

**Board of Directors Meeting Minutes
Wednesday, October 23, 2019**

Conference Room @ Ventura Investment Building
1601 Carmen Ave, 2nd floor conference room, Camarillo, CA 93010

I. WELCOME/GENERAL UPDATES

- a. Meeting was called to order at 11:35 am with a quorum of directors present.
- b. Board members present: Stephen Boggs, Jennie Buckingham, Karen Flock, John Fowler, Mary Ann Krause, Tracy McAulay, Anthony Mireles, Sean Morreale, Cathi Nye, Lynn Oshita, Mark Pettit, Alex Russell
- c. Board Members Absent: Marni Brook, Dawn Dyer, Sal Gonzalez, David Moe, Stratis Perros, Greg Regier, Donna Sepulveda-Weber
- d. Announcements: Anthony regarding Oxnard; Discussion of yesterday's Housing Conference along with connection and follow-up needed with the Port of Hueneme and Fore Property; Lynn commenting that John was at the TO meeting last night advocating for a proposed project. Cathi announced on November 16th at the Ventura city center there will be a screening of the movie *Lost In America*, a feature documentary about youth homelessness being hosted by School on Wheels

II. CONSENT ITEMS: The following items were made available for review and discussion by the full board and recommended for approval by the Executive Committee. **Motion to approve all Consent items** made by Mary Ann, seconded by Sean. Motion approved with unanimous vote with abstention by Steve.

- a. Minutes of September BOD meeting with modification to include BOD present and absent
- b. Financial statements as of September 30, 2019

III. LAND TRUST (John): John provided an update

- a. Community relations: John met with Port Hueneme; the land parcel will be sold to Habitat.
- b. Recent press noting the VC Star article that provided fair coverage of both land trusts under formation in Ventura County (HTF-VC and Gallagher, et.al.).
- c. Memo response from the attorney: They will be working on three separate items 1) Set up a new supporting nonprofit corporation. Projected 18 months to finalize. 2) Non-profit registration process. and 3) Set up a legal process for HTF to accept land until the new corporation is finalized, so donors can claim a tax-deductible donation in the meantime. Also will set up parameters so HTF and the new Land Trust does not have to pay property tax on the land before being developed. Attorney will give \$2K credit toward fees, but unsure what total fees are.
- d. RFP for Land Trust Consultant: Received five proposals (Yasmin Tong, Doug Green, Steve Willmont, Nancy Conk, Jennifer Lobenhofer). Will discuss the process for selecting and awarding at the next committee meeting and recommend to Executive Committee meeting on the 13th and full board at the November 20th meeting 20th.

IV. UNDERWRITING COMMITTEE (Marni)

- a. Habitat For Humanity, Santa Paula Project Application –Application withdrawn. Marni, Tracy and Linda met with Darcy and Gerry to explain the loan approval with conditions to provide standard financial information. They subsequently withdrew their application in favor of other funding methods. They still appear to have issues with sharing financial information and detail future plans, especially to possible competitors (other

AH developers). Board suggested to reach out to the Habitat board members, Executive staff, as well as other developers, for a workshop on loan application, etc. This would be consistent with our support and outreach efforts.

b. Citricos - Loan was repaid 10/17/2019.

V. EXECUTIVE COMMITTEE REPORT (Jennie)

- a. Request Board members speak about the Proposition 1 opportunity at City council meetings during the public comment session. Need to designate at least one speaker for every city and County to speak before year end. Municipal employees cannot do this so need other Directors to volunteer. Anthony: Oxnard, Karen: Ventura, Mary Ann: Santa Paula,
- b. Need to video tape Dawn giving her Prop. 1 pitch like she did for the Housing Conference and then put it on our website, Facebook, YouTube, etc.
- c. Board of Director policy documents: There was just a few typo and other minor edits to the presented Board policy documents. Motion to approve the three Board documents as presented with suggested edits. Moved by Cathi, seconded by Alex. Approved unanimously.
- d. 2020 Board: Confirmation of the 2020 board and election of new members and officers will take place at our January 2020 Annual Meeting. Anyone interested in being a 2020 Officer serving on the Executive Committee should speak to Linda. Sal will be resigning from the Board; preference for replacement would be someone from Oxnard, either a City employee (Emilio, Housing Director) or active resident (e.g. Eduardo, CEDC). The Board is asked to continuously gather names and submit to the Nominating Committee for vetting. Recommend holding off on any Director replacements until our bylaws are revisited.

VI. CEO'S REPORT (Linda)

- a. We received \$50K from Lluella Morey Murphey Foundation for general operations. This was an unsolicited donation, presumably as a result of our intensive marketing and outreach efforts.
- b. A \$125,000 CDFI Technical Assistance Grant was awarded to HTF for capacity building. Directors received a summary of our proposal with amounts and suggested tasks. Funding is specifically for capacity building our lending programs. It cannot be used for Land Trust formation.
- c. Draft Proposition 1 guidelines were released by HCD. Linda along with the other housing trust funds will submit comments and suggest revisions to guidelines.
- d. Advertising Update: Press releases and ads have been place and sent out extensively to VC Star, VC Reporter, Pacific Coast Biz Times, KNX, and on Social Media avenues. Board members are asked to like and follow where ever possible. While we cannot do a call to action on public radio, we will be speaking about our organization and goals.
- e. A draft 2020 Budget will be presented for review at the November Board meeting
- f. Annual Meeting proposed date is 1/22/20 (4th Wednesday). Directors suggested securing the Camarillo library.
- g. The BOD Retreat is proposed for 2/18/20; tentatively 8:30 am – 2:30 pm with lunch included. Karen to clarify with Linda the time and date since the 26th is the 4th Wednesday.

VII. ADJOURN – Meeting was adjourned at 1:25 pm.

Remaining Board meetings for 2019: Nov. 20, Dec. Dark