

WI-CARH BOARD OF DIRECTORS MEETING

Friday, November 2, 2012

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

President Mary Vinopal called the meeting to order at 9:00 a.m. Board members in attendance were Barb Lubahn-Hagedorn, David Sheperd, Vickie Holland, Russ Endres, Abe Leis, Denise Loveland, Russ Kaney and Dan Fosdick. Debbie Biga and Cheryl Halvorson of Rural Development were in attendance and Cindy Schwierske, Executive Assistant.

Review and Approve Prior Minutes: A review of the previous meeting minutes was conducted and Vicki Holland motioned for approval with Denise Loveland seconding the motion and the motion passed unanimously.

Old Business: A draft of the new brochure was reviewed. Cindy was looking to produce between 500 and 1,000 copies according to the price break. The brochure was approved with minimal changes.

Board of Directors/Organization Report: Abe reported that the tax return has been completed and filed courtesy of Hawkins, Ash, Baptie & Company. The board thanked him for providing these tax services to WI-CARH.

Membership Report: Cindy reported that we are at 60 members, and we have been fortunate to sign up another new member, Badger Housing Associates at conference time. This is right where we were at last year as well with membership numbers.

Financial/Budget Report: Dan reviewed the current financial statements and indicated that our CD matures shortly. He will check into CD rates and make a decision, but we will most likely renew the CD where it is presently because it would not be cost effective to move it to another bank given the very low interest rates. Barb Lubahn-Hagedorn made a motion for Dan to renew the CD at his discretion and David Sheperd seconded this and the motion passed.

COMMITTEE REPORTS:

Conference & Training Committee: It was discussed that we would put information from this conference on our website that would be available in the “members-only” section.

Lease Committee: The target date for the lease getting out will be mid-November. Our attorney, Doug Buck, will put a disclaimer on the lease with regard to the language required from HUD. Hopefully, all of this can be cleaned up next year when there is a trailer bill to much of this legislation that was passed this year that necessitated these lease changes.

Liaison Committee: A copy of the previous meeting minutes was included in this packet, and the liaison meeting dates are scheduled for 2013.

Nominating Committee: There is nothing to report.

Personnel Committee: Cindy's annual review was conducted with Russ Endres and Russ Kaney. Closed session. Vickie Holland has joined the Personnel Committee.

Scholarship Committee: Denise gave a brief scholarship report. The committee decided in the future, they will pick a second recipient for a backup winner, so if we have a situation like this year, we will be covered. The scholarship board at the conference was nice, and we can continue to display it at future events as well.

Website Committee: Cindy provided a traffic report of our website and it continues to grow in the number of visits to our site. Cindy will gather information to find a new website vendor as Kevin Frey of Inky Fever will be discontinuing our service due to a job change.

WHEDA Report: Dave reported the Qualified Allocation Plan (QAP) for tax credits is now approved and will be out. The annual WHEDA conference is December 4, 2012 at the Monona Terrace in Madison, WI. Training will be provided on HUD 811 the day before the conference on December 3, 2012.

Wisconsin Collaborative: There is nothing to report.

NEW BUSINESS:

RD Update: Debbie reported on the Improper Payment Information Act (IPIA) results. Nationally this year, there has been a higher error rate; however, the figures still are not available for Wisconsin. Waivers will no longer be issued for errors in rental assistance. We thought it would be good to let our membership know our rate and maybe put an article in the newsletter listing the top things to avoid common errors. RD is planning on having training programs at each of their state offices in 2012/2013. Debbie reported that RD is in their new offices and settled in.

Training Sessions 2013/2014: There was some discussion on having Health First Wisconsin provide some training on Smoke-Free Wisconsin. HD Supply will provide our 2013 training offering two maintenance/management courses.

Election of Officers for 2013: A motion was made by David Sheperd and seconded by Denise Loveland to keep the same roster of officers for 2013. The motion was approved unanimously.

Annual Conference 2013/2014: The Kalahari has been booked for November 7-8, 2013 and November 6-7, 2014 for our annual conference. They have stopped booking 3 years in advance due to numerous cancellations and date changes that have caused problems, so we should check later in 2013 for future bookings.

CARH Meetings 2013: There are two CARH meetings each year - the mid-year meeting in January and annual meeting in June. The board feels that it is important to have WI-CARH represented and attend these meetings so it was decided to allocate funds in the budget to cover

the cost. Cindy will set up a schedule for next two years so board members can sign up and rotate in attendance.

2013 Meeting Dates: The following dates were scheduled for the new year:

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| a. Liaison Meeting | February 19, 2013 @ RD State Office |
| b. Training Session | April 16, 2013 @ Crowne Plaza |
| c. Board Meeting | May 14, 2013 @ WIMCI |
| d. Liaison Meeting | August 13, 2013 @ RD State Office |
| e. Board Meeting | September 10, 2013 @ WIMCI |
| f. 2013 Annual Conference | November 7, 2013 (Thurs.) @ Kalahari |
| g. Board Meeting | November 8, 2013 (Friday) @ Kalahari |
| h. 2014 Conference & Board Mtg. | November 6-7, 2014 @ Kalahari |

A motion to adjourn the meeting was made by Russ Kaney and seconded by Barb Lubahn-Hagedorn. The motion passed unanimously.

Respectfully submitted,
Russ Endres, Secretary