**Home Buyers Round Table of Dane County, Inc. (HBRT)**

Board of Director Meeting Minutes

November 21, 2019

**Opening**

The meeting of the Board of Directors for the Home Buyers Round Table of Dane County, Inc. (HBRT) was called to order at 4:25 pm, November 21, 2019 at 803 East Washington Avenue, Madison, WI by Laura Stanfield

**Present**

Trent Halverson, Susan Fischer, Nicole Kane, Paul Sukenik, Laura Stanfield, Ann Raschein, Dave Van Beckum

Absent – Kevin King, Linette Rhodes, Tony Gates

**Approval of Minutes**

Minutes for the October meeting were approved. Motion made by Ann Raschein, second by Dave Van Beckum. Motion carried.

**Treasurer’s Report**

Nicole reviewed the treasurer’s report for income and expenses for October. Motion made by Paul Sukenik, second by Ann Raschein. Motion carried.

**Agenda Item**s

**New Business**

Vacant Board Member/Secretary position

Discussed possible candidates for secretary and board member to replace vacant seat by Sara Whitley. Several candidate names were discussed and decision made for Sue, Laura and Trent to contact for possible interest. The names provided were:

Torey Schauff

Deb Neubauer

Doug Dalsing

Jill Hauk

Sue Miller

Dave Klem

Mary Gandolfo

Interest to be determined by December 1, 2019 with email sent to all board members providing interested candidate names. A vote will take place at the December meeting from all interested parties.

Organization Liability Insurance

The liability coverage that was in place has lapsed and will need to be reinstated. Nicole to complete the application with West Bend for reinstatement. Discussed setting up automatic payment to avoid missing premium due dates in the future.

MOU

The following revisions were discussed by the board for inclusion in the 2020 MOU:

1. Movin’ Out section (bullet two) – Scheduling classes and content experts (CEs). CEs are to be drawn first from HBRT active members, outside HBRT as necessary. HBRT point of contact will encourage speaker participation.
2. Movin’ Out section (bullet eight) – Providing a sign language interpreter as needed for classes at a cost of up to $500 per year. HBRT will pay for costs exceeding $500. Movin’ Out will include documentation of the cost of interpreters in the invoice for that month’s class.
3. Movin’ Out section (bullet twelve) – Provide a comprehensive annual report to HBRT by January 31, 2021, including a breakdown of costs consistent with past years reports. HBRT will distribute this report to sponsors and others by request.

The location for all 2020 classes will be retained at 2300 S. Park Street, Madison, WI.

Motion made by Paul Sukenik, second by Trent Halverson. Motion carried.

**Committee Updates**

Committee signups will be held during the next general membership meeting to provide the opportunity for all members to be involved within the organization.

Marketing Committee – Updated board members on the status of electronic access to Dropbox and website. Laura to obtain access to the website. Discussed the following positions to have access to organizational Dropbox: Board members, Membership and Sponsorship chairpersons.

Education Committee – No report.

Membership Committee – No report.

Sponsorship Committee – No report.

**Adjournment**

Meeting was adjourned at 5:39 pm. Motion made by Dave Van Beckum, second by Trent Halverson. The next Board of Directors meeting will be at 10:00 a.m. on Thursday, December 12, 2019 at 2300 S. Park Street, Madison.

Minutes submitted by Susan Fischer