

**MINUTES**  
**GAINESVILLE NONPROFIT DEVELOPMENT FOUNDATION, INC.**  
**Wednesday, April 15, 2015**

A meeting of the Gainesville Non-Profit Development Foundation, Inc. was held in the Community Development Conference Room, 311 Henry Ward Way 2<sup>nd</sup> Floor.

Members present: Leroy Summerour, Maria Calkins, Audrey Simmons, Carlyle Cox, and Emory Turner.

Ex-officio: Not Present

Staff Present: Mr. Bob Hamrick, Gainesville City Council Member, Chris Davis, Housing Programs Manager, Theresa Dyer, Housing Coordinator, Jennifer Chamblee, Finance Technician.

Guest: Chris Hollifield, Rushton and Company

**CALL TO ORDER**

The meeting was called to order at 4:00 p.m.

**CITIZEN ISSUES**

None.

**APPROVAL OF MINUTES**

No minutes requiring approval. Minutes from the October 8<sup>th</sup>, 2014 meeting were approved prior to this meeting.

Mr. Davis introduced Mr. Chris Hollifield and explained he was invited to present the 2014 FY Audit to the Board. Mr. Davis asked the board to begin with New Business to allow Mr. Hollifield to begin his presentation regarding the Audit. The Board agreed.

**NEW BUSINESS**

**2014 FY Audit**

Mr. Hollifield greeted the board and presented a hard copy of the results of the FY 2014 Audit. He explained that this was the first year Ruston and Company had been procured to conduct the audit. He continued to review the details of the audit. Mr. Davis asked to interject in an attempt to provide information to the Boards newest member, Maria Calkins. Mr. Davis wanted Mrs. Calkins to know that the nonprofit supports the housing programs by funding a portion of the administrative costs of the program. Mr. Davis thanked Mr. Hollifield for allowing him to provide the details. Mr. Hollifield continued to review the details of the audit and closed by letting the board know finances are in good shape and asked if there were any questions. The Board members were impressed with the details of the audit and thanked Mr. Hollifield for the thorough presentation.

## OLD BUSINESS

### **Meeting Calendar**

Mr. Davis explained to the Board that the calendar had been presented at the January meeting however due to attendance, a quorum had not been met. As a result Mr. Davis asked the attending members to vote and he emailed additional members to obtain the necessary votes. As such he still wanted to have the calendar adopted at a regularly scheduled meeting with a quorum. After no questions, Mr. Summerour suggested changing the April meeting date from April 8, 2015 to April 15, 2015 the day we were actually meeting and he made a motion to approve the calendar with the change. Mrs. Calkins seconded the motion. All members were in favor.

### **Accounting Expenses and Revenue for the Administration of the Hall County CHIP Program**

Mr. Davis explained to the Board that this item had been discussed with the members in attendance at the January 8, 2015 meeting also however, there was not a quorum. Mr. Davis secured the appropriate votes but wanted to have the Board ratify the approval. He explained the proposal in detail for new members by describing the agreement with Hall County to administer their CHIP program. He explained that staff would assist the county, bill the time to the Nonprofit, then bill the County for the time and the County would reimburse the Nonprofit. There was some discussion about the progress. Mr. Davis explained that the County was dealing with some internal issues that they are currently working through but that things should start moving again soon. After the discussion, Mr. Turner made a motion to ratify the approval to bill the nonprofit for the time and allow the county to reimburse the nonprofit. Mr. Cox seconded the motion. All members were in favor.

### **Good360**

Mr. Davis explained to the Board that this item had also been discussed at the January meeting and that even though there was not a quorum present he had secured the votes to proceed with participation in the program. Despite the approving votes, Mr. Davis requested to ratify the approval at the formal meeting. As such, he explained the basis of the program for new members. Describing the program as a partnership with Home Depot to receive donations, he explained how this would benefit housing programs. He told the Board that Home Depot would donate materials including windows, doors, flooring, plumbing, lighting fixtures, etc. He explained to the Board that these were items Home Depot had marked down or were special orders they were unable to sell. He also describes how the materials would be used on housing repair projects. Upon discussion, Mr. Summerour made a motion to ratify the approval of the participation in the Good360 program. Mr. Turner seconded the motion. All members were in favor.

## NEW BUSINESS

### **20016 Fiscal Year Budget**

Mr. Davis shared the proposed 2016 Fiscal Year budget with the Board. He began by asking

the Board members to review the Nonprofit Housing Summary Budget Expenditures page which summarizes the complete budget in detail. He explained to the Board members that this page provides a summary of all line items in which funds have been budgeted. In addition he explained that the summary also displays the budget for the CDBG, CHIP and HOME programs also. Mr. Davis told the Board he is budgeting a total of \$304,372. Of this amount he explained that \$210,000 would be for the construction of 2 new homes on two vacant lots the nonprofit owns along Martin Luther King Jr. Blvd. He added that he believed that estimate was high and that the homes could probably be built for approximately \$80,000 due to our relationship with Home Depot and the cost of materials. The remaining \$94,372 would be used for other administrative expenses related to running the housing programs. After some discussion, Mrs. Calkins made a motion to approve the budget as submitted. Mr. Emory seconded the motion. The board unanimously approved the budget.

### **Sale of 1158 Desota Street**

Mr. Davis reminded the Board that he had shared an offer previously made on 1158 Desota Street through email and that the Board had responded positively and asked Mr. Davis to accept the offer. Once an offer is accepted, Mr. Davis then prepares a Corporate Resolution for the Board to consider at an official meeting. As such, Mr. Davis asked the Board to officially accept the offer by voting. Mr. Turner made a motion to approve the Corporate Resolution. Mrs. Calkins seconded the motion. All members were in favor of approving the Resolution.

### **Meeting**

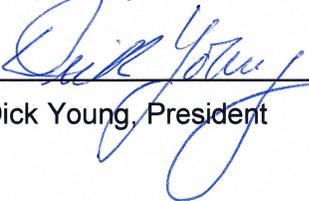
The next regularly scheduled board meeting is set for Wednesday, July 8, 2015 at 3:30 p.m.

### OTHER

### ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

  
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Dick Young, President