



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

June 17, 2024

### **Attendance In Person**

Board Members: Matt Davis, Christian Kata, Ethan James, Jan Malinowski, Dick Stewart, Dixie Lanier, Michelle Gaston and James Williams  
Staff: Claude Hicks and Jennifer Tuckwiller

### **Attendance Virtually**

Board Members: Victoria Smalls, Ashley Feaster, Wendy Zara and Caitlin Reid  
Staff: Jennifer Tuckwiller

### **Call to Order**

Chair Dick Stewart welcomed everyone, established that a quorum was present, and called the meeting to order at 10:01am. Dick reminded the Board to complete the Conflict of Interest statements and to disclose any relationships that could pose a conflict with the Beaufort Jasper Housing Trust. Matt Davis asked that Dana Totman be removed as present from the May meeting minutes and Jennifer T. informed the Board the minutes should reflect that Courtney Hampson abstained from the vote to approve the minutes as she was absent from that meeting. James W. made a motion to accept the minutes with the updated changes discussed and Jan M. seconded. The motion passed unanimously.

### **Board Resolution for SC Housing Application**

Claude H. explained the application for approval to become a sponsor of the SC Housing Trust Fund. There is a Board resolution that must be passed to apply. The resolution states that no Board member or Board officer can benefit from the receipt of these funds. Dixie L. made a motion to approve the Board resolution to the State of SC, Wendy Z. seconded. The motion passed unanimously.

### **2024-25 Budget**

Claude H. provided a broad overview of the budget and highlighted new items: inclusion of a part-time employee for 6 months, the addition of a CFO (mandated by State of SC for qualification as a sponsor), contract with current bookkeeper for the next year and a contract for website and social media development. Matt D. asked that we bring an updated report with a projected year end so the Board can make a more informed decision. Staff will coordinate a Zoom meeting prior to July 1 for approval.

## **Financial Report**

Treasurer, Michelle G., covered the management report for the period ending May 31, 2024. The profit and loss statement reflects the Year 2 minimum contributions from the participating jurisdictions, totaling \$515,001. Interest income is approximately \$88,000 and BJHT continues to operate on the interest from the various accounts. Expenditures total \$108,893 with a net operating revenue of \$494,369. BJHT has 6 bank accounts and 5 are funded. The sixth account will house funds from Beaufort County to CCDC for workforce housing in southern Beaufort County; we anticipate having the funds sometime this month. Dixie L. made a motion to accept the May financial report and Christian K. seconded. The motion passed unanimously.

## **RFP Updates**

Claude H. reported the due diligence packages from grantees are still coming into the office. We are also working with Counsel to draft the agreements between BJHT and grantees. We expect to have these agreements soon.

## **Board and Committee Meeting Schedule**

Claude H. reminded the Board of the schedule in the packet. He also reminded the Board that there will be no Board meeting or committee meetings in July. The big question is whether the Board should have a retreat. This would be in conjunction with a Board meeting in September. Some objectives of the event would include short and long-term goals and strategies and allowing Board members to get know each other better. We are planning for a half day event with a facilitator. Board members had no objection to the idea, so Staff will begin planning. Claude H. also reminded the Board of the upcoming committee meetings in August. The first order of business will be to approve the charter and elect a chair.

## **Executive Director Report**

Claude H. reported he continues to get out and make presentations in the community and several more are on the schedule for the month of July. Claude and Jennifer met with members of the organizing jurisdictions about some proposed changes to the intergovernmental agreement that is currently in place. It was a good meeting, and we anticipate some proposed changes to be agreed upon soon.

## **New Business**

Dixie L. brought up the suggestion to have a new housing study commissioned. Dick S. reminded Dixie L. that some jurisdictions have begun their own as a response to the state requirement that allows them to 15% of their 3% pool of A-tax funds for

workforce housing. Dick S. suggests that we wait and review some of the studies and possibly see how we can consolidate the process.

Michelle G. reminded the Board that we are completing an 18-month fiscal year, and she will be working with the Bookkeeper and Jennifer T. to complete financials and also get ready for an audit.

### **Adjourn**

Hearing no further business to discuss. Dick S. asked for a motion to adjourn. Ethan J. made a motion and it was seconded by Christian K. The meeting adjourned at 11:13am.