

**Executive Committee Business Meeting Minutes**  
**September 7, 2016, 10:00am to 12:00pm**  
**Manhattan, Kansas**

**Attendees:** Rick Gehlbach, Annette Wells, Joyce DePriest, Tina Lewis, JoAnn Sutton, Lacie Cottrell, Tony Hoch, Shelley Scrogum, Kim Howard, Larry?

- I. Welcome, Introduction of new Officers and Call to Order (10:00am)**
- II. Treasurer's Report**
  - a. JoAnn Sutton presented to treasurer's report. Travel budget was lowered from \$1500 to \$1000. There was discussion about the need to be transparent and that negative balances will help us to better plan for next year's budget.
- III. State Service Officer's Report**
  - a. Shelli Scrogum presented the State Service Officer's Report. 15 conference attendees went to the Public Housing Eligibility & Rent session and we made \$915 on this session. There were 2 sponsors and 3 advertisements for the program. We need to get things out faster so we can improve the marketing. All conferences need to have something on the agenda for Section 8 AND Public Housing so that all agencies can attend.
  - b. The KS NAHRO Newsletter is being put together and will be sent to all housing authorities. This helps with recruitment for NAHRO. Officers are asked to put together an article for the newsletter.
- IV. V.P. Reports**
  - a. *Immediate Past President*, Kathy Rankin, was not present to provide a report.
  - b. *Senior Vice President*, Tina Lewis, shared about the benefits of the KS NAHRO newsletter. It forces us to think about what we are working on. Do we have a way of sharing the newsletter with a friend so we can forward it to others? Could we market to other agencies who are not NAHRO members in our district. Tony will send a list showing the breakdown of agencies by region. There was a map already out there showing what district you are in. We used to put it on conference badges so everyone would know what district they are in.
  - c. *V.P. Professional Development*, Joyce DePriest had nothing to discuss.
  - d. *V.P. Housing*, Lacie Cottrell, provided a report. There were several good topics at the SW Conference. It was good to understand what other housing authorities are up against. There was a lot of discussion about SHARP and the Davis Bacon proposed threshold change. A resolution passed for the support of the threshold change and for the community service requirement to be removed.
    - i. JoAnn Sutton was present, but stepped out. No report given.
  - e. *V.P. CR&D*, Rick Gehlbach, provided a report. He attended SW NAHRO Conference. A delegate from Texas shared an idea about purchasing a roadside motel and using it for HUD VASH. The VA has some funding that agencies are not tapping into. He shared about the Housing tiny home craze. They are making neighborhoods out of these tiny homes.

- f. *V.P. Member Services*, Roxanne Mason, was not present to provide a report. We do have an award to present on Friday for Maintenance at this conference.
- g. *V.P. Commissioners*, Corey Stoltz, was not present to provide a report.
- h. *President, Tony Hoch*, said the emergency preparedness session was great. The government may not be able to help immediately so it is good to have at least a week's worth of supplies. Northwest KS has some flooding going on right now and may need some help.

**V. Other Reports**

- a. *District Representatives*
  - i. District 1, Shelia Barnett
  - ii. District 2, Open position for SW Kansas
  - iii. District 3, Trevor Fuller, was not present. It was noted that he may not be the director at the same Housing Authority anymore so he may not be able to be District 3 Rep. This position may be open.
  - iv. District 4, Vicki Miller, was not present.
  - v. District 5, Annette Wells, no report.
  - vi. District 6, Open position for SE Kansas. Lacie suggested that other agencies from SE district could carpool to the District 5 meetings. Timi and Lacie already attend District 5 meetings and could work on getting other agencies involved.
- b. *Resident Committee Chair*
  - i. Sheryl Swendson, not present.
- c. *Awards Committee Chair*
  - i. Roxanne Mason, not present, but there will be an award presented for Maintenance during this conference.
- d. *Scholarship Committee Chair*
  - i. Sheryl Swendson, not present. It was clarified that only NAHRO members and their families can apply for these.
- e. *Legislative Committee Chair*
  - i. Tina Lewis, provided a report. She shared about the Washington trip, where there was discussion about HOTMA, SHARP, AFFH. AFFH may be de-funded. We don't have any real regulations on that right now. We are just waiting for regulations to come down from HUD.
- f. *Service Officer Committee*
  - i. Tony Hoch, no report.
- g. *Municipal Housing Statute Committee*
  - i. Sheryl Swendson, not present, but she watches to make sure there isn't anything that needs discussed.
- h. *Small Agencies Task Force*
  - i. Sheryl Swendson, not present. This committee was initiated due to a national NAHRO request. We have many small agencies in Kansas to provide input at National NAHRO.

## **VI. New Business**

### *a. Travel Policy Revision*

- i. There was a major change regarding meal per diem and how it is calculated. Change is on page 3 of the Travel Policy. Each agency has a different policy on how they handle this.
- ii. Airfare reimbursement for checked bags was discussed. The group agreed that there may be a need to check two bags. Currently, we only reimburse the traveler for one checked bag. Tony said he will change the amount of bags from one to two in the policy.
- iii. Tony Hoch called for a motion to approve Kansas NAHRO Travel Policy. Tina Lewis motioned, Larry seconds motion. Kansas NAHRO Travel Policy was approved unanimously.

### *b. Organization's Image*

- i. JoAnn expressed concern about NAHRO being cliquish. Small agencies feel like they are left out of the organization. People shouldn't feel left out, especially when they are new. The groups discussed the need to make everything feel a part of NAHRO. She discussed how, at previous conferences, vendors were out in the hallway, in the lobby area and felt like they were just thrown out there with no activities to make the crowd mingle and interact with them. Some vendors have not been back since then. We need to be more inviting.
- ii. Tina Lewis shared a couple things she noticed. Many people show up at district meetings because they feel like they get more out of those meetings than they do from conferences. They feel like all large agencies are the ones who participate in conferences. Some committees never meet and don't know what they are supposed to be doing. There isn't room for more involvement. There is a need for more mentors.
- iii. Annette Wells suggested that the newsletter may help to get people involved. Having more sessions geared toward Section 8 may also help.
- iv. Some agencies feel like NAHRO is too "HUD-run".
- v. Shelley Scrogum suggested that we have monthly conference calls for committees, so that more people can participate. We could spotlight new conference attendees and invite them to participate in committees. People have input but aren't sure who to talk to.
- vi. We need to do a better job of explaining what each committee is responsible for and review them at the conferences. Maybe assign each attendee to a committee and have breakout groups during lunch. Bring everyone in before lunch and explain each committee, pick a corner, and learn about the committee, then rotate around the room. We could do a form of speed dating. It should be called "Lunch and General Session".
- vii. Larry suggested we have a general meeting that people can discuss whatever they feel is important. We should present it in a way that gives everyone a chance to participate.

viii. Discussion surrounding the need for committee chair training. We need a clarity of roles for each committee chair. There may be a power point presentation or leadership manual from Texas that provides job descriptions and clarity about each committee. The existing chair person should pass it on to the next person.

c. *State Service Officer (SSO) Contract*

- i. Survey results were shared with the committee. Most comments were positive. Tony Hoch recommends that we renew service officer contract with SW NAHRO. Conferences has gone so much smoother and speakers had less glitches.
- ii. 15% upcharge was addressed by Shelley. She explained that all contracts have commission requested. For NAHRO groups, they don't usually get hotel commission. We always take the lower room rate if the commission affects what the attendees are paying. All contracts go through the NAHRO President and negotiations can be made back and forth. Commissions cannot be made to 3<sup>rd</sup> party unless it is in the contract. It was suggested that the wording be added to the language of the contract at the January SW NAHRO meeting. Suggested language to be added to contract: "If the service rep receives commission on rooms, it will not affect the cost of the room to attendees." Tina Lewis motioned to change appropriate language to service contract. JoAnn seconds. It passes unanimously to extend service contract with SW for two years. The rate did not increase.

**VII. Budget – already discussed during reports.**

**VIII. Old Business – None**

**IX. Non-Agenda Business – None**

**X. Adjournment of meeting by Tony Hoch, President.**