

Resident Participation Committee Meeting Minutes

June 21, 2019

Julia Hupperts, Resident Council Coordinator, called the quarterly meeting of the Resident Participation Committee (RPC) to order at 10:00 a.m. on June 21, 2019 and introductions followed.

She passed out copies of the Agenda, along with copies of what the RPC is tasked with and other pages containing information. The RPC's purpose is to be financially responsible for the federal grant money received from HUD. Also included was a copy of the Minutes from the last meeting which was held on February 22, 2019, and they are also posted on the Presidents Council webpage.

QUICKBOOKS PEERS UPDATE

All Quickbooks PEERS are now all assigned to different hi-rises. There will be a small adjustment period but it should work out well. She went on to state what the job entailed and what their responsibilities are.

ELECTION SCHEDULE & TRAINING SCHEDULE UPDATE

Elections have been held at all the hi-rises under the supervision of an Election Judge, and new Boards are in place, with one exception. Mt. Airy did not have enough officers to be on the Executive Board, so as of June 30th, their resident council will shut down. She went on to explain what the consequences are when a resident council shuts down. She also answered any questions anyone had regarding that.

There will be five training times which will be held at the downtown office:

- President, Vice President, 5-member board.
- Treasurer.
- Secretary.
- Secretary / Treasurer make-up.
- General make-up.

DEBIT CARD USE

A new Disbursement Document has been approved by the Presidents Council and is working very well. She pointed out that when a council purchases something, they should always use the checkbook first. If you're working with a provider that does not accept checks, or are ordering something online, then the Debit Card can be used. When you go to management for the debit card, you need to bring the filled out Disbursement Document with you.

PRESIDENTS COUNCIL CHECK POLICY

The Presidents Council Check Policy was updated as of April of this year. Julia Hupperts read the document aloud and noted the one change that had been made to it. She also added that all Picnic Disbursements have been sent out to all the hi-rises.

FUNDS AVAILABLE FOR PRESIDENTS COUNCIL FY '20

The funds for the PHA Grant for the hi-rises and the Presidents Council have been requested and received. The first fifty percent of the funds for the RPF Grant for the hi-rises and the Presidents Council have been requested and received, and are in the bank. The Annual Recognition Event funds were received from PHA and were used. Hi-Rise Picnic funds have been requested, received and disbursed. The PHA Grant for CPA / audit has been received and is in the bank. The Flower Beautification funds come out of the Presidents Council Budget, and those funds have been disbursed. The funds provided for Computer Upgrades are \$1500.00, and are to be used for computer related expenses only.

BUDGET PROPOSALS

The following Budget items were proposed:

- \$1000.00 to update QuickBooks at each council; seventeen councils in total.
- Beautification / Flower Funds to increase to \$125.00 per hi-rise.
- P.C. Treasurer's stipend increase to \$100.00 per month for having to work in the office two times a week now.
- The RPC recommended not to up-date QuickBooks, but rather budget for future updating when needed. This was based upon the computer team starting to use the old QB instead of purchasing new.

VENDING CONTRACTS

Julia Hupperts reminded everyone that if your resident council hasn't completed their Vending Contracts for the coming year, they should do so as soon as possible and get them to her.

CUSTOM SUMMARY REPORT

Melissa Pappas, P.C. Treasurer gave the status of this years' Budget and said everything is going okay. The Custom Summary shows that we have \$35,000.00 left. She stated that we were slightly over on the web posting and election judge training.

John Cardoza spoke about the Officers Recognition Event and he said it went well, and we came in under budget by approximately \$150.00, which will be carried over for next years' event.

No further RPC business was discussed or conducted and the meeting adjourned at 11:00 a.m.

Submitted by:



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