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**EXECUTIVE BOARD MEETING MINUTES**

**Friday, July 15, 2016, 5:15 pm – 6:45 pm**

**Skyline III, 23rd Floor, Hilton Portland**

**Portland, Oregon**

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

**Attend:** Dianne Hovdestad, Matt Pike, Phil Bernal, Trina Wheeler, Julie Brewen, Duane Hopkins, Craig Maraschky, Revonda Stordahl, Lori Rosendahl, Janice Kimball, Ann Horton, Brenda Strom, Don May, Peter Lifari, John Stengle, Tammy Frost, Ted Ortiviz, Jill Elliott, Randall Irwin. **QUORUM ACHIEVED.**

**II. Approval of Minutes from April 11, 2016- Washington DC**

The minutes we approved with one change: need to add John Stengle and Tammy Frost to those in attendance at the April 11th meeting.

**III. President’s Report- Dianne**

A. Dianne reported that a NAHRO CEO search is underway. A search committee has been established. People are in agreement that one of the main qualifications for the new CEO is association management experience. John Bohm, the acting CEO, is doing a good job and those attending the Steering Committee meeting said that it was one of the best in recent memory.

**IV. Treasurer’s Report**

Dave Martens presented the financial report for Kim Giordano who was not present.

A. Park City Conference Report- Dave reported that the conference exceeded expectations in terms of both attendance and finances and was complimentary of the planning committee and thankful to the Utah NAHRO hosts. There were 183 attendees against an original budget of 105. Total preliminary revenue is $92,650 with over $47,000 in registration income and over $45,000 in sponsor income. Expenses were $65,375 and the profit is $27, 274 which will be split between Utah NAHRO and Mountain Plains NAHRO. Dave is still collecting the final bills and will be doing a final reconciliation between Utah NAHRO and Mountain Plains NAHRO this summer.

B. Financial Report- Dave reported that as of May 31, 2016, MPNAHRO has $79,075.66 in total Liabilities and Equity. Total expenses for the first five months were $32,829.79 against income of $60,128.64 for a net profit of $27,311.31. These numbers will change dramatically when all the conference expenses have been paid.

***Ann Horton moved to approve the financial report; Ted Ortiviz seconded the motion and the motion passed unanimously.***

**V. Old Business**

A. Educational Scholarship Update- Revonda reported that two $1000 scholarships were awarded this Spring and that an additional $1000 was raised at the annual conference for next year’s scholarship program.

B. Poster Contest Results- Dave reported that the regional judging of the “What Home Means to Me” poster contest took place at the Park City conference. Three winners were selected and have been sent to Washington DC to represent Mountain Plains in the national competition. Two winners came from the Grand Junction Housing Authority and one winner came from the Fargo Housing and Development Authority. Each of the winners has been sent a $100 Visa gift card from MP NAHRO. Dave was asked to collect data for future competitions on how many posters are being submitted to the contest by each agency.

C. Regional Convening on Habitat III Outcomes from May 20- Julie Brewen reported that the Regional Convening to which MPNAHRO contributed $2000 took place on May 20 in Denver. The meeting included a lively discussion of the future of cities and what they should look like. HUD has not yet recognized NAHRO as an official partner for the Habitat III conference delegation.

D. NAHRO Branding- ongoing discussion with the strategic planning committee.

E. Regional Small Agency Task Force- The Small Agency Task Force will meet on Saturday. Sharon Carlson is sending out updates on what is happening to keep members apprised. John Stenge reported that SD Senator Thune is a sponsor on the Senate side and work is ongoing for House sponsors. Dianne would like to see a regional small agency task force be organized by John Stengle.

**VI. New Business**

A. 2017 Joint Conference Site Selection- Dave reported that Colorado will be hosting the regional conference in 2017 and they are considering doing the conference the third week in May at the Vail Marriott Hotel in Vail, Colorado. After some discussion the group approved Vail pending the approval of the Colorado Board, who is meeting on July 21st in Colorado.

**VII. Committee/Task Force Reports**

**A. State Reports**

Utah- Phil Bernal reported that Salt Lake City has a new Executive Director, Dan Nackerman.

Colorado- Lori Rosendahl reported that Colorado is working on its strategic plan and currently focusing on a public awareness campaign. She also reported that the Colorado NAHRO conference in Vail on May 9-13 was well attended and financially successful.

South Dakota- Tammy Frost reported that she is resigning from her current position as ED for the Mitchell Housing Authority to pursue another position. She will also be retiring from NAHRO. The Board congratulated her and wished her well.

North Dakota- Jill Elliott reported that she is trying to get North Dakota more active in NAHRO and they are not currently doing very much. SD and ND will not be doing a joint conference in 2016.

Montana- Revonda reported that Montana is involved in developing a State Housing Trust Fund. Housing Authorities were not being included in the Fund in the original discussions.

**B. Committee Reports**

CR&D- There were five representatives from MPRC at the CR&D meeting. Two resolutions were passed: 1) best practices on the use of criminal records for agencies and 2) Affordable Housing credit supporting the passage of this bill.

Legislative Network- Craig reported that the task force has been focusing on getting HR3700 passed; what to do during the August recess; and getting letters out via the advocacy web page. Craig will be working on getting out a letter of thanks for supporters of HR3700. We need to reinforce the importance of letter writing using the advocacy web page to state presidents and members.

Member Services -Revonda Stordahl reported that member numbers continue to go down but not by as much. NAHRO staff will be pursuing four membership campaigns over the course of the summer. 131 Awards are being given out in Portland. Awards of Excellence juries are meeting in Portland. NAHRO staff is working on expanding social media and working on the web site database. The committee voted to approve a staff recommended 13% dues increase immediately and to review the dues situation every two years. The Marketing committee requested more data on which other industry associations are experiencing membership reductions to see how we compare. Commissioners- Matt Pike reported that the committee is emphasizing little libraries for children and seniors (go to [www.littlefreelibrary.org](http://www.littlefreelibrary.org) for more info on how these work). The committee has set a goal to get 100 of these started. They are in the process of rewriting the Commissioner handbook. Blake from the NAHRO Certifications department spoke at the meeting and announced that the Commissioner certification will be extended from a two-year to a three-year certification. They are also developing a new Commissioner exam. The committee would like to see between 3-5 commissioner session for the New Orleans conference. They are still working on a commissioner broadcast email database.

BECT- Brenda Strom reported that the committee has formed working groups for: marketing; bylaws; and certifications. They are working on a revision of the bylaws (note: BECT has its own bylaws which are separate from the NAHRO constitution).

B&A- Don May absent, no report.

IRGE- Adding to Julie's earlier comments regarding the Habitat III Regional convening, Matt Pike reported that the committee focused on the New Urban Development paper and what issues should go to the Habitat III conference. It is still not clear who exactly will comprise the American delegation at the Habitat III conference in Quito.

Professional Development- Joan Smith reported that PD has formed an Executive Committee under the leadership of Duane Hopkins comprise of the chairs of curriculum, quality assurance and marketing. Curriculum is working on identifying which courses are most popular and getting those updated. Duane is working on getting more financial information from NAHRO so the committee can better identify the areas needing improvement. Duane is also wanting to develop a business plan for PD and hiring an outside consultant to evaluate PD competition and where we stand.

Housing -Lori Rosendahl reported that a large discussion occurred regarding small agency FMR. A speaker attended from the Office of Rural Development and discussed the Rural Preservation Act. Also discussed was the Admin Fee Formula and its flaws. The new fee won’t be implemented this year and that agencies have 90 days to comment. The committee also discussed landlord accountability and criminal records issues.

Housing America- Preston Prince attended as a quest speaker regarding the new Housing and Education Task Force and discussed ideas about trying to link Housing America and the Task Force. President Merritt is promoting a college scholarship program. There will be a service program in Portland (a pancake breakfast) sponsored by Housing America. They are forming a panel for judging the Poster Contest submissions.

Strategic Planning Task Force –no report.

Emerging Leaders- Brenda indicated that Mountain Plains should be submitting names for the Emerging Leader Awards. Awards submissions are due August 1.

**VIII. Next Meeting- National NAHRO Conference, October 14-16 in New Orleans TBA.**

Note: consider doing the Board meeting during sessions in New Orleans versus during the evening.

**IX. Adjournment –** Ann Horton motioned and Tammy Frost seconded a motion to adjourn at 6:43 pm.