

Texas Community Service Association

Minutes

Special Board Meeting
Inn on Barons Creek
308 S. Washington St.
Fredericksburg, Texas 78624

Thursday, February 26, 2015
Special Board Meeting 8:00 a.m. to 4:00 pm

- I. Brenda Garcia called Special Board Meeting to order at 12:00 p.m. The following were in attendance; Ricky Carpenter, Israel Tena, Lonnie Rogers, Edward Delgado, Pete Gonzales, Michael Pichardo, Karen Saunders, Brenda Garcia, and hosting county Domingo Sanchez. The following board member's were not present; Deanna Madrid, Cruz Vances, and Matthew Haynie.
- II. Board member's reviewed previously approved minutes from the October 29th, 2015.
- III. **2015 Hotel Choice:** After the touring of both hotels. Board member's decided to go with the Inn on Barons Creek for the 20th Annual Texas Community Service Conference. Edward Delgado moved to make a Motion to have the upcoming 20th Annual TCSA Conference at the Inn on Barons Creek and selected Fredericksburg Inn as the overflow hotel for the upcoming 20th Annual TCSA Conference.
- IV. Board member's ratified previous e-mailed approval of minutes that were dated on December 31, 2014 indicating to move board meeting to February 26th, 2015 as another conference was in session and there was a conflict with the previous scheduled date. Approval minutes that were dated on January 7th, 2015 for reimbursement to Lisa Whittington for her previous purchase as a board member.
- V. **Financial Report:** Edward Delgado reported that the fiscal year runs from conference to conference each year and as of October 2014 there was a balance of \$23,142.00. Edward also reported that as of January 2015, there was a balance of \$19,238.94. However, did mention that three outstanding registrations had not been paid from previous conference, which should leave an ending balance in the amount of \$17,751.06.
- VI. **Status of IRS Reporting Requirements:** Edward Delgado reported that he did file on January 9, 2015 and that it was accepted on January 11, 2015.

- VII. **Bank Signatures:** Edward Delgado reported that as of now the following are listed as authorized individuals; Brenda Culpepper, Pete Gonzales, and Edward Delgado. It was advised that at the upcoming conference that the following be removed; Brenda Culpepper and that Pete Gonzales will remain on until Brenda Garcia is able to be added at upcoming conference.
- VIII. **Newsletter/Website:** Pete Gonzales advised that the next newsletter will be due by the end of March 2015. Brenda Garcia did advise that we need more stories from CSCD.
- IX. **Visibility of the Association (Global Youth Service Day, ideas for other Grants):** Brenda Garcia advised that we need to make a decision whether or not we would be contributing towards Global Youth Service Day and that this will be held on April 17th-19th, 2015 and that this year the topic is "Literacy". Pete Gonzales advised that TJJD had contacted him and asked if we would be contributing towards Global Youth Service Day. Pete added that in the past we have always donated \$500.00 and that some JPD departments who have received a mini grant were (Bexar County, El Paso County, and Victoria County. Pete Gonzales moved to make a motion to donate \$250.00 towards Global Youth Service Day and Brenda Garcia second it. It was also discussed that both Lonnie Rogers and Brenda Garcia would work together to find a grant for CSCD.
- X. **Discuss a graduated system for donating to local hosting food pantry:** It was discussed that we would have a graduated system in place when donating to a local food pantry of conference. \$100.00 for every ten confirmed registered individuals capping out at \$1,000.00. Israel Tena made a Motion to have a graduated system in place and Lonnie Rogers second it.
- XI. **Discuss making changes to Bylaws:** It was discussed that we should update the Bylaws that are currently in place. Brenda Garcia advised that we are currently a 501(c)(6) and that this organization actually began in 1995 and was incorporated on March 18th, 2008 and to change membership criteria. Membership and ability to hold office used to be limited to those individuals employed by Community Supervision & Corrections Departments and Juvenile Probation Departments. This list has been expanded to those employed by or affiliated with CSCDs, JPDs, parole services, law enforcement, non-profits, and independent school districts. It was also advised to look into changing the organization which is currently a 501(c)(6) to a 501(c)(3). It was agreed that Edward Delgado would type up the new Bylaws and that Brenda Garcia would look into making the change from being a 501(C)(6) to a 501(C)(3). Pete Gonzales made a motion and Ricky Carpenter second it.

XII. **Hotel Conference Resumed:** Board member's reviewed hotel proposals and discussed the deciding of the Inn on Barons Creek as the primary hotel for conference and Fredericksburg Inn as the overflow hotel. It was discussed that the dates for the hotel are November 8th, 2015-November 11th, 2015. Brenda Garcia advised that all board member's will need to try to make it out there on Saturday, November 7th, 2015 for preparation of the conference. It was discussed that both Inn on Barons Creek and Fredericksburg Inn are able to give member's a rate of \$85.00 per night and that breakfast is available at both hotels as well as parking. It was also agreed that the entire conference will take place at the Inn on Barons Creek and that we would have our luncheon with speaker over at Fredericksburg Inn. Brenda Garcia did advise that she will be getting with both hotel manager's to go over contract and to get it signed.

XIII. **Discussion and Approval of 2015 Conference Items:** Board member's went over planning matrix, key items, Sunday reception, luncheon, door prizes, food pantry gift, T-shirts, plaques, and conference agenda discussion. Hosting County Chair, Domingo Sanchez advised that he is in the process of working on getting donations to cover cost of snacks/beverages, T-shirts for board member's, and luncheon. There were suggestions on types of beverages (water, diet coke, sprite, etc.) and snacks (fruit, danishes, veggie trays, cookies, chex mix, etc.) Brenda Garcia did advise that we need to plan for having 120 possible attendees and snacks/beverages to cover reception and atleast six breaks during the conference. Door prizes were discussed, Brenda Garcia advised if everyone can look at getting atleast one item donated from their county that symbolizes their county. Domingo advised that he will also look into getting door prizes donated. Brenda Garcia did advise that once we have a list of registered member's for the conference that the Chamber of Commerce would be preparing all name badges. Programs were discussed, Brenda Garcia advised that she had called around and that UPS seems to be more reasonable. It was recommended that this may be a possibility if the Chamber of Commerce were not able to print out for us. Conference speakers were discussed as there were a few confirmed speakers already and possible topics were discussed for upcoming conference.

IX. **Adjournment:** *Meeting adjourned at 3:34p.m.*