**Minutes**

**Colorado NAHRO**

**Colorado NAHRO Board of Directors**

**Board Meeting of August 10, 2011**

AGENDA ITEM 1: INTRODUCTIONS, ROLL CALL:

The President, Craig Maraschky, called the meeting to order at 10:10. Roll was called. As there was a quorum, the following business was transacted.

Board Members Present:

Craig Maraschky Lori Rosendahl Kimberly Kingston

Tami Fischer Ismael Guerrero Janet Grimmett

Don May Julie Brewen Stella Madrid

Brian Miller Les Arney Betsey Martens

Wayne Taunton Carl Musso Tim Hudner

Dave Martens

AGENDA ITEM 2: APPROVAL OF MINUTES:

Don May moved to approve the minutes of the May 20, 2011 Board meeting. Stella Madrid seconded the motion. The minutes were approved by a vote of 16 – 0.

AGENDA ITEM 3: PRESIDENT’S REPORT:

1. The President welcomed new Board members.
2. Dave Martens reviewed the Board Notebooks which included an overview of Colorado NAHRO, history, by-laws, codes, directories, and job descriptions for Board members.
3. Roles and responsibilities of Board members were also discussed.

AGENDA ITEM 4: Financial Report:

1. Les Arney presented the 2010 Financial Audit for review and approval. Ismael Guerrero moved to approve the 2010 Financial Audit. Tami Fischer seconded the motion. The 2010 Financial Audit was approved by a vote of 16 – 0.
2. Les Arney presented the YTD Financial report, as of 7/31/2011. The cash balance for all accounts as of 7/31/2011 is $113,495.92. As of 7/31/2011, CONAHRO recognized income of $23,114.24. Kimberly Kingston moved to approve the YTD Financial statement. Janet Grimmett seconded the motion. The 2011 YTD Financial statements was approved by a vote of 16 – 0.
3. Transition issues to new Treasurer were discussed and Carl Musso clarified for the Board that Dave Martens handles the billing aspect; the Treasurer does not assume this role. Dave Martens and Kimberly Kingston will work together on mid-year outstanding invoices.

The Board expressed their gratitude to both Les and Carl for their respective work as Board Treasurer.

AGENDA ITEM 5: OLD BUSINESS/UPDATES:

1. **State Legislative Update/Congressional Briefing** - Stella Madrid delivered an update on State legislative and Congressional briefing. CoNAHRO is co-sponsoring Rep. Perlmutter Town Meeting on Housing Needs. The event will be August 17, 2011 from 8:00 – 9:30 am at the Denver University.
2. **CML Liaison** - Tami Fisher provided information to the Board regarding CML which included that she is the new President of CML.
3. **Member Services** - Kimberly Kingston review for the Board the following regarding Member Services
4. Educational Scholarship – Kimberly Kingston reviewed the scholarship application form for the Board and Kimberly, Stella, and Janet each volunteered to serve as the review committee of applications. Dave will evaluate best practices for scholarship review and will present back to the Board.
5. Member Dues Structure Review – Kimberly Kingston reviewed the Membership Application & Renewal Form for the Board and updated the Board that there are currently 53 renewals that have not been paid. The Board discussed taking a proactive approach in calling each outstanding invoice for payment. Dave recommended forming a committee to evaluate the current pay structure and Kimberly, Carl, Lori, Don, and Dave each volunteered to serve on the committee. A conference call will be scheduled for September. Don May recalled that there has been past research conducted on this topic and will share the working papers with the committee.
6. Bylaws Review – Dave informed the Board that it has been a couple of years since the Bylaws have been reviewed and updated. President Craig Maraschky stated that the Board will need to review the Bylaws at the fall strategic workshop.
7. **Training Center Updates/Schedule** - Dave provided the Board with a copy of the Training Center Schedule for August through December 2011.

AGENDA ITEM 6: NEW BUSINESS:

* 1. **Performance Based Contract Administration (PBCA**) – Brian Miller provided the Board with the status of the current HUD PBCA contract status as it relates to the oversight by CHFA.
  2. **Proposal to Create CoNAHRO Legislative Liaison Position –** Betsey Martens and President Craig Maraschky presented to the Board a pilot program that would call for the creation of a CoNAHRO Legislative Liaison position and outlined how this position would be structured, staffed, and general responsibilities of the position. President Maraschky concluded the discussion by stating that the funds are not available at this time for such a position.
  3. **NAHRO Senior VP Contribution Party –** Julie Brewen shared with the Board that perhaps there would be a combined party held for both the outgoing and incoming National NAHRO Presidents and would have conformation by the end of the week.
  4. **NAHRO Strategic Plan** – What do we want from the relation between the State NAHRO and National NAHRO?
     + - enhanced positive relationship between the two organizations
       - Don suggested a half day be spent on this topic brainstorming and creating action items.
       - Stella stated that the National NAHRO Representative should be available to discuss the benefits of the two organizations working together on common goals.
       - Craig, Betsey, and Tami will meet to discuss how to structure this topic for Board discussion at the fall workshop.

1. **Mentorship Program** – Dave shared with the Board the mentorship program is in place and Board Members are encouraged to participate in the program and work with members for future leadership roles within the organization.

AGENDA ITEM 7: STAFF REPORTS:

* 1. **NAHRO Poster Contest** – this is on-going and an email blast will be sent out to inform and generate interest and participation in the contest.
  2. **HQS Training Licensing** – Dave shared with the Board that there has been low response from the survey and there is a potential of additional revenue opportunities. This will be discussed in greater detail at the fall workshop.
  3. **Breckenridge Conference Report** – the financial report on the conference was reviewed by the Board and the actual amount earned was $24,885.12 which exceeded the budgeted goal of $14,966.
  4. **2012 Conference Site Selection** – Dave reviewed for the Board the financial breakdown of six proposed sites for the 2012 conference. Betsey moved for approval for the site to be Fort Collins. Stella seconded the motion. The motion was approved by the vote of 16 – 0.
  5. **Impact of Budget Cuts on 2012 Conference** – the current tight financial conditions were discussed by the Board and agreed that there is likely to be a 10% reduction in the projections for the 2012 conference.
  6. **Cvent Update** – Dave indicated that this continues to be working well.
  7. **Web Page Update** – Dave advised the Board that the web site is current and has been refreshed.
  8. **Housing Colorado Ad** – the CoNAHRO ad for the Colorado Housing Conference will be reformatted adding a section on membership benefits.
  9. **Gift for Frank** – the Board agreed that a gift would be sent to Frank on behalf of the Board.

**The meeting was adjourned at 12:10 p.m.**