



MINUTES OF THE GENERAL BUSINESS MEETING
Capital Plaza Hotel, Jefferson City Missouri
September 29, 2016

President Carole Branham called the meeting to order and appointed Darrin Taylor to serve as parliamentarian.

President Branham asked for approval of the minutes from the March 16, 2016 meeting held in St. Charles, Missouri. Karen Chaney made a motion to approve the minutes; the motion was seconded by Lisa Ainsworth. President Branham called for a vote and membership unanimously approved the minutes as presented.

OFFICER REPORTS

TREASURER: Karen Chaney
See attached financials.

Karen Chaney reported that MONAHRO has a balance of \$181,233.67. She further stated that \$15,065.46 of that is scholarship, \$80,317.53 of that is held in 2 CDs and \$85,850.68 of that is in a checking account and these amounts are reported through July 31, 2016. Since her last \$52,479.34 had been deposited, interest was earned in the amount of \$263.93 and disbursements of \$52,268.63 had been made.

Karen informed membership that she had provided each table with copies of a breakdown for each conference which shows both income and expenditures for each.

Karen Chaney made a motion that her report be approved; motion was seconded by Kathy Ridgeway.

President Branham stated that MONAHRO is in a good financial position and encouraged membership to review the financial information when provided by Karen.

President Branham called for a vote and membership unanimously approved the minutes as presented.

SENIOR VICE PRESIDENT: Bob Rorah

Bob stated that he would be combining his Senior VP Report with his Legislative Report if there were no objections to that. There being none he proceeded and began by discussing the recent SWNAHRO conference and Emanuel Cleaver who was the keynote speaker. He stated that Mr. Cleaver was fully in support of HR3700 which passed this year vocalized his support of the SHARP bill.

He stated that following this conference Representative Cleaver and Representative Luetkemeyer gave a press conference in Jefferson City during which Representative Cleaver verbally supported both HR3700, which passed, and the SHARP bill, which has not. Bob mentioned that although he has verbally supported the SHARP bill he does believe that Representative Cleaver has officially signed on to sponsor the bill. He then requested that membership respond to the email blasts requesting their action to contact their representatives and other officials by using the template or adding wording relative to how the bill would affect their individual authority and let them know we appreciate their support.

Bob then returned to the passage of HR3700 and indicated that HUD is slowly releasing implementation date information on the measures of that bill.

He stated that the Legislative Committee is also interested in the capital fund and 2017 spending bill, but that at the top of the list is AFFH. He reported that during yesterday's session of AFFH presenters were Betty Bottiger with HUD Fair Housing, Andy Papen with the Department of Economic Development and Megan Word with the Missouri Housing Development Commission. Bob indicated the presenters thoroughly advised those in attendance of the effect this document will have on the State of Missouri and the efforts they are taking to enable housing authorities to partner with them in the completion of the document. He further stated that the session eased a lot of apprehension on the part of small housing agencies because of the incredible amount of work required for proper completion and encouraged those agencies to use the partnership opportunity. Bob stated that more information would be coming out as the state moves forward with their efforts to complete the document for submission in 2017 and will include what the state will require from small housing agencies for completion and how small housing agencies will be able to certify onto the states document.

PRESIDENT: Carol Branham

President Branham indicated that change in leadership continues to take place throughout Missouri and one of those changes has led to the resignation of VP of Professional Development Anita Kennedy from the Corporate Board due to her upcoming retirement. As by-laws allow her to, President Branham stated that she filled the vacant position pending approval by the Corporate Board during their recent meeting. She further indicated that Michael Bishop accepted the

appointment which was approved by the Corporate Board on September 27, 2016 and asked for a motion from general membership doing the same.

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

President Branham informed the membership that Anita had hoped to be in attendance of this meeting but that personal issues with relocation and efforts to make the leadership change in the office got in the way.

She advised general membership that paperwork to maintain compliance with the State of Missouri has been addressed with the Corporate Board and that Service Officer Shelli Scrogum is taking care of those requirements.

President Branham requested membership to continue to network and communicate with each other not only regarding housing issues but also personal ones. She described MONAHRO as a family and suggested that we all be there for one another in those times of need.

She then called for a motion to approve the Officer's Reports which was given by Karen Chaney and seconded by Michael Bishop. President Branham called for a vote and membership unanimously approved those reports.

STANDING COMMITTEES

COMMISSIONERS: VP Donna Dunwoody

This committee shall serve to broaden the constituency supporting the goals and objectives of the Association, support programs to expand the skills of commissioners to effectively discharge their responsibilities, and work with staff, leadership and membership at all levels of the Association in fulfillment of these purposes.

President Branham advised membership that no commissioners were in attendance of this conference and that Donna had joined the PD Committee meeting before needing to leave for another commitment.

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

This committee address's program areas and recommends action to the Corporate Board regarding Community Revitalization and Development issues and the effective representation of the membership's interest therein.

VP Matt Moran advised membership that he was not able to be present for Tuesday's meeting and offered his apology to the one person who did attend, which got a chuckle. He stated that there were sessions that his committee helped with organizing and gave examples. The Department of

Mental Health and USDA both gave an overview of what they are doing in the state and what is available to housing agencies. There was also a small group that took a tour of Jefferson City and they got to see much of the Jefferson City Housing Authority and some projects the city is working on.

Matt then reminded membership that his committee is in need of members and he invited any and all to be a part of the committee and possibly the SWNAHRO committee as well. He stated that this committee is very involved in helping to plan sessions and tours and that their focus for the last year was homelessness and that it is beneficial to attend the meetings to see if there is anything out there than can be utilized here in Missouri and at our own authorities. This type of networking has also led to such things as the ability to partner with the state to complete the AFFH tool.

President Branham then stressed the importance of the partnership with CR&D members and their communities in moving forward.

HOUSING: VP Katrena Wolfram

This committee address's program areas and recommends action to the Corporate Board regarding but not limited to, program dollars, legislation, regulations, administration at federal, state and local levels and the effective representation of the membership's interest therein.

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.

Katrena indicated that both President Branham and Senior VP Rorah came into the meeting and briefly discussed the partnership possibility between the state and housing authorities for completion of the AFFH. She stated that she appreciated the session what was held with those partner principles and that her mind was somewhat eased following that session.

She also advised membership that she was quite impressed with the number of new attendees and that she plans to reach out to them in an effort to encourage them to serve the organization in this committee.

MEMBER SERVICES: VP Patti Preston

This committee shall serve the general and special interests of the members which cut across program and professional lines; represent the special interest groups within the membership, including but not limited to minorities, commissioners, and women and shall work to coordinate supportive products and services rendered by the Association such as conferences and conventions, workshops and seminars, publications, representation and such related matters, and shall be responsible for maintenance of and accurate Chapter membership roster and the solicitation of new members.

The Awards Committee is responsible for reviewing the Awards application for any revision. Review submitted Awards application and create a timeframe for judging and submission of committee member selections and rankings. The Awards Committee is sub-committee of the Member Services Committee

VP Patti Preston stated that she had 3 committee members present while 4 were absent. They discussed upcoming winter committee meetings and stated that MONAHRO will have three representatives in attendance, down from the four we had last year.

She stated that the committee is moving forward with their plan to move the Membership Directory to a digital format to be compatible with the website and encouraged membership to take group photos of their staff and send them to her or Hattie.

The committee changed the time for the Hospitality Room from 5-10 pm to 7-10 pm.

Patti and her committee members signed up to help at the registration table for this conference where they had sweatshirts available for sale and approximately 14 of those were still available for sale at the time of her report. Patti did say if your size was not available that orders could still be made so let her know.

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 the continuation of the 50/50 raffle and the addition of 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 letting them know what MONAHRO is and encouraging participation, and framed certificates for the “What Home Means to Me” contest.

The author of the brochure was then questioned and President Branham advised all that Patti had put in a great deal of hard work on that brochure and would be changing it so as to not be specific to this conference. She also advised membership that the brochure would be available to all via the website. Patti was applauded by all for her hard work.

PROFESSIONAL DEVELOPMENT (PD): VP Michael Bishop

This committee shall focus on the general and specific areas of career identification, training and education, certification and credentialing, and the professionalization of the members engaged in such job opportunities.

See attached report.

VP Michael Bishop stated that there were 9 committee members present for this meeting while 11 members were absent and they discussed several items. The Spring Conference was finalized in Independence, Missouri. They are planning to have a session similar to the recent REAC Listening

Session on PIC NG and other topics, as well as three NAHRO certification trainings: Commissioners Fundamentals and Ethics, PH EIR and HQS.

Michael advised membership that 2018 is the last in the contract for the Maintenance Conference and that different sites will be looked at as requested by those who attend.

He also gave the Site Selection report which is found under Other Reports.

MAINTENANCE: VP MIKE PIPKIN

VP Pipkin was unable to attend this conference and there was no report to be given. President Branham and Service Officer Shelli Scrogum did make a plug for the upcoming Maintenance Conference and encouraged all to attend.

President Branham then requested a motion to accept all standing committee reports. Matt Moran so moved and it was seconded by John Morrissey. President Branham then called for a vote and the membership unanimously approved the motion.

OTHER REPORTS:

LEGISLATIVE: VP Bob Rorah

The Legislative Committee shall serve as forum for the exchange of knowledge, ideas and experience; facilitate effective relationships among all levels of government in the development and implementation of housing, community and economic development programs and responsibilities; and cooperate and collaborate with other agencies, associations and groups both public and private, having similar or related purposes.

See attached report.

Given earlier with Senior VP report.

SCHOLARSHIPS: VP Rhett Ehlert

The Scholarship Committee is responsible for reviewing the Scholarship application for any revision. Review Scholarship application and create a timeframe for judging and submission of committee member selections and rankings.

Rhett Ehlert was not able to attend this meeting but President Branham shared with all that this committee continues to work with Membership Services in all their fundraising efforts. She also reminded all that the scholarship program is her pet project and that there have been successful fundraisers in her area including the auction of stained glass pieces her husband donated. She further stated that if anyone was interested in a piece to please see her and her husband will design whatever is requested and send the design for approval before completion. This project is her way of giving to the scholarship program so that MONAHRO can benefit more kids within our housing authorities.

SITE SELECTION: VP Michael Bishop

The Site Selection Committee is responsible for making recommendations to the Executive Board for the City for future MO NAHRO Meetings.

See attached Professional Development report.

VP Michael Bishop advised the membership of the following selections:

2017

Spring Conference in Independence @ Hilton Garden Inn

Financial Workshop in St. Charles @ Embassy Suites

May Workshop in Branson @ Hilton on the Landing

Fall Conference in St. Charles @ Ameristar Casino

Maintenance Conference in Springfield @ University Plaza

2018

Spring Conference in St. Charles

Financial Workshop in Independence

Maintenance Conference in Springfield

SERVICE CONTRACT OFFICER: Shelli Scrogum

Service Officer Shelli Scrogum expressed her appreciation that 98 members were in attendance of this conference and stated she hoped the sessions were beneficial to all who attended. She stated that 21 preregistered for the Occupancy Training and that it was going well.

She reminded membership that the hotel cutoff for the Maintenance Conference in October 7, 2016 and that if members call for reservations after that date and are told no rooms remain in the block to please call her office. Members were advised that once the block expires the rooms are no longer available at the lower rate so remaining rooms will be booked under her name. If members need a reservation they can call Shelli and have the reservation changed to the authority name. If members do not do this and book outside the block they will be responsible for paying the higher rate.

Shelli stated that MONAHRO's fiscal year end is quickly approaching and that dues notices will be going out soon. Members are encouraged to call the office if they have any questions or concerns.

Members were advised that Shelli and her staff are working to secure dates and sessions and other planning issues for the 2017 conference schedule.

Shelli reminded members that if they have anything they wish to share on the website or in the newsletter to please contact her office.

President Branham then mentioned to members that there had been some glitches with the website and several members had questioned that. She stated that Hattie has looked at this and believes she knows what the problem is and should have that fixed quickly. She further requested that

committee VP's send their reports to the Secretary as quickly as possible following the conference and that she will forward those on to Hattie and Shelli in one email with her minutes, instead of numerous emails. Hattie and Shelli will then get those uploaded to the website so they are quickly available to membership. As the website is the main venue for communication, membership was asked to notify President Branham or Shelli of any problems they may encounter when on the site so that those can be remedied quickly.

SMALL AGENCY TASK FORCE

President Branham stated that a Small Agency Task Force had been formed within Missouri at the request of SWNAHRO President Darrin Taylor. This is a task force that has been in place with National NAHRO for some time but they are asking that states form their own. President Branham stated her interest in this task force is the ability to connect with one another and to re-connect with agencies who are not participating in conferences or area director's meetings. She stated that it was very important to her and to the NAHRO leadership that information is disseminated to all agencies and that we are all receiving the same message.

In an effort to ensure the same message is delivered to all President Branham will be requesting that area directors (Southwest, Southeast, etc.) meet within the next 30-45 days and that members reach out to those who have not been attending and encourage them to do so. The task force will try to have 1-2 items on the area director's meeting agenda to focus on and right now those are SHARP and the AFFH tool. The goal is to not leave out smaller agencies who are unable to travel to conferences for information.

President Branham then requested a motion to accept all Other Reports. Darrin Taylor so moved and the motion was seconded by Karen Chaney. President Branham then called for a vote and membership unanimously approved the motion.

OLD BUSINESS

None.

NEW BUSINESS

President Branham then requested to switch items A. and B. on the agenda for discussion and notified membership that the Corporate Board had approved the renewal of the Service Officer contract through SWNAHRO with an increase from \$14,400 to \$15,840 annually. President Branham reminded membership that SWNAHRO had not requested an increase since MONAHRO began contracting with them.

She then requested a motion to approve the contract renewal with the noted increase. Mona AuBuchon so moved and the motion was seconded by Michael Morrissey. President Branham then called for a vote and membership unanimously approved the motion.

The next item for discussion was the proposed 2017 budget which was emailed several weeks ago for review. President Branham stated that the Corporate Board has made some adjustments and amendments to the proposed budget and asked Karen Chaney to present those to membership.

Karen stated that copies were on the table for all to review. For the year ending 9/30/2015 MONAHRO budgeted a loss of \$28,662.00. She commended Shelli and her staff for their efforts at getting membership to attend conferences and noted that MONAHRO is in good financial standing at this time. She indicated that there was little changed on the expense side of the FY 2016 budget other than the increase for Service Officer and with increased profits, the FY 2017 budget is a loss of \$18,294.00. She advised membership that typically the full amounts budgeted for travel are not used and so there has not been a year in which MONAHRO actually suffered a loss and brought their attention to the profit as of May 31, 2016 of \$35,610.66.

Bob Rorah made a motion to approve the proposed FY 2017 budget as presented; motion was seconded by Lisa Ainsworth.

President Branham advised members that a change to the budget format had been approved by the Corporate Board and that she had been tasked with responsibility for creating a policy regarding the use of certain funds. Specifically, the board decided to combine the line items for VP travel and committee travel into one committee travel line item, without changing the amount budgeted. A policy will be developed that will allow each committee to plan the travel they may need to ensure that representation is maintained at the Southwest level. Once that policy is approved by the board it will be distributed to the membership.

President Branham stated she believed this action to be progress that would help MONAHRO engage more people in the organization and its efforts.

President Branham then called for a vote and membership unanimously approved the motion.

MISCELLANEOUS MATTERS

Bob Rorah advised membership that he was recently appointed to the board for the Housing Benefits Plan which is a pool, similar to MHAPCI, started by housing authorities and covers about 22 states within the Southeast and Southwest NAHRO regions. The plan offers coverage for health, disability, dental and vision and he encouraged membership to consider HBP when they start procurement activities for this type of coverage.

President Branham then advised membership that the Nominating Committee will be meeting soon and some should expect a call to serve.

President Branham then informed membership how much she appreciates them and how important they are to MONAHRO and, more importantly, each other. She suggested that membership not

hesitate to reach out to each other and leadership because a concern of one is likely a concern of several and should be addressed for proper growth and strength.

President Branham then called for a motion to adjourn and Karen Chaney so moved; motion was seconded by KatrEna Wolfram President Branham then called for a vote and the general membership unanimously approved the motion..

Minutes approved: _____

President Signature

Secretary Signature

DRAFT