

SAN ANTONIO HOUSING TRUST FOUNDATION  
**2018 BOARD OF DIRECTORS**  
**MINUTES**

**DATE:** Wednesday December 12, 2018

**TIME AND PLACE:** 1:15 P.M.; 2515 Blanco Rd, San Antonio, TX 78212

**PRESENT:** Laura Martínez, Randy Rice, Gabriel Lopez, John Whitsett, Paul Demanche and Estrella Garcia-Diaz

**STAFF MEMBERS:** John Kenny-Executive Director, Nicole Collazo- Executive Assistant, Maria Bradley-Administrative Assistant

**VISITORS:** Michael Rodriguez-Assistant Director Neighborhood & Housing Services, Kristin Flores-Neighborhood of Housing Services Department, and Ian Benavidez- Housing Policy Manager

1. CALL TO ORDER AND ROLL CALL: The meeting was called to order at 1:15 P.M.
2. APPROVAL OF BOARD MEETING MINUTES FOR OCTOBER 10,2018 AND OCTOBER 17, 2018  
DIRECTOR ESTRELLA GARCIA MOTIONED AND DIRECTOR RANDY RICE SECONDED TO APPROVE THE MEETING MINUTES FROM OCTOBER 10<sup>TH</sup> AND OCTOBER 17<sup>TH</sup> AS PRESENTED. MOTION PASSED 6-0

3. CITIZENS TO BE HEARD: NONE.

4. TREASURER’S REPORT-NOVEMBER 2018- MR. GABRIEL LOPEZ

Director Gabriel Lopez mentioned since we are only into the second month of the Fiscal Year the budget looks good and there is nothing out of the normal. Executive Director John Kenny mentioned that the foundation is going to be upgrading computers since the ones we currently have are over 10 years old and the equipment purchase budget is set at \$1,000. He also mentioned that the Loan servicing program needs to be updated. Director Gabriel Lopez wants to make a list and add all repairs and purchases we need to make on the next foundation meeting to discuss.

5. DISCUSSION, CONSIDERATION OR PRELIMINARY ACTION OF SAHT FUNDING ROUND (21.31)

This item was approved at the Trust meeting today December 12, 2018. The Foundation board needs to approve because the Foundation is the operating entity that will be managing the Funding Round. Nicole mention that a dollar amount needs to be set. The board reviewed the trust report and everyone agreed to up to 1 million dollars.

Director Gabriel Lopez motioned, and Director Paul DeManche seconded to take preliminary action on the SAHT Funding Round.

6. DISCUSSION OF THE SAHTF ANNUAL REPORT

Director Paul had requested this item because he wanted to know if the Foundation staff gave a annual report to the board on a regular basis. Nicole stated we do give monthly updates on the Foundations activity and an official annual report is given to the city clerk’s office once a year. The last annual report that was submitted to the city clerk’s office was given back in May 2018 which covered January through December 2017. A copy of the annual report which includes the attendance report was presented to the board. The staff will ensure that the board receives a report annually.

7. .DISCUSSION, CONSIDERATION OR POSSIBLE ACTION ON THE UNDER ONE ROOF PROGRAM REQUESTS

Director John Whitsett presented specific Under One Roof program requests listed below;

1. Copy of recently approved contractor list
2. Copy of standard bid proposal and approval parameters
3. Copy of recently approved roof contracts-Ten representative examples with full details on size, material, cost etc..

These requests are to review any changes and operational costs regarding the new Under One Roof Program. Director John Whitsett motioned and Director Paul DeManche seconded to submit formal request to the Under One Roof program and NHSD. Motion carries 6-0.

8. EXECUTIVE SESSION: Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate and litigation matters may be discussed)

The board went into executive session at 1:35PM

The board reconvened at 1:59PM

No action was taken.

Directory Randy Rice motioned and Director John Whitsett seconded to adjourn.

9. Adjournment -Without objection the chair adjourned the meeting at 2PM.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2019

Respectfully Submitted by:

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Secretary