NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

Board of Directors Meeting
Washington, D.C.
January 23, 2004

A regularly scheduled meeting of the NCDA Board of Directors was held on Friday, January 23, 2004 at the Hyatt Regency on Capitol Hill in Washington, D.C. The meeting was held in conjunction to the 2004 Winter Legislative & Policy Meeting scheduled for January 21-24, 2004.

I. ROLL CALL

NCDA President Roslyn Phillips, Director of Neighborhoods Department for Jacksonville, Florida, called the meeting to order. The following members of the Board and staff were in attendance:

Board Members

Larry Wagner	Waterbury, CT
Robert Gehret	Boston, MA
Gail Lewis	Brookline, MA
Patrick Sullivan	New Bedford, MA
Thomas McColgan	Springfield, MA
Amintha Cinotti	Providence, RI
Calvin Parker	New York, NY
Tom Tiffin	Birmingham, AL
Dr. James Huger	Daytona Beach, FL
Roslyn Phillips	Jacksonville, FL
Chester Wheeler, III	Macon, GA
Robert Harkrader	Burlington, NC
Willie Day, Jr.	Anderson, SC
James Caruso	Rockford, IL
Michael Morrissey	Wausau, WI
Ellen Lee	New Orleans, LA
Vicki Covey	Amarillo, TX
Paul Hilgers	Austin, TX
W. Thomas Utter	Corpus Christi, TX
Barbara Ross	Denton, TX
Nancy Haney	Lubbock, TX
Piedad Martinez	McAllen, TX
Greg Hoover	Davenport, IA
Steven Nasby	Iowa City, IA
Emily Nottingham	Tucson, AZ
Scott Stevenson	Los Angeles County, CA
Anne Price	Seattle, WA

Guests

Ira Greenspan, Morgan Stanley
Joseph McCathran, Linton, Shafer & Company, P.A.

Staff

Chandra Western
Vicki Watson
Jeffrey Falcusan
Karen Means
Tamara Jackson

II. APPROVAL OF THE MINUTES

Upon completion of the roll call, a motion was made by Dr. James Huger, NCDA Past President of Daytona Beach, Florida and second by Nancy Haney, Community Development Manager for Lubbock, Texas, to accept the minutes of the previous Board meeting held on September 24, 2003 in Hilton Head, South Carolina.

III. ORGANIZATIONAL ISSUES

FY 2003/2004 Mid-Year Financial Status Report & Revised FY 2003/2004 Budget Review

Ms. Phillips reminded the Board of the subcommittee established to work with the Secretary-Treasurer to do a review of how the information was being presented to the Board and to come up with a new format. Ms. Phillips also informed Board members that Joseph McCathran, Principal for Linton, Shafer & Company, P.A., was invited to the Board meeting to answer any questions members may have regarding the new format.

Scott Stevenson, NCDA's Secretary-Treasurer and CDBG Manager for Los Angeles County, California, thanked Vicki Covey, Assistant Director for Community Services for Amarillo, Texas and Angelito Santos, Principle Planner for Quincy, Massachusetts for their input on the development of the new format for the budget. Mr. Stevenson provided in detail information on the Profit/Loss Statement for the Association. She entertained questions on the financial report and informed the Board that the Association was on budget.

A motion was made by Dr. Huger and second by Tom Tiffin, Grants Administrator for Birmingham, Alabama, to accept the revised budget.

Ms. Phillips again thanked the Secretary-Treasurer and committee members for their help in developing the budget.

Mr. Stevenson moved on to discuss the Budget to Actuals ending December 31, 2003. He discussed several of the line items in detail. He then entertained questions from Board members.

After discussion, a motion was made by Nancy Haney and second by Willie Day, Jr., Housing and Community Services for Anderson, South Carolina, to accept the Actual vs. Budget Statement as of December 31, 2003.

Ms. Phillips also informed Board members that NCDA received a management letter. She stated that there were no significant items noted as part of the audit that was conducted in accordance with accounting principles. She also stated that there were several recommendations listed in the letter that staff will implement into their daily activities. Copies were provided to Board members.

Investment Income

Ira Greenspan, Associate Vice President Financial Advisor for Morgan Stanley, put together information on NCDA's accounts managed by Morgan Stanley. He briefly discussed the accounts and balances in NCDA's portfolio. Mr. Greenspan then entertained questions from Board members.

Program and Policy Committee Reports/Recommendations

- **Community Development Committee**

Ellen Lee, Co-Chair of the Community Development Committee and Deputy Executive Assistant to the Division of Housing & Neighborhood Development for New Orleans, Louisiana, reported to the Board the recommendation of the Committee. The recommendation was to approve the slate of Legislative Priorities for the coming year.

A motion was made and second to amend the Priorities to add members input on the 1) minimum population and dollar amount threshold for entitlement eligibility and 2) population and dollar amount threshold for entitlement eligibility.

- **Housing Committee**

Vicki Watson, NCDA Legislative Director, reported to the Board the recommendations of the Housing Committee. The recommendations were listed in the Committee's Legislative and Regulatory Priorities in 2004.

A motion was made and second to accept the Housing Committee recommendations.

IV. NCDA MEMBERSHIP ISSUES

Staff Report

Chandra Western, NCDA Executive Director, gave a brief report on the staff activity report that was included in Board packets previously sent to members. She explained that the report was a compilation of what the staff had been doing for the past six months. She also informed members that the Legislative Update and the NAHTI Report was included in the Staff Report.

A motion was made and second to accept the Staff Report.

Membership Report

Karen Means, NCDA Operations Manager, gave a brief report on several issues regarding membership. She informed Board members that 1) the Association had $48,000 outstanding in membership dues and that NCDA lost one member, Minneapolis, Minnesota, due to budgetary reasons. She stated that Lelia Allen, Membership Committee Co-Chair and Bureau Chief for Housing and Community Development for Orlando, Florida, and she will be discussing ways to re-instate the State Whips before the annual conference and sending them a list of communities that have not paid their dues.

With regard to the new entitlements, a "congratulations on becoming a new entitlement" letter was sent on November 24th along with membership information to the entities.

V. OTHER BUSINESS

CD Certification Program: The Directors/Managers Training

Chandra Wester, NCDA Executive Director, reported on the CD Managers Training. She reported that a packet of information which included a synopsis of all the materials produced on the development of the CD Managers Course was given out.

She stated that NCDA had initially planned to start training this fiscal year. She informed the Board that after discussing this issue with the Executive Committee, the development of the course was put on hold until the Association looked at budgetary issues before we would move forward. She stated that NCDA would have to fund the development of the materials, consultants, etc. and that there were no funds to commit at the present time. She informed the Board that NCDA will re-visit the training at the next Board meeting and make a recommendation at that time.

Celebrations for the 30th Anniversary of the CDBG Program

Ms. Western reported to the Board that HUD wants to do an event this summer on the 30th Anniversary of the CDBG program. She stated that NCDA is supportive of this event and wants members to attend.

Ms. Western also listed the promotional items for sale for National Community Development Week. She recommends that all communities have an event and let NCDA know so that it could be put on the calendar.

Ms. Phillips informed the Board that the HUD event will not have a registration payment event. She stated that this should make it a less costly for members to attend. She stated that HUD will be doing training during this event, so this will be a good time for NCDA to showcase itself.

OTHER ITEMS

Ms. Phillips informed the Board of a recommendation made by the Executive Committee regarding the $2,500 honorarium for NCDA's outgoing president. She stated that the Committee recommended that conference fees be waived for the Executive Committee, not to exceed $2,500 during their duration on the Committee.

A motion was made and second to accept the recommendation of the Executive Committee.

Barbara Ross informed Board members that the Technology Committee will be meeting during the Closing Session.

VI. NEXT MEETING

Ms. Phillips informed Board members that the next meeting will be on May 20, 2004 in Portland, Oregon at the DoubleTree Hotel at the Lloyd Center, and she looks forward to seeing everyone in Portland.

There being no further business, the meeting was adjourned.