



**Albuquerque Volunteer Advisory Board Minutes  
March 3, 2022**

**1. Call to Order (11:04)**

**2. Roll Call**

- a. In attendance: Alex Bazan, Dathan Weems, Hallee Nguyen, Joseph Sanchez, Nadine Buerger, Patricia Chavez, Taura Livingston, Vaisu Bronk, Michelle Montoya, Adriano Lujan
- b. Absent: Jude Quintana, Wendy Santiesteban, Erin Hagenow
- c. CABQ Staff: Mariah Harrison, Helen Maestas, Marcus Holguin

**3. Approval of February Minutes**

- a. Motion: Patricia Chavez
- b. Second: Dathan Weems
- c. All in favor
- d. No opposition
- e. Motion passes

**4. Public Comment**

- a. No public comments

**5. Regular Business (11:05-11:25)**

- a. Board Educational Segment (Mariah Harrison, CABQ)
  - i. Reminder: Educational piece is to uplift our own organizations or another organization that we want to teach the board about and where to find out more about these organizations.
  - ii. CABQ
    - 1. In Mariah's role, she represents the Mayor's Office through the Office of Civic Engagement
      - a. She works to create meaningful connections and work between CABQ and the philanthropic/non-profit sector in Albuquerque
    - 2. Staff are always helpful and friendly - so feel free to ask questions!
    - 3. Mariah shared the CABQ homepage to teach the board a little bit about the organization of CABQ
      - a. Family and community services report to Sarita Nair
    - 4. The CABQ volunteer page is a great resource for volunteer opportunities throughout the city, as well as how the city engages volunteers
    - 5. Link to explore: <https://www.cabq.gov/office-of-civic-engagement>
- b. Michelle will send out calendar for Board to sign up for months they will lead this segment
- c. Planning for Mayor's Day
  - i. Special guest – Helen Maestas, Director of Public Affairs, Mayor's Office
    - 1. AmeriCorps VISTAs, like Marcus Holguin, commit a year of service to the city
      - a. VISTAs play an important role in helping to support the capacity and work of volunteer coordinators in city departments
    - 2. Mayor's Day of Recognition
      - a. Have hosted Mayor's Day for 4 years and going into the 5th year this year
      - b. 2022 Date: Thursday, June 23**
      - c. Event planning during Covid
        - i. Plan A: In-person

- ii. Plan B: Hybrid
    - iii. Plan C: Virtual
  - d. Historically held at the Convention Center, but this year it will be hosted at a City-run facility
    - i. Possible Locations:
      - 1. BioPark
      - 2. Balloon Museum
      - 3. Open Space
  - e. Clarification on role board members v. Mayor's office in planning the event
    - i. Board/Subcommittee:
      - 1. Responsible for the volunteer nomination process, selecting who will be honored, and making the recommendation to the Mayor re: volunteers who the board feels should be awarded
      - 2. Recommending event basics (location, etc.)
    - ii. Mayor's office:
      - 1. Take recommendations from the board and ensure the recommendations align with the priorities of the Mayor's office and the City
      - 2. Responsible for taking board recommendations and making the event happen/come together logistically
    - iii. Next steps: Coordinating with the Mayor's Day subcommittee to make recommendations to the Mayor's office so that they can begin planning the event together
- ii. Board brainstorm responsibilities for planning committee
  - 1. Chair of the subcommittee
    - a. Adriano Lujan volunteered to chair the subcommittee
    - b. Patricia Chavez volunteered to co-chair the subcommittee
    - c. Motion to nominate Adriano and Patricia as chair & co-chair of Mayor's Day subcommittee: Taura Livingston
    - d. Second: Michelle Montoya
    - e. All in favor
    - f. No opposition
    - g. Motion passed
    - h. Additional subcommittee members are Michelle, Hallee, and Taura
  - 2. Subcommittee role
    - a. Volunteer Nominations
      - i. Putting together nominations, gathering nominations, and presenting the nominations to the board for vote
      - ii. Promoting nomination opportunity
    - b. Event planning
      - i. Recommending event location(s) based on projected attendance
      - ii. Recommending the event agenda/attendee experience
      - iii. Gathering sponsorships of the event
  - 3. Subcommittee meeting
    - a. **Tuesday, March 8 at 1:00 pm**

- b. Mariah will send out a calendar invitation to the board
    - c. Will discuss meeting frequency and when the next meeting will be
  - d. Volunteer of the Month
    - i. Review of Nomination(s)
      - 1. New nomination: Stella Chan
    - ii. Selection of Volunteer of the Month of May
      - 1. Discussion
        - a. Clarification: Historically have sought new nominations for the Mayor's Day awards - did not and will not use the same nominations from volunteer of the month list
          - i. Need to determine what the start of the nomination pool for Mayor's Day
      - 2. Motion: Award Stella Chan the May monthly recognition award *and* keep her nomination for the Mayor's Day award - Dathan Weems
        - a. Second: Patricia Chavez
        - b. All in favor
        - c. No opposition
        - d. Motion passes
    - iii. March recognition date TBA.
      - 1. March and April awards scheduled for April 14 at 10 am
      - 2. Mariah will send calendar invitation for event

#### 6. Ongoing Business (11:25-11:45)

- a. Community of Practice Planning
- b. Review of March 1 Self-Care event-Taura
  - i. Great event overall - great speaker, created a tangible takeaway with a 3-month self-care action plan, successful breakout rooms/discussion
- c. Future topics discussion
  - i. Communication to & Celebrating Volunteers
  - ii. Building Relationships Between Volunteers and Staff
  - iii. DEI & Belonging - Recognizing ALL that Volunteers Contribute
  - iv. Will host these sessions quarterly
- d. Next subcommittee meeting is not scheduled, but the subcommittee will set a date and Mariah will send that date to the board
- e. Mariah requested that all board members fill out event survey

#### 7. New Business (11:45-12:00)

- a. Brief review of Board Charter. This will be discussed again in April meeting.
  - i. In short, our board makes recommendations for volunteerism to the Mayor's Office and recognizes outstanding volunteers monthly
- b. A survey requesting Board input on goals for the year will follow this meeting, the input from which will be reviewed in-depth in July.
  - i. Hallee will also be reaching out to board members to schedule 15-20 minute phone calls to get insight about the board, board members, experiences, etc. The goal is to get to know each other better and build more community within the board.
- c. Educational component

- i. Next opportunity to educate the board about your organization or an organization you care about is April 7
  - ii. April presenter: Vaisu Bronk
8. **Next Meeting** - Thursday, April 7 at 11:00 am on Zoom
9. **Adjourn - 12:00 pm**
  - a. Motion to adjourn: Patricia Chavez
  - b. Second: Michelle Montoya
  - c. All in favor
  - d. No opposition
  - e. Motion passes

**Please note:**

Attendees will be asked to list their names and organizations in the Zoom chat.

Attendance will be noted by the CABQ staff member and will be available in the approved meeting minutes.

The Board will accept public comments on the meeting's specific agenda items in written form via email through 10:00a m on the day of the meeting. Comments should be sent via email to: [mariah@cabq.gov](mailto:mariah@cabq.gov). These comments will be incorporated in the meeting minutes for board review. Public comments during the meeting can be made during the public comment period. The board requests that comments be limited to 2 minutes.

**AVAB Board members**

Hallee Nguyen – Chair, Michelle Montoya – Vice-Chair, Vaisu Bronk, Taura Livingston – Community of Practice Subcommittee Chair, Nadine Buerger, Erin Hagenow, Patricia L. Chavez, Dr. Joseph P. Sanchez, Adriano Lujan, Dathan Weems, Jude M. Quintana, Alexandria Bazan, Wendy Santiesteban

**CABQ Staff:**

Mariah Harrison

