

Board of Directors

Janie Barrera
(Financial Institution)

Joseph A. Carreon
(Resident)

Emilio Castro
(San Antonio ISD)

Dr. Jose Cervantes
(Edgewood ISD)

Theresa De La Haya
(University Hospital System)

Mark Hernandez
(Small Business)

Christopher Martinez
(Small Business)

Jason Mata
(Resident)

Dr. Thomas Mengler
(St. Mary's University)

Stephen O'Donnell
(Large Business)

Rod Radle
(Housing)

Donald Rattan
(Small Business)

Dan Yoxall
(Our Lady of the Lake
University)

Dr. Jesse Zapata
(UTSA – Downtown)

Ex-Officio

Roberto C. Treviño
City Councilmember
District 1

Shirley Gonzales
City Councilmember
District 5

Ray Lopez
City Councilmember
District 6

Cris Medina
City Councilmember
District 7

Staff

Leonard B. Rodriguez
President

Marc E. Rodriguez
Marketing & Development

Jocelyn A. Van Coney
Program Manager

Martin Herrera
Special Projects

Jasmine Marshall
Program Specialist

Westside Development Corporation Executive Committee Meeting Minutes 2300 W. Commerce St., San Antonio, TX 78207 12:00 p.m., Monday, February 23, 2015

Committee Members Present

Joseph Carreon
Chris Martinez
Steve O'Donnell

Donald Rattan
Jesse Zapata

Staff Present

Leonard B. Rodriguez, President
Jocelyn A. Van Coney, Program Manager
Marc E. Rodriguez, Marketing & Development

Martin Herrera, Special Projects
Frank Garza, General Counsel

Mr. Martinez convened the meeting at 12:10 p.m.

Citizens to be heard.

No citizens signed up to speak.

Discussion / Action Items

1. *APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JANUARY 7, 2015.*

Dr. Zapata moved to approve the minutes without amendment. Mr. Rattan provided a second. Motion carried.

2. *ACCEPT THE YEAR-TO-DATE FINANCIAL REPORT FOR THE PERIOD ENDING JANUARY 31, 2015.*

Mr. Leonard Rodriguez gave a general overview of the year-to-date finances, pointing out that the payroll expense line item is over budget due to a miscalculation of the state unemployment tax liability. An updated projection for that line item will be presented during the mid-year budget review in April.

No action taken.

3. *DISCUSSION AND POSSIBLE ACTION ON A RECOMMENDATION OF A PROJECT SPENDING PRIORITY PLAN FOR FISCAL YEAR 2015 TO THE BOARD OF DIRECTORS.*

Mrs. Van Coney briefed the committee on discussions had in the prior meeting of the Project Committee regarding allocation of the \$165,000 available balance in the Project Fund. She articulated their recommendation of 80% for use in the loan fund and up to 20% for matching grants. The amounts are \$132,000 and \$33,000, respectively.

Mrs. Van Coney then provided a brief overview of both the loan and grant program.

Mr. Leonard Rodriguez added that the recommendation from the Project Committee had also been reviewed and approved by the Finance Committee.

Mr. Rattan expressed concern that the requirement to submit two years of financial statements would prohibit a loan to a business startup. Mr. Herrera replied that a business startup could substitute prior year financial statements with financial projections and a business plan.

Mr. Martinez inquired about the promotion strategy for the loan and grant program. Mrs. Van Coney then briefed the committee on the promotion strategy, which included direct mail, email blasts, social media, press releases, and collaboration with community partners.

Mr. Carreon asked for staff to be cognizant of the need to collect demographic data that accurately reflects the applicant pool and subsequent awardees. This, he said, is important for demonstrating the organization's community development approach over the perception of "catering to big business interests."

Dr. Zapata moved to recommend approval of the Project Spending Priority Plan to the Board of Directors. Mr. Carreon provided a second. The motion carried.

4. *DISCUSSION AND POSSIBLE ACTION ON A RECOMMENDATION FROM THE PROJECT COMMITTEE TO REVISE THE FISCAL POLICY GOVERNING THE ALLOCATION OF RETURNED PRINCIPAL PAYMENTS AND NOTE INTEREST, APPROVED BY THE BOARD OF DIRECTORS ON FEBRUARY 27, 2012.*

Mr. Herrera briefed the committee on a discussion of the Project Committee to revise the fiscal policy approved on February 27, 2012. He generally described the current policy and suggestions for making it congruent with the organization's goal of self-sustainability.

After brief discussion, the committee provided general direction for staff to assign the task to the Finance Committee and return with a recommendation.

5. *DISCUSSION AND POSSIBLE ACTION ON A RECOMMENDATION OF A SLATE OF HONOREES FOR THE 2015 "WESTSIDE HONOR GALA: EXITOS EN NUESTRO BARRIO" TO THE BOARD OF DIRECTORS.*

Mr. Marc Rodriguez provided the committee with a list of nominees from this and prior years before presenting a slate of honorees for this year's event: Frank Herrera, Bro. Cletus Behlmann, Sr. Norma Gutierrez, and Maria Berriozabal.

Mr. Leonard Rodriguez then spoke briefly on each honoree.

Mr. Rattan moved to recommend the slate of honorees to the Board of Directors. Dr. Zapata provided a second. The motion carried.

6. *DISCUSSION AND POSSIBLE ACTION ON A RECOMMENDATION TO THE BOARD OF DIRECTORS TO INITIATE OR RENEW A LEASE AGREEMENT FOR OFFICE SPACE FOR THE WESTSIDE DEVELOPMENT CORPORATION.*

Mr. Leonard Rodriguez briefed the committee on current negotiations to secure a lease for office space. He anticipates having a lease document ready for the Board to review at the upcoming meeting; however, as a conservative measure, he suggests the Executive Committee recommend to the Board that they be given the authority to approve a lease before the next scheduled meeting of the Board in April.

Mr. Martinez inquired if other locations had been researched, to which Mr. Rodriguez cited several.

In the absence of a lease document, Mr. Rattan moved to recommend to the Board of Directors that the Executive Committee be given authority to approve a lease agreement on or before April 28, 2015. Dr. Zapata provided a second. Motion carried.

Quorum was then lost when Mr. Carreon and Rattan excused themselves from the meeting.

7. *STAFF REPORTS:*

a. *RESOURCE DEVELOPMENT*

b. *OPERATIONS*

c. *PROGRAMS*

8. *PRESIDENT'S REPORT*

Adjourn.
