



AGENDA

Meeting #6

Thursday, June 25, 2020

Join Zoom Meeting

<https://zoom.us/j/92138152461?pwd=ejEwbFBHS0FBWlJUuUWF6UUtyeEEvUT09>

Meeting ID: 921 3815 2461

Password: 212872

Thursday, June 25, 2020 -- 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
Thursday, June 25, 2020

Join Zoom Meeting

<https://zoom.us/j/92138152461?pwd=ejEwbFBHS0FBWlJUUWF6UUtyeEEvUT09>

Meeting ID: 921 3815 2461

Password: 212872

We will start the meeting promptly at 4pm

- | | | | | |
|----|---------|---|---|--------------------------------------|
| 1. | 4:00pm | Call to Order/ Roll Call | Lucia Rodriguez & Felina Furer | |
| 2. | 4:05 | Presentations <ul style="list-style-type: none">• Chair Welcome | Lucia Rodriguez | Information |
| 3. | 4:10 | 2019 Financials Audit – John Guerrero, Andrew Fierman, CPA <ul style="list-style-type: none">• Andrew S. Fierman, CPA/Partner Caballero Fierman Llerena + Garcia, LLP | Action | <i>Sent separately</i> |
| 4. | 4:40 | Finance Committee <ul style="list-style-type: none">• Sewage Installation | Emma Pfister & Virginia Cielo | Action <i>Sent separately</i> |
| 5. | 4:50 | Planned Giving
Presentation by two Planned Giving Experts <ul style="list-style-type: none">• Review & Vote on Committee Recommendations | Dan Herz & Shani Wilson | Action <i>pg. 1-6</i> |
| 6. | 5:30 | Governance Committee <ul style="list-style-type: none">• Extend the Executive Committee Resolution through August 2020• Prospective Board Member, Jorge de Apodaca (Board Member Emeritus) | Steve Sampier | Action <i>pg.7-10</i> |
| 7. | 5:40 | Consent Agenda
<i>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> | Action | Lucia Rodriguez |
| | | i. Board Minutes May 2020 | | <i>pg. 11-13</i> |
| | | ii. Finance Committee Minutes, May 2020 | | <i>pg. 14-16</i> |
| | | iii. Audit Committee Minutes, June 2020 | | <i>Sent separately</i> |
| | | iv. April 2020 Financials | | <i>Sent separately</i> |
| | | v. The Jim Moran Foundation Monthly Report as of April 2020 | | <i>Sent separately</i> |
| | | vi. Finance Committee Meeting Minutes, June 2020 | | <i>Sent separately</i> |
| | | vii. Governance Committee, June 2020 Minutes | | <i>pg. 17-18</i> |
| | | viii. Marketing Committee, June 2020 Minutes | | <i>pg. 19-20</i> |
| | | ix. Public Policy & Advocacy, June 2020 Minutes | | <i>pg. 21-22</i> |
| | | x. Updated HUF 2020 Public Policy & Advocacy Platform | | <i>Attached to Board Pkg PDF</i> |
| | | xi. Review by Executive Committee of the Sign-On letter for National Latino Community Asset Builders/Latino Economic Agenda- Approval to sign-on | | <i>Attached to Board Pkg PDF</i> |
| 8. | 5:45 pm | Executive Session | | |
| 9. | 6:00pm | Adjourn | | |

18 Active Board members / 10 required for quorum and vote

**Hispanic Unity of Florida
BOARD OF DIRECTORS ATTENDANCE MATRIX**

BOARD MEMBER	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020			
ABBATE, Anthony (Tony)	Retreat Rescheduled	No Meeting / Summer Break	No Meeting / Summer Break	E	P	P	P	P	P	P	P	E			
ALVAREZ, Maritza														P	
BELLO, Eduardo				P	P	P	P	P	P	P	P	P	P	P	P
CARDOZO, Carolina				P	P	P(T)	P	P	P	P	P	P	P	P	P
CUSHING, Giselle				P	P	E	P	P	E	P	E	P	P	P	P
FRANCO, Lesli				P	P	P	P	P	E	P	P	P	E	P	P
GOMEZ, Willy				P	P	P	P	P	P	P	P	E	P	P	P
GUERRERO, John				P	P	P	P	P	P	P	P	P	P	P	P
HERZ, Dan				P	P	P	P	P	P	P	P	P	P	P	P
KARLEN, Scott				P	E	P	P	E	P	P	P	P	P	P	P
PARADOWSKI, Christina				P	P	P	P	P	P	P	P	P	P	P	P
PENA, Deborah				P	P	P	P	P	E	A	P	P	P	P	P
PFISTER, Emma				P	P	P	P	P	P	P	P	P	P	P	P
RODRIGUEZ, Lucia				P	P	E	P	P	P	P	P	P	P	P	P
SAMPIER, Steve				P	P	P	P	P	P	P	P	P	P	P	P
SCHEVIS, Daniel				P	P	P	E	P	P	P	P	P	P	P	P
STONE, Angie	P	P	E	E	P	P	P	P	P	P	P	P			
TATELBAUM, Chuck	P	P	P	P	P	P	E	P	P	P	P	P			
Total Board Members				20	19	19	19	18	18	18					
Present: P / T= Telephone				19	17	16	17	14	14	16	17	18			
Excused: E				1	2	3	2	4	3	2	1	1			
Absent: A				0	0	0	0	0	1	0	0	0			
Board Members Participating				95%	90%	84%	90%	78%	78%	89%	89%	88%			
Board Members Present at the Meeting				90%	90%	79%	90%	78%	78%	89% Phone	94% Zoom	88% Zoom			



Recommendations to the Board of Directors from HUF's Planned Giving Ad Hoc Committee

Committee Chair: Dan Herz

Committee Members: Eduardo Bello, Maria Elena Ferrer and Scott Karlen

Committee Purpose: To create a plan and recommendations for a planned giving program for HUF.

Table of Contents

1. Case Statement
2. Legacy Gift Policy
3. Planned Gift Intent/Instructions Form
4. Communications Plan
 - a. In light of the impact of COVID-19, committee recommends delaying communications to annual campaign, Circle of Friends, and major donors until a more suitable time.

Ensure your legacy by empowering a New Generation of Americans.



Ensuring HUF's Future

***We are better as people and as a country, when we welcome our neighbors, care for each other, and help those in need.
We are better when we embrace our differences.***

Families around the world move to America in search of freedom and opportunity, to make life better for themselves and their children. For 38 years, **Hispanic Unity of Florida (HUF)** has welcomed newcomers to our country and guided them on their often difficult – but always hopeful – life-long process of learning what it means to be an American and achieving *their* American dream; this is at the heart of our work.

We have connected more than 420,000 children, youth & adults from 30+ countries to learn English, become contributing US citizens, and find better jobs—all in one place. As their equal partners, we work with families to identify factors that challenge their overall wellbeing; we're guiding them to solve problems, access new resources, and sharpen their existing skills. We are their coaches providing the tools and resources to help them on their journey to *their* American dream.

Annual gifts are important to ensuring the operation of HUF's important programs and services; however, our community requires more in order to ensure our future. When you make a planned gift to HUF, you make clear that you believe in our mission and want to see it continue for generations to come. You make it known that you wish to create a charitable legacy and make an enduring statement about your priorities.

We ask you to make a legacy gift to Hispanic Unity of Florida. Share our dream - an inclusive & equitable community of successful children, strong families, and civically engaged individuals. Your gift will ensure that HUF continues to be a resource to South Floridians of all ages to achieve *their* American dream.

**Ensure your legacy by empowering a
New Generation of Americans.
Please call: Shani Wilson at (954) 342-0430**



Hispanic Unity of Florida – Legacy Gift Policy

Hispanic Unity of Florida solicits and accepts gifts for purposes that will help the organization further and fulfill its mission.

Hispanic Unity of Florida urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate-planning consequences.

The following policies and guidelines govern acceptance of gifts made to Hispanic Unity of Florida for the benefit of any of its operations, programs, or services.

Use of Legal Counsel

Hispanic Unity of Florida will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements
- Documents naming Hispanic Unity of Florida to act in any fiduciary capacity
- Gifts requiring Hispanic Unity of Florida to assume financial or other obligations
- Transactions with potential conflicts of interest
- Gifts of property which may be subject to environmental or other regulatory restrictions

Restrictions on Gifts

Hispanic Unity of Florida will not accept gifts that:

- Would result in Hispanic Unity of Florida violating its corporate charter
- Would result in Hispanic Unity of Florida losing its status as an IRS 501 (c)(3) not-for-profit organization, or are too difficult or too expensive to administer in relation to their value
- Would result in any unacceptable consequences for Hispanic Unity of Florida, or are for purposes outside Hispanic Unity of Florida's mission.

Ensure your legacy by empowering a New Generation of Americans.

Please call: Shani Wilson at (954) 342-0430



Planned Gift Instructions

Thank you for informing Hispanic Unity of Florida (HUF) of your planned gift intentions.

This gift intention form is to be used for recordkeeping purposes only and does not constitute a realized gift or pledge based on its potential revocability, and is not considered a legally binding obligation. Information contained in this document will remain confidential. If you have any questions regarding its completion or including HUF in your estate, please contact us at (954) 342-0430.

Full Name:	
Date of Birth:	
Phone Number:	
Mailing Address:	
Email Address:	

Hispanic Unity of Florida is named as a beneficiary on the following planned gift instrument(s):

Please check all that apply.

<input type="checkbox"/> In my will or	<input type="checkbox"/> \$_____ from my estate will be distributed to HUF
<input type="checkbox"/> As a provision in my/our revocable living trust, which stipulates	<input type="checkbox"/> _____% of my estate will be distributed to HUF
	<input type="checkbox"/> _____ shares of stocks/bonds/mutual funds.
	Name of issuer: _____
<input type="checkbox"/> In my insurance plan:	<input type="checkbox"/> Whole Life Current value of intended distribution to HUF \$
	<input type="checkbox"/> Term Cash value of insurance gift \$
<input type="checkbox"/> Through my retirement plan	Dollar amount or % to be distributed: _____
<input type="checkbox"/> Through my life-income plan	Type/Vehicle: _____ Managing Trustee: _____

I prefer not to disclose any further information regarding the value of the intended gift.

If this gift is for something other than unrestricted purposes (ex. Annual campaign), please specify your designation:

_____ (Ex. education (Unity 4Kids and/or Unity 4Teens), civic engagement program, economic development program)

Your name will be listed in written publications as a contributor to Hispanic Unity of Florida. No further information or estimated planned gift amount will be disclosed.

Please list my name as follows: _____

I prefer to remain anonymous

Should my bequest provision to Hispanic Unity of Florida change, I agree to notify Hispanic Unity of Florida.

Signature

Date

Please attach the appropriate documentation and return this form to Shani Wilson at swilson@hispanicunity.org.
Ensure your legacy by empowering a New Generation of Americans.

Communications Plan for HUF Planned Giving Strategy

When	Marketing Tasks
05/29/20	<ul style="list-style-type: none"> • Update website
TBD*	<ul style="list-style-type: none"> • Incorporate into social media calendar
05/29/20	<ul style="list-style-type: none"> • Update printed materials to include info about planned giving <ul style="list-style-type: none"> ○ Separate insert or boilerplate for Circle of Friends brochure

When	Board Meeting Presentation on Planned Giving
06/09/20 TBD**	Nydia Menendez, attorney specializing in estate planning & HUF board member emeritus - to present on planned giving, including: <ul style="list-style-type: none"> • What is planned giving? • Why is planned giving important? • How can I encourage others to make a legacy gift?

When	Email Communications
	<ul style="list-style-type: none"> • Message <p style="margin-left: 20px;"><i>Dear [first name],</i></p> <p style="margin-left: 20px;"><i>We're writing to you because we believe you care about ensuring the future of Hispanic Unity of Florida (HUF).</i></p> <p style="margin-left: 20px;"><i>Families around the world move to America in search of freedom and opportunity, to make life better for themselves and their children. For 38 years, Hispanic Unity of Florida (HUF) has welcomed newcomers to our country and guided them on their often difficult – but always hopeful – life-long process of learning what it means to be an American and achieving their American dream; this is at the heart of our work.</i></p> <p style="margin-left: 20px;"><i>We have connected more than 420,000 children, youth & adults from 30+ countries to learn English, become contributing US citizens, and find better jobs—all in one place. As their equal partners, we work with families to identify factors that challenge their overall wellbeing; we're guiding them to solve problems, access new resources, and sharpen their existing skills. We are their coaches providing the tools and resources to help them on their journey to their American dream.</i></p> <p style="margin-left: 20px;"><i>Your annual gifts are important to ensuring the operation of HUF's important programs and services; however, our community requires more in order to ensure our future. When you make a planned gift to HUF, you make clear that you believe in our mission and want to see it continue for generations to come. You make it known that you wish to create a charitable legacy and make an enduring statement about your priorities.</i></p> <p style="margin-left: 20px;"><i>We ask you to make a legacy gift to Hispanic Unity of Florida. Share our dream - an inclusive & equitable community of successful children, strong families,</i></p>

TBD* = When HUF resumes operations - post-COVID-19 response - and planned giving is an appropriate priority. We want to avoid messaging that is not timely, insensitive, or inappropriate.

TBD** = Rescheduled date for 06/09/20 Board of Directors Meeting.

and civically engaged individuals. Your legacy gift will ensure that HUF continues to be a resource to South Floridians of all ages to achieve their American dream.

Ensure your legacy by empowering a New Generation of Americans; please call: Shani Wilson at (954) 342-0430.

*Warmest regards,
[Sender]*

• Recipient group (Sender)	
06/10/20 TBD**	• Board of Directors (Development Director and Board Chair)
TBD*	• Annual Campaign (Development Director)
TBD*	• Circle of Friends (Development Director)
TBD*	• Major Donors (President/CEO)

TBD* = When HUF resumes operations - post-COVID-19 response - and planned giving is an appropriate priority. We want to avoid messaging that is not timely, insensitive, or inappropriate.

TBD** = Rescheduled date for 06/09/20 Board of Directors Meeting.

Hispanic Unity of Florida: Board of Directors Contact Introduction

Please complete the following requests for information per the potential Board of Director candidate.

First Name

Jorge F.

Last Name

De Apoda

Primary Affiliation/Organization

.AT&T

Additional Affiliation(s)/Organization(s)

UWBC, Emeritus

Mailing Address

9036 NW

City, State and Zip Code

MIAMI LAk

Email Address

nes@att.net

Phone Number

786-631-0

Professional Background

- For-profit Organization
- Non-profit Organization
- Government (Local, State)
- Government (Federal, Foreign)

- Other:

Age

Gender

Previous HUF Relationship

- Current or Previous Volunteer
- Current or Previous Donor
- Current or Previous Committee Member
- HUF Event Attendee
- HUF Program Client
- Other:

Expertise/Special Skills

- Accounting/financial
- Business/governance
- Strategic planning
- Prior audit experience
- Prior executive committee experience
- Prior governance/nominating experience
- Non-profit organizations
- Banking/Financial Services
- Information Technology
- Legal/compliance
- Risk management
- Human Resources

Other:

Other board service/board training

UWBC, former Board member
JA of Miami, former Board member
Senior Volunteers, former Board member

Assessment of level of interest in serving

1 2 3 4 5

Very Interested Not Interested at All

Available Time and Commitment to serve

How much time/commitment are you able to share with HUF? Please consider travel & current commitments.

1 2 3 4 5

High Level of Time/Commitment Low Level of Time/Commitment

Assessment Fundraising Potential

Assessment of giving/getting potential

1 2 3 4 5

High Level of Fundraising Low Level of Fundraising

Referral Source

First and Last Name of Person referring potential candidate

Steve San

Additional Information



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Hispanic Unity of Florida
Board of Directors Meeting
Zoom Meeting Minutes
May 26, 2020

Call to Order/ Roll Call

At 4:00pm

Presentations

- Lucia Rodriguez called the meeting to order and welcomed everyone.
- She reviewed Zoom Tips.
- Lucia welcomed Maritza Alvarez, HUF's newest board member. Lucia shared some background on Maritza. Maritza shared her enthusiasm and support for HUF's mission.
- Lucia introduced Otto Valenzuela, 2020/2021 HUF Fellow, Public Policy & Advocacy. Lucia provided his background and what his new position will entail.

COVID 19: Response & Recovery—Presented by Josie Bacallao

Respond & Recovery. Josie shared a document from the Nonprofit Finance Fund which gives a framework for nonprofits from the responding to recovery to resiliency phases. Josie thanked the board for being so supportive, responsive and for providing valuable guidance. HUF cash flow looks strong throughout the summer. We have had an increase of monies from Covid19 funding. Providing long term stability is the recent five (5) year award from CSC which increases HUF's funding from six to seven schools. The total award grows HUF's revenues. The per student funding also increased. The closure of the Unity4Kids has worsened the anticipated annual deficit for this program. We have modeled no revenues from this program for the remainder of the year (even after we reopen.) Our naturalization application and other legal services have ceased also impacting us negatively with client fees. So, while some revenues are down, so too are HUF's expenses. Many of our classroom programs are now online. Gulfstream will not reopen until BCPS reopens all their schools and even then, it is uncertain if we will be allowed to return to that facility. We are exploring alternatives. We are doing budget planning, safety preparedness and program planning. In the non-profit world we cannot get further than a quarter at a time in planning as changes are happening so quickly. Right now, in terms of reopening we are looking at program by program, support staff needs, changes that need to be made at workplace and what policies must be created. We have a target date of late June or early July to provide very limited, by appointment-only client services in the 5811 (ESOL) building. Administrative staff that must, or wants to work at HUF, will be carefully scheduled to ensure HUF has appropriate levels of protection and social distancing.

Josie shared the topline of the recent Employee Survey. It appears that a large portion of the team is worried about sustainability of the organization and of course, overall anxiety is high. Staff feel very confident in management and would like weekly communication. A second survey will be going out to the team but will be going more in-depth about their work preferences and needs.

Is anyone doing a survey of what the community needs are? Lucia asked. Josie shared that we are in constant contact with clients daily. Main concern is money for rent and utilities. Employment needs are second. John Guerrero asked about direct help for our existing clients, Josie responded we are helping those. Are we having a new group of people who have never been to HUF asking for assistance? Felipe Pinzon shared we are helping those not in currently enrolled in HUF's programs. They are becoming our new clients Their needs include food, rent and utilities assistance. We now also have our own team members asking for assistance as their spouses have lost their jobs. We have our own emergency assistance fund to help staff (and are also able to tap The Jim Moran Foundation Covid-19 Emergency funds intended for both HUF clients and staff.

Willy Gomez shared he has looked at data, Hospitality, Food and Tourism sector were hurt the hardest. He asked if we track what industry are clients are working in? Josie shared we know our clients are in those

industries and are hurting. This will be a long recovery; the highest unemployment rate is among Hispanic/Immigrants nationally.

Scott Karlen asked if staff is asking for money for bills or anything specific? Felipe shared yes, the staffers are asking for money to pay bills – rent and mortgage payments.

Finance Committee—Presented by John Guerrero (for **Emma Pfister**) & **Virginia Cielo**
John shared the board will review the April financials in June.

Q1 Financials Jan-March 2020. These financials have not been fully vetted at the committee level, but the committee wanted to share with the board as the work continues.

Cash Flow as of April 30, 2020. The take-away is that our cash position has increased along with our liquidity. It will continue rising in May due to PPP loan money coming in. We are continuing to have funding from our funders, so we do not anticipate any dark clouds soon. Our actuals are \$626k+ which is double of which was projected for April, the latter is due to the additional LOC dollars and new COVID19 funding. Chuck Tatelbaum asked if we are working on getting the PPP money as loan or debt forgiven? Most will be loan given Emma Pfister shared due to funder restrictions and payroll. There is not a prepaid loan penalty payment, so we may give some back verse using in full. (Update: Since the extension of the PPP from 8 to 24 weeks, HUF will most likely use the bulk of the funds and they will be forgivable.)

Virginia Cielo reviewed the March 2020 financial highlights. Q1 came in very close to projected budget as we were over in a positive.

2020 Revenue Projections--Presented by Felipe Pinzon & Shani Wilson.

We have budgeted \$2.2 million dollars in unsecured funding. We did projections by funder we have secured \$870k to date. We have applied for over \$1million in grants that we hope to be approved. There are three different scenarios, best, moderate and worst. Shani shared we have \$170k in pitches still to secure (out of our original \$575K budget goal.) We are optimistic and in constant communication with our existing funders while pitching new ones.

Covid-19 Funding to Date: Felipe shared over last few months we have filed for 25 grants. We have dollars for overall emergency client support, emergency assistance, technology and general expenses.

Sewage Installation & Sign-On Letter. Virginia shared that we are still evaluating the situation. HUF received a letter from the City of Hollywood that we need to connect to new sewage lines by July. To get connected there is a \$15k charge before a building permit will be issued. But HUF must spend an estimated \$45-50K to collapse the septic and connect to the new system.

Unity 4Kids Program. For as long as our program has been open this program has experienced a loss when fully loaded with shared expenses (which all other programs are able to absorb.) This is one program that cannot grow beyond its 20 children and cannot absorb our growing shared expenses as the agency has grown. We have explored and analyzed several options for the remainder of 2020 – from opening with 9 children to closing the program. The finance committee and staff recommend keeping the program and serving 9 children for the remainder of 2020 (per CDC guidelines.) Many of our parents will not be able to pay; the latter grows our anticipated deficit for this year. The Finance Committee recommends that since this is a mission-based program that we continue to the end of 2020. We will use PPP funds to continue to pay the program staff. And will look at fundraising efforts specifically for this program. We are nationally accredited which is one of our selling points.

Many parents have expressed interest in returning their child and the new school year would begin in September.

Motion: John Guerrero motioned to keep U4K program to operational through the end of 2020 then review again when we review the 2021 budget. Chuck Tatelbaum provided the second. The motion passed unanimously.

Dual Signature Policy. Virginia Cielo shared the policy and procedure for checks over \$10k which is being proposed by the finance committee. The new policy will require dual signatures from HUF senior staff members. Willy Gomez was concerned about the issues this would create during Covid19 with couriers. Willy believes this is a burdensome process and does not find any value in it, since there are already several controls in place. John believes this could be done once HUF is back in the office. Chuck Tatelbaum believes conceptually with Willy however feels this is a good deterrent, therefore he supports this policy. Emma asked how many checks we are talking about, 10 was the answer for the year. HUF will determine if our banking institution requires a board resolution.

Motion:

John Guerrero motioned to accept the dual signature policy. Scott Karlen provide the second. The motion passed with Willy Gomez providing one dissenting vote.

Governance Committee—Presented by Steve Sampier

Extend the Executive Committee Resolution through June 2020. This allows the executive committee to make decisions on behalf of board during emergency. This would be the second extension.

Motion:

Steve Sampier motioned to accept the executive board resolution. Seconded by Willy Gomez.

Annual Board Retreat: Update. There are strategic areas which will need to be discussed. We need to think about what things will look like in the future but do it in smaller meetings starting in August.

Reminder that the New Board Meeting Date is Thursday, June 25th (2019 Financials). Lucia shared that Carolina Cardozo will be co-chair of the Public Policy and Advocacy Committee.

Consent Agenda

Motion: Steve Sampier motioned to accept the consent agenda. Willy Gomez provided the second. The motion passed.

Executive Session

The board members met in executive session along with Josie Bacallao, Virginia Cielo and Felipe Pinzon. Josie Bacallao reviewed the need for a new Recovery & Resiliency Director position reporting to Virginia Cielo. She highlighted the key job duties in the job description (sent in advance to the board). Josie indicated as this was considered a “highly compensated” position by the IRS, that the whole board must approve the addition of the position. Normally, all organization decisions (except for highly compensated individuals), are made by the CEO without the need of board approval. The directors then engaged in a discussion and asked questions of the staff.

Motion: Willy Gomez moved to add the position of Resiliency Director to the finance area and Scott Karlen provided the second. The motion passed unanimously.

Adjourn

6:02pm

Hispanic Unity of Florida
Finance Committee Meeting Minutes
May 21, 2020

Attendance:

3 members present –Mr. Nazur, Ms. Pena, and Mr. Guerrero

4 members excused – Ms. Pfister, Mr. Bacher, Mr. Tatelbaum, and Mr. Karlen,

8 non-voting members present – Ms. Rodriguez, Mr. McGuire, Ms. Cielo, Ms. Furer, Mr. Pinzon, Ms. Wilson, Ms. Bacallao, and Ms. Saavedra

0 non-voting members excused –

Mr. Nazur called the meeting to order at 8:33am.

Financial Statements

Mr. McGuire presented the Draft HUF Financial Statements as of December 31, 2019 emphasizing that although HUF came in under projections by \$6K, there was still a profit of \$12K and cash for the year was positive by \$42K.

**Notable Restricted Donations
from December 2019:**

Chan Zuckerberg	\$125K
Salah	\$100K
Amex	\$50K
Annie Casey	\$50K
Florida Counts	\$25K
South Broward Community Hosp	\$9K

**Notable Unrestricted Donations
from December 2019:**

JM Family	\$105K
Ansin Fndn	\$15K
3 rd Federal	\$15K
Miniaci	\$10K
Individuals	\$10K

Receivable balances that were outstanding were predictable with \$35K past due from IRS, and \$21K past due from UnidosUS. Both were paid in full—though several months late.

Ms. Cielo added that there would be no vote to accept the 2019 financials as the auditors still have to finalize their work which will include prep for the 990. They need to also be vetted by the audit committee.

Hispanic Unity of Florida, Inc.

Notes to Financials
 DECEMBER 31, 2019

UNR Net Assets

Reconciliation of UNR Net Assets:

1	Gain From Program Operations	743,132	
2	Loss from Support Services	(730,884)	
	Inc(Dec) in UNR Net Assets	\$ 12,248	Operating Gain(Loss)

The year to date gain of \$12K is under budget by \$6K over the projected yearly gain of \$18K.

1) Development exceeded the net projection by \$57K.

2) Programs fell behind the net projection by (\$49K).

3) Admin fell behind yearly projections by (\$14K.)

Programs:

Program's total contribution to date toward administrative and shared fixed costs to the agency totals \$1,432K

Development:

The Development area contributed \$312K toward administrative and shared fixed costs to the agency.

Cash

Year to date cash decreased by (\$332K) as a result of the following activities:

\$ (468,947)	Inc/(Dec) in Net Assets
296,161	Adjustments to reconcile increase (decrease) in net assets
(172,786)	Net cash provided (consumed) by operating activities
(56,024)	Investing Activities
270,564	Financing Activities
\$ 41,754	Inc/(Dec) in Cash

March 2020 Financials

The March 2020 financials were abbreviated in the hope of at least getting something out to the finance committee. Finance assured the committee they would get the full March 2020 financials out by Tuesday May 26th via email and both the March and April financials will be completed and voted on at the June 18, 2020 finance committee meeting.

Mr. McGuire and Mrs. Cielo committed to providing complete and timely financial statements every month moving forward.

From the preliminary statements Mr. McGuire noted there was a large shift in long term pledged receivables due to payments and two large long term pledges shifting from Long term to current-- Moran \$350K pledge and Florida Blue's \$112K pledge. New awards include the following:

Notable Restricted Donations from January 2020 to March 2020:

Moran	\$100K
Citi	\$80K
United Way	\$30K
Unidos	\$8K

Notable Unrestricted Donations January 2020 to March 2020:

HG Charitable	\$25K
Memorial Health	\$20K
TIAA Bank	\$8K
FAU	\$3K

Looking forward from March 31, Mr. McGuire and Ms. Cielo gave assurances that the Cash Flow is better than expected through April 30th, 2020 and liquidity is not a problem for now anyway. Ms. Cielo did speak about a Hollywood-mandated sewer connection project for the two Johnson St. properties that the City of Hollywood is forcing HUF to undergo. She is in the process of seeking bids and Ms. Bacallao would like to send a letter to the city asking for deferral. Mr. Nazur agreed and suggested adding the board members names to the letter also.

Ms. Cielo presented a new dual signature process which requires an internal control of two check signers on certain checks.

MOTION:

Mr. Guerrero moved to accept the new dual signature policy and Mr. Nazur seconded the motion. The motion passed.

Program and Development Update:

Mr. Pinzon mentioned that we have already secured 70% of the grants budget that was projected and budgeted for 2020. He presented best worst and most likely case scenarios for the remaining 30%. In the moderate case scenario, both restricted and unrestricted would exceed budget where the worst-case scenario would be slightly under budget. He has gone through each HUF funder to see how best to secure dollars. There has been regular funding and then Covid-19 funding, with many of those funds being unrestricted. At this point with regard to Covid-19 funding over \$400K have been awarded and there are also pending awards totaling around \$400K.

Ms. Wilson reviewed the unrestricted projections for the remainder of 2020. She also shared the best, worst and most likely scenarios. With the worst case missing budget by a relatively small amount.

According to Ms. Wilson, our August 2020 E-Summit this year will be virtual and she is hoping to secure \$65k through sponsorships. Net profit will be much larger due to a virtual event versus in-person event. Shani asked committee to share sponsorship opportunity with their companies and networks.

Executive Session

Senior HUF team members met with the committee members and all other HUF staffers were excused. They shared a proposal to add a Resiliency Director to the finance team. Staff also provided a financial analysis of the incremental costs for this position (much of which will be covered by PPP funds.) Arnold Nazur moved to accept the proposed addition. John Guerrero provided the second. The motion passed.

Next meeting June 18, 2020



**Governance Committee Meeting Minutes
June 5, 2020**

Present on Zoom:

Steve Sampier, Tony Abbate, Barbara Grevior, Lucia Rodriguez, Angie Stone, Christina Paradowski, Jorge DeApodaca, Josie Bacallao and Felina Rosales-Furer

Excused:

Maria Elena Ferrer and Melida Akiti

Next Steps/Action Items:

1. Steve Sampier asked the committee to review the portal lists of board and committee members to gather ideas of filing positions for future.
2. Angie Stone will create an electronic tool (Board Member Expectations) for monthly updating by each board member on their own.
3. Angie Stone and Christina Paradowski will reach out to Francisco Rivera to have a prospectus new board member interview in near future.
4. Steve Sampier will reach out to Ana Arguello regarding her interest in HUF's board.
5. Steve Sampier will reach out to Susie Levan regarding her interest in HUF's board.
6. Steve, Anthony and Lucia Steve will have a discussion regarding future recruitment. Broward College potential candidate. Also need legal and accounting skill set for recruitment to HUF's board.

Discussions:

1. Approval of May 1, 2020 Minutes
Motion to approve May minutes by Angie Stone. Seconded by Christina Paradowski
2. Slate of Officers for 2021.
Lucia Rodriguez will serve one year as Board Chair. John Guerrero will be the next Chair starting January 2021. We will need to figure out who our Chair Elect will be. Christina Paradowski has indicated if nominated and approved, she would be willing to serve Board Secretary. The Committee needs to identify potential candidates for the Treasurer position as Emma Pfister is terming out of the board. Emma and Steve Sampier have spoken several times Emma has agreed to continue to serve on the Finance Committee in 2021. Emma suggested Scott Karlen for Finance Chair and Treasurer. John Guerrero discussed that option with Scott and he is willing to serve if nominated/selected. Chuck Tatelbaum will also stay on the Finance Committee to provide the new Treasurer support. After summer break Steve will ask the committee about these officer positions and the 2021 slate; he asked the committee to review the list of board and committee members and to identify potential candidates.
3. Board Member Engagement Sheet (formerly called Board Member Commitments and collectively "Scorecard" when presented as the collective outcomes of all board members) Anthony Abbate worked on the board member commitments with social distancing in mind. Individual board member engagement outcomes will be kept confidential and shared only with the Governance Chair, Board Chair and HUF CEO. Angie Stone working on a method for board members to self-report engagement outcomes on a monthly basis. The software will combine/aggregate all the data for board members and be presented as a cumulative snapshot of overall board member engagement outcome performance. Josie Bacallao asked the committee to decide the final name for this document. Board Member Expectations was the final choice after discussion.

An detailed discussion by the committee led to the final creation of what is believed to be realistic expects from board members during the coronavirus. The final document will updated by HUF



staff and approved by the Board of Directors at the June meeting. Thank you to Tony Abbate for editing the document.

4. Annual Retreat Update

Steve shared the board has decided to break retreat down to small meetings instead. In August, the board will meet to go over strategic planning. Steve encouraged committee to review the document.

5. Recruitment

Francisco Rivera: Lucia introduced him to HU. And Josie and Felipe met him by phone. He has expressed interest in HUF board.. Next step would be an online interview with Francisco. Angie and Christina will reach out to Francisco to have the interview in near future. (They have his self-nomination and resume.)

6. Other Updates: Steve will reach out to Ana Arguello but since she is about to give birth perhaps he will try again in near future. But she is very active in the Marketing committee. Steve will reach out to Susie Levan again. Anthony Abbate asked is we are trying to recruit from Broward College, Anthony suggested the Provost and he would be happy to make the introduction. Josie suggested Anthony, Lucia and Steve have a discussion regarding future recruitment. Legal and accounting are most pressing needs of skill set for recruitment to HUF's board.

7. New Board Member: Consideration of Jorge de Apodaca.

Steve asked Jorge, why do you want to return to the board? Jorge said during this current time we are living in, he would like to honor his Father who came illegally from Cuba. He led a good life and to his credit his grandchildren are living thriving lives. Jorge de Apodaca is a HUF Board Member Emeritus.

Steve Sampier nominated Jorge de Apocada to return to the board. Anthony Abbate seconded the motion. The motion passed.

8. Other Business/Updates if Available

New Board Member Orientation:

Jorge would like the Governance committee members to have a conversation with a new board member regarding HUF's Engagement Sheet (formerly called Commitments & Scorecard) and expectations. Steve shared that the Board Chair is having that discussion. He believes Governance should be part of the conversation too, to capture input of experience of recruitment, onboarding, etc. Christina suggested having a Governance committee member have this conversation (Post Orientation interview: #4) two months after becoming board member. This would be whomever would be the coach/connector and Governance committee member. The Connector/Governance committee member would not need to attend orientations, the interview would be after the three online orientations have taken place. Anthony suggested online orientation sessions be an hour, 30 minutes orientation and 30 minute Q&A. The new recruit needs to review online items, prior to orientation. Steve suggested having a debrief of Martiza Alvarez about her orientation experience regarding the process as it is a new online format. The Governance Committee Chair is responsible for scheduling the post-orientation debrief with new board members.

Next Meeting:

Friday, August 7, 2020 @9am. Taking a break in July.

Marketing Committee Meeting Minutes

June 10, 2020

On Zoom: Lesli Cartaya-Franco, Maguana Jean, Juliana Esguerra, Katherin Gallego and Shani Wilson

Excused: Ana Arguello, Josie Bacallao, Lucia Rodriguez, Felina Rosales-Furer

Action Items:

1. Kathy Gallego will email the committee the E-Summit workshop topics for suggestions on subject matter experts. Deadline is Monday, June 22, 2020
2. Lesli Cartaya-Franco to reach out to author Seth Godin via Twitter for book donation.

-
- Kathy Gallego mentioned she would be taking minutes for June and it was suggested by Shani Wilson and Lesli Cartaya-Franco to record the meeting. All those in the meeting were aware of the recording and approved.
 - Motion moved to approve May minutes by Lesli Cartaya-Franco, 2nd by Maguana Jean.
 - Lesli shared that the focus for this meeting would be the E-Summit and mentioned how the timeframe was moved from an on-site event in September to fully virtual experience in August.
 - Ana Arguello had previously suggested sending a survey to former attendees to ask what topics they wanted for this year's E-Summit. The survey went out in May and Shani shared the results. More than half of the respondents preferred a morning conference and shared topics they would like to see covered in the event, anticipating what they thought would be their future needs. The topics of the workshop were based on 50% + response. Key topics were: Digital Marketing, Business Planning, Leadership, Sales (Lead Gen and conversion) and post COVID-19 response to stay relevant. Shared and discussed in detail the overview of the E-Summit.
 - The following topics have been narrowed down for the workshops
 1. Marketing & Messaging, Post Pandemic & Emergency (Digital Marketing) and Crisis Marketing
 2. Business Planning – How to prepare for the next emergency
 3. Sales (Lead Gen and Conversion)
 4. Women led Businesses
 5. Lessons from COVID-19 – Moving your business to a digital environment
 6. Adapt or Die (borrowed the tagline from Jim Ryan, 2019 Keynote Speaker)
 7. Retooling Your Business, Post COVID-19 (Pivoting Your Business)
 - Plenary topics are for broader appeal
 1. The Crow & the Pitcher: The Small Business Owner's Guide to Resiliency
 2. Leadership

- Shani requested help from the committee with any insight on the topics (more specifics) and with help to identify good subject matter experts to serve as a panelist for the workshops.
- Shani also mentioned we are looking for American Dreamers candidates with diversity in industry and background. The biggest need is successful women entrepreneurs.
- Lesli asked Shani to expand on the pre-requisites for American Dreamers and best rule of thumb is someone located in South Florida, familiar with our business climate.
- For women entrepreneurs, Maguana suggested to review the South Florida Business Journal.
- Lesli shared her experience of a virtual networking event and suggested that we adapt and incorporate into our E-Summit since people are missing out on the networking component by going virtual. It's a limited time coffee talk or happy hour event through zoom with max of 25 people in attendance that would be asked to discuss their one piece of advice on one topic. Maguana shared that her team has weekly happy hour and helps keep communication open.
- Shani asked what topics we could discuss during the coffee talk/happy hour and the following were suggested:
 1. How to stay connected while working remotely
 2. One thing you wish you'd known before COVID-19 (If you knew then, what you know now, what would you have done different)?
 3. What are you anticipating for 2021? How are you preparing?
 4. What inspires you? What books/podcast/publication do you recommend to another entrepreneur?
- Lesli suggested author Seth Godin's small books as a donor gift. Lesli follows him on Twitter and he has retweeted her several times so she will reach out to him and ask for book donations to our event.
- Kathy discussed the need for more marketing committee members. Lesli has a friend who is the new PR for Publix. She will reach out to her.

Next Meeting: Wednesday, July 8, 2020



**Public Policy & Advocacy Committee Meeting Minutes
June 12, 2020—Zoom Meeting**

Present:

Megan Turetsky, Carolina Cardozo, Heather Davidson, Dr. Maria Bernal, Dan Schevis, Lucia Rodriguez, Josie Bacallao, Otto Valenzuela and Felina Rosales-Furer

Excused:

Robbie Holroyd, Daphnee Sainvil, Commissioner Dick Blattner and Commissioner Julie Fishman

Next Steps/Action Items:

- 1) Otto Valenzuela will share more information on HUF's voter registration texting to our Citizenship program grads.

Discussions

1) People

- Welcome to Carolina Cardozo, new Co-Chair of PP&A Committee.

2) Approve May 2020 Meeting Minutes

Carolina Cardoza motioned to approve minutes. Maria Bernal seconded the motion.

3) News and Updates

- Grants awarded and overall budget Jan 2020-April 2021 is \$215k. Two grants were awarded this past week, one a coalition around health/pubic charge education (\$6K) and a second grant, Voices for Healthy Kids (\$36K) focused on Medicaid expansion and rule changes. The latter providing a great deal of technical assistance which we plan to use for the Children of Immigrant Families Coalition but also for the HUF board and this committee.
- Actions since last meeting. Otto Valenzuela shared HUF co-signed on a UnidosUS letter where the Covid-19 and the Hispanic community was the topic. This letter was shared with the Broward and Miami-Dade delegation. We are continuing to relationship building on both sides of the aisle. Push to reach out to Florida leadership on the moratorium on foreclosures and evictions. We received a response from the Governor's Chief of Staff, Shane Strum. Next week our actions will be on the Hero's act passed in the House last week. Otto will be reaching out to Senators to ask to include those left out (DACA, TSP, etc.) in the previous aid packages.
- Legislative updates? Heather Davidson shared that everything is on hold but that we will see a great deal of movement this month since the fiscal year is ending and a new budget must be approved by July 1. Only 20 bills have been signed by the Governor many were on Healthcare and Mental Health issues. Looks like next week the Budget will be presented to DeSantis, \$500 million cut to budget especially in line item appropriations. The Governor will have two weeks to approve after receiving. Housing is still a priority in DeSantis' budget, Sadowski could be cut or kept. Teacher salaries is another item he was championing, but we will see next week. Megan Turetsky shared we are getting very close to July 1st deadline. The early learning bill we worked on passed in the House but died in a committee meeting. Continue reaching out to Shane Strum (Chief of Staff) and Governor's staff especially line items would be impactful for HUF. Work your relationships and do not reach out until the budget is on Governor's desk. Josie Bacallao is in contact with Shane for critical items that impact Broward County.

4) Presentation of Public Policy and Advocacy Recommendations for 2020

HUF team reviewed the recommended policy list for HUF for the remainder of the year. Several items were highlighted because they will be HUF's focus but noted this may be subject to change as the pandemic and other events change our priorities.



HUF will make one additional change to this policy platform: We will add language from the Board of Director's statement titled "Pandemic of Racism". It is important for HUF to underscore its guiding principles and its support of racial & ethnic social justice.

Most of the items are focus areas for UnidosUS. HUF is now working with numerous UnidosUS affiliates throughout Florida, meeting every other week. HUF will soon be reinvigorating the Children of Immigrant Families Coalition.

Health is a big focus for HUF, especially now with Covid-19. Otto reviewed the policy platform for the year. There is a concern about a wave of foreclosures, moving forward HUF will tap the experts in the UnidosUS FL coalition. State EITC's is an economic accelerator which gives us more of a case to push right now. Prioritize early learning education and English as second language/ native testing. ACLU is continuing litigation on SB-168. Support of DACA as we are waiting on Supreme Court decision. TPS is contingent on the pandemic. HUF supports rule changes in regard to the broken FL unemployment system. Josie shared there is a state task force called for by the governor to find out why the system failed. Senator Schumer is investigating why Florida is so behind getting unemployment checks to those who filed for unemployment (50th out of 50 states in its slow distribution of unemployment/Cares funds). When the time is right HUF will add our voice to this. Florida has among the lowest unemployment benefits (12 weeks, \$275/per week) in nation and many hurdles to secure the dollars such as show proof you are regularly looking for work, testing in math, etc. We support the temporary rules that we hope are made permanent.

Otto and Josie will have a phone meeting with Rep. Omphrey to discuss the letter HUF mailed out.

Motion: Dan Schevis motioned to approve the updated 2020 Public Policy and Advocacy Agenda Maria Bernal provided the second and the motion passed.

5) Expansion of Committee—Group Discussion

Discussed the recruitment of elected officials for the Children of Immigrant Families Steering Committee. Heather suggests communicating with legislatures for their advice and opinions, getting their thoughts and expertise. She tends to keep them away from having them on any committee because of their schedules and we want to stay neutral. Megan says for local elects, engage them in sharing our priorities. Our issues will become their issues. Continue to share platform but better to keep them separate from the committee. Dan Schevis says it is important to stay neutral and non-partisan.

Heather said important to be flexible for our issues for next year's legislative session.

HUF also is working on Voter Registration pilot. We are texting all of those that have become U.S. citizens through our Citizenship program. 1,800 texts are sent every two weeks. Otto will share more information with this committee.

HUF also received a technology grant related to Corvid--19. We are looking to purchase a texting platform to capture more client cell numbers to expand our communication. Sharing program information and advocacy pieces

Next Meeting: Friday, July 10, 2020