



AGENDA

Meeting #3

Tuesday, March 13, 2018

[Broward College](#)

7200 Pines Blvd, Pembroke Pines, FL 33024 (Park in Lot C)

Mission

Empowering immigrants and others to become self-sufficient, productive and civically engaged.

Hispanic Unity of Florida
Board of Directors Meeting
AGENDA
Tuesday, March 13, 2018

We will start the meeting promptly at 4pm

1. 4:00pm **Call to Order/ Roll Call** **Charles Tatelbaum**

2. 4:05 **Presentations** Chair, Charles Tatelbaum **Information**
 - Rolando Mora, Plaque
 - Mission Moment: Family Strengthening Program & Profile: Marizabel Rivera-James, Yonela Carusi will introduce
 - Member to Member Meet-UPS – Feedback

3. 4:15 **Governance** Governance Chair, Steve Sampier **Information**
 - Carolina Cardozo – Program Visit **Information**
 - Board Self-Assessments

4. 4:30 **Development** Development Director, Shani Wilson **Information**
 - Circle of Friends – **March 15** at Chuck & Kitty Tatelbaum's Home (LAST PUSH)

5. 4:35 **Strategic Discussion** Josie Bacallao & Catalina Avalos, HUF Counsel
HUF Policy and Protocol in Interactions with Immigration Agencies **Action** pg 1-10

6. 5:00 **Consent Agenda** **Action** **Charles Tatelbaum**

Consent agenda items are items that may not need individual discussion and may be voted as one item. Any Board member wishing to discuss an item may move to have it considered individually.

 - i. Board Minutes -February 2018 pg. 11-12
 - ii. Finance Committee – February 2018 Meeting pg. 13-16
 - iii. Governance Committee Minutes – March 2018 pg. 17-18
 - iv. Advocacy Committee Minutes, February 2018 pg. 19
 - v. Development Committee Minutes – February 2018 pg. 20
(Marketing did not meet in February due to scheduling conflicts)

7. 5:15 **Executive Session**

8. 5:30 pm **Adjourn**

16 Active Board members /9 required for quorum and vote

Save the Date

Entrepreneur Summit, NSU – Friday, Sept. 28

Tower Club Charity Classic – Tentative - Sat, Oct. 6

Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX

BOARD MEMBER	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018			
AKITI, Melida	E	P	P		No Meeting	No Meeting	Cancelled – Hurricane Irma	P	P	P	P	P			
CARDOZO, Carolina													P	P	
GARCIA, Rolando, Ph.D.											P	P	P	P/T	P
GOMEZ, Willy	P	E	P								P	P	P	P	P
GUERRERO, John	P	P	P								P	P	P	P	P
HERZ, Dan											P	E	P	P	P
LIMA, Hector	P	P	P (T)								P	P(T)	E	P	P
MAINGOT, Daphne												P	P	P	P
PARADOWSKI, Christina	P	P	P								P(T)	P	P	P	P
PFISTER, Emma	P	E	E								P	E	P	P	P
QUINTANA, Al	P	P	P								P	P	E	P	A
RODRIGUEZ, Lucia	P	P	P								E	P	P	P	P
SAMPIER, Steve	P	P	P								P	P	P	P	P
SCHEVIS, Daniel														P/T	P
STONE, Angie														E	P
TATELBAUM, Chuck	P	P	P								E	P	P	P	P
Total Board Members	13	13	13					15	18	18	16	16			
Present: P / T= Telephone	11	11	10					12	14	13	15	15			
Excused: E	2	2	3					2	3	2	1	0			
Absent: A	0	0	0					1	1	1	0	1			
Board Members Present	85%	85%	77%					80%	78%	83%	94%	94%			

HUF Policy and Protocol in Interactions with Immigration Agencies

POLICY

Hispanic Unity of Florida (“HUF”) has a policy to generally cooperate with government agencies and law enforcement. HUF also has a policy to ensure that our clients are safe and protected when they use our facilities and services. HUF will take steps to the greatest extent possible under the law to protect our clients and their information. It is the policy of HUF not to allow agents or employees of U.S. Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP) access to our facilities, records or information unless this is required by law or pursuant to a valid federal court warrant.

PROCEDURES

Procedures regarding access to Hispanic Unity of Florida, Inc. (HUF) facilities/buildings: If any agents or employees from ICE or CBP should attempt to enter HUF’s buildings or facilities, staff will follow this protocol:

1. Reception staff and/or volunteers will inform ICE/CBP agents that: *“I can’t give you permission to enter. You must speak with my employer.”*

(ICE/CBP ...do NOT have consent to enter the building or facility unless they have a valid judicial warrant. A judicial warrant is a legal document signed by a judge or a magistrate. More later and attached.)

2. Staff should inform ICE/CBP agents that HUF qualifies as a “sensitive location” under ICE/CBP policy. HUF has both a licensed preschool for 3-5 year olds on the premises and we also have a Broward County Public Schools adult education facility.
3. Staff should immediately inform HUF CEO, Josie Bacallao, COO, Virginia Cielo or Senior VP, Felipe Pinzon - about ICE/CBP presence in HUF’s facility as soon as possible. If none are available, please contact Associate Directors or Senior Managers, Ingrid Ekblad, Elizabeth Dorante or Magaly Alvarado.

Josie Bacallao	(954) 683-2028
Virginia Cielo-Basurto	(954) 907-1193
Felipe Pinzon	(954) 257-5473
Magaly Alvarado	(954) 907-1354
Elizabeth Dorante	(954) 600-4318
Ingrid Ekblad	(954) 907-1410

4. POSTED at HUF at the front desk areas and at strategic locations at HUF buildings will inform client that “You have *the right to remain silent and do not have to answer any questions posed by immigration agents*”. **Clients should NOT be assisted to escape, nor hidden.** Staff will encourage clients to remain calm and not to attempt to leave while the ICE agents are present.
5. If the ICE/CBP agents claim to have a warrant to enter the facility/building, staff should ask for a copy of the warrant, inform the agents to wait at a specified location, and contact a supervisor for assistance.

Supervisors reviewing claimed warrants will contact HUF’s legal counsel and also Broward Schools’ legal counsel.

HUF’s Legal Counsel:

Catalina Avalos, (954) 258-7371 OR
Charles Tatelbaum (860) 965-7777

Supervisors should review the warrant - and make a copy - to ensure that

- a) it is signed by a federal court judicial officer (judge or magistrate),
- b) it describes HUF’s building as the place to be searched,
- c) it has the correct date and has not expired (was issued within the past 14 days),
- d) identifies what the search is intended to find, and
- d) the search is not exceeding the scope of the items authorized to be searched for.

Administrative arrest or removal warrants that are signed by an immigration officer (rather than a federal court judge or magistrate) **do not grant authority for ICE/CBP to enter non-public areas of the facility or building without HUF’s consent. You are not authorized to grant consent.**

6. Besides informing ICE/CBP agents that they do not have consent to enter the facility without a valid judicial warrant, staff should not answer questions posed by the agents without consulting with a supervisor. In particular, staff should not answer questions about whether a particular person (client or staff) is currently in the building or facility, but instead state that they are not authorized to answer questions.
7. Staff should document the name/contact information of the ICE/CBP agents seeking access to the facility. This can be done by **asking for a business card** or asking the agents directly.
8. To the extent possible, staff who is not interacting with the ICE/CBP agents should record any interactions with the agents but they should announce that they are making a

recording in a respectful non accusatory manner. Simply state “I am recording this matter”. Staff should remain a reasonable distance from such incidents so as not to interfere. Staff should not shove the camera in the officer’s face and should refrain from making sudden movements to obtain their phone as to not give the appearance that you are attempting to grab a weapon.

9. Staff and clients should know (or be informed) that if they are engaged in questioning by immigration agents, they can ask the agents if they are free to go. If the agent says yes, they are of course free to leave. If the agent says the person is not free to go, they should explain that they would like the opportunity to consult with an attorney and otherwise remain silent.

Procedures regarding immigration agents’ request for access to HUF’s records/files:

If any agents or employees from ICE or CBP should request access to records or documents regarding HUF’s clients or staff, staff will follow this protocol:

1. Staff should inform the ICE/CBP agents that HUF’s policy is not to release information without a client’s consent, unless disclosure is required by federal judicial order or subpoena specifically requiring the release of the information or otherwise required by law.
2. If ICE/CBP agents claim to have a warrant or subpoena, staff should not release information without consulting with a supervisor. Staff should request a copy of the warrant or subpoena, ask for the agents’ contact information and consult with a supervisor – and immediately notify HUF’s legal counsel as well.

Information to be collected by Employees after ICE Enforcement Action

Date of Enforcement :

Action:

Time Action began and ended?

Describe the enforcement action:

1. How many agents?
2. What agency conducted the action (*i.e.*, ICE, local police or state police)?
3. Names and/or badge numbers of the agents:
4. How did their uniforms identify them?
5. Why did they say they were there?
6. Did you ask to see a warrant?
7. Did the agents present a warrant?
8. If not, did you deny them consent to enter? What did you say?
9. How did they react if you denied them consent to enter?
10. If the agents presented a warrant, was a supervisor alerted? Who?
11. Was the warrant an administrative warrant, signed by an immigration official?
12. If it was an administrative warrant, did you tell the agents that your organization has a policy of denying access to nonpublic areas in the absence of a judicial warrant? What did you say?
13. How did the agents react if you denied them consent to enter based on an administrative warrant?
14. Did the agents present a judicial warrant, signed by a judge?
15. If so, please describe the warrant:

16. What was the date of the warrant?
17. What items or persons were the subjects of the search? What area were identified to be searched?
18. Which judge signed the warrant?
19. Did you allow the agents entry based on a judicial warrant?
20. If so, did you or another staff member accompany them on their search? Who?
21. Did the agents stay within the areas they were authorized to search by the warrant? If not, what other areas did they enter? Did they look in closed closets, cabinets, or drawers? Did they ask permission first?
22. Did they keep anyone from moving around freely? Who?
23. Did they arrest anyone? Who?
24. Did they seize any items? What?
25. Did they take pictures of documents? If so, whose? How did they get the documents?
26. Did they take fingerprints? If so, whose?
27. Were there children present? If so, whose? How many?
28. Did the agents yell at anyone? Who? Why? Which agents (if known)?
29. Did the agents have guns drawn or were they touching their weapons?
30. Is there anything else to add about the enforcement action?

New York Lawyers for the Public Interest Guidance to Nonprofits Regarding Immigration Enforcement

APPENDIX B

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT
for the
District of New Jersey

In the Matter of the Search of)
(Briefly describe the property to be searched)
or identify the person by name and address) Case No. 17-1234
123 Broad Street, Newark, NJ, Apt. 4)
)
)

This judicial search and seizure warrant is legally sufficient to allow agents into homes and other non-public places.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the District of New Jersey
(Identify the person or describe the property to be searched and give its location):
123 Broad Street, Newark, NJ: Apt. 4 and all common hall ways and lobby of building

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (Identify the person or describe the property to be seized):
John Doe, A-123-456-789, a deportable alien with convictions for crimes involving moral turpitude;
Goods stolen from XYZ Retail at 123 Commercial Street, Newark, NJ, on April 1, 2017, in a robbery allegedly involving John Doe.

YOU ARE COMMANDED to execute this warrant on or before April 24, 2017 (not to exceed 14 days)
 in the daytime 6:00 a.m. to 10:00 p.m. at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to Jane Smith, U.S.M.J.
(United States Magistrate Judge)

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)
 for ___ days (not to exceed 30) until, the facts justifying, the later specific date of _____

Date and time issued: 04/10/2017 10:00 am _____
City and state: Newark, NJ _____
Jane Smith, United States Magistrate Judge
Printed name and title

New York Lawyers for the Public Interest

NYLPI

New York Lawyers for the Public Interest Guidance to Nonprofits Regarding Immigration Enforcement

APPENDIX C

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: _____
Date: _____

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at _____ on _____
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

This ICE Warrant is NOT legally sufficient to allow immigration agents into homes or the non-public areas of facilities, buildings, organizations, businesses, or other premises.

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

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U.S. Immigration
and Customs
Enforcement

OCT 24 2011

MEMORANDUM FOR: Field Office Directors
Special Agents in Charge
Chief Counsel

FROM: John Morton 
Director

SUBJECT: Enforcement Actions at or Focused on Sensitive Locations

Purpose

This memorandum sets forth Immigration and Customs Enforcement (ICE) policy regarding certain enforcement actions by ICE officers and agents at or focused on sensitive locations. This policy is designed to ensure that these enforcement actions do not occur at nor are focused on sensitive locations such as schools and churches unless (a) exigent circumstances exist, (b) other law enforcement actions have led officers to a sensitive location as described in the "Exceptions to the General Rule" section of this policy memorandum, or (c) prior approval is obtained. This policy supersedes all prior agency policy on this subject.¹

Definitions

The enforcement actions covered by this policy are (1) arrests; (2) interviews; (3) searches; and (4) for purposes of immigration enforcement only, surveillance. Actions not covered by this policy include actions such as obtaining records, documents and similar materials from officials or employees, providing notice to officials or employees, serving subpoenas, engaging in Student and Exchange Visitor Program (SEVP) compliance and certification visits, or participating in official functions or community meetings.

The sensitive locations covered by this policy include, but are not limited to, the following:

¹ Memorandum from Julie L. Myers, Assistant Secretary, U.S. Immigration and Customs Enforcement, "Field Guidance on Enforcement Actions or Investigative Activities At or Near Sensitive Community Locations" 10029.1 (July 3, 2008); Memorandum from Marcy M. Forman, Director, Office of Investigations, "Enforcement Actions at Schools" (December 26, 2007); Memorandum from James A. Puleo, Immigration and Naturalization Service (INS) Acting Associate Commissioner, "Enforcement Activities at Schools, Places of Worship, or at funerals or other religious ceremonies" HQ 807-P (May 17, 1993). This policy does not supersede the requirements regarding arrests at sensitive locations put forth in the Violence Against Women Act, see Memorandum from John P. Torres, Director Office of Detention and Removal Operations and Marcy M. Forman, Director, Office of Investigations, "Interim Guidance Relating to Officer Procedure Following Enactment of VAWA 2005 (January 22, 2007).

- schools (including pre-schools, primary schools, secondary schools, post-secondary schools up to and including colleges and universities, and other institutions of learning such as vocational or trade schools);
- hospitals;
- churches, synagogues, mosques or other institutions of worship, such as buildings rented for the purpose of religious services;
- the site of a funeral, wedding, or other public religious ceremony; and
- a site during the occurrence of a public demonstration, such as a march, rally or parade.

This is not an exclusive list, and ICE officers and agents shall consult with their supervisors if the location of a planned enforcement operation could reasonably be viewed as being at or near a sensitive location. Supervisors should take extra care when assessing whether a planned enforcement action could reasonably be viewed as causing significant disruption to the normal operations of the sensitive location. ICE employees should also exercise caution. For example, particular care should be exercised with any organization assisting children, pregnant women, victims of crime or abuse, or individuals with significant mental or physical disabilities.

Agency Policy

General Rule

Any planned enforcement action at or focused on a sensitive location covered by this policy must have prior approval of one of the following officials: the Assistant Director of Operations, Homeland Security Investigations (HSI); the Executive Associate Director (EAD) of HSI; the Assistant Director for Field Operations, Enforcement and Removal Operations (ERO); or the EAD of ERO. This includes planned enforcement actions at or focused on a sensitive location which is part of a joint case led by another law enforcement agency. ICE will give special consideration to requests for enforcement actions at or near sensitive locations if the only known address of a target is at or near a sensitive location (e.g., a target's only known address is next to a church or across the street from a school).

Exceptions to the General Rule

This policy is meant to ensure that ICE officers and agents exercise sound judgment when enforcing federal law at or focused on sensitive locations and make substantial efforts to avoid unnecessarily alarming local communities. The policy is not intended to categorically prohibit lawful enforcement operations when there is an immediate need for enforcement action as outlined below. ICE officers and agents may carry out an enforcement action covered by this policy without prior approval from headquarters when one of the following exigent circumstances exists:

- the enforcement action involves a national security or terrorism matter;
- there is an imminent risk of death, violence, or physical harm to any person or property;

Enforcement Actions at or Focused on Sensitive Locations

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- the enforcement action involves the immediate arrest or pursuit of a dangerous felon, terrorist suspect, or any other individual(s) that present an imminent danger to public safety; or
- there is an imminent risk of destruction of evidence material to an ongoing criminal case.

When proceeding with an enforcement action under these extraordinary circumstances, officers and agents must conduct themselves as discretely as possible, consistent with officer and public safety, and make every effort to limit the time at or focused on the sensitive location.

If, in the course of a planned or unplanned enforcement action that is not initiated at or focused on a sensitive location, ICE officers or agents are subsequently led to or near a sensitive location, barring an exigent need for an enforcement action, as provided above, such officers or agents must conduct themselves in a discrete manner, maintain surveillance if no threat to officer safety exists and immediately consult their supervisor prior to taking other enforcement action(s).

Dissemination

Each Field Office Director, Special Agent in Charge, and Chief Counsel shall ensure that the employees under his or her supervision receive a copy of this policy and adhere to its provisions.

Training

Each Field Office Director, Special Agent in Charge, and Chief Counsel shall ensure that the employees under his or her supervision are trained (both online and in-person/classroom) annually on enforcement actions at or focused on sensitive locations.

No Private Right of Action

Nothing in this memorandum is intended to and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.

This memorandum provides management guidance to ICE officers exercising discretionary law enforcement functions, and does not affect the statutory authority of ICE officers and agents, nor is it intended to condone violations of federal law at sensitive locations.

MINUTES
February 13, 2018
Hispanic Unity of Florida
Board of Directors Meeting

Call to Order/Roll Call

Conference call meeting was called to order at 4:00pm by Chuck Tatelbaum. Roll call was called out by Christian Paradowski.

Presentations

- **Member to Member Meetings Feedback**—Chuck Tatelbaum encouraged board members to try and make the effort to connect. Angie Stone and Daphne Maingot recently met for breakfast. Al Quintana & John Guerrero have future plans to get together.
- **Development**—Shani Wilson is expecting and will give birth in August.
- **HUF Updates**—Provided by Josie Bacallao
 - Josie thanked Chuck for attending two funder meetings in last two weeks.
 - Circle of Friends thank you event will be on March 15th at Chuck and Kitty Tatelbaum's home. Invites will be sent only to those that have ties with donors due to limited space.
 - Chuck will continue to send out emails with informational updates from HUF
 - VITA is in full swing with paid media. Miami-Dade Citizenship we will soon begin a marketing campaign.
 - Johnson Street from February through September will be under construction due to the sewer update. The street outside of HUF is estimated to be worked on July through August.
 - Kudos to Felipe Pinzon for his leadership with foundation grants:
 - HUF invited again to apply for TK Foundation \$100k for two years grant
 - We are one out of ten finalists with the Citi Foundation for a \$500k grant.
 - Finalizing the March application due for the Kellogg Foundation
 - Opportunity with Humana
 - With the guidance of Dan Schevis HUF, ARC Broward and the Urban League met with Human Services Director at Broward County. She is proposing a renewal of the existing funding for the three agencies for CWF. This represents \$125k per year for five years to HUF. The new agreement will be drafted in May and goes to the County Commissioners in September.
 - Thank you to Malena Dorn for connecting us to the Tower Club. The club expects to fundraise \$15k at a fall luncheon. Malena also introduced us to Lois Martino from BBX Capital.
 - There may be funding opportunities with the City of Tamarac for VITA and Citizenship programs.
 - Security: HUF developing with Catalina Avalos a HUF protocol should the agency be visited by ICE or other immigration enforcement entity. We will review and discuss with the board at the March meeting.

Governance

- Lucia Rodriguez discussed the Board Retreat scheduled for Saturday, May 19th. There are three main topics for the retreat. She requested feedback on the topics. Chuck asked that everyone review the email and anyone with comments to please email Lucia.

Development—Save the Dates. Shared by Shani Wilson

- Circle of Friends thank you event will be on March 15th at Chuck and Kitty Tatelbaum's home.
- Open House at HUF is most likely in April.
- CEO Dinner at Tower Club tentatively scheduled for June
- November "Ask Event"
- There is an opening in Development; Shani will be sending out the job descriptions to board members to share.

Entrepreneur Summit--This year's E-Summit will be Friday, September 28th at NSU.

Tower Club Charity Classic—Tentative, Saturday, October 6th

Consent Agenda

Motion: Dan Schevis moved to accept the consent agenda and Emma Pfister provided the second. The motion passed.

Executive Session

Chuck Tatelbaum met with the board in executive session.

Adjourned Meeting was adjourned at 4:56pm.

**Hispanic Unity of Florida
Finance Committee Meeting
February 15, 2018**

Attendance Sheet Attached:

8 members present. Attendance Sheet attached.

Mr. Nazur called the meeting to order at 8:30 am.

2017 Preliminary December 31, 2017 Financial Information (Financial Position, Cash Balances, Statement of Activities)

Ms. Cielo stated that the statement was presented early to note that the expectation is the loss will be less than anticipated. However, the finance area is behind in the 2017 closing schedule due to new personnel and the server conversion. Therefore, final numbers will change over the next few weeks.

Ms. Cielo stated the line of credit was expected to be paid off December 2017. However, the CSC payment was not received until January. The line was then paid off on January 16 and the balance remains at zero today.

HUF Update

Presented by Ms. Bacallao and Mr. Pinzon.

Funding Updates

- Mr. Tatelbaum, the board's new chair, was present for two foundation pitches, CITI and Humana.
- TK Foundation money secured for COMPASS program
- Broward County renewed an existing three year commitment to an additional five year, which will be finalized in May.
- HUF is a semi-finalist for a JPMorgan Chase grant - \$500k grant (\$250k per year) to expand our Work Force Education program by providing specific skills training for our clients and as a result secure higher paying jobs.
- United Way's approval for funding to aid victims of Natural Disaster.
- UnidosUS has renewed a \$75k grant to be received in April which aids SNAP applicants.
- The Humana CEO met with staff to announce that less grants will be awarded in the coming years. Their emphasis will be to fund bold and innovative programs.
- We are actively seeking charitable family trusts overseen by financial advisors.

Program/Development Updates

- VITA launched on January 19th
- Citizenship programs have expanded to six in Dade with the plan of adding two more in March
- A Circle of Friends event is scheduled on March 15th at Mr. and Mrs. Tatelbaum's home.
- Our Advocacy fellow will be with us till June 15th with our current funding. Attempts to secure funding to continue the position have been on-going.
- Shani Wilson, our Development Director, announced wonderful news – she is pregnant and due in August. To fill the gap in her absence, we hired a consultant to assist with the logistics of the Entrepreneur Summit and we plan to have her begin in March. In addition the Development Assistant resigned and a temporary will be hired and search for a replacement began immediately. We plan to fill the position in the next six weeks.

Risk Management

- An ICE protocol draft has been reviewed with Catalina Avalos, our attorney as well as an ACLU attorney. Next steps are to finalize a plan and share with the board for final approval.
- In the near future, staff will partake in Active Shooter Training presented by a COH Police specialist. The COH Police has also performed a security assessment on both buildings. The assessment will allow HUF to apply for a FEMA grant through the State of Florida.

Accounts Receivable

Mr. Valluri stated that IRS-VITA is still outstanding as our account has not yet been funded. The IRS program manager has assured HUF that the funding has been secured and funding will occur shortly.

Advertising, Public Relations, Website Operations

Ms. Cielo presented an expanded definition of Advertising, Public Relations and Website Operations to record expenses for the committee to review noting that the document will be presented to a board member to clarify general ledger recordings. Josie Bacallao will forward the information to Carolina Cardozo who inquired about this at the January board meeting.

Pending for March Meeting

Next month the conversation of two signatures for large expenses will be discussed and in April a decision/vote will be made.

Meeting adjourned at 9:25 am.

Hispanic Unity of Florida, Inc.			
Comparison of 2017 Preliminary vs 2017 Estimated Actual			
	2017 Prelim Actual 2-14	2017 Estim Actual 12-14	Over (Under)
Revenues			
Donations - UNR	428,109	358,000	70,109
Donations - TR	1,233,177	1,217,000	16,177
Satisfaction of restrictions	245,256	193,020	52,236
Fundraising events	82,800	82,800	-
Grants	2,708,646	2,800,000	(91,354)
Rental income	46,266	46,300	(34)
Family Central/VPK	17,526	20,700	(3,174)
Interest & dividend income	298	235	63
Tuition, Fees, Books, Other Income	224,064	221,100	2,964
Total Revenues	4,986,142	4,939,155	46,987
Expenses			
Salaries and benefits	3,847,514	3,815,700	31,814
Advertising	5,101	6,000	(899)
Bank service charges	10,141	10,000	141
Building repairs/maint	186,763	190,000	(3,237)
Depreciation	119,577	119,600	(23)
Dues and subscriptions	11,165	10,800	365
Information Technology	35,216	37,000	(1,784)
Insurance	46,966	46,500	466
Interest	49,293	48,000	1,293
Licenses & Permits	2,187	2,600	(413)
Mileage	29,096	29,400	(304)
Office expense	53,893	51,000	2,893
Postage and shipping	8,896	8,000	896
Printing	53,516	50,000	3,516
Professional fees - Audit	25,004	25,000	4
Professional fees - Bkgrd Cks	8,704	9,000	(296)
Professional fees - Grants	5,325	10,000	(4,675)
Professional fees - Other	52,726	53,500	(774)
Professional fees - Personnel	8,446	7,500	946
Professional fees - Recruitment	7,857	7,500	357
Professional fees - Web Page	3,991	4,500	(509)
Program Expenses	367,546	373,200	(5,654)
Public Relations	21,811	26,200	(4,389)
Rent	13,778	15,000	(1,222)
Software	6,934	7,000	(66)
Special fundrng events	23,671	24,000	(329)
Staff events	6,017	3,600	2,417
Staff training/develpmt	69,465	67,000	2,465
Telephone	67,230	67,200	30
Utilities	45,351	45,000	351
Total Expenses	5,193,180	5,169,800	23,380
Incr (Decr) in UNR Assets	\$ (207,038)	\$ (230,645)	\$ 23,607

HISPANIC UNITY OF FLORIDA, INC.
STATEMENT OF FINANCIAL POSITION
YEAR ENDED DECEMBER 31, 2017 - PRELIMINARY
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED DECEMBER 31, 2016)

	2017	2016	
Assets			
Current Assets			
Cash	\$ 1,086,923	\$ 988,828	
Grants receivable	290,092	239,168	
Unconditional promises to give, net	260,527	777,400	
Prepaid Expenses	54,195	44,767	
Total Current Assets	1,691,737	2,050,163	
Non-Current Assets			
Long-term unconditional promises to give	69,355	69,355	
Property and equipment, net	1,462,193	1,465,911	
Deposits and other assets	18,591	19,068	
Total Non-Current Assets	1,550,139	1,554,334	
Total Assets	\$ 3,241,876	\$ 3,604,497	
Liabilities and Net Assets			
Current Liabilities			
Accounts payable and accrued expenses	\$ 295,159	\$ 266,842	
Current portion of mortgages payable	38,645	38,645	
Line of credit	100,000	-	
Total Current Liabilities	433,804	305,487	
Noncurrent Liabilities			
Mortgages payable, net of current portion	716,713	755,358	
Total Liabilities	1,150,517	1,060,845	
Commitments and Contingencies			
Net Assets			Change
Unrestricted	838,859	1,045,897	(207,038)
Temporarily restricted	1,252,500	1,497,755	(245,255)
Total Net Assets	2,091,359	2,543,652	(452,293)
Total Liabilities and Net Assets	\$ 3,241,876	\$ 3,604,497	
Gain from Program Operations	463,317		
Loss from Support Services	(670,355)		
Increase (Decrease)	(207,038)		



**Governance Committee Meeting Minutes
March 2, 2018**

Present:

Conference Call In: Steve Sampier, Angie Stone, Christina Paradowski Josie Bacallao, Felina Rosales-Furer, Shani Wilson

Excused:

Maria Elena Ferrer, Barbara Grevior & Melida Akiti

Next Steps/Action Items:

1. Steve Sampier will reach out to Elizabeth Perez and Nicole Krauss two board member prospects.
2. Josie Bacallao will email the committee new board member candidate characteristic documents, emeritus description and requirements as well as board class dates. (*Done*)
3. Shani Wilson will work with Felina Furer on sending out board self-evaluations.

Discussions

1. February 2, 2018 minutes were approved to form. Motion: Christina Paradowski. Second Motion: Angie Stone. Minutes were approved.

2. New Board Member Candidates
 - a. Updates-No new candidates. Christina Paradowski recently reached out to Elizabeth Perez over the phone and she stated she was ready to join the board. Steve Sampier will reach out to Elizabeth and Nicole Krauss.

 - b. New board member candidate characteristics: Josie Bacallao will email committee documents of what was outlined previously for review. Christina asked if characteristics are on the referral form – yes there are. With Josie sharing the class dates document it will be much easier to unpack when members are terming out and what skill set will be necessary to fill the void.

(April Committee Meeting): The potential board member attributes will be reviewed at the April governance committee meeting and prioritized based on the future needs of the board such as board members scheduled to depart as well as committee chair positions which will need to be filled.

The above exercise will lay the foundation for the May strategic board retreat and the topic of recruiting new board members.

 - c. (April Committee Meeting): Governance Committee phone calls: Will divide amongst the current board members in effort to find people who have characteristics we are looking for, have good connections, female candidates, Dade connections due to expansion and will be able to boost a committee. HUF will always be in need of an attorney, accountant and marketing individual.

 - d. FYI ...New Development Committee had their first meeting recently, they are working on engaging current board members to tap into their connections.



3. Bylaw Changes

- a. Affirm committee recommendation for two year terms for Chair, Chair Elect & Past Chair. Most likely to continue as two.
- b. Structure of two year term: What system is in place to keep one on for a second year?
- c. Elimination of the Vice Chair position if terms are two years. If only one year term then need position due to transitional period. This is a good point for Steve and Lucia Rodriguez to bring up with facilitator at May board retreat.
- d. Christina is currently working on cleaning up the bylaws for Chuck's final review.

4. Angie Stone will work with staff (Felina Furer) for board self-assessments and will receive the future reports. No changes needed on the form. Steve mentioned having regular summary reports very helpful and would like these sent by Felina to Angie as the self-assessments are completed.

5. Other business

- a. (April Committee Meeting) Malena Dorn and Jorge Gonzalez will be reviewed for Board Member Emeritus consideration. Josie will share with committee the history of what Malena and Jorge's history with HUF has been. Next step will be to have the committee make a recommendation (if any) and present to the board.
- b. Board Retreat: Discussed the three questions and the need for a facilitator.
- c. An overview of April's agenda was reviewed.
 - Review potential board member attributes and prioritize based on outgoing board members, officers and committee chairs
 - Board Member Emeritus- review two candidates and make recommendation
 - By Law Review
 - Updates (Retreat, potential new Board members, surveys)

Next Meeting:

Friday, April 6th, 2018 @9am



**Public Policy & Advocacy Committee Meeting Minutes
February 9, 2018-Conference Call**

Present:

Josie Bacallao, Victoria Pinilla, Felina Rosales-Furer, Dan Schevis, Carolina Cardozo, Dr. Rolando Garcia, Dick Blattner and Robert Holroyd

Excused:

Sister Maria Elena, Willy Gomez, Felipe Pinzon, & John Hart

Next Steps/Action Items:

1. Dr. Garcia will share political science volunteer description with faculty and Dean when HUF staff creates description. (Victoria Pinilla working with Josie Bacallao will send to JD to Dr. Garcia.)
2. Dr. Garcia will share legal clinic flyer with Broward College. Dan Schevis will share with United Way, CSC and NPO.
3. Victoria Pinilla will share the NALEO presentation when received regarding the 2020 Census. (Victoria will follow-up with NALEO to obtain a copy.)

Discussions

1. Approval of January minutes.
Motion by Dr. Rolando Garcia. Seconded by Dan Schevis. Motion passed.
2. **Discussion of Corcoran PAC video** lead to the decision that HUF should – as an agency – remain out of this highly political situation. As private citizens members of the committee can take a stand. Josie Bacallao shared with the committee that HUF – as a 501C3 cannot endorse or support any political candidates. (Comment made in response regarding support for political candidates.) Dan Schevis stated that HUF should continue its current policy of taking a stand on policy issues and reframe from calling out individual politicians. HUF should always engage in a positive policy statement.
3. **Advocacy funding update:** Victoria Pinilla is leaving by mid-June (UPDATED) Josie Bacallao requested committee's input gathering volunteers to assist continuance of work. Dr. Garcia said he would share a volunteer description with Political Science faculty and Dean, in hopes to gain 2-3 students.
4. **ESSA Update:** UnidosUS in Tallahassee talking about the subject. Advocacy for the bill will be at the end of February. The goal is for waivers to the federal ESSA requirements and the watering down of accountability by the schools for ELL and special needs students.
5. **DACA Update:** Off the budget for now. Further discussion in the Senate on Monday.
6. **HB9/SB 308:** There's been a postponement on a vote for anti-sanctuary cities.
7. **Broward County Funding:** With the guidance of Dan Schevis and John Hart, HUF partnered with ARC and Urban League and met directly with Human Services Director recently. Kimm Campbell was very receptive to a renewal of the current funding. She indicated agencies would be able to start crafting new agreement with one year funding and potential of four renewals as early as May. Voted on by commission in September.
8. **City of Tamarac:** Josie met with two commissioners who want to help funding partner investments for VITA and Citizenship classes. Tamarac is the second largest city utilizing VITA.
9. **Legal Clinic on February 24th** at NSU. We need help spreading the word.
10. **Census- 2020:** The current administration is not increasing the budget for the census – using more technology which is inaccessible to many of the families of color supported by HUF. Congress has till March 31st to add the question "Are you a US Citizen?" to the questionnaire.

Next Meeting:

Friday, March 9th @9am

Development Committee Meeting Minutes
February 22, 2018

Present:

**(By phone) Malena Dorn, Willy Gomez, John Guerrero,
Dan Herz, Josie Bacallao, and Shani Wilson**

Excused:

Maria Elena Ferrer

Next Steps/Action Items:

1. Carolyn Aronson – Prospective Keynote Speaker for 2018 Entrepreneur Summit (Josie to handle)
 - a. Share background info on Carolyn with committee members (emailed during meeting)
 - b. Invite Carolyn to 03/15 Donor Recognition Event
2. JM Family Enterprises, Inc.
 - a. John to discuss with Kim Bentley possibility of using *Gallant Lady* to host a renewal or thank you Circle of Friends event in November 2017 or spring 2018, respectively
 - b. Explore possibility of Colin Brown, JMFE Board Chair, co-hosting event in honor of JMFE's 50th anniversary

Discussions:

- Thank you Malena Dorn – introductions to Lois Marino (BBX Capital), Tommy Inzer (Tower Club), and Carolyn Aronson (Entrepreneur, Prospective Keynote Speaker for 2018 Entrepreneur Summit)
- Updates on HUF staffing
 - Hiring temp for donor relations assistant position, until filled on a more permanent basis (recruiter has 5 candidates for full-time role)
 - Bringing in a consultant to assist with 2018 E-Summit and possibly other smaller projects
 - Shani Wilson on maternity leave in July/August 2018 (exact date TBD)
 - Josie & Shani working to complete renewals by end of June 2018
- [Donor Recognition Event](#) – Thursday, March 15th (Hosted by Chuck & Kitty Tatelbaum)
 - In reminder emails, set expectation that guest speaker, Tom Hudson, will chat for 10 minutes; include topic of his discussion.
 - In addition to CoF members, exceptional prospective donors may be invited (BOD members needed to help with soliciting invitation)
 - Board members will receive follow up emails re: RSVPs once reminders are sent to CoF guests
 - Framed art from Unity 4Kids students is appropriate gift for major donors:
- HUF to codify processes and procedures for recognizing major donors, including opportunities to name property (2019 project)
- 2018 Circle of Friends Events
 - Donor Open House
 - At HUF on Thursday, 04/12
 - CEO Dinner with Donors (**Shani to firm up**)
 - Possible Dates – Thu. 05/03, Wed. 06/06, Thu. 06/07, Wed. 07/13, or Thu. 06/14
 - Recommended Locations – Tower Club, [The Chimney House](#) (off-season)
 - Circle of Friends Cocktail Reception (Membership Renewal & Recruitment Event)
 - Possible Dates – Wed. 11/07 or Thu. 11/08
 - Recommended Locations – BBX Capital Lobby, JM Family Yacht (*Gallant Lady*), Club Level of the Broward Center (capitalize on buzz around *Hamilton*)
- Board Member Engagement
 - On a quarterly basis, development committee members to meet with other Board members to solicit their help make introductions to HUF; break down list of BOD members and assign

Next Meeting

Date and Time to be determined