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**EXECUTIVE BOARD MEETING MINUTES**

**Sunday, April 7th, 2019- 12:00 pm – 1:45 pm**

**Salon VI, Arlington Ballroom, First Level- Crystal Gateway Marriott**

**Washington, DC**

**I. Call to Order, Roll Call, and Introduction of Guests**

Attend: Thomas Jefferson, Peter Lifari, Ted Ortiviz, Joan Smith, Julie Brewen, Janice Kimball, Phillip Bernal, Patti Webster, Lori Rosendahl, Lori Pacheco, April Thompson, Ed Talbot, Zachary Guerin, Duane Hopkins, Betsey Martens, Ann Horton, Leslie Bean.

**QUORUM ACHIEVED.**

Guests: None

**II. Approval of Minutes from October 25, 2018- Atlanta.**

Ted Ortiviz motioned and Ed Talbot seconded a motion to approve the minutes, all in favor.

**III. President’s Report-** Duane indicated that he would be speaking about follow ups to the Strategic Planning Retreat later in the meeting.

**IV. Treasurer’s Report**

Dave Martens gave the financial report for Scott Farnes who was absent. Scott was unable to complete a YTD report due to his accounting firm being in the middle of tax season. Dave presented the 2018 year-end statement and reported that as of December 31, 2018 we had $54,627.53 in our bank accounts. Income was $30,393.88 against Expenses of $37,366.64 for a net loss of $6972.76. This represented an improvement over the budgeted loss of

$10,132.

There was a discussion of whether to conduct an audit since one had not been done in over ten years. Dave reported that Scott Farnes quoted a price of $4000 for an audit.

Lori Pacheco motioned to conduct an audit in 2019. Thomas Jefferson seconded the motion and all were in favor.

Duane then indicated that a 2019 Operating Budget needed to be approved but that there may be adjustments required depending on some anticipated but, as of yet, undefined expenses related to the strategic planning objectives. Duane mentioned that those objectives could change the scope of Dave’s contract and that he would like to wait to renew his contract until those objectives are identified.

Dave presented a budget including the audit showing an anticipated loss of $12,710. Dave pointed out that conference income was difficult to predict due to the partnership arrangement with the Montana Housing Partnership. Conference profits will be allocated based on the percentage of registrations and sponsorship that MPNAHRO brings to the conference against that percentage of expenses. Dave is predicting a $5000 profit.

Patti Webster motioned to approve the 2019 budget with the understanding that changes could be made based on the strategic planning recommendations. Dianne Hovdestad seconded the motion and all were in favor.

**V. Old Business**

**A. 2019 Election of Officers-** Dave reported that the bylaws required that members receive notice of the election 60 days prior to the annual meeting (April 17th) and that a slate of candidates needs and a call for a vote needs to be provided electronically 20 days prior to the annual meeting (May 29).

Duane asked everyone to fill out the volunteer form from NAHRO to indicated whether they want to continue on a national committee. Dave will send out the link to that form on the NAHRO web page.

**B. Montana Conference Update**- Dave reported that the conference planning was moving forward and asked people to please attend the conference. There will no registration brochure hard copy but a conference web page had been created with complete information and registration. Patti provided a report on the social activities being planned including a housing tour, bingo night and silent auction. Patti was not sure they had allotted enough time- 75 minutes- to do a proper tour. She also expressed concern about the location of the conference which is not in downtown Billings. Not a lot of dining or shopping options near the conference hotel.

**C. Poster Contest Reminder**- Dave would like to remind all that state chapters that we’d be doing the regional poster contest judging at the Billings conference and that state chapter submissions- three total, one from each age category- are due by June 10. Posters are to be mailed to Dave at his Boulder address.

**VI. New Business**

**A. Strategic Planning**- Duane wants to establish three committees to work on the three areas that were identified for our workplan at the Strategic Planning Retreat. They are:

1. Conference- work on rotation, financial viability and content. Has asked Lori Pacheco to chair

2. Legislative Advocacy- work on improving our advocacy efforts. Has asked Don May to chair

3. Peer to Peer Networking- work on Circle of Six program. Has asked Penny Hannegan to chair.

Duane asked for everyone on the Board to sign up to work on one of the committees. Here are the committee members:

1. Conference- Lori Pacheco (chair); Ted Ortiviz; Zach Guerin; Janice Kimball; Phil Bernal, Clarissa Hogart, April Thompson

2. Legislative Advocacy- Don May (chair); Joan Smith; Lori Rosendahl; Julie Brewen; Diane Hovdestad; Ed Talbot

3. Peer to Peer- Penny Hannegan (chair); Patti Webster; Leslie Bean; Thomas Jefferson; Revonda Stordahl, Matt Pike, Emily Sander

**VII. Committee/ Task Force Reports-** Duane requested that each committee or task force chair submit a written report of their meetings in Washington DC which Dave will distribute and post on the webpage.

 **VIII. Next Meeting**- Annual Membership Meeting- June 18 at the Billings Conference

**IX. Adjournment –**The meeting adjourned at 1:43 p.m.