

## MEETING MINUTES

Merced de Santo Tomas Apóstol del Rio de Las Trampas

Board of Trustees Special Meeting, Escuelita in Las Trampas, February 3, 2024

Present: Alex Lopez, Arnold Lopez, Sam Lopez, Ruby Lopez and Pat Aguilar

Purpose of the Meeting: to approve Rules and Regulations and accompanying forms; establish 2024 Action Plan; discuss obtaining a debit card for the Land Grant checking account; Discuss Jacobo Baca's feedback on acquiring the Common lands; discuss idea of a scholarship for seniors; discuss payment of the Risk Management Division's invoice; approve Election proclamation resolutions; and updates from board members.

Meeting called to order by Alex Lopez at 1:07 p.m. Five Board members present constitutes a Full Quorum.

Key Actions:

**Motion by Arnold, seconded by Sam, to approve the agenda as posted and presented. Motion passed unanimously.**

**Motion by Sam, seconded by Arnold, to approve the minutes of the November 18, 2023 meeting. Motion passed unanimously.**

Reviewed the Land Grant Rules and Regulations and accompanying forms prepared and presented by Arnold. Agreed that the Requisition Form be revised to show a Budget Line Item between DESCRIPTION and UNIT PRICE and that Board Members would use their initials and consecutive numbering of their own requisitions as the Requisition Number (eg.....PA-01, PA-02,etc...). On the Milage and Per Diem Form, revise the "Rate:" section at the top left to show a space for both Per diem and Mileage rate which would apply to the information below and correct spelling of Distination to Destination. Current State per diem and mileage rates would be used. No changes made to the Reimbursement Form and no changes proposed for the Payment Voucher which is to be used by the Treasurer for his records and the Vice President for records needed for the annual audit. **Motion by Sam, seconded by Ruby, to approve the Rules and Regulations and accompanying forms as revised during discussion. Motion passed unanimously.**

Pat suggested that the Board establish a 2024 Action Plan which would identify key projects or initiatives of the Land Grant for 2024 and that one Board Member be identified as the leader for each item. That Board Member would report on progress for their item during each future Board Meetings. The established list and leader for each is as follows:

1. Gravel the Plaza Area – Alex
2. Entering Las Trampas Land Grant signs on Highway 76 – Pat
3. Land Grant sign for the Plaza Area – Alex
4. Obtaining wood and managing distribution of firewood – Arnold
5. Obtaining land in Las Trampas for a Headquarters Office – Alex
6. Managing and Coordinating Legislative requests for tours and meetings – Ruby

7. Developing a posture size map of the Land Grant – Alex
8. Sharing knowledge of Land Grant corners and boundary lines on-the-ground with Land Grant Board and members – Arnold
9. Additional items/projects may be added to this list during future meetings.

Debit Card discussion resulted in a consensus of the Board not to obtain one due to risk of someone obtaining the card information during a purchase and illegally taking money out of the Land Grant account.

Sam shared the results of a discussion he had with Jacobo Baca regarding the acquisition of our Common Lands. It was Jacobo's opinion that this is not a good time to initiate an effort to acquire the Common Lands.

Discussed the idea of establishing a scholarship for seniors. Consensus of the board was to table this for now, but future opportunities may arise.

The Public Liability Invoice required that Arnold be provided with a check by the Treasurer to pay the invoice.

Reviewed Election Proclamation Resolution No. 2024-7 and the Official Election Proclamation in English and Spanish. These are required by the bylaws to be prepared 30-45 days in advance of board member elections. Elections are scheduled for April 1, 2024, for 3 board positions. **Motion by Pat, seconded by Sam, to approve the Resolution and the Election Proclamations as presented by Arnold. Motion Passed unanimously. Alex and Pat signed the Resolution and presented a signed copy to Arnold.**

Ruby brought up that we needed to pay the Las Trampas Water Utility organization for the rent of the escuelita for our use of it for our meetings. Alex mention that we need to pay for last year and this year. Alex will get an invoice to Sam for payment.

Sam asked whether the Land Grant is required to pay/report federal or state taxes. Our thoughts are that as a subdivision of the State, we should not have to. Sam will call Arturo Archuleta to find out.

**Motion by Pat, seconded by Arnold, that meeting be adjourned. Motion passed unanimously.**

Alex declared the Meeting adjourned at 3:38 p.m.



Pat Aguilar, Secretary