

COMMUNITY HOUSING RESOURCES

NOTICE AND AGENDA

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, June 27, 2018

(following adjournment of MPHA Board of Commissioners meeting)

1001 Washington Avenue North, Minneapolis, Minnesota

1. Annual/Regular Meeting Schedule for Community Housing Resources Board of Directors for the Remainder of 2018 (Paula Sotelo – 612-342-1439)
2. Consideration of Report Regarding Charitable Organization Annual Report (Tim Durose – 612-342-1410)

COMMUNITY HOUSING RESOURCES

June 27, 2018

REPORT TO THE DIRECTORS

FROM: Gregory P. Russ, President

SUBJECT: Annual/Regular Meeting Schedule for Community Housing Resources (CHR) Board of Directors for the Remainder of 2018

As the June 27, 2018 meeting of the CHR Board of Directors is the initial meeting held of the CHR Board of Directors in 2018, this regular meeting shall be deemed as the annual meeting in accordance with the CHR By-Laws. The remainder of the regular meetings and other meetings called will be duly noticed according to the CHR By-Laws to the Board of Directors of CHR no less than three days before the date of the meeting, setting forth the time and place of the meeting. Unless otherwise noticed, the meetings will be held at 1001 Washington Avenue North, Minneapolis, Minnesota, immediately following the adjournment of the Minneapolis Public Housing Authority Board of Commissioners meeting.

It is recommended that the Board of Directors declare the June 27, 2018 meeting the annual meeting of the CHR Board of Directors and that the regular and other meetings of the CHR Board of Directors be duly noticed no less than three days before the date of the meeting via electronic communication or U.S. mail as noted above.

This report was prepared by Paula Sotelo. For further information please call Gregory Russ, 612-342-1439

COMMUNITY HOUSING RESOURCES

June 27, 2018

REPORT TO THE DIRECTORS

FROM: Gregory P. Russ, President

SUBJECT: Charitable Organization Annual Report

Previous Directives: The Board approved the Charitable Organization Annual Report on June 28, 2017

RECOMMENDATION: It is recommended that the Board of Directors:

- 1. Adopt the attached resolution approving the Charitable Organization Annual Report**
- 2. Authorize the President to file the Annual Report with the Office of the Attorney General**

Community Housing Resources was incorporated in June 2001, as a non-profit affiliate organization of the Minneapolis Public Housing Authority. Community Housing Resources was created to provide affordable housing solutions to low income residents on behalf of the Minneapolis Public Housing Authority. This corporation shall operate exclusively within the guidelines of Section 501(c)(3) of the Internal Revenue Code.

Minnesota law requires a charitable organization file an Annual Report with the Office of the Attorney General if it meets any of the following criteria:

1. An organization soliciting or intending to solicit contributions in excess of \$25,000 a year;
2. An organization having paid officers or staff;
3. A private foundation that did not solicit contributions from more than 100 persons during an accounting year; or
4. An organization having more than \$25,000 in total assets.

COMMUNITY HOUSING RESOURCES

Since Community Housing Resources is an organization with paid officers from a related organization (Minneapolis Public Housing Authority) and has more than \$25,000 in total assets, the attached Charitable Organization Annual Report must be approved by board resolution and filed with the Attorney General's Office.

If you have any questions on this matter, please contact Greg Russ, President at 342-1439 or Tim Durose, Chief Financial Officer at 342-1410.

COMMUNITY HOUSING RESOURCES

RESOLUTION 18-01

Whereas, Minnesota law requires a charitable organization soliciting or intending to solicit contributions in excess of \$25,000 a year or having paid officers or staff, or using a professional fund raiser, or an organization having more than \$25,000 in total assets file a Charitable Organization Annual Report with the Office of the Attorney General;

Whereas, the Board of Directors of Community Housing Resources is required to approve of the contents of the Statement and file a resolution indicating such approval;

Therefore, be it resolved that the attached Registration Statement is true, accurate, and complete to the best of our knowledge.

Mail To:

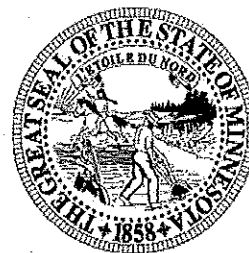
Minnesota Attorney General's Office
Charities Division
445 Minnesota Street, Suite 1200
St. Paul, MN 55101-2130

Website Address:

www.ag.state.mn.us/charity

**STATE OF MINNESOTA
CHARITABLE ORGANIZATION
ANNUAL REPORT FORM**

(Pursuant to Minn. Stat. ch. 309)

**SECTION A: Organization Information**

Legal Name of Organization Community Housing Resources

Federal EIN: 41-2011396

Fiscal Year-End: 12/31/17
mm/dd/yyyy

Did the organization's fiscal year-end change? ☐ Yes ☒ No

Mailing Address: <u>Tim Durose</u> Contact Person <u>1001 Washington Avenue N</u> Street Address <u>Minneapolis, MN 55401</u> City, State, and Zip Code <u>(612) 342-1410</u> Phone Number <u>tdurose@mplspha.org</u> Email Address	Physical Address: <u>Tim Durose</u> Contact Person <u>1001 Washington Avenue N</u> Street Address <u>Minneapolis, MN 55401</u> City, State, and Zip Code <u>(612) 342-1410</u> Phone Number <u>tdurose@mplspha.org</u> Email Address
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- Organization's website: None
- List all of the organization's alternate and former names (attach list if more space is needed).
None ☐ Alternate ☐ Former
☐ Alternate ☐ Former
- List all names under which the organization solicits contributions (attach list if more space is needed).
None
- Is the organization incorporated pursuant to Minn. Stat. ch. 317A? ☒ Yes ☐ No
- Total amount of contributions the organization received from Minnesota donors: \$ 0.00
- Has the organization's tax-exempt status with the IRS changed?
☐ Yes ☒ No If yes, attach explanation.
- Has the organization significantly changed its purpose(s) or program(s)?
☐ Yes ☒ No If yes, attach explanation.



CHARITABLE ORGANIZATION ANNUAL REPORT FORM
(Continued)

8. Has the organization been denied the right to solicit contributions by any court or government agency?
☐ Yes ☒ No If yes, attach explanation.
9. Does the organization use the services of a professional fundraiser (outside solicitor or consultant) to solicit contributions in Minnesota? ☐ Yes ☒ No
 If yes, provide the following information for each (attach list if more space is needed):

Name of Professional Fundraiser

Compensation

Street Address

City, State, and Zip Code

10. Is the organization a food shelf? ☐ Yes ☒ No
 If yes, is the organization required to file an audit? ☐ Yes, audit attached ☐ No
Note: An organization that has total revenue of more than \$750,000 is required to file an audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA. The value of donated food to a nonprofit food shelf may be excluded from the total revenue if the food is donated for subsequent distribution at no charge and is not resold.
11. Do any directors, officers, or employees of the organization or its related organization(s) receive total compensation* of more than \$100,000? ☒ Yes ☐ No
 If yes, provide the following information for the five highest paid individuals:

Name and title	Compensation*	Other compensation
Dennis Goldberg, COO	\$149,025	
Tim Durose, CFO	\$146,157	
Lisa Griebel, General Counsel	\$143,706	
Timothy Gaetz, Asst Director - Operations	\$140,109	
Greg Russ, Executive Director & CEO	\$139,112	

*Compensation is defined as the total amount reported on Form W-2 (Box 5) or Form 1099-MISC (Box 7) issued by the organization and its related organizations to the individual. See Minn. Stat. § 309.53, subd. 3(i) and Minn. Stat. § 317A.011 for definitions.



CHARITABLE ORGANIZATION ANNUAL REPORT FORM
(Continued)

SECTION B: Financial Information

This section must be completed by organizations that file an IRS Form 990-EZ, 990-PF, or 990-N. Organizations that file an IRS Form 990 may skip Section B and go directly to Section C.

INCOME

1. Contributions Received	\$ 0.00	1
2. Government Grants	\$ 0.00	2
3. Program Service Revenue	\$ 0.00	3
4. Other Revenue	\$ 7.00	4
5. TOTAL INCOME	\$ 7.00	5

EXPENSES

6. Program Expenses	\$ 0.00	6
7. Management & General Expenses	\$ 25.00	7
8. Fund-raising Expenses	\$ 0.00	8
9. TOTAL EXPENSES	\$ 25.00	9
10. EXCESS or DEFICIT	\$ -18.00	10
(Line 5 minus Line 9)		

ASSETS

11. Cash	\$ 38,470.00	11
12. Land, Buildings & Equipment	\$ 0.00	12
13. Other Assets	\$ 0.00	13
14. TOTAL ASSETS	\$ 38,470.00	14

LIABILITIES

15. Accounts Payable	\$ 0.00	15
16. Grants Payable	\$ 0.00	16
17. Other Liabilities	\$ 0.00	17
18. TOTAL LIABILITIES	\$ 0.00	18

FUND BALANCE/NET WORTH

(Line 14 minus Line 18)

\$ 38,470.00



CHARITABLE ORGANIZATION ANNUAL REPORT FORM
(Continued)

Section B (continued): Statement of Functional Expenses

This expense statement must be prepared in accordance with generally accepted accounting principles. Each column must be completed, and Columns B, C, and D must equal Column A. The amount on Line 25, Column A must match Line 17 of IRS Form 990-EZ or Line 26 of IRS Form 990-PF.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1. Grants and other assistance to governments and organizations in the U.S.				
2. Grants and other assistance to individuals in the U.S.				
3. Grants and other assistance to governments, organizations, and individuals outside the U.S.				
4. Benefits paid to or for members				
5. Compensation of current officers, directors, trustees, and key employees				
6. Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B))				
7. Other salaries and wages				
8. Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9. Other employee benefits				
10. Payroll taxes				
11. Fees for services (non-employees):				
a. Management				
b. Legal				
c. Accounting				
d. Lobbying				
e. Professional fundraising services				
f. Investment management fees				
g. Other	\$ 25.00		\$ 25.00	
12. Advertising and promotion				
13. Office expenses				
14. Information technology				
15. Royalties				
16. Occupancy				
17. Travel				
18. Payments of travel or entertainment expenses for any federal, state, or local public officials				
19. Conferences, conventions, and meetings				
20. Interest				
21. Payments to affiliates				
22. Depreciation, depletion, and amortization				
23. Insurance				
24. Other expenses. Itemize expenses not covered above. Expenses labeled miscellaneous may not exceed 5% of total expenses (Line 25).				
a.				
b.				
c.				
d.				
25. Total functional expenses. Add lines 1 through 24d.	\$ 25.00	\$ 0.00	\$ 25.00	\$ 0.00
26. Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in Column B joint costs from a combined educational campaign and fundraising solicitation				



CHARITABLE ORGANIZATION ANNUAL REPORT FORM
(Continued)

Section C: Board of Directors Signatures and Acknowledgment

The form must be executed pursuant to a resolution of the board of directors, trustees, or managing group and must be signed by two officers of the organization. See Minn. Stat. § 309.52, subd. 3.

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, being the President (Title) and Chief Financial Officer (Title) respectively, and that we execute this document on behalf of the organization pursuant to the resolution of the Board of Directors (Board of Directors, Trustees, or Managing Group) adopted on the 27 day of June, 2018, approving the contents of the document, and do hereby certify that the Board of Directors (Board of Directors, Trustees or Managing Group) has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the operations and finances of the organization. We further state that the information supplied is true, correct and complete to the best of our knowledge.

Greg Russ

Name (Print)

Signature

President

Title

Date

Tim Durose

Name (Print)

Signature

Chief Financial Officer

Title

Date