

**LCS Board Meeting**  
**10:00 AM, Thursday, August 13th, 2020**  
By teleconference

**Members Present:**

President - Carole Jeanne Wolff (1<sup>st</sup> term to 2020);  
Vice-president - Howard Feldstein (1<sup>st</sup> term to 2020);  
Treasurer - Andrew Timothy Boardman (1<sup>st</sup> term to 2021);  
Secretary - George William Radford (1<sup>st</sup> term to 2020);  
Director - Elizabeth Villaseñor Ramirez (1<sup>st</sup> term to 2020);  
Director - Mac Bruce Whyte (1<sup>st</sup> term to 2020);  
Director - Brian Thomas Dalziel (1<sup>st</sup> term to 2021);  
Director - Christine Caldwell (1<sup>st</sup> term to 2021);  
Director - Larry John Barnhardt; (1<sup>st</sup> term to 2021).

**Members Absent:**

Director - Antoinette Francis Brahm (1<sup>st</sup> term to 2021);  
Director - Virginia Boyle Pelzl (1<sup>st</sup> term to 2020).

**Vacant positions:**

Director - (1<sup>st</sup> term to 2021);  
Director - (1<sup>st</sup> term to 2021).

**Also present:**

Executive Director - Steve Irvin Balfour.  
Nancy Creevan  
Michael Searles

**1. Call to Order: Carole Wolff, President at 10:05 AM.**

**2. Adoption of Agenda:** There was a determination of a Quorum with ten of eleven voting members present.

M/S/C George Radford/Mac Whyte to approve the August 13th, 2020 agenda. The Board unanimously approved.

### 3. President's Report: Carole Wolff

Carole Wolff indicated the meeting would be largely dedicated to the preparation for the upcoming Annual General Meeting on August 20th.

#### **Motion:**

Carole Wolff moved that the type of AGM to be offered be decided by a board vote. Motion seconded by Howard Feldstien. Discussion. The vote was 6 for Zoom AGM and 2 for a live in person event. The AGM will be a teleconference.

#### **Motion carried.**

Board members agreed, given the recent C-19 situation at lakeside that an in person Board retreat should be postponed and possibly a virtual session planned after the AGM.

### 4. Secretary's Report: George Radford

- **Approval of the July 16th, 2020 Minutes:** M/S/C Tim Boardman/Howard Feldstein to approve the minutes of the July 16th, 2020 Board meeting. The Board unanimously approved. **Motion Carried.**

### 5. Executive Director's Report - July, 2020. Steven Balfour

- A "command center" will be set up in the IT office to manage the technical aspects of the virtual AGM. Steve and Alfredo will be there.
- All LCS computers will be attached by ethernet cable to the internet to improve reliability and speed over using wiFi.
- Diana will manage the Zoom "waiting room" and monitor the chat service.
- **A "dress rehearsal" of the Zoom AGM will be held at 1:30 PM on Wednesday August 19th. All Board members are encouraged to participate. The concept is to act as LCS members attending the AGM. Make notes about any issues observed.**
- The membership ID numbers of those signing into the AGM will not be available. Member names should suffice for purposes of protocolizing the minutes.
- Board members are asked to sign into the AGM early (9:30 AM) on Thursday to even out the workload for Diana.
- The 30 minute span before the AGM is convened at 10:30 will be used for a PowerPoint presentation on LCS Opening Plans..

- Tim Boardman's video of the Treasurer's presentation was viewed as an example of how presentations at the AGM would look.
- A membership service for new and renewals will be run Mon through Weds from 10 Am to 1:00 PM on the campus.

**6. Treasurer's report:** Tim Boardman, Treasurer.

- The Finance Committee will not meet until Monday August 17th. July to-date results will then be available.
- Tim reported approximately 2 ½ months revenue remains before operating funds run out.
- Membership revenue from dues continued to drop through July. Total revenue for July was approximately \$400 thousand pesos. Donations for the month are \$285 thousand pesos.
- **Motion;**
  - Tim Boardman moved that no funds in 2020 be transferred to Restricted Reserves in light of the severe financial situation. M/S/C George Radford. Unanimous approval.

**Motion carried.**

**8. Standing Committee Reports:**

- **Audit Committee:** Brian Dalziel, Chairperson. No Report.
- **Campus Committee:** Howard Feldstein, Chairperson. No Report.
- **Community Committee:** Larry Barnhardt. Chairperson. No Report
- **Program Committee:** Mac Whyte, Chairperson No Report
- **Fund) Development Committee** George Radford, Chairperson. No Report

**9. Ad Hoc Capital Campaign Committee:** Steve Balfour. No report this month.

**10. Ad Hoc LCS 2.0 Project Management Committee:** Brian Dalziel, Chairperson.

No report this month.

**11. Ad hoc Committee for C-19 Planning George Radford**

No report this month.

**12. Ad hoc Committee for Membership Renewals George Radford**

No report this month..

**13. Ongoing activities None.**

**14. Old Business:**

- Regretfully Cafe Corazon has ceased to operate and will not be joining the LCS campus reopening plans. Another suitable restaurant operation is being sought.

**15. Adjournment**

M/S/C George Radford/Tim Boardman to adjourn the meeting. The Board unanimously approved adjournment at 12:15 P.M.

The next board meeting date will be Thursday, September 17th, 2020 at 10:00 AM using Zoom teleconference services.

\_\_\_\_\_  
George William Radford, Secretary

Date of Approval: September 17th, 2020

\_\_\_\_\_  
Carole Jeanne Wolff, President

**Special LCS Board Meeting**  
**10:00 AM, Thursday, August 26th, 2020**  
By teleconference

**Members Present:**

President - Stephen Irwin Balfour (1<sup>st</sup> term to 2022);  
Vice-president - Howard Feldstein (1<sup>st</sup> term to 2021);  
Treasurer - Andrew Timothy Boardman (1<sup>st</sup> term to 2021);  
Secretary - George William Radford (2<sup>nd</sup> term to 2022);  
Director - Elizabeth Villaseñor Ramírez (2<sup>nd</sup> term to 2022);  
Director - Michael Ross Searles (1<sup>st</sup> term to 2022);  
Director - Brian Thomas Dalziel (2<sup>nd</sup> term to 2022);  
Director - Christine Carter Caldwell (1<sup>st</sup> term to 2021);  
Director - Larry John Barnhardt; (1<sup>st</sup> term to 2021).  
Director - Richard Joseph Chase (1<sup>st</sup> term to 2022);  
Director - Yolanda Martínez Llamas (1<sup>st</sup> term to 2022).

**Members Absent:**

Director - Antoinette Francis Brahm (1<sup>st</sup> term to 2021);  
Past President - Carole Wolff

**Vacant positions:**

Director - (1<sup>st</sup> term to 2021).

**Also present:**

**1. Call to Order: Steve Balfour, President at 10:05 AM.**

**2. Adoption of Agenda:** There was a determination of a Quorum with eleven of twelve voting members present.

M/S/C George Radford/Tim Boardman to approve the August 26th, 2020 agenda. The Board unanimously approved. **Motion carried.**

**3. Secretary's Report: George Radford**

The minutes of the last regular Board meeting on August 13th have been circulated in draft for updates. The minutes will be voted on at the next regular Board meeting on September 17th, 2020.

**Approval of the August 20th, 2020 Minutes of the General Assembly:** M/S/C Tim Boardman/Howard Feldstein to approve the minutes of the August 20th, 2020 Annual General Meeting. The Board unanimously approved. **Motion Carried.** The minutes will be delivered to the LCS lawyer, Luis Enrique Ramos ( Notario #2), for translation and protocolization.

**4. Campus Reopening Plans: Steve Balfour**

The initial opening would cover the office and membership desks, library, information kiosk and greeters at the entrances.

Only the main entrance and South entrance would be open and staffed with safety protocols and materials.

The target date discussed was on or shortly after September 21st.

Four meetings with returning volunteers will be held the week of August 31st to Sept 4th to familiarize them with the new volunteer handbook of instructions.

The concept of a “soft” reopening was discussed and rejected.

Michael Searles suggested volunteers should be asked to verify they followed safe containment practices in their personal lives.

**5. Executive Director Replacement: Steve Balfour**

Steve Balfour agreed to continue the role of Executive Director on an interim basis while a search is underway for a replacement.

M/S/C Michael Searles/Howard Feldstien moved that the Board accept the resignation of Steve Irwin Balfour as Executive Director, appoint Steve Irwin Balfour as Interim Executive Director without compensation but with IMSS benefits and set a limit of 90 days from August 26th, 2020 for the hiring of an Executive Director for the Lake

Chapala Society who is not a member of the Board of Directors.

**Rationale:** To avoid any potential conflict of interest and to comply with all applicable federal and state laws and regulations, it is necessary to fill the Executive Director's position with someone who reports to but is independent of the Board of Directors. According to the Constitution it is the responsibility of the Executive Committee of the Board of Directors "to recommend to the Board of Directors a candidate for the position of Executive Director;". It is imperative that the Executive Committee immediately start the process of advertising for, interviewing and selecting an appropriate candidate to recommend to the Board of Directors for approval. Discussion, **Motion carried with one nay vote.**

It was decided that the Executive Committee, as per the Constitution, should advertise, recruit and evaluate people for the position of Executive Director as soon as possible. The Executive Committee may solicit input from others for an evaluation of the candidates for Executive Director as well.

## **5. Board Retreat**

A critical agenda item for the retreat will be the structure and makeup of the various Board standing Committees.

Several ideas were discussed from an in person to teleconference session.

**It was decided to hold another virtual Special Board meeting on Monday September the 7th (labor day) from 9:00 to 11:30 A.M. to nail down the arrangements and agenda for the retreat.** Larry Barnhardt, Steve Balfour, Elizabeth Ramirez and Michael Searles will meet to plan the agenda and logistics of the retreat meeting

## **6. Executive Director's Report - August, 2020. Steven Balfour**

Regretfully Cafe Corazon has ceased to operate and will not be joining the LCS campus reopening plans. Another suitable restaurant operation is being sought.

Steve Balfour noted that approximately 80 individuals took advantage of the 3 day membership renewal opportunity before the AGM on August 20th.

## **7. Old Business: None**

**8. Adjournment**

M/S/C Howard Feldstien/Tim Boardman to adjourn the meeting. The Board unanimously approved adjournment at 11:50 A.M.

**The next regular board meeting date will be Thursday, September 17th, 2020 at 10:00 AM using Zoom teleconference services.**

\_\_\_\_\_  
George William Radford, Secretary

Date of Approval: September 17th, 2020

\_\_\_\_\_  
Steven Irwin Balfour, President