**Minutes**

**Colorado NAHRO**

**Colorado NAHRO Board of Directors**

**Board Meeting of November 19, 2019**

**9:30 – 11:00 am, Metro West Housing Solutions**

1. **Welcome and Call to Order**

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

Board Members Present:

|  |  |  |
| --- | --- | --- |
| Tami Fischer | Lori Rosendahl | Carol McGrath |
| Peter Lifari | Dave Martens | Chad Wright (phone) |
| Wendy Hawthorne | Emily Sander |  |
| Masouda Omar | Zach Guerin |  |
| Dana Miller | Brea Gilchrist |  |
| Troy Gladwell | Donald May |  |

1. **Approval of Minutes from October 15, 2020**

Need to correct Evelyn “Kim’s” name to “Limm”. Tami Fischer made a motion to approve the minutes; seconded by Peter LiFari. All in favor.

1. **President’s Report – Masouda Omar**

Service Officer Transition- Masouda reported that she and Zach have come up with a Service Office transition strategy. They are recommending that the position be divided in three jobs including two volunteer positions plus additional responsibilities being added to Brea’s consulting contract. Masouda thanked Jeffco HA who has agreed to staff the two volunteer positions in the first transition year.

The two volunteer positions are as follows:

* **Executive Assistant**- deals with issues related to the Board of Directors such as organizing, scheduling and taking minutes for all meetings. Mitch Marty has agreed to fill this role.
* **Conference Coordinator**- deals with coordinating conference planning meetings, working with Brea to develop marketing materials, handling registration and other conference logistics including on-site management. Arrah Gallaher has agreed to fill this role.

Job descriptions and contracts have been developed for each of these positions.

In discussion, Peter LiFari raised the question of how the volunteers would be selected so that it would be inclusive of membership interests. It was agreed that the Board should give the President authority to select the volunteers as part of her portfolio.

MOTION 1: Tami Fischer motioned that the Executive Assistant position be approved as written to be selected by the President. Peter LiFari seconded the motion and all were in favor.

MOTION 2: Tami Fischer motioned that the Conference Coordinator position be approved as written to be selected by the President. Zach Guerin seconded the motion and all were in favor.

**Brea’s Communications Consulting Agreement**- has been expanded to include managing the Sponsor Program, CVENT webpage and conference marketing and includes a bonus agreement and annual workplan. Lori Rosendahl motioned for approval of the contract, Dana Miller seconded the motion and all were in favor.

Masouda will take care of finalizing contracts for all of the positions.

Peter LiFari reported that Brea has also agreed to take over the Regional Service Officer role for Mountain Plains NAHRO with a couple of changes. First, she will not be on a national committee and travel to national conferences and second, she will be assisted by an on-site representative at the annual conference provided by host state.

2020 Conference Planning Update- Dave Martens provided an update on progress of the 2020 planning committee. The first face-to-face meeting took place on November 13th with over 20 people attending. The group chose the theme “Housing with a Heart”. The Jefferson County HA will act as host agency for the event.

1. **Financial Report- Carol McGrath** presented the Financial Statement and reported that the Balance Sheet reflected a cash balance of $105,011 as of October 31, 2019. Membership renewals total $22,544 against a budget of $20,000. The association is showing a net profit of $23,225 through October. There was discussion about changing the bank accounts to take off Dave Martens and add Masouda Omar and Zach Guerin as signers. We need to review whether to continue to have debit cards.

Zach Guerin motioned and Don May seconded to approve the financial report as presented. All were in favor.

2020 Budget- Dave and Carol will work on preparing a 2020 budget for approval at the December meeting. There was discussion on how to proceed with the annual $7500 contribution to Housing Colorado for state-wide lobbying efforts. Are we getting our money’s worth and how do we address the differing goals of Colorado NAHRO and Housing Colorado? We are not aligned on certain issues like tax exemption legislation, rent caps and renters rights. Peter LiFari, Tami Fischer and Craig Maraschky were assigned to reach out to Housing Colorado Director Elena Wilken and set up a meeting to discuss our relationship and MOU for 2020. They will report back at the December meeting.

Dave Martens suggested that CoNAHRO consider investing in association management software for handling membership dues and lists. Brea will do research on options for discussion at the December meeting.

There was discussion about whether we want to do an annual audit. It was agreed that MPNAHRO Treasurer Dana Miller and Carol McGrath should get together to review options and make a recommendation of what to do going forward.

1. **Old Business Updates**

Travel Scholarship Evaluation Criteria- Julie Brewen absent and will work on it.

Document Sharing- Deferred to a future meeting

1. **New Business**CHFA Non-Profit Grant- This grant opportunity was discussed and it was agreed that Colorado NAHRO should apply for funds. Peter LiFari agreed to use his staff to submit the grant application.

Other Business- Tami Fischer announced that Metro West has an opening happening on December 13 at 2pm for their converted Masonic Lodge development.

1. **2020 Board Meeting Dates/ Location**- It was agreed to continue to meet a Metro West on the 2nd Tuesday of each month. Masouda will review this with the rest of the Board not present and get back to everyone with confirmation.

**VIII. Adjournment-** As there was no other business the meeting adjourned at 11:03 am.