

MINUTES
Board of Directors Meeting
Friday, February 20, 2009
DSHS Building
Olympia, Washington

ATTENDANCE

Members present: Gloria Burton, Donn Etherington, Marty Miller, John Smith, Mario Villanueva, Tomás Villanueva and Mike Youngquist. Members participating by phone: Mike Gempler, Alicia McRae. Ex Officio members present: Janet Abbett, Washington State Department of Community, Trade, and Economic Development. Staff present: Brien Thane and Rosalinda Mendoza. Guest present: Will Graham, Washington State Department of Community, Trade and Economic Development.

Members not present: Roger Bairstow, Guillermo Castaneda, Billie Heath, Dixie Kracht, Mary McBride, Judith Olsen, and Steven Witte.

WELCOME AND INTRODUCTIONS

Mario Villanueva called the meeting to order at 11:42 a.m., there being a quorum present.

I. APPROVAL OF AGENDA

The February 20th Meeting Agenda was reviewed. Tomás Villanueva suggested that for the April Meeting in Olympia we move the meeting to either earlier in the morning or in the afternoon so that directors have time to meet with legislators. Board members present agreed. Brien Thane asked that we reduce our lunch break to 15 minutes, skip items IV. Announcements and Updates and VII. National Council of La Raza Membership because of the lack of time. *All Board Members present agreed and approved the revised agenda.*

II. APPROVAL OF CONSENT AGENDA

The Consent Agenda was reviewed. Marty Miller indicated that staff should add “rental” between “rural” and “housing” in the last sentence on the first page of the January 23rd Minutes for clarification. John Smith asked staff to include updated financial projections in financial statements. Brien stated staff has already prepared financial projections and that they have been reviewed by Finance Committee but that staff will also present them to the entire board at the March Meeting. *Mike Youngquist moved approval of the Consent Agenda (January 23rd Board Minutes with Marty’s amendment, January 2009 Financial Statements, and Program Updates/Executive Director’s Report). Marty seconded the motion which passed unanimously.*

III. Work Session: 3-Year Work Plan

Brien presented the final 3-Year Work Plan which included the Retreat notes, comments submitted by some directors via email and comments from our last Board Meeting. Brien stated that the housing production goals for the Work Plan graphic will be presented to the Board at the March Meeting once the staff receives farmworker housing production pipelines from partners. General discussion ensued.

Mario encouraged staff to leverage the work of our local partners as the Trust implements its Outreach Program. Marty suggested that each specific work plan goal be assigned to a committee. Mario also proposed that staff create an organizational committee chart and provide a bound copy of the 3-Year Work Plan and Committee Charters to all directors. *Marty moved to*

approve the 3-Year Work Plan with the additional Board suggestions. John seconded the motion which passed unanimously.

Rosalinda Mendoza presented the Communications Plan that staff drafted to help us articulate a consistent message especially during this important Legislative Session and to further support our fundraising efforts. Mike Youngquist emphasized the importance of targeting messages to our different audiences, in particular local business so that they can become involved in farmworker housing. Rosalinda noted that most items on the Communications Plan are integral to all of our work and that they do not require a separate budget except for a few items like the Constituency Relationship Management software. Mario asked who would oversee this Communications Plan. Brien stated that the Development Director hired in early March would manage this plan. Rosalinda stated that the final Communications Plan will be presented at the March Board of Directors Meeting for approval and urged Directors to submit any additional comments before then. Board members present agreed.

Staff presented the Committee Charters and a resolution to adopt the charters. At the October Retreat, the Board formed new committees and asked staff to draft committee charters. These Committee Charters were first presented at the November Meeting and discussed in depth at the December Meeting. Brien noted that additionally the Finance, Nominating & Governance, and Program Committees have also reviewed their own committee charters. *Mike Youngquist moved and John seconded adopting Resolution 2008-1. Motion passed unanimously.*

Brien asked that we move to item VI. Survey Update due to the lack of time. All directors present agreed.

IV. Survey Update

The Board recessed into Executive Session at 1:35 p.m. to discuss the additional survey costs. The Board reconvened at 2:03 p.m. The Board directed Brien to contact ASR regarding final survey costs.

V. Work Session 2: Community Capacity Fund

Brien presented the proposal for the second round of the Community Capacity Fund (CCF). The CCF proposal relies primarily on previous Trust Board decisions and plans but rescaled to the funds available. The basic framework for the CCF was developed at a Capacity Conference held in Yakima in April 2005 that was attended by a broad array of community-based housing providers, developers, technical assistance providers, growers and other interested parties. The CCF will make investments in seasonal-occupancy housing, community-based rental housing (Year-round and seasonal-occupancy), homeownership, and in expanding the base of support for farmworker housing by building new and stronger community partnerships.

Brien mentioned that the Program Committee volunteered to work with staff on refining policies and procedures based on today's board discussion. Board members agreed and asked that the Program Committee also develop a work plan and timeline for the CCF. Brien noted that we plan to award the Capacity Funds by July 2009. Mario and Marty stated the Trust should head in the direction of the proposed CCF plan presented by staff. Mario asked staff to prepare financial projections that include CCF expenditures and to consider contacting Sen. Murray for an additional appropriation. Board members present agreed to email staff additional comments about the CCF proposal.

VII. National Council of La Raza Membership

In past Board Meetings, some directors suggested that the Trust contact the National Council of La Raza (NCLR) for funding opportunities and consider becoming an NCLR Affiliate. Staff has researched fundraising prospects with NCLR, the NCLR Affiliation process and membership benefits. Staff stated that it has tried contacting other affiliates for possible feedback. Marty suggested we contact Radio KDNA for more information. Brien stated that since the NCLR has an extensive application, staff plans to gather more information and consider applying at another time. Directors present agreed.

VIII. 2009 Board Meeting Schedule

Staff reminded the Board of our Meeting Schedule:

March 20th Meeting in Yakima

April 17th Annual Board Meeting in Olympia.

Brien stated that staff will prepare for our March Meeting a roster of directors whose terms expire in April. Brien also noted that the April Meeting in Olympia will be half-a-day following Tomás's earlier suggestion. John stated that if we do have the board meeting earlier that all directors must arrive on time to the meeting. Board members present agreed. Rosalinda asked directors to check their calendars because staff has been talking with Roger Bairstow about possibly having our June 19th Board Meeting at Broetje facilities.

Gloria Burton asked if Board members could make announcements. Directors present agreed.

IV. Announcements and Updates

Gloria Burton: Archdiocesan Housing Authority (AHA) recently released their first newsletter issue focused on their farmworker housing initiative. AHA is developing two projects in Lewis County, a 50-unit and a 74-unit development. They are also working on a 59-unit development in Skagit County and began collaborating with SeaMar for a possible development in Forks, Wa. In addition, AHA is looking into a green on-farm development with Tom Byers. Gloria also encouraged Board members to post their event information on the AHA newsletter.

Mario Villanueva: The Yakima Housing Authority has hired a new director, Lowell Krugger. Mr. Krugger is interested in collaborating with other rural housing providers.

Marty Miller: The Office of Rural and Farmworker Housing (ORFH) and CASA of Oregon invite everyone to attend the Farmworker Housing Asset and Property Management Conference on June 24-26, 2009. The conference is organized by both ORFH and CASA and it will take place in Redmond, Oregon.

ADJOURNMENT

There being no further business, Marty moved and John seconded adjournment. The meeting was adjourned at 2:43 p.m.

Respectfully Submitted: _____
Secretary

Approved: _____
President/Vice President