



MINUTES OF THE EXECUTIVE BOARD

Embassy Suites, St. Charles, MO

March 14, 2016

President Carol Branham called the meeting to order.

Secretary Lina Gibbs called roll with the following corporate board members present: Lisa Ainsworth, Carol Branham, Karen Chaney, Donna Dunwoody, Rhett Ehlert, David Hayes, Anita Kennedy, Renia Mauldin, Cory McVinue, Jim Mitchell, Matt Moran, John Morrissey, Paul Page, Patty Preston, Bob Rorah, Darrin Taylor, Reba Williams and Katrina Wolfram.

Absent members were: Bobby Henry, Kenny King, Nancy Masner, Wanda Peetoom and Mike Pipkin.

President Branham advised the board that the goal was to stay on schedule/task with the agenda and requested member's support of that goal. She then appointed Donna Dunwoody to act as Parliamentarian.

President Branham asked for approval of the minutes from the September 23, 2015 meeting held in Columbia, Missouri. Donna Dunwoody made a motion to approve the minutes; the motion was seconded by Anita Kennedy. President Branham called for a vote and the Board unanimously approved the minutes as presented.

OFFICER REPORTS:

TREASURER:

See Attached Financials

Karen Chaney reported that as of August 31, 2015 MONAHRO had a balance of \$168,180.93 in a checking account. Since that date \$52,423.16 had been deposited, interest was earned in the amount of \$114.74 and disbursements of \$39,959.81 had been made. This left an account balance of \$180,759.03 as of January 31, 2016.

Board members were advised that an itemized breakdown for the 2015 Maintenance and Fall Conferences was also attached to her report. She further advised that she had included the amount

for travel, even though in the budget it is a specific line item, to show what she felt was the true cost of the conference.

Board members were reminded that the firm responsible for the financial reporting had changed and that the transition was almost complete. She did indicate that said firm was awaiting receipt of the approved budget for 2016. Karen Chaney made a motion that the treasurer's report be approved.

Executive Board Discussion: Anita Kennedy asked if the number at the bottom of the itemized breakdown for the 2015 Maintenance and Fall Conferences was the total amount made on those conferences, Karen Chaney advised her that it was. She also mentioned that the financials will show \$1,846 more because in those reports there is a specific line item for Service Officer Travel.

President Branham noted that she really appreciates all of Karen's hard work in preparing this report and that she believes receiving the monthly report from HSA is helpful to the organization. Matt Moran then asked if Dan Strange had been invited into the meeting. The discussion consensus was that there was no reason for him to be present as he does not prepare the organizations reports.

Katrina Wolfram seconded Karen Chaney's motion to approve the report. President Branham called for a vote and the Board unanimously approved the treasurer's report.

SENIOR VICE PRESIDENT:

See Legislative Report

PRESIDENT:

President Branham announced with regret that this would be the last meeting for Executive Board Member Reba Williams who is retiring from her Executive Director position with the West Plains Housing Authority. President Branham thanked Reba for her dedication and hard work as a member of MONAHRO and for her personal support over the years.

President Branham stated that the following agenda items for her report are normal procedure but she wanted to make the board aware of them:

- A second installment payment is due in April to Travelers for the Crime Bond and she has the questionnaire for that ready to go out.
- There was great representation from Missouri at the Winter Committee Meeting, there was a good crowd and a lot of energy and interest as we move forward. She is appreciative of that.

She also stated that there is new interest in attending the NAHRO Washington Conference and that she is excited to have new people coming on board.

- There are still a couple of spots with SWNAHRO that need to be appointed and she may be in contact with some members of this board and/or general membership. She stressed the importance of Missouri being well represented at that level.

- She briefly discussed the SWNAHRO Conference in Kansas City this June, stating there was a lot of work taking place and a lot of fun activities being planned.
- President Branham stated that she and Karen Chaney had been discussing the agencies membership with the MML (Missouri Municipal League), something she had not previously been aware of. Members were advised that membership fees will soon be due and are budgeted for. Her concern lies in the fact that, as a member agency we may not be utilizing the membership with the MML as we should and, therefore, she is not sure of the interest level.

Executive Board Discussion: There was then a brief discussion as to how the membership began. President Branham asked the members if continuing the association with MML was desired. Darrin Taylor stated that he has worked personally with the MML and advised members that the organization does effect legislative matters. He suggests having a representative attend a MML meeting and/or do some research to decide what the organizations relevance to MONAHRO is before cancelling the membership. The cost of the membership was then questioned, and the board was advised that it is \$445 annually. President Branham has also worked with the MML personally and will contact Stewart Haynes and report back as to future membership.

- President Branham announced that the Legislative Lobbying Service with Britton had been renewed. She further advised members that MONAHRO and MHAPCI each pay half the total cost for this service.

STANDING COMMITTEE REPORTS:

COMMISSIONERS – Donna Dunwoody

See attached report.

Donna Dunwoody stated that no commissioners attended this meeting. She has spoken with President Branham and Service Officer Shelli Scrogum regarding the lack of attendance by commissioners. Donna stated that this committee wants to ensure commissioners get training and discussed methods to achieve that. One idea put forward was to get more “Train the Trainers” ready for meeting with commissioners and to get those already trained to go ahead and provide the trainings they were trained for. She also mentioned working with commissioners in an effort to get them to attend meetings and to offer sessions that may benefit them.

The committee also discussed the possible need for Commissioners to become a subcommittee of Professional Development. Donna stated that she then met with Professional Development and asked about the possibility of the commissioners joining their committee or meeting just prior to the Professional Development Committee meeting so that the commissioner issues could be presented. Donna is not certain that the Commissioners will be able to continue to be a “full-fledged” committee, with travel requirements becoming an issue, but does feel their need for training and guidance must still be met by the organization.

Executive Board Discussion: John Morrissey asked if MONAHRO or NAHRO has any commissioner training available online or by DVD that would not require travel. President Branham advised him that there is training online through HUD but that those do not include certifications. She also stated that NAHRO has some training online and that there is currently some discussion as to the credentialing for ethics, making this training consistent with other professional certifications.

COMMUNITY REVITALIZATION AND DEVELOPMENT (CR&D):

See attached report.

Matt Moran reported that no members were present for this meeting but that he did meet prior to the scheduled time with President Branham, Vice-President Bob Rorah and Darrin Taylor to discuss where he is with CR&D and some ideas for moving forward. He shared with them some emails and other information from the Southwest Chair for CR&D and indicated that they have some good things going on. They discussed how to translate some of those things into the Missouri Chapter. They also discussed reduced funding for CDBG program, the Jefferson City Conference and the AFFH tool, specifically the opportunities this tool presents authorities to participate with their respective communities and learn of better opportunities for funding.

Matt is hopeful that recruitment efforts for this committee will be met with great success from the MONAHRO membership and looks forward to planning.

HOUSING:

See attached report.

Katrina Wolfram stated that 12 members were present for this committee meeting and discussion included topics such as pet deposits, occupancy action plan, smoke-free policy, bed bugs and others. Also on the agenda for discussion was the Davis Bacon threshold increase, something that the committee had previously completed a resolution for and that she, Paul Page and Ed Miller had been tasked with addressing at the Southwest level. The committee feels this issue is still important and, therefore decided to approach the Executive Board for support in once again addressing it at the Southwest level.

Executive Board Discussion: There was then a lengthy discussion as to a previous resolution MONAHRO submitted to SWNAHRO regarding this issue and what happened to it, the possible need for a new resolution, how to move forward at this point and Katrina's roll in that. It was again mentioned that Katrina, Paul Page and Ed Miller have been tasked, by SWNAHRO, with again presenting this issue during their June conference.

David Hayes made a motion to affirm MONAHRO's support of a resolution being prepared for submission to SWNARO, during their June 2016 conference, in regard to increasing the Davis Bacon threshold to a more realistic dollar amount. Said motion was seconded by Cory McVinua. President Branham called for a vote and the Board unanimously approved the motion.

MEMBER SERVICES:

See attached report.

Patti Preston stated that 8 members were present for this committee meeting and she was excited to see some new faces. They discussed ideas to change up the membership directory, including moving from the hard copy to an online version that would be available on the MONAHRO website. She stated that this would be less expensive to produce and much easier to keep updated. She also indicated that approval for these changes was needed.

She briefly discussed the SWNAHRO basket and indicated that Missouri's theme is "Traveling Missouri" and that will go along with the SW conference theme.

They also discussed the need to encourage participation in awards and those were, in fact, judged today. One idea presented was to send a follow-up thank you letter to members who do not win. There was also a discussion as to the need to change the rules for the Curb Appeal Award so that authorities did not have to have the curb actually in the photo as the curb can be quite a distance from the units and their "appeal".

Executive Board Discussion: There was then a brief discussion as to how the award came to be and the desire to not change the name. Patti advised board members that the discussion was to change the rules and not the name. President Branham did state that the timing of the award submission may be one cause for the lack of participation. She indicated that when everything is in bloom, directors are not considering awards and that perhaps reminders from MONAHRO would be beneficial.

There was no further discussion regarding the online version of the membership directory and no action was taken.

PROFESSIONAL DEVELOPMENT:

See attached report.

Anita Kennedy stated that there were 13 present for this committee meeting and they had 2 visitors. This committee reviewed plans for the April Financial Workshop and they are excited about having this once again. She indicated that there are only 11 agencies registered as of this date but that there is more time and several in attendance of this conference have stated they plan to register. They made some final tweaks on the May Workshop which is being held in Branson, Missouri. The Maintenance Conference was also discussed during this meeting and the committee has taken the official stance that maintenance needs to be a formal subcommittee and they had discussions regarding how to move forward with that to ensure that maintenance issues and requests can be presented to Professional Development prior to the Executive Board meeting. They will continue to look at this issue. Anita also briefly discussed comments received regarding MONAHRO's Maintenance Conference as being very good and something they hope to continue to offer.

They then discussed meeting dates. Anita indicated that smaller agencies do not care for meetings that begin on Monday because there is potentially no one in the office to handle matters that took place over the weekend. They prefer meeting Wednesday through Friday and so Anita asked that that request be met.

Also discussed was their request to continue offering the free NAHRO trainings with certification, and charging the participant for the test only. Anita stated that Eugene Rudder, from National NAHRO, sat in on their meeting and announced that beginning immediately NAHRO will have a link they will send to training participants for copying their own training materials to bring with them and that this will reduce the cost of the test from \$150 to at least \$125 or possibly lower.

Executive Board Discussion: Shelli Scrogum, MONAHRO Service Officer, wanted to make sure that all were aware that some participants would not bring the materials as instructed and MONAHRO would end up making and paying for those copies. She also stated that MONAHRO could produce those materials cheaper than NAHRO and mentioned the savings on postage by not mailing materials. Anita suggested that the cost to participant for this training remain at \$150 and MONAHRO have the materials at the training site for distribution. Following a bit more discussion Shelli advised members that the benefit to the participant of having the material is far greater than the cost in that they will want that printed material when it comes time to study for and take the certification test and to take back to their offices. There was then a brief discussion as to what Shelli thought the actual cost could be, she advised that it would vary depending on the size of the manual, but that it should not be more than \$10 and that binders would need to also be purchased. Anita then mentioned that the link should not be shared with members who have not paid for the training and that the intention of national NAHRO was for participants to get the link, print their own materials and bring it to training with them. Shelli then reiterated that some would not do that and that the fail rate of the test would increase.

In further business, Anita stated that there was a discussion regarding commissioners meeting earlier and then being able to sit in on Professional Development, however she expressed that she did not fully understand the request.

Executive Board Discussion: Donna Dunwoody clarified that if commissioners met prior to the Professional Development meeting, any requests or concerns they had could then be presented to Professional Development without delay. Anita expressed her concern over the time limit for their meeting and how all that could fit into the Professional Development meeting. Shelli advised members that this request was similar to that which was made for the Maintenance Subcommittee, that there is flexibility in the scheduling of opening day meetings and she feels that all committees and their needs can be accommodated. There was then a brief discussion again as to the lack of participation by commissioners and lack of trainings offered to them. Shelli then suggested that this is exactly why the commissioners need to be heard from. She stated that if their committee will bring up training topics that can then be presented to Professional Development and placed on the agenda, Shelli can begin looking for trainers and moving forward with addressing their needs. There was then a brief discussion regarding the use of tools, such as Go To Meeting, for subcommittee meetings and the commissioners inability and/or unwillingness to use those methods. Shelli did

state that Maintenance has tried utilizing these tools, however, they have found that nothing seems to come from the meetings and that they do better in face to face situations where they can more easily talk through issues.

Lastly this committee discussed that small housing authorities have verbalized their desire to have at least one small round table session at each conference. Those authorities feel they can get more with the one-on-one style of these sessions as opposed to the larger group sessions.

Anita also announced that Michael Bishop from Independence will serve as the committee Vice-Chair and Melissa Lynch from Morehouse will serve as secretary.

MAINTENANCE:

Mike Pipkin was in the NAHRO training and unavailable to give a report.

President Branham indicated her belief that his report would be similar to Anita's in regard to the conferences and to maintenance issues her committee discussed.

Anita Kennedy then asked if a chair was needed for the subcommittees discussed. President Branham stated that the chairperson would be the Vice President of both the Maintenance and Commissioners committees. Donna Dunwoody then stated that the commissioners would remain a committee and not be considered a subcommittee.

President Branham then called for a motion to accept all standing committee reports. Motion was made by Reba Williams and seconded by Darrin Taylor. President Branham called for a vote and the Board unanimously approved the motion.

OTHER REPORTS:

LEGISLATIVE:

See attached report.

Bob Rorah stated that 18 members were present for this meeting and that President Branham came in to present information on national level issues, specifically the Washington trip and a MONAHRO trifold brochure that will be used on that trip and that all members would be able to use when talking to their local representatives and senators.

He stated that the Housing Committee report was given by Katrina Wolfram and that he gave a report on legislative matters that affect the state. He further indicated that most of those matters were killed by filibuster, but that one does seem to be going through.

SCHOLARSHIP:

See attached report.

Rhett Ehlert advised that their committee met on Sunday evening and three members were present. He stated that Diane Morris resigned her position due to family issues and that President Branham was made aware of the situation and has made an appointment to the committee. He stated that President Branham joined their meeting and discussed with the committee the direction she would like to see them go, as well as her desire to make their committee her “President’s Project”. Rhett indicated that President Branham’s husband creates stained glass pieces and that she would like to donate some for an online auction whose proceeds would go to the scholarship fund. Rhett stated that committee members are agreeable with anything that would increase the fund balance.

He advised the board that one resident application and seven dependent applications had been received this year and that the committee will be awarding the top winner of each category with a \$2,000 Scholarship. They will also be awarding last year’s two recipients with another \$1,000 each, providing they have met the requirements. Letters were mailed to all applicants.

Rhett also stated that the committee is looking for avenues that will lead the scholarship fund into becoming endowed or self-supporting. While this remains the goal of the committee they will refrain from offering more and/or larger scholarship awards. They are looking at various options for growing the fund and have found ways to better invest through the partnership with MHAPCI. Rhett indicated that Kevin Thomas, who was sitting at a table nearby and serves as Legal Counsel for the Housing Authority of Kansas City, has offered to help with any legal documents that may be required in this effort.

Executive Board Discussion: President Branham then briefly discussed the inspiration behind her “President’s Project”, Dr. Ben Mendenhall, one of the founding members of the Nevada Housing Authority. Following his passing her board has been looking for ways to honor his name while helping others and the scholarship fund kept coming to her mind because he silently financed the college education of several public housing residents. He did this for years as he served on the housing board and for years after. Her goal is to engage her residents and staff in activities whose proceeds would go to the MONAHRO Scholarship Fund. President Branham then stated her pleasure at the idea of having a sustainable fund and how the partnership between MHAPCI and MONHARO’s membership has helped many in furthering their education.

There was then a brief discussion as to where funds raised during the year go, specifically do they go into reserves or are they used for scholarship awards. Rhett advised that all funds raised go into the reserve as an effort to build the fund but that the balance of those reserves is still very small, \$3,352.40. A lengthy discussion then ensued when Darrin Taylor suggested that consideration be given to visiting with members of SWNAHRO’s Foundation in order to garner ideas on how to move forward. David Hayes also made comments on the foundation and past work with SWNAHRO. Darrin then mentioned the Ozark Community Foundation and its ability to get a greater return on funds invested and questioned if MONAHRO could somehow partner with one

of these organizations, a thought also shared by President Branham, who will follow-up on this matter

Matt Moran then readdressed the issue of the resignation of Diane Morris, who was a representative of MHAPCI and asked if a MHAPCI representative would be appointed. Rhett stated he had already discussed the matter with MHAPCI CEO Susan McNary who expressed the feeling that since the funds have been segregated there is no need for them to have a representative on the committee at this time. Rhett then expressed his feeling that there should always be a MHAPCI representative on the committee. President Branham advised that this issue could be followed-up on.

SITE SELECTION:

See attached Professional Development report.

Anita advised the board of the following selections:

2017 – Spring Conference	Independence
May Workshop	Branson
Fall Conference	St. Charles
Maintenance Conf.	Springfield – because of 2 year contract (<i>changed during discussion</i>)

Anita stated that the committee has been pleased with the sites for recent meetings and they have decided to stick with those but to move them around just a bit.

2018 – Spring Conference	St. Charles
May Workshop	Branson
Fall Conference	Independence
Maintenance Conf.	Independence

Executive Board Discussion:

Shelli clarified that the two year contract for Springfield was for 2015 and 2016, not 2017. Based upon that information, Anita will change the location for the 2017 Maintenance Conference to Independence as well. Anita advised the board that members had been pleased with the locations and it was felt that Shelli would be able to obtain the locations for multiple years at reduced costs. Shelli confirmed that this is correct for all locations except Branson. Shelli also brought up that Camden on the Lake is not listed and they have already contacted her regarding a booking for 2017. Anita stated that it was her committee's understanding that Camden is a Monday, Tuesday, Wednesday booking and that small HA's had requested avoiding those days. Shelli clarified that in the past those were the days presented for consideration because those were the days requested and that Wednesday, Thursday, Friday bookings are generally harder to get and more expensive. She also stated that she was simply providing the clarification so that the option could be considered, if desired by the committee. It was mentioned that commissioners really like Branson and might be more willing to attend meetings there. She also clarified that other hotels or convention centers in Branson could be considered and a brief discussion was held regarding Chateau on the Lake.

Shelli then asked if the committee was sticking with four locations discussed and President Branham indicated they were.

President Branham then stated her pleasure at the work undertaken by Shelli and her staff with all the restrictions we place on her as far as not meeting the first week of the month due to rent; the last week of the month due to closing books; the first 3 days of the week for smaller HA's; and Shelli mentioned mother's day, holidays, etc.

There was then a discussion as to comments made, by voice or comment card, and Anita stated that the organization should accommodate the wishes of the membership. There was also a discussions regarding the fact that sometimes the booking is for more than one year and a change cannot be made immediately and Donna Dunwoody suggested that general membership be advised of these issues so they do not think their voices are not being heard. President Branham then stated that she feels the Executive Committee is not utilizing the website as it should and this is an avenue for the various committee reports to be available to membership so they know what is discussed in committee meetings. She asked that when chairs send their committee report to the secretary that they copy it to Shelli so Hattie can place those on the website for membership to be able to review the discussions and see what is going on.

SERVICE OFFICER:

See attached report.

Shelli reported that total attendance with 116 pre-registered members and 3 onsite registrations, 17 vendors with 22 representatives and 13 speakers is 151. She stated that attendance for this conference is greatly increased over the last one and asked that membership remember that when the luncheon tomorrow is crowded. She also reported that John Morris Equipment & Supply donated \$500 for the hospitality suite and 4 ads were sold for the conference program for \$150.00.

She stated that the agenda for the April Financial Workshop is included in the program for this conference; that 12 people are presently registered for that workshop and that it is a huge value at a cost of only \$50. She further mentioned that the hotel cut-off of March 25 is quickly approaching. The hope is for 40 attendees.

She reported that there are currently 108 paid agency members leaving 18 unpaid members, a number which decreased from 25 after personal phone calls were made. Shelli provided a list of unpaid members in hopes that committee members could encourage those they know to pay. She further stated that two on that list had advised that they would not be renewing, one due to the small size of their agency.

Executive Board Discussion: Various members indicated they would contact an agency or agencies on this list for payment.

Shelli did state that 18 unpaid members is less than unpaid members in the past so this is an improvement. There are also 18 affiliate members and 9 of those have purchased website ads. She reported that the total collected to date for dues and web ad purchases is \$18,000. She further stated that this amount is through last Friday so the total differs from the financial statements in hand.

A newsletter will be published at the end of this month for the first quarter. Shelli stated that this would be a good time for articles and such to be submitted by committee members for items discussed in this meeting.

Shelli also reported that the registration and agenda information for the May Workshop is available in this conference program and will be available online next week. She also stated that the hotel cut-off will not be extended and requested that anyone needing to cancel rooms they had already booked do so through her office. When the room is booked from the block and members cancel directly with the hotel, the room cannot be placed back into the MONAHRO block. This has caused members who book late to pay higher rates. She noted that there were several members who did not get in on the block for this conference and that there had also been several cancellations through the hotel. Those members could have received the reduced block rate if the cancellation went through Shelli's office. This also means that if members have difficulty booking under the block they need to contact Shelli's office for assistance.

Executive Board Discussion: It was mentioned that the request to cancel booked rooms through Shelli's office should be mentioned during the General Membership meeting and also be placed in the newsletter.

There was then a brief discussion as to how much was earned from trainings last year and a general consensus was expressed over the relief of not losing money as had previously been a concern.

President Branham then called for a motion to approve the standing committee reports. Motion was made by Anita Kennedy and was seconded by Patti Preston. President Branham then called for a vote and the Board unanimously approved the motion.

OLD BUSINESS

None

NEW BUSINESS

President Branham reminded members that there was previous difficulty with having actual documents for the 2016 Budget in hand during the fall meeting to approve. She indicated that Karen would be presenting the proposed budget and then shared her concern over approving a deficit budget and stated that she had spoken with several members about this. She also indicated that the goal is to align the budget with the new financial reporting.

Each member was provided with a copy of the proposed budget. (See attached budget) Karen Chaney reminded members that last year's approved budget was also a negative budget but that

MONAHRO made \$18,725. She stated that each year is a negative budget because of the travel that is included. She further stated that the amount for travel is never fully used and MONAHRO has not lost money since she has been involved in the organization.

She stated that members who travel must request permission from the committee Vice President who will then look at the budget and decide how much that person can be given. She stated that in the past there had been some back and forth as to who was responsible for making the decision and how much was to be paid. She also stated that more money was used for travel last year and she expects that to be the same for this year.

President Branham then stated that many thought the Executive Committee had approved a budget but that there is not a record of that having been done. She also indicated that business had needed to be conducted without an approved budget and that was why she brought some of that routine business to the committee's attention in her report.

She further stated that there had been much confusion in the past as to whether members could use travel funds or not and that she feels MONAHRO cannot continue to ask people to serve and travel without helping out in this time of decreased funding. Her thought is that, in the future, committee's should have their own travel budget and handle that budget on their own.

Shelli then asked if changes needed to be made based upon recent history and the actual amounts made from conferences. There was then a discussion as to what had been budgeted and made in past years and the fact that the proposed budget numbers are unrealistic compared to historical actual numbers. The discussion also included the NAHRO training and their delay in billing. Shelli was then questioned as to her suggestion for the dollar amounts to be budgeted. She stated that no conference in the last two years had netted less than \$10,000. But she also indicated that she had been told membership is wanting to reduce registration fees based upon the position of the reserves (which MONAHRO is mandated to leave at \$65,000 and we are currently at \$80,000). She further stated that she has no problem with that but feels the budget should be more realistic.

Shellie also stated her discomfort over approving a negative budget and her understanding that no matter how much conferences made she would receive the blame if a loss actually occurred. While she understands that a balanced budget is not possible, she would like to see it be closer to balanced.

Donna Dunwoody then returned the conversation to offering a reduced or free registration to membership and what had been done by the organization in the past when reserves were above the \$65,000 mandated limit. She then asked about the possibility of doing that again. Shelli gave an example stating that if the fee for this year's fall conference were dropped to \$100 that it would still make money. She also stated that the committee should understand that at the reduced rate it would not make the conference average of \$10,000, but being that the rate would be being reduced due to the reserves that should not be a concern. She further stated that she felt the current budgeted income from conferences of \$4,150 is not realistic and should be changed.

The general consensus was that the budgeted conference income should be increased and there was a question if that was possible to do so at this point. President Branham then suggested that this is why the proposed budget was sent weeks ago for review, so that changes could be made if needed. She indicated that she had no problem increasing the proposed income from conferences to \$10,000 each but that she did not feel other major changes needed to be made at this point in time. She further stated that if a budget amendment was needed for other changes that could be addressed at a later point. Karen was asked if that would be a problem and she advised she was already working on the calculations. Karen then stated that \$23,400 could be added to the bottom line, which would reduce the deficit to about \$31,000 and both Shelli and President Branham expressed their pleasure at that.

President Branham again stated that she would like to see each Vice President make plans to submit their own budget for travel in the future.

The income expectation of the financial workshop was then questioned. Anita Kennedy suggested it was simply to break even this year and Patty Preston stated that it was never planned to make money but to simply pay for itself. Shelli indicated that the cost per person was estimated at \$30 and that by charging \$50 the estimated profit is \$20. Anita Kennedy then asked if registration fees would be dropped for upcoming meetings and both President Branham and Shelli indicated that this had just been a discussion within this meeting and that all would need to remain as is until a recommendation for changes is received from Member Services.

Patty Preston then asked if the \$19,580 listed for the Maintenance Conference income included membership payments for their NAHRO UPCS training and Karen advised her that it did. Then Patty suggested that the number is not reflective of a true number made since the billing from NAHRO has not been included as was discussed earlier. Karen advised her that was correct. Patty then stated her discomfort in raising the anticipated income amount for all conferences to \$10,000 when historically she has not seen that amount made. There was then a discussion as to those trainings being in a different line item in the budget and amounts that are not expenses to the conference.

President Branham then called for any amendments to the budget in the form of a motion and Karen Chaney moved to increase the income line items for the Spring, May and Fall meetings to \$10,000. David Hayes seconded the motion. President Branham then called for a vote and the Board unanimously approved the motion by a show of hands.

MISCELLANEOUS MATTERS

Housing America was briefly mentioned.

President Branham reminded all present that April is Fair housing month and requested that if they were doing something in their communities to send Hattie clips and pictures to be included in Fair Housing materials.

There being no further business to come before the Executive Committee, Anita Kennedy made a motion to adjourn the meeting. Renia Mauldin seconded the motion. President Branham then called for a vote and the Board unanimously approved the motion.

Minutes approved: _____

President Signature

Secretary Signature

DRAFT