



MONTHLY MEETING MINUTES

Meeting Date: 06/10/13

Location: Rutgers Club – New Brunswick, NJ



MONTHLY MEETING AGENDA

Regular Meeting:	June 10, 2013
Time:	10:00 A.M.
Location:	Rutgers Club
	New Brunswick, NJ

1. Call to Order (sign-in)

2. Reports

Madeline Cook	Senior Vice President
Douglas Dzema	Treasurer
Sandi Niemiec	Recording Secretary
Kay Nest	Corresponding Secretary
E. Dorothy Carty-Daniels	Vice President – Commissioners
Lillilan Cuifo	Vice President – Community Development
Joseph Billy	Vice President – Professional Development
Victor Cirilo	Vice President – Housing
Louis Riccio	Vice President – Legislation
Gary Centinaro	Vice President – Member Services
Bill Snyder	Service Officer

3. Approval of Bills

4. Old Business

5. New Business




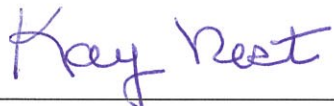
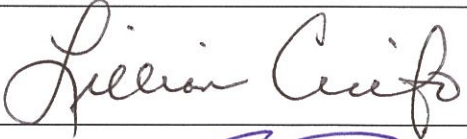


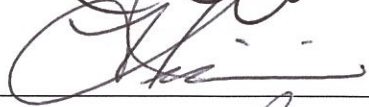
6. Adjournment

Monthly Meeting Sign In Sheet

06/10/13 – Rutger’s Club – New Brunswick, NJ

OFFICERS

Please sign below adjacent to your name

John Clarke	President	
Madeline Cook	Senior Vice President	
Douglas Dzema	Treasurer	
Sandi Niemiec	Recording Secretary	
Kay Nest	Corresponding Secretary	
E. Dorothy Carty Daniel	V.P. – Commissioners	
Lillian Cuifo	V.P. – Community Development	
Joseph Billy	V.P. – Professional Development	
Victor Cirilo	V.P. – Housing	
Louis Riccio	V.P. – Legislation	
Gary Centinaro	V.P. – Member Services	

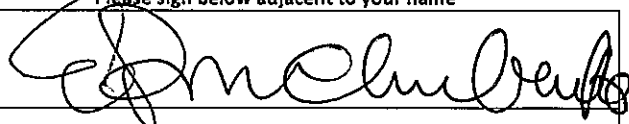
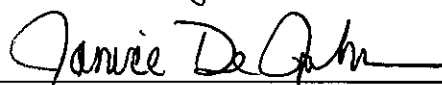
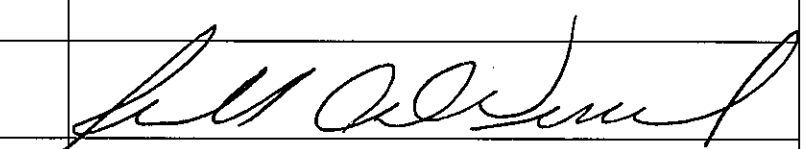

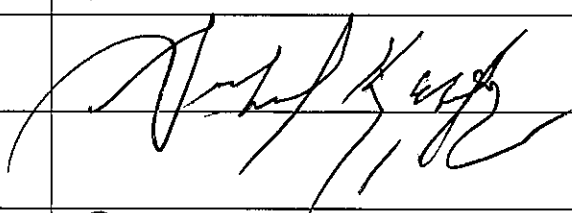


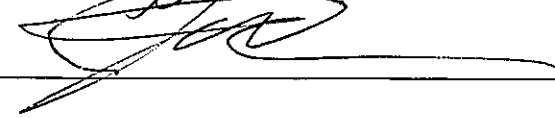


Monthly Meeting Sign In Sheet

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TRUSTEES

Please sign below adjacent to your name

Eric Chubenko	
Janice DeJohn	
Grace Dekker	
Robert DiVincent	
Samuel Hudman	
Richard Keefe	
Melissa Kuzma	
Maria Marquez	
Sherry Sims	
Jack Warren	
Kimberly Woodhull	

IMMEDIATE PAST PRESIDENT

Please sign below adjacent to your name

John Mahon	
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MONTHLY MEETING MINUTES – 06-10-13

John Clarke – (10:02 am) Welcomed everyone and opened meeting.

REPORTS:

Madeline Cook – Senior Vice President:

- No report.
- Announcement of a NJAHRA training session.

Doug Dzema – Treasurer

- Review of current revenue and expenses.
 - o Suggestion of budget revision based on previous conversation with President, John Clarke.
- Review of account balances.

MOTION: Approval of monthly bill list.

Moved – Douglas Dzema

2nd – Lou Riccio

All in favor

No opposed

- (John Clarke) will work with Doug Dzema and William Katchen on realistic budget revision.

Kay Nest – Corresponding Secretary

- No report.

E. Dorothy Carty-Daniels – V.P. Commissioners

- No report (Excused Absence).

Lillian Cuifo – V.P. Community Development

- Reminder of Federal Home Loan Bank deadline of 06-28-13 for affordable housing.
- NJ fiscal year 2013 allocations released (CDBG, HOME, etc.)

- (John Clarke) Passed message along from Tony Marchetta regarding availability of funding for development projects and that if anyone currently has one to put in for the open round as well as set aside round, "No project is too small".
- Discussion of funding available for development, scheduling deadlines, and possible development ideas.
- (Lillian Cuifo) Question regarding number of deals that can be submitted.
 - o Discussion of number of deals as well as different types.

Joe Billy – Professional Development

- Continuation of Bed Bug seminars with Dr. Wang.
 - o Friday, June 28th next meeting in Woodbury.
- Planning event for maintenance individuals in fall.
 - o Discussion of the different types of training to offer.
 - o (Lou Riccio) Hostting a full day training in November for electrical work at his HA for his staff.
- (Lou Riccio) Question regarding RFP release for NJ NAHRO.
 - o Discussion of ideas, thoughts, etc for RFP preparations.

Victor Cirilo – Housing

- Choice Implementation Grant is out.
 - o Discussion of the grant monetary limits and deadlines.
- Discussion of other available grants out there.

Lou Riccio – Legislation

- Discussion of current elections in local area.
- Discussion of expected federal announcements and proposed actions.
- (John Clarke) Reminder to thoroughly read regarding Hurricane Sandy funding emails from Mr. Boxer.
- (John Clarke) Reminder to update websites as per state requirements.
- (Lou Riccio) Reminder regarding Matt Rudd letter sent in February that a response is required regarding certifications for board members and E.D.s.
 - o Discussion of requirements for board members and their appointments.

Gary Centinaro – Member Services

- Discussed any issues that individuals are having entering their members on the computer systems.
- Discussion of 2014 Summer/Fall conference locations.

Bill Snyder – Service Officer

- No report (Excused Absence).
- Minutes will be sent regarding previous minutes.

OLD BUSINESS:

- (Lou Riccio) Conference breakdown provided and reviewed.
 - o Gross Profit - \$45,000.00
 - o Expenses will carry over to November Rutgers still owes money.
- (Lou Riccio) Review of November Conference agenda.
- (John Clarke) Reminder to submit Bill Snyder items for newsletter.
- Committee Updates
 - o Training Committee
 - Report was issued that was sent to all.
 - o Conference Committee
 - No report.
 - o Scholarship Committee
 - Report issued last meeting. No updates. Completed.
 - Review of award process and projected expenditures.
 - Discussion of program rules.

MOTION: Approval of Updated Scholarship Program Awards and Guidelines

Moved – Bob DiVincent

2nd – Madeline Cook

Recognition of Janice DeJohn efforts.

All in favor

No opposed

MOTION: Approval For William Katchen to Release Scholarship Checks Going Forward Based on Today's Committee's Report To Issue Funds in the Most Timely Fashion

Moved – John Clarke

2nd – Gary Centinaro

All in favor

No opposed

- o Public Relations Committee
 - Letter being sent to re-introduce services offered by NJ NAHRO.
- o Bylaws Committee
 - Overview of meetings held regarding changes made to existing bylaws.
 - Discussion of who the approved representative of the each agency.
 - (Frank Borin) It's the Board that binds each authority.
 - Discussion of whether the board will be held responsible of who the designated representative will be or the individual agency.
 - Determined that the E.D. is the designated representative unless resolution is submitted appointing someone else.
 - Discussion of whether members need to be active with NAHRO.
 - In order to serve on the board, must be a member of good standing in NAHRO.
 - Discussion of number of seats on board.

- Discussion of Ex-Efficio membership language.
 - Discussion of what constitutes a quorum and process regarding vacancies.
 - Discussion of Sandi Niemic's current status regarding board membership.
 - It has been relayed that she is no longer serving on board.
 - Discussion of the methods utilizing updated technology for the Recording Secretary going forward.
 - Discussion of quorum requirements for General Membership.
 - Will need to identify each agency member and provide 1 ballot to each. Then determine if quorum was attained.
 - There are no individual members.
 - Discussion of what an affiliate membership is and their benefits.
 - Discussion of unexcused absences from board meetings and ramifications (resignation).
 - Was left to the discretion of the President.
 - Discussion of other methods to participate in meetings outside of tele-conferencing.
 - Discussion of the objectives and purposes and whether to widen scope of organization.
 - Recognition of the Bylaw Committees efforts.
 - Review of steps left for the approval of new bylaws.
- (Frank Borin) Discussion of the 501C3 process and steps remaining.

MOTION: Submit Application for the 501C3 to IRS and Approve \$750.00 Application Fee To Accompany

Moved – Bob DiVincent

2nd – Madeline Cook

- Sam Hudman asked that General Membership should review the application prior to sending.
 - o Discussion of what bylaws are submitted with application and process to amend application if new bylaws are adopted.
- Discussion of why the General Membership would be concerned about application to become 501C3.
 - o Discussion of changes that would occur by becoming a 501C3.
 - o Discussion of whether General Membership should vote on conversion.
 - o Discussion of whether organization is currently operating as 501C3.
 - o Discussion of how to inform General Membership of the transition.

MODIFIED MOTION: Submit Application for the 501C3 to IRS and Approve \$750.00 Application Fee To Accompany While Notifying the General Membership That This Is Being Done to Correct An Operational Error and also Provide Copy of Application and Accompanying Paperwork

Moved – Bob DiVincent

2nd – Gary Centinaro

- Discussion of benefits of improving communications with General Membership.
- Discussion of preparation needed going forward to take advantage of the benefits of operating as a 501C3 immediately upon approval.

All in favor

No one opposed

Abstained: Maria Marquez
Sam Hudman

NEW BUSINESS:

- (Lou Riccio) Discussion of Nominating Committee's review of procedure to address two vacancies and other positions.
 - o Discussed Annual Election procedure reviewed with board.
 - o Discussed procedure for 2 current vacancies.
 - (John Clarke) Confirmed that he will notify Sandi Niemic.
 - Nominations for vacancies
 - Michael Henwood – Chairman of Edgewater HA
 - Hazel Burnett Davis – E.D. Franklin Housing Authority
 - Warren McNeil – Orange
 - Members were to write two names on a piece of paper.

MOTION: Pending legal review if permissible, provide campaign donation of \$1,500.00 Cliff Martin for Senior Vice President

Moved – Sam Hudman

2nd – John Clarke

- Discussion of whether donations have been made in the past and if they are permissible.
- Discussion of what the funds are for.
- Discussion of whether donating to one candidate would be unfair to other board members interesting in donating to a different candidate

All in favor (2) (John Clarke and Sam Hudman)

Everyone else opposed

Motion did not pass

- (Frank Borin) Adjustment to language of previous motion regarding submission of 501C3 application "Since its inception, NJ NAHRO has operated under the group exemption of the national association, however the corporation always intended to apply for individual 501C3 non-profit status, this submission carries out that intent".
- Announcement of two new board members, Michael Henwood and Hazel Burnett Davis to serve out terms of vacated seats.
- Discussion regarding those not interested in serving on board going forward.
- Discussion of meeting schedule going forward.
 - o May have a special meeting once bylaws are completed.
 - o Also may have to have General Membership meeting in August for new bylaw approval.
 - o Discussion of MARC's role for approval.

MOTION: Adjournment of Meeting

Moved -- Lou Riccio

2nd -- Lillian Cuifo

All in favor

No opposed

Meeting Ended (12:03 pm)