

HBRT Board Minutes

January 14, 2010, 10:07 a.m.

Villager Mall

Present: Terri Goldbin, Pam Rood, Mary Byrd, Jaimes Johnson, Christine Haroldson, Lori Kay, Howard Mandeville, Vicki Wright, Susan Day

Absent: Lindsay Gallagher

CALL TO ORDER

Terri Goldbin called the meeting to order.

DISCUSSION AND ACTION

Gayle Galston has resigned from the Board of Directors. The Board of Directors position is reserved for a Realtor representative from the general membership and the term would expire in 2011. Possible candidates include: Hank Bodette, Caldwell Banker Success; Shawn Kriewaldt, Keller Williams; Jean Armundaris, Member of the Realtors of South Central Wisconsin Affordable Housing Equal Opportunities Committee.

Susan D. will talk to Hank Bodette about his interest in the Board position and request a short biography.

The HBRT will need insurance coverage for the 2010 Home Buyers Fair and related activities.

Susan D. will collect information about errors and omissions coverage for the Board of Directors.

Howard M. reported that HBRT plans to brand the Downpayment Assistance Matrix. He stated that work continues as all participants review the materials.

Terri G. is passing the financial records and related duties to Mary B., current Treasurer of the HBRT Board of Directors.

Mary B. will research the viability of a Pay Pal account for the HBRT.

Terri G. has asked Board Members to continue their review the HBRT Bylaws and Articles of Incorporation. This business will be readdressed after the 2010 Home Buyers Fair.

Terri G. continues to review the home buyer fair timelines with the committees.

ADJOURNMENT & NEXT MEETING

Motion by XXXX; MS& C by XXXX to adjourn the meeting at 10:45. The next meeting is scheduled for February 11, 2010. A speaker is planned.

HBRT Board Minutes

February 11, 2010 at 10:07 a.m.

Villager Mall

Present: Terri Goldbin, Pam Rood, Mary Byrd, Jaimes Johnson, Christine Haroldson, Lori Kay, Howard Mandeville, Vicki Wright, Susan Day

Absent: Lindsay Gallagher

CALL TO ORDER

Terri Goldbin called the meeting to order.

DISCUSSION AND ACTION

- Board Vacancy
- Promotions over budget approx \$3,550. If fill remaining 19 booth @ \$275 will then make budget. Note they have a misc budget line item of \$2,000 may not spend all.
- PayPay (PayPal) update—Mary Byrd
- Mailing flyers/brochures—RT pay for pizza?
- Checkbook signers gathering 2/17 @ Associated (East Towne). 11 a.m.

FUTURE AGENDA ITEMS:

- Review Bylaws & Articles of Incorporation (AFTER FAIR)
- Review committee descriptions/Timelines (AFTER FAIR)

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ADJOURNMENT & NEXT MEETING

Motion by XXXX; MS& C by XXXX to adjourn the meeting at 10:45. The next meeting is scheduled for March 11, 2010.

HBRT BOARD MINUTES

April 8, 2010, 9:40

Villager Mall

Present: Terri Goldbin, Mary Byrd, Jaimes Johnson, Lori Kay, Lindsay Gallagher, Howard Mandeville, Susan Day, Hank Bodette

Absent: Pam Rood, Christine Haroldson, Vicki Wright

CALL TO ORDER

Terri Goldbin called the meeting to order.

DISCUSSION AND ACTION

The Board discussed expenditures for:

- Laptop computer
- Update software
- Home For Everyone Conference

Motion by Terri G., MS&C by Lori K. to purchase a new laptop computer and update software to replace the woefully outdated current equipment and software.

HBRT will not purchase a booth at the A Home for Everyone 2010 event.

Terri G. will send a notice to the membership discussing the success of the homebuyers fair along with a slide show about the fair. Board members agreed to a 2011 homebuyers fair. Committee chairperson terms end soon and Board Liaisons are encouraged to meet with committee chairpersons to review timelines and budgets before the transition. Committee budgets are due by June or July.

Terri G. requested Board Liaison's think about who their next committee chairperson might be. The Board Liaison's were asked to determine and convey to possible candidates how the board would support their efforts. This item will be on the future agendas.

Thank you notes and homebuyer fair statistics should go out to major sponsors by end of April or soon as is possible. Major sponsors and exhibitors should also be sent save the date information. Promotions committee has funding in their budget for this.

Motion by Terri G., MS&C by Lindsay G. to create a registration committee to be responsible for sponsor and exhibit registration activities and securing the prizes. Responsibility for these activities will be removed from the promotions committee. The board will strive to identify members for the registration committee before the May HBRT meeting.

Board Members agree to encourage HBRT members to bring friends to the HBRT June breakfast meeting. UW Credit Union will sponsor the breakfast meeting.

Half of board will be up for re-election and some will have served three consecutive terms and will step away from the role. Board Members should make recommendations for board vacancies. A short term nominating committee will work on recruiting in May and June and present recruits for new board members at the August board meeting. Board Members up for re-election are: Mary B., Pam R., Vick W., Susan Day and Lindsay G.

Lindsay G. recommends we use Google groups will help us keep track of documents and create dos, etc. Lindsay will create groups for the website to designate committees and members. Website will develop a policy and procedure proposal for website linking rules, advertising, pricing, maintenance, etc. The website committee will then present the proposed recommendation for board approval. The website will identify and confirm GDBG funding and other resources to maintain the website site. Website and promotions will work on a table top display.

Jaimes J. will ask promotions for advertising guidelines. HBRT should be marketing all year long. Think about promoting the May education event, the Habitat build, tabling opportunities, fairs, etc. This action is due in 60 days or at the June meeting.

Mary B. will provide a financial status report in May. The report will include a comparison of budgeted vs. actual spending. Committee budget reports should be submitted by the June meeting. A draft of the 2011 budget should be drafted for approval in June or July. HBRT's fiscal year ends in June. HBRT's Income Tax report is due in November.

Mary B., HBRT Board Treasurer, would like deposit accounts at M&I. Mary will research Pay Trace and similar web payment options and report to the board by October, 2010.

Capital City Hues donated Ad and did not get recognition. Will we pay for the Ad?
Review of Bylaws, Committee descriptions & timelines for May meeting

Motion by XXXX; MS& C by XXXX to adjourn the meeting at 10:32 a.m. The next meeting is scheduled for May 13, 2010.

HOME BUYERS ROUND TABLE BOARD MINUTES

Thursday, May 13, 2010

Villager Mall

Present: Terri Goldbin, Mary Byrd, Jaimes Johnson, Christine Haroldson, Hank Bodette, Susan Day

Absent: Howard Mandeville, Vicki Wright, Lindsay Gallagher, Pam Rood, Lori Kay

Guests: Amanda Wilson, Ellen Bernards, Micha Peterson, Todd Bruce, Laura Stansfield

CALL TO ORDER

Terri Goldbin called the meeting to order.

WEBSITE

The Board was provided a handout and discussed website issues. Designated committee responsibilities and job tasks were reviewed. Website development is at critical juncture and it is important to participate. There are many questions still to be considered. It was requested the committee provide a copy of the committee issues and questions to the board. The board will then be able to expand on the questions and start addressing them.

Issues:

- What is the new budget for the website?
- Design with expansion in mind. Start slowly and then add features.
- Who will set up linking and advertising guidelines?
- Who will be the point person? Who will write and edit? Who will do updates?
- What will we need to put in a maintenance contract?
- 4& Do we rely in volunteers for website maintenance?
- Who will answer the questions?
- Does HBRT want to develop webinars?

Ellen B. will determine by the June meeting if there is a writer within the HBRT membership. The Homebuyers Fair vs. website sponsorship fee structure was discussed. Has the fee structure been developed? It should be part of the budgeting process. What about Realtors Association participation?

Ingrid could help us set up webinars. Board members felt that while webinars maybe developed in the future, HBRT should rely on links for now.

Micha P. will get an estimate for maintenance and try to identify an editor. Definition of the maintenance tasks was requested. Maintaining website requires communication about what is happening. Information was provided about possibilities and limitations. The Board can look at the website at <http://hbrt.percolatesite.us>.

GRANT WRITING

Terri G. will look for the guidelines for the CDBG grant opportunity. Lindsay G. will ask Judy Olson if she would work with website committee to develop the grant application.

ADVERTISING

Amanda presented information about a proposal for year round advertising of HBRT from WIS TV and made a recommendation to decline the proposal. The Promotions Committee will be looking for other ideas. As an example, Madison Magazine and Channel 3000 use opt in contests.

Motion made by Terri G., MS&C by Chris H. accepting the recommendation not to partner with WISC TV.

COMMITTEE STATUS REPORT REVIEW

A review of the HBRT committee members and timelines was provided. The HBRT Board would like committee reports by NO LATER THAN June 8, 2010.

Chris H. is liaison to organize a Registration Committee for the Horne Buyers Fair. Promotions handled registration and related activities last year. the new committee will be solicited from the membership group. Amanda will provide bye-mail info for Chris H.

A nomination committee was organized to include Ellen B., Lindsay G., Pam R., Howard M., Terri G., and Chris H. Board nominations are needed by the second Thursday in July, 2010.

Ellen B. will review membership and committee participation.

OTHER ITEMS

The Board considered these questions:

- How do we deal with members who are unethical or convicted?
- Who is the Sheriff?
- Will these issues be reviewed on a case by case basis and acted on by the Board?

Conversation of the subject of unethical behavior and convictions of HBRT members will be continued by the membership committee.

The HBRT budget will be based on the fiscal year.

Motion made by Mary B, MS&C by Hank B. that DPP Fair customers will not be charged for homebuyer education

Motion made by Jaimes J., MS&C Hank B. the committee chairpersons be encouraged to continue to attend HBRT Board meetings.

Next meeting June 10, 2010

HOME BUYERS ROUND TABLE BOARD MINUTES
JUNE 10, 2010
VILLAGER MALL

In attendance: Jaimes Johnson, Hank Bodette, Lori Kay, Mary Byrd, Terri Goldbin

Absent: Howard Mandeville, Vicki Wright, Lindsay Gallagher, Susan Day, Christine Haroldson, Pam Rood

Do not have quorum

Next Board meeting will be Thursday, Aug 12 at 8:30 at the Villager Mall.

Jaimes to work on arranging a co-chair for the promotions committee. Amanda will not be able to co-chair for the 2011 Fair.

Board needs to put together a budget.

Hank will follow-up with Education committee regarding a 6 & 12 month follow-up survey with Fair attendees.

Take up at a later Board meeting suggestion to keep Sponsorship @ \$5,000. Spend savings—keeping our minimum reserve requirement of \$20,000. Could spend savings on supporting DCHA, additional grants,

Future items to follow up on are:

Director insurance (Susan Day)

Obtaining an M&I account/Paying on-line (Mary)

Promotion & Website need to come up with guidelines regarding:

- linking
- advertising
- pricing
- website maintenance

Starting in September state in Round Table e-mail that prior to Round Table meeting there will be a networking opportunity @ 8-8:30 for any interested in attending. Hank & Jaimes will arrange the room @ 7:45 a.m

Terri to order food for September Round Table meeting---Annual meeting.

Future speakers could include Mr. Kittleson & someone from group or local market. Madison Area Community Land Trust.

Round Table Board Minutes
August 12, 2010
Villager Mall

Call to order 8:40am

In attendance

Terri Goldbin, Mary Byrd, Christine Haroldson, Hank Bodette, Lindsay Gallagher, Vicki Wright, Lori Kay

Absent: Howard Mandeville, Pam Rood (resigned from Board), Susan Day, Jaimes Johnson

Guests – Ellen Bernards, Kate Sullivan

Ellen Bernards

Passed out budget info for review – Terri recommended we review the preliminary budget she prepared first as part of budget talks.

Homeownership Readiness Program Overview – See attached preliminary document
Ellen recommended this program be part of the round table. Cost would be covered by the City and reimbursed by the CDA. Will run program through the Round Table and therefore not necessary for the program to be branded as part of Greenpaths program. Asking that we can use the Round Table name, can use the Round Table for pass through of funds. No additional resources other than some volunteers.

Kate Sullivan

Pre-purchase Education

Discussed the possibility of restructuring the educational programs to a more tiered process to keep potential buyers more engaged. Remove the attendees from a ready to purchase session to a session of more “How to get ready for that step”.

Design Lab – Handout – Giving the Round Table to take on the operation of the education. 60 to 70k for the DCHA to provide this service and without CDBG funds they won't be able to continue with the program as it stands today. Hoping to finish up the year but may need to end sooner. Would like the Round Table to become part of the solution to continue educational programs.

What is the current role of DCHA - November – Getting ready for the following year, lining up presenters. Sign the DPP certificates, invoice the fees for the DPP funds. Maintain program materials, maintain records and statistics for the county. Provide one on one readiness counseling. Employer assisted housing effort. Time with borrowers between counseling and classes HUD requires 8 hours.

Terri asked – what happens to the programs that require this program to be able to qualify for the down payment assistance program. Kate discussed this is why they are coming to us now. Giving us time to realign before a gap in service occurs. Technology is a way to deliver however Kate discussed the in person education still is a preference and adds value.

Discussion about a partnership and scenarios that maybe DCHA could be paid for the administrative piece of continuing the education.

Annually approximately 200 attendees. Costs approx. \$60,000-\$70,000 to operate DCHA Education program.

An idea of an education committee that would cover outside education. Terri suggested having Ellen and / or Kate present at the next full round table meeting to brain storm ideas.

Board will discuss during today's meeting and discuss next steps.

Motion: Mary Byrd - to support Allied Drive Homeownership Readiness program. Ok to "front" up to \$2,500 for costs. Net will be zero to the round table.

Second: Lindsay Gallagher

Motion passed

Terri suggested that regarding Kate Sullivan's information on home buyer education that we have Kate present at the next full Round Table meeting. Send out some information about this in advance so members are prepared to discuss. Terri will get information out to describe what the Design Laboratory findings were. The intention is to find out if there is enough commitment from the Round Table members to support these efforts. Look into sponsorship and the income for supporting this program.

Motion – Approve Feb, April, May, and June Board meeting minutes with minor corrections discussed.

Passed

Budget Review

Christine will check with the Wisconsin Mortgage Bankers about the revenue from the down payment assistance classes.

Recommendation that a reminder letter or email go out to sponsors to set aside funds in budget while they are planning. Terri will contact Amanda to see if she can get this out.

Motion: Mary Byrd

Accept budget as presented - Dated 7/13/2010 and provide by Terri Goldbin

Second: Christine Haroldson

Passed

Next Board Meeting to follow the September 9 membership meeting. Brief meeting for old and new board to exchange information.

Meeting adjourned 9:55am

Motion: Lori Kay

Passed

HBRT Board Meeting

October 14, 2010

Villager Mall

Call to order 10:12 a.m.

Present: Ellen Bernards, Lindsay Gallagher, Linette Rhodes, Mary Byrd, Hank Bodette, Lori Kay, Susan Day

Absent: Terri Goldbin, Christine Haroldson, Jaimes Johnson, Howard Mandeville

The financial reports were discussed. Issues related to the formatting of the reports were reviewed. The 2009 Tax Return is being prepared and will be filed by November, 2010.

Kate Nardi and Judy Olson will work with the promotions committee to post information about the upcoming Home Buyers Fair to the HBRT website.

A U-Tube presentation of the 2010 Fair is being developed by Chris Haroldson.

A positive and informative RSS FEED link to the website that would also be of interest to homebuyers is being sought for the website.

The board members asked for a better definition of what HBRT membership benefits to be posted on the website. Membership to handle this.

Identifying sources of funding to provide face to face homebuyer education has become a real challenge for DCHA. The board was asked to consider funding homebuyer education for the first quarter of 2011.

Lindsay proposed the Board consider approving \$4,000 of HBRT funding for homebuyer education in the first quarter of 2011.

Motion by Mary Byrd and Linette Rhodes MS&C to request from DCHA a written proposal for financial support that would include a schedule of the costs for the homebuyer education sessions.

At 10:45 a.m. a motion to adjourn was made by XXXXX and XXXXX MS&C.

Round Table Board Minutes
November 11, 2010
Villager Mall

Call to order 10:00am

In attendance

Terri Goldbin, Mary Byrd, Christine Haroldson, Linette Rhodes, Ellen Bernards, Jaimes Johnson

Absent: Howard Mandeville, Hank Bodette, Susan Day, Lindsay Gallagher, Lori Kay

Agenda Item 1- Budget

Discussion-

Web startup costs are on current budget due to timeframe of paying the bill. Will not be future expenditures.

Previous boards have voted for only a \$20,000 cushion to hold in reserves.

Motion made by Ellen Bernards to adopt an amendment to budget to change \$750 in Membership to expenses. Website to stay at \$5,000 for this year and Fair Grants to remain in budget.

Second by Jaimes Johnson

Motion Passed

Agenda Item 2- Realtor Blitz

Voted to have Home Buyers Round Table booth at Realtor Blitz Thursday, February 24th from 8am-3pm. Ellen Bernards and Terri Goldbin agree to work it. Promotions will work with Website Committee to update booth.

Agenda Item 3- Membership

If you are convicted of a financial crime you will be removed from membership list.

Agenda Item 4- Lender Down Payment Training

Have not received our share of funds from WMBA training session from 2010. Will be asking to partner with them for training in 2011 though.

Discussion of separate Realtor Training- decided we will participate in Realtor Blitz and offer our website information there.

Agenda Item 5- DCHA education committee update

DCHA along with other education providers will be putting together a business plan to submit to HBRT.

Tabled to next meeting

Director Insurance info update (Susan)

Next Board Meeting to follow the December 9th membership meeting.

Meeting adjourned 11:10am

Motion: Christine Haroldson

Passed

HBRT Board Minutes

December 9, 2010

Villager Mall

Call to order at 10:10 a.m.

Present: Terri Goldbin, Ellen Bernards, Mary Byrd, Susan Day, Christine Haroldson, Jaimes Johnson, Linette Rhodes

Absent: Hank Bodette, Howard Mandeville, Lindsay Gallagher, Lori Kay

Susan Day will begin uploading and posting the minutes to the HBRT website.

Motion made by Ellen Bernards and Jaimes Johnson, MS&C, to accept the 2011 HBRT Budget. The budget will include a budget line item for the funding being taken from cash reserves.

Total HBRT assets as of December 9, 2010 are \$50,469.72.

The Board reviewed the list of major and other sponsors who have committed to the HBRT March 19, 2011 Home Buyers Fair. The funding committed for the upcoming fair may not be as great as in the past. A brief discussion of the Homebuyers Fair budget targets ensued. The board will review this subject again in January.

Lindsay Gallagher and Linette Rhodes created a Google Group to be used by the HBRT Board of Directors and Committee Chairpersons.

HBRT's booth at the Home Buyer's Fair will reflect images found on the HBRT website.

The Board would like to review the results of the Education Committee's survey of past Fair attendees. (Promotions committee handled this.)

Ellen provided a preliminary report on the education challenge presented by the lack of funding to support ongoing homebuyer education. She cited a stepped process that could possibly include:

1. Financial education
2. Credit repair
3. Homebuyer education

Susan Day must check on errors and omissions insurance for the Board members.

The next meeting is January 13, 2011.

At 10:50 a.m. motion to adjourn was made by XXXXX and XXXXX, MS&C.