

## **AFFH Steering Committee Meeting**

Thursday, December 8, 2016 10am-11:00am

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Attendees:	Bob Damewood	Richard Morris
	Mary Gibson	Molly Nichols
	Chuck Keenan	Paul O'Hanlon
	Sarah Kinter	Rachel Salem

The Steering Committee discussed the 2017 Quarterly Meeting schedule. Ms. Salem sent a Doodle poll to the full Task Force to find out the preferable time of the day for the meeting. Of the approximately 15 responses to the Doodle poll, 3:00 p.m. remained the most popular time to meet. The Full Task Force meetings are held on the first Tuesday of the month of last month of the Quarter. The next Task Force meeting will be held on March 7, 2016, likely at 3 p.m. Commission staff stated that they would provide to the full task force an update of the most popular time to meet.

The Steering Committee discussed the problems with obtaining quorum at meetings, noting that fourteen (14) representatives of member organizations attended the December 6, 2016 Quarterly meeting, three short of the necessary seventeen (17) voting members for quorum. In addition, the Steering Committee discussed the need for better clarity and direction of the Task Force as a whole, and for the purposes of responding to the suggestions of sub-committees to insure that all members are working toward policies and programs to affirmatively further fair housing.

The Steering Committee resolved to prepare By-Laws to ensure the ability to pass motions as a body and complete tasks. Ms. Kinter noted that Ms. Gerhardt had created process guidelines within the past year, and that these would make good bones for creating By-Laws to be adopted by the full Task Force. Mr. Damewood suggested by-laws that allow for a less stringent quorum requirement, such as 51% of all members present at the quarterly meeting, and not all members. Mr. Keenan suggested that members be allowed to vote via email to ensure the initial quorum vote. Mr. Morris suggested a convention, to allow the Task Force

members to vote for members of the steering committee, to be held each year. The Task Force discussed the possibility of holding this in April for National Fair Housing month, but eventually decided to hold the convention for the upcoming, scheduled March 7, 2016 full Task Force meeting. Volunteers Ms. Kinter, Ms. Salem and Mr. Morris volunteered to work on converting the previous process guidelines into By-Laws for the steering committee's review at the January 12, 2016 meeting. The Steering Committee agreed that upon the Steering Committees approval, the By Laws would be provided to the full Task Force. The Commission Staff will set up two conference calls for the full task force to review, respond to, edit and suggest changes to the by-laws in preparation for a final vote on the By Laws, via email, prior to the March 7, 2016 Task Force meeting.

Ms. Nichols, Mr. Damewood, and Mr. O'Hanlon agreed to work on goals for the 2017-2018 Task Force to provide to the newly elected steering committee in March to provide direction and ensure progress.

The Steering Committee also discussed the inclusive nature of the Task Force, which resulted in more democracy, and thus a slower process, but agreed that it was preferable to being exclusive in its membership. The Steering Committee discussed the important of staying on topic to the goals of affirmatively furthering fair housing. Ms. Nichols expressed frustration that the Quarterly meeting did not result in any actionable decisions.

Ms. Nichols asked whether the discussion of the public hearings at the last Task Force meeting resulted in any action. Mr. Keenan noted that because there was no quorum, likely not. Mr. Keenan suggested adding the Task Force's mission to future agenda to help keep members on task.