

***Doña Ana County Coalition Against Bullying  
Las Cruces City Hall, Room 2007  
Executive Committee Minutes from Tuesday, June 6, 2017; 3:30-5:00 PM***

**Members Present:**

Cari Aguilera, Amanda Askin, Kasandra Gandara, Billy Garrett, Eileen VanWie, Victor Zamora

**New Members/Guests and Introductions:**

Welcome to Ngage Assistant Director Lori Martinez,

**Old Business:**

There was discussion about when to approve minutes of the Executive Committee and the full Membership Meetings. Minutes need to record decisions that are made and how they were made (e.g. unanimous, split decision). We will be transparent to the community and record activities and events. Minutes will be posted on CAB's Website so they are available to anyone. It is easiest to approve minutes from the previous meeting each month.

*Minutes.* Amanda moved, Billy seconded, and motion passed unanimously to approve the minutes of the May 2, 2017 CAB Membership meeting.

*Treasurers Report.* As reported in April, the CAB account at *Community Action Agency of Southern New Mexico* (CAA) is \$966.28. Thank you Kasandra for contributing the honorarium paid to Carli Romero who facilitated our April retreat. The paper work required by CAA to pay *Digital Solutions* the \$20 annual fee for our new domain name is being submitted. (Our new website address is [upstander575.org](http://upstander575.org).)

*Fiscal Agent.* Kasandra and Billy have been given authority to conduct financial transactions with CAA on behalf of the *Doña Ana County Coalition Against Bullying*.

*Bylaws.* After today's discussion, Eileen will edit the bylaws again and distribute them to the Executive Committee (EC). EC members have the responsibility to send any additional suggestions for change soon. The bylaws should be ready for approval at the next meeting.

*Meeting Calendar and Events.* The proposed annual calendar may be revised as needed. The four General Membership meetings will be held January, April, October and December. Specific dates for Membership meetings will be established according to what is appropriate for the events/programs being planned. December will be the annual meeting with election of officers every two years and include a social event. Executive Committee meetings will be held the first Tuesday of the month during February, March, May, September, and November. The summer months of June, July, and August will be used for Ad Hoc Committee meetings. This summer the Executive Committee will meet to begin planning for the October and December Membership meetings/events/programs. Cari mentioned that the Las Cruces Public Schools have Professional Development (PD)

days for teachers in August and January. CAB may be able to provide PD programming during January this year. Cari will check to see if the PD day in January could be open to people outside of the LCPS District.

Ideas for the General Membership meetings this fall were programs about (1) bullying myths, facts, and potential solutions; (2) Cyberbullying and Digital Citizenship. It would be good to include parents of school age children at the programs.

*CAB Commitment Agreements.* The three draft agreements (Executive Committee, Members, and Partners) were discussed. On the agreement for Partners, the name of the organization/agency will be added at the bottom. Amanda moved, Billy seconded, and the motion to accept the amended Partners Commitment Agreement passed unanimously. Amanda move, Billy seconded, and the motion to accept the Member Commitment Agreement passed unanimously. Amanda moved, Billy seconded, and the motion to accept the Executive Committee Commitment Agreement passed unanimously. There was discussion about how to move the commitment process forward. Billy agreed to attend the LCPS Board meeting on June 20<sup>th</sup> to introduce the process during the Public Input time and to notify the Board and other people present that CAB will be seeking their written commitment to our vision and mission in August. There are several LCPS groups (e.g. Community Outreach, Counseling Staff, and Health Educators) that may be interested also.) In Mid August, Eileen will send out via email the Partner Commitment Agreements with a cover letter to the Partners we have in our data base. These organizations/agencies will be invited to send a representative to the Members meeting in October.

*Certificates of Appreciation.* Kasandra and Eileen visited a media class of Ms. Natalia Martinez at Lynn Middle School to present the CAB certificate of appreciation and to visit with the students. The students were informed of CAB's intention to create a Youth Advisory Group and/or Focus Groups. There were students in the class who were interested. The certificate of appreciation for New America School New Mexico was delivered to Principal Margarita Porter.

*High School Video Project.* Cari has raised discussion with the LCPS staff to see if our high school video project fits as a curriculum topic. Such projects need to go through school principals. Cari will continue the District discussion and keep us updated on what steps need to be taken by CAB. Kasandra plans to bring information regarding parental permission created for the City of Las Cruces for their student-produced videos.

*Farmer's Market Dates in October.* We are not ready to make that commitment.

*Next Meeting Date:* Amanda will send out a doodle calendar for Executive Committee meetings in July and August.

Meeting Adjourned 5:05 PM.