

WI-CARH BOARD OF DIRECTORS MEETING

Wednesday, November 19, 2014

Kalahari Resort & Convention Center
1305 Kalahari Drive, Wisconsin Dells, WI

President, Russ Kaney, called the meeting to order at 8:30 a.m. Board members in attendance were Donna Braun, Russ Endres, Denise Loveland, Mary Pavek, and David Sheperd. Debbie Biga of Rural Development was in attendance along with Laura Mason, Executive Assistant. Board members Abe Leis and Vickie Holland were unable to attend.

Review and Approve Prior Minutes: The prior meeting minutes were reviewed. David Sheperd made a motion for approval, seconded by Denise Loveland, and the motion passed unanimously.

Old Business: 2014 Annual Conference went well. We made room for two additional vendors that wanted to exhibit. Attendance was about the same as last year. For the panel discussions, we need to make sure we have a table on the stage. It was also noted that there was too much food for breakfast. We should look at cutting that back. Doug Buck's presentation was well received—it would be good to get a written summary of the changes for the attendee folders. We need to clarify with RD about their position on check-in forms. This will be added to the liaison meeting agenda.

Board of Directors/Organization Report: The current officers of Russ Kaney, President; Mary Pavek, Vice President; Abe Leis, Treasurer; Russ Endres, Secretary all agreed to continue in those respective offices. In addition, David Sheperd and Vickie Holland agreed to serve another term on the board. A motion for approval was made by Denise Loveland, seconded by Mary Pavek, and the motion passed unanimously.

Abe Leis notified the board that he will not be seeking reelection when his term is up in 2016; however, Hawkins Ash CPAs wants to continue to be a part of WI-CARH and will find his replacement from within the firm if the board approves. This will be added to the agenda for the next board meeting in May.

Membership Report: Laura reported we have the same number of members as last meeting. Laura will work with RD on getting a good list of contacts to market WI-CARH to owners and managers. In order to increase the associate membership, it was suggested to highlight one of the associate members in the newsletters. Debbie asked if someone from WI-CARH would be willing to attend their webinars to inform them about WI-CARH.

Financial/Budget Report: Laura reported the tax returns have been completed. The board extends their thanks to Abe Leis and Hawkins Ash CPAs for their tax services. A clean copy of the budget that was approved at the September meeting was provided. We will plan to have the 2015/2016 budget ready for the May board meeting. The CD at Settler's Bank was renewed following the board's approval at the September meeting.

COMMITTEE REPORTS:

Conference & Training Committee: The planning for the Spring Training on April 22nd is on

track. The registration will be available at the beginning of January. There is limited seating and anticipate it filling up, so we'll be encouraging to register early. There is a conflict with the Kalahari in 2016. The 3rd is available, but there isn't space on the 4th for the board meeting. We will know for sure closer to the date if a room opens up. If not, we will find another location for the board meeting. A motion for approval was made by Russ Endres, seconded by David Sheperd, and passed unanimously.

Lease Committee: The board electronically approved the 2015 lease order form with a 3% increase on the lease plus increase of \$2 for shipping 4 or more leases. Orders are already coming in. It was suggested to have Duane Tinsley give a presentation on the electronic lease at next year's conference.

Liaison Committee: The liaison meeting dates have been scheduled for February and August in 2015. We will try to coordinate with them during one of their webinars to promote WI-CARH.

Nominating Committee: There is still one position open on the board. It was suggested to contact Rob Dicke. Russ Endres will contact him.

Personnel Committee: The personnel committee met with the board at the end of the meeting. A motion to approve the recommended increase was given by David Sheperd, seconded by Mary Pavek, and passed unanimously.

Scholarship/Awards Committee: Denise gave report. We didn't have any applicants for the scholarship this year despite extending the date multiple times. In order to make it easier for applicants to apply, the committee would like to ask for names of references instead of letters of reference. A motion to modify the form was given by Donna Braun, seconded by Denise, and passed unanimously.

Website Committee: Laura reported that with the transfer of information from Cindy an email address which provided access to the usage reports was inadvertently deleted. She is working with Graphic Juice to get it fixed. The committee is looking at updating the website. Two proposals have been received. The committee will review the options and make a recommendation to the board.

WHEDA Report: David reported that the online application for tax credits will be available December 1st with the application period running from January 16 – 30th. There are few changes on the website for the Qualified Allocation Plan (QAP). The advisory committee for 2016 has not been chosen yet.

Wisconsin Collaborative: The Home for Everyone conference is being planned for July 18-19, 2015 at the Jefferson Street Inn in Wausau.

NEW BUSINESS:

RD Report: Debbie reported they are looking forward to filling the openings in Fond du Lac. The MPRs are due on November 24, 2014. At this time, only one application has been received, but more are expected.

2015 Membership Fees: CARH fees are not changing for 2015. At our next meeting, we will look at what other states are charging for membership, as well as, what is included with their membership. Laura will check with the CARH office to see if they have that information. We will want to know the 2016 membership fees for budgeting purposes. The question was raised as to whether or not WI-CARH could have a list of standardized, fillable forms on their website. A motion was made by David Sheperd and seconded by Mary Pavek to keep our fees the same for 2015.

Training Sessions 2014/2015: - Covered by the Conference & Training Committee above.

Annual Conference 2014/2015 & Facility Bookings: - Covered by the Conference & Training Committee above.

CARH Meetings 2015: Russ Kaney will be going to CARH's mid-year meeting in January in St. Pete Beach, Florida to represent us. The Annual Meeting & Legislative Conference will be held June 14 – 16, 2015 at the Ritz-Carlton Pentagon in Arlington, Virginia.

Meeting Dates for 2015:

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| a. Liaison Meeting | February 10, 2015 @ RD State Office |
| b. Training Session | April 22, 2015 @ Holiday Inn Madison |
| c. Board Meeting | May 12, 2015 @ WIMCI |
| d. Liaison Meeting | August 11, 2015 @ RD State Office |
| e. Board Meeting | September 15, 2015 @ WIMCI |
| f. 2015 Annual Conference | November 5, 2015 (Thurs.) @ Kalahari |
| g. Board Meeting | November 6, 2015 (Friday) @ Kalahari |
| h. 2015 Conference & Board Mtg. | November 3-4, 2016 @ Kalahari |

A motion to adjourn the meeting was made by Denise Loveland, seconded by Mary Pavek and the motion passed unanimously.

Respectfully submitted,
Russ Endres, Secretary