

**Saint Joseph Community Land Trust**  
**Board of Directors Meeting Minutes**  
**Wednesday, November 4, 2020**

**Meeting called to order: 5:34 p.m.**

**Meeting adjourned: 6:45 p.m.**

**Board Members Present:** Francie Alling, Lyn Barnett, MaryAnne Brand, Allan Bisbee, McKenzie Malone, Jesse Walker, Fr. Mauricio Hurtado

**Staff Present:** C. Rosburg, Jean Diaz

**Members Present:** Carolyn Meiers and Jill Teakell

**Guest:** Lisa Richards SGA

1. **Topic:** Opening Prayer

**Discussion:** Fr. Mauricio led an opening prayer to begin the meeting.

2. **Topic:** Call to Order and Approval of Agenda

**Discussion:** Barnett asked if there were any agenda items that anybody would like to pull or add. Item 5 f. Work Plan and 5. g. Community Outreach Report were missing from the board packet and are not included in the consent calendar. Diaz indicated Item 6. Financial Report was a carryover from the previous agenda and instead asked that item 6 be changed to an update on the Tahoe Program.

**Action Taken:** Motion was made to amend the agenda as discussed, and to call the meeting to order.

Moved by: Alling

Second by: Bisbee

Ayes: All

Nyes: None

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

**Discussion:** Alling determined a quorum was present with the board members in attendance on Zoom.

4. **Topic:** Open Floor

**Discussion:** Carolyn Meiers expressed her enthusiasm for all that is going on with SJCLT. She retired from Habitat from Humanity – A Brush with Kindness and expressed interest in volunteering to help a little bit with SJCLT. Barnett and Alling thanked her. Barnett closed the floor.

5. **Topic:** Consent Calendar

**Discussion:** Barnett inquired if there were any items from the Consent Calendar that anyone wanted to pull for discussion. No discussion was requested.

**Action Taken:** A motion to approve the items on the Consent Calendar was made.

Moved by: Walker

Second by: Brand

Ayes: All

Nyes: None

6. **Topic:** TAHOE Program

**Discussion:** Diaz gave an update on the Tahoe Affordable Home Ownership Enabling (TAHOE) program. After approval of the program an Advisory Committee consisting of Barnett, Brand, Diaz, Hellen Barkley, Chris Proctor and Rosburg have been working on documentation for the program. Jill Teakell has been helping with work on the documentation as well. The documents have been approved and the next step is outreach to the realtors, lending community, and escrow agents to educate them on how the TAHOE Program works. Coordinating this outreach has

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been problematic given the fact that everyone has been inundated with buyers trying to move to Tahoe and no one has had time for education. Diaz expressed the need to be sure that when we launch the TAHOE Program that the realtors, the lending community and the escrow agents all have an understanding of the program and how it works, so that when our perspective home buyer shows up they are not surprised. Barnett stated the need to get our homebuyer education program in place for this program and the Riverside project. Diaz revealed that the closest option was Sacramento for an authorized home buyer education program and that there was time to work on that piece. Barnett asked Teakell about possibly using the STAR conference room for the homebuyer education training and she seemed to think it could work. Barnett went on to give an overview for the new participants in the board meeting of the TAHOE Program and the Riverside Project.

7. **Topic:** Election of Board Officers and Chaplain (installation of new board members)

**Discussion:** Barnett suggested starting with the President, Vice President, Secretary and Treasurer positions.

President: Barnett asked if anybody else would like to be President and it was suggested by Alling and Brand that he stay president. Vice President: Walker has been Vice President and Diaz praised the work he had done filling in as President while Barnett was out due to a surgery. Walker indicated that if no one else volunteers he would be happy to continue serving as Vice President. Secretary: Alling said she was happy to continue as Secretary. Treasurer: Barnett expressed how Brand has been a wonderful Treasurer and he hoped she would continue. Brand indicated she was fine with continuing unless someone else wants to try it out. Diaz emphasized how the continuity of her continuing would be helpful.

Barnett asked for a motion to approve the slate of President, Vice President, Secretary and Treasurer as named.

**Action Taken:** A motion was made to continue with the Board Officers in place.

Moved by: Malone

Second by: Brand

Ayes: All

Nyes: None

**Discussion:** Chaplain: Father Mauricio shared that he would be in South Lake Tahoe for the next year and able to continue as the Chaplain. The Board Members thanked him!

8. **Topic:** Resolution Recognizing Karen Fink's Contributions

**Discussion:** Barnett asked Rosburg to read the resolution giving thanks to Karen Fink into the record.

**Action Taken** A motion was made to approve the resolution as read.

Approved by All

9. **Topic:** COVID-19 Response – MTH, Emergency Loan Program & Sierra Garden Apartments Update

**Discussion:** Rosburg indicated that there has not been any new activity on our COVID-19 related emergency loans. Diaz believes that although we have not seen a whole lot of response to our expanded benefits, he thinks we need to be prepared to see more people avail themselves of these programs.

Lisa Richards from MBS reported on Sierra Gardens and gave updates on problem smoking tenants, who have continued to violate the no smoking rules on the property. The COVID-19 status continues to be monitored with sanitation occurring in the common area of the laundry room twice a day. Only two residents have reported having tested positive. A new manager will be coming to the SGA on December 1<sup>st</sup>. Barnett asked that Lisa to follow up on the replacement of damaged landscaping from last winter.

10. **Topic:** Program & Stewardship Manager Recruitment Update

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**Discussion:** Diaz reported having received several applications and they are now in the process of narrowing it down to 4 individuals to interview. Barnett indicated that with everything we have on the plate it was important to find someone who would help Diaz and Rosburg.

11. Establish Meeting Calendar & Committee Memberships

**Discussion:** The following committees were formed:

Investment Committee: Brand and Allan Bisbee. Staff, Diaz

Loan Committee: Alling, Bisbee, Barnett. Staff, Rosburg

Building Committee: Barnett, Malone. Staff, Diaz

Membership Committee: Alling, Malone, Brand. Staff, Charlotte

**Discussion:** Barnett suggested that we do something virtual in place of the semiannual Thanksgiving Dinner meeting. He mentioned possibly a raffle of some nice hotel stays somewhere. Brand recommended waiting until after the holidays and maybe consider doing something in January to celebrate the end of 2020. The Membership Committee indicated they would begin working on some ideas for a fun virtual event. The meeting calendar would continue with dates set the second Wednesday of each even numbered month. For the Annual Meeting we are looking at June and the Spaghetti Dinner the Thursday, November 18<sup>th</sup> - a week before Thanksgiving.

**Action Taken:** A motion was made to approve the membership committees and calendar.

Moved by: Alling

Second by: Bisbee

Ayes: All

Nyes: None

12. Board Member Updates and Comments

**Discussion:** Diaz, Rosburg and Alling gave updates on the Nevada Housing Council conference. Rosburg thought it was interesting to learn about the ways in which gathering community support for a project could be done by looking for things that the community was already passionate about and framing the project in relation to those passions. Alling was impressed with the variety of housing options. Diaz found some interesting housing financing options that he shared with Related. Next year they will hold a special session on Community Land Trusts during the conference. Barnett asked the membership committee to look at writing a new ad to air on the radio related to the Riverside housing project.

13. Adjournment and Closing Prayer

**Discussion:** Barnett asked for a motion to adjourn the meeting.

**Action Taken:** A motion was made to adjourn tonight's meeting

Moved by: Brand

Second by: Walker

Ayes: All

Nyes: None

**Discussion:** Barnett asked Father Mauricio if he could give us a closing blessing

**Action Taken:** Fr. Mauricio gave a closing blessing to close out the meeting.