



Board Meeting Minutes
Thursday, December 6, 2018

Agenda

Fredericksen called the meeting to order at 12:16pm, with an agenda outline for discussion.

Motion to accept agenda made by Haba - seconded by Maday. Motion carried.

Attendance

All Board Members present: Toby Fredericksen, Joe Haba, Jeanne Powers, Dave Beech, Dave Vincent, Jared Freeman, Steve Colliau, Brandon Boggs, and Tim Maday.

Secretary's Report

Powers provided copies of November Board meeting minutes for review by Board.

Motion to approve November minutes made by Haba - seconded by Boggs. Motion carried.

Treasurer's Report

Beech provided copies of financial documents including balance sheet and cash flow report for review by the Board.

An additional ICC Conference expense breakdown was provided - went over budget by \$325.81. Next year the ICC Conference will be in Las Vegas. The representatives we send will want to stay an extra night to be able to attend the code hearings on Wednesday. Beech suggests budgeting \$5,000 for ICC Conference expenses next year.

Beech found the missing credit/debit card, so we are all set there.

Beech looked into our tax exempt status and what that could mean for us. He found that the item being purchased must be tangible personal property that is used to execute the purpose of the organization in order to qualify for the tax exemption. We aren't tax exempt for conference room or hotel room rentals, but may be able to use it for paper products or other things that we are using for MAHO business.

Motion to approve additional ICC Conference funds of \$325.81 made by Maday - seconded by Boggs. Motion carried.

Motion to approve November Treasurer's report made by Haba - seconded by Boggs. Motion carried.

President's Update

No update at this time.

Correspondence

No Board Member correspondence.

Board Member Updates

Vincent received the Board Member badges to wear at the conferences. They look very nice and will be kept at the Hannah Center - Fredericksen took his with him.

Maday will no longer be able to be a Board Member after the next summer conference due to time constraints at work. He has served the Board for 10 years and still intends to attend seminars and help out as he is able.

Haba provided updated minutes from the June conference for review - a couple additional corrections were made.

Website Update

Fredericksen hasn't gotten anywhere with the forum yet. Maday suggests using Listserv - questions for the membership would go to one email that the Board manages. The Board then sends the question out to all members, who are asked to reply to only the Board managed email address. Then, answers are compiled and sent out to everyone.

Hearing from members that the website is hard to find by Googling MAHO. Beech reminded the Board that the contract with Cantrell for website services was for 2 years - probably around a year and a half right now. The Board might want to evaluate whether we want to renew the contract with Cantrell or hire a new website person. Vincent said Cantrell may own our website, so he may not want to give it up.

Freeman brought up several outdated items on our website:

1. Membership fees still say additional members over 5 from the same municipality are \$5 instead of the Board approved increased \$20 fee
2. Board meeting minutes and agendas need to be updated
3. Links to municipalities websites need to be updated

Boggs offered to make updates to website - Fredericksen will send him website login info.

Old Business

1. Inactive members
 - » Fredericksen still needs to send out the member spreadsheets for the Board to review for duplicates and members that are no longer in the business. The suggestion is made to personally invite the free guests from the last seminar along with the Detroit Building Department to the upcoming seminar.

2. How does MAHO and ICC interface?

- » Each Board Member will work on a list of their duties, contacts, and logins if applicable. Eric Jordan and Dave Vincent are the only ones with access to the ICC Preferred Provider website - someone else should be added.

3. Speaker Status/Updates

» January

i. Courtroom Presentation (Vincent)

1. Bio online? No
2. Bio/Course approved by ICC? Yes
3. Confirmed? Yes

ii. Radon (Maday)

1. Bio online? No
2. Bio/Course approved by ICC? No
3. Confirmed? Yes

» April

i. UL Labs (Vincent)

1. Bio online? No
2. Bio/Course approved by ICC? No
3. Confirmed? Yes

ii. State of Michigan Healthy Housing, Courtney Wisinski (Vincent)

1. Bio online? No
2. Bio/Course approved by ICC? No
3. Confirmed? No, but sounds like they will be in

» June

Haba has developed two 3-hour housing code Jeopardy classes to submit to ICC for approval. Either class could be used for Wednesday PM or Friday AM class. Laura Scott has not been locked in yet - the Board needs to decide which ICC course would be best. Could look into another ICC speaker for a class on the IRC. Colliau suggested Washtenaw County Hoarding Task Force. Also could do a sort of round table discussion - have a representative of each municipality explain how their housing programs are run. Would also like a class on mobile home inspection - Fredericksen and Vincent will look into that.

i. Wednesday PM

1. Bio online? No
2. Bio/Course approved by ICC? No
3. Confirmed? No

ii. Thursday AM

1. Bio online? No
2. Bio/Course approved by ICC? No
3. Confirmed? No

iii. Thursday PM

1. Bio online? No
2. Bio/Course approved by ICC? No
3. Confirmed? No

iv. Friday AM

1. Bio online? No

2. Bio/Course approved by ICC? No
3. Confirmed? No
4. New Board Positions
 - » The board will be losing Beech and Maday in June. Fredericksen interested in Past President. Haba interested in President. Freeman and Vincent interested in Vice President. Powers interested in Secretary. Beech suggested recruiting Dan Richards from Lansing Township, who has helped the Board in the past by conducting our annual audit.

New Business

1. Bylaw Change
 - » The Board will announce at the January seminar that we are proposing a bylaw change to allow the positions of Secretary and Treasurer to not be term-limited - this must be voted on by the membership at the Annual Meeting at the June conference.
2. Board Member Job Descriptions and Duties
 - » Already addressed in Old Business
3. Are we (MAHO) tax exempt?
 - » Already addressed in Old Business

Adjourn

Motion adjourn the meeting made by Haba at 1:35pm - seconded by Boggs. Motion carried.

Post Meeting Motion

Motion to approve \$110 expenditure for appreciation plaques for former MAHO Presidents Eric Jordan and Tim Maday made by Vincent - seconded by Powers. Motion carried.
