

# **Home Buyers Round Table of Dane County, Inc. (HBRT)**

## **Board of Director Meeting Minutes**

January 9, 2020

### **Opening**

The meeting of the Board of Directors for the Home Buyers Round Table of Dane County, Inc. (HBRT) was called to order at 9:58 am, January 9, 2020 at 2300 South Park Street, Madison, WI by Laura Stanfield

### **Present**

Trent Halverson, Susan Fischer, Paul Sukenik, Laura Stanfield, Ann Raschein, Dave Van Beckum, Kevin King, Mary Gandolfo

Absent – Tony Gates, Linette Rhodes, Nicole Kane

### **Approval of Minutes**

Minutes for the December meeting were approved. Motion made by Paul Sukenik, second by Trent Halverson. Motion carried.

### **Treasurer's Report**

No changes in financials since last meeting. Nicole Kane has stepped down from the Treasurer's position and as Board Member due to personal reasons. Discussion was held to replace her on the board of directors and as Treasurer. Motion was made by Kevin King to elect Paul Sukenik as Treasurer to replace Nicole, second by Ann Raschein. Motion carried. Paul Sukenik abstained. Paul will contact Nicole to obtain update financial records, post office box key(s), laptop, QuickBooks login and all other information/equipment for Treasurer position.

Discussed authorized signers for organization's bank accounts with Associated Bank. Dave Van Beckum made motion to update signers on the account records to include President, Vice-President and Treasurer, second by Ann Raschein. Motion carried. Paul will contact Associated Bank and work on updating the authorized account signers.

2019-2020 Officers:

President – Laura Stanfield  
Vice President/Secretary – Susan Fischer  
Treasurer – Paul Sukenik

2020 Budget to be reviewed and voted on at the February board meeting.

## **Agenda Items**

### **New/Ongoing Business**

#### *Vacant Board Member*

Discussed interested candidates for board member seat vacated by Nicole Kane. Doug Dalsing and Jill Hauk were discussed as replacements for Nicole. Motion made by Trent Halverson, second by Kevin King to nominate Doug Dalsing to the board of directors completing the vacated term by Nicole Kane. Motion carried.

#### *Organization Liability Insurance*

Laura provided update on liability insurance quotes and is collecting additional information to submit to the board for a decision at the next board meeting.

#### *Initiatives for 2020*

The following initiatives were discussed for 2020:

- Organization – Dropbox, email, etc.

- Outreach opportunities

- RFP – Expectations to be outlined by March 2020 for following year

- Location of education classes

- Website updates

- Committee activities and expectations

### **Committee Updates**

Joint meeting with HBRT board members and committee chairpersons will be held on Thursday, January 23, 2020 to discuss and update all members on the activities and expectations of each committee.

Board member liaisons for committees:

Marketing – Trent Halverson, Susan Fischer

Education – Laura Stanfield, Dave Van Beckum, Paul Sukenik, Mary Gandolfo

Membership – Linette Rhodes, Kevin King

Sponsorship – Susan Fischer, Trent Halverson

(Tony Gates and Dan Dalsing will be appointed to committee)

Marketing Committee – (Rick Corey, Chairperson) Susan is working with Rick to update the website to incorporate updated board members, board minutes, classes and training sessions.

Education Committee – (Mary Gandolfo, Chairperson) Movin’ Out has sent out a doodle poll to select content experts for 2020 homebuyer education classes. The lender down payment training will be held on February 20, 2020 with a morning and afternoon session.

Membership Committee – (Sara Whitley/Michelle Flores Herrero, Co-chairperson) The committee is working on additional speakers for the membership meetings to complete the year.

Sponsorship Committee – (Dan Piazza, Chairperson) Sponsors are currently being contacted from prior years for 2020 commitments. Additional new contacts are being made to other businesses to increase sponsorship dollars. Two grants are being prepared to fund sponsorship dollars.

### **Adjournment**

Meeting was adjourned at 10:52 am. Motion made by Ann Raschein, second Kevin King. Motion carried. The next Board of Directors meeting will be at 10:00 a.m. on Thursday, February 13, 2020 at 2300 South Park Street, Madison.

Minutes submitted by Susan Fischer