

Roswell Hispano Chamber of Commerce
1st Quarter Report
July, August and September
2024

Business Retention and Development	Objective	Activity
Promotion of economic vitality and business retention to include small and minority owned business within the City of Roswell.	1- One-on-one meetings to recruit and educate Roswell businesses. 2- Assist businesses hire in Roswell and Chaves County area. 3- Survey membership annually. 4- ID educational and provision of educational in areas of marketing; promoting business growth: 5- Internet marketing 6- Social media Advertising 7- Professional leadership courses to develop future community leaders.	1. -Public Library Collaboration -Dia De Los Muertos Celebration - FY24 end of year Presentation to city council 2. Partners with ENMU-R via the C3P-O grant initiative. Ongoing as of 06/14/2024 3. Promoted various community events on our Facebook page, and website. 4. Finished the Reorganization of the Hispano Chamber And welcome Col. West and Mike Espiritu, to our board of directors 7. Updated Membership rates 8. Completed Membership audit. 9. Finished procurement course and started working on future dates to hold the classes.
<u>Community and Professional Enhancement</u> Provide and educate benefits of, and avenues creating an environment that is safe and attractive for citizens of Roswell. Page 2	Counsel on and/or provide opportunities that would help individuals identify paths to enrich personal and professional skills that lead to job opportunities. 1. Create focus type groups to enable citizens to participate in decision-making that helps create future directives of Hispano Chamber.	1. Working with ENMU-R, NMML, Youth Challenge, and Job Corps on an education fair to be held Q1 of Next year, date TBD. 2. Working with ENMU-R on an education fair to be held in November, date TBD.

(continue)
Community and
Professional
Enhancement

- Support the City of Roswell's Visitors Center Through:

a. Distribution of maps, community guides and other materials as deemed appropriate.

b. Publicizing attractions, tourism facilities and activities as appropriate on social media, newsletters, web and other communication and marketing efforts.

c. Promotion of events, including collaboration and coordination with Main Street Roswell, the UFO Museum, Roswell Chamber of Commerce, Eastern New Mexico State Fair Board, Hike It and Spike It committee, and the Tourism Council, to publicize, support and provide volunteers for events

a. Ongoing. We have an abundance amount of city maps and telephone directors to pass out.

Working with HSNB on MatanzaFest event, that will be held in December 7 2024.

ROSWELL HISPANO CHAMBER OF COMMERCE
Balance Sheet
As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Pioneer Bank #76232	41,966.94
Pioneer bank #48330	21,180.12
Checking at Wells Fargo Bank	624.16
First American Bank	601.38
Total Checking/Savings	64,372.60
Total Current Assets	64,372.60
Fixed Assets	
Computer Equipment	1,596.96
Total Fixed Assets	1,596.96
TOTAL ASSETS	65,969.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	252.85
Total Other Current Liabilities	252.85
Total Current Liabilities	252.85
Total Liabilities	252.85
Equity	
Unrestricted Net Assets	54,763.89
Net Income	10,952.82
Total Equity	65,716.71
TOTAL LIABILITIES & EQUITY	65,969.56

7:20 PM

ROSWELL HISPANO CHAMBER OF COMMERCE

10/16/24

Balance Sheet

Cash Basis

As of September 30, 2024

	Sep 30, 24	Sep 30, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Pioneer Bank #76232	41,966.94	0.00	41,966.94
Pioneer bank #48330	21,180.12	0.00	21,180.12
Checking at Wells Fargo Bank	624.16	36,670.93	-36,046.77
First American Bank	601.38	15,239.91	-14,638.53
Pioneer Bank	0.00	1,450.12	-1,450.12
Total Checking/Savings	64,372.60	53,360.96	11,011.64
Total Current Assets	64,372.60	53,360.96	11,011.64
Fixed Assets			
Computer Equipment	1,596.96	1,596.96	0.00
Total Fixed Assets	1,596.96	1,596.96	0.00
TOTAL ASSETS	65,969.56	54,957.92	11,011.64
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Payroll Liabilities	252.85	658.34	-405.49
Total Other Current Liabilities	252.85	658.34	-405.49
Total Current Liabilities	252.85	658.34	-405.49
Total Liabilities	252.85	658.34	-405.49
Equity			
Unrestricted Net Assets	54,763.89	35,976.37	18,787.52
Net Income	10,952.82	18,323.21	-7,370.39
Total Equity	65,716.71	54,299.58	11,417.13
TOTAL LIABILITIES & EQUITY	65,969.56	54,957.92	11,011.64

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
July through September 2024

	Jul - Sep 24	Jul - Sep 23	\$ Change
Ordinary Income/Expense			
Income			
Program Income			
Membership Dues	300.00	3,150.00	-2,850.00
Total Program Income	300.00	3,150.00	-2,850.00
Indirect Public Support			
City of Roswell	18,750.00	0.00	18,750.00
Total Indirect Public Support	18,750.00	0.00	18,750.00
Direct Public Support			
Gifts in Kind - Services	800.00	600.00	200.00
Total Direct Public Support	800.00	600.00	200.00
Other Types of Income			
Miscellaneous Revenue	404.36	0.00	404.36
Total Other Types of Income	404.36	0.00	404.36
Cinco de Mayo Revenue	-1,375.00	1.00	-1,376.00
Pinata Fest Revenue	0.00	17,060.00	-17,060.00
Total Income	18,879.36	20,811.00	-1,931.64
Expense			
Payroll preparation fees	300.00	0.00	300.00
Contract Services			
Accounting Fees	800.00	600.00	200.00
Outside Contract Services	0.00	258.48	-258.48
Total Contract Services	800.00	858.48	-58.48
Facilities and Equipment			
Equip Rental and Maintenance	695.42	545.50	149.92
Rent Bldg	1,500.00	1,500.00	0.00
Total Facilities and Equipment	2,195.42	2,045.50	149.92
Operations			
Bank Service Charges	484.89	0.00	484.89
Bank Fees	0.00	250.68	-250.68
Computer Internet and Website	816.13	311.28	504.85
Conference, Convention, Meeting	0.00	301.76	-301.76
Director Fees	0.00	6,000.00	-6,000.00
Office Expense	0.00	172.36	-172.36
Payroll Expenses	1,297.50	4,545.00	-3,247.50
Payroll Taxes	111.32	356.06	-244.74
Taxes	0.00	13.92	-13.92
Travel and Meetings	0.00	209.07	-209.07
Total Operations	2,709.84	12,160.13	-9,450.29
Other Types of Expenses			
Cinco de Mayo related expenses	0.00	1,585.71	-1,585.71
Pinatafest Expense	0.00	7,170.68	-7,170.68
Donation	500.00	1,450.00	-950.00
Total Other Types of Expenses	500.00	10,206.39	-9,706.39
Total Expense	6,505.26	25,270.50	-18,765.24
Net Ordinary Income	12,374.10	-4,459.50	16,833.60
Net Income	12,374.10	-4,459.50	16,833.60

ROSWELL HISPANO CHAMBER OF COMMERCE

Profit & Loss

July through September 2024

	Jul - Sep 24
Ordinary Income/Expense	
Income	
Program Income	
Membership Dues	300.00
Total Program Income	300.00
Indirect Public Support	
City of Roswell	18,750.00
Total Indirect Public Support	18,750.00
Direct Public Support	
Gifts in Kind - Services	800.00
Total Direct Public Support	800.00
Other Types of Income	
Miscellaneous Revenue	404.36
Total Other Types of Income	404.36
Cinco de Mayo Revenue	-1,375.00
Total Income	18,879.36
Expense	
Payroll preparation fees	300.00
Contract Services	
Accounting Fees	800.00
Total Contract Services	800.00
Facilities and Equipment	
Equip Rental and Maintenance	695.42
Rent Bldg	1,500.00
Total Facilities and Equipment	2,195.42
Operations	
Bank Service Charges	484.89
Computer Internet and Website	816.13
Payroll Expenses	1,297.50
Payroll Taxes	111.32
Total Operations	2,709.84
Other Types of Expenses	
Donation	500.00
Total Other Types of Expenses	500.00
Total Expense	6,505.26
Net Ordinary Income	12,374.10
Net Income	12,374.10



Agenda

Thursday, July 2, 2024 at 6:00pm
Roswell Hispano Chamber Office
306 N. Pennsylvania Ave.
Roswell, NM 88201

- I. Call to Order
 - a. Roll Call
 - b. Approval of agenda
 - c. Approval of May 9th minutes
- II. CRM system details and update.....Alfredo Garcia
- III. RHCC Board Members.....Adam Villegas
 - a. Behavior, Memo signed
 - b. Commitment and attendance
 - c. New Board members
- IV. Discussion of upcoming election nominations, discuss process.....Adam Villegas
- V. RFP for Lodgers tax.....Adam Villegas
 - a. Advertisement
 - b. Services i.e. police, fire, sanitation, etc.
- VI. RFP for Event sponsorship max 20k.....Adam Villegas
- VII. C3PO project status and update.....Alfredo/Alice
- VIII. Committee Updates (if any)
 - a. Finance Committee.....Chair
 - Reconciliation of Bank Accounts update.....Alfredo Garcia
 - b. Education Committee.....John Erard, Chair
 - c. Membership Committee.....Sonia Bolanos, Chair
 - a. Increase membership discussion and plans.....Adam Villegas
 - d. Marketing Committee.....Alfredo Garcia, Chair
 - e. Events Committee.....Sonia Bolanos, Chair
 - f. Scholarship Committee.....Adam Villegas, Chair
 - g. Nomination for Elections.....Adam Villegas, Chair
 - h. Executive Director.....Adam Villegas
 - i. Procurement Committee.....Chair

- IX. Media Communication discussion (designate a committee).....Alfredo Garcia
- X. Pinata Festival Discussion.....Sonia Bolanos
- XI. Dia de los Muertos Discussion.....Adam Villegas
- XII. Open Discussion
- XIII. Closing
 - a. Next Board Meeting



Agenda

Thursday, July 2, 2024 at 6:00pm

1210 N. Main Street, Suite 100

Roswell, NM 88201

I. Call to Order

a. Roll Call

Adam Villegas, Alfredo Garcia, Mayela Sosa, Manuela Ramirez, John Erard, Sonia Bolanos, Savio Martinez were present

Maria Alvarado, Alice Palma-Armendariz, Pedro Gallardo, Nancy Chavarria, Tracy De La Rosa were absent

b. Approval of agenda

Motion to approve by Alfredo Garcia, Seconded by Manuela Ramirez

c. Approval of May minutes

Motion to approve by Alfredo Garcia, Seconded by John Erard

d. Approval of June minutes

Motion to approve by Alfredo Garcia, Seconded by John Erard

II. CRM system details and update.....Alfredo Garcia

There is no update as this has yet to be purchased due to lack of debit card to make purchase online.

Addendum to the agenda.....Request of a debit/credit card for purposes of day to day operations and to make payment of the approved CRM system.

Motion to approve by Sonia Bolanos, Seconded by Manuela Ramirez

III. RHCC Board Members.....Adam Villegas

a. Behavior, Memo signed

Board members that have not signed the memorandum, need to do so today.

b. Commitment and attendance

Need to prepare for upcoming elections for next month. Need to remove those Board members that have not attended meetings to be able to add new Board members. According to the current By Laws, if a member of the Board of Directors misses 3 consecutive unexcused absences in a fiscal year, the Board of Directors may remove said members.

The Board of Directors roster was reviewed and voted on as follows

Maria Alvarado-Motion to remove as Board of Directors by Alfredo Garcia, Seconded by Manuela Ramirez.

Pedro Gallardo-Motion to move Pedro Gallardo to Member at Large by Sonia Bolanos, Seconded by John Erard.

Tracy De La Rosa-Motion to remove as Board of Directors by Alfredo Garcia, Seconded by John Erard.

Nancy Chavarria-Motion to move Nancy Chavarria to Member at Large by Mayela Sosa, Seconded by Alfredo Garcia.

c. New Board members

Potential new members in discussion are Mike Espiritu, Jose Zavala, Carlos Marrujo Sr., and COL David West. Will need to get Bios and send to all Board of Directors by email to review by next Board meeting to discuss and vote.

Apart from Mike Espiritu as his Bio was already submitted to all Board of Directors by email and reviewed by most Board of Directors.

The discussion was if right now is a good time to welcome new board members as the Board of Directors are still in development of the organization. Motion to add new Board of Directors member Mike Espiritu made by John Erard and Seconded by Alfredo Garcia. Those in favor were Manuela Ramirez, Alfredo Garcia, John Erard, and Savio Martinez. Those opposed were Mayela Sosa and Sonia Bolanos. Motion passed.

- IV. Discussion of upcoming election nominations, discuss process.....Adam Villegas
No discussion, table this item for next monthly Board Meeting.

- V. RFP for Lodgers tax.....Adam Villegas

a. Advertisement

b. Services i.e. police, fire, sanitation, etc.

Need to fill out and submit this ASAP. Adam Villegas will follow up with Sonia Bolanos to guide her with the process.

- VI. RFP for Event sponsorship max 20k.....Adam Villegas
This is not an RFP. No discussion.

- VII. C3PO project status and update.....Alfredo/Alice

The classes have been going good located at the RHCC office. The classes have been on Mondays, Tuesdays, and Saturdays. Good communication and staying connected with the C3PO Director.

- VIII. Committee Updates (if any)

a. Finance Committee.....Chair

Reconciliation of Bank Accounts update.....Alfredo Garcia

The reconciliation of the bank accounts is mostly done. There are still other accounts open but this cannot be taken care of until the Articles of Incorporations are revised. Alfredo will be going to the Pioneer Bank to order checks.

b. Education Committee.....John Erard, Chair

Education Initiatives were presented of (4) Lecture Series with the first one starting soon of Procurement opportunities. Followed by Minority Small Business Grants, Digital Marketing and Advertising, and Leadership Development. Monthly Lunch

and Learns will begin soon. A revised budget sheet will be presented at the next monthly meeting.

- c. Membership Committee.....Sonia Bolanos, Chair
 - a. Increase membership discussion and plans.....Adam Villegas
No discussion. Adam Villegas requested an updated Members list from Alfredo.
Requested for the list to be sent to all members by email.
 - d. Marketing Committee.....Alfredo Garcia, Chair
No discussion, no updates
 - e. Events Committee.....Sonia Bolanos, Chair
Pinata festival summary sheet was passed around. Sonia and Adam will get together to organize binder and provide guidance on events.
 - f. Scholarship Committee.....Adam Villegas, Chair
No discussion, no updates
 - g. Nomination for Elections.....Adam Villegas, Chair
No discussion, no updates
 - h. Executive Director.....Adam Villegas
Executive Director remains vacant. Discussion made to reach out to other agencies such as CareerLink and Goodwill to post position. The position is only part time, 20 hours a week. Adam Villegas to send Job Description to Sonia and Mayela.
 - i. Procurement Committee.....Vacant Chair
No discussion, no updates.
- IX. Media Communication discussion (designate a committee).....Alfredo Garcia
Only the President or Vice President of the RHCC is authorized to speak on behalf of the organization or engage with any media. Motion made by Sonia Bolanos,
Seconded by Alfredo Garcia.
- X. Pinata Festival Discussion.....Sonia Bolanos
Minor discussion for plans. Summary sheet was passed around. Adam will get with Sonia on the planning.
- XI. Dia de los Muertos Discussion.....Adam Villegas
No discussion.
- XII. Open Discussion
By Laws – set up a follow meeting

By Laws will be reviewed and discussed at the next emergency meeting set for Tuesday, July 9th at 6pm at 1210 N. Main Street Suite 100 Roswell, NM 88201
- XIII. Closing
 - a. Next Board Meeting
Emergency meeting will be Tuesday, July 9th at 6pm at 1210 N. Main Street Suite 100 Roswell, NM 88201

Adjourned at 7:47pm



Board of Directors Meeting Agenda
Tuesday, July 9, 2024 at 6:00pm
1210 N. Main Street, Suite 100
Roswell, NM 88201

- I. Call to Order
 - a. Roll Call
 - b. Approval of agenda
- II. RHCC New Board Members.....Adam Villegas
 - a. Introduction of New Board Member, Mike Espiritu
 - b. Review Bios of Potential New Board Members
- III. ByLaws review and discussion.....Adam Villegas
- IV. RFP for visitors center.....Adam Villegas
- V. Adjourn



Board of Directors Meeting Agenda
Tuesday, July 9, 2024 at 6:00pm
1210 N. Main Street, Suite 100
Roswell, NM 88201

- I. Call to Order made by Adam Villegas at 6:38pm
a. Roll Call

Adam Villegas, Mayela Sosa, Alfredo Garcia, John Erard, Mike Espiritu, Nancy Chavarria, Savio Martinez, Sonia Bolanos were present

Manuela Ramirez, Alice Palma-Armendariz, Pedro Gallardo were absent.

- b. Approval of agenda

Motion of approval of the minutes by Alfredo Garcia, Seconded by Nancy Chavarria.

- II. RHCC New Board Members.....Adam Villegas
a. Introduction of New Board Member, Mike Espiritu

Introduction given by John Erard and Mike Espiritu, highlighting most of Chamber expertise. Welcomed by Board of Directors. Comments were made by new Board member, Mike from observation made such as need to set a mission, vision, and goals for RHCC, has a lot of knowledge with membership and Insurances, recommends getting feedback from members of why they may or may not want to continue as a member of RHCC, and to find a way to keep board members happy.

- b. Review Bios of Potential New Board Members

There was one bio sent by email with only one day to review. No motion was made. Discussion was only to review the Bio to revisit for next meeting. The bio submitted was for Sylvia Cano Garcia from WESST Corporation.

- III. ByLaws review and discussion.....Adam Villegas

A copy of ByLaws was made for all Board of Directors present. Each section was reviewed. Need to add Letterhead to ByLaws. Discussion of changes made per section were:

Section 3.1 change from 10 to 7 days' notice

Section 3.2 discussion was made on the number of members for a general meeting to be twenty (20) members

Section 3.3 add 5% to make a quorum

Section 4.1 changed from 7 to 11 members and removed most of the language that follows in the section.

Recommendation was added to align the RHCC’s fiscal year with the City’s fiscal year alongside the officers election.

Note: Alfredo Garcia stepped out of meeting.

Section 4.5 added the member with unexcused absence may be removed by the President. Also added language that a Board of Director is to contact an Executive officer of absence.

Section 4.7 Accepted changes of paragraph added of president responsibilities with Executive Director.

Section 4.8 changed notice from 5 to 7 days and changed the occurrence of meeting as a Board from minimum of 6 times to meet monthly.

Note: Alfredo Garcia returned to meeting.

Section 5.2 no changed made. Discussion was held about each Executive officer’s roles and what is to happen if an Executive member needs to be replaced during their serving term.

Section 6.1 removed duplicated language of Executive Director’s job description and about the evaluation section.

Section 7.1 changed the Marketing committee to Nominating Committee and changed the minimum number from 3 board members to 3 RHCC member.

Clarification was asked about the number of committees and suggested eliminating some of the committees. This will be discussed at the next Board meeting.

Section 8.1 removed the note and example given.

Note: Savio Martinez left the meeting.

Discussion was made on the different types of funding such as Restricted and Non-Restricted funding and how they need to show separate expenses. This discussion was tabled for the next Board meeting.

Section 8.6 Recommendation was made to add that the RHCC will maintain a DNO for all Board members and include Employee dishonesty.

All other changes were reviewed and accepted. Directions are for John Erard to update the revised ByLaws per today’s discussion, send to all Board of Directors, Board of Directors are to review and send any changes directly to the President. The President will review and make changes for a final review at the next Board meeting set for Wednesday, July 24th at 6pm.

Discussed the pros and cons of the Visitors Center. Discussed ideas of how to operate, how and who to employ or volunteer, possibility to add a retail side of the Visitors Center, discussed the expectation of the operation of 6 days a week, 48 hours a week. There is not a timeline as of right now to submit for RFP.

Motion to not move forward with RFP for visitors center at this time was made by Mike Espiritu, Seconded by John Erard.

V. Adjourn

Meeting adjourn at 8:56pm



Board of Directors Meeting Agenda
Wednesday, July 24, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

- I. Call to Order
 - a. Roll Call
 - b. Approval of agenda
- II. ByLaws.....Adam Villegas
 - a. Final Review
- III. RHCC Committee redesignation.....Adam Villegas
- IV. Committee Budget Adam Villegas
 - a. Expectations
 - b. Events
 - c. Marketing
 - d. Education
- V. RHCC Policy Discussion.....Adam Villegas
- VI. Open Discussion
- VII. Adjourn



Board of Directors Meeting Agenda
Wednesday, July 24, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order

Meeting was called to order by Adam Villegas at 6:04pm

a. Roll Call

In attendance: Adam Villegas, Alfredo Garcia, Mayela Sosa, Manuela Ramirez, John Erard, Sonia Bolanos, Mike Espiritu, Nancy Chavarria

Alice Palma-Armendariz and Pedro Gallardo were absent.

b. Approval of agenda

Motion by John Erard. Seconded by Alfredo Garcia

II. ByLaws.....Adam Villegas

a. Final Review

No comments for revised ByLaws reviewed last meeting.

Motion by Manuela Ramirez. Seconded by John Erard.

III. RHCC Committee redesignation.....Adam Villegas

It was made aware that the committees were reduced to four committees and some Board Members that were on the committees are no longer Board members.

Suggestion was made for Nancy Chavarria to be the Membership Committee Chair.

Motion by John Erard. Seconded by Alfredo Garcia.

No other discussion. All in favor. Motion passed

Update of Events Committee by Sonia Bolanos. Expressed concerns of no venue for Pinata Festival. Many different options were evaluated but nothing was available such as the Court House, Cielo Grand Complex, Wool Bowl, DeBremond Stadium, Cahoon Park, and Spring River Zoo Park. Another concern expressed was the lack of vendors and vendors not having enough time to request for permits to operate business at event. It was identified that the Event Insurance had expired but will be renewed. Another concern was the vacant position of the Executive Director to assist in coordinating the event. Final discussion was the following due to concerns discussed:

Sonia recommends cancelling the event.

Mike recommends cancelling the event.

Nancy recommends cancelling the event.
Manuela recommends cancelling the event.
John recommends cancelling the event.
Motion to cancel the event made by Sonia Bolanos. Seconded by Nancy Chavarria
All in favor. Motion passed

Committee Budget Adam Villegas

- a. Expectations
- b. Events
- c. Marketing
- d. Education

Asking the Education committee to come to next meeting with forward plans.
Only other discussion was around the upcoming City committee meeting needing RHCC member present. Unsure of the meeting needs. John volunteered to seek City of Roswell personnel, TJ Conyers to gather information of what RHCC needs to prepare for meeting. Alfredo confirmed his availability to attend to represent RHCC for this committee meeting.

IV. RHCC Policy Discussion.....Adam Villegas
For time purposes, it was decided to table this agenda item for a future meeting.

V. Open Discussion
Passed around the table was a copy of draft ballot for upcoming nominations. It is the Board’s understanding that the elections are behind, and this will take effect as soon as Executive Board Members are announced at the next meeting. Every Board Member is to submit their nominations by Aug 1st.
According to ByLaws the terms are as follow:
President 3 years term ending by 2027
Vice President 2 years term ending by 2026
Secretary 1 year term ending by 2025
Treasurer 3 years term ending by 2027

Sylvia Garcia’s bio was submitted at last meeting. Asking for Board members comments. Alfredo recommends Sylvia to become part of the Board.
Motion for Silvia Garcia as a new RHCC Board of Director by Sonia Bolanos.
Seconded by Mike.
All in favor. Motion passed.

A Go Bond Project flyer was presented at the meeting. Asking to post on the RHCC website. No objections from any Board Members. The flyer will be sent to Alfredo Garcia to post on social media accounts and website.

Next Meeting is scheduled for Tuesday, August 6th at 6pm at the RHCC office.

Discussion on getting back on schedule to monthly reoccurring meeting, those present agreed to move meetings to Second Wednesdays at 6pm.

VI. Adjourn



Board of Directors Meeting Agenda
Tuesday, August 6, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

- I. Call to Order
 - a. Roll Call
 - b. Approval of agenda
 - c. Approval of July minutes
- II. Welcome New Board Member Sylvia Garcia.....Alfredo Garcia
- III. Elections.....Adam Villegas
- IV. Executive Director selection.....Sonia/Adam
- V. New Board Member Selection.....Adam Villegas
- VI. City of Roswell Meeting.....Alfredo Garcia/Adam Villegas
 - Update from Finance Committee meeting
 - Meeting with TJ for direction and support
- VII. Approval of Media Press Release for Pinata Festival.....Adam Villegas
- VIII. Keep Roswell Beautiful.....Sonia/Adam
 - Scheduled for October 19th at the Wool Bowl
- IX. Project C-3PO.....Alfredo/Sonia
- X. Education Committee Update.....John Erard
- XI. Membership Committee Update.....Nancy Chavarria
- XII. Open Discussion
- XIII. Next Meeting
- XIV. Adjourn



Board of Directors Meeting Agenda
Tuesday, August 6, 2024 at 6:00pm
/RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order

Meeting was called to order by Adam Villegas at 6:15pm.

a. Roll Call

Board Members in attendance were Adam Villegas, Alfredo Garcia, Mayela Sosa, Manuela Ramirez, Alice Palma Armendariz, John Erard, Sonia Bolanos, Mike Espiritu, Nancy Chavarria, Sylvia Garcia.

Guest is attendance is Diana Velasco and Tamara Mendoza

Member at Large absent was Pedro Gallardo.

b. Approval of agenda

Motion to approve agenda made by Mike Espiritu. Seconded by Alfredo Garcia.

c. Approval of July minutes

Motion to approve July minutes for 7/9/24 and 7/24/24 made by Alfredo. Seconded by John Erard.

II. Welcome New Board Member Sylvia Garcia.....Alfredo Garcia

Introduction made by new Board Member, Sylvia Garcia. Employed with WESST, providing services to Entrepreneurs and Business. She had been wanting to become a member for some time now.

III. Elections.....Adam Villegas

Elections were announced as follow:

Manuela Ramirez, Treasurer

Mayela Sosa, Secretary

Nancy Chavarria, Vice President

Sonia Bolanos, President

Mike Espiritu moved to approve the nomination of the members named in the meeting to their respective positions for the terms specified in the ByLaws.

Seconded by John Erard.

All in favor. None opposed. Motion passed.

IV. Executive Director selection.....Sonia/Adam

Tamara Mendoza was present at the meeting. She was interested in the Executive Director position and had a meeting with Board members Nancy and Sonia. Resume



Board of Directors Meeting Agenda
Wednesday, August 14, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

- I. Call to Order
 - a. Roll Call
 - b. Approval of agenda
- II. Committee assignments.....Sonia
- III. Executive Director Position.....Sonia
 - a. Job Description
 - b. Compensation
 - c. Job Posting
 - d. Timeline
- IV. Final approval of Media Press for Pinata Festival.....Sonia
- V. Summary of City of Roswell Meeting with T.J. Conyers.....Sonia/Mayela
- VI. Summary of Meeting with Mr. Urquidez.....Sonia/Manuela
- VII. Discussion of a Meet and Greet Event.....Sonia
- VIII. Sponsor Process, Discuss form.....Sonia
- IX. Open Discussion
- X. Next Meeting
 - a. Discussion of moving meeting time
- XI. Adjourn



Board of Directors Emergency Meeting Agenda
Wednesday, August 28, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

- I. Call to Order
 - a. Roll Call
- II. Elections
 - Discussion on the necessity of invalidating the recent officer election due to by-laws violations
 - Resignation of current officers
 - Appointing an interim Executive Committee to guide the RHCC
- III. City of Roswell Liaison, TJ Conyors points of contacts and documents
 - Points of Contacts
 - Financial Documents submitted
 - Documents needed
- IV. Discussion of nomination of new board members?
- V. C-3PO program update
- VI. Pinata Festival media press letter
- VII. Open Discussion
- VIII. Next Meeting
- IX. Adjourn



Roswell Hispano Chamber of Commerce
Board of Directors Meeting Agenda
Tuesday, September 10, 2024 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

- I. Call to Order
 - a. Roll Call
 - b. Approval of Agenda
 - c. Approval of minutes from 08/06/2024 meeting
- II. Board Member Candidate Interview, Gina Arambula
- III. Executive Director Candidate Interview, Tamara Mendoza
- IV. RHCC Financials.....Alfredo Garcia
- V. RHCC Committees
 - a. Membership Committee Update.....Nancy Chavarria
 - b. Education Committee Update.....John Erard
 - c. Review Standing committees list
- VI. Dia de los Muertos (Sponsorship).....Alfredo Garcia
- VII. Adjourn Alfredo Garcia

Next Board Meeting –
Tuesday, October 08, 2024 at 4:00 pm,
Location: RHCC office



Roswell Hispano Chamber of Commerce
Board of Directors Meeting Agenda
Tuesday, September 10, 2024 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order

Meeting was called to order by Alredo Garcia at 4:05pm

a. Roll Call

Board of Directors present were Alfredo Garcia, Nancy Chavarria, Mayela Sosa, John Erard, Daniela Garcia.

Board of Directors absent were Silvia Garcia, Mike Espiritu, and David West.

b. Approval of Agenda

Motion to approve the agenda was made by John Erard. Seconded by Nancy Chavarria. All in favor. None opposed.

c. Approval of minutes from 08/06/2024 meeting

Motion to approve the 08/06/24 minutes made by Nancy Chavarria. Seconded by Daniela Garcia. All in favor. None opposed.

Mike Espiritu arrived to the meeting.

II. Board Member Candidate Interview, Gina Arambula

Welcomed Gina to the meeting and allowed her to introduce herself. Gina started the foundation Moms loving Hope that helps the community during hardships and burdens. She enjoys being involved in the community, likes to plan events. She shared a few issues from recent Board of Directors who have resigned. Concerns were addressed of how her event impacted the attendance of RHCC's Cinco de Mayo event. The concern was declined. Her expectation from RHCC is to help her business grow. Gina was excused from meeting. Minimal discussion on how the concerns were alleviated but a concern still arises of conflict of interest.

Motion made by Nancy Chavarria to accept Gina Arambula as a Board of Director. Seconded by John Erard. All in favor. None opposed. Motion passed. Gina was invited back into the meeting and accepted.

III. Executive Director Candidate Interview, Tamara Mendoza

This was the second interview. Several of questions were asked of her ability to do the job. Shared was her ability to build businesses, knows the Chamber needs for Executive Director position, outgoing personality, very organized, has experience of organizing events in the past, and has good writing skills. Tamara was excused from meeting.

IV. RHCC Financials.....Alfredo Garcia

Balance sheet as of July 31, 2024 was shared in the meeting. There was outdated information. Profit and Loss sheet was also shared. Minimal discussion made on numbers as appeared.

V. RHCC Committees

a. Membership Committee Update.....Nancy Chavarria

Cost of revised membership fees were presented. The amounts were compared to other chambers and were still lowered than the Roswell Chamber of Commerce. Discussion of number of members within each tier category. The information was not available. Some offerings mentioned were percentage discounts within members, education seminars, and potential discounted use of city owned venues.

Motion made by John Erard to approve the revised membership cost. Seconded by Nancy. All in favor. None opposed. Motion passed.

b. Education Committee Update.....John Erard

c. Review Standing committees list

VI. Dia de los Muertos (Sponsorship).....Alfredo Garcia

VII. Adjourn Alfredo Garcia

Next Board Meeting –

Tuesday, October 08, 2024 at 4:00 pm,

Location: RHCC office

Roswell Hispano Chamber
of Commerce
P.O. Box 8059
Roswell, NM 88202
575-624-0889
jorgegarcia@roswellhcc.org



TJ Connyers
City of Roswell
Finance Roswell,
NM 88202

Contact	Purpose of Billing		
TJ Conyers	1st Quarter Billing		

[illegible]

Please make check payable to Roswell Hispano Chamber of Commerce

Thank you!