



MINUTES OF THE CORPORATE BOARD

Capital Plaza Hotel, Jefferson City Missouri

September 27, 2016

President Carol Branham called the meeting to order.

Secretary Lina Gibbs called roll with the following Executive Board members present: Lisa Ainsworth, Carol Branham, Karen Chaney, Rhett Ehlert, David Hayes, Cory McVinua, Jim Mitchell, John Morrissey, Paul Page, Patti Preston, Bob Rorah, Darrin Taylor, and Katrena Wolfram.

Absent members were: Donna Dunwoody, Bobby Henry, Kenny King, Nancy Masner, Renia Mauldin, Matt Moran, Wanda Pectom and Mike Pipkin.

Also present: Michael Bishop

President Branham appointed David Hayes to act as parliamentarian.

President Branham asked for approval of the minutes from the March 14, 2016 meeting held in St. Charles, Missouri, which had been emailed to board members prior to the meeting for their review. Patti Preston made a motion to approve the minutes; the motion was seconded by Cory McVinua. President Branham called for a vote and the board unanimously approved the minutes as presented.

OFFICER REPORTS:

PRESIDENT:

President Branham addressed the resignation of Anita Kennedy who will be retiring at the end of the year and whose schedule did not permit her to attend this meeting. President Branham commended Anita for already having Michael Bishop in training to take over her VP of Professional Development position within MONAHRO. She further stated that she had already appointed Michael as the new VP and that she was presenting his appointment to the board for affirmation as the by-laws allow for. President Branham stated that Michael had already taken over the position, had done wonderful work and would present the PD report later in the meeting. She also thanked Michael for thoughtfully agreeing to take the position.

Darrin Taylor made a motion to affirm the appointment of Michael Bishop to fill the unexpired term of Anita Kennedy as VP of Professional Development; the motion was seconded by John Morrissey. President Branham called for a vote and the Board unanimously approved the appointment.

She stated that a Small Agency Task Force had been formed, had their first meeting earlier in the day and that many on the Corporate Board had been in attendance. She stressed that this is not an appointed task force, that it is open to anyone in Missouri who would like to have a representative involved in meetings and discussions. In order to have a good flow of connectivity for information and advocacy opportunities, the task force decided to begin meeting with regional Executive Directors during their regularly scheduled meetings. It is President Branham's plan to reach out to all regions and meet with them in the next 30-45 days in order to spread information about the SHARP bill and the AFFH tool. President Branham stated that she has 14 individuals who have expressed an interest in being involved with the Small Agency Task Force and she is very encouraged about the level of representation for the State of Missouri. President Branham encouraged Executive Board members to reach out to smaller agencies in their areas who may not have been attending their Regional Directors Meeting and let them know there are compliance and other issues being discussed that they need to be aware of.

President Branham then stated that the SWNAHRO Conference recently held in Kansas City was excellent. She stated her belief that the trainings were really good and that there was good representation from Missouri housing authorities.

President Branham advised the Corporate Board that the annual registration with the Secretary of State for taxes has been completed and that Shelli is just completing the required paperwork to renew the sales tax exemption with a name change which will be good for three years.

The Corporate Board was then advised that President Branham, VP Bob Rorah and Darrin Taylor have been involved in the legwork for getting housing authorities involved with the Missouri Housing Development Commission and the Department of Economic Development in regard to AFFH. Through their work, there is an opportunity for housing authorities to partner with MHDC and DED.

She then expressed her kudos and appreciation to Corporate Board members and all agencies throughout the state for their efforts during the August recess advocacy drive. She stated that there were a lot of contacts through Missouri and SWNAHRO overall, but urged that we can do more with the goal of not simply accepting where we are but continuing to raise the bar.

President Branham then expressed concern for the membership, specifically those who are struggling with personal issues, and encouraged Corporate Board members to reach out to those they know personally. She further asked for them to forward all concerns to her as well, as she would like to send a personal note or expression. She described the MONAHRO membership as family and suggested that we should all be there for one another as has been the case in the past.

TREASURER:

See Attached Financials

Karen Chaney reported that as of January 1, 2016 MONAHRO had a balance of \$180,759.03 in a checking account. Since that date \$52,479.34 had been deposited, interest was earned in the amount of \$263.93 and disbursements of \$52,268.63 had been made. This left an account balance of \$181,233.67 as of July 31, 2016. The breakdown of those is funds is as follows: \$85,850.68 cash, \$15,065.46 scholarship, and \$80,317.53 CDs.

Karen reminded members that the spread sheet she provides for each conference includes the Service Officer Travel and NAHRO training costs but each of those has its own line item in the budget. She indicated that she does it this way so all can see exactly what was made or lost for each conference.

She also reminded members that MONAHRO is approaching the end of its fiscal year and that all bills should be turned in ASAP in order to close out the year.

President Branham stated to all that she appreciates Karen's efforts and the detail she provides in her reporting.

Karen Chaney made a motion for her report to be approved; the motion was seconded by Rhett Ehlert. President Branham called for a vote and the board unanimously approved the treasurer's report.

SENIOR VICE PRESIDENT:

Bob Rorah spoke of the SWNAHRO Conference in Kansas City and specifically stated that the keynote speaker, Emanuel Cleaver, was one of the highlights of that conference.

He also stated that in July, Representatives Cleaver and Luetkemeyer gave a press conference in Kansas City on the passage of HR3700. There was mention during that press conference that since HR3700 had been passed this year the SHARP bill should be passed next year. Bob stated that he did not believe that Representative Cleaver had officially signed on to sponsor that bill and that membership should contact him to advocate his support.

Bob indicated that current hot button topics include HR3700, SHARP, AFFH, capital fund and the 2017 spending bill. He advised members that an AFFH committee met in June in Jefferson City with Andy Papen from the Department of Economic Development and Megan Word with Missouri Housing Development Commission. He further commented that there is a session to be facilitated by Mr. Papen and Ms. Word during this conference and that Ms. Word could better explain the possibility for smaller housing authorities to partner with them in the completion of the tool.

Lastly, Bob indicated his desire to communicate more with individual committees within MONAHRO and to become more personally involved in working with them during the upcoming year.

Karen Chaney made a motion to approve the Officer's Reports; motion was seconded by Katrena Wolfram. President Branham called for a vote and the board unanimously approved those reports.

STANDING COMMITTEE REPORTS:

COMMISSIONERS: VP Donna Dunwoody

No report.

President Branham stated that because there were no commissioners in attendance of this conference, Donna joined the PD Committee meeting and then had to leave for another training.

COMMUNITY REVITALIZATION AND DEVELOPMENT (CR&D): VP Matt Moran

No report.

President Branham stated that VP Matt Moran was unable to make it to the conference on this date but was hoping to arrive tomorrow. She also stated that one person was in attendance of the CR&D meeting but she did not get a chance to visit with this attendee so there is no committee report.

HOUSING: VP Katrena Wolfram

See attached report.

VP Katrena Wolfram stated there were 12 in attendance for the Housing Committee meeting. In this meeting the following items were discussed: Occupancy Action Plans, Smoke Free policies, AFFH and Head Resident Assistant.

MEMBER SERVICES: VP Patti Preston

VP Patti Preston stated that she had 3 committee members present while 4 were absent. They discussed upcoming winter committee meetings and the Membership Directory. She stated that the committee is moving forward with their plan to make the directory digital and will be asking membership for photos. The committee changed the time for the Hospitality Room from 5-10 pm to 7-10 pm. Patti also advised members that there are still a few sweatshirts available for sale. She further stated that both President Branham and Senior VP Rorah came into their meeting and discussed scholarship fundraising activities for the upcoming year, which include a Texas Holdem event at the Spring Conference, chances at the May Workshop to throw a pie in the face of President Branham or Senior VP Rorah and an auction for the Fall Conference. The committee also composed 1st Time Attendee bags, which included a brochure she created letting them know what MONAHRO is, and framed certificates for the "What Home Means to Me" contest.

Executive Board Discussion: Service Officer Shelli Scrogum gave a plug for selling the sweatshirts. President Branham thanked Patti for her work on the MONAHRO brochure that was included in the 1st Time Attendee bags and advised members of Patti's intention to update the brochure so that it is not specific to this meeting and to make it available on the website.

PROFESSIONAL DEVELOPMENT (PD): VP Michael Bishop

See attached report.

VP Michael Bishop stated that there were 9 committee members present for this meeting and they discussed several items. The Spring Conference was finalized and is scheduled for March 15 -17, 2017 at the Hilton Garden Inn in Independence, Missouri. They are planning to have a session similar to the recent REAC Listening Session and three NAHRO certification trainings: Commissioners Fundamentals and Ethics, PH EIR and HQS. The committee also discussed the Financial Workshop, which will take place each year now. In 2017 it is scheduled for April 26-27 in St. Charles, Missouri and it will alternate between this site and Independence each year. They also discussed future conference sessions like in-house pest control which would include licensing requirements and options for small housing authorities.

Executive Board Discussion: Service Officer Shelli Scrogum asked for clarification on whether the Financial Workshop was being added to the May Workshop as had been discussed by prior VP of Professional Development Anita Kennedy via conference calls. The clarification provided was that the desire of the PD committee is to have the Financial Workshop in April of each year and to alternate them between St. Charles and Independence. Shelli stated that had not been her understanding so contracts for those locations had not been sought yet but that she would address it.

Shelli advised the Executive Board that the dates of March 15-17 in Independence were not available and that they were looking at March 12-15. She stated that May will be in Branson and that she needed a decision from the board on the September meeting which is to be held in St. Charles. The choice is between the Embassy Suites whose available dates are August 30 through September 1 or the Ameristar Casino whose available dates are September 19 through 21. The Maintenance Conference will be October 18-20 in Springfield at the University Plaza and locations for 2018 are as follows: March in St. Charles, May in Branson, September in Independence and Maintenance in Springfield.

President Branham stated that she had received very positive feedback from membership regarding the sessions of this conference and thanked the PD committee for their hard work.

MAINTENANCE: VP Mike Pipkin

No report.

VP Mike Pipkin was not in attendance of this conference and therefore no report was given.

Executive Board Discussion: There was a brief discussion as to the upcoming Maintenance Conference and the hotel cut off quickly approaching. Shelli stated that she would be placing all remaining rooms in the block in her name on the cut-off date. If members call for a reservation in the block after the cut-off date and are told there are no rooms available in the block they should call her office and she can take care of switching the room to the HA name. She further commented that there have been issues previously when housing authorities book a room in the block and then cancel directly through the hotel. When this takes place, the room is not returned to the block and then housing authorities are forced to book at a higher rate and there is nothing she or staff can do to fix that once done.

John Morrissey made a motion to approve the Standing Committee Reports as presented; motion was seconded by Lisa Ainsworth. President Branham then called for a vote and the board unanimously approved those reports.

OTHER REPORTS:

LEGISLATIVE: VP Bob Rorah
See attached report.

VP Bob Rorah reported that 16 members were present for this committee meeting. He stated that Darrin Taylor reviewed several bills of importance to housing authorities and VP of Housing Katrena Wolfram reported on the earlier Housing Committee meeting.

He also stated that a guest was present, James Durham, of the Britton Group who reported on new laws that directly affect public housing authorities and some that may affect them. He advised those present that the provisions in BH1862 which required security deposits to be held separately from operating or general accounts does not affect public housing authorities. He also stated that there are new provisions regarding Rent and Possession actions that do apply to public housing authorities and these state that the resident must provide the judgment money prior to a judge being able to grant an appeal. Bob also stated that Mr. Durham had expressed an interest in attending the Fall Conference as a time to network with and update membership and Bob asked the board about the possibility of MONAHRO paying for his room.

Executive Board Discussion: Patti Preston indicated that MONAHRO had, in the past, paid accommodations for speakers they booked for sessions but all present felt this was different. The consensus of the board was that his accommodations would not be covered by MONAHRO for networking. It was then mentioned that MHAPCI might cover those expenses and it was decided that the issue would be addressed on a case-by-case basis and would need to be coordinated though Shelli.

SCHOLARSHIP: VP Rhett Ehlert

VP Rhett Ehlert advised the board that this is a slow time of year for his committee and that all scholarships had been paid as previously discussed. He thanked Patti Preston and Michael Bishop for their help and efforts with future fundraising activities.

SITE SELECTION:

See attached PD Report.

Service Officer Shelli Scrogum gave the upcoming site selection as follows:

2017

Spring Conference (dates not confirmed) @ Hilton Garden Inn in Independence, \$112.00

April Financial Workshop (April 26-27) @ Embassy Suites in St. Charles (not confirmed)

May Workshop (May 10-12) in Branson

Fall Conference (September 19-21) in St. Charles

Executive Board Discussion: Shelli asked for board decision on the location of both these meetings. In Branson she was asked to look at Chateau on the Lake and Hilton at the Landing. Both require an \$8,000 food and beverage minimum, which is higher than what would normally be negotiated. The room rate for Chateau is \$136 while Hilton is \$139. The only difference in these two locations to be considered is the proximity to shopping, walking areas and other dining options. Based upon the Hilton's closeness to those amenities, the board chose that location for the May Workshop.

For the Fall Conference the choices are the Embassy Suites with a room rate of \$125 or the Ameristar Casino at \$139. The major difference in these two locations is the availability of requested dates. Embassy Suites only has August 30 through September 1, while the Ameristar Casino has September 19-21 but Shelli was not certain if the board would approve the use of a casino. It was mentioned that casinos had been utilized in the past and that the only problem was the fee charged by casinos for the use of AV technology. Shelli stated that her request for proposal includes language indicating MONAHRO will bring its own AV technology and if this is not acceptable to the provider then their proposal is rejected. It was the consensus of the board to move forward with the Ameristar Casino location because of membership's previous request not to have meetings at the end/beginning of a month.

2017 continued

Maintenance Conference (October 18-20) @ University Plaza in Springfield, \$114

2018

Spring Conference in St. Charles

April Financial Workshop in Independence

May Workshop in Branson

Fall Conference in Independence

Maintenance Workshop in Springfield

Executive Board Discussion: The location for the Maintenance Workshop was questioned since membership has requested a different location. Shelli reiterated that 2018 is the last year for the contract in Springfield and other locations would then be considered.

SERVICE OFFICER: Shelli Scrogum

Shelli reported that everything in her report had already been discussed. She did go on to mention that 98 members were registered for this conference, 93 preregistered while 5 registered onsite. 21 members preregistered for and were in attendance of the occupancy class and she is very happy with attendance. She also invited membership to the upcoming maintenance conference.

Darrin Taylor made a motion to approve the Other Reports as presented; motion was seconded by Lisa Ainsworth. President Branham then called for a vote and the board unanimously approve those reports.

OLD BUSINESS

None

NEW BUSINESS

President Branham requested that items A. and B. under new business be addressed in opposite order. The board then took up the matter of renewing the Service Officer contract with SWNAHRO. The board was advised that the contract is the same except for a nominal fee increase from \$14,400 to \$15,840 and that this would be the first increase since MONAHRO started contracting through SWNAHRO.

Karen Chaney made a motion to approve the renewal of the Service Officer contract with SWNAHRO at the annual rate of \$15,840. Motion was seconded by Patti Preston and the floor was opened for discussion.

One comment was that it was nice to have Shelli and her staff do all the work and coordinating they do. President Branham then stated that she would not be able to perform her duties as President of MONAHRO without the planning and assistance offered by Shelli and her staff and further stated that she believed every committee would feel the same. She stated that the partnership with SWNAHRO has been a great one and that other states are finding it beneficial as well. Senior VP Bob Rorah then seconded the comment about other committees indicating they are grateful for all the hard work Shelli and her staff put in for planning the conferences and in assisting the membership.

There being no further discussion President Branham called for a vote on the motion at hand. The board unanimously approved the renewal of the Service Officer contract with SWNAHRO as presented.

President Branham then turned the board's attention to the discussion of the Proposed 2017 budget, which would need to be amended to include the previously acted on increase in the Service Officer contract. Said proposed budget was emailed previously to board members for their review and President Branham asked Karen Chaney to present the budget.

Karen started by stating that the first column is the Fiscal Year 2016 budget, the second column is the amount spent from October 1, 2015 through May 31, 2016 and the final column is the proposed budget for Fiscal Year 2017. She advised the board that adjustments had been made for travel according to whether or not the committee had used travel in the last few years and that this allowed her to reduce the deficit amount of the budget. She further stated that, to her knowledge, MONAHRO had never lost money even though it has been budgeted to do so each year.

Executive Board Discussion: The commissioner workshop line item was questioned. As the commissioner training is presently slated to take place during a regular conference, it was felt that any cost would be associated with that conference through the Conference Trainers line item and that income from conference fees would be associated with that conference as well. It was decided that the line item regarding the NAHRO license, which is required for commissioner training and not a cost associated with the commissioner training line item, should be continued at a cost of \$1,500 annually.

It was also decided to leave the travel line items as previously budgeted in order to allow the committees funds to travel without having to amend the budget.

A question was then presented as to why there are two line items for committee travel instead of one which the VP could use for planning. After some discussion it was decided that the individual line items for committee travel and VP's travel should be combined for ease in sharing those funds as deemed necessary by the VP. There was then a comment that if MONAHRO paid travel expenses for a conference the attendee would be expected to attend said conference. Further it was decided that a policy would be created tasking the VP with the responsibility for planning the committees travel utilizing the budgeted amount and for the approval of expenditures, which would allow for more accurate planning for travel and representation in the future. It was specified that this travel is not for National NAHRO conferences but for SWNAHRO. President Branham indicated that other states have recently addressed this same issue and that their policies would be requested as a tool for creating our own. That policy would then be shared with the board members via email for approval.

The budget was then gone over page by page to specify and/or clarify the above noted adjustments and amendments. Karen indicated that with those adjustments and amendments the budgeted loss would be \$18,284.00.

Karen was then questioned about the possibility of putting the cost of conference trainers toward that line item instead toward the conference line item. It was indicated that it can be confusing to see

that the \$20,000 line item is not used when it actually is. Karen stated that she would discuss this issue with the fee accountant.

Darrin Taylor made a motion to approve the Proposed 2017 Budget with the adjustments and amendments discussed; motion was seconded by Lisa Ainsworth. President Branham then called for a vote on the motion and the board unanimously approved.

MISCELLANEOUS MATTERS

Darrin Taylor questioned the standing of the Nominating Committee and President Branham indicated she had contacted the past president as is protocol, but that she declined. President Branham then indicated she would like to call a meeting with Nominating Committee members who are present at this conference and then meet via conference call with the committee in full at a later date. She indicated her intention to remain on top of this as it is time for the new officers to be slated.

President Branham then stated that she would like the following items to be placed on the table for discussion because a couple of members have repeatedly brought them up with her, and they are: Conference Fees, the days of meetings and the possibility of a one day fee. She stated that other comments given have been good and that there may always be issues with the chosen venues and personal preferences of the membership. She further stated that if Corporate Board members are receiving negative comments that those should be addressed while meeting and reiterated her understanding that some of the issues arise when we book several meetings in advance. With those extended bookings we are unable to make immediate changes but that membership requests have been discussed and changes have been made for future meetings.

It was then mentioned that the issue of location has been discussed in committee numerous times over the last several years and it was at one point decided that if the locations remained in the vicinity of I70 that both sides of the state could be utilized and further, that this is what has taken place in an effort to please the majority of membership.

Karen Chaney then questioned members regarding the receipt of emailed reports. Those who had not been receiving reports were to provide correct email addresses.

Members then discussed their pleasure with the amount of new attendees and a desire to get them involved in the organization. Shelli stated that there were 11 in all and that each one had a "1st Time Attendee" sticker on their name tag. She requested that members reach out to welcome them and invite them to participate in committee meetings and stated that a first time attender list will be forwarded to all VP's to help them with this effort.

President Branham then brought up the possibility of updating the member website with up to date minutes as had been discussed previously. She requested that VP's forward their reports directly to the secretary quickly when they return home so that one email could be sent to Shelli's staff for placement in the newsletter and/or on the website. Shelli verified for members that it would be

better for them to receive one email instead of numerous. President Branham also requested that if anyone had any suggestions for what they would like to see on the website to please contact Shelli's staff.

Members were then polled regarding their use of websites and Facebook. Two members with Facebook indicated they have had success with that and have had little, if any, negative posts from those denied assistance or from the community. It was also mentioned that on a public page, the page owner must allow all posts to be made but can remove those that are vulgar or offensive in nature.

There being no further business to come before the Corporate Board, Rhett Ehlert made a motion to adjourn the meeting. Katrena Wolfram seconded the motion. President Branham then called for a vote and the board unanimously approved the motion.

Minutes approved: _____

President Signature

Secretary Signature