



CAT Board Agenda
COMMUNITY ALLIANCE OF TENANTS (CAT)
Monday, August 28, 2023
6:00 PM - 8:00 PM

6:00 Welcome

Board introductions. check-ins and staff introductions

*Board role: Agenda approval and ground rules review, approval of July 2023 minutes.

6:10 CAT Program reports:

Board Role: Listen, discussion Board Role: Listen, Discuss,

6:20 Finance Report:

Understand the update on CAT's financial issues including fundraising and timing of future resources. Also, understand what programming is possible until funds are increased. Hear possible cost containment and stabilization actions.

*Board role: Questions. Affirm the roles of the finance committee to create the fiscal policies for CAT. Re-affirm that Kim McCarty CAT Executive Director, Delfina Andrade CAT Secretary, Dung Ho CAT Tenant Education Director are the CAT banking signatories. Affirm that Ianda Allen, Lynne Salcido and Elaine Zevenbergen are no longer signatories and no longer working at CAT. Steven Mitchell is no longer an administrator of any account and no longer works at CAT.

6:40 Discuss the interim FY 2024 budget and grant solicitations.

*Board Role: Discuss the interim budget

7:00 Resolution to approve Washington County CDBG grant application and other contracts listed in the attached Exhibit A (grant application list.)

* Approve Washington County application for \$30,000 in CDBG funds for FY 2024-2025. Approve FY 2023-2024 grant applications.

7:10 Break

7:15 Plan for the Annual Meeting and Elections

*Board Role: Discussion and approval of process

7:45 Public comment and new business

Board role: Hear from the public and present new business for discussion today or next month.

8:00 – Adjourn

*These are action items

July 24, 2023 Board Meeting Notes

CAT Board Meeting Notes July 24, 2023

Attendance: Delfina, Foster, Musonda, Crystalyn, Jackie,
Staff: Kim McCarty, Dung Ho
Visitors: about ten people in attendance. Mostly laid-off staff.

Tenant Education Report:

Report Portland Defenders stopped legal referrals by June 16 due to having exhausted the pool of legal funds.

Questions

Question about D and O insurance. Kim will send a copy to all of the officers.

What is the level of insurance protection for officers? Kim will send that information.

When will funding return?

What will be the order of rehiring?

What is the status of consultants? Temporary part-time finance accountant and Interim Finance Director.

Approve June Meeting Notes: Foster made a motion. @nd by Alex. approved.

Approve Tracy Baird as Interim Finance Director. No change in compensation. She remains a contractor through CFS. Musonda made a motion to approve. Jackie made a second motion. Approved.

-Interim Budget proposal-

Board wants to do some other kind of fundraising. Motion was made to delay the vote on the interim budget until after the finance committee meets to discuss it. Crystalyn seconds this motion. Motion passes. The finance committee will also discuss the CLU MOU recommendations.

Foster and Musonda, Amanda, Alex, Delfina, Jackie, . Foster will coordinate the time of the meeting.

Discussion

We are losing some membership donations because of feelings that CAT has not performed as expected What can staff and the board do to regain that trust. Strengthen the finance team and fiscal oversight team,

Ask Laurie if we can join her podcast show to overcome incorrect rumors about CAT.

Adjourned 7:45 pm

Signature _____ date _____
Kim McCarty

Signature _____ date _____
Claire Foster

Policy

CAT is a member of Right to the City and Homes for All that are working on national tenant rights and organizing strategies. CAT is also a part of Housing Oregon Policy Council, the State Racial Justice Commission, Stable Homes for Oregon Families, Fair Shot, and the Housing Alliance. This month most of our partners are reviewing the outcomes of last year state policy initiatives.

Organizing, Community Engagement, and Culturally Specific Community Engagement

This work is on hold until rehiring of Community Engagement staff.

Union Negotiations

After the board establishes program goals for FY 2023-2024, management will engage the Union in the process to hire back staff.

Hotline and Education

The hotline hours are reduced to Monday through Wednesday until full staffing is resumed. General media education, workshops and outreach are being continued at a modest pace. Year-end reports are complete. Call return times have increased significantly due to staffing shortage. Solutions include rehiring as quickly as possible and requesting the help from seasoned volunteers.

Finance Team

The Finance Team is working on balance sheets, general ledger, and bank reconciliations and budget preparation. Some of this work was delayed to complete program budgets to meet the funding contracts. They anticipate presenting the finance reports and a new budget for approval in August. The attached cash flow projection shows that the current cash and line of credit is sufficient to keep the current level of staffing through October. Projections for rehiring will be shared when contracts are signed. Signed contracts are projected to happen in September. New fund-raising efforts will happen after completion of the income statement.

Exhibit A CAT Funding Applications

* Approve Washington County's application for \$30,000 in CDBG funds for FY 2024-2025.

Approve FY 2023-2024 receipt of the following grants if granted.

OHCS 2-year grant for \$2,200,000

PHB 1-year grant for \$430,000

Multnomah County Eviction Prevention grant \$105,000 with possible 5-year renewal.

NW Health Foundation Justice Reinvestment Equity Program \$225,000 to \$325,000

Multnomah County \$54,000

Home Forward \$50,000

When grants are offered for under \$50,000 we can seek approval for receipt from the finance committee. An example is small grants from Kaiser and donor fund grants from Oregon Community Fund. Federal Funding sources will come to the full committee regardless of the amount.

Community Alliance of Tenants

Thru May 31st, 2 June 30th, 2022

FY 22-23

July 1st, 2022 to June 30th, 2023

CONSOLIDATED

REVENUES

Grassroots/Fundraising

Fee For Service (C4) passthrough	-	80,000	20,000	872	10,000
Justin Buri Fund donations	5,000	5,000	5,000	208	234
Contributions (includes OCF, corporate, individual)	50,000	50,000	100,000	27,955	31,000
Willamette Week	-	-	10,000	10,983	10,983
Annual Event Income (Gala)	20,000	20,000	20,000	-	-
Membership Dues	15,000	15,000	15,000	11,537	13,000
Event Income	2,000	2,000	2,000	-	-
Other income	7,000	7,000	10,000	78,324	80,000
Subtotal Grassroots Revenue	99,000	179,000	182,000	129,879	145,217

Foundations/Private Grants

Right to the City (carryover)	-	27,334	82,000	67,174	67,174
UNITE Oregon AHI	20,000	60,000	39,000	-	60,000
Collins Foundation (22-24)	50,000	50,000	-	-	-
Oregon Community Found 2020 COVID	-	30,000	-	-	-
Family Forward (Fair Shot Coalition)	-	-	20,000	-	-
Kaiser Permanente Foundation	-	20,000	20,000	-	-
Women's Foundation	-	-	5,000	-	-
Meyer Memorial Trust (Offcycle)	20,000	20,000	190,000	197,713	197,713
Meyer MT (Housing Council carryover)	-	6,000	6,000	-	-
Oregon Comm Found (Wildfire)	-	30,000	100,000	38,565	45,000
Social Justice Northwest	-	-	20,000	-	-
Oregon Consumer Justice (carryover)	130,000	130,000	75,000	4,951	5,000
Temporarily Restricted grant revenue	-	-	-	243,212	176,727
Subtotal Foundation Revenue	220,000	373,334	557,000	551,614	551,614

Government Contracts

OHCS Rental Market Resources	1,250,000	1,700,000	1,250,000	915,106	915,106
Portland Housing Bureau	436,000	598,500	570,000	436,500	570,000
Multnomah County - Public Health	100,000	100,000	100,000	210,905	236,000
Metro Central Enhancement (safety - Bureau of Planning and Sustainability 20-Home Forward 2023-24)	40,000	40,000	49,511	49,511	49,511
Portland Water Bureau 22-23	-	30,500	30,500	-	-
Multnomah County - CDBG 21-22	50,000	24,500	49,972	22,350	22,350
Research Justice 20-22 Portland State	-	14,000	14,000	14,000	14,000
Oregon Department of Admin Services	7,190	7,190	7,170	7,190	7,190
OHCS Emergency Services Grant	-	-	12,900	4,000	4,000
Washington County	40,000	40,000	90,000	-	-
City of Beaverton, Hillsboro	-	-	200,000	197,432	200,000
Access - Tenant Emerg Svcs (W for	-	-	-	3,985	5,000
Subtotal Government Contracts	1,923,190	2,554,690	2,874,053	1,860,979	2,023,157

TOTAL REVENUES	2,242,190	3,107,024	3,613,053	2,542,472	2,719,987
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EXPENDITURES

Personnel

FTE

Salaries	28.50	1,737,757	1,737,757	1,563,859	1,140,195	1,260,195
Executive Director	1.00					
Finance & Administration Director	1.00					
Development Manager/Director	1.00					
Assistant Accounting Manager	1.00					
Accounting Manager	1.00					
Human Resources/Payroll Manager	1.00					
Communications Manager/Director	1.00					
Organizing & Advocacy Director	1.00					
Senior Organizer - Portland Metro	1.00					
Regional Organizer - Marion County	1.00					

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Regional Organizer -Deschutes Cou	1.00					
Regional Organizer-So Oregon	1.00					
Regional Organizer-So Oregon Bilin	1.00					
Membership Manager	1.00					
Membership Services Specialist	1.00					
Tenant Education & Support Director	1.00					
Senior Hotline Manager	1.00					
Assistant Hotline Manager	1.00					
Hotline Specialist - Portland Metr	0.50					
Hotline Specialist -Deschutes Cou	1.00					
Hotline Specialist - Marion Count	1.00					
Hotline Specialist - Multnomah C	1.00					
Hotline Specialist -Multnomah Ct	1.00					
Hotline Specialist -Multnomah Ct	1.00					
Hotline Specialist - Jackson Count	1.00					
Tenant Education Coordinator - V	1.00					
Tenant Education Coordinator - H	1.00					
TPT Coordinator	1.00					
TPT Coordinator	1.00					
Payroll Taxes		173,776	173,776	119,635	117,357	126,020
Employee Health		271,095	271,095	312,000	175,102	190,000
Employee Dental		28,486	28,486	36,000	19,715	22,000
Workers Compensation		2,000	2,000	2,000	1,217	2,000
Subtotal Personnel		2,213,114	2,213,114	2,033,494	1,453,588	1,600,215

Operations

Legal Aid & Legal Services	57,500	57,500	100,000	66,485	75,000
Program Expense	75,000	75,000	77,000	75,000	75,000
Tenant Emergency Rental Assistance - OCF	-	30,000	400,000	55,552	70,000
Building Leases	40,000	40,000	40,000	39,175	43,000
Equipment Purchase for staff and TLC members	-	10,000	50,000	26,080	30,000
IT Services for staff, TLC members (50 people)	36,000	43,680	87,600	32,647	36,000
IT services - Infrastructure work	-	-	30,000	-	10,000
Telecommunications	23,871	23,871	40,000	31,165	35,000
C4 expenses	10,000	80,000	20,000	872	10,000
Software Purchase and License Fees	49,992	49,992	50,000	33,991	36,000
Software Purchase - Tenant Education	-	-	24,000	-	-
Staff Development/Training/TLC training	14,000	14,000	80,000	36,181	40,000
Office Supplies	9,000	9,000	10,000	3,895	4,500
Contract services	50,000	107,000	80,000	149,241	175,000
Printing & Copying	10,000	10,000	17,500	4,135	8,000
Local Travel	1,000	10,000	10,000	2,028	3,000
Stipends forTLC members (10 x 5000)	-	55,000	175,000	7,600	10,000
Vehicle Expense	10,000	10,000	12,000	1,266	4,000
Postage & Delivery	3,000	3,000	5,000	1,771	2,500
Liability Insurance	7,000	7,000	4,500	6,735	7,000
Gift cards	7,500	7,500	20,000	38,953	42,000
Event Expense	6,500	6,500	4,000	-	2,000
Equipment Rental	4,000	4,000	5,000	2,818	4,000
Childcare	1,000	1,000	1,000	-	1,000
Travel Meals	6,000	6,000	12,000	1,667	3,000
Airfare	2,000	10,000	12,300	2,166	3,000
D & O Insurance	1,900	1,900	2,000	2,170	2,170
Meeting Meals	3,000	3,000	11,000	318	1,000
Translation	35,000	35,000	10,000	23,698	35,000
Payroll Services	3,000	3,000	3,000	2,117	3,000
Conferences & Training (Board-staff Retreat)	3,000	3,000	15,000	2,210	2,800
Lodging	5,000	5,000	5,000	6,027	8,000
Utilities	4,500	4,500	5,000	4,811	5,000
Advertising for Job Description	3,000	3,000	3,000	12,649	15,000
Accounting and Audit Services	20,000	20,000	4,000	946	3,000
Finance fees (PEX debit card, bank fees)	3,000	3,000	3,000	3,653	4,000
Repairs & Maintenance	1,000	1,000	2,000	71	100
Dues & Subscriptions	4,000	4,000	2,000	3,133	3,500
Board of Directors Meetings	2,000	2,000	2,000	-	2,000
Interest Expense (on Line of Credit)	2,000	2,000	2,000	1,695	2,500

23-24 Budget 22-23 budget 22-23 Actual 21-22 Budget 21-22 Actual Y1 21-22 Projected

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Vacation Expense	10,000	10,000	-	10,000	10,000
Communications Expense (Praxis Communicati	5,000	60,000	70,000	118,966	140,000
Development Expense	5,000	42,000	70,000	39,493	45,000
Miscellaneous Expense	21,467	21,467	3,659	7,405	10,000
Subtotal Operations	555,230	893,910	1,579,559	848,782	1,021,070
TOTAL EXPENDITURES	2,768,344	3,107,024	3,613,053	2,302,370	2,621,285
NET PROFIT/LOSS	(526,154)	0	0	240,103	98,702

