



CAT Board Agenda
COMMUNITY ALLIANCE OF TENANTS (CAT)
Monday, November 27, 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 October 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.

6:40 Board Election Report and Executive Committee election

*Board Role: Affirm all board members that were ratified and make nominations and vote for Executive Board member roles and committee roles including President, Vice-President, Secretary and Treasurer, Policy Committee Chair, By-law Committee Chair.

7:00 Break

7:05 Discuss Board training and CAT Implementation Plans. Programs include a statewide hotline, regional and culturally specific community engagement, and culturally specific advocacy. The budget includes approximately 15 FTE. Ten with at least 15 furlough days and nine positions with up to 51 furlough days are proposed to accommodate recalling more staff. Discuss proposal for board expectations for accountability to program objectives.

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



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CAT Board Meeting Notes
COMMUNITY ALLIANCE OF TENANTS (CAT)
Monday, October 30, 2023
6:00 PM - 8:00 PM

6:00 Welcome

Present: Foster, Alex, Amanda,

CAT Board voted to approve the August and September Meeting notes.

6:10 CAT Program reports:

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

Kim and Dung provided a program report regarding the hotline and fundraising efforts

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.

Kim presented the finance report to the board and promised additional reports will be available for the finance committee in November.

6:40 Board Election Report and Executive Committee election

Kim reported that all nominated board members, Delfina Andrade, Crystalyn Black and Musonda Mwango were ratified by the CAT members at the Annual Membership meeting October 28th.

The board voted to affirm all board members that were ratified and make nominations and vote for Executive board members, roles include President, Vice-President, Secretary and Treasurer at the November meeting.

7:00 Break

7:05 Discuss Implementation Plans.

The board discussed the CAT programs including a statewide hotline, regional and culturally specific community engagement, and culturally specific advocacy. And affirmed the plan for the budget including approximately 15 FTE. Ten with some furlough days and nine positions with at least 51 furlough days are proposed to accommodate recalling more staff. Also discussed board expectations for accountability to program objectives and improved program reporting.

7:45 Public comment and new business

Former CAT staff asked about re-employment timeline. Management said that the timeline is uncertain because funds from OHCS and PHB have not been received.

7:50 Affirm removal of board members who did not seek a new term, have resigned or are absent.

The motion to remove all board members who did not seek re-election was affirmed.

8:00 – Adjourned

*These are action items

Approved by the CAT Vice President Alex Rhodes:

Prepared by Kim McCarty Executive Director :



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CAT Board Meeting Notes
COMMUNITY ALLIANCE OF TENANTS (CAT)
Monday, September 25, 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 August 2023 minutes.

Present: Foster, Dung, Kim, Musonda, Alex, Amanda, Crystalyn, Jackie, Foster

August meeting notes were approved.

6:10 CAT Program reports:

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

Dung presented the hotline report and announced the workshops for the month.

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. The board role was to ask questions. Kim presented Tracy's fiscal report and fund raising outcomes.

6:40 Discuss the interim FY 2024 budget, program plans and grant solicitations. Programs include a statewide hotline, regional and culturally specific community engagement, and culturally specific advocacy. The budget includes approximately 15 FTE. Ten full-time and ten part-time positions are proposed to accommodate recalling more staff. The board discussed and approved the interim budget and program direction and staffing level.

7:15 Break

7:20 Plan for the Annual Meeting and Elections. The board discussed the process and prepped for the meeting.

7:45 Public comment and new business

Board role: Hear from the public and present new business for discussion today or next month. Several members of the public and staff asked questions about the rehire process.

7:55 Right to the City (RTTC) Assembly

Board role: nominate yourself or a member to attend the national assembly of tenants from February 26-March 1. All room and board will be paid for by RTTC. CAT will raise money for the travel expenses.

None of the board members volunteered so the board accepted requests from Coya Crespín, Mariah Alyne Claire and Jennifer De La Mancha to represent CAT.

8:00 – Adjourn

*These are action items

October 2023 Board Blurb

Hotline

In the month of October, we completed 59 hotline calls across the state.

On Oct. 23rd, Education Coordinators Fitsum, Joy, Ostin and Thuy were rehired in to the Education Department.

October Events

Date	Event Type	Location	Name of Event	Languages	Attendance
10/6/2023	Volunteer Orientation	Zoom	Volunteer Orientation-Education Department	English	2
10/21/23	Renters' Rights Workshop	HAKI office-11830 Kerr Pkwy Suite 205, Lake Oswego	WA Co. Intro. To Renters' Rights	Swahili, English	35+
10/24/2023	Renters' Rights Workshop	Parkrose High School-library 12003 NE Shaver St, Portland, OR 97220	Mult. Co. Intro. To Renters' Rights	English, Chuukese	12+
10/28/2023	Member Meeting	Zoom	Annual Fall Member Meeting	English, Spanish, Vietnamese, Amharic, Tigrinya, Oromiffa, ASL	70

TPT

Thuy & Joy returned to CAT in late October and supported the Annual Member Meeting.

APANO referrals: 7

IRCO referrals: 1

SEI referrals: 17

LASO referrals: 4

No legal referrals to Troy until partner agreement is in place.



Agenda de la Junta CAT

ALIANZA COMUNITARIA DE INQUILINOS (CAT)

lunes, 27 de noviembre de 2023

6:00 p.m. - 8:00 p.m.

6:00 Bienvenida

Presentaciones de la junta. registros y presentaciones del personal

*Función de la junta directiva: aprobación de la agenda y revisión de las reglas básicas, aprobación de las actas de octubre de 2023.

6:10 Informes del programa CAT:

Función de la junta directiva: escuchar, discutir Función de la junta directiva: escuchar, discutir,

6:20 Informe financiero:

Comprenda la actualización sobre los problemas financieros del CAT, incluida la recaudación de fondos y el calendario de recursos futuros. Además, comprenda qué programación es posible hasta que se aumenten los fondos. Conocer posibles acciones de contención y estabilización de costes.

Rol de la junta: Preguntas.

6:40 Informe de elección de la Junta y elección del Comité Ejecutivo

*Función de la Junta: Afirmar a todos los miembros de la junta que fueron ratificados y hacer nominaciones y votar por los roles de los miembros de la Junta Ejecutiva y los roles de los comités, incluidos Presidente, Vicepresidente, Secretario y Tesorero, Presidente del Comité de Políticas, Presidente del Comité de Estatutos.

7:00 Descanso

7:05 Discutir la capacitación de la Junta y los planes de implementación de CAT. Los programas incluyen una línea directa estatal, participación comunitaria regional y culturalmente específica y defensa culturalmente específica. El presupuesto incluye aproximadamente 15 FTE. Se proponen diez puestos con al menos 15 días de licencia y nueve puestos con hasta 51 días de licencia para dar cabida a la retirada de más personal. Discutir la propuesta de expectativas de la junta directiva en cuanto a la rendición de cuentas ante los objetivos del programa.

Rol de la Junta: Discusión y aprobación del proceso.

7:45 Comentarios públicos y nuevos negocios.

Función de la junta directiva: escuchar al público y presentar nuevos asuntos para debatir hoy o el próximo mes.

8:00 – Clausura

*Estos son elementos de acción

Policy

Suggested policy initiatives are being explored by staff but not yet approved by the Policy Committee or CAT Board.

State:

1. Portable Application
2. Funding for Tenant organizing in buildings at risk of losing their affordable housing status \$2 million
3. Emergency Rental Assistance \$45 million
4. Rent Control
5. Unit/Landlord registry and required Fair Housing Training
6. Universal income

CAT supports the Oregon created a new state-level child tax credit this past legislative session! As a result, low-income families may be eligible for a fully-refundable tax credit worth \$1,000 per child aged 0 to 5. It is a great opportunity to get some much-needed extra cash to the families struggling most to get by. CAT will seek to share this information with our members.

Metro:

Regional Housing Bond.

Regional:

Eugene relocation assistance and application fee.

National:

CAT is a member of Right to the City and Homes for All that are working on national tenant rights and organizing strategies.

CAT members are invited to attend the national assembly of tenants February 26-March 1.

Organizing, Community Engagement, and Culturally Specific Community Engagement

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

Union Negotiations

The CWA and CLU Union suggested waiting on CBA negotiations until after staff are rehired. They also reached out to start a discussion in late September but CWA has not set a date yet.

Hotline and Education

The hotline hours are reduced to Monday through Wednesday until full staffing is resumed. Five Tenant Education Coordinators were added in October. General media education, workshops and outreach are being continued at a modest pace. Call return times have increased significantly due to staffing shortages. 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. Invoices will be sent in November once OHCS funds are available. Staff submitted the ESG documents requested for the Statewide Audit.

Fundraising

CAT did not receive the OCF funds. Meyer is still considering CAT for Winter Funding. CAT is working on a general donation campaign for Giving Tuesday. The Multnomah County Eviction Prevention contract is approved and starts in January. We are waiting on a decision from Washington County CDBG.

CAT Board Election Results

Name	Preferred Name	Role	Joined	Elected	Reelect/Nomination	Term End/Nom
Claire Rudy Foster	Foster	President	2021	2021		2023
Alexander Rhodes	Alex	Vice President	2019	2020	2022	2024
Musonda Mwango	Musonda	Member	2021	2021	/2023	2025
Delfina Andrade	Delfina	Secretary	2021	2021	/2023	2025
Jackie Magee	Jackie	Member	2022	2022		2024
Mae Rogers	Mae	Member	2021	2021		2023
Amanda Caffall	Amanda	Member	2022	2022		2024
Crystalyn Black	Crystalyn	Member	2023	2023	/2023	2025

Updates sent to laid-off staff 9/24/23

Timeline

- The PHB contract was signed October. The OHCS contract was signed in late October and funds have not been sent. .
- Most hiring has been pushed out to December after contracts are signed and funds are on hand. We decided that we need to fill one role on the Tenant Education Team because we have lots of calls, over 30 of the calls are from Spanish speakers and other Latinx-specific tasks, and tasks relevant to Southern Oregon. Because hiring is dependent on available funding we could only afford to hire one person in early October and added four more in late October.

Approved Interim Budget

- At this time CAT is not funded at historic levels. The recommended number of positions is 19. Recommended staffing will include 10 staff with approximately 15 furlough days and 9 staff with approximately 51 furlough days until June 30, 2024.

- The number of furlough days may change if additional funding is secured for salaries
- The recommended budget includes healthcare benefits for part-time and full-time positions.

Next steps

- After grant contracts are signed, CAT will send offer letters to former staff for positions.
- Furlough days will likely not exceed two days per week and we will seek to supplement those days with Workshare.

Finance Committee Report

Community Alliance of Tenants

For the period ended October 31, 2023



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Prepared by

Tracy Baird, Interim Finance Director

Prepared on

November 20, 2023

Interim Finance Director commentary

We are currently converting this year's information into Quickbooks Online Advanced for Nonprofits cloud-based software, as a temporary measure while we ascertain transparency, accuracy, and costs with the previous software MIP.

In that we began setup and data entry into this software over the past two weeks, there are still setup corrections that need to be made, as well as the carry forward from the prior fiscal year into the balance sheet. This is a work in progress that will be completed by December 2023.

With the transition in mind, there is in-process movement in the Statement of Activity from what was invoiced (Billable Expenses) into the proper Revenue account (Grants, Contracts) that is underway. We are also adjusting the invoices that will be sent on 11/22/23 to reflect insurance costs as a last reconciliation piece.

The Statement of Financial position does reflect accurate Bank Balances, but the other information is not yet accurate as part of this process. Bank Balances and PEX card balances are reconciled up to October and show true.

The Aging Reports are in detail format rather than summarized for the Finance Committee. Note that certain bills have been paid in November and some are currently mismatched with payments made that crossed fiscal years, a piece that we are reconciling this week.

It's been a great deal of work and we are please to show you this preliminary glimpse of the reports that you could have to aid in transparency and decision making. And more good information yet to come!

Thank you to Kim, who has trusted me during this process, and to Matthew Edmonds for his data entry skills. Thank you all for allowing me to help rebuild trust in the financials.

I look forward to your feedback.

Tracy Baird



Community Alliance of Tenants

Statement of Activity by Month - PRELIMINARY UNRECONCILED

July - October, 2023

	JUL 2023	AUG 2023	SEP 2023	OCT 2023	TOTAL
Revenue					
4000 Contributions & Gifts	38.00	144.07	60.91	2,557.00	\$2,799.98
4110 Foundation Grants		5,000.00			\$5,000.00
4120 Government Grants	11,211.13	12,519.15	11,248.03	33,148.45	\$68,126.76
4135 Membership	931.10	2,067.45	3,233.80	968.30	\$7,200.65
4139 Refunds Given	-343.14	-306.04			\$ -649.18
Total 4135 Membership	587.96	1,761.41	3,233.80	968.30	\$6,551.47
4140 Contracts	6,915.94			13,887.09	\$20,803.03
4150 Other Revenue	204.00	47.50	77.50	57.50	\$386.50
4160 Interest Income	4.45	4.46			\$8.91
Total Revenue	\$18,961.48	\$19,476.59	\$14,620.24	\$50,618.34	\$103,676.65
GROSS PROFIT	\$18,961.48	\$19,476.59	\$14,620.24	\$50,618.34	\$103,676.65
Expenditures					
6000 Salaries, Wages, & PTO	37,809.96	24,340.54	24,773.07	32,790.22	\$119,713.79
6100 Payroll Tax - Federal	2,887.86	1,861.31	2,099.20	2,508.44	\$9,356.81
6105 Payroll Tax - State/Local	151.45	97.80	99.31	131.32	\$479.88
6110 Payroll Tax - Unemployment	462.40	204.68	597.64	296.46	\$1,561.18
6120 Payroll Tax - Worker's Comp	7.86	0.31	0.36	8.37	\$16.90
6130 Benefits - Health	19,629.98	5,733.92	8,866.76	1,898.51	\$36,129.17
6140 Benefits - Dental	2,047.78	370.66	370.66	199.06	\$2,988.16
6180 Benefits - Telecom Stipend	160.00	40.31	80.00	320.00	\$600.31
6200 Payroll Related Expense	763.12	108.77	108.77	146.19	\$1,126.85
7110 Advertising-Promotional	164.49			2,880.55	\$3,045.04
7130 Bank Fees			25.83	25.36	\$51.19
7135 Merchant Fees	110.24	119.70	160.55	554.50	\$944.99
7150 Business Insurance	3,107.36				\$3,107.36
7160 Interest Paid		813.22	205.99	614.69	\$1,633.90
7170 Licenses & Registrations	50.00				\$50.00
7310 Office Lease	1,777.52	1,777.00	1,777.00	12,572.44	\$17,903.96
7345 Utilities	375.00	447.93	375.00	375.00	\$1,572.93
7400 Legal & Professional	12,613.88	25,781.32	28,976.74	19,332.38	\$86,704.32
7550 Dues & Subscriptions	50.00				\$50.00
7560 Supplies & Materials		37.55	73.80	10.20	\$121.55
7570 Technology & Software	3,049.90	3,385.90	2,204.91	3,502.92	\$12,143.63
7575 Telecommunications	1,975.34	2,077.06	1,973.36	1,977.03	\$8,002.79
7600 Program Direct Services		3,130.00	80.00	13,341.20	\$16,551.20
Total Expenditures	\$87,194.14	\$70,327.98	\$72,848.95	\$93,484.84	\$323,855.91
NET OPERATING REVENUE	\$ -68,232.66	\$ -50,851.39	\$ -58,228.71	\$ -42,866.50	\$ -220,179.26
NET REVENUE	\$ -68,232.66	\$ -50,851.39	\$ -58,228.71	\$ -42,866.50	\$ -220,179.26