

SOL HOUSING
ANNUAL BOARD MEETING MINUTES

Meeting Date: December 3, 2024

Location of Meeting: Albuquerque Hispano Chamber of Commerce

Board Members Present at Meeting

Tessah Latson (TL), Board President
Sarah Hurteau (SH), Board Secretary
Alan Vincioni (AV), Board Member
Elvira Lopez (EL), Board Treasurer
Ciaran Lithgow (CL), Board Member – via Zoom
Yvette Sammons-Rentz (YSR), Board Member – via Zoom
Kimberly Miller (KM), Board Member – via Zoom (left at 12:27 p.m.)

Absent

Don Dudley (DD), Board Member
Russell Brito (RB), Board Vice President

Sol Housing Staff Present at Meeting

Felipe Rael (FR), Executive Director
Kelle Senyé (KS), Deputy Director of Operations (left at 12:27 p.m.)
Rita Gonzalez (RG), Controller – via Zoom (left at 12:27 p.m.)
Miriam Hicks (MH), Director of Housing Development (left at 12:00 p.m.)
Robert Sitkowski (RS), Associate Director of Housing Development (left at 12:27 p.m.)
Laurie Frappier (LF), Director of Community Relations (left at 12:27 p.m.)
DuJuan McCoy (DM), Enrichment Services Coordinator – via Zoom (left at 12:27 p.m.)
Kenzie Davison (KD), Enrichment Services Coordinator – via Zoom (left at 12:27 p.m.)
Arlene Engel (AE), Office Assistant (left at 12:27 p.m.)

Absent

Ethan Weiner, Digital Media
Intern

MINUTES

CALL TO ORDER/CHANGES AND/OR ADDITIONS TO THE AGENDA

Having a quorum of the Directors, Tessah Latson (TL), President of the Board, called the meeting to order December 3, 2024 at 11:46 a.m.

ACTION: SH moved to approve the meeting agenda. It was seconded by EL and unanimously approved.

TL stated for the record that no one from the general public was in attendance in the meeting or on the meeting call to offer public comment.

TL made the announcement that the next meeting of the Board of Directors is scheduled for Tuesday, January 14, 2025 at 11:30 a.m. via Zoom – this meeting will be virtual only.

TAB 1 – Consent Agenda

ACTION: AV moved to approve the consent agenda that includes the Board Meeting Minutes of October 8, 2024. The motion was seconded by CL and unanimously approved.

TAB 2 – Discussion: Governance Committee Report (Members: RB, SH, TL)

TL briefed the Board on the meeting that the Governance Committee held on November 22, 2024. They discussed the slate of officers for 2025 to bring before the Board for consideration and approval. The Committee also discussed the executive compensation that will be brought to the Board.

No action required.

TAB 3 – Discussion / Approve: 2025 Board of Directors Slate of Officers

TL presented the nominees – the nominees have agreed their willingness to serve in their capacity for the 2025 calendar year:

Nominees:

Russell Brito – Board President
Tessah Latson – Board Vice President
Elvira Lopez – Board Treasurer
Sarah Hurteau – Board Secretary

ACTION: AV moved to approve the 2025 Board of Directors Slate of Officers as presented. The motion was seconded by SH and unanimously approved.

TAB 4 – Discussion / Approve: Open Meeting Act Resolution for 2025

KS explained how the organization adheres to the guidelines of the Open Meeting Act and presented dates for the proposed Board Meetings and for the Annual Board Meeting for 2025

ACTION: EL moved to approve the Open Meeting Act Resolution for 2025. The motion was seconded by SH and unanimously approved.

TAB 5 – Discussion: Site Evaluation Committee (Members: AV, RB, SH)

AV informed the Board that the Site Evaluation Committee has not met since the last Board meeting.

No action required.

TAB 6 – Discussion / Approve: Board Resolution for ‘200 First Street Project’

FR briefed the Board on an opportunity that was recently brought to Sol Housing’s attention. The location of the property spans between 1st and 2nd Street on Silver, Downtown Albuquerque. The previous developer could not meet the obligations under the development agreement with the Metropolitan Redevelopment Agency. Sol Housing is being given the option to enter discussions with MRA the goal of building a two-phase apartment, mixed-use space community. With the right designs, the space would add 200 units to the inventory. This resolution authorizes Felipe Rael, Miriam Hicks, and Kelle Senyé to sign documents and contracts when necessary to move the project forward.

ACTION: AV moved to approve the Board Resolution for the ‘200 First Street Project.’ The motion was seconded by EL and unanimously approved.

TAB 7 – Update: Strategic Plan

FR brought the Board up to date on the progress of implementing the five-year Strategic Plan that was agreed upon by the Board and Sol Housing Staff the previous year. **FR** provided the Board with some of the details for the first two goals of the plan. The staff completed 17 out of the 24 tasks outlined in Goal 1. The staff completed 11 out of the 12 tasks outlined in Goal 2. **TL** and **SH** commended the staff on the execution of the Strategic Plan

No action required.

TAB 8 – Discussion: Finance Committee Report (Members: EL, DD, RB)

EL informed the Board that the Finance Committee concurred that there was no need to meet prior to the Annual Board Meeting on December 3, 2024. **EL** is continuing to monitor the financial health of the organization in her role as Treasurer and finds everything to be in order and financially stable.

No action required.

TAB 9 – Closed Session

TL advised the Board and staff that a closed session is required to discuss the Executive Director Compensation as allowed under Section 10-15-1(H) of the “Open Meeting Act.”

The Sol Housing staff left the meeting. The Executive Director stayed for the Closed Session with the Board.

ACTION: **EL** moved to go into closed session. The motion was seconded by **SH** and unanimously approved. The Board moved into Closed Session at 12:24 p.m.

The Board moved back to Open Session at 12:44 p.m. **TL** polled the Board members and reaffirmed that no other matters of discussion beyond the Executive Director and Staff compensation were addressed in Closed Session.

TAB 10 – Discussion / Approve: Sol Housing 2025 Operating Budget

FR presented to the Board the proposed operating budget for 2025 for approval. **FR** explained some of the details about the funds provided by the City, and on the expense side some of the items identified as needed in adding a staff person to assist project development. **FR** offered to give a more extensive presentation at the next Board Meeting on how the financials are structured, and the properties as assets.

ACTION: **AV** moved to approve the Sol Housing 2025 Operating Budget as presented. The motion was seconded by **EL** and unanimously approved.

There being no further business, the meeting was adjourned at 1:02 p.m.

Certification

I certify these minutes of the December 3, 2024, Sol Housing Annual Board Meeting are accurate as written and/or corrected.

Sarah Hurteau, Board Secretary

Date: January 14, 2025