

Columbia



Community Housing Trust

Operated by the Columbia Housing Authority ♦ 201 Switzler Street, Columbia, MO 65203
Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Open Meeting Notice Columbia Community Housing Trust Board of Directors

Date: Wednesday, August 23, 2023

Time: 5:30 p.m. *

Place: Columbia Housing Authority, 201 Switzler Street

* The meeting of the Columbia Community Housing Trust will begin following the adjournment of the meeting of the Columbia Housing Authority Board of Commissioners scheduled for 5:30 p.m.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of the June 7, 2023 Meeting Minutes
- V. Resolution 75: To Review and Approve the IRS Form 990 Submission for FY 2022.
- VI. Comments from the Board of Directors
- VII. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Michelle Betz, Executive Assistant at (573) 443-2556, extension 1122 or TTY Relay 800.735.2966, at least one working day prior to the meeting. You can contact Ms. Betz by email at the following address: www.info@columbiaha.com

Media Contact: Randy Cole, Executive Director
Phone: (573) 443-2556
E-mail: www.info@columbiaha.com

A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.

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COLUMBIA COMMUNITY HOUSING TRUST

June 7, 2023, MEETING MINUTES

I. Call to Order:

- II. The Board of Directors of the Columbia Community Housing Trust of the City of Columbia, Missouri (CCHT) met in open session on June 7, 2023, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Bob Hutton, President, called the meeting to order at 6:38 p.m

Roll Call:

Present: Bob Hutton, President
Robin Weneker, Vice President
Rigel Oliveri, Secretary

Staff: Randy Cole, CEO
Michelle Betz, Executive Assistant
Dana Harris, HR Manager
Laura Lewis, Director of Affordable Housing Operations
Tammy Matondo, Director of Affordable Housing Development and Compliance
Justin Anthony, Director of Resident Services
Tawanda Edwards, Director of Housing Programs
Mary Harvey, Director of Finance
Jeff Forck, Director of Safety
Tim Koske, Chief Financial Officer – By Zoom
Linda Edwards, Accountant – By Zoom

III. **Adoption of Agenda:**

Mr. Hutton called for a motion to approve the agenda. A motion was made by Ms. Weneker and second by Ms Oliveri. All Commissioners voted “aye”. Mr. Hutton declared the agenda adopted.

IV. **Approval of the May 24, 2023, Open Meeting Minutes:**

Mr. Hutton called for a motion to approve the minutes from the open meeting of May 24, 2023. A motion was made by Mr. Hutton. Second by Ms. Wenneker. All Members voted "aye". Mr. Hutton declared the motion approved.

RESOLUTIONS

V. Resolution 74: Resolution Authorizing the Executive Director to Execute and Sign all Loan Documentation Associated with Development Financing at 207 Lynn Street for the Purpose of Developing Affordable Housing.

The CEO provided a report on Resolution 74. After working with the bank, they felt that the resolution needed to be more specific and call out by Mr. Cole’s position by name. That will authorize the Executive Director to Execute and Sign all Loan Documentation Associated with Development Financing at 207 Lynn Street for the Purpose of Developing Affordable Housing.

A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Oliveri, Hutton, Wenneker

No: None

VI. Comments from the Board of Directors

There was no commissioner comment.

VII. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. Motion was made by Ms. Oliveri. Second by Ms. Wenneker. Meeting adjourned at 6:43 p.m.

Bob Hutton, President

Date

Rigel Oliveri, Secretary

Date

Certification of Public Notice

I Randy Cole, Executive Direction of the Columbia Community Housing Trust, do hereby certify that on June 5, 2023, I posted public notice of the June 7, 2023, Columbia Community Housing Trust special meeting and distributed copies of the notice and agenda go the Board of Directors and the local media. The meeting notice and agenda was also distributed to the public upon request.

The complete agenda packet was available for review at all Columbia Housing Authority (CHA) offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.

Randy Cole, Executive Director
Columbia Community Housing Trust

Date



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, Missouri 65203

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Department Source: Finance

To: CCHT Board of Directors

From: CEO & Staff

CCHT Board of Directors Meeting Date: August 23, 2023

Re: To Review and Approve the 2022 CCHT IRS Form 990 Submission

Executive Summary

Columbia Community Housing Trust, as a 501(c)3 non-profit corporation, is required to file a Form 990 with the Internal Revenue Service (IRS) on an annual basis. As part of the filing process, the form asks if the Board of Directors has reviewed the Form 990 to be submitted.

Enclosed for your review and approval is the FYE2022 Form 990 for Columbia Community Housing Trust.

Discussion

During FYE2022, Columbia Community Housing Trust had the following revenues, expenses, total assets, total liabilities, and total net assets or fund balances:

Revenues	\$1,429,348
Expenses	\$44,789
Revenues less expenses	\$1,384,559
Total Assets	\$4,444,725
Total Liabilities	\$83,762
Total Net Assets or Fund Balances	\$4,360,963

Recommended Commission Action

Adopt Resolution 75 acknowledging that the Board of Directors has reviewed and approved the IRS Form 990 submission for FYE2022 for Columbia Community Housing Trust.



Columbia Community Housing Trust

Board Resolution

RESOLUTION #75

To Review and Approve the IRS Form 990 Submission for FYE2022

WHEREAS, Columbia Community Housing Trust, as a 501(c)3 non-profit corporation, is required to file a Form 990 with the Internal Revenue Service (IRS) on an annual basis, and

WHEREAS, As part of the filing process the form asks if the Board of Directors has reviewed the Form 990 to be submitted, and

WHEREAS, During FYE2022 Columbia Community Housing Trust had revenues of \$1,429,348 and expenses of \$44,789 resulting in revenues less expenses of \$1,384,559 and total assets of \$4,444,725 and total liabilities of \$83,762 resulting in total net assets or fund balances of \$4,360,963.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Columbia Community Housing Trust hereby adopts Resolution #75 acknowledging that it has reviewed and approved the IRS Form 990 submission for Columbia Community Housing Trust for FYE2022, as attached hereto and made a part hereof.

Bob Hutton, President

Randy Cole, Executive Director

Adopted August 23, 2023