

National Community Development Association

Board of Directors Meeting

Tucson, Arizona

October 11, 2001

A regularly scheduled meeting of the National Community Development Association (NCDA) Board of Directors was held on Thursday, October 11, 2001 at the Westward Look Resort in Tucson, Arizona. The meeting preceded the 2001 Executive Symposium scheduled for October 11 – 14, 2001.

I ROLL CALL

Greg Hoover, NCDA President and Housing and Neighborhood Development Manager for Davenport, Iowa, called the meeting to order. The following Board members and staff were in attendance:

Larry Wagner	Waterbury, CT
Patrick Sullivan	New Bedford, MA
Stephen Gartrell	Newton, MA
John Sasso	Newport, RI
Amintha Cinotti	Providence, RI
Tom Tiffin	Birmingham, AL
Roslyn Phillips	Jacksonville, FL
W. Thomas Utter	Corpus Christi, TX
Barbara Ross	Denton, TX
Nancy Haney	Lubbock, TX
Greg Hoover	Davenport, IA
Stan Barrett	Kansas City, MO
Cressworth Lander	Tucson, AZ
Emily Nottingham	Tucson, AZ
Steve Young	Sacramento, CA
Skeet Fitzgerald	Henderson, NV

Guests

Leila Allen	Orlando, FL
Mark Tigan	Newport, RI

Staff

Chandra Western
Vicki Watson
Karen Means

II APPROVAL OF THE MINUTES

A motion was made by W. Thomas Utter, Assistant City Manager for Corpus Christi, Texas and second by Skeet Fitzgerald, Housing and Grants Manager for Henderson, Nevada, to accept the minutes of the previous Board meeting that was held on June 1, 2000 in New Orleans, Louisiana with the following correction: (page three, third paragraph) ~~to help incur costs,~~ to help defer costs.

III ORGANIZATIONAL ISSUES

A Review of the Audit Report and Financial Status for Fiscal Year Ending June 30, 2002

Roslyn Phyllips, NCDA Secretary Treasurer and Business Development Director for Jacksonville, Florida, reported to the Board that she had reviewed the audit and that there were no concerns with the outcome.

Ms. Western recommended to the Board that the Association invest more money with American Fund.

B Review of Revised Budget for FY 2002

After brief discussion of the FY 2002 revised budget, Mr. Utter made a motion, and Tom Tiffin, Grants Administrator for Birmingham, Alabama, second, to accept the revised FY 2002 budget.

The Board unanimously approved the revised budget.

C NAHTI Report

Vicki Watson, NCDA Legislative Director, provided an update to the Board on the NAHTI Contract. Ms. Watson informed the Board that NCDA is currently operating under two separate HOME technical assistance contracts, and have approximately \$75,000 left to expend collectively. In addition, NAHTI applied for \$3 million in funding under HUD's SuperNOFA on May 22, 2001. If fully funded, NCDA would receive approximately \$240,000 in HOME TA funds and \$112,000 in CHDO TA funds. We will likely hear about this award at the end of this year.

Ms. Watson informed the Board that staff works with the NCDA Housing Committee in deciding activities to focus upon in the contracts. Currently, NCDA's HOME technical assistance activities focus on developing training for

members on the HOME program, developing a CHDO Training Manual for local participating jurisdictions, and coordinating sessions at NCDA's conferences with the U.S. Conference of Mayors to bring together a select group of mayors and their community development agencies to discuss the HOME program's activities in local communities across the country.

In terms of recent activities under the contract, Ms. Watson reported that NCDA just funded a half-day HOME Refresher Course training and a half-day Advanced HOME training at the NCDA Region I conference in New London, Connecticut on September 24, 2001. Approximately 60 people attended both training sessions, including local participating jurisdictions, State participating jurisdictions, and several CHDOs. In addition, NCDA, working in collaboration with the National Association of Housing and Redevelopment Officials (NAHRO), National Association for County Community Economic Development (NACCED), and Council of State Community Development Agencies (COSCDA), convened a group of members on August 6, 2001, in Washington, D.C., to develop an outline for a CHDO Training Manual. The organizations are working cooperatively together to hire a consultant to develop the manual. Once completed, the manual will be used as the basis for providing training to members on CHDOs. We hope to have the first training at our 2002 Annual Conference.

D CDBG Basics: Training for Practitioners

Chandra Western, NCDA Executive Director, updated the Board on the progress of the CDBG Basics Course for Practitioners. Ms. Western stated that the pilot course would be held at the Region VI Annual Meeting in Kenner, LA on October 24-26 of this year. She also stated that Nancy Freeman was hired to develop the course and the accompanying manual and that she would also conduct the first training session to incorporate any changes in the curriculum.

Ms. Western thanked Amintha Cinotti, Associate Community Development Director for Providence, Rhode Island and Vicki Covey, Planning and Professional Development Committee Chairs and Assistant Community Services for Amarillo, Texas, for all their assistance on this project. Chandra told the Board that the intent is to conduct four courses annually, targeted to those CDBG or community development staff persons with less than three years of experience. It is also important to use the regional meeting meetings to keep course fees low.

Ms. Western informed the Board that NCDA would start out with a fee of \$100 for the 2-1/2 day course. As the course continues to evolve, adjustments would be made if necessary. She indicated that many members had inquired about the "certification" part of the course, specifically how could veteran staff become certified. The response to this is that we would allow them to take the exam for

\$50, and achieve a score of at least 80% receive the certificate of completion, which certifies that the bearer understands the basic requirements of administering the CDBG program and has satisfactorily completed NCDA's Basic Training for Practitioners.

Ms. Cinotti expressed interest in conducting the same training in Providence and Mr. Hoover mentioned that he would like to conduct a joint training with Regions V and VII in Davenport.

E Future of the Executive Symposium

John Sasso, Director, Community Development Training Institute (CDTI) led a brief discussion on the location of the 2003 Executive Symposium. He informed the Board that a discussion had taken place at the CDTI Board meeting and it was suggested that a survey be sent to NCDA's Board and participants with a list of alternate locations and whether it would benefit members to hold the Symposium in different locations.

It was agreed upon that a survey would be sent to members to vote on the location of next year's Executive Symposium.

Mr. Sasso also discussed amending the by-laws of CDTI. He informed the Board that 50 Washington Square, a SRO and office building ran by CDTI, is having financial problems. He explained that since NCDA's Executive Committee and Executive Director are automatically on CDTI's Board of Directors, he wanted to relinquish ties between the two organizations just in case it poses future liability issues on NCDA. He further explained that NCDA Board members could remain on CDTI's Board but in a different capacity.

IV NCDA MEMBERSHIP ISSUES

Karen Means, NCDA Operations Manager, discussed the financial report in brief. She reported that NCDA had collected 75% of its membership dues. She also reported that during the National Community Development Week campaign, NCDA had income of \$103,000 and expenses in the amount of \$86,000. She stated that this year's CD Week was the largest ever. She also informed the Board that the accounts receivable for CD week had an outstanding balance of \$10,398.

With regard to membership drives, Ms. Means reported that with the assistance of Richard Kennedy of HUD, NCDA obtained the most recent list of entitlement communities. The

list was used for a massive membership drive that was done on August 31, 2001 to the balance of entitlements that were not members of the Association. Ms. Means also reported that, from the drive, NCDA had obtained three new members and six new members total since the 2001 annual conference.

V UPCOMING MEETINGS

Chandra Western informed the Board of NCDA's upcoming meetings in 2001 stating that the Winter Meeting would be held at the Marriott at Metro Center Hotel in Washington D.C. on January 23-26, 2002.

Ms. Means shared her concerns with Board members of the possibility that not as many members would participate in the Winter Meeting due to the terrorists attacks. She indicated that she did not want the Winter Meeting to be a financial strain on the Association.

At the suggestion of John Sasso and several members, Ms. Means indicated that she would speak with hotel staff and reduce the number of sleeping rooms.

VI OTHER BUSINESS

A 2002 Annual Conference

Ms. Cinotti informed the Board that the 2002 Conference will be held in Providence, Rhode Island, June 12-15 and discussed in general the agenda for the conference. She also provided the Board with a brochure on the Providence Biltmore, the hotel where the conference will take place.

B City of Hartford

Ms. Western informed the Board of the discussion of the City of Hartford's request to move the Annual Conference to the city in 2005.

After a brief discussion, the Board decided to wait before making a decision.

There being no further business the Board went into Executive Session.