

National Migrant & Seasonal Head Start Association Meeting

Approved: ___/___/___

Date: June 28, 2011

Location: Conference Call

Minutes

Welcome

Quorum Established – Yes

Jose E. Martinez called the meeting to order at 10:08 am. LeeAn Benavides called roll – 12 of the 23 members were present with two vacancies. Quorum was established. Jose welcomed everyone. Those in attendance were: Jose E. Martinez, LeeAn Benavides, Biz Steinberg, Barbara Mainster, Donald Horseman, Janet Flaughner, Bill Castellanos, Denny DeMers, Richard Langford, Leticia Galindo, Emilie Montgomery, and Delia Hernandez. Guests in attendance were Victor Gomez, Cleofas Rodriguez, and Rick Adams.

Minutes Review

June 13, 2011 minutes will be reviewed at the August 5th, 2011 conference call.

No action taken on the minutes.

Agenda Review

Jose E. Martinez recommends moving Parent Affiliate Campaign discussion to next Executive Committee Call.

Denny DeMers moved to accept the Agenda with changes.
Biz Steinberg seconded the motion.

All approved -
MOTION CARRIED

New Business

I. Financial Statements

- Don states that there were two statements added to financials that were necessary to include.
- Don stated that when reviewing the Financials past dues were included in revenue. As of May OCDC, and CAPSLO have paid their dues.
- Jose E. Martinez and Cleo will work together to collect past dues from several agencies including 2009 dues from Gonzalo.Palza of Centro De La Familia.
- 3rd QTR payment will be sent from FoodSource; Cleo will be following up with Kelly to see when we should receive payment.

Denny DeMers moved to accept Financial Report.
Bill Castellanos seconded the motion.

All Approved-
MOTION CARRIED

Audit Report-Rick Adams of Holmes & Co LLC

- All Significant transaction have been recognized.
- No Significant transactions that would affect audit were encountered.
- No Significant deficiencies were detected.
- No difficulty in receiving materials needed for audit from anyone.
- Mr. Adams is pleased to report no disagreements arose in the Audit process.
- Great standing on Statement of Financial Standing Report
- Note under Personnel was added. No payroll taxes were deducted in 2010 due to contracted services.

LeeAn Benavides moved to accept Audit Report.
Emilie Montgomery seconded the motion.

All approved -
MOTION CARRIED

FY 2011 Budget

Don Horseman recommended that the Budget that is reflected in the Financials we reviewed be the base budget for 2011.

<p>Emilie Montgomery moved to accept the submitted budget as our 2011 budget. Biz Steinberg seconded the motion.</p>	<p>All approved - MOTION CARRIED</p>
<p>➤ Don and Sergio will send out June Financials by July 20, 2011</p> <p>Policies on Letters of Support</p> <p>➤ Cleo has researched other organizations' policies on letters of support. He is still continuing to look into the best practice for NMSHSA. Cleo has stated that he will have more information concerning this by our next meeting on July 26, 2011.</p> <p>Future Meeting Dates:</p> <ul style="list-style-type: none"> ➤ July 26, 2011 Executive Committee Conference Call ➤ August 5, 2011 BOD Conference Call ➤ August 23, 2011 Executive Committee Conference Call ➤ September 27, 2011 Executive Committee Conference Call ➤ October 1, 2011 BOD In Person meeting Washington, DC 	
<p>LeeAn Benavides motioned to adjourn the meeting at 10:50 am. Denny DeMers seconded the motion.</p>	<p>All Approved MOTION CARRIES</p>