



**TRICENTENNIAL CELEBRATION COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
FRIDAY, AUGUST 3, 2018 at 9:00 AM  
TRICENTENNIAL OFFICE, 101 S. SANTA ROSA**

<b>Executive Committee Members Present:</b>	Dr. Cynthia Teniente-Matson, <i>President &amp; Co-Chair</i> ; Dr. John Folks, <i>Co-Chair</i> ; Father David Garcia, <i>Co-Chair</i> ; Dr. Alfonso Chiscano, <i>Co-Chair</i>
<b>Executive Committee Members Absent:</b>	Lionel Sosa, <i>Vice President &amp; Co-Chair</i>
<b>Commission Members Present:</b>	Mary Rose Brown, <i>Secretary</i>
<b>Tricentennial Staff Present:</b>	Carlos Contreras, <i>Director</i> ; Ann Eaton, <i>Deputy Director</i> ; Mark Ramirez, <i>Department Fiscal Supervisor</i>
<b>Others Present:</b>	Ray Rodriguez, <i>Deputy City Attorney</i> ; Melanie S. Keeton, <i>Assistant Director of Finance</i> ; Cecily Hope Pretty, <i>Senior Administrative Assistant (OCC)</i> ; Rene E. Gonzalez, <i>Garza/Gonzalez &amp; Associates</i> ; Eli Mendoza, <i>Garza/Gonzalez &amp; Associates</i>

President Dr. Cynthia Teniente-Matson called the meeting to order at 9:03 am.

**1. Approval of Minutes from the Meeting on July 2, 2018**

Dr. John Folks moved to approved the minutes from the July 2, 2018 Tricentennial Celebration Commission Executive Committee meeting. Father David Garcia seconded the motion. The motion carried unanimously by those present.

**2. Update on FY 16 & FY 17 Financials**

Mr. Carlos Contreras stated that the Tricentennial Commission was required to undergo fiscal audits as a Local Government Corporation. He noted that Garza/Gonzalez and Associates performed an independent audit of the Tricentennial Office. He stated that Ms. Melanie Keeton would assist Mr. Mark Ramirez with department finances for the balance of the year.

Mr. Rene Gonzalez stated that Commissioners would receive copies of the Financial Statements and Report on the Conduct of Audit. He noted that the reports covered Fiscal Years 2016 and 2017 and that an audit for Fiscal Year 2018 would be performed at a later date. He stated that the audit found significant deficiencies in internal controls over financial reporting but management had corrected all findings.

Fr. Garcia asked if the findings had a significant impact on the overall finances of the Tricentennial Office. Mr. Eli Mendoza replied that they did not and the auditors issued a clean opinion as a result of the audit.

Mr. Contreras stated that the results would be presented to the full Commission at their next meeting.

Fr. Garcia moved to accept the audit results. Dr. Folks seconded the motion. The motion carried unanimously by those present.

### **3. President's Report**

Dr. Matson noted her attendance at recent Tricentennial Events and stated that she would present at the 2018 Sister Cities Youth Leadership Summit. Mr. Contreras added that Mayor Nirenberg selected Dr. Matson for the Summit due to her representation of Texas A&M University – San Antonio and the Tricentennial Office.

No action was required for Item 3.

### **4. Executive Director's Report**

Mr. Contreras stated that the Tricentennial was partnering with Communities in Schools and VIA for the 2018 Stuff the Bus Event on August 4, 2018. He noted that Tricentennial support was requested in the bidding process for the Women's Final Four. He stated that there would be a Tricentennial presence at the UTSA Football Fan Day on August 25<sup>th</sup> to include product sales.

Ms. Ann Eaton stated that Secretary Mary Rose Brown and NuStar Energy were organizing a supply drive for Haven for Hope on August 4<sup>th</sup> and the department had contributed Tricentennial-branded supplies. She highlighted the 300 Miles Quest to engage families in healthy activities during the Tricentennial year.

Secretary Brown asked of financial pledge collections. Mr. Contreras replied that 81.8% of Founders' Day Gala pledges were collected and that 95.6% of non-Gala pledges were collected. Secretary Brown asked if inventory had been taken of remaining branded items. Ms. Eaton replied that it had and a sales plan would be presented to the full Commission.

No action was required for Item 4.

### **5. New Business/Announcements**

Mr. Contreras stated that presentation topics at the next full Commission meeting would include CityFest and the Summer Institute for Educators.

Dr. Chiscano noted that a book about the Canary Islanders would be presented on August 23<sup>rd</sup> and a Canary Islanders statue would be placed in front of the Bexar County Courthouse during the first week of December.

No action was required for Item 5.

## ADJOURNMENT

There being no further discussion, Dr. Matson adjourned the meeting at 9:58 am.

*Respectfully submitted,*

*Cecily Hope Pretty  
Office of the City Clerk*

APPROVED:



DR. CYNTHIA TENIENTE-MATSON, President  
*Tricentennial Celebration Commission*

ATTEST:



MARY ROSE BROWN, Secretary  
*Tricentennial Celebration Commission*