

HBRT Board Meeting-Boersma

January 12, 2012 Start 10:15 AM, Finish 10:35

Present: Terri Goldbin, Susan Day, Sid Boersma, Todd Bruce, Ellen Bernards, Shelley Reynolds, Jaimes Johnson, Mary Byrd, Judy Olson

Absent: Linette Rhodes, Lindsay Gallagher, Tony Gates

Quorum-had quorum

Old Board Actions

Approved/passed December minutes of Board

New Board Actions

Financial update. We have major sponsorships and friends and membership money coming in regularly.

No actions on changing banks now- to be pursued in future-we will only consider our major sponsors.

1099's processing by Ellen for two grant recipients paid in 2011.

Terri would like approval for herself and Ellen to go to January Non-profit Round Table/Financial Responsibilities of the Board training. Moved and approved registration for Terri and Ellen to attend for \$10/each.

Moved and seconded and passed motion to have RT laptop fixed by Ellen.

Discussion of HBRT Realtor Training at RASCW and WRA coming up on January 18, 2012 from 9:00 AM to 11:00 AM. Brochures went out on line and in person to some offices. So far 76 people have registered.

We did receive HBRT Magnets and these will be held by FEC. Board expressed approval of both design and size and future usefulness to advertise our doings at HBRT.

Judy Olson resigning from board as she has new job with City of Madison starting Feb 13. Angie Grim was runner up for her board position and the Board approved having Ellen check whether she would be willing to joining the board.

More discussion about March 8, 2012 Blitz-. Sid, Ellen & Jessica R plan to assist at our table/booth. RT will be on the following week, March 15.

Next board meeting following the Round Table meeting on Thursday, February, 9, 2012 at 10:15 am.

Motion for adjournment, Seconded and approved to adjourn. Secretary Sid

HBRT Board Meeting

February 9, 2012 from 10:15 AM to 11:15 AM

Present: Terri Goldbin, Susan Day, Sid Boersma, Ellen Bernards, Shelley Reynolds, Jaimes Johnson, Mary Byrd, Todd Bruce, Angie Grim

Absent- Linette Rhodes, Lindsay Gallagher, Tony Gates

Quorum-had quorum

Old Board Actions

Approve January minutes of Board

New Board Actions

Judy Olson stepping down and Angie Grim was appointed and approved to be on Board for the remainder of Judy's term, which will expire 9/2013.

Financial update.

Ellen informed us of current financials. Fair Grants of \$5000 outstanding-see financials. Sponsorship income will be increased by \$2,000 from written financials distributed due to Summit Sponsorship. We are in the black as anticipated for 2012.

38 paid memberships including those with memberships through sponsorship. ¼ are new this year.

Ellen will work with accountant when prepare our next year taxes to file the appropriate forms to register as a Fundraiser.

We will delay who will be our bank until we know all our major sponsors.

Discussion of more oversight of financials. We need to create systems or procedures to make sure RT assets are properly used. Discussion of creating an Audit Committee.

This committee maybe could review a register of checks written and clearing bank and include bank statements and other documentation to be determined. There was also a discussion of having an audit by an accountant every few years. That may cost \$2,500-\$5,000. Feel cost is excessive and that an Audit Committee may provide the financial

oversight the Round Table needs. Audit Committee will consist of Board Members.

Will discuss creation of Audit Committee at March Board meeting.

Discussed Member Spotlight and having rotating (Sponsors) give updates at Round Table Membership meetings to discuss current changes in the area of Lending. To implement this starting in March with Susan Day being the Member Spotlight.

Reminder that Board Members are expected to attend AT LEAST half to ¾ of the Board meetings. Terri will send an email to Board Members of Board Members Job Description and Responsibilities.

Lender training: Lender training in March cancelled due to conflict in schedule with WMBA activities. We are attempting to schedule in April. Working with WMBA to determine a month and date. Follow-up on status at March Board meeting.

Discussed possible Conflict of Interests in any of our work when fees are charged. Board needs to create a Conflict of Interest Policy. Will discuss further at March Board meeting.

Discussion of possibly requiring speakers at Home Buyer Seminars be a Sponsor or Friend level. Board wants to be clear about the fact that presenters are not there to sell but to educate.

At March Board meeting we need to discuss and begin creating a policy how the RT will support home buyer education in the future. Also need to keep in mind what value this will offer to our Sponsors & Friends.

HBRT Realtor Down Payment Assistance Training at RASCW and WRA was a great success with approx 96 attendees. RT may want to consider another Realtor Training session this year. But first priority is to get Lender Training completed.

RT will have a booth at the March 8, 2012 Realtor Blitz which will be staffed by Sid, Terri, Laurie Logan and Ellen.

Next RT Meeting will be March 15, one week later than usual due to Blitz. Board meeting will follow RT membership meeting on March 15 and begin at 10:15 a.m.

Adjourned 10:15 a.m.

Secretary Sid

HBRT Board Meeting-Boersma

March 15, 2012 from 10:15 AM to 11:15 AM

Present: Terri Goldbin, Susan Day, Sid Boersma, Ellen Bernards, Shelley Reynolds, Jaimes Johnson, Todd Bruce, Linette Rhodes

Absent- Lindsay Gallagher, Angie Grim, Tony Gates, Mary Byrd

Quorum-had quorum

Old Board Actions

Approved/passed February minutes of Board

Old Board Actions

Meeting held one week later due to the Blitz on Thursday, March 8, 2012. Thanks to all those who helped at the Blitz this year. Was a great success.

New board actions

We thank Lindsay Gallagher for service as she will be stepping down from board. Terri will check and see if Jessica Riphenburg would be interested in joining board.

Financial update-Ellen. Presented balance sheet and list of major sponsors as well as fair grant. Terri to send follow-up reminder to Fair grantees.

Sponsorship income for this year is now \$16,000 (Includes M&I/BMO Harris) with five of these as lender sponsors and we are substantially in the black as anticipated for all of 2012. We have a total of 3 friends at \$300 each. Most members have paid dues to date. 43 paid members and this includes those with memberships through sponsorship. ¼ are new as of this year.

Discussed Round Table financially supporting homebuyer education and will solicit input from various housing non-profits.

Board agreed to discuss criteria for board members to be on the audit committee and what information needs to have for the internal audit to be done once each year, probably in September.

We will continue to bank at Associate Bank as we feel this is the best situation for HBRT.

Board discussed our website and possibility of webinars and video clips, a better calculator for homebuyers and others like Realtors. The board would like to provide more direction for the committee to know how much money can be spent and what direction we want to take. Board to get a report in writing from Education and to include their recommendations.

Lender training: Lender training April 18 at UW extension – Fen Oak .

Second HBRT Realtor Training? Board thinks this is very worthwhile and should be repeated in future.

Habitat For Humanity volunteer project this summer? Don't know yet.

Next board meeting following the Round Table meeting on Thursday, April 12, 2012 at 10:15 am.

Motion for adjournment, Seconded and approved to adjourn. Secretary Sid

HBRT Board Meeting

April 12, 2012

Call to order: 10:00 am

Present: Ellen Bernards, Linette Rhodes, Terri Goldbin, Jaimes Johnson, Angie Grim, Tony Gates, Todd Bruce, Shelley Reynolds, Jessica Riphenburg (new)

Absent: Susan Day, Sid Boersma, Mary Byrd

Jessica Riphenburg is replacing Lindsay Gallagher for the BOD, Terri motioned to accept, Shelley seconded, passed unanimously.

March minutes: Ellen motioned to accept, Shelley seconded, passed unanimously.

Financial statements: Terri motioned to accept, Shelley seconded, passed unanimously.

Discussion about website:

- New Website sub-committee members: Linette, Shelley, Deb N, Ellen, Arlene Scalzo, Susan Day. Will be setting up a meeting to determine scope of sub-committee but expect it to include editing and possible reorganization of website with expert website editor hired; possible videos on web.
- The new website sub-committee will NOT work on Home Ownership Readiness
- Calculator conversation - do not want to send off website and definitely not with ads. Jaimes will check with his IT dept. and report back to Education which will also check with WHEDA.

Discussion re: funding home buyer education:

- Board will review 6 month proposal for home buyer education county-wide in its current format.
- We will do RFP for HUD-approved home buyer education for calendar year 2013.

Jaimes will research Conflict of Interest policies

Adjourn: Shelley motioned, Tony seconded, passed unanimously @ 11 am

HBRT Board Meeting

May 10, 2012 from 10:15 AM to 11:15 AM

Village on the Park

Present: Terri Goldbin, Sid Boersma, Jaimes Johnson, Todd Bruce, Angie Grim, Tony Gates, Jessica Riphenburg, Mary Byrd

Absent-Shelley Reynolds, Ellen Bernards, Susan Day, Linette Rhodes

Quorum-had quorum

Old Board Actions

Approved/adopted April minutes of Board

New board actions

Financial update- Ellen not here, tabled.

Board approved paying for Survey Monkey \$199 renewal. Ellen to be reimbursed.

In future Ellen should budget and pay for Survey Monkey, therefore not requiring Board approval.

Board agreed to be a Sponsor of Movin' Out Tailgate Fundraiser in the amount of \$300. Have Ellen issue check. Event will be on Tuesday July 17th 5-6:30 PM in the Pepsi Tailgate area inside the Duck Pond-game at 7:05. *At June RT meeting distribute the 6 complimentary tickets we receive.*

Board discussed Home Buyers Round Table Preliminary *Budget*. Carry forward of prior year budget (attached). *We will discuss in depth at the June Board Meeting.*

Creating Conflict of Interest Policy-Presented by Jaimes Johnson (attached). Discussed the advisability to discussing this at least annually and whenever possibilities of conflicts exist. James hired a \$28 on line attorney to advise us and he provided a template which can be used for our organization (attached). Key part is that minutes should reflect when this is discussed and that every board member be advised to disclose conflicts at least yearly. Terri will edit document so the document reflects the Round Table. *Will send out to Board prior to June meeting.* Will review/adopt at June Board meeting.

We need to create a Request For Proposal (RFP) for Home Buyer Education for 2013. We should have a template for year to year RFPs. Terri to explore.

Next board meeting following the Round Table meeting on Thursday, June 14, 2012 at 10:15 am.

Motion for adjournment, Seconded and approved to adjourn.
Secretary Sid

HBRT Board Meeting

June 14, 2012

Present: Terri Goldbin, Sid Boersma, Jaimes Johnson, Todd Bruce, Shelley Reynolds, Ellen Bernards, Susan Day

Absent-Angie Grim, Linette Rhodes, Tony Gates, Jessica Riphenburg, Mary Byrd

Approved/passed May minutes of Board. (**Linette** to put on website.)

Financial update-Ellen presented on finances-approved her presentation on financials.

Ellen discussed proposal related to costs for monthly home buyer's education. She separated operations from program expenses. Lump sum for operations will be \$2,650. Total contributions for program and operations will be capped at \$7,800 for home buyer education from July through November 2012, excluding Saturday sessions and will be paid to Project Home. Check for \$2,650 to be issued now (**Ellen**). Ellen proposes to have expenses submitted for each class to be billed on an individual basis based on attendance and actual expenses. Moved/seconded and passed.

Board agreed to adopt Conflict of Interest policy as written. **All board members** to fill out form and give to Terri by next meeting.

Budget for next year to be presented and discussed at next board meeting in July. **Ellen** to present proposed budget at July meeting.

Board needs to draft a Request For Proposal (RFP) for 2013 Homebuyer education, **Jaimes** to draft and bring to July meeting.

July Board meeting to look at Board members coming off Board or up for re-election. (**Terri**, to provide list)

Board decided to move the nominations and electronic elections for board positions to early summer in future so we are prepared to proceed early in the fall of each year. This requires change in by-laws and will need to be discussed in a future board meeting. Take up at **July or August Board meeting**.

Next board meeting following the Round Table General meeting on Thursday, July 12, 2012 at 10:15 am. (OR if no Round Table General meeting, Board would then meet at 8:30)

Motion for adjournment, Seconded and approved to adjourn.

Secretary Sid

HBRT Board Meeting-Boersma AMENDED

July 12, 2012 from 8:30 to 10:30 AM-regular meeting of HBRT cancelled today

Present: Terri Goldbin, Sid Boersma, Jaimes Johnson, Todd Bruce, Shelley Reynolds, Ellen Bernards, Susan Day, Angie Grim, Linette Rhodes, Jessica Riphenburg

Absent-Mary Byrd, Tony Gates

Quorum-had quorum

Old Board Actions

Approved/passed June, 2012 minutes of Board. **Linette** to put on website. **Terri** to email adopted Minutes to Linette.

New board actions

Website discussion.

We have had few expenses from Ingrid our website person. Linette states that Ingrid is only billing us for the Homebuyer Readiness work. Ingrid has been giving us maintenance work pro bono. **Linette** to have Home Readiness up and running on website within the next 60 days.

Financial update

We received check for \$275 from WMBA Lender Training.

Ellen presented on finances budget from last year-breakdown attached but Ellen clarified budget as she has \$4000 difference so the first is easy to read but second is most accurate. We are ahead because of sponsorship and we have and minimal website expenses. Homebuyer ed is different because we budgeted differently.

Ellen discussed next year budget proposal. There was some discussion about marketing expenses and the reduction. Discussion of sponsorships to be taken up by the **Sponsorship committee** and reported back to Board in August. (To include \$ amount to charge sponsors and Organizations to target.). **Sponsorship Committee** will approach Sponsors for their Sponsorship Commitment late September/early October.

Budget to go out to all the committee chairs and comments to be reported back by the **Board Liason** at August meeting. Get any \$ changes to **Ellen** so she can update proposed budget for August meeting.

Summary of First time HB education by Greenpath and attached letter/report of July 11, 2012 **Ellen** to put together year-to-date statistics and other information to report on homebuyer education attendee information, demographics, costs, etc. for our board and **Sponsorship committee** to hand deliver information to our Sponsors within the next month or two.

Board members are reminded to turn in their Conflict of Interest policy.

After some discussion the Board decided would like **committee chairs** to present summary of their committee's last year activity (7/1/11-6/30/12) and goals for the upcoming year (7/1/12-6/30/13) at the annual September meeting.

Discussion by Board to move the Nominations and electronic Elections for Board positions to April, May, June in future so new Board can prepare new Budget and we are prepared to proceed early in the fall of each year.????? This would not require a change in the By-Laws just the Board to make a designation change in the Minutes (and notify membership). At this time we decided to leave Annual Elections and meeting in September. Board can revisit this in future if necessary. (Note: if do make this change, not required but should, update Bylaws so others can readily see our rules—which are also on our website.) ***BOARD in near future to review Bylaws regarding annual meeting date and RT address, etc.***

Further discussion of creating a Request For Proposal (RFP) for Round Table to sponsor other organizations (non-profit????) home buyer education for 2013. We would send out to our Member and Other Interested Mailing lists through an email blast, in addition put on our website. **Linette** to provide Jaimes samples of RFP's. **Jaimes/Linette** to put together a Draft RFP within the next 10 days. Some criteria the RFP is to include: Education in Dane County, Hud approved agency, we want monthly reports on education outcomes, focus is on low-to-moderate income households.

Annual elections of Board must be out no later than August 13. We will vote via Survey Monkey again this year. **Ellen** to verify that no statistics are being shown during online voting. **Terri** will contact David Clem to see if interested in running for Board. **Shelley, Terri and Sid** are the Nominating committee and will create an email blast to Membership to see if any member is strongly interested in running for a Board position.

Soon **Terri** will be filing Annual Report with DFI. When does will list Registered Agent as the President. For Registered Office and Principal Office will list 215 Martin Luther King Jr Blvd, PO Box 1491, Madison WI 53701-1491. (Note: when change By-laws, make this change in the document also.) Prior to making this change, **Terri** to follow-up with Post Office regarding using 215 MLK address since we have a Post Office Box at that location.

Ellen to distribute to board electronically email board budget, reports, membership lists

In **February or March of 2013, Board** should create a Bylaws committee to review and update them. (i.e. address, elections)

Next Board meeting to discuss work to be completed by Board vs. Committees.

Next meeting of Board meeting on August 9 at 8:30 am.
Annual Meeting with breakfast (arranged by Membership committee) on September 13,
2012 @ 8:30 am. Board meeting to follow.

Motion for adjournment, Seconded and approved to adjourn. Secretary Sid

HBRT Board Meeting-Boersma

August 9, 2012 from 8:30 to 9:30 AM-regular meeting of HBRT cancelled today-

Present: Terri Goldbin, Sid Boersma, Jaimes Johnson, Todd Bruce, Shelley Reynolds, Ellen Bernards, Susan Day, Angie Grim, Tony Gates, Mary Byrd

Absent- Linette Rhodes, Jessica Riphenburg

Quorum-had quorum

Old Board Actions

Approved/passed July, 2012 minutes of Board with additional provision inclusion to create a committee to review the bylaws sometime next year (to include review of annual meeting date, office RT address). (BOARD)

New board actions

Website-Fantastic new updated Website –check it out. We need to remove non existent HB Fair from our website (LINETTE).

Financial update-

ELLEN to make some revisions to budget prior to Sept meeting and send out to Board to vote via email prior to Sept meeting. Board decided that Major Sponsors would continue to be set at \$2,000 with up to 10 total Major Sponsors (to possibly include WHEDA and Realtor ASSN). Friend level would continue to be \$300 at 5 total friends.

Ellen presented on post purchase education-home maintenance and budgeting, etc.

Jaimes presented on draft provision of RFP's for HB ed programs. Wants feedback from Board members-respond via email. JAIMES to present to Board at Sept meeting a revised RFP. (Change Monthly Saturday education)

Committee updates

Calendar: We would like to have all slots filled for speakers by September. We need dates for Lender and Realtor training. Request to have all dates for Lender Trainings and all HBE classes.

Board members have all turned in their conflict of interest policy statements/disclosure forms. BOARD needs to review form #4 & #5---not clear on meaning.

Elections: Deadline for voting is August 31, 2012.

COMMITTEE CHAIRS to present a summary of last year's accomplishments and 2012/2013 goals which they will present at the Sept HBRT meeting. These summaries should also be placed in writing and emailed to Sid Boersma who will compile these quips in one document hopefully before annual meeting if there is full compliance or after the meeting if there is not and will also get placed on website.

Next meeting-Annual Meeting with breakfast on Thursday, September 13, 2012-8:30 AM

Motion for adjournment, Seconded and approved to adjourn. Secretary Sid

Home Buyers Round Table of Dane County Board Meeting

Date: October 11, 2012
Time: 10:15 a.m.
Place: The Village on Park Street, atrium community rooms
Attending: Sid Boersma, Todd Bruce, Dave Clem, Susan Day, Terri Goldbin,
Angie Grim, Jaimes Johnson, Shelley Reynolds, Linette Rhodes,
Jessica Riphenberg, Ellen Bernards
Absent: Tony Gates

MSC (Motion, Seconded, Carried): Adopted September Minutes.

Membership Committee to bring coffee to monthly meetings. Cargo Coffee on Park St was suggested as possible vendor.

Homestead Title has offered to bring refreshments to Realtor Training January 23, 2013.

Reviewed financial reports.

Terri announced \$1500 grant winner to close by end of month.

Terri to create audit committee guidelines and discuss at November Board meeting. Determine criteria for members on committee, what info needed for annual internal audit, and when should annual audit be held.

Discussion on how do we measure the effectiveness of the execution of our mission:

(Susan) – Partnership with Project Home and Green Path

(Dave) – Education near capacity

(Ellen) – Realtor and Lender Training.

- # attendees to home buyer education

(Susan) – website. Continue to promote resources and continue to improve for home buyers, lenders and realtors.

(Ellen) – Personal development of group. Quality monthly education. 18-25 attendees monthly.

(Todd) – Better job of executing tasks.

(Sid) – Provide linkages to Round Table Members. Created more community for members.

(Terri) – Round Table name recognition.

(Jaimes) - Collaborative mode in completing Round Table work. Our willingness to collaborate within and outside organization.

Suggestion that we may want to look at creating and putting on website document on how Round Table has changed and have testimonials.

Adjourn 10:47 a.m.

Submitted by Terri Goldbin, Secretary

Home Buyers Round Table of Dane County Board Meeting

Date: November 8, 2012
Time: 10:04 a.m.
Place: The Village on Park Street, atrium community rooms
Attending: Todd Bruce, Dave Clem, Susan Day, Terri Goldbin,
Jaimes Johnson, Shelley Reynolds, Jessica Riphenberg,
Ellen Bernards, Tony Gates,
Absent: Sid Boersma, Linette Rhodes, Angie Grim

MSC (Motion, Seconded, Carried): Adopted October Minutes.

MSC (Motion, Seconded, Carried) by Shelley to approve Treasurer Report.
(2 Fair grants outstanding. **Terri** to get 2010 grant info to **Ellen**. **Ellen** to pay Project Home \$618.25 for October home buyer education today.)

Jaimes requested we all comment as to “Why do we the Round Table exist?”
(Jessica) Educate buyers about process in purchasing a home and post purchase.
(Tony) Make sure they know who is out there.
(Ellen) Promote down payment assistance.
(Terri) Networking opportunity and educate members.
(Todd) Network as clearing house for info on home buying and education.
(Susan) Membership dedicated to educating general public information on our industry.
(Dave) Want to be #1 source for home buyer education through above methods.
(Shelley) We educate membership and introduce them to other organizations.
(Jaimes) Important need in community we serve: first time home buyer, low-moderate income, whether they should purchase. Provide info through a collaborative effort in a non-sales environment.
Individually we help give them information for their situation.

(Shelley/Jaimes) Suggest we should do this exercise with full RT a next meeting.
Important for membership to articulate what we do.

Brief discussion that it is acceptable at Home Buyer Education sessions to give out their email address and business card. Ellen mentions speakers and refers to RT website.

(Jaimes) Laura Stanfield, Education Committee received 1 RFP for 2013 Education from Green Path. **Jaimes** to email proposal to Board—DO NOT SEND TO ELLEN COMMENTS. Send any comments to **Laura** within approximately ONE WEEK. **Jaimes** will touch base with Laura as to responses and committee recommendation. **Board will vote via email on this proposal prior to December Board meeting.**

Terri discussed proposed Audit Guidelines submitted to Board. Board stated either Secretary or VP should be on this committee.
Terri, Secretary, to be on committee, as well as **Susan Day and Dave Clem**. Committee to meet in near future. Committee to decide what internal audit entails and what external

audit, if any to involve. (Ellen mentioned possibly provide Accountant an electronic file and at least having Accountant review Quicken files for any errors.)

Ellen mentioned Accountant filed Short 990 tax return for Round Table.

Terri to email Ellen question for Accountant as to what is the Round Table file retention periods for files/documents such as minutes, tax returns, other documents.

Adjourn 10:45 a.m.

Submitted by Terri Goldbin, Secretary

Home Buyers Round Table of Dane County Board Meeting

Date: December 13, 2012
Time: 10:00 a.m.
Place: The Village on Park Street, atrium community rooms
Attending: Jaimes Johnson, Susan Day, Ellen Bernards, Todd Bruce, Sid Boersma, Angie Grim, Terri Goldbin
Absent: Linette Rhodes, Tony Gates, Dave Clem, Jessica Riphenberg, Shelley Reynolds

MSC (Motion, Seconded, Carried): Adopted November Minutes.

MSC: Approved financials. Note: Susan to email Ellen wording for footnote to be placed in financials regarding the \$1,500 FROM CHECKING (INCOME) and the \$1,500 GRANTS OUTSTANDING (EXPENSE). Round Table books are on a cash basis, except for the accrual of the grants which will expire by 3/19/14.

Board reviewed Audit Committee guidelines. Suggest **Audit Committee** determine terms of its members. (One year vs two year).

In January, **Ellen** will give Audit Committee the financial book binder so they can perform an audit. **Ellen** will also email Susan the Quicken financials.

MSC: Approved Proposal for 2013 Homebuyer's Education from Green Path & Project Home \$16,828. Note: This was the only proposal we received on our RFP. The three Saturday classes are already budgeted in Education Committee budget. Ellen abstained from voting due to conflict of interest. Voted to approve via email: Dave Clem, Susan Day, Sid Boersma, Tony Gates, Angie Grim, Terri Goldbin. Approved via voice vote at December Board Meeting: Todd Bruce, Jaimes Johnson, Jaimes states Jessica Riphenberg told him she votes YES. No response from: Shelley Reynolds & Linette Rhodes.

Jaimes to talk with Shelley regarding: HDG (Housing Discussion Group) involvement.

Ellen to forward to Jaimes email from Rural Development.

Adjourn @ 10:45 a.m.

Next Board meeting January 10, 2013

Terri Goldbin, Treasurer