



AGENDA

Meeting #9

November 13, 2018

Hispanic Unity of Florida
5811 Johnson Street
Hollywood, Fl 33021

Tuesday, November 13, 2018 -- 4:00 p.m.

Mission

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

Hispanic Unity of Florida
Board of Directors Meeting
AGENDA
Tuesday, November 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**
 - Mission Moment: Program Visits, Feedback: Angie Stone, Dan Schevis, Christina Paradowski & Chuck Tatelbaum
 - Member to Member Meet-UPs – Feedback
 - December 4 Board Meeting & Social - @ HUF, Bring dish to share. And bring a gift for the Adopt a U4Kids Preschooler for the holidays. Need board Volunteer to take the lead for the Board Member donations.

3. 4:15 **Finance** Committee Chair, Emma Pfister & Virginia Cielo
 - 2017 – IRS 990 **Action** *Emailed prior to mtg.*
 - HUF Financial Institution **Update**
 - Miami Facilities – Y (Citizenship) and Gulfstream Community Center **Update**

4. 4:45 **Governance** Chair, Steve Sampier
 - 2019 Board Member Slate **Action** *pg. 1*
 - Board Recruitment – Update from Board Members: Discussion *pg. 2-5*

5. 5:00 **Board Committee Updates**
Committee Chairs Updates on **Key Actions taken or Key Concerns:**
 - Grant Funding Updates & Other Program Updates – Steve Sampier, Program Committee & Felipe Pinzon
 - Governance Committee – Other Key Actions or Key Concerns
 - Development Committee – Entrepreneur Summit & Circle of Friends Post Mortems *Distributed at meeting*
 - Finance Committee – Key Actions or Key Concerns – Membership
 - Public Policy & Advocacy - Key Actions or Key Concerns – Membership

6. 5:45 **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. Daphne Maingot Letter of Resignation *pg. 6*
 - ii. Board Minutes – October 2018 *pg. 7-8*
 - iii. Program Committee Taskforce, October 2018 Meeting *pg.9-10*
 - iv. Governance, October and November 2018 Committee Minutes *pg.11-12*
(Finance, Marketing & Public Policy & Advocacy Committees did not meet in October)

7. 5:55 **Executive Session**
Board Members only

8. 6:15 pm **Adjourn**

15 Active Board members /9 required for quorum and vote

Save the Date
HUF Board Social & Unity 4Kids Donations:
Board Meeting at HUF: Dec 4, at 4PM

Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX

BOARD MEMBER	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018 P	July 2018	Aug 2018	Sept 2018	Oct 2018		
AKITI, Melida	P	P	P	P	P	E	E	P	No Meeting	No Meeting	E	E		
CARDOZO, Carolina			P	P	P	P/T	P	P(T)			P	P		
GARCIA, Rolando, Ph.D.	P	P	P/T	P	P	P	P	P			E	P(T)		
GOMEZ, Willy	P	P	P	P	P	P	P	P(T)			P(T)	P		
GUERRERO, John	P	P	P	P	E	P	P	P			P	P		
HERZ, Dan	E	P	P	P	P	P/T	E	P			P	P		
LIMA, Hector	P(T)	E	P	P	E	E	P	P(T)			P	P		
MAINGOT, Daphne	P	P	P	P	P(T)	P	P	P(T)			A	A		
PARADOWSKI, Christina	P	P	P	P	P	P	P	P			P	P		
PFISTER, Emma	E	P	P	P	P	E	P	P			E	P		
RODRIGUEZ, Lucia	P	P	P	P	P(T)	E	P	P			P	P		
SAMPIER, Steve	P	P	P	P	E	P	P	P			P	P		
SCHEVIS, Daniel			P/T	P	E	E	P	P			P	E		
STONE, Angie			E	P	P(T)	P	P	P			P	E		
TATELBAUM, Chuck	P	P	P	P	P	E	P	P(T)			P	P		
Total Board Members	18	18	16	16	16	16	15	15					15	15
Present: P / T= Telephone	14	13	15	15	12	10	13	15					11	11
Excused: E	3	2	1	0	4	6	3	0			3	3		
Absent: A	1	1	0	1	0	0	0	0			1	1		
Board Members Present	78%	83%	94%	94%	75%	63%	81%	100%			73%	73%		

SLATE OF OFFICERS

HISPANIC UNITY
2019

Proposed – Vote will be at November 2018 Meeting

CHAIRMAN.....	Charles Tatelbaum
CHAIR-ELECT.....	Lucia Rodriguez
SECRETARY.....	John Guerrero
TREASURER.....	Emma Pfister
PAST CHAIR.....	Guillermo Gomez

Problem Statement

We will need approximately seven new Board members over the next 18 months based on current capacity, candidate pipeline, and term maturity of current Board members. While we welcome any outstanding candidates, the purpose of this particular request is to identify new individuals to HUF in our most pressing areas.

Board Member Ask

We are asking current Board members to bring forward no less than 12 viable candidates (four per each of the three profiles below) to our September Board meeting. In order to simplify the process, we are only asking for the candidates' contact details, position\experience, and one sentence explaining why you believe they are a viable candidate for our Board.

Most Pressing Profiles

Finance Candidates

- CPA's (Nonprofit Accounting a Plus)
- Future Finance Chair Potential

Marketing Candidates

- Brand development
- Social Selling\Advertising
- Media Knowledge, Experience
- Future Marketing Chair Potential

Technology Candidates

- Digital\Web experience
- Development Background\Access

What Candidates Should Expect

- ~ 1mth: Invitation to a [POE Tour](#) (click on link)
- ~ 1 wk: Post-tour phone call by HUF Staff (CEO)
- ~ 1 wk: Board Chair Introductory\mutual interest call
- ~ 2days: Board Member Sponsor "Close" call **(An interested candidate will then complete form, send to Governance)**
- Ask to provide personal bio information for their profile
- Board decision ***entire process is minimum of 2 months***

Vetting Process

- Candidate Profile consists of:
 - Tour feedback, Board Chair feedback, bio, interest level
- Governance Committee makes a recommendation:
 - Board, Committee, or no involvement
- If recommended for Board seat, submitted to Board for vote
- If not recommended, Chair or HUF Leadership will close

Chair (By summer 2018 or 2019)	Board Prospect	Next Steps
	Chuck Tatelbaum	
Chair-Elect (By summer 2018 or 2019)	Board Prospect	Next Steps
	Lucia Rodriguez	
Secretary (By summer 2018)	Board Prospect	Next Steps
	Christina Paradowski John Guerrero	
Past Chair	Board Prospect	Next Steps
	Willy Gomez	
Treasurer (By summer 2018)	Board Prospect	Next Steps
	Emma Pfister	Recruit CPA to board: Bacher (WSVN) or other
2018 Finance Committee Chair	Emma Pfister	
Audit Committee Chair (By January 2019)	Board Prospect	Next Steps
	Need	
Governance Chair	Board Prospect	Next Steps
	Steve Sampier Need to recruit Co-Chair	
Marketing Committee Chair	Board Prospect	Next Steps
	Lucia Rodriguez Need to recruit Co-Chair	
Advocacy Committee	Board Prospect	Next Steps
	Dan Schevis Dr. Rolando Garcia	
Program Committee Chair	Board Prospect	Next Steps
	Steve Sampier	

	2018	2019	2020	2021	2022	2023	2024	2025
None		Hector Lima	Willy Gomez		Christina Paradowski	Dan Herz	Dan Schevis	George Mihau
		Melida Akiti	Chuck Tatelbaum		Lucia Rodriguez	Dr. Rolando Garcia	Angie Stone	
		Steve Sampier	Emma Pfister		John Guerrero		Carolina Cardozo	

Legend: Indicates Chairing Committee

HUF Board Member Cultivation

Info sent on	Meeting Date	Potential	Affiliation	Referred By	Point Person	Next Steps	Comments
7-Jun-18		Giselle Cushing	Humana - medical - sales	Self	Steve + (TBD)	She is one of two Humana market presidents in SoFla - Sent Steve email on June 7.2018 to meet with her	
		Nicole Krauss	Publix	J Bacallao	Steve & Melida	by Sept-Oct 2017 - get on committee - she'll be ready in a year for board membership	
		Maria Alexandra Sanchez	Kellogg School of Biz	J Bacallao	Steve Sampier		staffer. Currently serves on the Marketing Committee. Concern, meeting HUF's gift requirement
9-Apr-18		Monica Torres	OrthoNow	J Bacallao	Lucia & Steve	Lucia to join Steve Sampier in interviewing her -she currently serves on Marketing Committee	Serves on Mktg Committee; Recruited 2018 Plenary Keynote speaker for 2018 ES; Speaker at 2015 ES - Brought to HUF by Mindy Figueroa
		Elizabeth Perez	Private practice attorney - medical malpractice	Maria Elena Ferrer	Christina & Steve	Update: Expanded law practice. Being invited to Nov fundraiser. Came for POE in May - sent application to Steve to call her - she was going to send updated resume	Feb. 2018 - JB ran into her at Wicked - she said she was ready to join board - she did NOT merge her law practice with group - HOLD off til later in 2017 (fall) - setting up new law practice
		Under Cultivation				Next Steps	Comments
		Lazaro Gutierrez	MBAF	Jesus Socorro	Lily Pardo / Jesus Socorro	LP & Steve Sampier met with him	On board of Lighthouse - searching for new CEO AND board meets same day/time as HUF
		Richard Campillo	Retired	Josie Bacallao	TBD	have him come for tour ... chat after	REtired Nestle executive
		Leo Gonzalez	Crowe	Daphne Maingot		Attended POE wants to volunteer for citizenship program	young professional and fairly recent immigrant (13 years) - attended ESL classes
		Claudia Casales	attorney - law clerk	Maria Elena Ferrer	Steve Sampier	Invite to HUF tour - possible Young Society Member	

DAPHNE A. MAINGOT
1111 SW Mulberry Way
Boca Raton, FL 33486

November 2, 2018

Board of Directors
Hispanic Unity of Florida
5840 Johnson Street
Hollywood, Florida 33021

Ladies and Gentlemen:

I am tendering my resignation from the Board of Directors of Hispanic Unity. I changed positions at the end of April and now work in downtown West Palm Beach. It is very difficult for me to attend meetings in Hollywood. Your organization has wonderful programs and plays such a key role in supporting immigrants. I have enjoyed getting to know you all and will miss my involvement with your organization.

Please keep in touch!

Sincerely,

A handwritten signature in cursive script that reads "Daphne Maingot".

Daphne Maingot

MINUTES
October 9, 2018
Hispanic Unity of Florida
Board of Directors Meeting

Call to Order

4:00pm officially called to order by Charles (Chuck) Tatelbaum.

Presentations

Chuck welcomed George Mihaiu to the HUF board, he received the HUF pin and photos were taken. George shared his background. He's a publisher of local magazines. He feels honored and proud to be a part of the HUF board. The American dream for everyone which is why he has joined the board and hopes to help further the agency's Mission.

- **Mission Moment:** Program Visits.
 - Steve Sampier: Very happy to see many members are able to report on their program immersion. He went to observe the CWF program.
 - Willy Gomez: CWF it was engaging, helpful for interviewing, resumes and skills for company research. This program helps people to become independent by helping them secure a good job.
 - Lucia Rodriguez: She shared her experience at the E-Summit from the Marketing perspective. (She also participated in a program tour.)
 - Emma Pfister: Legal Immigration Clinic - she assisted with intakes. She listened to the stories and she saw the need of individuals from all walks of life. It was a very interesting experience.
 - John Guerrero: Family Strengthen program. It was a support group that offers helpful resources.
 - Hector Lima: CWF program he was really impressed by the level of professionalism of the HUF staff. There were 12 female clients. Well ran and strong level of content was at the HUF level.
- **Member to Member Meet-Up's:** Carolina Cardozo met up with Angie Stone and they got to know one another better. John Guerrero and Chuck met up last Friday to talk about the future vision of HUF. Lucia Rodriguez and Willy Gomez recently had lunch to catch up.
- **Circle of Friends Annual Reception**---Invitations & Event, Josie Bacallao. The invitation was passed out and she shared this is the renewal time for those that attended last year. Folks invited last year will be automatically invited again. Please share the invitations with more friends. This year we have a match, \$25k which is being used out of The Jim Moran Foundation \$1 million gift. She shared we are behind in individual giving for the year – and that this had been where the board wanted to focus and grow. Peace Love World, is working with us for t-shirt fundraising campaign which will help the Pathway to Citizenship program. Using hashtags, etc. Phase 1 is at the event Circle of Friends donors giving \$250 and up will receive a t-shirt. T-shirts are unisex but they do come in V and scoop styles. She shared a producer of Spanish digital media has offered to create a Spanish PSA for us and to take HUF on a media tour in 2019. We will be encouraging \$50 donations. A separate \$20K grant from NAC will allow us to pay for the PSA production costs and to purchase the t-shirts.

Josie shared that all current Circle of Friends members were invited to the event. She encouraged board members to invite any and all potential donors who may have an interest in HUF's mission. BBX has the ability to accommodate a large group (125-150 capacity). We would like Alan Levan to be there but there was a recent family tragedy. Chuck will ask him if he can speak at the event. Chocolate Hoffman's ice cream will be served.

Governance Chair, Steve Sampier

- 2019 Board Member Slate (Vote will be in November). Chuck Tatelbaum has indicated his willingness to serve a second year term as Chair of the Board. Lucia Rodriguez also indicated she too is willing to serve a second year as Chair-Elect. Willy Gomez will continue as Past Chair. Emma Pfister is willing to serve a second year as Treasurer position. John Guerrero is being recommended for Secretary. Steve Sampier thanked Christina Paradowski for her work in the past year as Secretary. Steve asked for an additional nominations from the floor. No additional recommendations were made. The Officer slate for 2019 was finalized and a vote will be taken at the November 13 board meeting.
- Board Recruitment. Steve asked if anyone had identified any potential candidates. Lucia shared she has a list she is working on. John plans to reach out to a friend he's working on, as well. Steve reminded the other chair committee's we still need recruits for committees not just board candidates.

Finance Committee Chair, Emma Pfister

- **TJMF 100th Birthday Grant**

Josie Bacallao walked the board through the steps that had been taken regarding the grant including how HUF plans to use the funds based on numerous discussions with TJMF representatives, the “Centurion” board committee and senior HUF staff. She also shared possible fundraising opportunities to utilize the funds as a match, announcing the gift and recognizing the foundation. The board discussed all these items. The board members agreed on the proposed utilization of the funds. They also agreed that at this time HUF would not make any public announcements of the gift. Josie shared she is working on a meeting with the Community Foundation to seek their advice on fundraising. (HUF already has a proposal from James Mueller.) Lastly, the HUF team will develop recognition ideas for the foundation and welcomed any ideas from the board.

Reserves Policy

Emma Pfister and Virginia Cielo reviewed the policy and a discussion ensued. Willy Gomez moved to accept the HUF Reserves Policy with one edit (changing second paragraph in the “Reserves” Fund to restricted from unrestricted). John Guerrero provided the second. The motion passed.

HUF Financial Institution Proposal Review & Recommendation

Emma Pfister and Virginia Cielo walked the board through the history of the project and the various options presented by three possible financial partners, including our current one. They then reviewed in detail the BB&T proposal, the line of credit and refinancing the mortgages. An extensive discussion and Q&A ensued. Then a discussion on the mortgage and the options. Dan Herz suggested that HUF request an additional \$100K with the LOC and to ask for a two-year line. Others agreed.

Willy Gomez moved to accept the BB&T proposal and John Guerrero provided the second. The motion passed unanimously.

Chuck Tatelbaum offered Tripp Scott’s assistance to provide support to HUF with the closing.

Other

Board Members agreed to keep the December board meeting and have the holiday social immediately after. Each board member would bring in a dish (preferably homemade) to share with the board and staff.

Consent Agenda

Motion: Steve Sampier. Second Motion: Lucia Rodriguez. The consent agenda unanimously passed.

Cheers! Celebration of HUF’s Largest Gift!

Adjourn

Meeting ended at 5:47pm

HUF Program Task Force Minutes: October 10, 2018

Attendee's: Steve Sampier (Chair), John Guerrero, Carolina Cardozo, Dr. Rolando Garcia, Felipe Pinzon & Felina Rosales-Furer

Task Force Purpose: Provide guidance associated with the development and implementation of HUF's programmatic components of the strategic plan.

1. Program Committee Chair- Steve Sampier

- a. 2016 Strategic Plan/Programs must be revised/updated. 2016 Strategic Plan/Programs to be revised. He shared the history of the creation of this task force and how HUF arrived at where we are now with all of the many programs. Collaboration with Broward Schools helped HUF to get to where we are now. We are looking toward the future and the potential growth into Palm Beach County. HUF's strategic plan is reviewed by the board every 3 years and from there HUF staff works on an operation list.

Felipe Pinzon reminded the committee that our goal as an agency is reflected in the mission statement. As well as, program decisions are in line with our funding opportunities. The Jim Moran gift has now given us opportunities for investment.

2. Update on strategic plan

- a. Service Gaps. 2016 to now:

Education: Elementary school, postsecondary and employment pathways, fully integrated financial education in children and youth service. We have now incorporated by using a (2 generational approach) or what we are calling COMPASS.

Economic Development: Better jobs, asset building (vocational skills and home ownership). Large foundations are going back to workforce and career pathways.

Civic Engagement: Citizenship, advocacy, voter registration and leadership development. All three components are being integrated into our current programs. Rolando Garcia shared we need more leadership development, so people can be advocates interfacing with legislators. With the help of the Aspen Institute, we are piloting in Strahan High and Apollo middle school. Pathways to Progress Program: skills, income and assets. In collaboration with Memorial Hospital we have a medical assistance program where clients upon completion of the program will be placed into an employment position.

- b. Funding. More money helps bring even more money. We need to scale COMPASS to six schools. The two generation approach is the model CSC and many foundations want to fund, due to its evidence based performance.

3. Geographic Expansion

- a. Miami – sustainability plan. Pathways to Citizenship will be moving into the YWCA. Now starting pilot program at Miami Dade College to assist LPR's gain Citizenship on 2 campuses in 2019; naturalization form preparation assistance. This also helps us gain funders in Miami-Dade. Funded currently provided by Citi group, the Mayor's Office and client fees.
- b. Broward – Central and North areas. There is a large group of working poor in Pompano Beach/Deerfield area who are underserved. Rolando shared he can help HUF get space at BCC in Deerfield. This underserved population has been identified by school based demographics. Pine Center BCC is another opportunity for Citizenship aid too.
- c. West Palm Beach – Should we explore? In the near future Felipe and Magaly Alvarado are meeting with the Director of Public library system to discuss Citizenship expansion. Felipe also recently met with the El Sol organization in Jupiter for potential collaboration.

4. Community Needs (may change target population and service delivery model)

- a. Public Charge. You would have to have money and healthy in order to become a Citizen if this policy passes. HUF needs to prep to address changes this policy would bring.
- b. TPS. Haitian's in Dade & Broward face uncertainty. We have to come up with a potential plan if this becomes the reality.

5. Next Steps

- In the future there may be the potential need to help undocumented immigrants.
- Leverage the assets we have currently. Perhaps we just stay where we are and then penetrate further in our area. Focus on closer to home and our existing partnerships. Focus on making Miami-Dade more sustainable before we expand in Palm Beach County.
- Our investment with advocacy would be to partner with those organizations already registering people to vote.
- Could we become the expert and consult for implementation of program models?
- Let's do better before expanding.
- Citizenship Miami, Workforce and 2-generation approach (COMPASS) are the 3 program priorities.
- Need to look at affordable housing needs and improvement. Need to understand the client barriers our staff is encountering with our clients.
- The committee would like the data and a review of the COMPASS program at the next meeting.

Proposed Next Meeting: February 2019

**Governance Committee Meeting Minutes
October 5, 2018**

Present:

Steve Sampier, Chuck Tatelbaum, Christina Paradowski,
Josie Bacallao

Excused:

Barbara Grevior, Angie Stone, Melida Akiti,
Maria Elena Ferrer

Next Steps/Action Items:

- Christina Paradowski will email a “clean” copy of latest approved bylaws to Josie Bacallao and Felina Furer to file and update the board member portal.

Discussions:

1. **Slate:** Charles Tatelbaum, Christina Paradowski, Emma Pfister and Willy Gomez have all agreed to serve another year. Secretary position – John Guerrero is willing to join leadership line-up. Steve recommends having John Guerrero for Secretary for 2019. And Christina willing to not serve as Secretary and be involved in other ways.

Proposed Slate – To be voted on at November 2018 meeting:

Chair: Charles Tatelbaum

Chair-Elect: Lucia Rodriguez

Treasurer: Emma Pfister

Past-Chair: Willy Gomez

Secretary: John Guerrero

2. Steve suspended the rest of the agenda due to light committee attendance.

Next Meeting:
Friday, November 2, 2018 @9am

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

Present:

Conference Call In: Steve Sampier, Barbara Grevior, Melida Akiti & Angie Stone, Josie Bacallao, Felina Rosales-Furer

Excused:

Maria Elena Ferrer, Chuck Tatelbaum, Christina Paradowski

Next Steps/Action Items:

- Melida Akiti will reach out to Oscar Perez the VP of IT at Memorial Healthcare to ask to assist HUF as a consultant in setting up a stronger IT infrastructure at the agency.

Discussions:

1. Comments from the Chair. At last board meeting the slate of board was presented and board will vote at the November 13 meeting.
2. Board Recruitment Progress. Angie Stone is trying to find some individuals in the digital marketing field. The Circle of Friends event is on November 7th, there will be an ask as well as renewals. This could serve as an introduction to HUF in lieu of a POE if looking to recruit. Heavy recruiting work is being done by Lucia Rodriguez, she is having two POE's by end of year, as well as, bringing a few individuals to the Circle of Friends event. She will also share names with Hector Lima. Melida Akiti thought about Oscar Perez who is the VP of IT at Memorial. But she has not reached out yet will do soon. Steve Sampier has reached out to Humana individual. Melida is open to joining Steve for lunch with Humana director.

Someone asked about HUF's connections to Baptist Health leadership. Committee members might explore who might be a good recruit – perhaps in Q1/2019. Baptist now have offices in Boca Raton.

3. By Laws. Are there any policy issues to correct or clarify from edits sent by Steve this week? Important not to restrict terms to one year especially if someone willing to serve longer. Discussed having board members coming in at any time throughout the year. Barbara Grevior would like to see a more organized schedule for processing recruits. Need to share tracking more openly when people rolling off with board so recruitment stays fresh in mind. Vacancy, suspension, extension and term off were also discussed. When does clock start over or continue regarding completion of term? Exceptions should be addressed as they arise. If gone for less than a year then you continue original term if you're gone more than a year then a six year term starts again.
4. Other Business
 - a) Board Emeritus. Maria Elena Ferrer was unable to attend the meeting.
 - b) Young Professionals. Christina Paradowski was unable to attend the meeting to provide an update.

Next Meeting:

Friday, December 7th. 2018 @9am