



**CALIFORNIA COMMUNITY LAND TRUST NETWORK
ANNUAL MEETING OF MEMBERS
March 24, 2022 3:30pm– 5:30pm**

On Zoom

Register in advance for this meeting:

[Eventbrite Link](#)

START OF MEMBERSHIP MEETING

CALL TO ORDER

3:30pm

ROLL CALL OF MEMBERS & INTRODUCTIONS 15mn

Roll call of each regular member organization's designated representative and introductions of attending member representatives and guests; roll call of supporting members. Please keep to 30 seconds or less each.

ADDITIONS AND DELETIONS TO THE AGENDA

MEMBERSHIP MEETING AGENDA:

- | | | |
|----|--|-------------|
| 1. | BOARD REPORT TO THE MEMBERSHIP | 20mn |
| 2. | CLT ACHIEVEMENT HIGHLIGHTS | 10mn |
| 3. | CA CLT NETWORK VALUES STATEMENT | 10mn |
| 4. | FINANCE REPORT | 10mn |
| | QUICK BREAK | 5mn |

5. **ELECTION OF BOARD OF DIRECTORS** **5mn**
 a) Last call for nominations
 b) Introduction of board nominees and statements by candidates

Current board members with remaining one year term:

Brisa Aviles	Tierras Indígenas CLT
Hope Williams	San Francisco CLT
Ian Winters	Northern California Land Trust
Karla Juarez	THRIVE Santa Ana
Maribel Nunez	Inland Equity CLT
Oscar Monge	T.R.U.S.T. South LA
Valerie Jameson	Richmond Land

Resigned mid-term

Jen Ganata	Beverly-Vermont Community Land Trust
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Terming out in June 2023

Eddie Torres	El Sereno Community Land Trust
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Nominees as of March 16th, 2023

Jen Collins*	Oakland Community Land Trust
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**Current board director*

RECOMMENDED ACTION(S):

Each voting representative is to vote for or against the election of each nominated individual.

6. **SETTING OF ANNUAL DUES FOR 2024** **5mn**
RECOMMENDED ACTION(S):
 Set Annual Dues as proposed in Item 7
7. **UPDATE ON NETWORK PROGRAMS AND OPPORTUNITIES** **10mn**
9. **PICKING FALL CONFERENCE DATE** **5mn**
10. **ANNOUNCEMENTS** **10mn**

MEMBERSHIP MEETING ADJOURNS

ITEM 1: BOARD'S REPORT TO THE MEMBERSHIP

Report to be provided in separate document

CACLTN Supporting Member Criteria

Context

Currently, CACLTN has two classes of members each with its own criteria and process. *Voting Members* must 1) pay dues, 2) meet certain criteria, and 3) pass a vetting process coordinated by staff that culminates in an approval vote by the board. *Supporting members* must only pay dues to attain membership; there is no vetting. Another important distinction is that while *Voting Members* must be organizations, *Supporting Members* may be either organizations or individuals.

Recently, CACLTN has encountered organizations looking to represent themselves at CLTs or partners of CLTs in order to take advantage of benefits under SB 1079 and the Foreclosure Intervention Housing Preservation Program. Increasing interest in the CLT model necessitates more scrutiny of prospective supporting members who have access to CACLTN resources and committee spaces. An ad-hoc committee of the board met with staff in December and developed amended *Supporting Member* criteria and vetting process.

New Supporting Member Criteria

With only the requirement of annual membership dues, there is not currently grounds for staff and board to evaluate and perhaps reject the application of a new *Supporting Member*. Going forward, new *Supporting Members* agree to and uphold the CACLTN Values Statement (see Item 4). This will become a required part of the membership form. Additionally, we will amend the *Supporting Member* criteria and website application to reflect that membership is not automatic after paying dues and submitting a form, instead membership is conditional on an approval email from staff. So the new *Supporting Member* criteria will be:

- 1) Current on annual membership dues
- 2) Operate in accordance with the CACLTN values statement
- 3) Submitted application for membership and received confirmation from CACLTN staff of *Supporting Member* status after staff has vetted alignment of org with CACLTN values statement

Proposed New Supporting Member Process

The criteria above will necessitate a vetting process for supporting members. In most cases, groups that apply to be Supporting Members are well known to CACLTN staff and board and are already collaborators and allies in our work. We do not want to trouble the board with reviewing their applications. Instead, staff will be tasked with reviewing and responding to supporting members' applications. If and when an applicant is unknown to staff or there is reason for concern, staff will bring supporting member applications to board members from the same region or to the entire board at a regular board meeting for discussion.

Capacity Building Project Vetting Process

Context

In the past year, we have had great success in developing and circulating resources identified by our members. These have included template legal documents, guides, toolkits and a web-based database. Typically, the need for these projects have been identified by member organizations and then discussed by the CACLTN curriculum committee. If the committee is in agreement on the merit of the project, staff have assessed the resources required for project implementation. If the resources required are minimal, we have moved ahead with staff project management. In cases where funding is required for implementation, staff has developed a proposal for review and approval of the board.¹ That was the case for the cooperative ground lease project which resulted in the creation of four English and Spanish resources last summer and for the CLT finance database.

Several ideas for additional CACLTN-led projects have been discussed recently by the curriculum committee and it's easy to imagine several more in the near future as our membership grows and requests for assistance continue to increase. Creating a clear process for evaluating and approving these projects will help staff and set expectations for members who pitch project ideas.

New Process for Evaluating Capacity Building Project Proposals

Proposed projects that require staff/contractor time or other outlays of resources (eg web development costs, graphic design, project management, etc). will be brought to the curriculum committee for evaluation. The curriculum committee is formalizing its own review process to include the metrics of timeliness, efficacy, and demand to evaluate proposals. If the curriculum committee votes to recommend a project, we will proceed as follows:

For projects requiring less than \$5k in total resources (including staff time and other expenses):

CACLTN staff will use their discretion to either implement the project, ask the proposing organization for more information or to refine the proposal, or to reject the proposal if, for example, staff knows that a partner organization is in the process of developing a functionally

¹ For example the proposal for a model coop ground lease project, [available here](#), that was ultimately implemented in the summer of 2022.

similar resource. For these projects, the board will be notified and likely consulted, but staff will not wait for formal approval.

For projects requiring \$5k or more in total resources (including staff time and other expenses):

Staff will conduct research to determine that the project would create a resource that is not already available elsewhere and would examine the proposal to ensure that the proposed funding is accurate and appropriate. From there, CACLTN staff will present to the CACLTN board for approval. This will normally take place at a regular meeting of the board, but if approving a project is time sensitive, staff may present a project to the board over email. Board members will have 4 business days to signal concerns. If none are presented, staff will look for written approval of at least one member of the executive committee before implementing the project. Board members will recuse themselves if their organization is proposing the project or will act as a contractor on it.

The 2023 CACLTN budget has a \$20,000 allocation for “Resource creation - model docs, guides, etc.” Under this proposal, both projects of less than and more than \$5k will be allocated to that budget line. Staff will monitor spending and pause approving new expenditures if \$20,000 in spending is reached. At that point, staff and board may consider a budget amendment to allow for continued spending.

ITEM 2: CLT ACHIEVEMENT HIGHLIGHTS

Included in Board Report

ITEM 3: CACLTN VALUES STATEMENT

Our core values

- Racial and Economic Justice
- Solidarity
- Decommodification of Housing and Land
- Collaboration
- Sustainability and Climate Justice

Racial and Economic Justice

- We strive for centering racial and economic justice in the CLT movement. We recognize low-income and communities of color are most impacted by high rents, evictions, health disparities, and exclusion from access to land, capital, and political power.
- We believe in the need to center the experience of low-income and BIPOC people in our work and to make sure they are leaders in our movement while rejecting strategies and economic systems that exclude people based solely on their race, gender, sexual orientation or able-bodiedness.

Solidarity

- We recognize the diversity of struggles for justice and honor the interconnected movements for Indigenous sovereignty, Black liberation, disability justice, immigrant justice, gender justice, and other liberation/justice movements.
- We acknowledge that organizations fighting for justice will not all look or sound the same; We support CLTs' autonomy to carry out efforts and campaigns that honor their local context and unique histories.

Decommodification of Housing and Land

- We strive for the decommodification of land and housing by creating permanent affordability and prioritizing resident and community control.

Collaboration

- As a Network of diverse organizations from a large state, we recognize the value of collective decision-making, member leadership, and collaboration in identifying and achieving our shared goals.
- We know that not all individuals or communities have access to the same levels of power and opportunity and we strive to create working spaces that lift up the voices of marginalized individuals and organizations.

- We assume best intentions but also hold each other accountable for maintaining an atmosphere of mutual respect and constructive communication in which all voices are heard.

Sustainability and Climate Justice

- We recognize that addressing the housing crisis and striving for climate justice are inextricably linked and require dismantling and repairing the harms caused by all systems of oppression and extraction.
- We commit to the exploration and implementation of environmentally sustainable and regenerative practices.

ITEM 4: FINANCE REPORT

California Community Land Trust Network

Statement of Financial Position

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Beneficial State Bank Checking	445,891.52
Beneficial State Bank Money Market	777.37
BUSINESS CHECKING (1-71)	274.09
BUSINESS SAVINGS (71-0)	985.28
Total Bank Accounts	\$447,928.26
Other Current Assets	
Due from CA CLT Action	4,500.00
Prepaid Expenses	2,420.34
Total Other Current Assets	\$6,920.34
Total Current Assets	\$454,848.60
Fixed Assets	
Computers or Laptop	2,237.03
Total Fixed Assets	\$2,237.03
TOTAL ASSETS	\$457,085.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	15,110.33
Total Accounts Payable	\$15,110.33
Other Current Liabilities	
Accrued Salaries	5,814.81
Accrued Vacation	7,949.78
Deferred Revenue	6,250.00
Employment Retirement Plan Payable	915.93
Total Other Current Liabilities	\$20,930.52
Total Current Liabilities	\$36,040.85
Total Liabilities	\$36,040.85
Equity	
Opening Balance Equity	772.00
Restricted Assets	-366,667.00
Retained Earnings	597,399.85
UNRESTRICTED ASSETS	366,667.00
Net Revenue	-177,127.07
Total Equity	\$421,044.78
TOTAL LIABILITIES AND EQUITY	\$457,085.63

California Community Land Trust Network

Statement of Activity

January - December 2022

	TOTAL
Revenue	
Donation and Contribution	4,800.03
Fee Income	16,502.89
Grants Received	106,739.94
Membership Dues	4,602.24
Restricted Grant	200,000.00
Total Revenue	\$332,645.10
GROSS PROFIT	\$332,645.10
Expenditures	
Bank Charges & Fees	523.20
Computer and Internet Expenses	1,726.86
Donation Expense	250.00
Dues and Subscription	4,390.45
Insurance	1,336.48
Insurance Workers Comp	619.58
Legal , Professional Services & Outside Services	
Accounting	9,992.50
Interpretation Services	15,785.54
Legal & Professional Fees Others	19,384.50
Legislative Advocacy	113,615.50
Total Legal , Professional Services & Outside Services	158,778.04
Office Expenses	1,228.87
Paypal Fees	263.50
Payroll and Payroll Related Processing Fees	1,855.00
Payroll Expenditures	
Employees Benefit	
Employee Benefits Retirement Plan	7,077.10
Insurance Health-Benefits	14,618.93
Total Employees Benefit	21,696.03
Total Payroll Expenditures	21,696.03
Payroll Tax Expenses	15,039.78
Postage and Delivery	56.81
Program Expenses	
Conference	100,022.22
Food	911.09
Program Expenses -Others	20,587.62
Supplies	17.62
Total Program Expenses	121,538.55

California Community Land Trust Network

Statement of Activity

January - December 2022

	TOTAL
Salaries Expenses	
Salaries Accrued	5,841.67
Salaries Executive Director	162,137.65
Salaries-Others	17,887.30
Total Salaries Expenses	185,866.62
Taxes & Licenses	184.78
Training and Seminars	4,879.14
Total Expenditures	\$520,233.69
NET OPERATING REVENUE	\$ -187,588.59
Other Revenue	
Bank Interest	562.18
Dividend Revenue	174.28
Other Miscellaneous Revenue	9,725.06
Total Other Revenue	\$10,461.52
NET OTHER REVENUE	\$10,461.52
NET REVENUE	\$ -177,127.07

California Community Land Trust Network

Budget vs. Actuals: 2022 Approved Budget - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation and Contribution	4,800.03		4,800.03	
Fee Income	16,502.89	45,000.00	-28,497.11	36.67 %
Grants Received	106,739.94	37,500.00	69,239.94	284.64 %
Membership Dues	4,602.24	4,500.00	102.24	102.27 %
Restricted Grant	200,000.00	288,000.00	-88,000.00	69.44 %
Total Revenue	\$332,645.10	\$375,000.00	\$ -42,354.90	88.71 %
GROSS PROFIT	\$332,645.10	\$375,000.00	\$ -42,354.90	88.71 %
Expenditures				
Bank Charges & Fees	523.20		523.20	
Board Retreat		4,000.00	-4,000.00	
Computer and Internet Expenses	1,726.86	8,000.04	-6,273.18	21.59 %
Donation Expense	250.00		250.00	
Dues and Subscription	4,390.45		4,390.45	
Insurance	1,336.48	2,000.04	-663.56	66.82 %
Insurance Workers Comp	619.58		619.58	
Legal , Professional Services & Outside Services				
Accounting	9,992.50	14,080.00	-4,087.50	70.97 %
Interpretation Services	15,785.54	3,000.00	12,785.54	526.18 %
Legal & Professional Fees Others	19,384.50	20,000.04	-615.54	96.92 %
Legislative Advocacy	113,615.50	98,000.00	15,615.50	115.93 %
Strategic Planning		30,000.00	-30,000.00	
Total Legal , Professional Services & Outside Services	158,778.04	165,080.04	-6,302.00	96.18 %
Office Expenses	1,228.87	4,800.00	-3,571.13	25.60 %
Paypal Fees	263.50		263.50	
Payroll and Payroll Related Processing Fees	1,855.00	1,500.00	355.00	123.67 %
Payroll Expenditures				
Employees Benefit				
Employee Benefits Retirement Plan	7,077.10	8,400.00	-1,322.90	84.25 %
Insurance Health-Benefits	14,618.93	16,725.00	-2,106.07	87.41 %
Total Employees Benefit	21,696.03	25,125.00	-3,428.97	86.35 %
Total Payroll Expenditures	21,696.03	25,125.00	-3,428.97	86.35 %
Payroll Tax Expenses	15,039.78	22,110.00	-7,070.22	68.02 %
Postage and Delivery	56.81		56.81	
Program Expenses				
Conference	100,022.22	12,500.04	87,522.18	800.18 %
Food	911.09		911.09	
Program Expenses -Others	20,587.62	191,999.96	-171,412.34	10.72 %
Supplies	17.62	500.00	-482.38	3.52 %
Total Program Expenses	121,538.55	205,000.00	-83,461.45	59.29 %
Salaries Expenses				
Salaries Accrued	5,841.67		5,841.67	

California Community Land Trust Network

Budget vs. Actuals: 2022 Approved Budget - FY22 P&L

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Salaries Executive Director	162,137.65	180,000.00	-17,862.35	90.08 %
Salaries-Others	17,887.30	27,900.00	-10,012.70	64.11 %
Total Salaries Expenses	185,866.62	207,900.00	-22,033.38	89.40 %
Taxes & Licenses	184.78		184.78	
Training and Seminars	4,879.14	6,000.00	-1,120.86	81.32 %
Total Expenditures	\$520,233.69	\$651,515.12	\$ -131,281.43	79.85 %
NET OPERATING REVENUE	\$ -187,588.59	\$ -276,515.12	\$88,926.53	67.84 %
Other Revenue				
Bank Interest	562.18		562.18	
Dividend Revenue	174.28		174.28	
Other Miscellaneous Revenue	9,725.06		9,725.06	
Total Other Revenue	\$10,461.52	\$0.00	\$10,461.52	0.00%
NET OTHER REVENUE	\$10,461.52	\$0.00	\$10,461.52	0.00%
NET REVENUE	\$ -177,127.07	\$ -276,515.12	\$99,388.05	64.06 %

The net revenue loss above doesn't account for a \$400k grant received in Nov. 2021 which is not reflected in the 2022 statement of activity.

Overview 2023 Budget - CA CLT Network

INCOME	Unrestricted	Restricted	In-Kind Labor by Members
Membership dues	\$6,000	\$0	
Program Revenue (conference)	\$60,000	\$0	
CZI 2022 renewal	\$287,500	\$215,625	
Fundraising	\$134,000	\$0	
Fee for Services Income	\$295,250	\$0	
Membership in-kind labor	\$0	\$0	\$86,400
Total Income	\$782,750.00	\$215,625.00	\$86,400.00

EXPENSES

Program Services - Community building (conference, co	\$88,283.00	
Program Services - Education & capacity building	\$91,198.00	\$0.00
Program Services - Policy & legal tools	\$163,372.50	\$0.00
Program Services - Technical assistance	\$230,000.00	\$0.00
Admin&Overhead (insurance, office exp, audit etc)	\$134,192.09	\$0.00
TOTAL EXPENSES	\$744,546	\$0

Deposits to Operating Reserve **\$37,227**

CHANGE IN NET INCOME AFTER RESERVES **\$977**

Estimate Balance Sheet

Projected Assets	1/1/2023	12/31/2023
Cash on hand	\$393,000.00	\$0.00
Operating Reserve	\$42,000.00	\$224,727.28
<u>Accounts Receivable</u>	\$0.00	\$0.00
Total assets	\$435,000.00	\$224,727.28
	\$0.00	\$0.00
Projected liabilities	\$0.00	\$0.00
Deferred income (2023 grants received in 2022)	\$237,500.00	\$0.00
accounts payable	\$10,000.00	\$0.00
<u>Long term debts</u>	\$0.00	\$0.00
<i>Total Liabilities</i>	\$247,500.00	\$0.00
Net assets	\$187,500.00	\$224,727.28

ITEM 5: BOARD OF DIRECTORS NOMINATIONS

LIST OF NOMINATIONS

Jen Collins

Oakland Community Land Trust

OakCLT, Operations and Stewardship Manager

OakCLT, Resident and Former Resident Board Member

Bio: Jen is currently the Operations and Stewardship Manager at the Oakland Community Land Trust. She and her family are also OakCLT homeowners. Prior to joining OakCLT's staff, Jen served as a resident representative on the OakCLT board of directors. Jen previously has served on the CACLTN board and policy committee since 2019.

Candidate Statement: I would like to serve on the board because I think that the network is a valuable resource for all of its members, as well as for new CLTs. I am inspired by the idea of creating more opportunities for shared technical expertise, for California CLTs to learn from one another's experience, and to further our policy work on the statewide level. As a resident, I am uniquely committed to the CLT model, and have a deep, ongoing relationship to this work. Serving on the board is an opportunity to support and strengthen the work of CLTs on a statewide level, and I am really excited about that. We have a lot of amazing groups and individuals in this network, and I'm really looking forward to the opportunity to continue to serve with you.

ITEM 6: ANNUAL DUES

The proposed membership dues schedule for 2024 is:

REGULAR MEMBERS

under \$50,000 in revenue	\$70.00
\$50,000 - \$100,000	\$150.00
\$100,000 - \$200,000	\$200.00
\$200,000 - \$500,000	\$400.00
Over \$500,000	\$500.00

SUPPORTING MEMBERS (non-voting)

Individuals & Emerging and Grassroots Orgs	Sliding scale with min. of \$50.00*
Organizations	Sliding scale with min. of \$250.00*

**Up to the stated minimum is considered a membership fee and above that is a donation to CACLTN*

The 2023 fee schedule was as follows:

REGULAR MEMBERS

under \$50,000 in revenue	\$50.00
\$50,000 - \$100,000	\$75.00
\$100,000 - \$200,000	\$100.00
\$200,000 - \$500,000	\$150.00
Over \$500,000	\$250.00

SUPPORTING MEMBERS (non-voting)

Individuals & Emerging and Grassroots Orgs	Sliding scale with min. of \$50.00*
Organizations	Sliding scale with min. of \$200.00*

**Up to the stated minimum is considered a membership fee and above that is a donation to CACLTN*