

Southwest Home Equity Assurance Program

BOARD MEETING MINUTES

June 8, 2020

CALL TO ORDER

Immediately following the budget meeting, Vice Chairman Kurtovich asked Commissioner Tully to take roll call. Vice Chairman Kurtovich noted there was a modification to the agenda. He explained that Mr. Neil Renzi was scheduled to present his study but because of the current situation, Mr. Renzi will present his findings at a later date. There was a brief discussion on dates that would be available, Ms. Gaspar responded that she would confirm with Mr. Renzi and the Commission following the meeting.

COMMISSIONERS IN ATTENDANCE

Ray Nice
John Kurtovich
Chris Koczwar
John Tully

ALSO PRESENT

Elsa Bekele, CPA
Victoria Gaspar, Executive Director

APPROVAL OF MINUTES

Vice Chairman Kurtovich introduced the approval of minutes. The Commissioners took some time to go over the May 11th minutes. Vice Chairman Kurtovich asked for a motion to approve the minutes. Commissioner Tully motioned to accept the minutes from May 11th. Chairman Nice second the motion. All in favor voted “aye.” The May 11th minutes were approved.

FINANCIAL REPORT

For the financial Report, Commissioner Koczwarra deferred to Mrs. Bekele. Mrs. Bekele began her report and noted there weren't any significant changes reported from the last meeting. She did mention that we were ahead of budget as discussed in the budget meeting. Mrs. Bekele did say that Ms. Gaspar's marketing expenditures would continue to bring us in line with budget. Given that the Commissioners did not have any more questions, Vice Chairman asked for a motion to accept her report. Commissioner Tully motioned to accept the financial report and it was second by Chairman Nice.

CHAIRMAN'S REPORT

Vice Chairman Kurtovich introduced the election of officers by deferring to Commissioner Koczwarra. Commissioner Koczwarra announced the new election of officers for 2020/2021:

John Kurtovich as Chairman
Chris Koczwarra as Vice Chairman
Ray Nice as Treasurer
John Tully as Secretary

All commissioners accepted their new positions. Commissioner Koczwarra motioned to accept the new slate. Chairman Nice second the motion. All in favor voted “aye.” The election of officers for 2020/2021 was approved. Immediately after, Vice Chairman Kurtovich announced the meeting dates for 2020/2021. Ms. Gaspar asked the Commission if they were okay with meeting on a state holiday, Monday, October 12, 2020. The Commissioners were fine with holding a meeting on October 12, 2020. Vice Chairman Kurtovich motioned to accept the meeting dates for 2020/2021 and Chairman Nice second the motion. The meeting dates for 2020/2021 were approved.

EXECUTIVE DIRECTOR'S REPORT

Ms. Gaspar began her report by presenting the most recent updates such as the number of registrations and active loans. She shared with the Commission that new member registrations have increased since the pandemic began. She also informed the Commission that appraisals have reconvened for new members. Ms. Gaspar continued her report informing the Commission of virtual weekly staff meetings, the completion of the new roof and staff work-from-home daily reports. Ms. Gaspar mentioned potential SWHEAP initiatives with our bank partners and the Northwest Home Equity Assurance Program, using platforms like virtual webinars and the use of our parking lot/outdoor space within the City's phase guidelines. She concluded her report by

emphasizing that outreach efforts must be virtual or by mail given the uncertainty of current times.

OLD BUSINESS

Ms. Gaspar asked the Commission to approve the mailing and home improvement loan brochures for this year. Vice Chairman Kurtovich noted that the folded map was less expensive than the magazine published in previous years. Ms. Gaspar explained the new changes to the folded map for this year. She also informed the Commission that this year we would be including marketing for one of SWHEAP's partners as well. Vice Chairman Kurtovich asked about the partner's share of costs towards the marketing. Ms. Gaspar explained that SWHEAP had never asked them to pay before. Vice Chairman Kurtovich asked the Commission their thoughts on proposing that our partner share some of the cost. Especially since more marketing space would be given to them. He also asked the Commission if they thought it was out of line. Only one Commissioner disagreed. Ms. Gaspar explained her reason for hesitation on requesting. There was a brief discussion on how much would be requested. Vice Chairman Kurtovich then motioned to ask our partner for a marketing cost at 5% of the initial cost which was \$1500. Chairman Nice second the motion. Commissioner Koczwarra asked if we had enough information to market if our partner rejects the idea. Ms. Gaspar explained that we would be able to fill in the space, if so. Commissioner Koczwarra voted against the proposition. The other Commissioners voted to approve; the motion carried. Vice Chairman Kurtovich also asked for a motion to approve the mailing costs as presented. Commissioner Tully motioned to accept the mailing costs as presented. Chairman Nice second the motion. The mailing costs were approved.

Following after, Ms. Gaspar requested approval for the home improvement loan brochures. She explained that the costs were distributed at the May 11th meeting. Part of the breakdown of the costs asked for the brochures to be printed in English and Spanish. Vice Chairman asked if there was a requirement to receive bids for marketing costs, Ms. Gaspar explained that there was not. This was our usual printing company that SWHEAP has used for years. Vice Chairman Kurtovich motioned to approve the costs for the home improvement loan brochures. Chairman Nice second the motion. The home improvement loan brochures were approved.

NEW BUSINESS

Ms. Gaspar informed the Commission of some new upcoming marketing pieces for the following fiscal year that included a rebranding campaign and new neighbor kits. However, she informed the Commission that once she received cost estimates for the new marketing pieces, she will seek Board review and action as all of the new items might not be approved. She also informed the Commission on a potential upcoming banking meeting and the guest speaker in August. Ms. Gaspar reminded the Commission that Mr. Jim Wheaton is scheduled to speak on August 10th regarding the city's Affordable Homeownership Housing Program. She reminded the Commission that his presentation is for the Commission to know more about the city program. Vice Chairman Kurtovich asked if there would be conflict if a member wanted to join both programs. Ms. Gaspar agreed and said that SWHEAP is not joining the program because it would conflict. But that we would be promoting it for members/residents who could not benefit from our program. This would serve as another option to the communities we serve. Vice Chairman Kurtovich agreed and said it cannot hurt.

Before closing the meeting, Chairman Nice wanted to thank everyone for the last 3 years that he served as Chairman. He commended the Commission on progress made throughout the years and bringing Ms. Gaspar on board as Executive Director. He continued to say that he still looks forward to being on the Board and helping the program any way he can. The Commission, Ms. Gaspar and Mrs. Bekele all thanked him for his leadership.

ADJOURNMENT

Vice chairman Kurtovich requested a motion to adjourn. Commissioner Tully motioned to adjourn and Chairman Nice second the motion. All in favor voted “aye” to adjourn the meeting.

Regards,

John Tully
Secretary