



Beaufort Jasper Housing Trust (BJHT) Board Meeting Minutes

June 26, 2024

Attendance In Person

Board Members: Dick Stewart

Staff: Claude Hicks and Jennifer Tuckwiller

Attendance Virtually

Wendy Zara, Matt Garnes, Ashley Feaster, Courtney Hampson, Christian Kata, Jan Malinowski, Caitlin Reid, Dixie Lanier, Michelle Gaston, Carmen Washington and Victoria Smalls.

Call to Order

Chair Dick Stewart welcomed everyone, established that a quorum was present, and called the meeting to order at 9:02am.

2024-25 Budget

Jennifer T. provided an overview of the projected end-of-year expenses report that was sent to the Board in advance of the meeting. BJHT projects expenses of

Then Jennifer T. proceeded to discuss the budget and reviewed each category and highlighted important line items. The revenue side of the new budget reflects a conservative estimate on some new funding sources and estimated interest, along with year 3 minimum contributions from participating jurisdictions. Michelle G. asked about the interest estimate and Jennifer T. reminded the Board about the additional funding of \$600,000 that will be held by BJHT for CCDC. There were no further comments on revenue.

Next, Jennifer T. highlighted expenses, noting that the part-time employee was removed from the first draft that was circulated to the Board. She also reminded the Board about the addition of a CFO, as required by the State of SC to be a sponsor for State Housing Trust Fund program. She also informed the Board that since the Home Repair and Homebuyer Assistance programming grants were approved in May 2024, it does not need to be reflected on the 2024-25 budget. Staff anticipates programmatic discussions at the September retreat, and we may need to update the programming portion of the budget later in our fiscal year. Courtney H. asked staff about classifying expenses to reflect a lower administrative burden. Staff assured the Board that these will be questions we ask once the new CFO is on board and working with us monthly. Hearing no further discussion, Dick S. asked for a motion to approve the 2024-25 budget. Christian K. made a motion and Wendy Z. seconded. The motion passed unanimously.

Adjourn

Hearing no further business to discuss. Dick S. asked for a motion to adjourn. Christian K. made a motion, and it was seconded by Wendy Z. The meeting adjourned at 9:28am.