

POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTORS MEETING

Friday, January 7, 2011  
10:00 a.m.

MINUTES

**Board Members Present:**

Creighton Cox, Victoria Facto, Larry Goodell, Lance Henning, Christine Hensley, Gary Lorenz, Stephanie Reynolds

**Board Members Present Via Phone:**

Rob Sherwood

**Board Members Absent:**

Dean Armantrout, Angela Connolly, E. J. Giovannetti, Doug Sharp

**Guests:**

Tom Cope, Avenson, Oakley & Cope; Libby Jacobs, The Jacobs Group; Kathy Kahoun, City of Des Moines, Diana Deibler, Deibler & Company; Russ Frazier, Anawim Housing; Tim Shanahan, Hawthorn Hill; Jane Fogg, United Way of Central Iowa; Al Collet, Community Housing Initiatives

**Staff:**

Eric Burmeister, Lori Kauzlarich, Merlie Crowley, Carol Duncan

**Strategic Session:**

The Strategic Session was called to order by Stephanie Reynolds, Vice Chair at 10:00 a.m. Tom Cope, Avenson, Oakley & Cope, the firm contracted by the Local Housing Trust Funds for lobbying services and Libby Jacobs, The Jacobs Group, shared with the Board their ideas and strategies for the 2011 Legislative Session, along with suggestions and helpful hints on interaction with legislators.

Tom Cope said that February 7, 2011 is the date scheduled for Housing Trust Fund Day on the Hill. He also suggested that as many board members as could should plan to be there from 2:30 to 3:30. The Rotunda has been reserved for the Trust Funds from 11:00 to 4:00.

**Business Meeting:**

The Business Meeting was called to order by Stephanie Reynolds, Vice Chair at approximately 10:45 a.m.

**Approve Agenda:**

Christine Hensley moved to approve the Agenda; seconded by Creighton Cox. MOTION CARRIED UNANIMOUSLY

**Approve December, 2010 Minutes:**

Victoria Facto moved to approve the December 2010 Minutes as written; seconded by Lance Henning. MOTION CARRIED UNANIMOUSLY

**Report of the Executive Committee:**

**Approve work plan for Brand Development:**

The report of the Executive Committee focused on brand development. Diana Deibler has put together a plan and a budget. Eric Burmeister and she will be interviewing three different marketing professional organizations with the goal of unveiling a new brand at the March 4 Board Meeting.

Christine Hensley moved to approve the work plan for brand development as presented; seconded by Larry Goodell. MOTION CARRIED UNANIMOUSLY

**Report of the Finance Committee:**

**Approve October, November 2010 Financials:**

Victoria Facto moved to approve the October and November 2010 Financials; seconded by Creighton Cox. MOTION CARRIED UNANIMOUSLY

It was mentioned that it would be helpful to have a narrative of reportable items. This information will be provided to the Finance Committee and made a part of the report to the Board.

**Approve Resolution on spending authority:**

Additional guidance is needed for the Executive Director to enter into contracts or make spending decisions for services or items both within and beyond the approved annual budget. Therefore, the Finance Committee recommends the following resolution be adopted:

The Executive Director shall have the authority to enter into service contracts or purchase items on behalf of the organization so long as the service or item is within the ordinary course of the association's business, not in excess of \$10,000.00 and such sum does not exceed the amount reflected in the budget previously adopted by the Board of Directors.

Or

The service contract or items is within the association's ordinary course of business and does not exceed the cost of \$5,000.00 regardless of whether such sum exceeds the amount in said budget.

Expenditures beyond the scope of this Resolution will require the approval of the President and Treasurer of the PCHTF or, in their discretion, approval of the Board of Directors.

Victoria Facto moved to approve with the resolution; with the following amendment:

The Executive Director will report any incident regarding this policy to the Finance Committee at the monthly meeting and the Finance Committee will include it in their report to the Board.

Seconded by Christine Hensley. MOTION CARRIED UNANIMOUSLY

**Approve Pre-development grant:**

The Development Committee recommends: The CHI Pre-development Loan request is changed to a Grant request; and approved in the amount of \$14,800.00; with the stipulation if loan monies are awarded to this project in the future this grant is converted and rolled into that loan.

Creighton Cox moved to approve the Development Committee recommendation; seconded by Larry Goodell. MOTION CARRIED UNANIMOUSLY

An invitation was extended to all Board members to attend the next Governance Meeting which is Wednesday, January 12, 2011 at the Trust Fund. The committee will look at possible new Board members. If you have suggestions for a new Board Member, please send information to Eric.

**Report of the Advancement Committee:**

**Approve work plan for 2010/11 Campaign:**

It is critical that all board members and staff support the Trust Fund financially. It is requested this commitment be made by January 31, 2011.

Christine Hensley moved to approve the Work Plan for 2010/11 Campaign and the contract for The Jacobs Group; seconded by Victoria Facto. MOTION CARRIED UNANIMOUSLY

A funding update on the campers from the Churches, Merlie Crowley stated that the churches have fallen short of their goal of \$20,000, they are still working to reach the goal and DMARC has set a goal of reaching \$30,000 by the third week of January.

**Adjournment:**

With no other business, Victoria Facto moved to adjourn the meeting; seconded by Larry Goodell. MOTION CARRIED UNANIMOUSLY The meeting adjourned at 11:25 a.m.

The next meeting of the Polk County Housing Trust Fund is the Annual Meeting to be held February 4, 2011 at 10:00 a.m.

Respectfully submitted,  
Carol Duncan  
Administrative Coordinator