

WI-CARH BOARD OF DIRECTORS MEETING

Tuesday, May 10, 2016

Wisconsin Management Company
2040 S. Park Street, Madison

Secretary, Russ Endres, called the meeting to order at 10:00 a.m. Board members in attendance were David Sheperd, Vickie Holland, Rob Dicke, and Executive Assistant, April Forer. Board Members Donna Braun, Vice President, Mary Pavek, Donna Huebner (for Mary Pavek), and Denise Loveland joined via conference call. Treasurer, Abe Leis, and President, Russ Kaney, were unable to attend.

Review and Approve Prior Minutes: A review of the previous meeting minutes was conducted and Rob Dicke made a motion for approval with Vickie Holland seconding the motion and the motion carried.

Old Business: No report at this time.

Board of Directors/Organization Report: No report at this time.

Membership Report: April reported that we are at 57 members. New 2016 members include Catholic Charities Bureau, Ellefson Company, Casco Community Housing Corp, and Carlson Property Holdings Management.

American Lung Association/Clear Gains and Renewal Unlimited did not renew. American Lung Association stated they did not have the funds this year and April did not get a response from Renewal Unlimited regarding their renewal.

Financial/Budget Report: In Abe's absence, April presented the current financial reports. Revenues are slightly behind budget. Expenses, with the exception of payroll expenses, are close to budget. When Abe did the budget, the penalties and interest were not broken out so they are included in the payroll tax on the budget. April confirmed that all penalties and interest have now been paid.

COMMITTEE REPORTS:

Conference & Training Committee: April provided a final report on the Annual Spring Training which ended with a loss of \$1181.29. We had 47 registrations and 4 sponsors. 7 attendees were from RD which we offered a discounted rate to. The evaluations show that overall attendees were very satisfied. There was an issue with the buffet lunch running out of food which April made sure to inform the hotel about.

The conference and training planning for November 2016 is under way.

Lease Committee: April reported for the 2016 lease orders we had 33 FHA Software Lease, 26 Stand Alone Lease, 15 Paper Lease (24 packs total). There were 41 total member orders and 32 non-member orders for a total of 73 orders.

April received a question from the County of Pepin regarding adding “No Fire Arms on the Premises” to their lease and was advised to notify them they should contact an attorney, and it would probably need to be done in an addendum.

April will contact Doug Buck to review changes needed for the 2016 lease.

Liaison Committee: A copy of the previous meeting minutes is attached. Our next liaison meeting is currently scheduled for August 12, 2016.

Nominating Committee: The terms are expiring for the following board members: Russ Kaney, Abe Leis, and Mary Pavek. Abe will be sending out a bio for an associate from Hawkins Ash to fill his spot.

Personnel Committee: Laura and April have completed the transition. Laura has been very helpful and left good notes for April. Laura has made herself available for future questions April may have and April will let the board know if any further training is needed by Laura.

Scholarship Committee: No applications for the scholarship have been received yet. We have extended the deadline to June 30.

Website Committee: April has been in touch with Steamroll and has made a few website updates. April will make sure to post the evaluation form from the spring training and Russ Endres has pictures to upload. April will track the website monthly traffic report.

WHEDA Report: David reported that there were 39 applications with 26 of those being awarded. There will be some changes from the QAP 2017. The 2016 WHEDA conference is November 14.

Wisconsin Collaborative: This year’s A Home for Everyone Conference will be July 13-14 in Appleton. We receive one free table for the event. April is planning to attend.

NEW BUSINESS:

RD Update: There have been some staffing changes along with new employees hired and a few open positions. The summer food program is increasing the number of properties. There is an initiative to increase guarantee 538 loans with those receiving tax credits. Those at the state office will be getting new phone extensions so make sure to check their signatures.

Training Session 2016: See committee report.

Annual Conference 2016: Kent Radar has been booked as a keynote speaker for his “Bottom Line or Punch Line” program, which focuses on the revenue side of the net income equation and offers owners and managers the basics for world class customer service

Elaine Simpson contacted April regarding our speaker needs and expressed an interest in speaking at our conference. We received positive feedback from her last conference and will explore having her return at the next committee planning meeting.

CARH Meeting 2016: A reminder that the CARH annual conference is being held June 12-14, 2016 in Arlington, Virginia. The board agreed it would be beneficial for April to attend.

Donation CARH Silent Auction. The board agreed to donate a \$250 gift for the silent auction. April will coordinate this with the national office.

Exhibit @ Home for Everyone/WHEDA Conferences. April will plan to attend these conferences and exhibit on behalf of WI-CARH.

2016 Meeting Dates:

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| a. | Liaison Meeting | August 12, 2016 @ RD State Office |
| b. | Board Meeting | September 13, 2016 @ WIMCI @ 10:00 am |
| c. | 2016 Annual Conference | November 3, 2016 @ Kalahari |
| d. | Board Meeting | November 4, 2016 @ Kalahari |
| e. | 2017 Conference & Board Mtg. | November 2-3, 2017 @ Kalahari |

A motion to adjourn the meeting was made by Dave Sheperd and seconded by Rob Dicke. The motion passed unanimously.

Respectfully submitted,

Russ Endres, Secretary