



Denver, CO. Business Meeting Minutes
December 5-7, 2008
Room: Mineral F-G

Friday, December 5th
Meeting called to order at 7:00 P.M.

Chair informs assembly of change in agenda. Most reports will be moved to Saturday morning due to the Multicultural Greek Mixer being moved up earlier to 8:00.

Chair presents report on Assessment Project.

Friday session adjourned at 7:45 P.M.

Saturday, December 6th
Meeting called to order at 8:15 A.M.

Official Roll Call

Organization	Representative
Alpha Pi Sigma	Maria Montesinos
Alpha Psi Lambda	Michelle Maday
Chi Upsilon Sigma	Merie Daniel
Gamma Alpha Omega	Adriana Lopez-Rosenblum
Gamma Phi Omega	Irma Amparo Ortiz
Gamma Zeta Alpha	Dennis Gonzales
Kappa Delta Chi	Rosie Stewart
Lambda Alpha Upsilon	ABSENT
Lambda Pi Chi Sorority	Quisaira Whitney
Lambda Pi Upsilon	Mercedes Tavarez
Lambda Sigma Upsilon	Edwin Suarez Jr
Lambda Theta Alpha	Stacy Koshko
Lambda Theta Nu	Fina Perez
Lambda Theta Phi	Zaragosa Espinoza
Lambda Upsilon Lambda	Maxi Arias
Nu Alpha Kappa	Ramiro Martinez
Omega Phi Beta	Elizaveta Reyes
Phi Iota Alpha	Alex Yepes
Sigma Iota Alpha	Gabrielle DiBernardi
Sigma Lambda Beta	Sam Centellas
Sigma Lambda Gamma	Nellie Nevarez
Sigma Lambda Upsilon	Susana Mota

Chair	Yvonne Hernandez
Vice-Chair	Alejandro Pineda
Director of Finance	Brenda Tollinchi
Director of Recording	Raul Avila
Director of Public Relations	Juan Guardia
Director of Parliamentary Procedure	Kelvin Rodriguez
Southeast Regional Vice-Chair	Sandra Fuentes
Western Regional Vice-Chair	Michelle Poawka

Chair moves to accept minutes as submitted.

Motion passes unanimously.

Board Reports

- RVC
- Parliamentary Procedure
- Recording
- Public Relations
- Finance
- Chair

Recess-15 minutes

Business Meeting Committee -- Chair is researching creating a NALFO signature event for the Spring NALFO Conference. Will gather input from member orgs before unveiling at Spring Business Meeting. Is a cap necessary? Maybe require a minimum, not just a maximum. Set a deadline for the cap, then open it up to first come first serve. Conference will be open to both alumni and undergraduates.

OLD BUSINESS

Phi Iota Alpha moves to discuss tabled proposal on NALFO hosting a social at every AFA conference.

-Lambda Theta Phi proposes member organizations to become sponsors along with NALFO to be able to fund this social. Tentative budget project would be \$5,000 (includes band, food and possible open bar for a time frame).

Motion fails.

Lambda Pi Chi moves to discuss tabled proposal on hiring Administrative Assistant and

Association Liaison/Conference Coordinator by raising dues by an additional \$1,000 per member organization and be included in the dues plan as set by the Director of Finance.

- Lambda Theta Phi related their experiences in hiring paid staff.
- Chi Upsilon Sigma would like to see a plan of action for the proposed positions.
- Sigma Lambda Beta relates their difficulties in getting a co-sponsor for a paid position.
- Lambda Theta Nu would like to see a job description and more details on their job duties.
- Lambda Theta Alpha would like to hear more from organizations that do have paid staff, specifically how it has impacted them financially.
- Gamma Zeta Alpha is concerned that it will be hard for some organizations to pay the increase.
- Lambda Upsilon Lambda recommends utilizing an intern.
- Lambda Pi Chi is also concerned about the financial strain this may put on some organizations.

Motion fails.

NEW BUSINESS

Vice Chair moves to add "and the District of Columbia" to Bylaws, Article III, Section 3.03...

Mid-Atlantic Region shall consist of: Ohio, West Virginia, Virginia, Maryland, Delaware, New Jersey, Pennsylvania, **and the District of Columbia.**

Motion passes.

Vice Chair moves to accept proposal on NALFO Local Council Guidelines

Move to refer to committee with February 27 final copy submitted, March 15 deadline for votes from membership organizations.

Document should be presented as something that will be given directly to undergraduate students wishing to form a council.

Motion to refer to committee passes.

Vice-Chair moves to accept Judicial Board Proposal.

Feel a need to discuss role of NALFO in general before we start laying out what judicial ramifications will be. Chair calls for breakout sessions to quickly come to a consensus on this. Break out into small groups to discuss. (See Appendix #1.)

Break for Lunch at 11:55
Reconvene at 1:00

Breakout sessions continued.

GPA/Deferred Recruitment Discussion

- Almost everyone organization has changed their written policy to reflect the new changes.
- Some organizations feared their chapters were losing too many members to other organizations that weren't following the rules.
- Need for definition of what is a first-term freshmen.
- Should not be an excuse of letting chapters do what they want if they see other organizations breaking rules.

Lambda Pi Chi moves that a first term freshmen is defined as a student that has not completed at least one semester or quarter of full-time studies at an institution of higher education. This does not include summer bridge or Advanced Placement credit.

Motion passes.

Sponsorship Committee moves to add to Article II, Section 2.01, letter (N.)

- Sponsorship Committee Required Information:
 - Chapter (undergraduate and alumni) / Colony
 - How many chapters/colonies
 - What University/colleges chapters are at including city, state
 - Average membership total per chapter (undergraduate and alumni)
 - Estimated total numbers (all members)

Move to amend motion by striking last 4 bullet points:

- ~~% breakdown of occupations (alum) and majors (undergrads)~~
- ~~Average Undergraduate Age.~~
- ~~Average Alum Age~~
- ~~Average salary of alum~~

This information would be collected as part of the membership review process beginning in 2009.

Motion passes.

Director of Parliamentary Procedure moves that organizations submit 5 potential workshop topics to Yvonne by December 19 for the Spring Conference.

Motion passes.

Adjourned at 5:08 P.M.

DRAFT

APPENDIX #1: Breakout Session

What does NALFO mean to me?

Existing as a national non-regulatory body, which respects and honors the self determination of all member organizations, the NALFO shall promote collaboration, unification and empowerment of all Latino fraternities and sororities equally.

Unification ALL
Empowerment ALL
Advocate ALL
Scholarship ALL
Board Membership development ALL
Standards ALL
Communication (External and internal) ALL
Brand name/Standards of quality ALL
Culture ALL
Stress “Latino” ALL
Regulation of the standards ALL
Support ALL
Promoting Latino culture ALL
Activist *
Leadership ALL
Unity from top to the bottom ALL
Industry standard ALL
Define scope of goals for NALFO *

Define:

1. Self-determination
2. regulatory/non-regulatory
3. standard

Themes to discuss:

1. Regulation
 - Add Regulatory/ Limit scope to NALFO? *
 - Keep non-regulatory *
 - Define regulatory *
 - How are orgs given self determination *
 - We don't have to be non-regulatory, we can rely on Membership Review Committee.
 - Other umbrella Greek councils don't have Judicial Boards.
 - Issues should be resolved at national level and NALFO can mediate if a solution can't be reached.
 - Membership Review should be end all for any conflicts.
 - Communication is key to resolving problems.
 - Perhaps remove “non-regulatory” wording from Preamble.

2. Inclusion

- Remove “all” Latino fraternities....*
 - Should be an advocate for all Latino organizations even if they aren’t member.
 - Too broad of a scope. Should just include NALFO organizations.
 - Remove the word unification. Still allows helping but limits it to NALFO orgs.

- Make it Latino-based vs. Latino *
 - Would prefer Latino-oriented to be inclusive of non-Latino members.
 - Fundamentals are Latino. Should reflect that.
 - Latino/a to be inclusive of females.
 - Schizophrenic identity when local chapters call themselves Multi-Cultural but are in NALFO.

3. standards

- Representative of membership organizations *
- Accountability to administrations (university) *
- Shared accountability on support *
- Could board create a memo to address the current standards established.

4. fraternal community

- Fostering and promoting Greek life *
- Place for undergraduates to get leadership skills *
 - National Board should be developing undergrads, not NALFO.
 - Not just focus on boards but also alumni/nae who may want to join those boards.
 - Should this change be address for upcoming Spring Conference in San Diego.
 - Don’t totally lose focus of undergraduate students in vergbage.
 - Need to decide soon so board can plan Spring Conference.
 - NALFO board should focus on alumni development and maybe RVCs can still focus on undergraduate development.
 - Organizations will submit 5 or 6 topics for potential workshops by December 19
 -
- Inclusion of broader Greek community *
 - Would limit it to just Latino Greek community.

BOARD

- ⊙ Filled the Director of Parliamentary Procedure position
- ⊙ Assisted new board member with transition
- ⊙ Held planning meeting in August for Board
- ⊙ Worked with Board to create goals for the upcoming year

OUTSIDE STAKEHOLDERS

- ⊙ Monthly conference calls (AFA, NIC, NPC, & NPHC
- ⊙ Monthly Coalition conference calls (AFA, NIC, NPC, NPHC, & Coalition Staff)
- ⊙ National Multicultural Greek Leadership Conference & WRGA
- ⊙ Meetings, meetings, meetings @ AFA
- ⊙ Resource for Greek life professionals (83)

CAMPUS ISSUES

- ⊙ First semester freshman
- ⊙ GPA requirement
 - For both of these I have fielded the most calls/emails/etc.
- ⊙ Crashing campus
- ⊙ Hazing issues
- ⊙ Not allowing other NALFO groups on campus

MISCELLANEOUS

- ⊙ Preparing for presentations at AFA
- ⊙ Coalition Assessment Team for Metropolitan State College of Denver
- ⊙ Writing a review for a book on Greek life
- ⊙ Diversity in Higher Education article

TIME SPENT

- ⊙ Roughly work 10 hours a week on NALFO business
- ⊙ Lots of time talking/emailing campus professionals
- ⊙ Travelled on behalf of NALFO 4x this semester

NALFO Vice – Chair Report

- Assisted in 3rd annual NALFO BBQ
- 2nd Annual St. Jude's Softball Tournament
 - 9 organizations participating
 - (Phi Iota Alpha, Gamma Zeta Alpha, Sigma Lambda Beta, Lambda Theta Phi, Kappa Sigma Phi, Lambda Theta Alpha, Lambda Theta Nu, Sigma Lambda Gamma, Alpha Pi Sigma)
 - Raised over \$1,000
- Judicial Board Implementation
 - Worked with ad-hoc committee of 6 and NALFO Executive Board to revise and modify original draft proposal
 - Important to implement the Judicial System, in order to self-govern NALFO's Code of Conduct, Constitution, Bylaws, Membership Provisions, and/or any other policies established by the NALFO Board of Directors
 - Thank you to: Quisaira Whitney, Sir Lancer, Adriana Rosenblum, Ruby Alvarado, Connie Morales and Dennis Gonzalez
- Currently working with new programming committee
 - Finding programs that align to our goals
 - Programming for workshops/convention and National Initiatives
 - BBQs
 - St. Jude's
 - Define Communication Channels
 - Thank you to: Lizbeth Ruiz, Juan Rios, Christina Canney, and Lijia Evariz

Director of Finance
NALFO Report
December 5, 2008
By:
Brenda Tollinchi

2008 Goals

- Continue the Successful Financial Management of NALFO
 - Continue to complete and distribute the financial statement in a timely manner.
- Fill the positions under the Finance Committee Status: (ongoing)
 - Lack of involvement
 - Looking for individuals looking for experience.
- Be fully involved with the Sponsorship committee on securing other sources of funding.
- Be more involved in all aspects of planning that require funding for control purposes: Specially Convention, Business Meeting, and Unity Greek BBQ.
- Start a committee under the Reporting VP to research and initiate Tax exempt Status.
 - No volunteers in this area and therefore I have allocated some funds in our operational budget to start the preparation of this initiative as well as a Tax Accountant.
- Audit all Financial Statements presented and distributed to the general membership for Review.
 - Falls in line with previous goal, due to lack of involvement we are outsourcing this activity.
- Research accounting software, possibly a resource for all membership organizations: Minimum cost.
 - Low priority, as my time allocated to this task is not available at this time.

Accomplishments:

- Reconciled all Cash accounts, including Pay-pal, BOA and Petty Cash for **Nine** months end December 31, 2008.
- Prepared Balance Sheet, Income Statement and a full detail financial summary for expenses and revenues, including Budget Variance report.
- Enforced Accounting Policies and Procedures.
- Tracked and Reconciled Memberships Dues for FY 2008.
- Managed to the Final Operational Budget for FY 2008.
- Worked on financial matters with committees as the need was presented. (Unity BBQ, BM, St. Judes).
- Identified 2 possible Auditors locally to assist in 4 year audit, trying to work on costing.
- Led the sponsorship/partnership committee to successfully complete our governing documents. (Guidelines, Sponsorship Form, and Committee Charter)
 - Successfully held the monthly calls coordinated by Michelle Maday (Thank you)

Risk and Lesson's Learned for Financial Management

Financial Update

Nine Months ended year end December 31, 2008

- **Total Revenue:** \$ 39,973.60 composed of 43% membership dues, 30% Business Meeting registration-Houston, 16% St. Judes, and 10% of Unity Greek BBQ's, 1% Refunds.
- **Total Expenses:** \$31,782.68 composed of 31% Business Meeting-Houston Expenses , 22% Travel, 20% Unity Greek BBQ , 20% St. Judes, 3% General and Administrative Expenses, 4% RVC Exps.

- **Total Net/Loss Income:** \$ 8,190.90 net income due mainly to savings in the General and Administrative Expenses (RVC expenses were lower than expected at this time), Business Meeting Net income has partially offset to the Unity BBQ net loss.
 - See Financial Statements for further detail.

Notes to the Financials

- Net Cash and Cash Equivalent Balance is \$16,415.04 with a payable balance of \$1,371.05, which will be paid in full in 2008. Leaving a Cash Positive variance of \$15,045.99.
- Accounts Receivable of \$5,000 from General Electric , witch is a potential risk for non-collection. Executive Board has tried collecting funds by escalating within GE.
- Cash has a significant positive variance than anticipated mainly due to fewer expenses from operating activities. The Board has taken a strong conservative management of funds and review of Expenses.
- Operations Revenue to expense reflects Membership Dues of \$17,150 applied Administrative, RVC, Marketing, and Travel expenses of 9,170.42 in total.
- Accounts Payable Balance Total of \$1,371.05, this is the balance for past convention cost of \$4,112.85 payable to Carlos Bernal. All expenses for 2006 were paid and recorded in the twelve months December 31, 2007.
 - Legal document was signed and completed for 3 equal installment payments of \$1,370.95 to Carlos Bernal over the 3 years Starting 12/31/2006 and every year after on that anniversary.

Major Financial Activity

- **Business Meeting -Houston:** Total Revenue \$12,135, and Total Expenses \$9,731.48 total net income of \$2,403.52. This event was a financial success mainly due to the sponsorship funding, however we are struggling to collect the funds from GE, other variance included: more than anticipated attendance; and in correlation there were higher expenses, Speaker Expense, and unforeseen Room and service charges.
- **St Judes:** Total Revenue to be distributed to St. Judes \$6,411.59.
 - Lambda Theta Phi Latin Fraternity, Inc. 3,000.00
 - Hermandad de Sigma Iota Alpha, Inc. 2,012.00
 - Alpha Psi Lambda-National, Inc 275.30
 - Lambda Pi Chi Sorority, Inc. 210.79
 - Arizona State University 250.00
 - Gamma Zeta Alpha 663.50
- **Unity Greek BBQ: Total Revenue:** Total Revenue \$ 3,980, Total Expenses \$6,532.19, Total Net Loss \$2,552.19 (Income break down : Mid-Atlantic \$1,258, South East \$442, and West \$2,,280 * financial reconciliation and receipts are pending at this moment.

Year vs. Year Comparison 2005-2008

Friendly Reminders

- All payment options are due 1st day of the Month.
- Dues for 2009 will be \$1,000 for the year as voted in 2006.
 - Payment are due January 1, 2009
 - If you are doing a payment plan , you must submit form
- Reporting Schedule
 - 45 Days for Quarterly Reporting
 - Jan, Feb, March due May 15th
 - April, May, June due August 15th
 - July, Aug, Sept due November 15th
 - Oct , Nov, Dec due March 15th of 2008 (90 Days for year end)

PUBLIC RELATIONS REPORT

- Successfully publicized and received proposals for new NALFO web site. The GIN System is our new provider and are currently in the final stages of the new web site
- Compiled various articles on Latino/a fraternities and sororities for new NALFO web site
- Served as the NALFO representative at the following programs:
 - North-American Interfraternity Conference Undergraduate Interfraternity Institute at Indiana University
 - Town Hall Forum on Hazing at Florida Atlantic University
- Interviewed by the *Hispanic Outlook in Higher Education* for an article, “It Can Be Greek when It Comes to Scholarships,” published on August 11, 2008
- Keynote speaker at the Multicultural Greek Leadership Conference, Houston, Texas – February 2009
- Co-Chair of the 2009 National Association of Student Affairs Professionals Institute on Black and Hispanic Greek Letter Organizations, Texas A&M University – September 2009

NALFO Director of Recording
December 2008 Business Meeting

- Uploaded minutes from Business Meetings
- Permanent member of Membership Review Committee
- Most of my plans will be integrated into new web site such as:
 - Re-organizing and uploading important NALFO documents
 - Archiving important NALFO documents (minutes, photos, initiatives)
 - Posting all previous monthly NBOD minutes

DRAFT

Director of Parliamentary Procedure Report

- Joined the NALFO Board July 2008
- Co-Chair Membership Review committee
- Successfully collected a call for proposals and proposal submission form
- Represent NALFO at AFA Annual Meeting
 - Pre-conference workshop
 - NALFO 101 workshop

DRAFT

Mid-Atlantic RVC Report
Denver, CO December 2008
Lisette M. Garcia , Mid-Atlantic RVC

Mid-Atlantic Goals '08

- Include Washington DC in region officially
 - Proposal put forth to membership
- Continued communication with the region.
 - Utilized the Mid-Atlantic Yahoo Listserv
 - Utilized the Facebook group
- Bring awareness of NALFO.
 - Campus visits throughout the region continued
 - Reached out to Greek Life Advisors
 - Participated in several student run events in the region
 - Organizing a NALFO 101 presentation for Spring '09

Mid-Atlantic Goals '08 Cont...

- Organize unity, leadership, and networking events in the region.
 - Organized the summer Unity Bbq in Philadelphia, PA
 - Organized a alumni networking event in NJ
- Support and assist the organizations in the region through the establishment of local councils.

Mid-Atlantic Goals '09

- Increase Community Involvement
- Increase Marketing of NALFO
- Strengthen our Bond
- Highlight the Accomplishments of our Member Organizations
- Maintain Open Lines of Communication

Steps Taken Towards Achieving '09 Mid-Atlantic Goals

- Collecting Organizational Achievements
 - Awards, Accolades, other Recognitions either from Universities or surrounding communities
- Compiling Upcoming Events
 - Regional calendar
- Updating Contact Information
 - Database is located on the Mid-Atlantic Yahoo group

Mid-Atlantic Regional
Vice Chair

- Lisette M. Garcia
- claridad2k1@yahoo.com
- 614-596-6829 (cell)
- 25 Vivian Avenue
- Emerson, NJ 07630

NALFO SOUTHEAST REGION

Sandra Fuentes

Southeast Regional Vice Chair

December 5, 2008

South East Region

Accomplishments

- Met with the NALFO undergrads at the University of Miami Council
- November 8 we completed the community service with the Hispanic Scholarship Fund. Myself and Mercedes (LPiU) ran workshops for HSF.
- SE NALFO BBQ took place Aug 9 in Orlando it was a great success.
- Supported events of the orgs in the region (including MGC & NPHC)
- Worked on Council constitution and bylaws with the other RVC's

Future Plans

- A Georgia meeting
- Continue to support events
- Begin planning of Summer 09 NALFO BBQ

DRAFT

NALFO WESTERN REGION

MICHELLE POAKWA

Western Regional Vice Chair

December 5, 2008

Accomplishments

- ❖ Incorporated New Ways to Maintain Consistent Contact with Member Organizations in Region
 - ❖ Yahoo Western Regional Representatives Lists serve
 - ❖ Have sorority reps for Alpha Pi Sigma, Chi Upsilon Sigma, Gamma Alpha Omega, Kappa Delta Chi, Lambda Pi Chi, Lambda Theta Alpha, Lambda Theta Nu, Sigma Iota Alpha, and Sigma Lambda Gamma
 - ❖ Have fraternity reps for Alpha Psi Lambda (Co-ed), Gamma Zeta Alpha, Lambda Theta Phi, Lambda Upsilon Lambda, and Sigma Lambda Beta
 - ❖ Facebook Page
- ❖ Successful Unity BBQ and Softball Tournament
 - ❖ Lambda Theta Alpha and Phi Iota Alpha 2008 Softball Champs
 - ❖ Raised money for St. Jude Children's Research Hospital
 - ❖ Community outreach with Long Beach based Project Team
- ❖ Updated Local Council Process and NALFO 101 Presentation

Current/Upcoming Events

- ❖ Represent NALFO on the Western Regional Greek Association and National Cultural Greek Leadership Conference Planning Committees
- ❖ NALFO Local Council interest and request for information from UNLV, UCLA, Cal Poly Pomona, San Jose State, and Cal State LA

Contact Me