

AMET Officers' & Board of Directors' Meeting

Monday, May 4, 2009

La Quinta Hotel

San Antonio, TX

Noemi Ochoa, President of AMET, called the meeting to order at 1:00 p.m.

Alex Dominguez, Secretary of AMET, conducted a roll call. See attached list of members and guests.

Juanita Borrego proxy - Mari Chavana. (Proxy attached)

Tori Austin proxy – Paula Renken. (Proxy attached)

Guests: Phillip Kellerman (Harvest of Hope Foundation); Tomas Yanez (TMIP) and Patsy Caudill (Gum Drop)

Alex Dominguez gave the secretary's report (see attached minutes from December 8, 2008).

Mike McCallum made a motion to approve the minutes. Sigi Huerta seconded the motion. 100 percent carried.

Discussion began with the 2008 Conference Review. It was reported that the 2008 conference was a success. Evaluations were positive, but there was the feeling that there were 1 too many speakers at the general session and the opening was too long. Noemi Ochoa said the tone was set for the rest of the nation as two speakers from the state conference were invited to speak at the national conference.

Guest Phillip Kellerman, President of the Harvest of Hope Foundation, addressed the group. He thanked AMET for two separate \$5,000 donations last year. The foundation was established in 1997. Since that time 60 percent of foundation money has gone to help migrant farmworkers in Texas. This past year the foundation sponsored a music festival. About 17,000 kids attended the festival that featured 141 bands. The festival was held at St. John's Fairground Festival and was able to break even this year. Mr. Kellerman reported that they will continue the festival next year, and hope to earn a profit for the foundation. The festival is a three-day event that is scheduled for the second week of March.

Mike McCallum announced that he will be retiring from his position with the service center. June 30th will be his last day. He will continue working with TIPS.

Tori Austin, Treasurer of AMET, gave the treasurer's report. The organization has \$25,000 in a 36-month CD that was approved last year. There is \$49,486.33 in the checking account. There is still \$46,950.05 in uncollected revenues from the state conference in McAllen. All expenses tied to the 2008 state conference have been paid. Wade Burroughs, Executive Director for AMET, said the expenses were minimal as there was quite a bit donated. He discussed moving AMET from purchase orders to cash basis for future conferences because of the problems collecting on purchase orders. In order to keep the organization solvent, the money is needed up front to keep a good credit rating and bills paid as the next conference is planned. Mr. Burroughs, who has worked with a similar organization in the same capacity, said they have no problems with school districts because districts know that POs are not accepted.

Sigi Huerta made a motion that AMET move away from accepting POs. The motion was seconded by Omar Chavez.

Discussion: Tori Austin reported that during the 2007 State Conference there were many hours of time and effort devoted to chasing down POs. In the meantime, companies you contract with for the state conference expect payment within 30 days and penalties are incurred when you do not have the funds to pay within that time frame.

Mike McCallum said he informally surveyed 13 districts in his region, two of those districts said they only use POs, and the business office of those two said they would prefer to use cash up front.

Christina Villarreal, State Director for MEP Texas Education Agency, said her agency is also trying to move away from POs but state does not allow state government to prepay for services not rendered.

Mr. Burroughs said, in his experience, he has never had a district say they can't pay upfront. In addition, district business offices he has dealt with said paying upfront is no problem.

Sigi Huerta, President- Elect for AMET, said A-87 of the OMB circular does allow federal funds to be used for prepayment of conference fees because of late fees.

The motion to move from POs to cash basis 100 percent carried.

Mr. Burroughs reported there is a new address and new home number for AMET: 1-406-730-2217. The fax number is 1-406-862-3276. The email is the same. The web page would be updated with new information ASAP. He also reported that he was able to secure liability insurance for the organization. The insurance is a requirement of the Convention Center in Corpus – the site of the 2009 conference. The Convention Center wanted to sell us the same insurance at 60 cents a person. Mr. Burroughs was able to secure the insurance at \$500 for the year and it will cover loss of funds due to theft, etc.

2009 Conference Update: Sigi Huerta and Idalia Ibanez, Region 2 AMET Executive Director, reported that the 2009 Save the Date Conference flyers had been printed and passed out at National Conference. The AMET officers are automatically a part of the 2009 State Conference Planning Committee, but Sigi asked that four directors also sit on the committee. Members of the group – who could attend - would meet this week in Corpus, another time in the summer and then again in late September. Deborah Huntsucker, Region 15 AMET Executive Director, and Linda Aranda, Region 6 AMET Executive Director, said they would seek approval from their supervisors to serve on the committee. Carole Dickerson, Region 8 AMET Executive Director agreed to serve on the committee. Mari Chavana, proxy for Region 1 AMET Executive Director Juanita Borrego, said she also would like to serve.

AMET budgets: Tori presented the proposed 2009 General Fund Budget for the calendar year and the 2009 Proposed Fall Conference Budget. See attached proposed budgets. The conference budget is based on budget expenses incurred during the last two state conferences in San Antonio and McAllen. Tori reported that we need \$53,000 to run the organization. Also, in looking at the general fund budget, the actual cost of the conference needs to be considered. Because of this, the suggestion was made that the registration be moved from \$150 per participant to \$200 per participant to allow for a larger profit margin.

Christina Villarreal suggested buying items in bulk would help defray the cost of certain items, i.e. conference bags. Dora Moron, Region 10 AMET Executive Director, asked if we could cut the continental breakfast to defray the costs.

Sigi said that decisions on where to cut expenses would be up to the State Conference Program Committee but that they were receptive to discussion and guidance.

Tori said the decision had to be made as to what to budget for the conference in the areas of food entertainment, etc. This would be an estimate based on the last two conferences. The conference budget would be a part of the general fund budget. For the last two years we have not had a formal approved budget. The organization, under non-profit guidelines, needs an audit for the 990 form, but we cannot do it without a general fund budget.

Mike McCallum made a motion to suspend ruling for the purpose of general decision of approving the budget. Bobby Cantu, Region 14 AMET Executive Director, seconded the motion. 100 percent carried.

Noemi called on a vote for two budgets – the conference budget and general fund budget – and the preconference fees.

Mike McCallum made a motion that the conference registration fee be raised from \$150 to \$200 per person. Sigi seconded. 100 percent carried.

Mike McCallum motioned that we reduce the proposed conference budget by \$10,000 to \$129,400 and we will look to the program committee to make cuts accordingly. Aurora Dominguez, Region 18 AMET Executive Director, seconded the motion.

Discussion: Idalia had a concern about raising the fee and cutting expenditures. Would participants feel like they were getting less while spending more money.

Mr. Burroughs said that by increasing registration fee to \$200 and taking into account exhibitors, we are looking at revenues of \$194,000.

Aurora withdrew her second. Mike withdrew his motion based on new revenue information.

Mike made a motion to approve the conference budget of \$139,400. Idalia seconded the motion. 100 percent carried.

Noemi called a break at 2:25 p.m.

Noemi called the meeting back to order at 2:30 p.m.

Noemi asked the group to look at Valerie Peake's contract for 09-10. (See attached copy of contract). The contract was not part of the proposed general fund budget. The contract would be with Valerie Peake for services rendered as the Scholarship Chairperson, Desktop Publisher and Webmaster for a total of \$5,000. The contract was provided on a letterhead Valerie is associated with. Noemi would ask that she change the letter to avoid misrepresentation. The website, currently housed with Region 8, would also be moved to vista.net. The \$5,000 includes \$1,300 in existing expenses. Noemi asked that we add \$3,700 to the budget to include Valerie's fees.

Omar motion to accept Valerie's contract with amendment to the general fund budget. Mari seconded the motion. 100 percent carried.

Tori presented the proposed general fund budget to include and additional cost of \$240 a year for independent server to maintain the website, plus \$3,700 for Valerie's contract would put us in the red at \$3092.

Mr. Burroughs said we could approve the budget as a deficit budget and depend on cuts made by the conference planning committee to make up the difference.

Tori adjusted the total expenditures by \$1,300 to make it \$57,692.

Mike motioned to approve the budget of \$57,692. Linda seconded the motion. 100 percent carried.

By-laws update: Sigi referred to the revision of existing by-laws sent to AMET by attorney Blake Powell. Changes were double underlined. The board and officers were asked to read the proposed changes. (See attached by-laws revision).

Tori motioned to accept the by-laws as amended. Mike seconded the motion. 100 percent carried.

Omar Chavez proposed a change to the by-laws committee. Sigi asked if the membership would like the by-laws committee to further explore the proposed change: (See yellow email attachment) that allows a 6 month grace period for any AMET officer who finds themselves no longer employed by a service center or district before asking them to step down from their position in AMET.

Deborah felt that waiting 6 months would tie the hands of the organization and would rather the organization look at these situations on a case-by-case basis rather than amend the by-laws.

Current by-laws state the clear succession of who should step into various officer positions if the appointed officer cannot perform his/her duties as described.

Discussion was tabled until further guidance could be received from attorney.

Noemi asked that the group take the Strategic Planning Sheet back with them and contemplate questions. (See attached).

Deborah suggested we review Robert's Rules of Order at the next meeting. Vicky Lopez, Region 9 AMET Executive Director, asked if AMET meetings could be conducted via TETN. The next proposed meeting date is Nov. 10 in Corpus Christi. Noemi would also like to seek guidance from the attorney to see if HEP and CAMP representatives could be a part of the board and if they would be voting members.

Deborah motioned to adjourn the meeting. Linda Easterling, Region 3 AMET Executive Director, seconded. 100 percent carried.

Meeting was adjourned at 5:05 p.m.