

## **WI-CARH BOARD OF DIRECTORS MEETING**

**Tuesday, May 14, 2013**

Wisconsin Management Company  
2040 S. Park Street, Madison

President Mary Vinopal called the meeting to order at 10:00 a.m. Board members in attendance were Barb Lubahn-Hagedorn, David Sheperd, Vickie Holland, Russ Kaney, Russ Endres and Exec. Assistant, Cindy Schwierske. Board Member, Abe Leis and Debbie Biga on behalf of Rural Development joined via conference call. Board members Denise Loveland and Dan Fosdick were 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 David Sheperd seconding the motion and the motion carried.

**Old Business:** No old business to report.

**Board of Directors/Organization Report:** Cindy reported that we are in good shape and all year-end work has been completed including 1099s, annual report, etc. Mary Vinopal announced that she will be leaving her position at Impact Seven at the end of May. Mary will continue on with the board to November.

**Membership Report:** Cindy reported that we are at 62 members, and National Concrete Grinding has recently joined as an Associate Member. Membership is over the total from last year. A quick calculation of roughly 9,000 units of rural development property in Wisconsin shows WI-CARH members are about 57%. Our membership list shows quite a few members that do not have the units represented so the percentage is actually higher than that. Debbie can give Cindy the unit information for the various members to get a more accurate percentage. Our associate memberships are strong and over by a couple more from last year.

**Financial/Budget Report:** Cindy provided the current financial reports showing we are operating better than budget in most categories with the exception of our training revenue is down due to the decreased in attendance. The training did make over \$4,000 thanks to a free speaker/trainer from HD Supply.

### **COMMITTEE REPORTS:**

**Conference & Training Committee:** We reviewed our conference and training plan for November and April 2014. We believe that we have all of the slots filled for speakers. A motion as made by David Sheperd and seconded by Russ Endres and unanimously approved to book, Jeff Havens for our keynote speaker and will be proceeding with the negotiated rate of \$3,500. Larry Anderson is on board, and we will plan to have Larry join us for breakfast on Friday morning prior to our board meeting. A buyers and sellers conference is planned for later in April of 2014. Russ Kaney and Russ Endres will be working with Larry on this program.

**Lease Committee:** Cindy provided a summary of the 2013 lease sales, which seems to be right on track with previous years. The 2014 lease is expected to have significant changes again since many

landlord/tenant laws are being rewritten which affect our lease. It was also suggested that we review pricing and adjust upward again for next year with approval at our September board meeting.

**Liaison Committee:** A copy of the February meeting minutes are included in the folders. Our next liaison meeting is August 13, 2013. It was urged by our board to ask Stan Gruszynski to attend. Russ Kaney will send a letter to Dave Schwobe reiterating how important it is to have rural development staff attend our training as well as our annual conference.

**Nominating Committee:** With Mary Vinopal's planned exit of the board, our nominating committee will begin to look for new board members. Also the terms for Russ Kaney, Dan Fosdick and Abe Leis end this year. Russ and Abe both indicated they would like to continue on the board and Dan needs to be contacted at some point to find out his intentions. The nominating committee consists of: Russ Kaney, Dan Fosdick, and Vicki Holland.

**Personnel Committee:** Russ Kaney along with Cindy put together a job description for Cindy's position. Russ Endres discussed the possibility of working together with the Apartment Association. After discussion, the personnel committee will meet with Nancy Jensen to see what next steps could be taken to implement a partnership. The idea is to start very slowly to see if this is an idea that has merit and the Board thought worth pursuing.

**Scholarship Committee:** Vicki reported that there are no scholarship applicants this year. The board approved giving CARH up to \$2,000 to the James L. Poehlman Scholarship Fund if we do not have an applicant this year. Cindy brought up the idea to present awards that other state associations give out including: member of the year, site manager, and maintenance tool time award. Our scholarship committee will look into possibly presenting some of these awards at our November conference.

**Website Committee:** Cindy reported her new vendor is working well on website updates. The name of the company is Graphic Juice.

**WHEDA Report:** Dave reported that the awards for tax credits have been announced for this year. This year there is a new category called HIPR, which stands for High Impact Project Reserve. This is a jobs-related category, and there are approximately \$1.4 million of credits available. The next round of credits applications are due July 31, 2013. Dave reported that there will be training for the new set aside on May 22 in Milwaukee and on May 23 in Green Bay and information is on WHEDA's website.

**Wisconsin Collaborative:** Russ Kaney reported that the final plans are being made for the Home for Everyone Conference which will be July 24 and 25, 2013 in Eau Claire. Russ noted the information for the conference is on the WISCAP website.

## **NEW BUSINESS:**

**RD Update:** Debbie Biga reported that there would be training that is being coordinated by the area offices. The topics and location for borrower training this summer has not been set yet. WI-CARH has offered to provide coffee and donuts again for this training. A motion was made by Russ Endres and seconded by David Sheperd and past unanimously. Rental Assistance (RA) recently it's been announced, there may be a shortfall in resident subsidy. The national office will hopefully be providing guidance on

what to do if this happens to your project. Possible ways to mitigate this are deferring mortgage payments, utilizing reserve funds or operating cash. Hopefully more guidance will be available from the national office soon. The official results for Wisconsin are still not posted for the Improper Payment Information Act (IPIA). We know nationally there was a higher error rate but are still waiting to hear Wisconsin results.

**Training Session 2014:** We will be looking to have our buyers and sellers conference after April 15<sup>th</sup> - preferably later in April at the Crowne Plaza. Cindy will contact Crowne Plaza to get additional dates and availability. Russ Kaney has a model to use from the Maine buyers and sellers conference where he participated that we can utilize for our planning purposes. This could be a very large session, and we look forward to developing ideas and promoting Larry Anderson as one of the key speakers at our November conference.

**Annual Conference 2013:** The board concurred that a breakfast session with Colleen and Larry would be very beneficial, so our current plan is to push back the start of our board meeting by half an hour and schedule a breakfast for 8:30 with Colleen and Larry and then the meeting can start at 9:30.

**CARH Meetings 2013:** A reminder that the CARH summer conference is being held June 9-11, 2013 in Virginia. Russ Kaney thought he might be able to attend so WI-CARH is represented. As we have allocated funds in our budget to cover the cost, board members should give some thought as to who may want to attend the January, 2014 meeting which will be held in Las Vegas.

**Donation CARH Silent Auction.** A motion was made and approved for WI-CARH to donate a \$250 gift for the silent auction. Cindy will coordinate this with the national office and can use her discretion as to what to donate.

**Exhibit @ Home for Everyone/WAHA/WHEDA Conferences.** Home for Everyone, WAHA and WHEDA conferences are opportunities to exhibit for WI-CARH. A motion made and unanimously approved to support Cindy in attending these conferences and exhibiting on behalf of WI-CARH. Russ Kaney, David Sheperd and Cindy will coordinate exhibiting at the Home for Everyone Conference.

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

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| a. Liaison Meeting               | August 13, 2013 @ RD State Office           |
| b. Board Meeting                 | September 24, 2013 @ WIMCI                  |
| c. <b>2013 Annual Conference</b> | <b>November 7, 2013 (Thurs.) @ Kalahari</b> |
| d. Board Meeting                 | November 8, 2013 (Friday) @ Kalahari        |
| e. 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