



KENTUCKY HOUSING ASSOCIATION
BOARD OF DIRECTORS MEETING
October 11, 2023
Embassy Suites Louisville East
Louisville, Kentucky

Roll Call

PRESENT

Cheri James- President
Jenny Cheek- Secretary
Cindy Bowen- Treasurer
Matt Cox- VP of Housing
Faith Day- VP of Maintenance
Leona Adkins- Director at Large
Jewel McIntosh- District 1 Director
Robert Hayes- District 4 Director
Tracey Wilks- Chairperson, Site Selection Committee

ABSENT

Shauna Boom- Past President
Dione Kinman- Vice President
Leighann Corey- VP of Section 8
Aneta Grugin- District 2 Director
Peter Jones- District 3 Director

OTHERS PRESENT

Gerald Board – Bookkeeper/Accountant

Meeting was called to order at 9:12AM by President Cheri James.

Secretary

Jenny Cheek, Secretary, took roll and declared a quorum.

The Minutes of the September 17, 2023, KHA Board Meeting were emailed to the Executive Board on October 4, 2023. There being no corrections or comments Faith Day motioned to approve the minutes as presented and Jenny Cheek seconded. Motion carried.

The Minutes of the September 19, 2023, KHA Annual Members Meeting were emailed to the Executive Board on October 4, 2023. There being no corrections or comments Matt Cox motioned to approve the minutes as presented and Jewel McIntosh seconded. Motion carried.

The Minutes of the September 19, 2023, Directors Executive Board Meeting were emailed to the Executive Board on October 4, 2023. There being no corrections or comments Cindy Bowen motioned to approve the minutes as presented and Faith Day seconded. Motion carried.

Treasurer

Cindy Bowen, Treasurer, reported the cash balance as of September 30, 2023 as being \$240,559.20. The net profit for the 2023 Annual KHA/TAHRA Conference was \$29,198.47. All conference expenses are paid through the Kentucky Housing Association. This amount reflects the total profit for KHA after TAHRA received all monies owed.

Gerald Board verified that the \$26,597.00 for the insurance allotment from Arthur J. Gallagher has been received.

President Cheri James discussed making revisions to the Fiscal Year 2024 KHA Annual Budget. The first revision would be to budget line item 627: Technology. Cheri would like to update and modernize the Kentucky Housing Association's website. SACS is currently running the KHA website, but the interface being used at this time is outdated. KHA is currently under a yearly contract with SACS for these services, with a \$300.00 annual fee. SACS has been asked to update the interface, as well as some of the information on the website, but has failed to make these changes. KHA owns the domain name, and therefore, would be able to use another company to create a new website. It was expressed that the new website should be secured to avoid phishing scams, as this has been an issue in the past. Gerald and Matt will work together in finding a new website designer and/or a tech consultant to perform this work.

Also under the Technology budget, is the cost of the Yapp App, which is currently being used to deliver conference information to attendees. KHA would like to reduce, and eventually eliminate, the cost of printing conference pamphlets. KHA is currently sharing the Yapp App subscription with a housing authority but will need to have their own account to continue to use it. The highest tier of the Yapp App costs \$799.00 per year. This tier of the app

would allow KHA to reduce/eliminate the need to provide conference pamphlets, as well as allow the uploading of the KHA Newsletter.

Cheri James increased the Technology budget from \$500.00 to \$3000.00 to cover the costs of the new website, as well as the cost of the Yapp App subscription. Based on last year's actual expense amounts, the Mid-Year conference revenue was lowered from \$80,000.00 to \$70,000.00, with Mid-Year conference expenses being increased from \$80,000.00 to \$85,000.00; the Executive Conference expenses were raised from \$17,500.00 to \$20,000.00; the Annual Conference expenses were lowered from \$160,000.00 to \$155,000.00; the newsletter budget was increased from \$150.00 to \$500.00; Miscellaneous expenses were dropped from \$3,000.00 to \$500.00; Secretary expenses were dropped from \$1,000.00 to \$100.00; and site selection was increased from \$200.00 to \$500.00. After all of these revisions, a projected profit of \$1,400.00 remains. Jenny Cheek made a motion to accept the projected Fiscal Year 2024 budget revisions and Matt Cox seconded. Motion carried.

Cheri James requested Gerald Board's contract as KHA's assistant treasurer be renewed and his compensation be raised from \$900.00 to \$1,200.00 per quarter. Gerald will continue to work with the KHA Treasurer, but he will also take on the task of assisting in creating a new KHA website, as well as assisting with KHA conference registration. Leona Adkins made a motion to approve Gerald Board's contract renewal and increased compensation. Faith Day seconded the motion. Motion carried.

Signature cards on Kentucky Housing Association accounts will need to be updated to reflect the change in officers. Steven Parker will be removed as a signer from all KHA accounts. Shauna Boom, Past President, will remain a signer on all accounts. Cheri James will be added as a signer to all KHA accounts. Matt Cox made a motion to reflect changes on signature cards to KHA accounts and Jewel McIntosh seconded. Motion carried.

Gerald Board stated KHA investments would be coming up for renewal and suggested they be moved to a financial institution that is more conveniently located, as well as has more favorable investment rates. Faith Day made a motion to move KHA investments and Matt Cox seconded. Motion carried.

There being no further questions or discussion, Matt Cox motioned to approve the treasurer's report and Faith Day seconded the motion. Motion carried.

Vice President of Housing

Matt Cox reported on the Mid-Year KHA Conference, which will take place at the Holiday Inn University Plaza in Bowling Green, Kentucky. The conference committee chairs will be Matt Cox and Dione Kinman. The conference committee will also include Tracey Wilks, Jenny Cheek, Faith Day and Janet Chapman. Matt Cox is looking into offering an audit prep class. He will be reaching out to JR Butcher with Vickie Richardson, CPA to be the trainer. There will also be a NSPIRE tract. Other training tracts are undecided at this time. The conference will be focusing on training and will not be offering evening events.

The Scholarship auction has been moved from the Mid-Year conference to the Annual Conference, so there will be no donations requested during mid-year. The possibility of a 50/50 raffle was discussed as an option, but housing authorities will not be asked to make any additional donations towards the scholarship fund during this conference.

Vice-President of Section 8

Leighann Corey- No report

Vice President of Maintenance

Faith Day reported on the 2024 KHA Maintenance Conference, which will be held at the Campbell House in Lexington, Kentucky. Faith is looking at offering different classes as to what has been offered in the past. An ACOP/Fair Housing Basics class was suggested. It was also discussed whether or not to have vendors at the Maintenance Conference due to the low number of those who participate. Faith reported that KHA only made \$1,750.00 from vendors at the 2023 Maintenance Conference, which does not cover the cost of an Exhibitor's Reception. The possibility of getting vendors to advertise but not be present to set up actual booths was suggested as an alternative option. It was also suggested that liquor costs be cut and/or that profit from the Annual Conference be used to cover the reception/entertainment costs.

Director At Large

Leona Adkins discussed membership services. KHA membership dues will be going out shortly, where housing authorities are given a form to update authority contact information. Raising membership dues was brought up, but everyone was in agreement to leave them at the current rates. District Directors were also asked by President Cheri James to reach out to those in their respective districts and request updated contact information, as a

significant amount of information in the KHA Directory is outdated. Once the new KHA website is available, housing authorities will be able to update this information on their own.

District one

Jewel McIntosh- No Report.

District Two

Anita Grugin- No Report.

District Three

Peter Jones- No Report.

District Four

Robert Hayes- No Report.

Vice-President

Dione Kinman was not present. Cheri James reported that the Executive Conference would be at The Campbell House in Lexington, KY. Training will be held from 9AM-12PM every day, with training covering finance and capital funds. The afternoons will be round table meetings and the KHA Board Meeting. Cheri would like to set up a mock board meeting as one training class, if possible.

President

Cheri James asked Tracey Wilks to give the Board an update on site selection for the Mid-Year 2025 Conference. Tracey informed the Board that she had sent out seven RFP's and had received five back. Tracey was able to narrow those RFP's down to three based on the proposal prices: Marriott Griffin Gate, the Hilton Downtown, and Embassy Suites Newtown Pike. She was able to perform site visits at the Embassy Suites and the Hilton Downtown. Embassy Suites is still waiting on renovations, which are supposed to take place late 2024, early 2025. With the uncertainty of the construction time frame for Embassy Suites, and being unable to complete a site visit at Marriott Griffin Gate, it was agreed that the Hilton Downtown would be the best choice for this conference. Jewel McIntosh made a motion to select the Hilton Downtown as the site for the 2025 Mid-Year Conference location, and Faith Day seconded. Motion carried.

Cheri James informed the Board that board meetings will be held in December at the Executive Conference, February at the Mid-Year Conference, April at the Maintenance Conference, and September at the Annual Conference. The annual conference will be held in Covington, KY and will be a joint conference with TAHRA. President James told the Board to be thinking about if we would like to continue to hold joint conferences with Tennessee, or if the majority of housing authorities would prefer to go back to Kentucky only conferences. It was also discussed whether or not to renew Shannon Bigg's contract with KHA as the conference planner. This will be discussed further at the December meeting.

Old Business

No old business to discuss.

New Business

All new business has already been discussed.

With no further business Jewel McIntosh made the motion to adjourn at 12:04PM and Faith Day seconded the motion. Motion carried.

Cheri James, KHA President 2031-2025

Date

Jenny Cheek, KHA Secretary 2023-2025

Date