

TEXAS NAHRO

**Executive Board Meeting
Holiday Inn San Antonio Riverwalk
Friday, October 18, 2013
9:00 a.m.**

MINUTES

I. Welcome and Introductions

Welcome by Billie Shelburn

II. Roll Call:

Officers - Billie Shelburn, Wayne Pollard, Annie Botsford, Naomi Byrne, Deborah Sherrill, Beverly Banks, Earnest Burke, Riza Nolasco, Sherri McDade.

Directors - Yvette Nieto, Betty Brewer, Karen Reynolds, Judy Paciocco, Mark Thiele, Debbie Eldredge, Wes Bell, Gene Reed, Milet Hopping, Barbara Bozon, Lourdes Castro-Ramirez

Past Presidents - Bernadine Spears

Call In – C.W. “Buzz” McKethan-Past President

Other – Shelli Scrogum-Service Officer

Absent – Johann Schaeffer, Barbara Gardner, Willie Carter, Veronica Macon, Steve Short, Jim Hargrove, Richard Franco, Nono Flores, Gary Moore, David Zappasodi, Bill Miller-THA President, David Mintz - TAA

III. Recognition of Outgoing Officers and Directors

Recognition of outgoing Officers and Directors by Ms. Shelburn - Beverly Banks, Annie Botsford, Betty Brewer, Naomi Byrne, Sherri McDade, Riza Nolasco, Karen Reynolds, Deborah Sherrill, Wayne Pollard, and Billie Shelburn.

Ms. Shelburn then turned the meeting over to the new President Wayne Pollard. Mr. Pollard made the below speech:

“Just a quick speech, give me about 30 seconds. I promise this will be short...I was thinking about this over the last couple of days. I received an email from Billie a couple of days ago and she mentioned a little bit today, we’re going to have some challenging times, but looking around this room, talking to people yesterday, sitting in on a lot of the committees, I’m very optimistic that we are going to have an excellent, excellent group. We are going to have some challenges but I think we’re going to be in front of our challenges. I appreciate everybody who is working, who is going to work, but we’re going to have to do some things a little bit different. We have an excellent group here, I think the member services group, and I was very inspired about the ideas that she’s going to talk about later, meaning Beverly. The bylaws committee, we know one of our biggest challenges is our bylaws and I know Sherri is going to do an excellent job getting the bylaws, her and her group, getting it together. So they’re going to be extremely busy. The Budget Committee was very interesting. We had a good open conversation about some things and as you guys are going to see there were some major changes on some of the expenses I think will be the best overall, because we do have a very tight budget. As we look forward here over the next couple of years we have to think about the cuts we are

going to be facing and making sure we do all the positive things on our end to make sure we serve the members. We are here to serve members first, that's our biggest concern, and making sure we educate our members. In closing, I'd just like to say thank you for electing me as your President. I have an open door policy. Feel free to call me, email me or text me. I promise you I will respond. Thank you very much!"

IV. Acceptance of April 29, 2013 Executive Board Meeting Minutes

The minutes for the April 29, 2013 meeting were presented. Ms. Spears made a correction to the minutes to show that she was present at the meeting. Betty Brewer motioned for approval, Billie Shelburn seconded, and the motion passed.

V. Treasurer's Report

The Treasurer's report was presented by Annie Botsford. Billie Shelburn motioned for approval, Betty Brewer seconded, and the motion passed.

VI. Review and Approval of 2014 Budget

The 2014 Budget was presented by Riza Nolasco. Ms. Nolasco reported that her committee members included Annie Botsford, Barbara Holston, Naomi Byrne, Lourdes Castro-Ramirez, and Karen Reynolds. She reported that the current budget showed a deficit of \$19,406. In their meeting yesterday, members discussed ways to reduce this number. They were able to get the number down to \$12,000. She reported what they decided to change on the budget: under income, they reduced it from \$280,000 to \$240,000, by reducing the annual conference from \$90,000 to \$75,000, workshops and training from \$125,000 to \$100,000. She reported that in discussion with Shelli, they felt that due to budget cuts, the attendance would be down at conferences and workshops and training. She also reported the reductions under expenses. The committee reduced the travel budget for all the officers from \$25,500 to \$20,500. The President agreed to reduce his budget from \$5,000 to \$2,000, the Immediate Past President reduced from \$2,500 to \$2,000, and the Sr. Vice President reduced from \$3,000 to \$2,000. Also the Secretary's expense was reduced from \$500 to \$0. Also she reported that they reduced the Legislative budget from \$18,000 to \$9,000. However, she reported that they had to increase the Financial Expenses from \$4,000 to \$6,000. She reported that Shelli had agreed to remove the Performance Bond of \$10,000, and they cut the expense for plaques from \$2,000 to \$1,000, and everyone would get certificates instead. She reported that they reduced Member Communications from \$2,000 to \$1,000. They had to add \$5,000 to the SWNAHRO conference sponsorship, and reduced Conference expenses from \$65,000 to \$50,000, training expenses reduced from \$75,000 to \$60,000. She reported that the Scholarship Committee was requesting an increase from \$5,000 to \$10,000 and asked for any discussion from the Executive Committee. Ms. Nolasco summed up her Budget report by stating that the total income is \$240,000; total other expenses \$145,000; overall expenses \$252,906.32; leaving a (\$12,906.32) deficit. She asked for any discussion of her report.

Betty Brewer stated that based on the times we are in, we could cut scholarships in half and then look at it again next year. Naomi Byrne stated that one of the discussion points was that as a non-profit we should not balance our budget on the backs of our students. She felt that any cuts should come from the entity itself and not scholarships. She stated that for the last couple of years Shelli has donated her performance bonus into the scholarships, and it did not seem right that Shelli was donating and TXNAHRO was only putting in an additional \$2,000.

Barbara Holston motioned approval of the budget as submitted by the committee, Karen Reynolds seconded the motion, and the motion passed.

Naomi Byrne wanted to recognize Shelli for her contribution to the Scholarship fund, and mention again that Shelli volunteered to remove her service performance bonus and she did not have to do that.

Shelli stated that the Service Officers bonus calculation for 2012 is in our packets, and the amount of \$2,298.66 would show available for 2014, and Becky (Auditor) would post that to transfer to scholarships.

VII. Review and Approval of 2012 TXNAHRO 990

There were some questions from Betty Brewer as to why we were discussing the 990, and Shelli clarified that this one is for 2012, the last one was for 2011. Betty Brewer motioned approval, Annie Botsford seconded, and the motion passed.

VIII. Discussion Regarding Audit for FYE 2012 & 2013 and Fee Accountant Options Going Forward

Shellie Scrogum discussed the timing of the Audit and whether to send out an RFP for an auditor. She stated that she recommended to the Budget Committee that we consider using a fee accountant to prepare monthly financials for the chapter. She stated that she received a rough proposal from Housing Solutions Alliance (HSA), and they do the fee accounting for SWNAHRO. They are proposing a monthly fee of \$150/month plus \$400 for preparation of the 990. She requested direction on how to proceed. After some discussion from the Board, Lourdes Castro-Ramirez suggested we issue a solicitation and establish a committee to review proposals, and make a recommendation. Bernadine Spears recommended the same, but have the Finance Committee review the proposals. She stated that she believed the fee accountant was a step in the right direction. After further discussion, Mr. Pollard clarified that we would ask the Budget Committee to be the committee to oversee the RFP process, and come back to the Board with a decision regarding who they will select.

Ms. Scrogum stated that there would need to be two separate solicitations made in case the fee accountant does not do reviews. A solicitation needs to be done for the 2012-2013 books and then one for fee accounting services beginning 2014. Bernadine Spears made a motion to solicit for fee accountant for 2014, Billie Shelburn seconded, and the motion was passed. Bernadine Spears made a motion to solicit for auditor for 2012-2013 review, Debbie Sherrill seconded, and the motion passed.

IX. Discussion Regarding SWNAHRO Annual Conference 2014 co-sponsored with OKNAHRO

Mr. Pollard reported that he met with the incoming President for SWNAHRO, along with presidents from other states in the region. And it was agreed that SWNAHRO would only go to three major cities in the region. The cities chosen were San Antonio, TX, New Orleans, LA, and Kansas City. Texas would partner with New Mexico and Oklahoma, Arkansas and Louisiana would partner, and Kansas and Missouri would partner together. Oklahoma is hosting the 2014 Conference in Tulsa, and they are asking TXNAHRO for \$7,500 to help support the conference. Mr. Pollard stated that we have agreed to \$5,000, and this should not come up again for another two years. The SWNAHRO 2015 conference will be in New Orleans. SWNAHRO believes that by partnering with other states, this will increase participation and lower cost to each state. The agreement is for six years (two terms of three). If it does not generate more attendance or if people complain, they will revisit other options.

Annie Botsford made a motion to put \$5,000 in the budget to support the conference, Mark Thiele seconded, and the motion passed.

X. Standing Committee Reports:

A. Professional Development – Vice President - Johann Schaeffer

Ms. Schaeffer was not present, and Yvette Nieto made the report. She reported that they are looking into On-Line Training as an option because it would be cost effective. Nelrod – Nelson Rodriguez and/or Jeremy Spence are willing to come out and do an on-line demonstration to show everyone how it would work. They offer all sorts of training anywhere from \$195 to \$295 depending on the type of training you're looking for. At the conferences, rather than having to pay the expenses of having the trainer actually be there, we would be able to bring him up on a screen and he would still offer the same type of training as he would if he were there in person. There is no Vice Chair for this committee, and Beverly Banks recommended Yvette.

B. Housing Committee – Vice President - Naomi Byrne

Ms. Byrne reported that she had six members present. She reported that she would be leaving for a new job at Pittsburgh Housing Authority. Mark Thiele was elected Chair by the committee. The Housing committee discussed their purpose and looked at what NAHRO had done. She reported that the committee looked at what the National NAHRO has done with their Housing Committee and how active their Housing Committee is as well as their Public Housing and Section 8 Sub- committee. They also discussed: 1) getting more information from the National Housing Committee, and getting that information passed down to our Housing Committee members. They also discussed ways to get information more quickly and efficiently to all members regarding housing issues as well as get input and feedback from them. They also discussed trying to develop a list service, whether that's a blog, email or Facebook where all our members would have access to questions where they could send out to all other Housing Authorities and get responses, or even information such as program innovations, things that other Housing Authorities are doing to help better serve their community during these difficult times, a central repository location that makes it easy but is not cumbersome. Also discussed, there are a lot of people serving on a lot of different committees and how do we expand our mini base to get more members involved on the committees so that you don't have one person that serves on four different committees. Trying to get more housing authorities involved and bridge the gap between the board and the remainder of our members. The committee has committed to moving forward having some actual action items to work on and complete. Mr. Pollard will see that more information, especially from the National NAHRO is passed on to the Vice President of the TX NAHRO Housing Committee, including Legislative issues.

Buzz McKethan joined the meeting via conference call at 9:43 am.

C. Member Services – Vice President - Beverly Banks

See Attached Report

D. Community Revitalization & Development – Vice-President Deborah Sherrill

Ms. Sherrill reported a new member to her committee, Robin Walls. She discussed the RAD Program including consultants and funding sources.

E. Commissioners – Vice President - Earnest Burke

Mr. Burke discussed who the commissioners are and their commitment to this organization. He stated that there must be a commitment from the Directors in order to get commissioners to attend meetings, especially at the state level. He reported that they also discussed the website. They would like an “Ask the Commissioner” page to respond to questions from other commissioners. They also discussed commissioner’s responsibilities and roles, and ways to get them involved and committed. And they discussed the fact that a lot of commissioners are not willing to spend a lot of time in training, as they are volunteers. Bernadine Spears made a comment about training and that some commissioners in smaller areas may be willing to attend training on the weekends. A question was asked about who can train commissioners in Texas, and the response was Bernadine Spears, Steve Sharp, and David Zappasodi. Naomi Byrne commented that there seems to be a problem getting information to the commissioners from the executive directors or staff. We should find out who the Chairs are and send information directly to them. Sherri McDade commented that commissioner’s name, address, and phone numbers are public information, and we should compile a list a give to the committee. Shelli Scrogum responded that we could add a Commissioners category on the membership renewal application, and every time an email is sent, it could go to them too.

F. Legislative - Chair - Gene Reed

See Attached Report

G. Scholarship Committee - Chair - Debbie Eldredge

See Attached Report

H. Scholarship Foundation - Chair - Judy Paciocco

There was a discussion of Judy Paciocco resigning as Chair, and the committee needing new members. Wayne Pollard would be added as President to the Foundation committee. Bernadine Spears volunteered to be on the Foundation committee, and Shelli Scrogum recommended Willie Anderson be added to the committee.

Ms. Paciocco reported that members were Buzz, Billie, Willie, and Wayne. They discussed the bylaws, and ways to create revenue for the Foundation. They thanked the Budget Committee for allowing \$10,000 for scholarships this year. A suggestion was made to add a box on the registration application for donations to the Scholarship Foundation. Naomi Byrne suggested they should ask Past Presidents to be on the committee. Mr. Pollard requested a volunteer to chair the committee, and Bernadine Spears will chair.

I. Awards Committee – Chair - Annie Botsford

See Attached Report

Mr. Pollard stated that the Awards Committee would become a subcommittee under Member Services.

J. Site Selection Committee – Chair - Annie Botsford

See Attached Report

K. Bylaws Committee – Chair - Sherri McDade

Ms. McDade reported that they discussed updating the bylaws and that there are two different versions of the bylaws on the website. They talked about cleaning up the Bylaws and putting them in order to have them flow a little better. There are quite a few places where there are some conflicts where it said “do this here at this time” and then another section that said to do something different. She reported that they basically went through the bylaws and talked about them, but did not make any changes. They discussed some of the other things that have been discussed in the past, and what Wes had been working on two years ago. The committee talked about the fact that what is in our bylaws and what we actually do in a lot of cases are two different things. She stated that they will need some additional information from some of the other committees, mainly nominations and elections. And also they will need information from other officers and chairs to clarify their duties and roles, like the Sr. Vice President, Secretary, Treasurer, etc. They will put together a time line and schedule phone conferences. She stated that they will also be sending out information to the members and also to the Board to ask for any recommendations or any ideas you may have for the bylaws. The committee will be working to get this done on time, so even if there are only two members on the phone conference, they will keep working. She stated that the committee plans to get this done this time. Lourdes Castro-Ramirez recommended we have an attorney review the bylaws, and volunteered a person from her staff. Mr. Pollard stated that there is a timeline, and in order to change the bylaws, we also have to take them to SWNAHRO and to National, so we are looking at some time in February having a draft to present to the Board at the April Annual meeting. Also we will need to present to the membership in April. We may need to have a special called meeting sometime in February, because we have to give out to the membership 30 days ahead of time. Debbie Sherrill asked to be a part of that committee.

Mr. Pollard requested permission from the body to amend the agenda to include the Nomination Committees report. Milet Hopping moved approval, Naomi Byrne seconded, motion passed.

L. Nominating Committee – Chair – Debbie Sherrill

Ms. Sherrill reported that they had two conference call meetings discussing the vacancies that have become open:

She reported that the Nominating committee is recommending replacing Arlene Brosch–2013-2015 Term – with Denise Wilson-Owens and replacing Naomi Byrne as the Vice President of Housing with Mark Thiele, the current Vice-Chair. There will also be a vacancy for Mark’s position as a Director, and they are recommending Viola Salazar.

She has confirmed with all three candidates that they are willing to accept the nomination.

Mr. Pollard asked if all were in good standing financially, and Ms. Sherrill stated yes.

Bernadine Spears made a motion to approve the list of names presented by the Nominating committee to fill the positions. Wes Bell seconded, and the motion passed.

Ms. Sherrill also reported that the committee’s implementation of the use of the TXNAHRO Leadership Pledge for new incoming Board members, which was approved

by the Board on October 17, 2012 in Abilene. She stated that the document mimics the wording from NAHRO pledge and discussed having new members sign the Pledge. Mr. Pollard stated that we should sign now and that everyone should sign and return to Debbie. Secretary to keep, and a copy to Shelli.

They also discussed procedures for the Nominating Committee on how to bring people in as an Officer or Director. They are requesting more time to work on procedures. She stated that in even numbered years in the bylaws it basically states to follow the procedures in Article 6, but there are no procedures so we have no guidance on what we need to do so they will just follow what it states in the bylaws for odd numbered years.

Mr. Pollard stated that one thing in Sherri's report as well as yours is we will develop a Standard Operating Procedure Manual (at least that is my hope) to help clean up a lot of things. He stated that he will be asking some of the committee members to be part of that committee especially those that can write well.

Ms. Sherrill stated that we should start working on them now, until we can tie that into the main one. All committees will probably have a template to follow.

M. Report by the Service Officer- Shelli Scrogum

Ms. Scrogum reported that in your packet the 2013 training calendar is listed so you can review the training that was held in 2013. We are currently working on the 2014 schedule and will work closely with the PD committee on their recommendations. She asked that if your agency has a need for training, please consider giving TXNAHRO a chance to quote those regardless of what provider you want use (Nan McKay, NAHRO, Nelrod), we can still want to have an opportunity to quote you to provide those trainings.

She reported that currently there are 243 paid members and 78 business partners or vendors.

She reported that the new website has been rolled out, and the Board all voted on it and the majority won. She stated that you've probably have seen those changes, if not take the time to go on there and take a look at it. Also we'll be working on updating all of the information on there and of course the scholarship application, awards application, and membership renewals will also all be available on-line. She stated that it is our goal to have this site up to date by Christmas. She asked to please let us know of any updates or changes as soon as possible.

She stated that there have been several requests about adding microphones for the board meetings so when we do minutes we can better hear everyone in the room. She did a little research on pricing sets of microphones and would like to request that the Board consider a set of 8 microphones with a mixer that we would just use and patch into house sound that would travel with her. She would keep and set up every single time. The estimate is \$800 plus shipping total just under \$900. We could also use these microphones for the Annual meeting in the Exhibit hall. She stated that we usually have to purchase a mic and mic stand to use for that, and that would cut down on costs. Each microphone to rent from a hotel costs between \$75 and \$150 per day plus a service charge, so this would pay for itself very quickly. She is asking the Board to approve the purchase of this not to exceed \$900. She stated that if we approve it, she can use funding from 2013 budget, because she hasn't spent the \$10,000 in office expenses, so it would not be extra.

Sherrri McDade made a motion to approve the request for microphones purchase not to exceed \$900 as requested by the Service Officer, Betty Brewer seconded, and the motion passed.

Ms. Scrogum also reported that National NAHRO is now asking if TX NAHRO would like to participate in a license agreement for Commissioners Ethics and HQS. Ethics is the second part of the Commissioners Certification so if TX wanted to participate in that license, we would pay a licensing fee of \$750 per year. TX NAHRO would select the individuals they wanted trained to provide that training, NAHRO says up to three. Those individuals would go to the training, provided by NAHRO. NAHRO is trying to see what states want to participate so a central location can be picked, that's why they're asking if we are interested. No cost to attend the train-the-trainer, but you do have the trainers travel expense and things that we would need to consider. Then those people could train that subject matter in our state just like we do Commissioners Fundamentals. So they are asking if we are interested in participating in Ethics, as well as HCV Housing Quality Standards. Mr. Pollard called for any questions or discussions. Ms. Scrogum provided additional information, and stated that we would have license to provide those three certifications in our state without having to hire an outside provider. Once we're certified to train, those selected and trained can train in our state. NAHRO has a deal that we cannot charge more than \$400 for the training. And we would pay NAHRO a \$65 material fee and the rest is profit. NAHRO sets the price. We would pay \$750 for each license per year, and we would make the money back when you have the classes. Bernadine Spears made a motion to get others involved and to get the licenses for Ethics and HQS, Milet Hopping seconded, and the motion was approved.

Ms. Scrogum stated that it should be early 2014 to get the ball rolling.

Mr. Pollard requested all that all reports given today be sent to the Secretary and Shelli.

The Board also received a report from Yvette Nieto, with the Small Agency Task Force Committee. She reported that they had a meeting the previous day, with a committee of three. The committee reviewed the bill that will be going before Congress (S. 576) Small Public Housing Agency Opportunity Act of 2013. She reported that they are trying to see how they can get other small agencies involved so she can represent a larger area.

Mr. Pollard wants to add the Small Agency Task Force as a subcommittee of the Housing Committee under Mark.

Mr. Pollard requested a motion to accept the reports, Billie Shelburn motioned, Milet Hopping seconded, and the motion passed.

XI. Old Business

None

XII. New Business

None

XIII. Adjournment -

The meeting adjourned at 11:04 am.