



Kansas Chapter National Association of Housing & Redevelopment Officials Executive Committee Meeting – 9/13/2017

- I. Welcome & Call to Order by President, Tony Hoch (4:14pm)
 - a. Tony Hoch introduced himself and called the meeting to order at 4:14pm. He welcomed all attendees.
 - b. Tony entertained a motion to approve the meeting agenda. Jesse Mofle made the motion. Joann seconded the motion. Motion passes.
- II. Treasurer's Report & Budget Revisions by JoAnn Sutton
 - a. JoAnn reviewed the reports and provided copies to all attendees.
 - b. Budget Progress Report 2017 was reviewed.
 - i. Line 504, Past President SWRC Travel was not used, but will be transferred to the National Travel, Line 505.
 - ii. Line 602 – A check was sent to Salina but it was never cashed, so the check was re-issued in 2017 for a 2016 expense.
 - iii. Line 723 – moved negative balance
 - iv. Line 829 – moved negative balance
 - c. Bank balances as of August 23, 2017 were provided and reviewed. Someone may still submit travel expenses for line 773, but none have been received yet.
 - d. 2017 Budget Revision #2 (purple sheet) was reviewed.
 - i. Negative balances on this sheet indicate the expenses went down, which is a good thing.
 - ii. Line 3100 was reduced, but can be revised if needed, to cover all proposed Grapevine Transition Meeting expenses that have not yet been submitted. Kathy Rankin was called to find out if their housing authority would pick up any cost of the Transition Meeting training.
 - iii. \$7,000 estimated income for Fall Conference.
 - iv. Revisions were made to the 2017 Budget Revision #2 to show income from Fall Conference and extra expenses for the Transition Meeting in Grapevine.
 - v. JoAnn pointed out that we need to budget extra every two years for Transition Meeting and for new officers to attend national NAHRO conference.
 - vi. Budget request forms were discussed. There were questions about how the budget line items are set for each year. If someone would like to make a motion to change a certain budget line item, it can be done before the budget is approved.
 - vii. \$4,382.56 is the estimated net revenue for 2017 budget year.
 - viii. Tina made a motion to approve the revised budget. Corey seconded the motion.
 - ix. JoAnn moved that her report be accepted. Sheila seconds. All in favor, none opposed.
 - e. Appointment of Treasurer for 2018-2019
 - i. Artina Thompson is no longer working for Olathe, so will not be acting as Treasurer. Tony Hoch appointed JoAnn Sutton as Treasurer.
 - f. Election Year and Off-Year Budgets – There was discussion about how there is never enough money for transition year budgets to send new officers to National Conference. JoAnn suggested we create a new line item in the budget and there would only be an amount in the line item every two years.
- III. Appointment of By-Laws Committee – Tina Bartlett

- a. There was discussion about the need to revise our by-laws because there are things that don't make sense or match up with the National Committee. Jesse, Sheila, Timi, JoAnn, Tony, and Tina volunteered for the KS By-Laws Committee.
- IV. State Service Officer's Report by Shelli Scrogum
- a. Site Selection 2018
 - i. Spring Conference will be at Hilton Garden Inn and Convention Center in Salina on April 10th to April 13th. Tina motioned to approve the location, Sheila seconded. None opposed. There was discussion about trying to do the next spring/fall conference in Western Kansas to draw more people in.
- V. Other Business as Needed
- a. Theme for KS Spring Conference 2018 – Discussion included these suggestions for the theme: Hoe Down, Wild West, Cattle Drive, Barn Raising, Herding Housing. Tina pointed out that Rolling Hills Zoo used to be a cattle ranch. The group decided to adopt "Barn Raising" as the theme for the spring conference. There will be something about it in the conference agenda.
 - b. SW NAHRO Basket – We could go along with the Hog Wild country theme. An old troth could be the basket. Sheila volunteered to make a barn quilt. We could include Kansas wines and beers.
 - c. Promotional, Sales, & Give-Aways – Hattie sent some prices for certain things. - Coasters (.62/each for 300 coasters), stress balls (1.61/each for 50 of them, plus \$50 set up), portfolios, water canisters, sun visors are options for give-always. Coasters may be more usable than stress balls. This would be considered a conference expense. We will order 300 coasters. For portfolios, we could use the money to add promotions line to the budget. We could sell them for \$25/each. First Timers - water bottles, then sell the rest of them to members for \$5. Hattie will check on binders and t-shirts to see if there are more affordable ones.
 - d. Reimbursement for Trainings – The group discussed how trainers should get free conference registration, possible hotel reimbursements, possible mileage reimbursements. This could be added as a conference expense beginning with this conference. The budget revisions will need to be changed.
 - e. A conference call for the spring conference will be scheduled, as well as a by-laws meeting. The group was asked for agenda items for the executive session. None were given.
- VI. Adjournment
- a. Corey made a motion to adjourn the meeting. JoAnn seconded the motion. None opposed. The meeting was adjourned at 5:48pm.

Executive Committee Roll

Present	Absent	Members
X		President – Tony Hoch
	X	Immediate Past President – Kathy Rankin
X		Senior Vice President- Tina Lewis
X		VP Professional Development – Joyce DePriest
	X	VP Housing – Lacie Cottrell, JoAnn Sutton
	X	VP CR&D – Rick Gehlbach
	X	VP Member Services – Roxanne Mason
X		VP Commissioners – Corey Stoltz
X		Treasurer – JoAnn Sutton
X		Secretary – Timi Myers
X		Other Committees – Sheryl Swendson
X		District 1 – Shelia Barnett
	X	District 2 – Robyn Tokoi
	X	District 3 – Open NC Kansas
	X	District 4 – Vicki Miller
X		District 5 – Annette Wells
	X	District 6 – Barbara Corle
	X	KSNAHRO Service Officer – Shelli Scrogum
X		KSNAHRO Service Officer – Hattie
X		Guest – Kimberly Nuessen (Incoming District 5 Rep)
X		Guest – Sandi Scott (Incoming VP of Housing)
		Guest – Jesse Mofle
		Guest -
		Guest -