**Colorado NAHRO Board of Directors**

December 17, 2019, 9:30 am – 11:00 am

Metro West Housing Solutions

575 Union Ave., Lakewood, CO 80228

Call in: (605) 475-6006 Passcode: 4786948#

Agenda is as follows: \*Minutes Recorded in RED\*

1. Welcome and Call to Order- President Omar called the meeting to order at 9:32 am.
2. Roll Call-**Dial in attendees included:** Don, Chad, Duane

**In-person attendees included:** Penny, Zach, Masouda, Mitch, Carol, Craig, Peter, Troy, Cory, Joan, Wendy, Brea, and Lori

II. Approval of Minutes from November 19, 2019

Masouda motioned to approve the minutes from November 19, 2019. Zach Guerin seconded the motion. None were not in favor.

III. President's Report- Masouda Omar

A. 2020 Conference Planning Update- Zach gave an update on entertainment, tracks, and a general conference update. Conference planning is meeting on 12/18 (Wed) to go over conference planning again. Joan expressed interest in having a leadership event at the conference to enhance relationships and networking among attendees.

 1. Sponsor prospects/referrals- Brea finalized sponsorship opportunities. Biggest change is to increase diamond sponsorship (top tier) to $6,500. Increased emerald sponsorship (2nd tier) to $3,500. Brea wants to have everyone think of 3-5 businesses that we could target and passed out a sheet for writing down those businesses. Brea also talked about bundling sponsorships.

B. As presented- Masouda asked if CoNAHRO wanted to give a token of appreciation for Ed Talbet’s retirement. Dave suggested giving Ed the lifetime achievement award at the conference. Masouda said that if Dave couldn’t come to the conference he could receive the lifetime achievement award at a board meeting and Joan agreed with this. Lori said she will be reaching out to Ed to see if he could come to the conference to accept the award before it is decided that the conference or a board meeting would be the best venue to honor Ed.

IV. Financial Report- Carol McGrath- Carol moved $25,000 from checking to savings. There is now $95,203 amongst all accounts. Carol presented a resolution that needs to be signed in order to change names and signers on bank accounts at Wells Fargo and First Bank. The change would be to take Dave off, and to add Masouda, Zach, and Carol to the account as key executives. Peter motioned to approve this and Craig seconded the motion. It was decided that Brea would not be on the account and that she would be expensed for anything she spends. All were in favor.

1. YTD Report
2. 2020 Budget Review and Approval-CONFERENCE- Masouda pointed out that there was an 18% increase from 2019 and that the increase was due to a forecasted increase in sponsorship and registration income from the anticipated 400 attendees at conference.

The banquet is being tweaked to save cost and we are not doing mailings with a brochure so there will be savings on design costs. Instead, there is just going to be a save the date and online registration that Brea will be reminding people of via email.

Zach also pointed out there is an increased to the award and SWAG budget. Penny wondered if we were really going to have more people attend the conference. Zach responded that this year there was a higher sponsorship reach and marketing toward smaller housing authorities. Masouda seconded that 30 extra attendees is a realistic forecast. Lori also said that this was a realistic forecast.

OPERATING BUDGET- Membership dues were increased by 17% due to Brea being able to attract more people. Carol reminded everyone of the 2019 increase in dues. Peter asked if this was going to be an annual increase. David said that this was something the board was going to revisit. Zach said we need to ensure value before we increase fees. Peter made a motion to approve 2020 budget and Troy seconded the motion. All were in favor.

1. Audit for 2020- Carol suggested an internal audit be done between Rocky Mountain and Colorado. Carol also pointed out the need to bump up travel scholarship to $4,000 from $2,000 per previous voting. Masouda asked to write a check for Tami’s travel so it will not be reflected in the 2020 operating budget.

V. Old Business/ Updates

A. Travel Scholarship Evaluation Criteria from IRGE - Julie (defer to first quarter 2020) Tami, Don, etc., will bring back recommendation to establish criteria to evaluate travel requests going forward. The legislative conference is in April so this will be deferred to the second quarter of 2020

VI. New Business

1. Housing Colorado MOU Meeting- The conversation got moved to January, so we are keeping $7,000 as a placeholder until a new conversation happens.

B. Other Business- Wendy and Peter talked about PAB and LIHTC?

Lori talked about the dropped eviction bill and asked the board to support the bill by pushing Sen. Gardner and other folks to support it.

Peter then talked about direct cash benefits for youth for eviction prevention, and he wants to ask how to divvy up vender fee.

Penny wanted to issue a save the date for Las Vegas on March 4th, 5th, and 6th.

Starting in January, Brea wants an E-Letter for more proactive communication and also to remind people to pay dues before the conference. Brea also wants to send out a happy new year’s message with recap of 2019, including housing bills, etc.

Peter wanted to make sure that the service of Dave and Ed was highlighted, along with new leadership, etc. He also pointed out that Brea’s contract had been approved.

1. 2020 Board Meeting Dates – Mitch Marty- The 3rd Tuesday of each month was reselected as the meeting date for 2020 to take place at Metro West Housing Solutions office in Lakewood, Co.

VII. Meeting Schedule

1. Next Meeting is January 21th, 9:30-11:00 am Location: Metro West

VIII. Adjournment-Masouda adjourned the meeting at 10:37am.