



National Association of Housing and Redevelopment Officials

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April 17, 2018

MEMORANDUM

TO: Board of Governors
FROM: Adrienne Todman, Chief Executive Officer
RE: Board of Governors (BOG) Meeting at the Washington Conference: Sunday, April 22

On behalf of the NAHRO staff, welcome to the first full business meeting of the 2017-2019 Board. As we begin the first meeting of President Richie's term, I want to give you a sense of the meeting structure and share what is required of you prior to each meeting so that you are informed and ready for active engagement in discussions.

Housekeeping Items

If you have not done so for the 2017-2019 term, prior to departing for the conference please:

- Re-examine the [NAHRO Whistleblower Policy](#) and NAHRO [Code of Professional Conduct](#). Board members are expected to adhere to the highest standards of ethical conduct.
- Execute the [Leadership Pledge](#) and [Conflict of Interest Disclosure Certificate](#). These state that Board members have a fiduciary duty to act in the best interest of the association, to maintain confidentiality where appropriate, and to avoid conflicts of interest and the adherence thereof.

Preliminary Board Agenda

The preliminary board agenda is posted on the BOG webpage and transmitted via email before your departure for the conference. This agenda reflects the order of business and may be accompanied by background material from committees/task forces, etc., reports from the Housing and Development Law Institute (HDLI) and Regional Councils. Please feel free to send questions/comments as appropriate. Additionally, the preliminary agenda will include information about when the final Board agenda will be available and how you can access it online.

Carl S. Richie, Jr., NCC, NAHRO Fellow, President; **Sunny Shaw**, PHM, CME, Senior Vice President; **Saeed Hajarizadeh**, Vice President-International Research and Global Exchange; **John T. Mahon**, PHM, Vice President-Housing; **Marsha J. Parham**, CME, Vice President-Professional Development; **Andy Rodriguez**, Vice President-Member Services; **Henrietta Snipes**, NCC, Vice President-Commissioners; **Mark Thiele**, CS-PHM, CME, CMVO, NCC, Vice President-Community Revitalization and Development; **Adrienne Todman**, Chief Executive Officer

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Final Board Agenda

Final agendas are produced onsite/at conferences following committee meetings; they identify items for Board action. The final agenda for the Sunday, April 22 meeting will be posted on the BOG [webpage](#) on Saturday, April 21 by 8 p.m. Hard copy will be available at 8 a.m., on Sunday, in Salon IV-Arlington Ballroom (first level). Arrive early so that you have ample time to examine the agenda, jot down any issues/questions or concerns and enjoy continental breakfast. We will send you an Outlook invitation, which will serve as your reminder to arrive at the BOG meeting at 8 a.m.

Conduct of Board Meetings

Consent and Discussion Agenda

Items for Board action will be divided into: (a) consent agenda items or (b) discussion agenda items. Any member can request that an item be moved from the consent agenda to the discussion agenda.

- Consent agenda items will be approved together--without discussion or individual motion.
- Discussion agenda items will be presented and voted on separately.

Reports

Time will be allocated for brief reports from chairs of national/standing committees, task forces and ad hoc groups. (Agendas are posted on their [webpages](#); Board members are encouraged to attend any committee meeting of choice.)

Executive Session

The Board may conclude its meeting in an executive session, if there is a need to discuss matters where confidentiality is required. Guests and staff must leave the room during an executive session.

Lastly, I want to again express my appreciation to you for your commitment to serve on the NAHRO BOG. I look forward to our journey ahead as we work together to strengthen NAHRO financially, create opportunities, build new relationships, strengthen existing ones, and much more!

I look forward to visiting with you at the Washington Conference. Travel safely.