

NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION

Board of Directors Meeting
Portland, Oregon
May 20, 2004

A regularly scheduled meeting of the NCDA Board of Directors was held on Thursday, May 24, 2004 at the Doubletree Hotel Portland-Lloyd Center in Portland, Oregon. The meeting was held during the 2004 Annual Conference - May 19 - 22, 2004.

NCDA President Roslyn Phillips, Director of the 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	Danbury, CT
TJ Martizal	Bangor, ME
Gail Lewis	Brookline, MA
Patrick Sullivan	New Bedford, MA
Stephen Gartrell	Newton, MA
Amintha Cinotti	Providence, RI
Tom Tiffin	Birmingham, AL
Dr. James Huger	Daytona Beach, FL
Emory Counts	Daytona Beach, FL
Roslyn Phillips	Jacksonville, FL
Chester Wheeler, III	Macon, GA
Willie Day, Jr.	Anderson, SC
Michael Morrissey	Wausau, WI
Marti Luick	Albuquerque, NM
Brenda Richard-Montgomery	Jefferson Parish, LA
Jacqueline Howell	Monroe, LA
Paul Hilgers	Austin, TX
W. Thomas Utter	Corpus Christi, TX
Barbara Ross	Denton, TX
Nancy Haney	Lubbock, TX
Maria Piedad Martinez	McAllen, TX
Bob Buffington	Plano, TX
Greg Hoover	Grand Forks, ND
Steve Nasby	Iowa City, IA
Scott Stevenson	Los Angeles County, CA
Stephen Young	Sacramento, CA
Anne Price	Seattle, WA

Staff

Chandra Western
Vicki Watson
Jeff Falcusan
Karen Parker
Tamara Jackson

Following completion of the roll call, a motion was made by Dr. James Huger of Daytona Beach, Florida and seconded by Tom Tiffin, Grants Administrator for Birmingham, Alabama, to accept the minutes of the previous Board Meeting held on January 23, 2004 in Washington, D.C.

ORGANIZATIONAL ISSUES

FY 2004/05 Proposed Budget

Ms. Phillips reminded the members that a lengthy discussion on the budget took place at the last Board meeting. She stated that she was hopeful that with all the work that was done with staff and the Executive Committee, working with the accountants, that the information in the packets will provide members with the necessary information; and that the Executive Committee and staff will be able to answer any questions Board members might have relevant to the budget.

Ms. Phillips then asked Scott Stevenson, NCDA Secretary-Treasurer and Community Development Manager for Los Angeles County, California, to discuss the proposed budget for FY 2004/2005.

Mr. Stevenson informed the Board that first he would briefly compare the current budget to actual and then highlight the key line items in the FY 04/05 proposed budget.

Mr. Stevenson also informed the Board that actual income and expenses were accounted for the period ending April 30th. He stated that as of April 30th, the Association was incurring a deficit of \$33,000. Mr. Stevenson stated that due to the account receivables, NCDA was likely to collect the monies owed the Association.

During the discussion on the proposed budget, Board members viewed their concerns regarding the loss of NCDA members and how that would reflect the income line in the new budget.

After a lengthy discussion regarding this issue, the following motion was made by Dr. Huger and second by Mr. Counts, that staff would budget membership dues at the level of \$460,000 instead of \$490,000. In turn, staff would work with the Executive Committee to realign the expenses in line with the income.

Program and Policy Committee Reports/Recommendations

Economic Development Committee:

No recommendations.

Membership Committee:

- New Entitlement Communities: For the Winter Legislative and Policy Meeting, NCDA would 1) offer reduce registration fees to encourage them to attend; 2) hold orientation on NCDA; 3) host a new entitlement community reception where they are partnered with another entitlement in their state for mentoring - not only while they're at the conference but to establish contact to encourage them to attend the Winter Meeting and educate them on the benefits of membership in NCDA; and 4) send a letter to the elected official as a back-up to the membership packet.
- Re-activate the State Whips system whereby NCDA would establish a formalized procedure to get membership information transmitted on a systematic basis. Incoming president will appoint or designate, by region or state, Board members who would be responsible for contacting potential new members and former NCDA members.

Motions were made and second to the recommendations from the Membership committee.

NCDA Membership Issues

Staff Report

Chandra Western, NCDA Executive Director, indicated that the Staff Report was included in the Board packets. She mentioned that the report covered the activities undertaken by the staff for the last four months.

There being no questions regarding the report, a motion was made and seconded to accept the Staff Report.

Work Plan

Ms. Western also indicated that the Work Plan Report was included in the Board packets. She stated

that it includes activities staff has already undertaken or going to undertake as a part of this Congressional cycle.

Recommendation: Incorporate in the Work Plan any Board actions that take place at the meeting.

Performance Measures Initiatives

Amintha Cinotti, NCDA Vice President and Deputy Director of Planning and Development for Providence, Rhode Island, informed the Board that NCDA was invited to join the Council of State Community Development Agencies (COSCDA) and fellow interest groups along with the U.S. Department of Housing and Urban Development (HUD) and Office of Management and Budget (OMB) to discuss performance measures initiatives.

She stated that NCDA will be the senior partner as the individuals that represent the Community Development Block Grant, HOME, HOPWA and ESG.

Legislative Update

Vicki Watson, NCDA Legislative Director, and Jeff Falcusan, NCDA Legislative Counsel, gave the legislative update on the various appropriations bills and programs of importance to NCDA members. Mr. Falcusan also reported on HUD confirmations of Alfonso Jackson, new Secretary of HUD and Assistant Secretary Bernardi.

NAHTI Report

Ms. Watson indicated that the NAHTI Report was included in the Staff Report.

Accounts Receivables

Tamara Jackson, NCDA Office Associate, provided Board members with an update on registration for the annual conference. She also gave a detailed report on the accounts receivables for CD week, stating the number of orders received and the monies due the Association.

OTHER BUSINESS

NCDA Executive Symposim

Ms. Phillips informed Board members that the Executive Committee has been very busy. She stated that last year she instituted quarterly conference call, also as needed to deal with the business of NCDA. She mentioned that the conference calls have been very effective in helping keep them

connected and informed of what's going on with the Association as well as giving direction and support to the staff.

She also mentioned that the Executive Symposium was the major topic for discussion of one of the conference calls. She stated that because of budgetary constraints and travel restrictions and the 30th year celebration being proposed by HUD, the Executive Committee has recommended that NCDA not hold an Executive Symposium for 2004. The reason being that more communities would be inclined to support their staff traveling to Washington for a HUD-sponsored event. She stated that she hopes members would participate at HUD's 30th year celebration, and at that time, if there is a quorum, a Board meeting will be held .

A motion was made and second that NCDA hold a Board meeting in September in conjunction with HUD 30th year celebration training being held at that time. At the meeting, the Board will attempt to allow time to discuss future Executive Symposiums.

CDBG Managers Course

Ms. Western informed Board members that at the next meeting, the Association would determine if there is adequate funds to proceed with the course.

2005 Winter Legislative & Policy Meeting

Ms. Phillips informed Board members that the next Winter Meeting will take place on January 20 at the Wyndham Hotel, 1400 M Street, N.W. She also proposed that NCDA have an inaugural event during the conference.

Ms. Watson also informed the Board that at the Winter Meeting, Mimi Kolesar of HUD has requested that HUD attached a one-day, 15th year celebration of the HOME program. The one-day celebration will be at the start of the meeting.

Ms. Phillips then thanked the members and staff for their support during her tenure as president of the Association.

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