



## Kansas Chapter National Association of Housing & Redevelopment Officials Executive Committee Meeting – 01/25/2017

- I. Welcome & Call to Order by President, Tina Bartlett (6:05pm)
  - a. Tina Bartlett called the meeting to order at 6:05pm. He welcomed all attendees.
- II. Review & Acceptance of 9/14/2017 Executive Board Meeting Minutes
  - a. The meeting minutes from the 9/13/2017 meeting were passed out by the Secretary. Members reviewed them. Corrections were made to the list of meeting attendees. Sherry motioned for the minutes to be approved with amendments. Corey seconded the motion. All in favor, none opposed.
- III. New Business
  - a. Spring Conference, April 10<sup>th</sup> – 12<sup>th</sup> in Salina
    - i. Annette Wells proposed that the centerpieces for the conference be mason jars with flowers in it. There will be 96-100 guests, so we would need 10 or 12 centerpieces. JoAnn Sutton offered to bring some jars. Penny Houchin will bring the burlap and other décor. She also volunteered to bring silver wear rings that could be used for the business dinner. She said she will send them with Jesse.
    - ii. Shelly Scrogum is going to get fake flowers for the mason jars. Annette said Hattie told her that Shelly would get silk flowers. Some members of KS NAHRO will come early on Monday afternoon before the conference to help decorate the tables and to finish the state basket. Shelli said the hotel doesn't charge for centerpieces so we don't have to do those unless we want to. For the state basket: Jesse is bringing a troth, Sheila is doing the barn quilt, and there will be some hay in the troth. The group discussed that Annette will purchase the items needed for the conference and get reimbursed by the Treasurer. We will still need the liquor donations from KS NAHRO members for the auction. Members of exec committee should bring either two six packs of beer, two bottles of wine, or two of your favorite beverages.
    - iii. Hattie is ordering coasters with KS NAHRO logo on them. At the business luncheon, they will be set at each place setting. We are also purchasing water bottles (orange with a black top and KS NAHRO label). These will be filled up with candy and handed out to the newcomers. Water bottles will be sold to other attendees for \$5.
    - iv. There was discussion about the vendors and how to keep attendees engaged with the vendors. Suggestions included: having snacks at the vendor tables during breaks, having a business partner recognition rather than lunch with vendors, scavenger hunt about vendors.
    - v. There was discussion about the offsite event and how to determine the amount of food needed. It was suggested that registrants could mark if they are going to the off-site event or we could have a separate registration fee for meals. The cost is \$9.50/person. The city will bus us there and back. There will be outdoor activities, weather permitting.
    - vi. There was discussion about how to keep attendees there on Thursday of the conference. We could possibly have a box lunch and a scavenger hunt so people can walk around and talk to the vendors. Shelli said box lunches are not much cheaper than regular lunches.
    - vii. There was discussion about the executive meeting being on Tuesday morning of the conference.

- viii. Tina reached out to Jerry Moran and Adrian Todman to speak at the conference. Jerry said he wouldn't be there, but Tina hadn't heard back from Adrian yet.
  - ix. There was discussion about how much we need to make on this conference and what we are looking at for our budget.
  - x. There was discussion about the prize drawings: Annette explained that when you arrive at the conference, you will get your session agenda, Get Involved sheet, and a brochure about the different committees. Instead of having session breaks, we would have gift cards to give away at each session break. You have to wait to the end of the session to get your ticket for the drawing during the breaks. The break will be with the vendors and there will be a drawing. At the end of the conference, we would put all the tickets into a big drawing to encourage people to go to more sessions. We could possibly have a drawing at the opening session for 2 \$100 gift cards, then no meal. We could hand them a ticket when they come in at registration, then as they walk through the door they drop it in the bowl. You must be present to win at the end of the session.
  - xi. There was discussion about name tags: They will be clipped on your shirt. Shelli said she could get the lanyards for free but the name tags with clips could be pricey.
  - xii. Shelli asked that she be copied on all emails regarding conference planning so that she knows what is being agreed upon. Her email is [shelli@brazosnet.com](mailto:shelli@brazosnet.com).
  - xiii. Advertising was discussed. We need to let people know what the sessions will be. Shelli said membership applications, and forms are ways they get contact info for KS NAHRO.
  - xiv. The group discussed having a map with push pins so people can see which district they are in.
  - xv. The group decided not to have the Hospitality room because nobody comes to that anymore.
  - xvi. The group discussed the Thursday morning sessions, possibly adding a session on RAD, Advocacy session for NAHRO website, or commissioner training. Maybe we could get a staffer out to the conference.
- b. Fall Conference
    - i. Still looking at doing certifications.
    - ii. We have three days for certifications so we have more options.
    - iii. Deadline for getting sessions for fall conference will be the spring conference.
  - c. Bylaw Revisions
    - i. Tina explained the bylaw changes that had been sent out before the meeting. Sherry motioned to approve the bylaw revisions. Roxanne seconded the motion. All in favor, none opposed.
    - ii. It was discussed that the Secretary needs to send the bylaws and changes to Shelli Scrogum at least 15 days prior to the meeting at the Spring Conference. It was suggested that we have a copy of the revised bylaws, signed by the President, on file after approval. General membership will approve bylaws at the April meeting, then SW NAHRO approves them, then National NAHRO approves them in July.
  - d. Website Additions and Changes
    - i. Annette discussed website changes: Everything should be on there. Let Tina know if there is something that needs to be changed/added. Check it out.
  - e. Legislative Paper
    - i. The group discussed possible topics to send in the Legislative Paper to Washington: exceptions to Fair Market Rents. Nothing but luxury units

are being built in Johnson County; Section 3; AFFH; REAC; Utility Allowances; Davis Bacon.

- f. 2019 SW Conference in Kansas City
  - i. In June, we need to have a table ready for SW Conference to advertise for 2019 conference. The theme will be "Just Roll with It". Shelli will send a list of the host requirements. Discussion about putting something in the goody bag to promote. The budget is usually up to \$1000. We could stuff the bag instead of having a booth.
- g. Meeting Adjourned
  - i. Corey motioned to adjourn the meeting, Sherry seconded the motion. All in favor, none opposed. Meeting was adjourned at 7:45pm.

## Executive Committee Roll

Present	Absent	Members
X		President, Tina Bartlett
	X	Immediate Past President, Tony Hoch
X		Senior Vice President, Sheila Barnett
X		Secretary, Timi Myers
X		Treasurer, JoAnn Sutton
X		VP Housing, Sandi Scott
X		VP Professional Development, Joyce DePriest
X		VP Member Services, Annette Wells
X		VP Commissioners, Corey Stoltz
X		VP CR&D, Jesse Mofle
	X	District 1 Rep, Judy Luedke
	X	District 2 Rep, Robyn Tokoi
	X	District 3 Rep, Vacant
	X	District 4 Rep, Vicki Miller
	X	District 5 Rep, Kimberly Nuessen
	X	District 6 Rep, Barbara Corle
X		KS NAHRO Service Officer, Shelli Scrogum
X		Guest: Penny Houchin
X		Roxanne, Past President
X		Sheryl Swendson, Past President