

Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Wednesday, June 10 2020

Via Zoom

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Meeting called to order: 5:33 p.m.

Meeting adjourned: 7:57 p.m.

Board Members Present: Francie Alling, Lyn Barnett, Allan Bisbee, MaryAnne Brand, Karen Fink. Absent: Jesse Walker

Staff Present: J. Diaz, C. Rosburg

Members: None

Guest: Patrick Conway

1. **Topic:** Opening Prayer

Discussion: Barnett said the opening prayer

Topic: Call to Order and Approval of Agenda

Action taken: Motion made to approve the agenda.

Moved by: Fink

Second by: Brand

Ayes: all

Nyes: none

2. **Topic:** Roll Call of Board Members and Determination of Board and Membership Quorums

Action Taken: Fink determined there was a quorum present.

3. **Topic:** Open Floor

Discussion: No Open Floor Discussion occurred

4. **Topic:** Consent Calendar (action taken on all items unless pulled for discussion by a board member)

- a. Approval of May Minutes
- b. Financial Report (Treasurer)
 - i. Banking & Fund Account Balances
 - ii. Profit & Loss/Balance Sheet Statements
 - iii. Budget and Budget Variance/Budget Adjustments
 - iv. Resolution Adding Executive Director as Signatory on Checking Account
- c. Accept Investment Committee Report
- d. Accept Loan Committee Report
- e. Accept Building Committee Report
- f. Accept Work Plan Update Report (Executive Director)
- g. Accept Community Outreach Report (Executive Director)

Discussion: Barnett asked if there were any items on the consent calendar that needed to be pulled for review.

Action Taken: A motion to approve the consent calendar was made.

Moved by: Bisbee

Second by: Alling

Ayes: All

Nyes: None

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5. **Topic:** Financials

Discussion: Brand reviewed the budget with the board and indicated we are doing well. The cash in the bank is \$784,000 and based on the board's direction she put \$10,000 into the Development Fund.

Action Taken: A motion to approve the Financial Information as presented.

Moved by: Walker

Second by: Alling

Ayes: All

Nyes: None

5. **Topic:** COVID-19 Response—MTH, Emergency Loan Programs & Sierra Garden Apartments

Discussion: Diaz suggested that we continue to remind MTH beneficiaries and Members that the Emergency Loan Program is available. Barnett suggested that at some point we should consider taking some of the money out of the Emergency Loan fund if we don't have any requests from loan applicants in the future.

Barnett asked Diaz to follow up with SGA and John Bacigalupi on the replacement of trees and shrubs that didn't make it through this past winter.

6. **Topic:** Annual Meeting Timing/Logistics/Content Report

Discussion: Postponing the annual meeting until September was decided upon, in hopes of possibly being able to meet in person in a safe environment. To determine a date in September a poll will be sent out to the board members. At the annual meeting we will confirm the annual lease fee and membership fee, as well as the election of Nevada board members. And if there are changes to the bylaws make a presentation of possible bylaw changes that we are thinking of changing. Barnett also thought it would be good to present some of the projects that we are working on.

7. **Topic:** Board/Committee Recruiting/Board Member Resignation

Discussion: Fink has decided to resign from the board because with all that she is doing with TRPA there are situations where she has to recuse herself, as with the project with the CTC, and feels she is not able to offer the full value that another board member could. She's also involved with Tahoe Home Connection and they have just incorporated and she is on that board as well. We do have committees and non board members can serve on committees and maybe you can participate and continue helping us. For the Annual Meeting, Diaz questioned if the board members up for election were interested in continuing and both Alling and Bisbee answered - yes.

8. **Topic:** TAHOE Plan Implementation Update

Discussion: A TAHOE Program Advisory Committee has been put together and includes Lyn Barnett, MaryAnne, Jean Diaz, Chris Proctor and Hellen Barkley. We are going to transfer the EASE fund of \$50,000.00 and input \$50,000.00 to start with \$100,000.00 in the TAHOE Program Fund. Patrick Conway mentioned that the City is looking at ways to not forgive the loans from the first-time homebuyer program, to keep those funds in the program and be able to offer loans to other first-time homebuyers. Working with SJCLT on the City's first-right-of-refusal on the loan programs.

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9. Topic: Draft 2020/2021 Budget Review

Discussion: Draft 2020 Budget. Budget is balanced, it doesn't draw anything from the reserves. The \$250 error from the previous version is corrected. There is an increase from 1.5 to 2 new FTE staff time. Brand suggested budgeting for a new computer, especially if we are going to 2 new FTE. Barnett suggested that it is time to do a performance review for the Executive Director. Diaz agreed.

Action Taken: A motion was made to approve the temporary budget:

Moved by: Bisbee

Second by: Brant

Ayes: All

Nyes: None

10. Topic: Board Member Updates and Comments

Discussion: Barnett reported for the Building Committee, on the Riverside parcels. There will be 2 2-bedrooms (1374 sf each, potentially with a loft) and 1 3-bedroom (1501 sf)., these will be beautiful homes, with large porches. Very small parcels so setbacks eat up the building site. Barnett showed the floorplans. This will go to City Council at the August meeting. Suggested closing the public comment timeframe a week before Patrick Conway's staff summary is due, so that he can include public comment in his report.

Barnett reported on Sugar Pine Village application to CTC, announcing that our team made the short list. Meea Kang will take the lead. SJCLT will be meeting with Meea and her team on Friday to prepare for the interview with the committee on Monday.

Fink mentioned that TRPA is launching a Housing and Community Revitalization Initiative, and inquired if Jean would be interested in being on a working group. Diaz indicated yes.

Barnett expressed the need to be pro-active at keeping our members. We need to make calls and have the membership committee work on this.

Fink updated the board on the Tahoe Home Connection, including a newly launched website with public-facing rental listings. Diaz said he could include a blurb in the next SJCLT shout-out newsletter. We should each post a link to each other's webpages on our sites.

8. Topic: Adjournment and Closing Prayer

Action Taken: Alling led a closing prayer.