

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF

Minutes of The Board of Directors of

MetroLALSA, Inc. (“Metro”)

Held via Zoom Conference Call

On the 27th Day of August 2023 at 5:30 PM EST

Members Present:

Ariana Rodriguez- Hernandez	Board Member, VP of Internal Affairs
Darius Santana	Board Member, VP of Pipeline Membership
Isabella Loarte-Ciudad	Board Member, VP of Public Relations
Genesis Canela	Board Member, Vice President
Bernadette Menendez	Board Member, President
Atenedoro Gonzalez	Board Member, Alumni Director
Odalmy Ruiz	Board Member, VP of Fundraising
Claudia Campos Martinez	Board Member, VP of Financial Affairs
Jordan Montoya	Board Member, Alumni Director

Constitution of Meeting

IT WAS NOTED that notice of this meeting had been given to all of the members of The Board (the “Board”) and that a quorum of the Directors was present.

this is from

1. **Welcome**

Ms. Menendez welcomed everyone, and each member introduced themselves. Ms. Menendez then gave an overview of the meeting agenda. After providing the agenda overview, Ms. Menendez commenced the meeting.

2. **Matters on the Agenda**

Events

Potluck Update:

Ms. Menendez gave a recap of the potluck picnic in Central Park. Ms. Menendez stated that she believed it went so well because it was earlier in the year. She also stated that it was a good time to connect with alumni and to put names to faces that she had recognized in the alumni group chat. Ms. Menendez thanked everyone for attending and stated that a former alumni by the name of Jimmy donated \$40 to our fund.

Activity Event

Ms. Menendez spoke about the activity event that was going to be bowling yoga or salsa. The suggested date was September 15th or 16th. Mr. Gonzalez told Ms. Menendez that the salsa instructor was unavailable. Ms. Menendez then asked the board if there were any other suggestions in lieu of a salsa event. Ms. Loarte-Ciudad and Blanca gave suggestions and said they would look into their suggestions and Ms. Menendez stated that she would look into bowling. Ms. Menendez then asked the board if we should rethink this event and focus on our history event. Mr. Santana asked if we could do a hybrid event and a Thanksgiving potluck. Ms. Rodriguez stated that we should consolidate the events to avoid too many events clustered within a small window. Ms. Menendez said to split the energy into meetings and hybrid events. Ms. Menendez stated we should focus our efforts on other events and not do this one. The board was in consensus.

History Event

Ms. Menendez stated that the history event would take place on September 20th. She then asked Mr. Montoya and Mr. Gonzalez who they thought the best person to speak for the history event would be. Mr. Montoya stated that it depended on who was available on the day that we needed them and Mr. Montoya stated that the best course of action was for him and Mr. Gonzalez to place a date in the alumni chat and see which alumni members respond to determine who should participate. Ms. Menendez then stated that it would be for a general body meeting and for new members to get involved. Mr. Montoya then asked if the event would be virtual. Ms. Menendez stated that it would be a hybrid event in order to accommodate schedules. The issue was then brought up if we wanted to switch back to in person monthly meetings and Ms. Menendez stated that to accommodate schedules virtual is best. Ms. Menendez then stated that she wanted the history event to be a welcome to Metro event and asked the board's thoughts. The board agreed. Ms. Menendez then said that Ms. Fabian Pena and Ms. Bolano were going to reach out to Cardozo law to determine if it could host the history event. Ms. Menendez then asked if Friday would work best for all as she does not believe that we would get high numbers of attendance on a Saturday meeting. Ms. Menendez then stated that Cardozo law cannot host on the 15th because of its Sabbath hours but it would definitely need to be on the 15th. Ms. Menendez then instructed Ms. Loarte-Ciudad to put together a flier as soon as possible. Mr. Gonzalez stated that we should reach out to St. John's in Manhattan for the history of event. Ms. Ruiz then stated she was not sure how accessible it would be due to undergraduate student use of the facility but that she would double check with the school. Ms. Menendez then asked that Ms. Bolano see if Rutgers is available to host the event and stated that we should host the event Wednesday the 20th and not on the 15th.

Cafecito Network

Ms. Menendez stated that the event would be held on October 4th and that the Cafecito network had reached out to her directly. Ms. Menendez also stated that she tried to reach out to the Black

Law Student Association, but they were unable to collaborate at the moment. Ms. Menendez stated that she still waiting to receive delegate information from them and she stated that she reached out to someone she knew on Friday and is waiting to hear back. Carla from the cafesito network stated that her friend is a visiting professor and can put us in contact.

Panel

Ms. Menendez stated that the event will be held on October 24th and stated that we need to flush out what exactly the event will look like before naming it and creating fliers.. Ms. Loarte-Ciudad suggested names such as how to find a mentor, mutually beneficial relationships to Growing your community for your legal profession. she then asked whether this would be a panel or a networking style event. Ms. Menendez stated that we wanted to partner with the National Latino Law Student Association and host at New York law school. Ms. Rodriguez then asked if we would be partnering with the National Latino Law Student Association for a community service event. Ms. Menendez stated that she wanted to wait to host the community service event until the winter.

Thanksgiving Potluck

Ms. Menendez asked if we wanted to host the event in November and if so when. She also asked the board if this is an event we wanted to actually host. Mr. Gonzalez stated if we could find the space to host we should do it. Ms. Menendez asked if we should ask for them. Ms. Loarte-Ciudad said that Fordham law is still in the process of figuring out their board for their Fordham LALSA but she will ask them if they can do it.

Palante

Ms. Menendez stated she has not received any bids for the conference. She stated that she knew that Cardozo and Fordham law were interested but their bids had not been placed as of yet. She then stated we as a board will have to reach out to delegates from different schools to ensure they are placing their bids as they are due by next week.

Membership

Ms. Menendez stated that we are still seeking delegates from all schools. and Toro law was the first to send their information over. Mr. Gonzalez said he could possibly help. Ms. Menendez stated that SUNY law has not chosen delegates but she will reach out. She stated that Brooklyn law should have had their delegates posted as of August 1st but she will reach out. Columbia Law was sent a reminder to send its delegate information and there has been no reply Ms Ruiz will reach out as soon as she has a contact. Fordham law has not chosen delicates yet and Ms. Loarte-Ciudad will be reaching out. Ms. Menendez stated she does not know how to get in contact with Hofstra law as she only can find their Instagram social media and it is not working she asked if anyone on the board knew anyone from there Mr. Santana stated no and she stated

that she will have Ms. Fabian Pena look into it. There has been no update as for delegates from St. John's law.

Pipeline

Mr. Santana stated that he redid the application process and created a One-Stop shop for the mentorship form. He stated that he needed to send emails out for mentors. He stated that he needed to speak with Ms. Menendez to determine deadlines but that the forms were ready to be sent out he also stated she needed to create an Excel and start matching people once emails are sent. Ms. Menendez said to get this done as soon as possible she wants people to feel supported during their start of law school. Mr. Santana said that they can push that out within the next two weeks or sooner. Mr. Santana also stated that he already has contacts for Mr. Gonzalez and things just need to be sent out via email and he also has information regarding a woman that can discuss on the panel. Ms. Menendez asked that he create mock emails and put them in the Google Drive for her to review. bern

Miscellaneous

Newsletter

Ms. Menendez stated that she would like the newsletter to start going out soon. Ms. Loarte-Ciudad asked if we should have one out by mid September and how often we should send them out. Ms. Menendez said that they should go out every 2 to 3 weeks based on events or more often if we are having more events and to include the history event in the first one that goes out labeled welcome back newsletter. Ms. Menendez would also like to highlight an alumni and each newsletter. Ms. Loarte-Ciudad that it could be an introductory newsletter for new members and include bid information for Palante conference. Ms. Menendez said that she would like the newsletter sign ups to go on the Instagram story.

Ms. Rodriguez asked the board that they all fill out the [Google form survey](#) as soon as possible so that she can update the website as it looks unprofessional as it is still undone.

Finance & Fundraising

Claudia stated that there were no updates other than the check is finally in our bank account and we do not have information from the IRS regarding our taxes as of yet we are unaware of things have been updated and our status has been updated within the IRS system. the only charges to our account as of right now are the website and the zoom charges. Ms. Menendez asked if Mr. Gonzalez and Mr. Montoya had an accountant that we could use as the account we currently have has not given us any updates on our IRS status. Mr Gonzalez stated that he could ask the Dominican Bar Association which accountant they use and see how much he would charge to do our taxes as well. Ms Menendez says that she no longer wants to chase the accountant that we currently have and is looking to find a new one as soon as possible. Claudia stated that we need the IRS nonprofit status update in order to receive money from the New York grant that we

applied for, funds for this grant are pending as they are waiting for our IRS nonprofit status forms. Mr. Gonzalez stated that the accountant he knows of is on vacation until after Labor Day. Bernadette stated that she will reach out to our current accountant again for an update.

Palante Scholarship

Bernadette states that she would like to do a scholarship for three or four students at the Palante conference. She said that we could name the scholarships after firms or attorneys who donate. Ms. Ruiz and Ms. Balano need to create a fundraising plan for the scholarships, and Ms. Menendez asked that Mr. Gonzalez and Mr. Montoya aid them in this process. Mr. Gonzalez said he would check the Dominican Bar Association Gala for sponsors; he also stated that the Dominican Bar Association was looking for volunteers for their Gala. Mr. Santana asked what day it was going to be. Mr. Gonzalez stated it was Saturday, September 23rd and Ginarte a sponsor. Bernadette asked that Miss Ruiz reach out to Ms. Bolano to collaborate on fundraising as last year people sent over 200 emails looking for donations.

Merchandise

Mr. Montoya stated that the connection he had with the designer was no longer a possibility. He asked if we wanted to do something once or if we wanted this to be an ongoing merchandise store for MetroLALSA. He stated that the store can populate its own designs for \$1 a month and stated that he would just need the account information to sign us up. Mr. Montoya also asked that we create a different version of the logo because the logo he has on file allows the removal of its background for logo printing purposes. Bernadette stated that she would send him all versions of the logo that she has. Mr. Gonzalez stated that there is a t-shirt [company](#) that charges a \$250 one-time fee and then \$17 per t-shirt that the Dominican Bar Association uses.

Action Items

After she completed all the agenda items, Ms. Menendez outlined the action items:

1. The Board must solidify location for the history event.
2. Ms. Loarte-Ciudad must create a flier for the history event.
3. The Board must fill out the Google form to update the website.
4. Mr. Gonzalez will connect the board with a new accountant.
5. Ms. Menendez will follow up with the accountant for another update on IRS status.
6. Ms. Menendez will solidify date and location for the Cafecito network event.
7. Ms. Bolano and Ms. Ruiz will collaborate to create a fundraising plan with assistance from Mr. Gonzalez and Mr. Montoya.
8. Mr. Santana will create an Excel and begin matching mentors and mentees once emails are sent out for the mentorship program.
9. Ms. Fabian Pena will look into how to find the Hofstra Law delegates information.

10. Ms. Ruiz will reach out to contacts at Columbia Law for delegate information.
11. Ms. Loarte- Ciudad will create a newsletter for release mid- September.
12. The board will reach out to delegates at all schools to remind them that bids are due for the Palante conference.
13. Ms. Gates needs to solidify Metro and NLLSA's event collaboration.
14. Mr. Montoya and Mr. Gonzalez will find the best alumni to sit on the history event panel.
15. The next board meeting will be in September.

4. **Adjourning**

As there were no other comments, Ms. Menendez thanked the Directors for their time and service on The Board and the meeting was adjourned at 6:30 PM.

5. **Minutes Approval**

These minutes were approved by The Board on **September 127th, 2023** .