

POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTOR'S MEETING

MINUTES

Friday, January 6, 2012
10:00 a.m.

Board Members Present:

Angela Connolly, Victoria Facto, Debbie Fisher, E. J. Giovannetti, Larry Goodell, Lance Henning, Christine Pardee, Stephanie Reynolds, Rob Sherwood

Board Members Present via Phone:

Creighton Cox, Christine Hensley, Gary Lorenz

Board Members Absent:

Joe Gonzalez

Guests:

Tom Cope, Avenson, Oakley & Cope; Diana Deibler, Deibler & Company;
Tim Shanahan, Hawthorn Hill; Steve Patterson, Board Member-Elect;
Linda Westergaard, Board Member-Elect

Staff:

Eric Burmeister, Lori Kauzlarich, Carol Duncan, Mike Hagman, Jen Robbins,
Josh Swinnie

STRATEGIC SESSION

Following a quick review of the Strategic Plan the Board will be asked to adopt the Vision:

All individuals and families in Polk County will have safe, stable and affordable housing.

the Mission:

To help make housing affordable.

And, to reaffirm the three (3) goals of the PCHTF:

1. Position the Trust Fund to be the community authority on all matters pertaining to permanent affordable housing.
2. Connect the Trust Fund's resources to providers of permanent affordable housing.
3. Ensure the long-term health of the organization.

The comment was made about insufficient language regarding Operating and Supportive Services fundraising. The Advancement Committee is meeting on January 19 and it was suggested that the Advancement Committee add specific language to Goal 2, Strategy 1, Specifically we will: column a second paragraph that will address fundraising specifically for Operating and Supportive Services.

Approval of Strategic Plan

Larry Goodell moved to approve the Strategic Plan subject to the Advancement Committee vetting through the Governance Committee the new language regarding OSS fundraising; seconded by Debbie Fisher. Motion Carried Unanimously.

LEGISLATIVE UPDATE

With the 2012 Legislative Session scheduled to convene Monday, January 9, 2012, Tom Cope, Avenson, Oakley & Cope, updated the Board on lobbying efforts on behalf of the Local Housing Trust Fund Network. He mentioned that the Governor's budget recommendation will dictate the strategy that will be used. LHTF Legislative Day will be Monday, February 20 from noon to 4:00 p.m. and will be similar to last year. The Board should plan to be there around 2:00 p.m. for about an hour to meet with legislators. Last year's efforts were very successful. If any Board member has a relationship with a legislator, they are encouraged to let Eric know. Eric will pass this information on to Tom. Board members are also encouraged to attend public legislative receptions. There are several next week, Tom will send a list to Eric along with some talking points.

BUSINESS MEETING

Victoria Facto called the Business meeting to order at 10:55 a.m.

Approve Agenda

Angela Connolly moved to approve the agenda; seconded by Rob Sherwood. Motion Carried Unanimously.

Approve November, 2011 minutes

Angela Connolly moved to approve the November 4, 2011 Minutes as written; seconded by Larry Goodell. Motion Carried Unanimously.

Report of the Finance Committee

Rob Sherwood presented the Finance Committee report. The Committee is working to make changes to the LOC; the documents to make the change are in progress and will be delivered and signed this afternoon.

Angela Connolly and E. J. Giovannetti indicated that they will work to make the next installment of Polk County money available if needed. This is subject to BOS approval.

Review and approval of October 2011 financials

Stephanie Reynolds moved to approve the October financials; Lance Henning seconded. Motion Carried Unanimously.

Report of the Advancement Committee

Eric handed out three documents that the Advancement Committee will be working from they are:

1. List of new targets
2. List of existing donors
3. List of grants

Each board member is to go through the list and identify any they know and email those names to Eric before the January 19 meeting. As in the past 100% participation is expected from Board members and Staff. The goal for the combined campaign will be set at the January 19 meeting. Last year's goal was \$750,000.

Other Business

Stephanie Reynolds was recognized for all the good work she did as a member of the Polk County Housing Trust Fund Board of Directors. February 3, 2012 will be her last meeting.

The Board also recognized Grand View University interns, Jennifer Robbins, Michael Hagman and Joshua Swinnie, thanked them and wished each well in their respective job searches.

Having no other business; Debbie Fisher moved to Adjourn; seconded by Christine Pardee. Motion Carried Unanimously.

The next meeting of the Polk County Housing Trust Fund is the Annual Meeting on February 3, 2012 at 10:00 a.m.

Respectfully Submitted
Carol Duncan
Administrative Coordinator