

TEXAS HOUSING ASSOCIATION  
BOARD MINUTES  
Courtyard by Marriott Dallas DFW Airport North/Grapevine  
October 21, 2021

President Sherri McDade called the meeting to order at 10:06 a.m.

Sherri McDade appointed Leah Hunt as Acting Secretary and Wayne Pollard as Parliamentarian for this meeting.

Per THA bylaws, the board meeting will follow Robert's Rules of Order.

Sherri gave welcome to all and shared appreciation all is here with smiling faces.

**Roll Call**

Excused absences: Correspondence was received from the following excusing their absence from the board meeting:

Cristi LaJeunesse – Kenedy, et al Housing Authority  
Debbie Villarreal – Kenedy Housing Authority  
Horacio Pequeno – Mercedes Housing Authority  
Amy Fava – Ballinger Housing Authority  
Johnna Gibson – Corrigan Housing Authority

Peggy Gaydos motioned to approve absences and Stan Dulaney seconded the motion. **Motion approved unanimously.**

Approval of August minutes – Aug 18, 2021, from Renaissance Hotel. Action: Jen will make corrections to last minutes.

John Salcido motion to approve the August 18, 2021, minutes and Josh Talley seconded the motion. **Motion approved unanimously**

**TREASURERS REPORT PRESENTED BY CAL DAVIS**

***Balance sheet***

One item 102.1 – scholarship designated funds: \$26,000.00 was previously established from past board meeting and the amount is kept in this account and not dipped into. Actual checking account now is lower than this amount. Cal spoke with Jen to move this \$26,000.00 from the checking to a separate account to prevent running into ever dipping into the amount from the checking account.

\$274,279. 00 in savings currently.

### ***Profit loss - Income vs Expenses***

Membership dues were down. Conference income down by \$50,000. Over \$90,000 down on workshops (was a hard hit). Total income for the year \$414,000. Expenses were \$473,000. Noted if we had the \$90,000 from workshops, we would have not had this negative loss. \$104,000 under budget. Year ended with a -\$59,000.

Conference – we broke-even (when all funds are received, we should appear as broke-even. We are now expecting over \$3000.00 in receivables related to previous year).

Sherry noted Jen shared the amount of refunds given from registration cancellations. We will follow the cancellation policy going forward. Deadlines will be followed. No exceptions.

Action: Jen will add a comment to the conference area of the website.

Sherry asked if the Treasurer's \$75,000 bond expenses is covered by THA. Jen answered it should be covered by the blanket policy. Action: Jen will call and inquire with the insurance company how to transfer bond from Robby Crow to Cal Davis.

Stacia Waters moved to approve Treasurer's report Sandy Trevino seconded the motion.

**Motion approved unanimously.**

## **ADMINISTRATIVE COMMITTEE REPORTS PRESENTED BY SHERRI MCDADE**

### ***Committee Chairs***

One item committees' chairs and appointments to committees. Its visible that all committees do not have chairs. Sherry will work with Jen and Leah to add chairs to the committees who do not have chairs appointed. Action: Sherry, Jen and/or Leah will be reaching out to the PHAs to discuss opening members to attend.

### ***Memberships***

Reviewed and declared the bylaws were sufficient on policy on how the memberships are calculated and paid.

### ***ED – contract***

ED contract comes to an end Sept 30 2021. Current agenda item and will discuss.

Wayne Pollard asked if we could add a rule into the bylaws to allow someone in this group or outside this group to bring items to the board? Stacia clarified if he was asking if someone would submit their concerns or questions to Jennifer within 90 days prior to a board meeting and Wayne said yes.

Stacia asked about a past process that was taken away maybe 5 years ago which allowed a general session. Sherry shared how they can have a "general session" added prior to the conference board meeting next year and will discuss/review with Jennifer.

Action: Add to discuss in next Admin Meeting to review an open meeting steps/procedure.

Work on opening/publishing request to all members the opportunity to bring ideas/questions/concerns to the board through requesting "add to agenda" with time/date

limits to submit prior to actual board meeting. Board meeting would follow the general session. (Sherri & Jen to discuss later)

Discussed line item: Tax, page 2, item (\$10,000 – restricted tax) Mike Chapman asked if we needed to consider becoming a 501.C3 because there are taxes that appeared on the budget. Jen clarified THA is a 501.C3 but we still pay taxes on the TML check received each year. Mike C asked Jen to check with THA Accountant to ensure we are following the correct steps on how we categorize this money from TML. Sherri asked if we have documents/files Jen needs to find and speak to the accountant about.

Action: Jen to review all THA tax records with THA CPA to make sure we are following the correct steps when paying company and payroll taxes.

## **CONFERENCE COMMITTEE REPORT PRESENTED BY JENNIFER DUGAN**

### ***Vendor conference bag giveaways-bag drops, inserts***

Jen shared discussions from conference committee meeting held on October 20, 2021.

Vendors were all eager to buy/sponsor the giveaways i.e., bags, neck wallets, water bottles, and notebooks with their company logo printed on the items the items placed in conference bag giveaways. We already have a vendor who has items ready to send for next year's conference.

The committee discussed how we will allow the vendors to send their company items for the conference bag giveaways and will continue to charge the bag drop fee. There was discussion to add an admin fee to items we order vs the vendor sending to us for the bag item giveaways. Noted the interest for THA to gain a % towards income vs doing the work and having a wash on the income/expense. This would save time to have the vendor order and ship their own items to place into the bags but also THA will remain open to working with the vendors keeping the customer service support. Action: THA/Jen will continue to review best practices and how the upcharge is paid by vendor/associates.

Sherri suggested how we should add an admin fee to the vendor items we order and put into the bag. Mike said 10%, Sherri suggested 50%.

### ***Entertainment at the conference***

Decision was made to not have a DJ or band at the Wednesday night party. It was noticed at the past conference how people ate but then left soon afterwards.

Next year's conference theme will be Game Night. There will be board games as well as Casino night at the Wednesday night party. We may already have a contact for entertainment through Becky Leal because she knows a magician, Becky said she could ask if they were open for hire. Nothing has been contracted for next year's entertainment. Jen is searching now and will work to retain the entertainment.

Monday night we always have a reception night. We are considering going to Dave & Buster's on Monday night. Dave & Busters is very close to the river center. This would be in lieu of the

Monday mixer. We will get the vendors to pay for the Dave & Buster's event. Stan asked for a budget if we have on Dave and Busters. We do not have an expense quote yet from Dave & Busters, but Jen will take this as an action item.

***Training at conference:*** Hot topic to bring back – Active shooter class.

### ***Hospitality suite at conference***

There was discussion to discontinue the hospitality suite event from the conference. Jen shared if there is a vendor that wants to sponsor the hospitality suite they can make the arrangements, get the room and cover the cost along with the liability. Stacia noted we should be careful to use the word sponsor because if we use sponsorship then the vendor might assume all they have to do is give a check \$ to cover all the arrangements. Noted many suggestions if there were vendors that want to host the hospitality suite, they would make all the arrangements, invitations and set up. In the past the HS has always caused us complaints at the hotel from the other guests.

It was stated how the vendor needs to host the hospitality suite. Also, we should not list this event in our brochure.

Stan suggested that we completely remove our involvement and advertising of the hospitality suite so that we remove THA's liability. Noted how the social media could be damaging related to the hospitality suite events.

Sherry asked if we buy event insurance. Jen confirmed, yes, we buy event insurance. Action: Jen is going to check to see if alcohol insurance is included under events. Sherry stated we will not advertise on the website or in our conference brochure the hospitality suite. Let the vendor set up and host event 100%. Only communication would come directly from the vendor and then will fall to word of mouth.

It was shared Cristi is aware of some vendors who have expressed an interest to participate/support/host the THA conference hospitality suite. She is going to reach out to them between committee meetings and research their commitments. It was expressed she may need to communicate with them we are not soliciting but rather sharing that the hospitality suite is no longer supported/promoted directly from THA. Stan suggested Jen could communicate via email to the vendors we are not sponsoring a hospitality suite but then Sherry noted we should not put anything into writing only verbally communicate share information related to a hospitality suite at the THA conference.

Sherry asked what the previous conference registration fee was. Jen shared how it started at \$400 and then it was raised to \$500 after a set date. Kim stated we should keep it at the same price. Sherry said the annual conference committee can discuss it and bring it back if they decided to change the registration fee amount.

### **MEMBER SERVICES PRESENTED BY JENNIFER DUGAN**

Will bring back t-shirts for conference. MS will handle all the ordering and distributing of the tees and THA still collect the proceeds from t-shirt sales.

MS will bring back the Clue game for the conference but planning to add to it and make it more difficult.

Sherri asked how much the t-shirts are sold for? We sell for \$15 and they cost \$7.00. The extra money earned pays for MS items at the conference. MS is listed as 801 under the budget. The MS have done well on the baskets. It was shared and expressed to the committees that all should contribute with doing baskets for the conference.

Budget line item does not list MS expenses. It was realized that the MS 607 is the income line item, and it is currently \$0.00 zero. This was explained that because there was no conference last year in 2020 along with having QuickBooks computer issues this amount listed \$0.00. 607 should be the t-shirts sales. 2020 was listed but nothing for 2020 because there was not a 2019 conference. We do have an amount for 2021. Only the t-shirt sales go back into the MS 607 account. Sherri asked if any of the MS sales goes into scholarships? Yes, Jen confirmed that the basket sales go into the scholarship. We do have a line item created for scholarship donations. We need to account for MS expenses, per Sherri. Kim M explained the profit for the baskets 1/3 goes towards cash drawing, 1/3 goes to MS, then 1/3 goes towards to the designated scholarship. 101.1. Sherri noted we need to put into policy how this is figured, and the monies earned from MS is disbursed.

February 2022 the MS committee is planning to meet through a Zoom call.

#### **TRAINING COMMITTEE PRESENTED BY JENNIFER DUGAN**

Discussion about post conversions and where the housing is going in the future. We want to keep up on the training with what is needed for the PHAs. We are wanting to do some CAM training. Cal shared how CAM training is expensive, but he had an employee who benefited from a previous training. The training could cost around \$2000 for about 1 week (5days) of training. Although the CAM training is detailed, extensive and can be expensive the THA training feel confident that we can come up with a training towards preparing for CAM however not comparable but something to offer the PHAs a step towards the official CAM.

Training group discussed for a future training retreat to review and come up with update training curriculum.

Cal is working on HCV Commissioner training

Shared that many may not be aware THA does offer Saturdays for commissioner training. The trainers are aware how this in person training works best for a lot of the commissioners since many work or have trouble finding time during the week.

Training has come up with some fresh new ideas i.e., doing future "Lunch & Learn". These classes would be 30 – 45-minute chats on hot topics (i.e., pet policy). Cal would host a Coffee with Cal and include snip-its of training at a low cost. At times after conversion the PHAs do not think they need any other steps or actions related to conversion, but many are wrong and see continued training/support related to conversion is needed.

Jen shared how we are in the process of locking down our website.

JoAnn Rodriguez was concerned to hear this as it could propose a problem for other states PHAs who per JoAnn use our site often. An idea to create Neighbor membership at a low annual cost was discussed. The cost of this new membership would use the fee from the lowest housing membership THA has which is \$50.

Future PIC/EIV training is going to happen every month with a set date. This will offer more options for people to attend.

We want to have a set training calendar prior to going to the 2022 conference. Also want to promote before and during the 2022 conference. There would be added benefits to those who sign-up early before and during the conference by giving out “red tickets” which would help a PHA win a free training registration.

Cal brought up the fair housing training which other agencies offer at a lower cost, but they are not as detailed and in depth as the THA training.

We are looking into doing Fast Track Fair housing training.

We want to have our IT to monitor our website (click counting to monitor who is visiting and utilizing areas of our website.)

Stacia asked if the training committee discussed any options to have subscriptions for the training folders on the website?

Stan noted how Nelrod does subscriptions.

Sherry said more money is made through the conference and registrations for training.

Stan shared how Nelrod has training but they are not recorded to his knowledge.

Jen shared maybe we could record some sessions to share – might consider. There was a mention to have a category of recorded sessions that could be called “Listen & Learn”. This area would help those who do not have the time to do a face-to-face training and benefit from listening at their leisure. This area might be able to be available through a subscription or remain an option through a normal THA membership.

Jen is going to take these suggestions back to the training committee.

Sherry brought up how the trainers are members of the board and are being paid but they do not have contracts. Sherry would like to get something in writing to help protect the trainers.

Also, Sherry expressed her thoughts/suggestion that the Training Committee needed to broaden its committee to include other members that are not specifically trainers to give ideas in where training is needed.

Training committee will review to add members.

Sherry covered blocking the website and the idea of members using their TX# and how we might consider using another #. Stacia said we could use the TX# as a username. Jen said if they use the TX#, we may be able to track who is logging in. All the details will be discussed/reviewed with the THA IT person.

Jen asked if anyone knows of any trainers/ presenters to please share with Jen. Jen is going to call for presenters for conference early next year.

Stacia shared how there are THA trainers who sit on board committees and how they abstain from voting to keep clear from conflicting appearance.

Wayne brought up how all board members need to have their disclosures forms signed. Action: Jen will get these out within the next 2 weeks after we return to the office.

## **FINANCE COMMITTEE REPORT PRESENTED BY CAL DAVIS**

Discussed removing Robert Crow and adding Cal Davis to the checking account. Will allow Jen to use the minutes for the bank to update and change the banking account signature card.

Motion made by Mike Chapman to change signatures (Remove Robert and add Cal to the bank signatures). Sherri asked Mike if he would accept an amendment and he agreed for Sherri's amendment to also add the THA board president to the banking account.

Mike Chapman motioned and Kim McGilvery to second the authorize the maintain, update, and add.

**Motion approved unanimously.**

Cal Davis requested the motion to create the new reserved scholarship account Josh Talley second. Stan Dulaney shared how we added this a few years back in case anything happened where we wouldn't be able to provide for scholarships. Min amount to supply for (1) year for (6) scholarship, \$24,000.00. (4) university scholarships and (2) vocational. Motion requested by Cal Davis to set up a separate scholarship account and Josh Talley second the motion. **Motion approved unanimously.**

*2022 budget approval should have been listed under new business*

## **SCHOLARSHIP AND AWARDS COMMITTEE– STEVE MARTIN**

Committee did not meet and Steve Martin shared he sat in on the admin committee to ensure the scholarship and awards committee was represented.

## **HISTORICAL COMMITTEE – JENNIFER DUGAN & WAYNE POLLARD**

Nothing to report, all is good (Wayne& Jen)

## **LEGISLATIVE COMMITTEE (adhoc)**

**no current activity**

## **NOMINATION & ELECTION COMMITTEE (adhoc) – WAYNE POLLARD**

Wayne shared that Cal Davis was elected as the new THA Treasure. All congratulated Cal – *Applause*

Sherri called for any other committee's reports – no responses.

Sherri moved to add another committee to help and assist on the THA website as well as a special committee to review THA contracts and agreements. She stated she checked and confirmed that it was within the bylaws policy that she could create new committees. Sherri appointed Andrew Laab as Chair to this special committee. This special committee would help with contracts, agreements as well as hotel contracts and agreements needed for yearly THA conferences.

Sherri also would like to create a committee for legal support with an attorney to chair. She is aware of an attorney she would like to chat with and see if there is an opportunity where they might donate some time/support to this legal committee.

Stacia noted how contracts are legal so we would not need another committee separate from the special committee.

Motion to accept all and the newly created committee reports

Staci moved to motion Andrew second the motion. [Motion approved unanimously.](#)

Any written reports from the Regions – no.

All regions are present today and updated committee reports verbally

**BCHA** –Met in June, updated REAC inspections. Annual meeting is November and will be in Abilene, TX as 1 day meeting. They named Amy Fava as the new other rep for BC HA to replace Linda Brady.

**CHAT** –A meeting was held on July 15, celebrated 45 years of existing. They also held a meeting on Sept 9 and at that meeting Peggy voted in at that time. Liberty National Insurance rep came to share services they provide and followed-up with a round table.

**CTHA** – no recent meetings (last 2019). Joan has sent out notices to her group she is resigning as President Jan 2022. Responses have been received and they will set up a new person in Jan 2022 till then Joan will remain as President.

**HAVE** –regular meetings

**NETHA** –No recent meeting but the group does have plans to meet in November and this meeting will be held at the 2 Senioritas in Mt. Pleasant. Steve invited other board members to attend if they would like.

**NTHA** –No report

**SETHA** –No recent meetings. Future meeting date is being reviewed for all to meet and re-group with this region's recent changes.

**Top of Texas** – Met in July. No meeting date has been set for next month to elect new officers. They meet quarterly.

**WTCPHA** –Next meeting is in November. John plans to meet with Cal and Jen to discuss bringing in training.

Motion to approve the Regional reports by Mike Chapman and seconded by Stan Dulaney.

[Motion approved unanimously.](#)

## **NEW BUSINESS**

### ***Budget***

#### ***Add to budget – reviewed by CAL DAVIS***

*Income added to 606 and 607. Added \$1500 to 606 for Scholarship fund and \$500 to 607 for Member Services. (Update to income is now \$563200.00)*

*Add to Salaries increase line 800 and 820 \$15000. \$10,000 to employee salaries and \$5000 to 820 employee benefits. (Update to 800 – salaries/bonuses \$170200.00)*

*2022 budget totals will update to reflect the changes*



Approval budget as submitted

Motion to approve Dee Zachry and Andrew Laabs seconded. [Motion approved unanimously.](#)

***Discussion of Jennifer Dugan's Contract***

Sherri brought to the board's attention the Admin committee met and approved to renew Jennifer Dugan's contract adding 2 years with an increased salary from \$75,000 to \$85,000. The Admin committee agreed to meet and perform a job evaluation on Jennifer's job performance with a performance form that would be reviewed with Jennifer.

Wayne Pollard moved to approve the 2-year contract with a new annual salary for Jennifer to reflect \$85,000.

Josh Talley seconded. [Motion approved unanimously.](#)

***Discussion of March Meetings Being Held at the Conference Hotel***

March/April meeting was requested to happen on-site at future conference hotel.

Jen shared she and Leah will visit the conference hotel in December.

Update for next board meeting will move up to meet at 9 am vs today's 10 am.

***Discussion Changes with the Finances – New Bank & New Software***

Jen will work with Cal on changes/updates needed at the bank.

***Old Business***

*Website password added for membership exclusivity*

The request was made to THA's IT contact and Jen is currently working with them to finish.

Motion made to Adjourn at 12:10pm by Sandy Trevino, seconded by Becky Leal.

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Submitted by Leah Hunt, Acting Secretary