

MINUTES
Board of Directors Meeting
Friday, September 19, 2008
Buena Nueva, Buena

ATTENDANCE

Members present: Roger Bairstow, Guillermo Castaneda, Mike Gempler, Dixie Kracht, Marty Miller, Stella Vasquez, Mario Villanueva and Tomás Villanueva. Members participating by phone: Billie Heath, Alicia McRae, Mary McBride and Mike Youngquist. Ex Officio members present: Janet Abbett, Washington State Department of Community, Trade, and Economic Development. Staff present: Brien Thane and Rosalinda Mendoza.

Members not present: Gloria Burton, Donn Etherington, John Smith and Steven Witte.

WELCOME AND INTRODUCTIONS

Mario Villanueva called the meeting to order at 10:53 a.m., there being a quorum present.

I. APPROVAL OF AGENDA

The Agenda was reviewed. Brien Thane asked to include discussion of Judith Olsen's Board Nomination under IX. Program Updates/Executive Director's Report. Board members present agreed.

II. APPROVAL OF THE MINUTES

The Minutes of the July 18, 2008 Board meeting were reviewed. *Guillermo Castaneda moved approval of the Minutes. Dixie Kracht seconded the motion. The motion passed with Roger Bairstow abstaining because he was not present at the July 18th Board Meeting.*

Since Treasurer Mike Gempler had not arrived yet, it was agreed by consensus to table item III. Financial Reports and continue with the next agenda item.

IV. Survey Release Debrief and Follow-up

Brien asked directors to share observations and comments on our August 15 release of *A Sustainable Bounty*. The Board of Directors thanked the staff and expressed great satisfaction with the event and the report. Brien reported that the Executive Committee authorized Alice Larson to prepare grant proposals to fund additional analysis of the survey questions regarding employment and health. The proposals will be in the Trust's name and must include funds for staff oversight. The Trust will retain ownership of the analysis. Alice's first proposal was to the WA Dept. of Agriculture and was not successful. Roger urged that all proposals prepared by Alice include timelines and deadlines.

Roger asked if there had been a follow up with funders to gather their feedback on the report. Brien stated that the Trust staff met with a couple of funders to brief them on the Report prior to the Survey Release. Mario suggested that the staff continue to meet with funders. Guillermo proposed that the Trust distribute the survey reports to libraries in rural Washington to help promote the Trust's work. Janet Abbett noted that the state library will distribute publications to local libraries. Mario mentioned that the funders and elected officials he spoke to were impressed with the survey report. Mario also stated that his organization used the report to apply for Housing Trust Funds. Stella Vasquez also advised that the Trust send reports to the people involved in the survey such as the farmworkers that were profiled for the report. Brien thanked

the Arrangements Committee members Billie Heath, Dixie and Rosalinda for outstanding help planing the Survey Release Event.

Brien informed the Board that the staff is receiving requests for regional data from the survey on key housing and demographic data. This regional analysis will be very important as we hold regional survey forums. Staff are identifying key regional data and asking Alice for a cost estimate.

Mario asked that the survey continue as a standing agenda item for future board meetings.

V. Executive Committee Report—FY 2009 Work Plan

Brien provided an overview of the FY 2009 Work Plan. Mario suggested that the Trust contact national organizations such as the National Council of La Raza for funding opportunities. He also recommended that the Board speak with Senator Murray about additional funding. Mary McBride stated that the Senator supports the Trust's efforts and informed Trust members to have a formal proposal by the end of February 2009 to be considered for funding. Mary volunteered to work with the Trust to engage the Senator prior to submitting a proposal. Mario suggested that the proposal to Senator Murray be a topic at the Board Retreat. Tomas Villanueva also recommended that the Trust look into becoming a member of the National Council of La Raza because of the resources available to members.

Guillermo asked if the Trust should require Board Members to pledge funds to the Trust. Several directors supported possible membership fees rather than required donations by directors. Board members present agreed to further discuss sustainability of the Trust at the Board Retreat. Marty Miller pointed out that the FY 2009 Work Plan designates Fundraising and Capacity Grants to be first priority but cautioned the staff and the Board that during the legislative session staff time may be forced to go elsewhere.

On the recommendation of the Executive Committee, Guillermo moved approval of the FY 2009 Work Plan. Tomas seconded the motion which passed unanimously.

III. Financial Reports

The Finance Committee met on September 18th to review the August 2008 Financial Statements and the FY 2009 Budget. Treasurer Mike Gempler reviewed the August 2008 Revenue/Expense Statement. Mike Gempler reported that the Finance Committee passed a motion recommending opening a new account with Bank of America to ensure that our accounts with any one bank don't exceed the FDIC insurance limit.

On the recommendation of the Finance Committee, Roger moved to open a Bank of America savings or money market account with Mike Gempler, Brien Thane and Mario Villanueva as the signatories. Dixie seconded the motion, which passed unanimously.

On the recommendation of the Finance Committee, Guillermo moved approval of the August 31, 2008 Financial Reports. Roger seconded the motion. Motion passed unanimously.

Mike Gempler presented the proposed FY 2009 Budget. Staff has issued a Request For Proposals for the FY 2008 Audit (our fiscal year ends 9/30.) Mike Gempler noted that a potential liability from ASR for cost overruns was not budgeted; discussion ensued. Board members reached

consensus that Mario and Brien will work with the Executive Committee to find a resolution with ASR.

On the recommendation of the Finance Committee, Guillermo moved approval of the proposed FY 2009 Budget. Tomas seconded the motion, which passes unanimously.

Brien reported that we are approaching the end of the 4-year Advance Ruling Period for the Trust's 501(c)(3) status with the IRS, which requires filing additional reports. The IRS has just published new regulations, however, that will eliminate the requirement for additional reporting. We should be receiving a letter from the IRS to that effect soon.

VI. Announcements and Updates

Janet Abbett: CTED awarded funds to the Othello Housing Authority for a seasonal-occupancy development and the \$14 million set aside for farmworker housing has been expended.

Applications for three farmworker housing developments were submitted to the Fall Housing Trust Fund Round. Also, CTED will be open only Monday-Thursday.

Mike Gempler: The Washington Growers League hopes to receive the Certificate of Occupancy for Sage Bluff in October.

Roger: Mano y Mano and Broetje Orchards will finish building their seasonal-occupancy farmworker development (108 beds) by the end of September.

Mario: Catholic Charities is moving to construction for their farmworker developments in Royal City and Wapato. They are also completing a senior housing development and looking into expanding their services by possibly doing homeless development.

Alicia McRae: Housing Authority of Chelan County/City of Wenatchee will also begin to work a 4 day/10 hour schedule. New office hours will be Monday-Thursday from 9am-6pm.

VII. Board Retreat Planning

Our Retreat is scheduled from noon on Thursday, October 16 to 1pm on Friday, October 17 at the Sleeping Lady Resort in Leavenworth (same location as 2006 Retreat.)

Brien presented a list of possible agenda items for the Retreat and asked for Board comment. Dixie proposed that we first revisit the Trust's mission and reflect on our accomplishments before we begin to outline our 3-Year Work Plan. Board Members present agreed. Mike Gempler stressed the importance of keeping in touch with the labor sector and asked that the Trust constantly have labor representation on the Board. Board members reached consensus that outlining a 3-Year Work Plan will be the main goal at the Retreat.

VIII. Outreach Program

Brien gave a quick overview of the Outreach Program and asked directors to read the outline and Snohomish HDC's *Housing Within Reach* for future discussion. Brien asked to omit discussion of the Outreach Program because of limited time and board members agreed.

IX. Program Updates/Executive Director's Report

- Fundraising: The Trust was invited to apply for WaMu and Bank of America grants. Staff already submitted a WaMu Grant Application and will submit an application to Bank of America by the beginning of next week.
- Community Capacity Funds: The Trust has executed contracts with all nine grantees. Staff is working with grantees to close-out their grants by September 30, 2008.
- Green On-Farm: Brien has scheduled a meeting next week with Mithun to discuss the draft Green On-Farm Report. Enterprise has contacted the Trust about building prototypes in Western and Central WA. Brien reported that the owner of Transform is also interested in creating a prototype and is willing to contribute part of his work towards this prototype. Several directors present commented that the prototypes would be a great opportunity for our local partners with housing development expertise. Board Members agreed that the Trust should refer Enterprise to our local partners for the prototype project. Directors also reached consensus that Gloria lead arrangements for a possible meeting with Transform for directors who are interested.
- State of the State for Washington Latinos: The Trust volunteered to be a community partner for a research project at Whitman College. Rosalinda Mendoza will work with a Whitman student who has been assigned to research farmworker housing. Roger is also a community partner for this program on a different project.
- Nominating Committee-Judith Olsen: The Nominating Committee recommended Judith Olsen of Wells Fargo Bank as an 'Other Stakeholder' Representative at the June Board Meeting. At that meeting, the Board asked Brien to check Judith's availability to meet in person. Brien reported that Judith can participate at most Trust Board Meetings in person and has accepted the Trust's nomination. Judith is checking her calendar to see if she can attend the Board Retreat in October. Mario stated that Judith would be a great addition to the Board and asked staff to email Judith's resume to the Board of Directors.

Billie moved to elect Judith Olsen as an 'Other Stakeholder' Representative. Mike Youngquist seconded the motion, which passed unanimously.

X. November 21 Meeting Agenda Items

Board Members present agreed to discuss November Meeting Agenda Items at the Board Retreat in October.

ADJOURNMENT

There being no further business, Roger moved and Marty seconded adjournment. The meeting was adjourned at 2:55 p.m.

Respectfully Submitted: _____
Secretary

Approved: _____
President/Vice President