

National Community Development Association

Board of Directors Meeting
Phoenix, Arizona
September 26, 2002

A regularly scheduled meeting of the National Community Development Association (NCDA) Board of Directors was held on Thursday, September 25, 2002 at the Pointe Hilton Resort at Squaw Peak in Phoenix, Arizona. The meeting preceded the 2002 Executive Symposium scheduled for September 25-28, 2002.

I ROLL CALL

Roslyn Phillips, NCDA Vice President and Business Development Director for Jacksonville, Florida, 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
Angelito Santos	Quincy, MA
Nancy Remington	East Providence, RI
Amintha Cinotti	Providence, RI
Alfred Faella	Union County, NJ
Tom Tiffin	Birmingham, AL
Roslyn Phillips	Jacksonville, FL
Chester Wheeler, III	Macon, GA
Willie Day, Jr.	Anderson, SC
Ellen Lee	New Orleans, LA
Marti Luick	Albuquerque, NM
W. Thomas Utter	Corpus Christi, TX
Barbara Ross	Denton, TX
Nancy Haney	Lubbock, TX
Robert Buffington	Plano, TX
Stanley Barrett	Kansas City, MO
Emily Nottingham	Tucson, AZ
Anna Yee	San Francisco, CA
Martha McLennan	Portland, OR

Staff

Chandra Western
Vicki Watson
Karen Means
Tamara Jackson

II APPROVAL OF THE MINUTES

A motion was made and second to accept the minutes of the previous Board meeting that was held on June 13, 2002 in Providence, Rhode Island with the following correction: to include Bob Buffington, Plano, Texas attending the Board meeting.

III ORGANIZATIONAL ISSUES

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

Amintha Cinotti, NCDA Secretary Treasurer and Deputy Planning and Development Director for Providence, Rhode Island, reported to the Board that she had reviewed the audit for the year ending June 30, 2002 and that there were no audit findings. She also informed members that after reviewing funds allocated to the investment portfolio, NCDA transferred its assets from American Group of Funds to Morgan Stanley.

After brief discussion, a motion was made and second to accept the Audit Report and Financial Status for the Fiscal Year ending June 30, 2002.

B Review of Budget for FY 2002/2003

Chandra Western, NCDA Executive Director, gave a brief overview of the FY 02/03 budget.

After brief discussion, a motion was made and second to accept the budget for FY 2002/2003.

The Board unanimously approved the budget.

IV NCDA MEMBERSHIP ISSUES

A Membership Report

Karen Means, NCDA Operations Manager, discussed the financial report in brief. She reported that NCDA membership had not decreased since the annual conference; and in order to recruit new members, a membership drive would take place in late October.

She also mentioned that there was an increase in the number of members receiving the WASHINGTON REPORT newsletter via regular mail.

Ms. Means also thanked Tamara Jackson, NCDA Office Associate, for a job well done in collecting outstanding payments for promotional items sold during the 2002 National Community Development Week campaign.

Ms. Cinotti recommended that an additional \$64,000 be allocated to Morgan Stanley to bring NCDA's Operating Budget within the guidelines of \$175,000.

After reviewing the financial report, a motion was made and second to accept the report.

B NAHTI TA Contract

Vicki Watson, NCDA Legislative Director, provided the Board with an update on the NAHTI contract.

She reported that NCDA is currently operating under a \$90,634 contract and only \$37,308 has been expended. She informed the Board that NCDA has until December 2003 to expend all of the contract funds.

She also reported that a draft of the CHDO training manual, a joint effort of NCDA, COSCDA, NAHRO, NACCED, has been completed. The first training session on the manual would be held at the Region I conference in Hyannis (MA) on October 8 and Region VI conference in Santa Fe (NM) on November 15.

Ms. Watson mentioned that NCDA's primary activity under the existing NAHTI contract continues to be training on the HOME program. She also mentioned that NCDA has provided both "refresher" and advanced training on the program. Since January 2002, training has been provided in Bridgeport, CT; St. Petersburg, FL; and Charleston, SC. Two advanced HOME training sessions will also be held at the Region I and Region VI conferences.

She stated that HUD announced its 2001 SuperNOFA awards in late March. NAHTI received \$1.1 million in TA funds. The new contract will start as soon as HUD approved NAHTI's Technical Assistance Delivery Plan. She also stated that NAHTI submitted an application on June 7 for \$1.5 million in new HOME TA funds.

C NCDA/Regional Entities Joint Websites

Chandra Western provided Board members with a copy of a draft proposal from James Welfley, of Welfley Web Works, regarding regional web sites. She stated that the proposal is for the Board's review and interested regions who want their own web sites. The regional web sites would be linked to NCDA's website. She also stated that this would be a tool used for NCDA to gain new members.

Ms. Phillips charged the Technology Committee with the responsibility of reviewing the costs and talking with regional representatives regarding the proposal. The Technology Committee will, in turn, make a report at the next Board meeting.

V UPCOMING MEETINGS

A Board of Directors Meeting

Ms. Western informed the Board that the next meeting will be held on January 23, during the Winter Meeting, at the Washington Marriott Hotel in Washington, D.C.

B Annual Conference

Ms. Western briefed the Board on the improbability of Reno hosting NCDA's 2003 Annual Conference. She suggested that Reno be put on hold and the Board think of Washington, D.C. as an alternative.

Martha McLennan, Program Manager IV for Portland, Oregon, stated that she would look at the possibility of Portland hosting the 2003 Annual Conference.

VI OTHER BUSINESS

A CDBG Basics Course and Development of Managers' Course

Ms. Cinotti commented on the CDBG Basics Courses that have been given to date. She informed the Board that 85% of the individuals that have taken the test, passed; the other 15% will get a reminder letting them know that they can re-test. She also informed the Board that test questions answered wrong by the majority of the individuals taking the test were thrown out.

Ms. Cinotti stated that the training was going very well. Ms. Cinotti also recommended a compensation level for NCDA members who take on training

responsibilities for the CDBG Basics course. The recommendation was \$1500 plus expenses. The motion was made and seconded, and unanimously passed.

Chandra Western informed the Board of the memo on the CDBG advanced training for directors and managers that was included in their packet. She also informed Board members that the session on Friday will be designated as a brainstorming session to get ideas of what members would like to see happen with the course and what staff needs to do to develop a managers' level course. She mentioned that NCDA would have to issue a Request for Proposal (RFP) to hire the consultant once the membership decided on the direction the course should take.

Ms. Western stated that training for managers would not start until the next fiscal year because it would take time to get consensus from the membership on what the course should look like and that funds for the course development would be added to the budget.

VII ADJOURNMENT

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