

BERKSHIRE REGIONAL PLANNING COMMISSION
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Executive Director

COMMUNITY HOUSING TRUST STEERING COMMITTEE

Tuesday, November 22nd at 9:30 – 11:30 AM

Berkshire Regional Planning Commission (BRPC) Conference Room

Dear Community Housing Trust Steering Committee Member, fifth meeting of the Community Housing Trust Steering Committee. Please visit the BRPC website Community Housing Trust page (<http://berkshireplanning.org/6/5/>) for updated information and past meeting minutes.

MEETING AGENDA

- I. Introductions of new members.
- II. Approval of minutes from previous meeting.
- III. Review and Discussion of Fund for Affordable Housing Corporate (FFAH) Documents and Status
 - Current status with IRS 501(c) (3) and the Commonwealth of Massachusetts with regard to “good standing.”
 - General examination of financial state of FFAH (accounts, assets, state and federal filings, bookkeeping, etc.).
 - Status of board of directors (members of board of directors, recent board meetings, minutes, etc.).
 - Other Issues.

Note: Related Fund for Affordable Housing material available on-line (<http://berkshireplanning.org/6/5/>) under Meeting #5 (By-Laws, Articles of Organization, IRS 501(c) (3) Advance Ruling Letter, IRS Form 990-EZ, Division of Public Charities-Annual Report).
- IV. Discussion of the Board of Directors Composition
 - Board composition as it relates to funding.
 - Board composition as it relates to establishing a community land/housing trust.
 - Board members –vs- General membership.
 - Other considerations.

Note: Related board composition material available on-line (<http://berkshireplanning.org/6/5/>) under Meeting #4 (Community Housing Development Organization (HUD Requirements), Community Preservation Committee (MGL Ch. 267 Sec. 5), Municipal Affordable Housing Trust Fund (MGL Ch. 44 Sec. 55C (b)); and, Meeting #5 (Applying for 501(c) (3) Tax Exempt Status).
- V. Next Steps
 - Set date and items for next meeting.

Meeting Facilitator: Duane Nealon, AICP, Senior Planner, BRPC at: dnealon@berkshireplanning.org or 413.442.1521 Ext. 15.