference

- A. Radisson Hotel Airport: Tour was directed by Maria Mroczkowski, Director of Sales, and Pifas Silva, Director of Banquet with the hotel. All members who were in attendance for this meeting participated in the tour. The following was discussed:

- Room rate is \$90 plus tax.
- Standard Room, Double Room, and Deluxe Rooms all have the following amenities: DVD player, Wi-Fi, refrigerator, and microwave.
- Every floor has an ice machine, washer and dryer.
- Indoor/Outdoor Pool.
- Atrium entrance is where the Registration Table will be set up.
- Projector and screen in each room that is divided into Salon A, B, and C.
- Only Salon A & B is needed to do General Sessions.
- Breakout Session: Salon C would be utilized.
- The luncheon with speaker would be out in the atrium and up to 17 tables can be placed in this area holding 10 individuals per table.
- Buffet lunch would cost \$22 plus tax and gratuity.

- Speaker will be accommodated with podium if need be.
- Drapes can be used to control for traffic in the hallways.
- Portable screen is available.
- For lunch the buffet will be set up in the atrium.
- Renaissance Room can be used as board meeting room and storage.
- Restrooms are in close proximity.
- Discussed 45 rooms being blocked off at government rate of \$90.00.
- Hotel guests will receive complimentary breakfast, drinks during Happy Hour and parking.
- Free parking for commuters, too.
- Discussed holding the Reception in the atrium (possible music by DJ Tena)
 - Finger foods - Chips with Salsa and Guacamole
 - Drinks - purchase of (1) keg with a domestic beer at \$185.00 (serves 150-12oz cups)
 - Drinks - purchase of (1) Margarita set up at \$140.00 (serves 50-9oz cups)
 - Drink tickets will be provided for conference attendees and guests.
- Restaurants around the hotel are in walking distance with a 24-hour shuttle provided within a 3 mile radius (15 passenger van).

Camino Real Hotel: Tour was directed by Marc Giesemann, Sales Manager. This began a little later than expected, as hotel staff was not ready. All members who were in attendance for this meeting participated in the tour. The following was discussed:

- Room rate is \$89 plus tax.
- Complimentary buffet every morning.
- Standard Room, Master Suite, and Executive Lounge were all very spacious but had no standard amenities, e.g., \$15 extra for refrigerator.
- Workout room is available.
- Pool on the 10th floor.
- 2nd floor is where Registration and Conference room would be held (rooms can be divided and screens are available)
- Board room and storage on the 2nd floor.
- Parking passes at \$3.00 per day for guests and \$6.00 per day for commuters
- Discussed reception being held on the 1st floor/bar location.
- Prices are as follows: \$263.00/domestic keg. \$48.00/gallon for Sangria, Margarita, or Cosmos.
- Buffet lunch would cost \$22 plus tax and gratuity.

After tour ended, meeting was continued at the El Paso Juvenile Probation Department. At this time, Chelsea Burgess, El Paso Convention Sales Manager, left the group reminding all that she will continue to work at helping make this conference a success.

IV. Ratification of previous e-mail approvals with financial obligation

- A. *Edward moved, Cruz seconded motion to ratify changing Registered Agent from Keith Gamel to Escamilla & Poneck, LLP, that included submission of \$5.00 filing fee to Secretary of State. All voted in favor.*
- V. Financial Report - Edward presented the 2013 Financial Report for the period 11/1/12 to 10/31/13. *Brenda made a motion to approve the 2013 Financial Report and Cruz seconded it. All voted in favor.*
- VI. Status of IRS Reporting Requirements - Edward reported that we are up-to-date with IRS reporting requirements.
- VII. 2013 Conference Photos – No new information.
- VIII. Website – Pete related that the annual fee for the website is 85.00 and every effort is made to keep it current.
- IX. Newsletter – Brenda stated that the newsletter is submitted every quarter with the next one due in March. Israel will notify Brenda when the conference agenda is ready so that it can be included in the newsletter.
- X. Worked through lunch.
- XI. Hotel for Conference (Resume)
- B. Review of Hotel Proposals – Discussion was held which highlighted the pros and cons of each hotel that was toured.
- C. Hotel Selection – *Cruz moved, Edward seconded to select the Radisson Hotel Airport as the host hotel and site for the 2014 TCSA Conference.*
- XII. Discussion and Approval of 2014 Conference Items
- A. Planning Matrix Review
- Hotel Contract. Pete will execute contract with Radisson Hotel Airport.
 - Vendor Letters. Israel will send out solicitation letters and get with vendors.
 - Folders. Edward will purchase dual pocket folders (orange) and put them together and will ship in 1 week in advance to Israel at EP JPD (ATTN: Israel Tena)
 - Printing. Israel will arrange for the printing of conference programs.
 - Notices. Pete will send newsletter and conference notices (Save the Date) to Juvenile and Adult Probation Departments. He will contact Maggie Morales-Aina at El Paso CSCD in order to get notices to Texas CSCDs. Brenda will mail out 1st invitation via Newsletter and Save the Date by March to Pete so that it can go out. The next newsletter will be sent out in June and the final one is due the last week of September.

- Speakers. Israel will secure conference speakers and get with Edward to reserve rooms for those speakers in need.
- Invocation. Cruz will do the Invocation.
- Pledge & Presentation of Colors. Pledge of Allegiance will be performed by Challenge Kids El Paso, TX and colors will be presented.
- Back-up Speaker. Pete suggested that Israel have a back-up speaker on stand-by as a contingency. Not necessary but a safeguard measure.
- Back-up Presentation. Pete will prepare a backup presentation on service learning for the juvenile track just in case.
- Speaker Introductions. Brenda will ensure that all speakers are introduced and will prepare an assignment list for board members. She will get with Israel once agenda is completed.
- Audio/Visual Equipment. Israel will provide AV equipment and have local IT personnel on-site to set it up (Pete will bring 2 TCSA wireless mics):
 - ❖ Day 1 AM - will need (1) hard mic, (1) wireless mic, (1) podium, (1) screen, (1) sound, (1) mixer, (1) lap top, (1) LCD projector.
 - ❖ Day 1 PM - will need (0) hard mic, (1) wireless mic, (0) podium, (1) screen, (1) sound, (1) mixer, (1) lap top, (1) LCD projector.
 - ❖ Day 2 AM/PM - will need (1) hard mic, (1) wireless mic, (1) podium, (1) screen, (1) sound, (1) mixer, (1) lap top, (1) LCD projector.
 - ❖ Day 2 Lunch - will need (1) hard mic or (1) wireless mic, (1) podium, (1) screen, (1) sound, (1) mixer, (1) lap top, (1) LCD projector (use the same podium as that in General Session).
 - ❖ Day 3 AM - will need (1) hard mic, (1) wireless mic, (1) podium, (1) screen, (1) sound, (1) mixer, (1) lap top, (1) LCD projector.
- Training Hours. Pete will contact TJJJ once he has obtained the agenda for approval of training credit hours.
- TCLEOSE. Pete will also prepare Daily TCLEOSE sign-in sheets.
- CSCD Contacts. Israel suggested that Maggie with El Paso CSCD can handle CSCD contacts.
- Website Posting. Pete will post conference information on the webpage.
- Food & Beverage. Pete will handle Food and Beverage Contract and Execute Banquet Event Orders (breaks, lunch, reception)
- Supplies/Certificates/Name Tags/Membership Cards. Cruz will get with Cleo to purchase supplies and prepare certificates, name tags (including speakers), and membership cards.
- Registration Table. Cruz will get with Cleo to identify volunteers to man the registration table, as well as prepare and provide daily sign in sheets.
- Giveaways. Edward will prepare conference bags with giveaways.
Brenda moved and Cruz seconded motion to spend up to \$1,000 to purchase conference bags and if possible cup/mug. All voted in favor.

- Voting Ballots. Brenda will get with Cleo to prepare vote ballots for nominations. The following board members are up for re-election: Cruz, Lydia, Lisa, and Sonia.
- Nominations. Pete will open the floor for nominations.
- Agenda. Pete will prepare agenda for Post-Conference Board Meeting.
- Audit Committee. Brenda will convene audit committee meeting and prepare audit findings report. She will present audit findings to membership.
- Financials. Edward and Pete will provide monthly financial reconciliation reports.
- PayPal. Edward will look into getting PayPal set up as payment option for registrations and items.
- Evaluation Sheets. Israel is to prepare evaluation sheets and make copies. Israel and Brenda will pass them out at the conference. Israel will compute evaluation sheet scores at conference end and then send results to Pete.
- Liability Insurance. Pete will contact insurance provider for conference liability insurance coverage.

B. Key Items

1. Sunday Reception will be from 6:00p.m. to 8:00p.m.
 - Pete and Israel are handling the reception logistics. *Cruz made a motion to pay no more than a \$1,000 for the reception, Israel seconded. All voted in favor.*
2. Luncheon
 - Luncheon will be buffet style.
3. Door Prizes & Silent Auction
 - *Cruz made a motion, Brenda seconded, to continue with door prizes. All voted in favor.*
 - Brenda will send an e-mail to the board regarding door prizes.
 - The issue of the silent auction was discussed. Brenda and Israel will discuss this further over time to see if it is feasible. If feasible, each board member will be asked to bring one small auction item.
4. Food Pantry Gift
 - Israel, along with Maggie at the CSCD, will select a recipient(s).
 - Israel will notify recipient and arrange their presence at the conference on a set date and time (perhaps right after the luncheon while all members are present).

- *Edward made a motion for a \$1,000 donation as the food pantry gift. Israel seconded, all voted in favor.*

5. T-shirts

- Pete will get with Lisa for pricing shirts for board members (orange).
- Pete will get with Lisa for pricing shirts for membership.
- Lisa will lay out shirts at Registration Desk.
- Edward will collect the money for the shirts.

6. Plaques

- Pete will purchase plaques of appreciation for outgoing board members.
- Pete will purchase plaque of appreciation for Conference Chair.

7. Conference Agenda Discussion

- Israel will get to Pete all speaker biographies and workshop descriptions within 2 weeks from this date.
- Pete will prepare conference program after receiving bios and workshop descriptions.

XIII. Date for Next Meeting (No more conference planning meetings to be held)

XIV. Other Business

- Israel will handle Audio Visual requirements.
- Strongly recommend that board members arrive on Saturday for conference.
- Israel will plan an unofficial social for Monday.

XV. *At 2:12 pm, Cruz made a Motion to adjourn the meeting and Israel seconded. All voted in favor.*