

**Executive Board**

**Monthly Meeting Minutes**

**May 26, 2016**

**Rutgers Club, New Brunswick, NJ**

Present: Joseph Billy, Jr., President

Victor Cirilo, Senior VP

 Douglas Dzema, Treasurer

 Christopher Marra, Recording Secretary

Eric Chubenko, VP, Housing

Janice DeJohn, VP, Professional Development

Sherry Simms, Trustee

Ronald Van Rensalier, Trustee

 Jack Warren, Trustee

 Madeline Cook, Immediate Past President

Bill Snyder, Service Officer

Absent: Grace Dekker, Corresponding Secretary - **EXECUSED**

Gary Centinaro, VP Member Services

 E. Dorothy Carty Daniel, VP, Commissioners - **EXECUSED**

Vernon Lawrence, VP, Community Development - - **EXCUSED**

 John Mahon, VP, Legislation

David Brown, Trustee - **EXCUSED**

 John Clarke, Trustee

 Robert DiVincent, Trustee- **EXCUSED**

Richard Keefe, Trustee

Louis Riccio, Trustee- **EXCUSED**

Susan Thomas, Trustee - **EXCUSED**

**APPROVAL OF THE MEETING MINUTES FROM MARCH 24, 2016**

Joseph Billy, Jr. asked for approval of the minutes for March 24

Madeline Cook made a motion to approve the minutes and Janice DeJohn seconded the motion. Chairperson Bill called for a voice vote. The minutes were adopted unanimously.

**REPORTS**

Chairman Billy gave a brief report on his attendance at the Camp Kilmer ribbon cutting which was a project done by Madeline Cook’s agency. He stated it was a beautiful project of 60 units.

Victor Cirilo – No report

Treasurer Douglas Dzema then gave his report on the current state of the budget through April 30. Mr. Dzema noted that the budget does not reflect any monies from the conference.

We are right on target. The JIF contributions are a little slow in coming but they always catch up.

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| --- | --- | --- | --- | --- |
| **Revenue** | **2016** | **Budget****4 Months** | **Actual****4/30/16** | **Variance** |
| Training-Net of Expenses | $32,500 | $10,833 |  | ($10,833) |
| Dues | $10,500 | $3,500 | $8,750 | $5,250 |
| JIF Contribution | $39,200 | $13,067 | $9.849 | ($3,218) |
| Interest Income | $2,000 | $667 | $572 | (95) |
|  |  |  |  |  |
| Total Revenue | $84,200 | $28,067 | $19,171 | ($8,896) |

The expenses were also very close to budget.

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| --- | --- | --- | --- | --- |
| **EXPENSES** | **2016** | **Budget****4 Months** | **Actual****4/30/16** | **Variance** |
| Monthly Meetings | $3,000 | $1,00 | 1,248 | ($248) |
| Newsletter | $3,000 | $1,000 | 2,327 | ($1,327) |
| Website | $300 | $100 | 401 | ($301) |
| Service Officer | $30,000 | $10,000 | 10,000 |  |
| Legal Fees | $8,000\* | $2,667 | 156 | 2,511 |
| Legislative Conference | $7,500 | $2,500 | 1,311 | $1,189 |
| Administrative Expenses | $10,000 | $3,333 | 2,726 | $607 |
| Audit | $800 | 267 |  | $267 |
| Accountant | 8,300 | $2,767 |  | $2,767 |
| Scholarship | $24,000 | $8,000 |  | $8,000 |
| Board Retreat | $7,500 | $2,500 |  | $2,500 |
| JIF Marketing | $5,000 | $1,667 |  | $1,667 |
|  |  |  |  |  |
| Total Expenses | $107,400 | $35,800 | $18,169 | $17,631 |
|  |  |  |  |  |
| Excesses of ExpensesOver Revenue | (23,200) | ($7,733) | $1,002 | $8,735 |

Everyone has a copy of the bill list. I would like to get a motion Jack Warren made a motion to pay the bills and Madeline Cook seconded the motion. Janice DeJohn asked who are Paula Sims and All Ways Advertising. Bill Snyder replied that Paula Sims was the service officer for MARC and that All Ways Advertising provided many of the promotions given away at the MARC-NAHRO Conference. The bill list was adopted unanimously.

**Bill List**

Check # Payee Amount

1556 Spectrum Seminars $15,000.00

1557 American Property $ 5,635.00

1558 All Ways Advertising $ 912.12

1559 Minuteman Press $ 2,131.28

1560 Madison Affordable Housing $ 1,552.77

1561 Joseph M. Billy, Jr. $ 420.04

1562 Paula Sims $ 937.50

1563 Execu-Tech, LLC $ 2,500.00

The next officer to provide a report was Janice DeJohn, VP of Professional Development. Janice noted that NAHRO was offering training in Union, NJ on June 24. At this point there were 41 people registered for this training. Joseph Billy noted that the next NAHRO Board meeting would take place on June 24 during the lunch portion of the training day. The training is being held at Life Station located in Union were NJNAHRO held its meeting in January 2016.

**2016 NJNAHRO Scholarship and Internship**

Janice then spoke about the scholarship and internships. The Scholarship Committee met on May 9. They received/reviewed 13 applications for scholarships. The committee received one application for a summer internship. We are recommending given out 3 scholarships for $2,000 per year and one single payment for $1,500 to a head of household who is on Family Self Sufficiency. In addition, we are willing to fund the intern.

Janice continued that I do not know what the Board wants to do. I can tell you that that we do not have to do give a $2,000 scholarship. The brochure and application does not provide a figure. I have been looking at the budget a little bit maybe and think maybe we should consider reducing it to $1,000. Janice continued to state that for the single payment applicant, she believed that person is already in college.

The individuals to be awarded the scholarships are Tiara Bryant of Morris County, Luis Paez, Bayonne Housing Authority, and Omar Muhajer from Passaic County. The one head of household that the committee recommended is Appolonia Ezeanu of Passaic County. The Secaucus Housing Authority was awarded the grant to underwrite a summer intern.

Chairperson Joseph Billy stated we have been talking about the projected budget with a $35,000 deficit. We have some money in the bank, but if we keep awarding $2,000 four year scholarships each year it just keeps buildings. We are a little concerned because this particular conference did not go exceptionally well as when we stand alone. We are not making the same amount of funds. There a lot of extras that MARC required us to do and we are splitting the profits with them and we are not walking away with the same type of profit we normally have. So there was some discussion for this year and maybe we need to be more austere, we continue for four year scholarship, but make it a $1,000 scholarship. Then we can regroup and see how we do after next year’s conference. There was some concern that it might be a little excessive.

Madeline Cook – At this year’s conference, I know Lou got a wonderful amount of vendors. How did that split go?

Joseph Billy – Well the contract was a 60-40 split.

Bill Snyder- We are looking at the numbers now. Joe, I and Bill Katchen are going to sit down before the next meeting to finalize the numbers. What you are looking at is anywhere from a $6,000 to $10,000 less than what we budgeted for the conference.

We are running potentially a $40,000 deficit this year and we ran a $20,000 deficit last year. Everyone says we have all this money, but it is not that much at those deficit levels. Perhaps we should ratchet down the scholarship until we get our finances under control. NJNAHRO has $24,000 committed for the next four years, so reducing the scholarship program this year, does not have an immediate impact on the finances. The internship program was not even budgeted for.

Janice DeJohn- The internship programs costs about $1,680.

Joseph Billy, Jr. – I think we are going to spend a lot of time with a pencil massaging those numbers, because we’ve had conversations about all the extras MARC tried to put on us and they really did not come up with the registrations. We do not really feel we should absorb those costs. MARC has more complimentary rooms than us and they had 30 people registered and we had 180 registrations.

Janice DeJohn – Are we going to lose money on the conference?

Bill Snyder – We are not going to lose money, but we are not going to get what we budgeted. We budgeted $32,500 and I think you are closer to $24,000.

Janice DeJohn – We can do whatever we want here. We can give everyone a one shot deal or lessen the $2,000.

Bill Snyder – The four year deal is nice, but we might consider this year…until we see how well this is going. Doug, I don’t see a report from Bill Katchen what we have in the bank right now.

Doug Dzema – I do not have all of that right now. We have $73,000 in the bank right now that is the checking account. I do not have the investments.

Madeline Cook – I have the account reconciliations, here Bill you look at it to see what you see.

Sherry Simms – How many scholarships are we giving – 7?

Joe Billy, Jr. - No, we are giving three - four year scholarships and one single time grant. Because we extend the program to include heads of households and we got one application from a head of household. That is not a four year commitment.

Sherry Simms – Why not $1,000?

Janice DeJohn - I was thinking the same thing.

Sherry Simms – The other three give them $2,000 total and $1,000 for the head of household.

Bill Snyder – At 12.31.15 we had about $250,000 in the bank.

Sherry Simms – So $1,000 one shot deal across the board.

Janice DeJohn - I think it might be wise, because we already have a commitment down the road, these other $2,000 people.

Bill Snyder – Plus as you know, this is a great thing, however for whatever reason it does not appear for whatever reason - at the conference I personally sought out people and gave them brochures on the internship and the scholarships. Whatever the reason is, people are not applying, it is the same agencies applying for it and getting it every year.

Janice DeJohn – We are committed right now to the students that we already gave - 32 more grants in the future years – just so you have some perspective.

Bill Snyder - By reducing the scholarship in half to $1,000 per year, over time you will reduce your yearly outlay to $12,000 and not $24,000.

Janice DeJohn – Do we still want to do it for four years or do we want to do it for one?

Madeline Cook – We are not always going to be in the position we are in right now. How are our membership dues – are they up to date?

Bill Snyder – Bill Katchen is handling that. I do not think people are paying their dues.

Bill Snyder – We need to be more judicious in the future about how we price conferences and other training in terms of reducing rates for the number of attendees or other financial incentives. What it ultimately does is not leave the organization with enough funds.

There was continued conversation about the recent MARC NAHRO Conference and the contract between NJNAHRO and MARC (60-40 split) and the poor registration from out of state members, including members of the MARC board. In addition, MARC had an award ceremony on the final day of the conference at a breakfast. None of the award winners were registered for the conference.

Madeline Cook moved that three four year $1,000 scholarship and one one-time $1,000 grant be awarded this year - Joseph Billy, Jr. seconded.

The voice vote was unanimous.

Included in that vote was the Secaucus Housing Authority being awarded the funds for the internship.

Janie DeJohn then read a text from the mother of one of the students that spoke at the conference.

*I know you are busy tonight, but I wanted to say a personal thanks from me for everything. Aleah* (Aleah Mobley, Madison HA) *felt so honored when she was awarded this scholarship and again to speak today. She has always been ambitious, but always carried some self-esteem issues due to the fact that she has Neurofibromatosis. It is a rare disorder that causes tumors to grown on nerves, skin, spinal cord and the brain at times. So school does not come easy and she is often shy. I just wanted to personally thank you for your contribution to the growth of her self-assurance.*

All families where thrilled that their children were invited to speak at the conference. I am going to ask two kids every year.

**SERVICE OFFICER REPORT**

Bill Snyder – My report briefly is that we are changing our meeting from June 23 to June 24 at Life Station in Union, NJ. The training will be done with the MEL Training institute and the JIF. We have 41 people registered so far. It is about Employee Conduct Violence in the Work Place, there will be a session in the morning, then we will have our meeting at lunch time, then a session in the afternoon.

We will not have any more training until the fall. The question is what do we want to do in terms of workshop, conference, etc. I still get board members who like to go down in November so they can attend the League of Municipalities.

Janice DeJohn - Where is this going to be?

Bill Snyder – That is a different story – in the past we were in the Golden Nugget and Harrah’s. So we have to have that. We have a conference committee that will meet to discuss this. One of the goals of that committee meeting is to better disperse some of the responsibilities so it is no solely on one person.

There was then great discussion by many members about their dissatisfaction with Resorts Hotel and Casino. While they provide a very competitive price it believed by many that competitive prices can be found in other hotels along the boardwalk.

Sherry Simms asked what is the date for the conference in November?

Bill Snyder – Stated it would be the week of the League of Municipalities. The League is November 14-17.

There was continued conversation about getting out of the second year of the contract with Resorts. The smoking and theft of Dorothy Daniels purse at the conference in April certainly would give NJNAHRO some leverage.

Conversation then turned back to the Conference in November and the extent of time and cost it has for NJNAHRO. Joseph Billy, Jr. and others brought up the whether the retreat was necessary and even whether or not NJNAHRO members’ rooms should be covered by NJNAHRO.

Joseph Billy, Jr. - The training component we did last November kind of worked out for us, because some commissioners came, staff came and then went to the League of Municipalities. Maybe the Board Retreat becomes a separate thing and we just do the training component in November for a day or two and end up going to the League like that.

Conversation then turned to the problems board members had in coordinating the MARC-NJNAHRO different registration lists, the costs for different levels of registration and even the availability of name tags at the conference.

Joseph Billy, Jr. then announced – as a confirmation – so the Conference Committee is Lou, myself, Madeline, Janice and Chris.

**Old Business**

Joseph Billy, Jr. – anything else out there?

**New Business**

Joseph Billy, Jr. – Any new business?

Janice DeJohn – What are we going to do in November?

Joseph Billy, Jr. We don’t know yet. We will get the conference committee together to talk about it.

I think we should send out a little bit of feeler about the dates for next spring’s conference. Lou wants to change the date of April because of the PHADA conference. I do not know how many people are into the PHADA Conference.

Bill Snyder – We are missing about 8 or 9 people here today because of the PHADA Conference.

Joseph Billy, Jr. – Then that is an issue, and then we really want to change that date.

Bill Snyder – I agree with Eric though, it cannot start on Mother’s Day.

Victor Cirilo – Janice for November, I would suggest a training seminar on Tax Credit Compliance. As I become more knowledgeable on this topic there is just so much there and there was a lot of interest from the people who attended the training at the April MARC/NAHJRO conference.

Madeline Cook – We should cut the Board Retreat down as far as we can due to our financial situation.

Joseph Billy, Jr. – Any other business anyone has?

Eric Chubenko made a motion to adjourn, Madelie Cook seconded the motion. The voice vote was unanimous. The meeting was adjourned at 10:55 a.m.