



The mission of Clare Housing is to provide affordable housing, supportive services and compassionate care to people living with HIV/AIDS.

Our vision is that all persons living with HIV/AIDS have affordable, safe and stable housing with access to the supportive services that they need to lead satisfying lives with dignity.

From previous meetings:

Host: Nancy Lee

Host for next meeting: Chuck Peterson

**BOARD AGENDA
August 28, 2012
4:00 – 5:30 pm
5:30 – 6:00 pm Executive Session**

Item	Person	Time
1. Welcome, Introductions and Review & Approval of Consent Agenda <ul style="list-style-type: none">• Agenda• Board minutes, June 26• Governance committee minutes, June 12• Finance meeting minutes, May 17, June 21• Executive Director's report	Chuck Peterson	5
2. Acknowledgement of anticipated conflict of interest	All	5
3. Executive Committee <ul style="list-style-type: none">• No business		
4. Finance Committee <ul style="list-style-type: none">• June financial report• Audit• Fiscal Agency Resolution	Bob Siegfried/ Lee Lewis	15
5. Journey Home Team/Communication	Ann Ruff	10
6. Executive Director report <ul style="list-style-type: none">• International AIDS Conference• Impact Initiative• Program Development Committee	Lee Lewis	20
7. Governance Committee <ul style="list-style-type: none">• Board recruitment	Bob Brandt	10
8. Public Policy Committee	Anna Tockman	15
9. Retreat	Chuck Peterson	10

5:30 Adjourn for Executive Session

Upcoming discussions:

Consent Agenda Items:

- Agenda
- Board minutes, June 26
- Governance committee minutes, June 12
- Finance meeting minutes, May 17, June 21
- Executive Director's report

Enclosures:

- June financial statements
- Board recruitment list
- Board contact list
- Fiscal Agency Resolution*

**This will be sent out before the meeting.*



Board of Directors Minutes

June 26, 2012

4:00 p.m.

Members present: John Atkinson, Bob Brandt, Kay Cady, Dan Caldwell, Jeffery Flynn, Nancy Lee, Mark Linne, Chuck Peterson, Peter Scott, Robert Siegfried, Michael Staufacker, Ann Ruff, Ryan Rollinson and Anna Tockman

Members absent:

Staff present: Lee Lewis, Allan Coleman, and Elisabeth Loeffler

Host for this month: Jeffery Flynn

Host for next month: Nancy Lee

The meeting was called to order at 4:05 p.m.

I. Welcome, Introductions, Review & Approval of Consent Agenda

Stephanie Battle and Sam Ingram have had to resign from the board.

MOTION: A motion was made to approve the consent agenda. Jeffery Flynn made a motion to pass the consent agenda. Bob Siegfried seconded it. The consent agenda passed.

II. Conflict of Interest

There were no conflicts of interest.

III. Finance Committee

May Financial Report

- 1) The budget for CADI income includes \$18,000 for Grace I. CADI income within the Assisted Living programs was actually slightly over budget, which means that Midtown is finally near budget at the beginning of the year. This combined with some people in Foster Care with higher rates than we budgeted for contributed to this month's CADI number.
- 2) One more corporate/foundation grant came in May- it is the last one for the year.
- 3) Salaries expense should end the year close to budget.

Around \$1.5 million came in on Tuesday from NEF-\$510,000 of that was the rest of Clare Housing's Developer's Fee, the remainder is funding various reserves within the limited partnership.

The sales tax rebate which will be about \$100,000 should come in August.

Because Michael will be resigning from the board, a motion was made to make Nancy Lee the Vice Chair for the remainder of the year and Chuck Peterson will move into Chair. A motion also needed to be made to approve Bob Siegfried, Chuck Peterson, Nancy Lee and Jeffery Flynn as signers for Clare Housing.

MOTION: Bob Siegfried made a motion to elect Nancy Lee as the vice chair. Anna Tockman seconded it. No one was opposed. The motion carried.

MOTION: Bob Brant made a motion to approve the signers for Clare Housing. Ryan Rollinson seconded it. No one was opposed. The motion carried.

Budget 2013

There has not been any major change other than \$30,000 being allocated to a contingency fund to be used for possibly hiring a consultant or for change initiatives. It may also be used to implement an advocacy plan.

Major Assumptions:

- Clare House will be closed by October 1. The four lowest CADI rates will be moved to assisted living or another setting. The house will be sold by April 1, 2013. This will save between \$80,000 to \$90,000 a year.
- No raises in the CADI rate.
- No salary increases.
- Food costs are increasing.
- Benevon will remain flat. Last year's goal was hit. There will not be an increase in the goal.
- Foster care will be reorganized. This is being done in a way that could save up to \$20,000 a year but that savings will not be added to the budget because there could be unexpected transition costs.

Lee presented the possible infusion of income coming from the following areas:

1. Increase housing by one more site. Do we also consider looking at expanding our mission and possibly serving not only those with HIV but those at higher risk for HIV/AIDS.
2. Medicaid reimbursement. Lee will do a feasibility study to find out what could be billed and are there services we could be providing but currently are not. This could lead into an HIV/AIDS home health agency where people stay in the home instead of coming into assisted living.
3. Collaborating with more organizations. This could be a huge enhancement but will need more research.

Lee will meet with the director of Hope House in Stillwater. They are challenged with their location. They have a trust of \$1,000,000. Lee will talk to them about closing the house and transferring the funds to Clare Housing as our missions are very similar.

MOTION: Kay Cady made a motion to approve the FY2013 budget. Ann Ruff seconded. No one opposed. The motion carried.

IV. Journey Home Team/Communication

Ann would like to see as many people as possible on a tour before the breakfast because they are more likely to give and to give multi-year pledges.

They have 28 table hosts so far but would like to have 35.

There is a need for more sponsorship. If anyone had any leads, please contact Ann or Elisabeth.

V. Executive Director Report

Impact Initiative. Lee will attend this in August. It will be three days when all the organizations will get together and talk about ways to possibly collaborate.

Contract to analyze other types of reimbursements should be done by August. This will help in future planning.

New Site. There is currently not a new site off the ground. There is an application out for 10-12 rental units in SE Minnesota. There are 5 sites at the Spirit of the Lake. PPL is going to be creating 120 units at Hamline and University in St. Paul. We will get 10 units of those. The Wellington project is still working to build by Midtown. If that goes through, we will have between 11 and 20 units.

Clare Apartments. Lee was finally able to negotiate the drainage easement agreement. This has been going on since 2003 and has been a horrible process.

MAP Property. This did not go through. They are still interested in selling the property but it is taking more time. Lee thinks it has huge potential but he isn't certain we will get their support.

Congregate dining. There is research being done on creating congregate dining at both Clare Apartments and Clare Hiawatha which provide better opportunities for residents.

VI. Annual Goals

Michael sent out the goals to the board and sent the summary of feedback to Lee who tried to incorporate these into the draft.

- Increase housing opportunities

A site has been found and should be under our control by the end of this year.

- Expand and enhance programs

A congregate dining program is being explored for both Clare Apartments and Midtown. We are looking into ways to increase our services so that a more fragile population could be served in the apartment buildings.

There is also exploration into creating a home health care agency where people can be served living in their homes.

- Increase our influence in the creation of public policy

There is a need to increase our influence and a public policy will be a focus in the coming year.

- Enhance our financial stability

Clare House is going to be successfully closed, there will be electronic monitoring implemented between Grace II and Damiano. Foster care management is being restructured for better cost saving and functioning.

CHANGES MADE

1. In expanded and enhance programs, number five was added to increase the level of services.
2. In Financial Stability
 - a. In 3, Close Clare House, restructure foster care operations and implement electronic monitoring.
 - b. In 4, Benevon will be removed and "sustainable benefit modeling" will be added

There was no opposition to the changes.

VII. Governance

The governance committee is getting small and needs more members. Please speak to Bob Brandt if you are interested.

They are looking for new board members. It is important new members go on the tour and be supporters of the Benevon model.

Board survey will be sent out in July.

VIII. Public Policy

There was not an update since the last meeting. The group will be meeting on July 9.

NEXT BOARD MEETING

There is not a board meeting in July.

The next board meeting is August 28.

Clare Housing Governance Committee Meeting Notes

June 12, 2012

5-6:15 PM, Clare Apartments

Present: Bob Brandt, Jeffery Flynn, and Lee Lewis

Absent: Dan Caldwell, Sam Ingram, Anna Tockman and Elisabeth Loeffler

1. Resignation of Stephanie Battle

Because of a times commitment issues, Stephanie Battle has resigned off the board effective immediately. She will still continue to support the organization.

2. ACTION ITEM RECAP

- Lee will follow up with Michele Boyer about why the training is held only once a year. *Lee followed up with Michele. She stated that everyone who starts working for us has to take the training and then there is an update once a year. No one gets on the job without training.*
- Janna will call MACC Commonwealth and find out if there was a signed receipt of the employee manual when that employee started. *Everyone who did not have the current signed receipt did have one from when they started.*
- Bob will talk to Michael about giving the salary review to the Finance Committee. *Bob sent note to Michael but he had not hear back from him.*
- Lee will work on the questions to be sent for the board survey.

3. 2013 board recruitment.

As board commitment to Benvon is important, it will be suggested that any prospective board member should take the tour before he or she fills out the application. The model should be explained to all prospective board members.

Possible Recruits:

Roberta Jones. She was recruited last year but wanted to take a year volunteering.

Scott Benson. He was too busy last year but he will be approached again.

August meeting will be spent coming up with names of possible recruits.

Because of a new job, Michael is leaving the board and June will be his last meeting. There will be a reception for him after the June meeting and Chuck will step up as president. If need be, someone else can be appointed to replace Chuck.

Kay Cady will not return.

4. Board Survey

Questions 23-28 were added because of the governance policy and to reflect the monitoring of those policies. Anna felt like it could be pared down and she wanted to have free text areas added. She also wanted an "Other Comments" text box added.

Lee will go through the questions one more time and then it will be presented at the June board meeting.

NEXT MEETING

There is no meeting in July.

The next meeting is August 14, 2012

CLARE HOUSING
FINANCE COMMITTEE MEETING MINUTES
Thursday, May 17, 2012

Attendees: Bill, Bob, John, Bonnie, Allan, Lee, Nancy, Dan

Accepted of April meeting minutes

Development projects

- MAP owns a property that Clare is looking to buy half of. It would allow for 30 new units of sober housing.
 - Will require a purchase agreement by June 1 to gain tax credits
- Have pre-application to Continued Care into HUB for rental assistance
- Spirit on Lake has 5 units targeted towards homeless individuals; Clare will work with Spirit on Lake to reach out to HIV/AIDS homeless. Would expand Project Cornerstone with positive cash flow.
- Clare is co-general manager with Wellington, who is looking to expand. Would expand by 50 units with opportunities for HIV/AIDs homeless individuals

Review summary of April 2012 financial statements

- Statement of Activities
 - Developer's Fee is included (\$150K)
 - CADI is down, will be under-budget for the rest of the year
 - Salaries are down mostly due to the closure of Grace House
- Balance Sheet
 - Cash is slightly low versus previous years because of decreased CADI
- Overall, financials are as expected. Anticipate FY12 to be break-even due to a decline in CADI revenue and higher-than-anticipated expenses.

Review Selected Financial Policies, internal controls and safeguards

- Committee members will review policies and send comments/suggestions to Allan
- Does Clare need a formal policy that Allan develops a strong relationship with the Treasurer and Finance Committee to go to with any concerns over operations

FY13 budget development status/potential recommendation of approval

- Committee reviewed FY13 budget assumptions such as a CADI reduction, housing capacity expectations, operations streamlining, and more strategic portfolio management.
- Project a decline in Net Income even with Capital Gains. The multi-year projection shows that while Clare invests in the short-term, in the long-term it allows for positive net income.
- Two biggest risks of revenue: Individual gifts and state funding. Does this mean we consider development as a source of revenue to supplement?
 - Consider looking at other diversified funding streams to help maintain strong financial health

Sub committees status reports to address FY12 priorities

- Organization Wide Metrics Reporting – Kelsey Luers
- Cash Reserve Policy – Nancy Lee
- IT compliance and security – John Atkinson
- Reporting to the board – Bob Siegfried
- Development – Dan Hunt

Next meeting dates: Thursday, June 21

Clare Housing Finance Committee Minutes
June 21, 2012
5:00

Present-

Committee-Bob Siegfried, Nancy Lee, John Atkinson
Staff-Lee Lewis, Allan Coleman

- 1) Discussed May 31, 2012 Financial statements, noting that we are still forecasting a break-even fiscal year.
- 2) Discussed proposed 12-13 budget and assumptions, included proposed sale of Clare House and increases in payroll. Bob asked how we could get back to giving raises. Lee discussed some of the things we are looking at, including Medicaid billing, other models, and real estate development.
- 3) Discussed future development projects, with Lee noting that MAP is still interested working with us.

Adjourned 5:50

Executive Director Report July-August 2012

International AIDS Conference

I'm at the International AIDS Conference [IAC] in Washington, D.C. This is the first time it's been held in the U.S. since 1990 because the U.S. had imposed a ban on entry of HIV-positive individuals since 1987. As I write that I shake my head in disbelief; but, that was the situation for over 20 years. It reminded me of the slogan: People discriminate; viruses don't.

On Saturday the National AIDS Housing Coalition [NAHC] held an international leadership summit on housing at the World Bank headquarters. Michel Sidibe, the executive director of UNAIDS was the keynoter and Stephen Lewis [http://en.wikipedia.org/wiki/Stephen_Lewis] offered a phenomenal speech.

On Sunday the NAHC board met and made some significant and controversial changes to their bylaws. As a board member of NAHC I hope the changes will stimulate even more significant change in how advocacy is done at the national and international level. Time will tell.

Now the IAC has begun. I've been to the opening ceremonies last evening and the first plenary session this morning. I won't go into the details, but it's been very, very informative and inspiring. I'll report more later on the Clare Housing blog and to the board and staff. On Thursday I will be making visits to congressional offices along with Minnesota AIDS Project staff.

Suffice to say: what I'm learning here I will bring back to Clare Housing as we have conversations about HIV and housing in the Twin Cities.

Red Ribbon Ride

The 10th annual RRR pedaled the hills and the byways of southeast Minnesota from July 19 through 22. Over 200 riders spun their wheels for 300 miles. Team Clare included caregivers Starr Emery and Johnny Stoll, nurses Sharon Schaschl and Ernie Duca, board member Dan Cadwell, program director Michele Boyer, and Clare Apartments resident Toby Wilson! I was able to "hang out" on the first day of the Ride.

The RRR has a wonderful energy of camaraderie and purpose that's difficult to describe. It has contributed over \$5 million to the beneficiaries over the last 10 years. I'm glad I had the opportunity to spend at least a little time with the Ride before leaving for Washington. I'm blessed to be able to provide a link between PLWH/A, volunteers and supporters, the board and the national and international community.

It has been two weeks of strategic thinking. It is good, every so often to step back and take the long view.

International AIDS Conference

I attended the International AIDS Conference in Washington, D.C. from July 21 - 27. It was quite amazing. With 25,000 attendees it is reputed to be the largest conference in the world.

My "take aways" were:

- There is more hopefulness about winning the battle against AIDS than there ever has been. A cure or vaccine are years or decades away, but there are many more tools available than in the past to conquer the epidemic if not eliminate the virus.
- Rates of people in Africa who are getting Anti-Retroviral Therapy [ART] have increased dramatically due to the availability of inexpensive generics. There is still a long way to go for 100% access to ART.
- Political will and resources have to be made available if the goal of an "AIDS-free generation" is to be realized.
- The U.S. is, by far, the major donor to combatting the epidemic world-wide - thanks, largely, due to rare bi-partisan support during the Bush administration. In addition, domestic spending, i.e., spending by impacted countries, is now over 50% of all funding and growing.
- Many U.S. organizations are gearing up for the Affordable Care Act by broadening their mission and positioning themselves to "fit into" the systems and structures that will result from implementation of the Affordable Care Act.

United Front

Last week I attended a half-day conference on mergers and collaborations titled *New Structures for New Times* sponsored by the United Way. The focal point was research recently published by the Wilder Foundation on mergers in Minnesota. [Clare Housing was one of the 47 organizations that made up the data set. It was interesting to me to compare and contrast the study's conclusions with my own experience when AIDS Care Partners and Clare Housing merged in 2005.]

My "take aways" were:

- There is no destination today in the nonprofit world - it's all a journey.
- Successful organizations are those that are able and willing to continually ask tough questions that go to the heart of the work.
- Successful organizations will be those that are seeking organizations with which to collaborate, create joint programs, partner, merge, spin-off or transfer programs or find new ways to create efficiencies in a ceaseless effort to improve efficacy.

Impact Initiative

Michele Boyer and I attended the first two of three all-day *Impact Initiative* retreats on August 2 & 3. Thirty leaders in the state's HIV nonprofit sector attended. The HIV sector was selected because of the rapidity of change taking place in the field and the "readiness" of key leaders to engage in tough conversations.

The *Impact Initiative* has three principal goals for the sector:

1. Better informed decision-makers within organizations, and common understanding of the new environment across organizations in the same field;
2. Increased trust, connection and knowledge within the field that increases the potential for positive collective action;
3. Creation of a strategic moment for a field when major decisions and initiatives can be launched, strengthening a healthy diverse field capable of delivering more effective services and community leadership.

For the purposes of this project, “field realignment” means: the process of making new groupings of, or working arrangements among, the organizations in a defined service area, community or constituency.

As you may remember, the collaborative is made up of Clare Housing, Rural AIDS Action Network, MAP and HCMC's Positive Clinic nominated the sector. The Impact Initiative is sponsored by Minnesota Council of Nonprofits, MAP for Nonprofits, Nonprofit Assistance Fund, Charities Review Council and the Public and Nonprofit Leadership Center at the Humphrey School.

From my perspective, we traveled a long distance toward the goals in those two days. The final retreat is August 16. I'll provide a full report after that.

June 2012 Financial Statements

Attached are the Preliminary June 30th financial statements that were approved by the finance committee. They show a surplus of \$48,000. Please keep in mind that they are preliminary and have been adjusted for annual "one time" adjustments such as accrued vacation, accrued PTO, or discounting of pledges. I am still cautiously optimistic that we can show a small surplus if choose not to write off any of our predevelopment costs.

Subsidies by Program
6-30-12

	Admin		Fundraising		Foster Care		Supportive Housing		Project Conversions		Project Development		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income	7,891	4,000	390,494	335,000	1,499,182	1,597,467	862,328	899,930	190,779	221,580	300,000	300,000	3,357,977	
Expense	524,760	545,641	193,799	176,329	1,477,581	1,458,109	746,459	725,641	204,399	195,946	55,533	63,513	3,165,179	
Net	-516,869	-541,641	196,695	158,671	21,601	139,358	115,869	174,289	-13,620	25,634	244,467	236,487	48,143	192,798
Admin	516,869	541,641	-38,462	-37,641	-291,327	-307,266	-146,888	-154,904	-40,192	-41,829	0	0	0	0
Net	0	0	158,233	121,030	-269,726	-167,908	-51,019	19,385	-53,812	-16,195	244,467	236,487	48,143	192,798
Subsidy	0	0	-160,000	-117,000	270,000	168,000	31,000	-20,000	53,182	16,000	-245,000	-237,000		

Clare
Income Statement
Summary of All Units
For the Twelve Months Ending June 30, 2012

	Year to Date					
	Unrestricted	Restricted	YTD	Budget	Variance	Annual Budget
Income						
CADI Income	1,959,190		1,959,190	2,089,689	-130,499	2,089,689
Room & Board	215,579		215,579	233,928	-18,349	233,928
Tenant Portion-Cornerstone	35,574		35,574	39,000	-3,426	39,000
Total Program Income	2,210,343		2,210,343	2,362,617	-152,274	2,362,617
Grants/Contracts						
Foundation/Corporate Grants	69,300		69,300	87,000	-17,700	87,000
HOPWA	172,245		172,245	161,325	10,920	161,325
MHFA Income	155,205		155,205	173,580	-18,375	173,580
Restricted Grants		4,830	4,830	0	4,830	0
Total Grants/Contracts	396,750	4,830	401,580	421,905	-20,325	421,905
Contributions						
Individual Gifts	120,597	139,775	260,372	200,000	60,372	200,000
Corporate Matching Gifts	761		761	3,000	-2,239	3,000
Religious Gifts	0		0	3,000	-3,000	3,000
Community Events	3,731		3,731	0	3,731	0
Total Contributions	125,089	139,775	264,864	206,000	58,864	206,000
Events						
Signature Event	0		0	17,000	-17,000	17,000
Minnesota Aids Ride	51,500		51,500	25,000	26,500	25,000
Total Events	51,500		51,500	42,000	9,500	42,000
Other						
Partnership Management Fee	14,495		14,495	13,454	1,041	13,454
Interest Income	518		518	4,000	-3,482	4,000
Other Income	307,372		307,372	300,000	7,372	300,000
Total Other	322,385		322,385	317,454	4,931	317,454

Total Income	3,106,067	144,605	3,250,672	3,349,976	-99,304	3,349,976
Expenses						
Salaries and Benefits						
Salaries Expense	1,834,867		1,834,867	1,842,811	-7,944	1,842,811
FICA Expense	134,224		134,224	140,981	-6,757	140,981
Unemployment Tax	16,276		16,276	13,058	3,218	13,058
Health & Dental Insurance	176,770		176,770	157,296	19,474	157,296
Long/Short Term Disability Ins	14,775		14,775	15,600	-825	15,600
Pension	30,351		30,351	40,698	-10,347	40,698
Employee Recognition	3,560		3,560	2,500	1,060	2,500
Total Salaries and Benefits	2,210,823		2,210,823	2,212,944	-2,121	2,212,944
Program Expense						
Food	81,098		81,098	69,600	11,498	69,600
Household Supplies	14,054		14,054	10,800	3,254	10,800
Medical Supplies	10,642		10,642	3,600	7,042	3,600
Activities	1,513		1,513	1,800	-287	1,800
Resident Transportation	9,322		9,322	4,320	5,002	4,320
Substitute Caregivers	11,469		11,469	7,920	3,549	7,920
Other Program Expense	2,954		2,954	8,700	-5,746	8,700
Total Program Expense	131,052		131,052	106,740	24,312	106,740
General & Office Expense						
Fundraising Supplies	24,634		24,634	15,000	9,634	15,000
Dues & Subscriptions	9,980		9,980	18,000	-8,020	18,000
Office Supplies	16,858		16,858	14,800	2,058	14,800
Meeting Expense	6,790		6,790	5,080	1,710	5,080
Postage/Shipping	3,357		3,357	7,400	-4,043	7,400
Advertising/Recruiting	2,807		2,807	3,500	-693	3,500
Printing & Copying	4,161		4,161	11,000	-6,839	11,000
Publications	3,742		3,742	9,200	-5,458	9,200
Workshops & Conferences	3,959		3,959	7,920	-3,961	7,920
Public Relations	11,486		11,486	12,000	-514	12,000
Travel	25,416		25,416	18,840	6,576	18,840
Auto Expense	10,513		10,513	5,100	5,413	5,100
Equipment Rental	4,845		4,845	6,300	-1,455	6,300
Payroll Service	65,676		65,676	72,336	-6,660	72,336
IT Support Maintenance	44,844		44,844	21,992	22,852	21,992
Web Site Services	10,440		10,440	4,000	6,440	4,000
Accounting Fees	16,212		16,212	9,000	7,212	9,000
Legal Fees	9,030		9,030	2,400	6,630	2,400
Miscellaneous Consulting	49,740		49,740	57,000	-7,260	57,000
Licenses & Permits	2,711		2,711	5,024	-2,313	5,024

Bank Charges	3,100	3,100	2,100	1,000	2,100
Interest Expense	27	27	0	27	0
Miscellaneous Expense	11,081	11,081	4,300	6,781	4,300

Total Gen & Office Expense	341,409	341,409	312,292	29,117	312,292
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Facilities Expense

Electricity	33,471	33,471	33,900	-429	33,900
Natural gas	12,118	12,118	20,400	-8,282	20,400
Water/Sewer	10,318	10,318	12,420	-2,102	12,420
Telephone	35,598	35,598	33,600	1,998	33,600
Cable TV	7,030	7,030	6,300	730	6,300
Small Equipment	7,319	7,319	9,600	-2,281	9,600
Apartment Leases	178,322	178,322	160,020	18,302	160,020
Damage Claims	1,461	1,461	6,000	-4,539	6,000
Building Repairs	0	0	12,600	-12,600	12,600
Building Maintenance	58,235	4,830	63,065	4,865	58,200
Property/Liability Insurance	32,371	32,371	37,500	-5,129	37,500
D&O Liability Insurance	2,813	2,813	4,800	-1,987	4,800
Work Comp Insurance	31,794	31,794	33,541	-1,747	33,541
Property Taxes/Assessments	2,806	2,806	1,722	1,084	1,722
Depreciation Expense	100,757	100,757	102,600	-1,843	102,600

Total Facilities Expense	514,413	4,830	519,243	533,203	-13,960	533,203
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Total Expense

3,197,697	4,830	3,202,527	3,165,179	37,348	3,165,179
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Net Income

-91,630	139,775	48,145	184,797	-136,652	184,797
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Clare
For the Twelve Months Ending June 30, 2012

	June 30, 2012	June 30, 2011
ASSETS		
Current Assets		
Petty Cash	\$522.78	\$422.78
Checking - Bremer Bank	5,894.60	15,288.29
Checking - Payroll	820.00	1,000.00
Bremer Money Market	248,413.42	158,192.20
Money Market - Bremer	248,853.05	81,853.09
Investment-USB	110,591.84	266,620.71
Cash Investments	621,006.49	523,196.07
Accounts Receivable	42,216.14	32,401.24
Accounts Receivable	177,190.94	174,855.94
Accounts Receivable	219,407.08	207,257.18
Pledges Receivable - General Fund	139,774.80	228.52
Pledges Receivable - Capital Campaign	2,663.00	22,795.00
Contributions Receivable	142,437.60	23,023.52
Grants Receivable	25,320.00	48,124.00
Employee Transactions	585.30	842.09
Resident Reimbursements	4,927.00	2,813.40
Total Pass Through	5,512.30	3,655.49
Accrued Interest Receivable		
Due From Limited Partnership-Clare Apts	118,754.65	325,861.75
Due From Limited Partnership-Clare Hiawatha	40,000.00	40,000.00
Prepaid Expenses	48,602.33	51,838.59
Lease Deposits	(5,271.33)	(5,761.10)
Total Other Current Assets	202,085.65	411,939.24
Total Current Assets	1,215,775.32	1,217,195.50
Fixed Assets		
Buildings-Office Space	516,248.53	514,851.53
Buildings-Homes	1,523,652.42	1,514,755.28
Accum Depr-Buildings	(411,436.97)	(354,208.97)
Bldg Improvements	484,912.42	451,885.04
Accum Depr-Bldg Improvements	(161,625.02)	(142,949.02)
Furniture and Equipment	258,547.88	257,504.88
Accum Depr Furn & Equipment	(202,992.94)	(188,810.94)
Land	128,100.00	128,100.00
Land Improvements	40,079.18	40,079.18
Accum Depr-Land Improvements	(25,418.67)	(22,908.67)
Total Fixed Assets	2,150,256.83	2,204,298.31
Other Assets		
Investment in Limited Partnership-Clare Apts	74,850.00	74,850.00
Investment in Limited Partnership-Clare Midtown	30,000.00	30,000.00
Contract Receivable-Long Term	3,738.50	3,738.50
Development in Progress	50,348.34	
HOPWA Note Receivable	850,000.00	850,000.00
SHP Note Receivable	400,000.00	400,000.00
FHLP Note Receivable	146,970.00	146,970.00
Total Other Assets	1,555,707.84	1,605,358.50
Total Assets	\$4,921,739.89	\$4,926,652.31
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable	19,024.12	28,009.52
Other Current Liabilities		
Unpresented Checks	380.20	380.20
Accrued Payroll Liabilities	(3,689.28)	687.68
Accrued Payroll	20,259.91	30,604.40
Accrued Time Off Payable	64,254.68	70,400.88
Total Other Current Liabilities	80,214.49	102,073.32
Accrued Expenses		
Accrued Expenses	8,547.55	8,727.96
Accrued Interest Payable	7,236.16	7,236.16
Total Accrued Expenses	15,783.71	15,964.12
Total Current Liabilities	119,022.32	146,046.96
Long Term Liabilities		
Notes Payable - CPED	60,000.00	60,000.00
HOPWA Deferred Revenue	1,776,802.68	1,803,036.68
SHP Deferred Revenue	146,970.00	146,970.00
Deferred Grants	42,000.00	42,000.00
Total Long Term Liabilities	1,965,772.68	1,992,006.68
Total Liabilities	2,084,795.00	2,138,053.64
EQUITY		
Temporarily Restricted Net Assets	2,788,798.67	2,788,798.67
Net Income	48,148.32	
Total Equity	2,836,944.99	2,788,798.67
Total Liabilities & Equity	\$4,921,739.89	\$4,926,652.31

Clare
Income Statement
Summary of All Units
For the Twelve Months Ending June 30, 2012

	June	Monthly Budget	Variance	YTD	Year to Date Budget	Variance	Annual Budget
Income							
CADI Income	148,253	173,602	-25,349	1,959,190	2,089,689	-130,499	2,089,689
Room & Board	16,074	19,494	-3,420	215,579	233,928	-18,349	233,928
Tenant Portion-Cornerstone	3,109	3,250	-141	35,574	39,000	-3,426	39,000
Total Program Income	167,436	196,346	-28,910	2,210,343	2,362,617	-152,274	2,362,617
Grants/Contracts							
Foundation/Corporate Grants	18,500	7,250	11,250	69,300	87,000	-17,700	87,000
HOPWA	12,538	18,038	-5,500	172,245	161,325	10,920	161,325
MHFA Income	12,692	14,465	-1,773	155,205	173,580	-18,375	173,580
Restricted Grants	0	0	0	4,830	0	4,830	0
Total Grants/Contracts	43,730	39,753	3,977	401,580	421,905	-20,325	421,905
Contributions							
Individual Gifts	2,184	16,667	-14,483	260,372	200,000	60,372	200,000
Corporate Matching Gifts	50	250	-200	761	3,000	-2,239	3,000
Religious Gifts	0	250	-250	0	3,000	-3,000	3,000
Community Events	750	0	750	3,731	0	3,731	0
Total Contributions	2,984	17,167	-14,183	264,864	206,000	58,864	206,000
Events							
Signature Event	0	0	0	0	17,000	-17,000	17,000
Minnesota Aids Ride	0	0	0	51,500	25,000	26,500	25,000
Total Events	0	0	0	51,500	42,000	9,500	42,000
Other							
Partnership Management Fee	0	0	0	14,495	13,454	1,041	13,454
Interest Income	79	350	-271	518	4,000	-3,482	4,000
Other Income	0	0	0	307,372	300,000	7,372	300,000

Total Other	79	350	-271	322,385	317,454	4,931	317,454
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Total Income	214,229	253,616	-39,387	3,250,672	3,349,976	-99,304	3,349,976
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Expenses

Salaries and Benefits	131,635	142,529	-10,894	1,834,867	1,842,811	-7,944	1,842,811
Salaries Expense	9,557	16,298	-6,741	134,224	140,981	-6,757	140,981
FICA Expense	1,536	1,088	448	16,276	13,058	3,218	13,058
Unemployment Tax	12,414	18,638	-6,224	176,770	157,296	19,474	157,296
Health & Dental Insurance	926	1,805	-879	14,775	15,600	-825	15,600
Long/Short Term Disability Ins	2,233	4,708	-2,475	30,351	40,698	-10,347	40,698
Pension	-30	0	-30	3,560	2,500	1,060	2,500
Employee Recognition							
Total Salaries and Benefits	158,271	185,066	-26,795	2,210,823	2,212,944	-2,121	2,212,944

Program Expense	8,921	5,800	3,121	81,098	69,600	11,498	69,600
Food	917	900	17	14,054	10,800	3,254	10,800
Household Supplies	494	300	194	10,642	3,600	7,042	3,600
Medical Supplies	389	150	239	1,513	1,800	-287	1,800
Activities	404	360	44	9,322	4,320	5,002	4,320
Resident Transportation	0	660	-660	11,469	7,920	3,549	7,920
Substitute Caregivers	871	725	146	2,954	8,700	-5,746	8,700
Other Program Expense							
Total Program Expense	11,996	8,895	3,101	131,052	106,740	24,312	106,740

General & Office Expense	63	1,250	-1,187	24,634	15,000	9,634	15,000
Fundraising Supplies	996	1,500	-504	9,980	18,000	-8,020	18,000
Dues & Subscriptions	1,652	1,233	419	16,858	14,800	2,058	14,800
Office Supplies	385	423	-38	6,790	5,080	1,710	5,080
Meeting Expense	181	617	-436	3,357	7,400	-4,043	7,400
Postage/Shipping	0	292	-292	2,807	3,500	-693	3,500
Advertising/Recruiting	0	917	-917	4,161	11,000	-6,839	11,000
Printing & Copying	178	767	-589	3,742	9,200	-5,458	9,200
Publications	259	660	-401	3,959	7,920	-3,961	7,920
Workshops & Conferences	1,000	1,000	0	11,486	12,000	-514	12,000
Public Relations	0	1,570	-1,570	25,416	18,840	6,576	18,840
Travel	369	425	-56	10,513	5,100	5,413	5,100
Auto Expense	671	525	146	4,845	6,300	-1,455	6,300
Equipment Rental							

Payroll Service	276	6,028	-5,752	65,676	72,336	-6,660	72,336
IT Support Maintenance	5,763	1,666	4,097	44,844	21,992	22,852	21,992
Web Site Services	0	333	-333	10,440	4,000	6,440	4,000
Accounting Fees	0	0	0	16,212	9,000	7,212	9,000
Legal Fees	1,048	200	848	9,030	2,400	6,630	2,400
Miscellaneous Consulting	7,908	4,750	3,158	49,740	57,000	-7,260	57,000
Licenses & Permits	0	419	-419	2,711	5,024	-2,313	5,024
Bank Charges	175	175	0	3,100	2,100	1,000	2,100
Interest Expense	0	0	0	27	0	27	0
Miscellaneous Expense	779	358	421	11,081	4,300	6,781	4,300
Total Gen & Office Expense	21,703	25,108	-3,405	341,409	312,292	29,117	312,292

Facilities Expense	5,809	2,825	2,984	33,471	33,900	-429	33,900
Electricity	1,035	1,700	-665	12,118	20,400	-8,282	20,400
Natural gas	1,004	1,035	-31	10,318	12,420	-2,102	12,420
Water/Sewer	2,367	2,800	-433	35,598	33,600	1,998	33,600
Telephone	578	525	53	7,030	6,300	730	6,300
Cable TV	878	675	203	7,319	9,600	-2,281	9,600
Small Equipment	10,694	13,335	-2,641	178,322	160,020	18,302	160,020
Apartment Leases	0	500	-500	1,461	6,000	-4,539	6,000
Damage Claims	0	1,050	-1,050	0	12,600	-12,600	12,600
Building Repairs	5,875	4,850	1,025	63,065	58,200	4,865	58,200
Building Maintenance	1,601	3,125	-1,524	32,371	37,500	-5,129	37,500
Property/Liability Insurance	380	400	-20	2,813	4,800	-1,987	4,800
D&O Liability Insurance	2,725	3,879	-1,154	31,794	33,541	-1,747	33,541
Work Comp Insurance	0	0	0	2,806	1,722	1,084	1,722
Property Taxes/Assessments	8,367	8,550	-183	100,757	102,600	-1,843	102,600
Depreciation Expense							
Total Facilities Expense	41,313	45,249	-3,936	519,243	533,203	-13,960	533,203

Total Expense	233,283	264,318	-31,035	3,202,527	3,165,179	37,348	3,165,179
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Net Income	-19,054	-10,702	-8,352	48,145	184,797	-136,652	184,797
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Clare Housing
2013 Board Prospects
CONFIDENTIAL

Prospects

First	Last	Notes	Next Steps	Outcome/Interest	phone	email
Real Estate						
Dan	Hunt	Former Board member, real			612.910.5414	dhunt@huntassociatesllc.com
David	Frank	Real estate	Chuck Peterson will contact		612.801.3978	david0frank@gmail.com
Leadership/Transition/Fund Development						
Don	Taylor	Funddevelopment/Leadership transition	Chuck Peterson will contact			
Fund Development						
Chad	Brown					
Finance						
Kelsey	Luers	Finance	LL will ask Nancy Lee to approach			
Lawyer						
Roberta	Jones*	Lawyer	Bob Brandt will contact		612.558.2778 (h) 612.348.8766 (w)	roberta.jones@co.hennepin.mn.us
Public Policy						
Amy	Brugh	Public Policy	Anna Tockman will contact		612-741-6733	amybrugh@hotmail.com
Scott	Dibble	Public Policy	Bob Brandt will contact		651.296.4191	sen.scott.dibble@senate.mn
Scott	Benson	Public Policy			612.673.2211	
Suzie	Schatz	Public Policy			651.278.5422	susieschatz@gmail.com
Social Work						
Jodi	Pritchard	Social Work			612.275.4120	jdvybusy2000@yahoo.com
Medical						
Tom	Harkom	Medical	Bob Brandt will contact			
Jeff	Meyer	Medical				
General						
Mark	Bishop	General			651.592.3085	mark.bishop@kimley-horn.com
David	Veiths	Friend of MS	Lee will ask		612.396.0272	david.vieths@syngenta.com
	Levinsons				651.739.4981	levinsonmn1@msn.com
Jason	Sole*	General	Lee will ask			
Youth						
Daniel	Miller	Youth			612.991.4146	Daniel.Miller@walgreens.com
						dgmiller.rx@gmail.com
Nick	Pavlick	Youth			612.710.6489	nick@rsvpvacations.com
						nickyfav@yahoo.com

*Person of Color

CLARE HOUSING BOARD OF DIRECTORS PHONE LIST

July 2012

John W. Atkinson (12/12 - 1) 2001 Girard Ave. S. Minneapolis, MN 55405	Cell Work Fax E-mail	(612) 867-7151 (612) 305-5459 (651) 305-1920 jwatkinson@kpmg.com
Robert J. Brandt (12/12 – 1) 625 Lexington Parkway South St. Paul, MN 55116	Home Work Email	(651) 699-3336 (612) 312-1225 brandt.robert@comcast.net
Dan Caldwell (12/14 - 1) 3928 Blasdell Ave S Minneapolis, MN 55409	Cell Work E-mail	(612) 396-8371 (201) 360-6140 dancaldwell121@gmail.com
Jeffery Flynn-Secretary (12/13 – 2) 1465 66 th Ave. Minneapolis, MN 55432	Home Work Email	(612) 802-7580 (612) 802-7580 jeffery.flynn@northmemorial.com
Nancy Lee (12/13 – 2) 1460 Scheffer Avenue St. Paul, MN 55116	Home Cell Email	(651) 690-3017 (651) 261-5670 nlee@visi.com
Mark Linne (12/14 - 1) 3105 23 rd Avenue S, #307 Minneapolis, MN 55407	Home Email	(612) 803-0640 m linne@lavabit.com
Chuck Peterson- President (12/12 - 1) 1200 Nicollet Ave., #812 Minneapolis, MN 55403	Cell E-mail	(612) 963-5833 cpeterson62@yahoo.com
Ryan Rollinson (12/14 - 1) 4217 4 th Ave S Minneapolis, MN 55409	Cell Work E-mail	(612) 532-9027 (612) 373-2434 ryan@ryanrollinson.com
Ann Ruff (12/12 - 1) 2725 Irving Ave. S. Minneapolis, MN 55408	Home Work E-mail	(612) 822-4821 (651) 290-6234 ruff@commonbond.org
Peter Scott (12/14–1) 3537 First Ave S Minneapolis, MN 55104	Cell Work Email	(612) 670-8877 (763) 526-8338 prscott27@gmail.com
Robert Siegfried – Treasurer (12/13 – 2) 10853 A Falling Water Lane Woodbury, MN 55129	Home Cell Email	(651) 735-7097 (651) 592-4514 robert-siegfried@comcast.net
Anna Tockman (12/13 – 2) 3715 Harriet Ave. S. Minneapolis, MN 55409	Cell Work Fax Email	(612) 327-2785 (612) 676-3364 (612) 884-2016 annaabt@hotmail.com

Key: (12/10-1) means the Board Member is in their first term, which ends on 12/31/10. A Board member can serve 2 consecutive terms.