COMMUNITY HOUSING RESOURCES

SPECIAL BOARD OF DIRECTORS MEETING
NOTICE AND AGENDA

July 22, 2020

A SPECIAL MEETING OF THE COMMUNITY HOUSING RESOURCES (CHR) BOARD OF DIRECTORS WILL BE HELD IMMEDIATELY FOLLOWING ADJOURNMENT OF THE MPHA BOARD OF COMMISSIONERS SPECIAL MEETING VIA TELECONFERENCE. PLEASE DIAL-IN:

Toll: 1 (435) 777-2200
Conference ID: 496-8315

Directors:	Sharmarke Issa	Chair
	Abdi Warsame	Director and President
	Mikkel Beckmen	Director
	Andrea Brennan	Director
	Abdullahi Isse	Director
	Cara Letosfsky	Director
	Tamir Mohamud	Director
	Hon. James Rosenbaum	Director
	Tessa Wetjen	Director
	Faith Xiong	Director

GENERAL:

Roll Call
Approval of Agenda
Minutes of Regular Meeting of February 26, 2020

DISCUSSION:

1. Annual/Quarterly Regular Meeting Schedule for Community Housing Resources (CHR) Board of Directors for the Remainder of 2020 (Abdi Warsame, Executive Director/CEO)

RESOLUTION:

2. Charitable Organization Annual Report (Tim Durose, Chief Financial Officer)

Next Regular/Special Meeting: Wednesday, September 23. 2020
1001 Washington Avenue North
Minneapolis, MN 55401

COMMUNITY HOUSING RESOURCES

MINUTES OF THE REGULAR MEETING OF
Community Housing Resources

February 26, 2020

The Board of Directors of the Community Housing Resources met in its Regular meeting at 1:53 p.m. on February 26, 2020 at 1001 Washington Avenue North, Minneapolis, Minnesota, the time, date, and place duly noticed for the holding of such meeting.

The Chair called the meeting to order, the following being present:

Sharmarke Issa	Chair
Tracey Scott	Director and President
Andrea Brennan	Director
Abdullahi Isse	Director
Cara Letofsky	Director
Tamir Mohamud	Director
Faith Xiong	Director

The following members of the Board were absent:

Mikkel Beckmen	Director
Hon. James Rosenbaum	Director
Tessa Wetjen	Director

The Chair declared the presence of a quorum

Approval of Agenda:

Director Brennan moved approval of the proposed agenda. The motion was seconded by Director Xiong. Upon a voice vote the Chair declared the motion carried.

Approval of Minutes:

The minutes of the Regular Meeting of May 22, 2019 were presented for approval. Director Letofsky moved the minutes be accepted as presented. The motion was seconded by Director Mohamud. Upon a voice vote, two Directors abstained (Directors Brennan and Scott), the Chair declared the motion carried.

Item One: Authorization to execute a purchase agreement for the purchase of 717 scattered site units and the completion of the Section 18 conversion approved by HUD in disposition DDA00091465 was presented to the Board of Directors for approval.

After a brief discussion, Director Brennan moved approval of the recommendation set forth in the Report along with the corresponding Resolution which was attached thereto. Director Isse seconded the motion. Upon a roll call vote Seven Directors voted "aye" (Directors Brennan, Isse, Letofsky, Mohamud, Scott, Xiong and Chair Issa) and no Director voted "nay". The Chair declared the recommendation contained in the report and resolution approved. The Report and Resolution No. 20-01 are attached to these Minutes.

There being no further business to come before the Board, Director Letofsky moved to adjourn the meeting. The motion was seconded by Director Brennan. Upon a voice vote, the chair declare the motion carried and adjourned the meeting at 2:03 p.m.

_____
Secretary of the Board of Directors

_____
Date These Minutes Approved

COMMUNITY HOUSING RESOURCES

July 22, 2020 Agenda Item 1

REPORT TO THE DIRECTORS

FROM: Abdi Warsame, President

SUBJECT: Annual/Quarterly Regular Meeting Schedule for Community Housing Resources (CHR) Board of Directors for 2020-2021

The July 22, 2020 regular/special meeting of the CHR Board of Directors shall be deemed as the annual meeting of the Board of Directors in accordance with the CHR by-laws. The remainder of the quarterly 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.

The following is the proposed schedule for quarterly regular meetings of the CHR Board of Directors for the year 2020-2021. Unless otherwise noticed, the meetings will be held at 1001 Washington Avenue North, Minneapolis, Minnesota or via teleconference, immediately following the adjournment of the Minneapolis Public Housing Authority Board of Commissioners meeting:

Wednesday, July 22, 2020 (annual)
Wednesday, September 23, 2020
Wednesday, November 18, 2020
Wednesday, January 27, 2021
Wednesday, March 24, 2021
Wednesday, May 26, 2021

It is recommended that the Board of Directors declare the July 22, 2020 meeting the annual meeting of the CHR Board of Directors and that the quarterly regular and other meetings of the CHR Board of Directors be duly noticed no less than three days before the date of the meeting as noted above.

This report was prepared by Paula Sotelo. For further information please call Abdi Warsame at 612-342-1495.

COMMUNITY HOUSING RESOURCES

July 22, 2020

REPORT TO THE DIRECTORS

FROM: Abdi Warsame, President

SUBJECT: Charitable Organization Annual Report

Previous Directives: The Board approved the Charitable Organization Annual Report on May 22, 2019.

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 Abdi Warsame, President at 342-1439 or Tim Durose, Chief Financial Officer at 342-1410.

COMMUNITY HOUSING RESOURCES

RESOLUTION 20-02

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.

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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 INSTRUCTIONS

(Pursuant to Minn. Stat. ch. 309)

WHO SHOULD FILE

- A charitable organization registered to solicit contributions in Minnesota must file an annual report with the Attorney General's Office.

- A charitable organization is a person who engages in or purports to engage in solicitation for a charitable purpose. *See* Minn. Stat. 309.50, subd. 5. "Solicit" and "solicitation" have the meanings set forth in Minn. Stat. § 309.50, subd. 10 and include oral or written requests.

- Please refer to the definitions set forth in Minn. Stat. § 309.50 when completing registration and report forms.

WHEN TO FILE

- An organization's annual report must be postmarked by the 15th day of the seventh month after its fiscal year-end. If the due date falls on a Saturday, Sunday, or federal holiday, the report must be postmarked by the next business day.

- An organization may request a four-month extension. Extension requests must be submitted on or before the due date. **If an organization fails to file its annual report or request an extension by the due date, a $50 late fee is assessed.** Visit *www.ag.state.mn.us/Charity/ExtensionRequest.aspx* to request an extension.

Fiscal Year-End	Due Date	Extended Due Date
January 31	August 15	December 15
February 28	September 15	January 15
March 31	October 15	February 15
April 30	November 15	March 15
May 31	December 15	April 15
June 30	January 15	May 15
July 31	February 15	June 15
August 31	March 15	July 15
September 30	April 15	August 15
October 31	May 15	September 15
November 30	June 15	October 15
December 31	July 15	November 15

CHARITABLE ORGANIZATION ANNUAL REPORT FORM INSTRUCTIONS
(Continued)

WHAT TO FILE

If submitting these forms via mail, please do not use staples.

- ☐ Charitable Organization Annual Report Form.
- ☐ IRS Form 990, 990-EZ, 990-PF, or 990-N plus all schedules and attachments.
- ☐ IRS Form 990-T (if the organization files one).
- ☐ A full list of the organization's board of directors, including names, addresses, and total compensation paid to each.
- ☐ An audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA if the organization has total revenue of more than $750,000. 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.
- ☐ $25 registration fee.
- ☐ $50 late fee, if the organization failed to request an extension or submit its complete report by the due date.

HOW TO FILE

This form may be submitted via email and the fee may be paid electronically.

- The form and all attachments should be emailed to ***charity.registration@ag.state.mn.us***. The email and attachments can be **no larger than 25 MB**. The subject line of the email must contain the organization's name. If the materials you are submitting are more than 25 MB, submit the attachments in separate emails properly labeled in the subject line (e.g., email 1 of 3).

- Documents must be in PDF format and named in an identifying manner (e.g., Charity Annual Report).

- You will receive an automatically generated confirmation email. Receipt of the email confirms only that this Office received your submission and is not an attestation regarding the validity or completeness of the submitted materials.

- You may pay the $25 registration fee and/or $50 late fee via credit card at *www.ag.state.mn.us/Charity/CharFees.aspx*, or you may submit a check via U.S. mail. If paying by check, make the check payable to "State of Minnesota."

CHARITABLE ORGANIZATION ANNUAL REPORT FORM INSTRUCTIONS
(Continued)

PLEASE NOTE

- Some organizations may be exempt from registration and reporting. See Minn. Stat. § 309.515 for more information.

- An organization may submit the Unified Registration Statement, but it must also file the Minnesota Supplement.

- Include all required attachments. Registration statements and reports that fail to include all required attachments will be considered deficient and will not be effective until all required materials are received by the Minnesota Attorney General's Office. You will be informed of your registration status by letter from the Minnesota Attorney General's Office.

- Failure to maintain registration while soliciting may result in the imposition of civil penalties up to $25,000 for each violation of Minn. Stat. ch. 309.

- **NOTICE: All information and documentation provided as part of registration and reporting shall be public records.**

C2

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:** 12/31/19
mm/dd/yyyy

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

Mailing Address:	**Physical Address:**
Tim Durose	Tim Durose
Contact Person	Contact Person
1001 Washington Ave N	1001 Washington Ave N
Street Address	Street Address
Minneapolis, MN 55401	Minneapolis, MN 55401
City, State, and Zip Code	City, State, and Zip Code
(612) 342-1410	(612) 342-1410
Phone Number	Phone Number
tdurose@mplspha.org	tdurose@mplspha.org
Email Address	Email Address

1. Organization's website: None

2. List all of the organization's alternate and former names (attach list if more space is needed).
   None ☐ Alternate ☐ Former
   _____ ☐ Alternate ☐ Former

3. List all names under which the organization solicits contributions (attach list if more space is needed).
   None

4. Is the organization incorporated pursuant to Minn. Stat. ch. 317A? ☒ Yes ☐ No

5. Total amount of contributions the organization received from Minnesota donors: $ 0

6. Has the organization's tax-exempt status with the IRS changed?
   ☐ Yes ☒ No If yes, attach explanation.

7. 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
Lisa Griebel, General Counsel	$165616	
Tracey Scott, Acting Executive Dir	$163345	
Timothy Durose, CFO	$158615	
Mary Boler, Managing Director - LIPH	$148946	
Laura Dykema, Director - P & D	$148739	

*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	$27.00	4
5. TOTAL INCOME	**$27.00**	**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 (Line 5 minus Line 9)	**$2.00**	**10**

ASSETS

11. Cash	$38,460.00	11
12. Land, Buildings & Equipment	$0.00	12
13. Other Assets	$0.00	13
14. TOTAL ASSETS	**$38,460.00**	**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 **$38,460.00**
(Line 14 minus Line 18)

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		$ 25.00	
26. **Joint costs.** Check here ► ☐ 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 Treasurer (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 22 day of July, 2020, 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.

Abdi Warsame	Timothy Durose
Name (Print)	Name (Print)
Signature	Signature
President	Treasurer
Title	Title
Date	Date