

Homeward Bound Community Land Trust

Board of Trustees Meeting

Wednesday March 13th, 2019, 5:30 p.m. – 7:30 p.m.

881 S Jacob Miller Road, Port Townsend, WA

5:30-5:40 - Call to Order

Lead: Regan

- Welcome Guests
- Roll Call: Regan, Mark, Tobi, Justine, Kristina, Steve (remote)
 - GUESTS: Paul Rice, Michelle Sandoval, Jesse Thomas
- Adoption of the Agenda
 - M/S/C
- Approval of Minutes
 - n/a (working meeting)
- Treasurers Report
 - *Postponed till next meeting*

5:40 – 6:10 Old Business

Lead: Regan

- Agreement with City
 - Paragraph 2: Concern about Date August 15th –could we agree that if the work is not complete by then there will be a meeting to review end date. Don't have it terminate on this date.
 - Paragraph 3 line 5: Unclear. \$25,000 – what is meant?
 - "If the work doesn't comply, then the city will fix" - unclear whether this fixing will be at the City's expense or Homeward Bound's expense. Need to clarify.
 - In agreement about the agreement overall, just need to clarify these small things.
 - **Pass it by PA attorney Allison?** Kristina moves to approve passing it by Allison, Regan seconds, all approve. **Regan to reach out?**
- Mark and Justine to review Finalize ED description – See Appendix A
 - Should we add a bit about the organizational development bit that will come along with the position at this time?
 - **We need to get our systems in place prior to hiring an ED**
 - **Need to decide on full time or part time before putting it out**
 - **Delete Line 5 of requirements**
 - **Keep it open until we are actually beginning our search for an ED**
- Check bylaws about whether one signatory is OK for checks - See Appendix B
 - **Mark is going to re-look at this about whether there need to be two signatures over a certain amount**
- Tobi update on meeting with Dominic S. about joining board.

- Dominic not ready to join board right now, but would like to be kept in the loop and invited to meetings so that he can be kept up to date.
 - Dominic did a lot of research into starting a housing trust before Homeward bound resuscitation... with Paul Rice. Both were not in the right position to do it.
 - **Tobi will keep him in the loop**
- Paul Rice suggests reaching out to G Little as a contractor, and any other contractor you can think of
- Michelle Sandoval suggests reaching out to lots of attorneys and accountants to join board. Candace Monroe, John Mackey, Gale from Bareboards, Tina
- Regan and Mark will discuss what level of detail is needed for bookkeeping to see if Regan can do it.
 - **Wait until we find a treasurer to join the board who can do the bookkeeping?**
 - Bookkeeper sends books to Mark monthly.
 - Converting to online version is not seamless
 - Would be good to have the consistent access via online.
 - Basically we need our financial reports to be more available.
 - We need to make a change in the booking situation
 - Give our hopefully new treasurer the ability to make that call
 - Difference between having access and having access *online*.
 - Rest postponed till next meeting
- People who deal with the regulations of public grants live in PT, Celine will send their info – See Appendix C – more under new business
 - Need to work on systems so that information like this does not get lost.
 - **AGENDA ITEM FOR REREAT: SYSTEMS FOR ORGANIZING INFORMATION**
- Justine to put photos on website
 - Still need photo from Steve, Justine
 - Justine and Regan will also edit bios to be shorter
- Fundraising Goals – How will we track goals
 - **Discussion moved to next meeting possibly save the discussion for the retreat**
- Mark will give Puget Sound Express a bouquet of flowers and thank you card signed by board.
 - DONE
- Mark will buy a new PO box in PT and will check it regularly
 - **Not done yet, Mark will do by next meeting**
- Review of meeting with David Timmons and Belinda Graham – Tobi
 - Federal Block Grant discussion- only can be used on stuff outside of the housing complex, like roads, gardens, etc. Belinda is willing to **help Tobi and Mark apply**. Meeting was going over the logistics, etc. Would cover Phase 3 of Cherry St.
 - **Application Due June 5th**
- Tobi going to do a training with Grounded Solutions Network
 - **Tobi to look into this again.**
- Also Justine to go to Grant Writing workshop March 28 & 29
- Celine Santiago declined joining board, but she will continue to be an advocate and support for the board

6:10-6:30 Cherry Street Update

Lead: Justine, Tobi, Mark

- Update on contractors – Tobi
 - Currently talking to people.
- General Update – Mark
 - Need a project manager that will see the whole project through.
 - Need to look at the credentials for David Sather's building abilities before letting him do phase 2
- Meeting with Jesse and his recommendations – Tobi, Justine
 - Introducing Jesse Thomas. Jesse looked over drawings and met with Richard Berg. Identified improvements to make. May be able to assist. Reviewed budget and even though not a contractor saw some things to address. Major area that needs to be addressed is energy efficiency. What is Homeward Bound's goal vis a vis making safe housing vs just affordable housing, energy efficiency is part of safety. Would like to do energy efficiency profile for the building. Wants project to be successful. Willing to work with Kevin and Richard. Would act as a volunteer "owners' rep" -- through only phase 1 or through whole project?
 - Need a contractor at our disposal who is not part of the project but could give some advice
 - See if Blair Frances wants to be on the board
 - Other names to approach for pro bono advice - Fred Kimball, Joe Campbell, Michael Colbert (retired), Pete Rob (retired), Malcolm Dorn, Tony (who?)
 - **Jesse Thomas to be our Owner's Representative to designer and potential contractors. M/S/C**

6:30-7:00 New Business

President report:

1. Website: Please look at the website and indicate things you would like to be added/changed/etc
 2. Updated Meeting minutes format
 3. 2 + fundraising opportunities
 - i. Received \$1000 from Give Jefferson
 1. **We need to report how we used these funds**
 - a. Rent money?
 - b. **Need to look up grant criteria- Regan?**
 - ii. Received \$1000 from Schwab per request by Soozie & Dave Nichol
 1. Not sure who Soozie and Dave are. **But Regan will try to thank them.**
 2. What other large corporations have charitable donations?
 - a. Costco?
- Jefferson Community Foundation – Tobi is writing that one
 - Request for Proposal for facilitation support – **Regan will forward to Tobi**

4. Donation amount postcards
 5. Donated goods at Melinda's
-
- PT – Office – Justine, Tobi
 - Office furniture give away at Fort Worden Friday & Saturday 3/13 & 14 9-5 at McCurdy Pavillion
 - Moving into Malcolm Dorn's office space M/S/C
 - Justine will follow up to confirm with Malcolm Dorn and see if we can move in earlier and share the space with current tenants.
 - Until we get our new office space, can use office at Windermere
 - Best to use off hours – 3pm or later, at night it's always open
 - Reserve it in advance through Michelle

- Guest introductions
- New Board Member Election if necessary
 - Paul Rice to join the Board of Trustees M/S/C
 - Matt Woodward cannot rejoin board, but he will help on with our technology.
- UGN Grant – Tobi - Once you click the link below scroll down to grants and see prior grants we have written and additional information - <https://homewardboundohio.sharepoint.com/sites/BoardofTrustees>
- Proposal to pay Clarity to sort our budgets out for grant proposal purposes – Tobi
 - Discussion moved to next meeting? Or approved?
- Reclaimed items from construction – Mark
- Housing Conversation at Quimper Village on Sunday March 24th 3-5pm, can anyone rep HB?
 - Jesse discloses that this is his group
 - Mark is going
 - Kristina maybe
- Siobhan is calling together a meeting of housing workers
 - Tobi can go and looking for one other person – Justine or Kristina
- Burn-out – what we need to watch out for – Mark
 - Don't over do it
- Reorganize website
- Lists – donors, volunteers, etc.

7:00 – 7:20 Retreat Planning

- RETREAT is Saturday April 13th, 10am-2pm
 - Where: Windermere Office – Tobi will email Michelle to reserve
 - Agenda items
 - SYSTEMS FOR ORGANIZING INFORMATION, like emails, so it doesn't get lost
 - FUNDRAISING GOALS AND HOW WE TRACK GOALS

7:20-7:30 Wrap-up

- Next board meeting: Wednesday March 27 5:30-7:30pm
 - At Mark's or Windermere?

Appendix A

Community Land Trust

Job Description

Executive Director

PURPOSE:

The mission of Homeward Bound Community Land Trust is to help sustain Clallam & Jefferson Counties as healthy, economically diverse communities by providing permanently affordable homes, as well as housing-related education and support, to people whose housing needs are not met by the traditional market.

To accomplish its mission Homeward Bound:

1. acquires land and buildings;
2. develops land in an environmentally and socially responsible manner;
3. constructs or renovates buildings to be healthy, durable, and energy efficient;
4. educates and counsels homebuyers and rental tenants; and
5. stewards what it creates for current and future generations.

The Executive Director provides leadership and guidance to advance the organization's mission, while providing practical skills and expertise to manage the organization and carry out specific projects. For more information visit: www.hbclt.org

POSITION OVERVIEW:

The Executive Director (E.D.) oversees Homeward Bound operations and development, is the primary representative in the community, and is the primary liaison between the Board, the staff and all the individuals and businesses who have a relationship with Homeward Bound. The Executive Director is responsible for overseeing financial management, membership relations, fundraising, program and project development and strategic planning for the organization. The E.D. is also responsible for supervising staff who manage projects, the homebuyer application process, stewardship of leasehold and rental properties, relationships with leaseholders, neighborhood groups

and rental tenants, and outreach and publications.

POSITION STATUS:

The Executive Director is a full-time or part-time, at-will employee hired, supervised and evaluated by the Homeward Bound Board of Directors, with direct reporting to the Board President.

SPECIFIC RESPONSIBILITIES:

- 1. Lead the Organization and Support the Board of Directors:** Prepare materials with sufficient information and analysis for directors so that they may set the vision and goals for the organization, adopt long-range plans, annual work plans, budgets, and policies necessary to effectively govern the organization and authorize contracts and management activities necessary to implement Homeward Bounds mission; Lead the board, staff and membership in long-range planning and setting strategic priorities; Work with the Chair of the board to develop meeting agendas; Provide staff support to the Executive and Nominating Committees.
- 2. Manage Staff:** Supervise and support management level staff including setting and evaluating annual work plans and assuring that staff have the tools, systems, training and support necessary to be efficient and effective; Conduct annual reviews of staff performance and staffing structure; Hire and terminate staff as necessary.
- 3. Finance and Budget:** Oversee financial systems and prepare the annual budget, in conjunction with the board Treasurer, for the board's approval. Develop and monitor program and operating budgets. Manage accounting system (QuickBooks) and provide staff support for regular audits. Create monthly financial reports for review by the Board. Maintain data and provide analysis for fundraising and management purposes. Staff the board finance and audit committees and serve as primary staff contact for the board Treasurer.

- 4. Community Relations:** Serve as an effective spokesperson for the organization; represent the programs and point of view of the organization to public agencies, community organizations, and the general public; Establish and maintain sound working relationships and partnerships with community groups, organizations, and individuals; and Ensure the implementation of effective outreach to all demographic segments of the community.
- 5. Membership:** Assure that Homeward Bound members are kept up-to-date and engaged in the activities of the organization; Work with staff and trustees to organize and host the Annual Membership Meeting; Work with staff and trustees to implement an annual membership plan that includes activities to recruit new members and retain existing members, upgrade members, and sustain major donors through a strategic membership plan; Oversee the timely and accurate cataloging of information in a membership database.
- 6. Fundraising:** Garner funds sufficient to carry out the organization's work plan; Research and obtain grants for both operating and project related support, Facilitate, support and participate with directors' to adopt and implement fundraising campaigns and planned giving activities;
- 7. Project Management and Real Estate Development:** Research and complete feasibility analyses for potential future projects; Supervise the planning and implementation of all projects, including professional services and staff needed at all stages; Oversee permitting and compliance processes with county, state and federal agencies; Negotiate all project related contracts and provide summary and detail information to the Board for approval; Develop and maintain project schedules, project budgets and cash flow projections.
- 8. Advocacy:** Monitor local, state, and federal governmental initiatives related to Homeward Bound's mission, evaluate implications of proposed and current legislation, and represent the organization's interests thru collaborative participation in work groups and public testimony before government officials.
- 9. Regional and National CLT Representation:** Participate in, and, as appropriate, provide leadership for, regional and national efforts related to community land trusts, including lobbying.

SKILLS AND QUALIFICATIONS:

1. Ability to listen and communicate clearly;
2. Ability to inspire and plan strategically;
3. Ability to listen to people's needs, mediate and work as part of a team;
4. Ability to manage finances and communicate financial status with board of directors;
5. ~~Minimum master's degree or equivalent in experience with non-profit or public organization;~~
6. Non-profit management experience;
7. Passion for affordable housing and the local community;
8. Proven grant writing and management success;
9. Strong project management capabilities;
10. Supervisory experience;
11. Dependability;
12. Flexibility of working hours;
13. Creativity and Problem-solving;
14. Careful attention to detail;
15. Ability to manage multiple projects;
16. Proficiency with MS Office Suite, database management reporting, and a willingness to learn new applications.

Appendix B

Article VII. Deposits, Checks, Loans, Contracts

7.1

All checks, drafts, endorsements, notes, and evidence of indebtedness of the Corporation shall be signed by such officers or agents of the Corporation and in such manner as the Board from time to time may determine. Endorsements for deposits to the credit to the Corporation shall be made in such manner as the Board from time to time may determine.

Appendix C

Hello All.

I have some additional information about the Homeward Bound Community Land Trust self-certifying as an Opportunity Zone Fund.

From <https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions>

To become a Qualified Opportunity Fund, an eligible corporation or partnership self-certifies by filing Form 8996, Qualified Opportunity Fund, with its federal income tax return. Early-release drafts of the form and instructions are posted, with final versions expected in December. The return with Form 8996 must be filed timely, taking extensions into account.

I am working with our CPA and will share any pertinent information.

Kind regards.

Celine

Hello All.

Thank you for inviting me to your board meeting last. I am looking forward to assisting with the efforts of Homeward Bound Community Land Trust.

Last night I mentioned a local organization whom act as Grant Fund Administrators. Michael Pace is the Founder of Social Good Funds. Michael's contact information:

Michael Pace

510.621.7223

mdpace@socialgoodfund.org

www.socialgoodfund.org

There are two sites that accept Federal grant applications. Registration is required. A DUNS number is needed to complete the process.

Grants.gov or SAM.gov

The Housing contacts for Catholic Community Services of Western Washington are Rob Van Tassell, Community Development Project Manager and Chris Jowell, Director of Agency Operations.

I will continue to share relevant information as we move through our process of development.

My best to you,

Celine

