

## Westwood Unidos Leadership Team Meeting Notes

10/23/2013, 10 – 12

*Meeting Chair: Isabel Lopez*

Attendees: Isabel Lopez, AnaClaudia Magalhaes, Monica Acosta, Maricruz Herrera, Rachel Cleaves, Angela Bomgaars, Jose Esparza, Mary Rocha, Christi Longsdorf, Reyna Zarate, Norma Brambila, Socorro Casain, Cecilia Sandoval, Patty Grado, Joseph Teipel, Indira Guzman (part of time)

Interpreter: Rosie Guzman

**10 – 10:20 Introductions.** Isabel asked each person to introduce him/herself and state what they want to do today.

### **10:20 – 10:40 Appreciation Presentation & Discussion**

- Rachel did a presentation about how to appreciate and celebrate all the volunteers (attached).

The team made recommendations:

- Only do bags as hand-outs, do not do water bottles
- Use the Guadalajara Grill's Printer in order to try to lower costs
- Each Committee will get 100 bags. If they want to buy more, they can use their budget
- On the identification cards, put the committee name or Leadership Group

### **10:40 – 11:00 Celebration Planning**

The group discussed having a celebration in January 2014 to honor all the Westwood Unidos participants. The following things were decided

- Isabel is going to ask her brother to play music
- Have good food – perhaps Guadalajara Grill – the cost is \$5 per adult.
- There was a lot of discussion about whether to include children or not. The Safety Committee really wants to include children because they volunteer a lot. But if Safety has kids, everyone has to bring kids because the event would be in the evening. Eventually, the group decided to include children. In order to keep it within budget, the limit is that each committee can invite 15 adults and 20 children. If any committee wants to invite more people, they will need to chip in from their budget. When calculated, the cost of the event was \$1,233 per the budget below:

### January Celebration Budget

	Cost Each	Quantity	Total
adult food	5	60	300
kids food	4	80	320
childcare	30	4	120
music	200	1	200
cleaning fee	60	1	60
drinks	140	1	140
tip	1	93	93
TOTAL			1233

The following people volunteered to help plan the event

- Jose
- Mary Rocha
- Reyna
- Monica
- Security Team will look for a volunteer on Monday
- Isabel – will talk to her brother

#### **10:50 - 11:10 LiveWell Westwood Fiscal Agent Discussion – All**

The group voted to have Revision International serve as the fiscal agent of LiveWell Westwood. They signed a letter to LiveWell Colorado stating the group's intention.

#### **11:10 – 11:15 Signatories for Westwood Unidos – All**

The group discussed the need to have people delegated to sign WU documents. These are not fiscal documents; only the fiscal agent can sign fiscal documents. These are letters of support, MOU's, and position documents, for example. The group ratified the policy about signatories for inclusion in the by-laws, with one change – there would be two signatories for all documents. The Coordinator (currently Rachel) and a resident, of which there are two eligible residents in case one is not available (Maricruz Herrera & Mari Rocha).

#### **11:15 – 11:25 RLI Training – who is going – Mike**

Mike and AnaClaudia said that they need to know who can commit to attending the monthly RLI leadership trainings. The following people committed. Those in parenthesis did not commit because they were not present, but Norma is going to contact them and ask.

## **WESTWOOD UNIDOS**

### **LEADERSHIP TEAM**

Maricruz

Norma

Monica

(Teresita)

(Erica Rodarte)

### **BuCu/ Built Enviro Team**

Reyna Zarate

AnaClaudia Magalhaes

Mari Rocha

### **11:35 – 11:55 Announcements – All**

AnaClaudia passed out 5 logo options. The fist logo, the handshake logo, a logo of a bird, and two logos of lots of people standing together. The group decided to bring it down to two logos through a vote which selected the top two, Then, to bring those top 2 to the Action Teams and make a decision once-and-for all, because the group wants to start printing promotional items. The group voted and the top two choices were #1 – the handshake logo got 8 votes, and #2, the round logo of all the people standing together got 4 votes.

### **11:55 – 12 Closing. Isabel closed the meeting.**