



## Beaufort Jasper Housing Trust (BJHT) Board Meeting Minutes

January 31, 2024

### **Attendance**

Board Members: Wendy Zara, Dick Stewart, Michelle Gaston, Dixie Lanier, Matt Davis  
Victoria Smalls, Courtney Hampson and Matt Garnes

Staff: Dana Totman and Jennifer Tuckwiller

### **Call to Order**

Chair Dick Stewart called the meeting to order at 10:11am. Dick established a quorum of the Board was present. Matt Garnes made a motion to move into Executive Session for a legal consideration and invited Interim Executive Director, Dana Totman and Office Manager, Jennifer Tuckwiller to also attend. The motion was seconded by Dixie Lanier. The motion was approved by a unanimous vote.

### **Recess**

Following the Executive Session, the Board resumed the meeting. The Board reviewed a letter to be sent to Beaufort County Administrator, John Richardson. Wendy Zara made a motion to approve the correspondence, second by Michelle Gaston. The motion was approved by a unanimous vote.

Dana outlined the end of 2023 letter to be sent to the participating local governments. He also asked the Board to review the agreement for legal counsel from Harvey and Battey attorney, Kevin Dukes. If there are no comments or objections, the agreement will be signed at the end of the week.

Dick Stewart asked the Board if there was any other business to discuss. Hearing none, Wendy Zara made a motion to adjourn, second by Matt Garnes. The meeting adjourned at 10:11am.