**Minutes**

**Colorado NAHRO**

**Colorado NAHRO Board of Directors**

**Board Meeting of August 21, 2018**

**9:30 – 11:00 am**

1. **Welcome and Call to Order**

President Gladwell called the meeting to order at 9:30 am. As there was a quorum, the following business was transacted.

Board Members Present:

|  |  |  |
| --- | --- | --- |
| Troy Gladwell | Lori Rosendahl | Via Telephone |
| Ed Talbot | Craig Maraschky | Julie Brewen |
| Ismael Guerrero | Corey Reitz | Ted Ortiviz |
| Tami Fischer |  | Emily Sander |
|  |  | Massouda Omar |

1. **Approval of Minutes from July 17, 2018**

Tami Fischer made a motion to approve the meeting minutes; seconded by Lori Rosendahl. All in favor.

1. **President’s Report – Troy Gladwell**

No report. The Board went into Executive Session to discuss the contract renewal for Dave Martens. Upon his return, Dave was informed that the Board had approved the contract for an additional two years and given President Gladwell the authority to negotiate the rate.

1. **Financial Report**
2. **YTD Financials**. Carol reported that as of July 31, 2018 we are showing a cash balance of $111,442 with around $14,000 in dues collections against a budget of $20,000. Carol also reported that she and Dave have done a final reconciliation of the 2018 Vail Conference. Dave then reported that 259 people attended the Management Conference and 125 attended the Maintenance Conference. Conference Expenses were $156,362 against Expenses of $132,653 for a profit of $23,710. Based on 259 total management attendees the net profit per person was $91.54. Multiplying this number by the 26 management attendees outside of Colorado totals $2380.14 which is the amount of profit that will be shared with Mountain Plains NAHRO based on the previously approved arrangement. Carol and Dave will finalize the numbers and distribute the profit sharing to MPNAHRO.

Ed Talbot motioned for approval of the financial report, seconded by Tami Fischer. All approved.

1. **Old Business Updates**
2. **VP Housing Replacement Approval-** Troy reported that DOH had requested to replace Denise Selders with their new Deputy Director, Wendy Hawthorne. Per the bylaws, a replacement of the Board between elections requires a vote of thee Board. Lori Rosendahl motioned to approve Wendy Hawthorne as the new Vice President of Housing, seconded by Craig Maraschky. All approved.

Dave will contact Wendy to notify her of the decision, go over the roles and responsibilities and inform her of the meeting schedule.

1. **DOH Developer’s Working Group – Troy Gladwell**

Dave will ask Wendy Hawthorne to contact him regarding activating this working group.

1. **Colorado Legislative Update – Craig Maraschky –** Craig reported that the State Legislature is still in recess so not much to report. Craig mentioned that Housing Colorado has hired a new Executive Director, Elena Wilkins, who will be starting soon. Elena does not come from a housing background but has association management experience.

Lori Rosendahl mentioned that there has been discussion about whether CHFA or DOH will be the entity to administer the Housing Trust Fund. We need to have a voice in the discussion.

1. **Outreach Coordinator- Troy Gladwell**

Troy reported that he, Peter Lifari and Ismael Guerrero got together to discuss various issues related to hiring an Outreach Coordinator. The takeaways from the meeting:

* Sub-contract the position
* $40,000/ year initial salary, try to find someone energetic and ambitious
* Need to further develop the resume/ job description
* Handle the year one financing through the operating budget and figure out ways to finance the position in future years. This would be one of the responsibilities of the contractor. Ideas include finding industry partners, foundations, and special assessments to membership.
1. **Directors and Officers Insurance –** Carol asked for a clarification about whether the policy included an employee or not and all agreed does not. Carol will handle the final contract.
2. **Vail Conference Reconciliation-**Already covered in the Financial Report.
3. **Rural Housing Authority Engagement –** There was a request by Julie Brewen to further clarify the program discussed at the last two meetings. After discussion, Julie Brewen motioned that Colorado NAHRO do a one-year pilot program with Saundra Roberts representing the eastern plains housing agencies. A maximum of $2000 will be made available for Saundra to attend Colorado NAHRO Board meetings and the national NAHRO Legislative Conference in Washington DC. Reimbursement will be contingent on actual expenses. Ismael seconded the motioned. All were in favor except Ed Talbot who voted no objecting to the national NAHRO travel component.

There was also discussion that we need to reach out to agencies on the western slope to try to get them more engaged with Colorado NAHRO.

1. **2019 Conference Site Selection**- Dave presented an analysis of a variety of possible sites to hold the 2019 conference including Breckenridge, Vail (2 sites), Keystone and Fort Collins. The only two sites that can do our preferred dates of May 14-17 were the Vail Marriott and Keystone Resort. After discussion it was decided that these dates were important enough to eliminate the other location options. The group agreed that Vail was a better choice than Keystone mainly due to the fact that almost nothing is open in Keystone at this time in May. Dave was instructed to try to get Vail to reduce their room rate to something more in line with Keystone. Dave will get back to the Board with his final results and conclusions on location.
2. **Travel Scholarship Policy/ Procedure**- Dave presented a draft of a Travel Scholarship Program that would formalize a process and make funds available for certain kinds of travel scholarship requests from members. After discussion, several edits were suggested that Dave will make and present at the next Board meeting for approval including:
	* Deadline for application- first quarter
	* 2-year budget of $2000
3. **Commissioner’s Training**- Dave mentioned that Joan Smith has provided an outline for the proposed Commissioner’s training for 2019 and she is soliciting further Board input before finalizing. We will re-visit this at our next meeting.

1. **New Business**
2. **New Executive Director Quarterly Gatherings-** Troy and Lori discussed the idea of Colorado NAHRO sponsoring quarterly gatherings for new Executive Directors as way for them to network, get to know each other and get involved in Colorado NAHRO. Dave will work with Lori to set up the first gathering. CoNAHRO will consider supporting the first event in some form to be determined.
3. **Governor’s Office Survey-** There was discussion about the Governor’s Office survey that DOH asked CoNAHRO to send out to members in June. Lori Rosendahl agreed to speak to Katherine Helgerson at DOH to get more background on the survey and what implications it may have for Colorado NAHRO members. We will re-visit this at our next meeting.
4. **Dues Structure**- Dave reported that he has only received 12 responses to his survey on unit totals and would send out another request and report back at the next meeting.
5. **Program Assessment for Longmont HA**- Dave mentioned that he had been contacted by a Commissioner from the Longmont Housing Authority seeking recommendations on someone to a Program Assessment of their agency. Dave reported that he had contacted national NAHRO who has 3 trainers available to do kind of assessment. Lori mentioned that she had the name of someone that she has worked with that she would send to Dave.
6. **National NAHRO Committee Reports/Business –** Dave reported that national NAHRO will be raising membership dues in 2019 to fund important projects to keep the organization moving forward.
7. **Meeting Schedule**

Meeting schedules have been sent to the Board. The next board meeting is September 18, 2018

**VIII. Adjournment**

As there was no other business to conduct the meeting adjourned at 11:06 am.