



# NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

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## NOTICE AND AGENDAS FOR EXECUTIVE COMMITTEE MEETINGS September 27, 2023 and September 28, 2023

### **Notice of Potential Quorum**

A quorum of the NCNMEDD Executive Committee may exist as follows:

Wednesday, September 27, 2023, **1:00 p.m.**

644 Don Gaspar, Santa Fe, NM 87505.

The purpose of this gathering is a property tour.

No action items will be considered, and no decisions will be made.

### **Executive Committee Regular Meeting Agenda**

Wednesday, September 27, 2023, **2:30 pm**

State of New Mexico Capitol Building, Room 303

490 Old Santa Fe Trail, Santa Fe, NM 87501

- A. CALL MEETING TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. APPROVE AGENDA**
- E. APPROVE MINUTES**
  - 1. August 24, 2023 Regular Meeting
  - 2. September 8, 2023 Special Meeting
- F. PUBLIC PARTICIPATION:** Any individual who would like to address the Board will be able to do so at this time. Comments will be limited to 3 minutes. If further time is needed, concerns should be addressed to the Executive Director. **Personnel matters will not be discussed in a public meeting.**
  - 1. Staff
  - 2. Community
- G. ACTION/DISCUSSION ITEMS**
  - 1. Board of Directors Appointments:
    - a. Mora County Commissioner George A. Trujillo
    - b. Mora County Economic Development Representative Joseph “J.D.” Weathers
  - 2. FY 2024 ALTSD Volunteer Hub Contract
  - 3. FY 2024 Budget Adjustment Request (BAR) #2

4. Out of State Travel Requests
  - a. Academy of Nutrition and Dietetics FNCE 2023, Denver, CO, October 8-11 2023, Constance Rudnicki, Nutritionist
  - b. NADO Annual Training Conference, Cleveland, OH, November 7-10-, 2023, Felicity Fonseca, Community Development Director
5. Lease Agreement for 644 Don Gaspar, Santa Fe, 87505
6. Resolution 2024-01: Confirming that NCNMEDD has affordable housing among its purposes

**H. PUBLIC NOTICE**

NCNMEDD hereby provides public disclosure of Professional Services Agreement #2024-09, total compensation not to exceed \$10,000.00, term to expire June 30, 2024. The Agreement contracts for event planning services with Unwhelm Coaching, which is owned by the spouse of NCNMEDD employee, Joseph Cooke. Unwhelm Coaching was selected through a Request for Qualifications (RFQ #2024-02), for which it was the only responder.

**I. PRESIDENT'S REPORT**

**J. EXECUTIVE DIRECTOR'S REPORT**

**K. NEXT MEETING** –October 26, 2023, 10:00 a.m.

**L. ADJOURNMENT**

*Pursuant to the Americans with Disabilities Act (ADA) of 1990, if anyone requires assistance, please contact us at (505) 356-9299 or ncnmedd@ncnmedd.com at least three days prior to the meeting date.*

**Notice of Potential Quorum**

A quorum of the NCNMEDD Executive Committee may exist as follows:

Wednesday, September 27, 2023, **6:00 p.m.**

Market Steer Steakhouse, 210 Don Gaspar, Santa Fe, NM 87501

The purpose of this gathering is a strategic planning retreat dinner.

No action items will be considered, and no decisions will be made.



# NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

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## **Executive Committee Special Meeting: Strategic Planning**

Thursday, September 28, 2023, 8:30 a.m. – 4:00 p.m.

State of New Mexico Capital Building, Room 303

490 Old Santa Fe Trail, Santa Fe NM, 87501

*Breakfast will be provided between 8:30 and 9:00 a.m.*

### **Morning Session, 9:00 a.m. to 12:00 p.m.**

- A. Welcome, Introductions and Ground Rules**  
President Ernesto Salazar and Executive Director Monica Abeita
  
- B. Background Information**  
Executive Director Monica Abeita and Directors
  
- C. SWOT Results Review**  
Summary by Executive Director Monica Abeita  
Discussion: All
  
- D. Mission Statement**  
Facilitated by Member Jim Hall

The mission statement should be one sentence that answers these questions:

- Who are our customers?
- How do customers benefit from our services?
- Because we do what?

- E. Lunch**

### **Afternoon Session, 1:00 p.m. to 4:00 p.m.**

- F. Strategies**  
Facilitated by Member Jim Hall

Strategies define how a mission statement is implemented and are outcome based. Strategies can be customer, product, and/or internal development based. Possible example: “NCNMEDD will document, measure and grow senior center effectiveness in FY 2024.”

**G. Action Items**

Facilitated by Member Jim Hall

Action items define who (a name) will do what (a defined outcome) by when (specific date). Note some (many) of these may already be underway, but will now be formalized, officially sanctioned, and have an ending date. For example, “Neil S (who) will (do what) visit every senior center and document meal quality/challenges (when) during the next 12 months.”

**H. Wrap-Up and Next Steps**

Member Jim Hall and Executive Director Monica Abeita