

WI-CARH BOARD OF DIRECTORS MEETING

Tuesday, September 13, 2016

Wisconsin Management Company

2040 S. Park Street, Madison

President Russ Kaney called the meeting to order at 10:00 a.m. Board members in attendance were Russ Endres, David Sheperd, Rob Dicke, Denise Loveland, and Vickie Holland, and Executive Assistant, April Forer. Board Members, Abe Leis and Mary Pavek, along with Debbie Biga of Rural Development joined via conference call. Donna Braun was unable to attend.

Review and Approve Prior Minutes: A review of the previous meeting minutes was conducted and Russ Endres made a motion for approval with Denise Loveland seconding the motion and the motion carried.

Old Business: Liaison notes are attached from the March 8, 2016 meeting.

Membership Report: April reported that we have not added any new members since the last board meeting. We are at 57 members for the year (19 Basic Plus, 8 Basic, 23 Rural Housing Educational, and 7 Associate Members).

Financial/Budget Report: Abe presented the end of year financial reports for FY 15/16 and the budget for the FY 15/16. Abe confirmed that all penalties and interest have been paid. The budget will be finalized and approved at the November board meeting. We will reduce legal fees by \$2,000 and increase lease revenues by 3% for the FY 16/17 budget. A motion to accept financials as presented was made by Rob Dicke and seconded by David Sheperd and the motion passed.

The CD will be mature on 11/15/16. The current rate is .35% with a principal balance of \$38,307. Rob suggested we consider moving the investment to Forward Community Investments. They can offer a 2% rate. FCI will present this at our November board meeting if their schedules allow.

COMMITTEE REPORTS:

Conference & Training Committee: The conference planning is going well. We have 4 Gold Sponsors, 2 Silver Sponsors, and 1 Educational Partner. We have around 12 exhibitors currently. April sent out personal emails to last year's exhibitors who have not yet signed up. Registration has opened with 37 people signed up so far. April will continue to send email reminders to register.

The Spring Training is scheduled for April 20th at the Madison Marriott West. Elaine Simpson will be speaking on a topic to be determined based on the conference evaluations.

Lease Committee: April provided a summary of the 2016 lease orders. There were 76 total orders this year. 59 electronic and 17 paper. We shipped 24 of the 50 paper lease packets ordered so we have 26 left. Our UPS rates have gone down considerably. Doug Buck said their research uncovered no changes and they are seeking approval from RD and HUD for the lease. For 2017, Duane Tinsley said they will keep the cost per use at \$30 since there were no changes in 2016. A motion to increase the fees for the lease by 3% was made by Denise Loveland and seconded by Russ Endres and the motion carried.

Liaison Committee: A copy of the last meeting minutes from August 16, 2016 is included. February 14, 2017 and August 15, 2017 are the future liaison meeting dates scheduled.

Nominating Committee: Mary Pavek, Abe Leis, and Russ Kaney's terms are expiring. Russ. K has agreed to remain on the board for another 3-year term. Brittany Leonard is interested in filling the vacant board position for Abe Leis. She will be asked to introduce herself at the annual meeting prior to the vote. She will also be notified that should her nomination be approved, there is a board meeting the following morning. Russ Kaney will contact Chris Hand about filling Mary's vacant position.

Personnel Committee: There was a short discussion regarding April's office needs, timecard, and a software QuickBooks upgrade/laptop backup. The board acknowledged the help of the HR staff at Wisconsin Management Company last spring with the recruiting and interview process.

Award & Scholarship Committee: We have received nominations for the Maintenance Person of the Year. The deadline of October 3rd is quickly approaching and email reminders will continue to be sent. We did not receive any scholarship applications this year. We discussed making changes to the scholarship, possibly opening it up to part-time students with a \$500 scholarship instead. Ohio is changing their program to offer scholarships to youth camps, etc. April will get further information regarding their program. We plan to present changes to the scholarship program at the upcoming conference.

Website Committee: The website analytics report was reviewed. Our premium listing contract expires soon, but Steamroll is flexible. We may want to reduce the fee for the premium listing or eliminate that option in the future. April will work with Denise on testing the site to make sure it is user friendly and add more community listings to our website which should generate more traffic.

WAHA: The WAHA conference is September 19-22nd. April will be exhibiting for WI-CARH.

WHEDA Report: The WHEDA conference will be held November 14, 2016 at Monona Terrace. April will be exhibiting for WI-CARH.

Wisconsin Collaborative: The July conference was successful and planning is just beginning for next year's A Home for Everyone conference which will be held in July in LaCrosse.

NEW BUSINESS:

CARH Fee Increase: CARH approved an increase in fees for 2017. The state affiliated membership dues will increase from \$500 to \$650. The board discussed their concerns with the increase and the affect it may have on our membership. The CARH budget will be sent out to all to review for further discussion.

RD Update: RD will likely be scheduling a webinar in the upcoming months. They are trying to promote the 538 program. They will be able to send most of their staff to the upcoming conference.

Training Session 2016: See Conference/Training committee report.

Annual Conference 2016: Final details are being made and the agenda is set/speakers are confirmed. April will be working on conference assignments.

CARH Meetings 2016: The CARH mid-year meeting will be held January 23-25, 2017 at the Ritz-Carlton in Sarasota, FL.

Other Items: Nothing to report.

Next Meeting Dates:

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| a. Annual Membership Meeting | November 3, 2016 at the Kalahari |
| b. Board of Directors Meeting | November 4, 2016 at the Kalahari |
| c. CARH Midyear Meeting | January 23-25, 2017 at the Ritz-Carlton in Sarasota, FL |
| d. Liaison Meeting | February 14, 2017 at the RD State Office in Stevens Point |
| e. Annual Spring Training | April 20, 2017 at Madison Marriott West |
| f. Liaison Meeting | August 15, 2017 at the RD State Office in Stevens Point |

A motion to adjourn the meeting was made by David Sheperd and seconded by Russ Endres. The motion passed unanimously.

Respectfully submitted,

Russ Endres, Secretary