| 5.31.24 WY CoC Minutes |
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# Agenda details: Location Zoom, Time 8:30am.

## Board Chair person Tracy Obert called the 5.31.24 WY CoC board Meeting to order at 8.42am – with a quorum mid meeting- voting occurs when quorum occurs.

## Attendance: Tracy Obert, Bobbie Neilsen, Wanda Koffler, Paul Wright, Kristy Oster, Anika Kelley, Karla McClaren, Tara Trenholm, Allyson, Micki.

Guest: Kaitlyn Poepsel

Not in Attendance: Chandler Fox, Hope White, Dawn Dillinger

## Approval of Minutes- 5.17.24, Motion to Approve Kristy, Tara seconded, motion passed.

## New/Ongoing Business

WY CoC Brochure- we need to have edits made- Anika is sending to Fox for updates.

Agenda for Board Retreat- Karla and Kristy will facilitate the Board Retreat meeting on the 12th. Discussion on Roberts Rules -Policy and Procedures, Governance Charter to review those prior to meeting – NOFO process, Define Committees-

Discuss Board Officer Elections- Board Chair, Vice Chair, Secretary, Treasurer offices- Definition of a Voting Member of the WY CoC-

Discussion on dedicated Staff Person for the WY CoC and planning grant affording part time person- job description etc- **ongoing Agenda Item\***

assignments for the Annual Meeting -**Next week’s Agenda\***

ESG presentation by Karla

Executive Team to create a Packet for Discussion at Retreat

Katlyn Poepsel pre-recorded presentation for Annual Membership meeting-

Updated Brochures- Karla is sending Nika an update on what the COC does for providers- Nika is sending it to Fox-

Everyone can request funding request and reimbursement forms- Fox and Hope need to fill out the advanced form for check prior to the meeting-

## ESG Update- Karla- wanting to present at the Board Retreat

Held an ESG meeting, Mikel, Shari, Kelly Wessels in attendance – prioritizing clients – we use the CE system- Discussion on separate contracts vs one contract for State Funds matching Federal funds-

## Committee Reports

**NOFO –** need a priority of funding statement- Bobbie has a Draft in Drop Box- we need to put a call out for New Applications- LOI for new applicants in Drop Box- Discussion on the 4 ESG funded prioritized populations we serve in parallel with New Projects-

**Rank and Review Committee –** No Updates- discussion on call out for interested individuals to participate. Discussion on quarterly updates- asking for feedback from the communities that the NOFO Grants serve-

**HMIS/DATA-Meets every 2nd Monday-Bobbie –**

Kaitlyn Poepsel- update on PIT/HIC aggregate data

**CE-Meets every 4th Monday-Dawn -**

No Update- Dawn on vacation

**Membership & Outreach-meets every 3rd Monday- Paul**

No update- meeting had to be cancelled due to scheduling conflict for Paul.

**PIT- Resuming in July/August 2024-Bobbie, Karla**

No Update

**HAC- Homeless Advisory Council-Weekly on Wednesday at 10am- Tracy, Wanda, Anika, Fox**

No Update

**Website –Meets 1st and 3rd Tuesday -Dawn, Wanda, Anika, Fox**

List of Updates- asking for clear definitions of Partners- highlighting members, and partners RAG page.

**Quarterly Membership Focusing on June in Person Board Retreat and Membership meeting.**

(June 11,12,13 In Person & Retreat, Virtual for September 18th, December 18th )

Working on Board Agenda – Karla and Kristy facilitating Board Retreat- Bobbie asked what office supplies are needed – Karla putting in a request for supplies-

**Annual Board Retreat and Membership Meeting Casper, WY**  **\*see Itinerary Notes 6/11-13/2024**

\*See ongoing business

Bobbie expense tracking on Excel, so far its about $4,500 with meals total estimated expenses- Discussion on per diem for Board Group Dinner- we decided to ask WHC on the dinner- question on how WHC will process the request to pay for the dinner-

Bobbie/Tracy sending out Itemized Itinerary Schedule for General Membership Meeting-

## Announcements and Events-

## <https://endhomelessness.org> Capitol Hill Day/Conference 7/8-10/2024 Washington DC. Do we have Attendees?

## Update from Tracy

## <https://NAIHC.net> – nonvoting member pending $500 Application fee.

## Hope White- will help with registration- we need WHC/ICA to pay this expense from Planning Grant

## \*Conference attendance by a Board member to NHSDC (April, October) and/or NAEH (July)-hoping to send a few Board Members to each depending on funding available to cover expense.