

ATTACHMENTS

A Clarifying Board and Staff Roles

Assessing Responsibilities

Who Does What?
Who Should Do What?

1. In columns 1 through 5, indicate who is CURRENTLY responsible for each of the management-related activities listed to the left by placing a "C" in the appropriate column.
2. Review your responses. If there are responsibilities which you feel should and can be SHIFTED to another part of the organization, please indicate this by placing an "S" under the column heading to which the activity should be shifted.
3. For the management-related activities that need further clarification (you are not sure who is responsible for completing the activity, or if it is even being done), place an "NC" for NEEDS CLARIFICATION in column 1.

Planning

- assess community need/demand for service
- establish organizational mission or purpose
- establish organizational goals & objectives
- set policies

1. 2. 3. 4. 5.
Board Brd Comm. Exec.Dir. Staff Other

Organizing

- determine overall structure of the organization
- establish lines of authority
- define responsibilities of the board
- define responsibilities of the executive director
- define responsibilities of other staff

Implementing

• Develop and procure resources

- write an overall fund raising plan
- develop grant proposals
- develop fund raising contacts
- visit prospective funders
- organize fund raising events
- develop a self-sufficiency component
- monitor implementation of the resource development plan

• Keep the organization fiscally responsible

- maintain an adequate accounting system
- do annual budgeting
- prepare financial statements
- project cash flow

A Clarifying Board and Staff Roles

• Develop and maintain office systems

- establish operating procedure
- keep and file records
- establish internal communication system

• Maintain public contact and visibility

- maintain good public relations
- market the organization's services
- assume an advocacy role for service/program/target groups
- document your services to the community

• Personnel

- set clear personnel policies
- develop job descriptions:
 - for the executive director
 - for other paid staff
 - for volunteers
- hire the executive director
- evaluate other staff
- train staff
- handle staff grievances
- maintain affirmative action policy and plans, including youth involvement

• Board of Directors

- write a yearly plan for the board
- determine board structure, role of committees
- recruit new board members
- orient new board members

• Program Implementation

- make sure services are delivered

1. Board	2. Brd Comm.	3. Exec.Dir.	4. Staff	5. Other
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Controlling

• Monitor overall quality and impact of services

• Evaluate results

- seek information from users of the services
- compare accomplishments with plans

• Safeguard the legality of the organization

- comply with tax regulations
- be familiar with and observe by-laws
- know and comply with other legal restrictions

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Board Self-Assessment Tool

Nonprofit Board of Directors Self-Assessment Tool on Performance of Minimum Responsibilities, Alternative Levels of Involvement, and Board Organization

Directions:

Check one of the following in the columns after each item:

- Y Yes: Our board is functioning adequately.
- N No: Our board is not functioning adequately.
- NI Needs Improvement: Our board needs to improve its functioning.
- D Don't Know: Fact finding/study needed.

I. Board Responsibilities by Function

Y N NI D

A. Program Function.

1. The Board...

- a. understands each program and how it
implements the mission of the organization. _____
- b. approves program plans. _____
- c. agrees on program evaluation methods. _____
- d. oversees program progress and
accomplishments. _____

2. The alternative levels of involvement the board has chosen are:

3. The alternative levels of involvement are appropriate to our situation. _____

4. If 1 or 3 are checked as an N, NI or D, what action(s) should be taken?

Board Self-Assessment Tool

	Y	N	NI	D
B. Planning Function				
1. The Board...				
a. establishes the values that guide the organization.	_____	_____	_____	_____
b. ensures there is an organizational vision.	_____	_____	_____	_____
c. ensures clear definition of mission (business) the organization is in.	_____	_____	_____	_____
d. ensures a clear definition of the purpose (ultimate result sought).	_____	_____	_____	_____
e. ensures there are long range goals.	_____	_____	_____	_____
f. ensures there is an annual operating plan with cooresponding budget.	_____	_____	_____	_____
g. monitors and oversees plan progress.	_____	_____	_____	_____
2. The alternative levels of involvement the board has chosen are:				

3. The alternative levels of involvement are appropriate to our situation.	_____	_____	_____	_____
4. If 1 or 3 are checked as an N, NI or D, what action(s) should be taken?				

C. Financial Management Function

1. The Board...				
a. approves annual budget.	_____	_____	_____	_____
b. monitors budget and takes action to ensure balance.	_____	_____	_____	_____
c. obtains and accepts annual audit.	_____	_____	_____	_____

Board Self-Assessment Tool

- | | Y | N | NI | D |
|--|-------|-------|-------|-------|
| d. oversees investments. | _____ | _____ | _____ | _____ |
| e. ensures legal compliance. | _____ | _____ | _____ | _____ |
| 2. The alternative levels of involvement the board has chosen are: | | | | |
| _____ | | | | |
| _____ | | | | |
| 3. The alternative levels of involvement are appropriate to our situation. | _____ | _____ | _____ | _____ |
| 4. If 1 or 3 are checked as an N, NI or D, what action(s) should be taken? | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |

D. Financial Development Function

- | | | | | |
|--|-------|-------|-------|-------|
| 1. The Board... | | | | |
| a. establishes a financial development plan. | _____ | _____ | _____ | _____ |
| b. all directors are donors. | _____ | _____ | _____ | _____ |
| c. monitors plan accomplishments. | _____ | _____ | _____ | _____ |
| 2. The alternative levels of involvement the board has chosen are: | | | | |
| _____ | | | | |
| _____ | | | | |
| 3. The alternative levels of involvement are appropriate to our situation. | _____ | _____ | _____ | _____ |
| 4. If 1 or 3 are checked as an N, NI or D, what action(s) should be taken? | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |

Board Self-Assessment Tool

	Y	N	NI	D
E. Human Resource Function				

1. The Board...

- | | | | | |
|---|-------|-------|-------|-------|
| a. determines the need for an executive. | _____ | _____ | _____ | _____ |
| b. develops the executive job description. | _____ | _____ | _____ | _____ |
| c. hires the executive. | _____ | _____ | _____ | _____ |
| d. supervises the executive. | _____ | _____ | _____ | _____ |
| e. ensures compliance with employment laws. | _____ | _____ | _____ | _____ |
| f. approves affirmative action policies. | _____ | _____ | _____ | _____ |
| g. approves personnel policies. | _____ | _____ | _____ | _____ |
| h. monitors adherence to and effectiveness of policies. | _____ | _____ | _____ | _____ |
| i. sets the personnel strategy of the organization. | _____ | _____ | _____ | _____ |
| j. acts as a court of last appeal. | _____ | _____ | _____ | _____ |

2. The alternative levels of involvement the board has chosen are:

3. The alternative levels of involvement are appropriate to our situation.

_____	_____	_____	_____
-------	-------	-------	-------

4. If 1 or 3 are checked as an N, NI or D, what action(s) should be taken?

F. Marketing and Public Relations Function

1. The Board...

- | | | | | |
|--------------------------------------|-------|-------|-------|-------|
| a. knows the organization's markets. | _____ | _____ | _____ | _____ |
|--------------------------------------|-------|-------|-------|-------|

Board Self-Assessment Tool

	Y	N	NI	D
b. knows how effectively and efficiently these markets are being reached.	_____	_____	_____	_____
c. links the organization to external markets.	_____	_____	_____	_____
d. authorizes a spokesperson.	_____	_____	_____	_____
e. ensures that an annual report is prepared.	_____	_____	_____	_____
2. The alternative levels of involvement the board has chosen are:				

3. The alternative levels of involvement are appropriate to our situation.	_____	_____	_____	_____
4. If 1 or 3 are checked as an N, NI or D, what action(s) should be taken?				

G. Information Function

1. The Board...				
a. determines what information is needed, in what form, when and for whom.	_____	_____	_____	_____
b. utilizes information in its governing role.	_____	_____	_____	_____
2. The alternative levels of involvement the board has chosen are:				

3. The alternative levels of involvement are appropriate to our situation.	_____	_____	_____	_____

Board Self-Assessment Action Plan

Now that you have participated in this workshop, it will be important to choose the areas your board will focus on in the next year which will bring about the greatest gains in improved effectiveness. Working from the Board Self-Assessment Tool, list in the space below, your choice of the top three priority areas and the specific improvements in each one that you feel your board should make during the next year. Date this action plan and take it back to your organization to begin right away to develop an even more effective board.

Date: _____

PRIORITY Write in the responsibility and/or board organization areas you feel your board should work on in the coming year:

1

2

3

Secretary of State
Business Information and Services
Suite 315, West Tower
2 Martin Luther King Jr. Dr.
Atlanta, Georgia 30334-1530

DOCKET NUMBER : 961200715
CONTROL NUMBER: 9408336
EFFECTIVE DATE: 04/23/1996
REFERENCE : 0086
PRINT DATE : 04/29/1996
FORM NUMBER : 611

NATL ASSOC. OF GRADUATES ENTREPRENEURS
ROBERT L. WARE
P.O. BOX 7485
ATLANTA GA 30357

CERTIFICATE OF NAME CHANGE AMENDMENT

I, the Secretary of State and the Corporation Commissioner of the State of Georgia, do hereby certify under the seal of my office that

THE NATIONAL ASSOCIATION OF GRADUATE ENTREPRENEURS, INC.
A DOMESTIC NONPROFIT CORPORATION

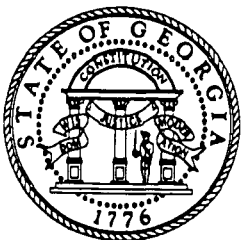
has filed articles of amendment in the office of the Secretary of State changing its name to

ASSOCIATION OF COMMUNITY TECHNICAL ASSISTANCE PROFESSIONALS, INC.

and has paid the required fees as provided by Title 14 of the Official Code of Georgia Annotated. Attached hereto is a true and correct copy of said articles of amendment.

WITNESS my hand and official seal in the City of Atlanta and the State of Georgia on the date set forth above.

Lewis A. Massey
LEWIS A. MASSEY
SECRETARY OF STATE



Attachment 3

APD

ASSET PROPERTY DISPOSITION, INC.

August 29, 1997

Robert Ware
48 Belmont Circle
Atlanta, Georgia 30311

P.O. BOX 491408
ATLANTA, GEORGIA 30349
TELEPHONE (404) 762-0655
FAX (404) 762-0763

RE: Employment Agreement

Dear Robert:

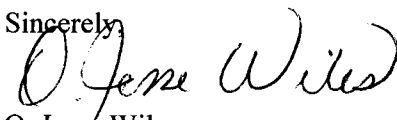
This letter is to confirm our agreement for you to perform services for Asset Property Disposition (APD) for the period September 1, 1997 through March 1, 1998. Your compensation will be \$500 per week payable on the fifteenth and last day of the month. As we discussed, it is likely that your services may be needed beyond this time frame, however, that determination will be made at the end of the six month period.

The scope of services for the Central Savannah River Area (CSRA) project is as follows:

- I. Assist in the development of the Community Land Trust (CLT) - A fully operational CLT inclusive of operating regulations, formation of a CLT governing body, and acquisitions of a representative sample of properties from each of the six (6) Enterprise Communities (EC) counties to start the CLT operation.
- II. Provide assistance with Pre/Post Counseling Services - Design and organize a Home Buyers Club. Provide complete operating guidelines and training module for creation and implementation. Develop a working relationship with a local lending institution to provide mortgage loans to qualified families who successfully "graduate" from the Home Buyers Club.

I look forward to having you work with us on the CSRA project and hope that it is a mutually rewarding experience. Should you have any questions, please feel free to contact me.

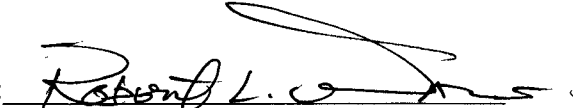
Sincerely,



O. Jesse Wiles
President

OJW/bc

Acceptance:


Robert Ware

Date:

8-30-97

Attachment #5

interoffice

MEMORANDUM

to: Robert Ware
from: O. Jesse Wiles
subject: Employment Agreement
date: May 7, 1997

This memo is to confirm our agreement to employ you with Asset Property Disposition (APD) on a temporary assignment at the Atlanta Mutual Housing Authority, Defoors Ferry Manor (DFM) as Property Manager Coordinator. Your duties will include but are not limited to:

1. Supervision of DFM temporary property management; management of personnel, resident relations, maintenance management, record keeping and maintaining good resident relations i.e. resident security monitors, etc.
2. Prepare transition operation reports: Coordinate DFM office leasing specialist and property manager position activities.
3. Coordinate resident participation and involvement - Newsletters, Mid-May Orientation Phase I Event.
4. Payroll coordination of DFM Maintenance Personnel.
5. Supervision of DFM Resident Relocation- including management of the following related tasks:
 - Income Recertification
 - Inspection of old apartments
 - Inspection of new apartments
 - Completion of AMHA Relocation paperwork
 - Schedule moves (Daniel's moving or Resident Self-Move)
 - Prepare and sign new leases
 - Reconcile unit hook-up charges for payment and reimbursement

6. Submit a monthly report to Dana Leach by the 30th each month.

In addition, we have agreed to the following compensation:

- Your pay rate will be \$12.00 per hour.
- You will be paid on the 15th and the last day of every month. All time sheets must be

Attachment #6

Robert Ware
Page 2
May 7, 1997

submitted for approval three (3) business days prior to each pay period.


- Your work schedule will not exceed forty (40) hours per week, unless and until a mutually agreeable change in hours is necessary and required.

Please indicate your convenience by signing below, date, and return to our office for filing and retain a copy for your record.

Should you have any questions, please feel free to contact me or Andrea at any time.

PLEASE INDICATE YOUR WORK HOURS:

Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Saturday _____



Signature, Robert L. Ware Date May 7, 1987

OJW/abr:050797

cc: Dana Leach



SOUTHSIDE CLUSTER

IN PARTNERSHIP WITH
NATIONS BANK

September 8, 1995

Mr. Robert L. Ware
President/CEO
National Association of Graduate Entrepreneurs, Inc.
P O Box 7485 NE
Atlanta, Ga 30357

Dear Mr. Ware:

It is indeed a pleasure to write this letter of support for the National Association of Graduate Entrepreneurs, Inc. (NAGE)

The 1995-96 Southside Strategic Planning Retreat provided an excellent opportunity to share NAGE's community association program with cluster community and business leaders. We received a number of positive reactions to your presentation. The program objective of providing a mechanism to deliver opportunities for community leaders to obtain training and education addresses one of the major systemic problems (lack of access to technical/career skills training) of the cluster.

The approval by the Community Development Functional Area Committee to address community leadership development acknowledges the broad based community support for such a program.

It is the mission of The Atlanta Project's Southside Cluster Community Development committee to collaborate with NAGE, and other existing agencies, which presently offer training.

Please contact me at (404) 627-6391 if I can be of further assistance.

Sincerely,


Audrey Johnson
Community Development Chairperson

cc Brenda Muhammad
Melanie Williams

Attachment 7

801 GLENWOOD AVENUE, SE • SUITE 151 • ATLANTA, GEORGIA 30316

PHONE (404) 627-6391 / (404) 627-3705 FAX (404) 627-7490



ADAIR PARK TODAY, INC.

P.O. Box 11362 S.W. Atlanta, GA 30310

"Together We Are Strong"

SEPTEMBER 1, 1995

TO: ROBERT WARE PRES.
P.O. BOX 7485 NE.
ATLANTA, GA. 30310

FROM: ANNIE G. PATMON V. PRES.
ADAIR PARK TODAY INC.
639 BROOKLINE ST.
ATLANTA, GA. 30310

MR. WARE: THIS IS A LETTER OF SUPPORT FOR THE NATIONAL ASSOCIATION OF GRADUATE ENTREPRENEURS PROGRAM PRESENTED BY YOU TO THE EXECUTIVE COMMITTEE AND MYSELF ON AUGUST 30, 1995

THIS PROGRAM RECEIVED A UNANIMOUS VOTE TO BE INCORPORATED INTO PROGRAMS AND ACTIVITIES HERE IN ADAIR PARK.

BECAUSE OF ITS UNIQUENESS AND WE FEEL THE ABILITY TO SPARK NEW INTEREST IN NEIGHBORHOOD ASSOCIATION FOR BOTH CURRENT AND FUTURE LEADERS OF THESE ORGANIZATIONS WE OFFER OUR SUPPORT TO YOUR ENDEAVORS TO MAKE THIS PROGRAM AND FUTURE SATELLITE PROGRAMS IF ANY A SUCCESS.

REV. ANNIE GRACE PATMON
VICE PRESIDENT ADAIR PARK

Rev. Annie Grace Patmon
THE EXECUTIVE COMMITTEE OF
ADAIR PARK

Attachment 8

Reynoldstown Revitalization Corporation



Mailing Address: P.O. Box 89092 Atlanta, GA 30312

September 22, 1995

Mr. Robert L. Ware
President
National Association of Graduate Entrepreneurs
PO BOX 7485 NE
Atlanta, Georgia 30357

Dear Mr. Ware:

The Reynoldstown Revitalization Corporation (RRC) was established in 1989, as an adjunct of the Reynoldstown Civic Improvement League, the community's forty year old Civic Organization. We are a 501(c)(3) Not for Profit organization whose primary mission is to revitalize the Reynoldstown Community economically, physically, socially and spiritually.

Upon witnessing your presentation during the month of August in Reynoldstown, it is our credence that the efforts of the *National Association of Graduate Entrepreneurs, Inc. (NAGE)* are in line with the mission of RRC.

RRC is delighted to write this letter in support of NAGE's endeavors and its innovative community organization strategies. It is apparent to us that a collaborative initiative with NAGE would be beneficial in our advance toward empowering our community organizations and our people.

Sincerely,



Young T. Hughley Jr.
Executive Director

YTH/rw

APD

ASSET PROPERTY DISPOSITION, INC.

P.O. BOX 16462
ATLANTA, GEORGIA 30321
TELEPHONE (404) 991-9686

September 22, 1995

Robert L. Ware
President/CEO
National Association of Graduate Entrepreneurs
PO Box 7485 NE
Atlanta, Georgia 30357

Dear Mr. Ware:

I am writing this letter to acknowledge my commitment and support of the National Association of Graduate Entrepreneurs, Inc. (NAGE). As owner and major principal of Asset Property Disposition, Inc., a company which provides a full range of real estate industry auction marketing and disposition service, we have hired three full-time employees thru the NAGE program.

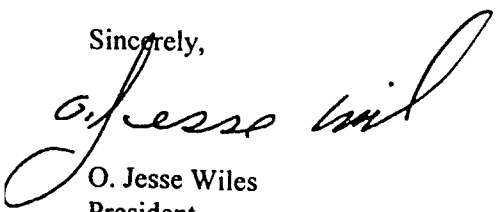
Asset Property Disposition (APD) is registered with both the Resolution Trust Corporation (RTC) and the Federal Disposition Insurance Corporation (FDIC) as a minority owned business. APD may be the only company in the United States that has been organized primarily to address the very important need of providing advisory services as to how to direct affordable housing property to low-to-moderate income families through auctions and sealed bids. The APD professional staff has twenty (20) years of combined experience in the real estate industry including coordinating special marketing activities, designing asset disposition and extensive support services for major property events.

As an expression of our commitment to your hard work, APD is committed to offering a full range of training, technical assistance, and services at no cost to NAGE and its Community Association Program (CAP).

I am excited about CAP, and the wonderful opportunity it offers for APD to assist community based organizations in housing, education, and providing affordable housing property to low-to-moderate income families in Atlanta.

If you have any questions, I can be contacted at (404) 762-0655.

Sincerely,



O. Jesse Wiles
President

OJW/bpc:092295

A. Hachmon 10



Nonprofits For Nonprofits



A Resource & Support Center For Community Organizations

June 25, 1996

Mr. Robert L. Ware
President, CEO
Association of Community Technical
Assistance Professionals, Inc. (ACTAP)
48 Belmont Circle
Atlanta, Georgia 30311

Dear Mr. Ware:

This letter is to memorialize the commitment and support of Nonprofits for Nonprofits, Inc. (NFN) to the Association of Community Technical Assistance Professionals, Inc. (ACTAP) and its Community Association Program. NFN has worked with ACTAP in the Southside Cluster of the Atlanta Project in providing leadership training through NFN's program, the Neighborhood Leadership Academy of Fulton County.

NFN is a 501(c)(3) corporation founded in 1989 to provide technical assistance, advocacy and training to community based organizations, groups and individuals working in high-risk, low-income and minority communities. Our mission is to support those activities that will strengthen the services and programs delivered by those working in those communities. Our work has been supported by the Metropolitan Atlanta Community Foundation, The Fund for Southern Communities, The Atlanta Project, NationsBank, Fulton County Human Services Department and the U. S. Department of Justice, Bureau of Justice Assistance. We have worked with over 500 community based individuals, groups and organizations.

In this partnership with ACTAP, NFN will provide skill-based training to develop community leadership. This training is based on the University of Georgia, Fanning Leadership Center's Community Development Program as core curriculum. This curriculum, along with NFN and Neighborhood Leadership Institutes has been adopted by the Atlanta Regional Commission and its 25 year plan, Vision 2020, to develop and strengthen neighborhoods and communities. ACTAP will provide resources, training, technical assistance and instruction, along with NFN to insure that the participants are fully supported during the leadership development and training.

I am confident and enthusiastic that this partnership will be productive and am prepared to fully support this process. NFN's history of providing high-quality, skills-based training to high-risk, low-income and minority communities will be enhanced and expanded by this collaboration.

If you have any questions, please feel free to contact me at (404) 523-8843.

Sincerely,

Cheri Collins
Cheri Collins

Executive Director

CC:rg

Atashmon 18

55 Marietta Street, NW, Suite 2000, Atlanta, Georgia 30303 (404) 523-8843

"Your Partner In Building A Better Community"



CLARK ATLANTA UNIVERSITY

September 19, 1995

Mr. Robert L. Ware
President
National Association of Graduate Entrepreneurs
P.O. Box 7485 N.E.
Atlanta, Georgia 30357

Dear Mr. Ware:

I am writing this letter to document my support for the National Association of Graduate Entrepreneurs program. As you know, I was a speaker during your first annual program and committed my continuing support at that time.

The MBA program at Clark Atlanta University is an excellent resource for young adults who aspire to business ownership, and would benefit from an association with a successful businessperson. Past associations have resulted in three of our students obtaining full-time employment with the mentor/entrepreneur whom NAGE recruited. We will continue to make our students aware of this outstanding program. In addition, we will commit the full resources of our Career Planning and Placement office toward the development of future student/businessperson teams.

You are to be congratulated for your hard work in the development of this innovative program. Keep up the good work.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent E. Johnson", with a long, sweeping horizontal line extending to the right.

Brent E. Johnson
Assistant Dean and Director
Graduate Student Services

BEJ/yep

Attachment 12

LAW OFFICES
SILFEN, SEGAL, FRYER & SHUSTER, P.C.
1050 CROWN POINTE PARKWAY
SUITE 410
ATLANTA, GEORGIA 30338

MARTIN SILFEN
JEFFREY D. SEGAL
KEITH E. FRYER
MICHAEL H. SHUSTER
CAROL M. BERO
CHARLES I. POLLACK

TELEPHONE
(770) 668-9300

TELECOPIER
(770) 668-9465

December 11, 1996

Robert Ware
Association of Community Technical
Assistance Professionals, Inc.
48 Bellmonte Circle
Atlanta, Georgia 30311

Re: Deed of Gift to Association of Community Technical Assistance
Professionals, Inc.; Property at 1463 La France Street, N.E., Atlanta,
Georgia

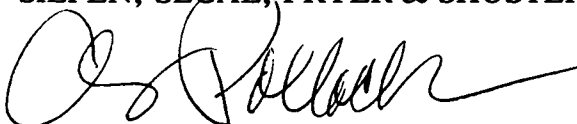
Dear Mr. Ware:

We have been asked by Jack M. Hall, Jr. and Betty Jane Bentley to prepare a Deed of Gift regarding the above described property, a copy of which is enclosed hereto. The original has been sent to Mr. Hall and Ms. Bentley for signature. Along with the Deed, the Superior Court Clerk requires us to file a Real Estate Transfer Tax Declaration form. The original of that form is enclosed herewith. Please sign the form on behalf of the Association of Community Technical Assistance Professionals, Inc. in the space noted, and return the original to us. Upon receipt of same, we shall arrange for filing of the Deed.

Let us know any questions you may have regarding the enclosed. With best regards, I am,

Yours very truly,

SILFEN, SEGAL, FRYER & SHUSTER, P.C.



Charles I. Pollack

cc: Jeffrey Segal, Esq.
Vicki Bentley

LTR1167A.CIP

Attachment 17

*A*SSOCIATION OF *C*OMMUNITY *T*ECHNICAL *A*SSISTANCE
*P*ROFESSIONALS

November 27, 1996

TO: Dr. Kassie Freeman
Mrs. Carol May Gould
Mrs. Patricia Hicks
Mr. Nathaniel Mosby
Dr. Fay Cobb-Payton
Mr. Robert L. Ware, Chair
Mr. O. Jesse Wiles

Subject: **Notice** of an annual meeting of the Board of Directors of Association of
Community Technical Assistance Professionals

Chair, Robert L. Ware has directed that notice is hereby given that the Annual Meeting of the Board of Directors of the Association of Community Technical Assistance Professionals of Atlanta, Georgia will be held at 5534 Old National Highway, Suite 250 in the city of Atlanta, Georgia, on Saturday, December 7, 1996 at 10:00 a.m.

Office Phone: (404) 762-0655

P.S. Board members unable to attend should contact R. L. Ware at (404) 758-3755

Sincerely,



Robert L. Ware, President

"Teaming Achievement with Community Development"

AGENDA

The Annual Meeting of the Board of Directors of the ACTAP of Atlanta, Georgia, will be held at 5534 Old National Highway, Suite 250, in the city of Atlanta, Georgia, on Saturday, December 7, 1996 at 10:00 a.m.

Quorum Call

Adoption of Agenda

Approval of minutes: Approval of the minutes of a special meeting of the Board of Directors held on:

- October 3, 1994, subject: _____ Articles of Incorporation amended.
- Approval of April ____, 1996, subject: Name change amendment
- Approval of April ____, 1996, subject: office location change

Executive office resolutions presented by President, Robert L. Ware:

- EO-1 To consider and act upon a resolution that first priority of unrestricted funds be allocated to secure board insurance.
- EO-2 To consider and act upon a resolution that the Board of Directors adopt a financial prioritized budget that supports the ACTAP's two primary programs, community association program CAP and the Graduate Intern Program (GIP).
- EO-3 To consider and act upon a resolution that the Board of Directors adopt a organizational structure with limited personnel positions concurrent with ACTAP financial structure.
- EO-4 To consider and act upon a resolution that the Board of Directors adopt a Board fund raising plan, with implementation strategy, tasks, objective targets, and financial goals.
- EO-5 To consider and act upon a resolution that the Board of Directors adopt a ACTAP Executive Personnel Tuition Reimbursement Program.
- EO-6 To consider and act upon a resolution that the Board of Directors adopt a ACTAP affiliates expansion initiative.
- EO-7 To consider and act upon a resolution that the Board of Directors adopt a financial policy that a ceiling of 15% of all restricted (temporary or permanently) funds be eligible for

administrative operational use.

EO-8 To consider and act upon a resolution that the Board of Directors adopt a financial policy that a minimum of 15% of incoming general operation funding be eligible for allocation to restricted budget program use.

EO-9 To consider and act upon a resolution that the Board of Directors adopt a temporary financial personnel policy that the President of ACTAP salary be paid quarterly at the rate of pay approved in the annual operating budget with the following restrictions.

- Salary payment is deferred when liabilities excess assets in the current quarter.
- When deferred salary payment is not made within 12 months of date earned; salary due amount when payable is held for retirement in an interest paying retirement fund account.

A. To consider and act upon Section 5 (~~team~~ office) item B of the By Laws that seven (7) member board implement staggered board member ~~teams~~.

- 4 members serve for 2 years
- 3 members serve for 3 years

B. To consider and act upon the selection of a nomination committee to make recommendations to the full board on applicants to full board vacancies.

C. ACTAP Financial and 1997 Budget Report

D. ACTAP Community Association and Graduate Intern Program Review

E. ACTAP _____/Potential Clients

F. Affiliate Expansion

G. Election of Board Officers

H. 1997 Annual Board Meeting
- Date, Place, Time

A. SETTLEMENT STATEMENT**U.S. Department of Housing
and Urban Development**

OMB No. 2502-0285

B. Type of Loan				6. Fee Number		7. Loan Number		8. Mortgage Insurance Case No.#	
1. <input type="checkbox"/> FMA 2. <input type="checkbox"/> FmHA 3. <input checked="" type="checkbox"/> Conv. Unins. 4. <input type="checkbox"/> VA 5. <input type="checkbox"/> Conv. Ins.				2112-03					
C. NOTE: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked (P.O.C.) were paid outside the closing; they are shown here for information purposes and are not included in the totals.									
D. Name and Address of Borrower Gobind Madan 615 Moreland Avenue, SE Atlanta, GA 30316				E. Name and Address of Seller Association of Community Technical Assistance Professionals, Inc. 48 Belmonte Circle Atlanta, GA 30311				F. Name and Address of Lender	
G. Property Location 1463 LaFrance Street, NE Atlanta, GA				H. Settlement Agent LEVINE & ASSOCIATES, P.C. Place of Settlement 4800 Ashford Dunwoody Rd. #150 Atlanta, Georgia 30338				I. Settlement Date 05/27/97 DD: 05/27/97	
J. SUMMARY OF BORROWER'S TRANSACTION:					K. SUMMARY OF SELLER'S TRANSACTION:				
100. Gross Amount Due From Borrower					400. Gross Amount Due To Seller				
101. Contract sales price 9,900.00					401. Contract sales price 9,900.00				
102. Personal property					402. Personal property				
103. Settlement charges to borrower (line 1400) 605.00					403.				
104.					404.				
105.					405.				
Adjustments for items paid by seller in advance					Adjustments for items paid by seller in advance				
106. City/town taxes to					406. City/town taxes to				
107. County taxes to					407. County taxes to				
108. Assessments to					408. Assessments to				
109.					409.				
110.					410.				
111.					411.				
112.					412.				
120. GROSS AMOUNT DUE FROM BORROWER 10,505.00					420. GROSS AMOUNT DUE TO SELLER 9,900.00				
200. Amounts Paid By or In Behalf of Borrower					500. Reductions In Amount Due To Seller				
201. Deposit or earnest money 3,000.00					501. Excess Deposit (see instructions)				
202. Principal amount of new loan(s)					502. Settlement charges to seller (line 1400) 184.90				
203. Existing loan(s) taken subject to					503. Existing loan(s) taken subject to				
204.					504. Payoff of first mortgage loan				
205.					505. Payoff of second mortgage loan				
206.					506. Hudson/Marshall Commission (50%) 2,450.00				
207.					507. Broker Commission 198.00				
208.					508.				
209.					509.				
Adjustments for items unpaid by seller					Adjustments for items unpaid by seller				
210. City/town taxes 01/01 to 05/27 111.08					510. City/town taxes 01/01 to 05/27 111.08				
211. County taxes 01/01 to 05/27 8.02					511. County taxes 01/01 to 05/27 8.02				
212. Assessments to					512. Assessments to				
213.					513.				
214.					514.				
215.					515.				
216.					516.				
217.					517.				
218.					518.				
219.					519.				
220. TOTAL PAID BY/FOR BORROWER 3,119.10					520. TOTAL REDUCTION AMOUNT DUE SELLER 2,952.00				
300. Cash At Settlement From or To Borrower					600. Cash At Settlement To or From Seller				
301. Gross amount due from borrower (line 120) 10,505.00					601. Gross amount due to seller (line 420) 9,900.00				
302. Less amounts paid by/for borrower (line 220) 3,119.10					602. Less reduction amount due seller (line 520) 2,952.00				
303. CASH FROM BORROWER 7,385.90					603. CASH TO SELLER 6,948.00				


SUBSTITUTE FORM 1099 SELLER STATEMENT: The information contained herein is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction will be imposed on you if this item is required to be reported and the IRS determines that it has not been reported. The Contract Sales Price described on Line 401 above constitutes the Gross Proceeds of this transaction.

SELLER INSTRUCTIONS: If this real estate was your principal residence, file Form 2119, Sale or Exchange of Principal Residence, for any gain, with your income tax return; for other transactions, complete the applicable parts of Form 4797, Form 6252 and/or Schedule D (Form 1040).

You are required by law to provide LEVINE & ASSOCIATES, P.C. (582042719) with your correct taxpayer identification number. If you do not provide your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law. Under penalties of perjury, I certify that the number shown on this statement is my correct taxpayer identification number.

TIN:

SELLER SIGNATURE:



RESPA, HB 4305.2 - REV. HUD-1 (3/86)

Attachment 18

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

SETTLEMENT STATEMENT

PAGE 2

L. SETTLEMENT CHARGES:		FILE NO. #: 2112-03	PAID FROM BORROWER'S FUNDS AT SETTLEMENT	PAID FROM SELLER'S FUNDS AT SETTLEMENT
700. TOTAL SALES/BROKER'S COMMISSION based on price \$ @ =				
Division of commission (line 700) as follows:				
701. \$	to			
702. \$	to			
703. Commission paid at Settlement				
704.				
800. ITEMS PAYABLE IN CONNECTION WITH LOAN				
801. Loan Origination Fee	%			
802. Loan Discount	%			
803. Appraisal Fee	to			
804. Credit Report	to			
805. Lender's Inspection Fee	to			
806. Mfg. Ins. Application Fee	to			
807. Assumption Fee	to			
808. Underwriting fee				
809. Document Prep				
810.				
811.				
900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE				
901. Interest from	to @ \$ /day			
902. Mortgage Insurance Premium for	to			
903. Hazard Insurance Premium for	yrs to			
904.				
905.				
1000. RESERVES DEPOSITED WITH LENDER FOR				
1001. Hazard Insurance	mo. @ \$ /mo.			
1002. Mortgage Insurance	mo. @ \$ /mo.			
1003. City Property Taxes	mo. @ \$ /mo.			
1004. County Property Taxes	mo. @ \$ /mo.			
1005. Annual Assessments	mo. @ \$ /mo.			
1006.	mo. @ \$ /mo.			
1007.	mo. @ \$ /mo.			
1008.	mo. @ \$ /mo.			
1100. TITLE CHARGES				
1101. Settlement or closing fee	to			
1102. Abstract or title search	to			
1103. Title examination	to Levine & Associates, P.C.		250.00	
1104. Title insurance binder	to Levine & Associates, P.C.		50.00	
1105. Document Preparation	to			
1106. Notary Fees	to			
1107. Attorney's fees	to Levine & Associates, P.C.		175.00	175.00
(includes above items No:)				
1108. Title Insurance	to Levine & Associates, P.C.		50.00	
(includes above items No: as Agent for United General)				
1109. Lender's coverage \$	----			
1110. Owner's coverage \$	9,000.00 ---- 50.00			
1111. UPS Fee	Levine & Associates, P.C.		30.00	
1112.				
1113.				
1200. GOVERNMENT RECORDING AND TRANSFER CHARGES				
1201. Recording Fees:	Deed \$; Mortgage \$; Releases \$			
1202. City/county tax/stamps:	Deed \$; Mortgage \$			
1203. State Tax/stamps:	Deed \$ 9.90 ; Mortgage \$			9.90
1204.				
1205. Recording Cost			50.00	
1300. ADDITIONAL SETTLEMENT CHARGES				
1301. Survey	to			
1302. Pest Inspection	to			
1303.				
1304.				
1305.				
1400. TOTAL SETTLEMENT CHARGES (enter on lines 103 and 502, Sections J and K)			605.00	184.90

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement.

Gobind Madan

Buyer/Borrower

Association of Community Technical Assistance Professionals, Inc.

Seller

Buyer/Borrower

Seller

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused or will cause the funds to be disbursed in accordance with this statement.

LEVIN & ASSOCIATES, P.C.

Settlement Agent

Date

WARNING: It is a crime to knowingly make false statements to the United States on this or any other similar form. Penalties upon conviction can include a fine or imprisonment. For details see: Title 18 U.S. Code Section 1001 and Section 1010.

Application Form

Name: _____

Organization/Company: _____

Address: _____

City: _____ State: _____

Telephone: (H) _____

(Wk) _____ (Fax) _____

(E-Mail) _____

- ☐ Student Intern Applicant
- ☐ Community Association Program Applicant
- ☐ ACTAP Sponsor/Contributor
- ☐ I support ACTAP. Please add my name to your mailing list.

I have enclosed my tax-deductible contribution of

\$ _____

Please make checks payable to: **ACTAP**
Association of Community Technical
Assistance Professionals.

For additional information, contact:

Robert L. Ware, President
ACTAP
P.O. Box 7485
Atlanta, Georgia 30357
Phone: (404) 758-3755
Fax: (404) 762-0763

ACTAP
Association of Community Technical Assistance Professionals
P.O. Box 7485
Atlanta, Georgia 30357

Association of Community Technical Assistance Professionals ACTAP



Training Business Achievement
with
Community Investment

Attachment #19

What Is ACTAP?



ACTAP is a Georgia non-profit corporation; providing technical assistance to community-based organizations (CBOs).

Services most commonly requested:

- ❖ **Building and Maintaining Better Boards.**
- ❖ **Strategic Planning and Assessment.**
- ❖ **Managing for Results.**
- ❖ **Quality Improvement Process.**
- ❖ **Conflict Resolution.**
- ❖ **Proposal Writing and Grants Management.**
- ❖ **Financial Management.**

Philosophy

To expand community development efforts to structurally encourage all individuals to discover their own personal power, linking personal power into a structure that spans each household, each block and each community, putting the integrated power of that structure to work in revitalizing neighborhoods.

ACTAP Program

Community Association Program (CAP) was established to meet a need that exists in many urban communities; expanding access for community leaders to technical training and career opportunities.

- ❖ CAP facilitates development and implementation of strategic planning.
- ❖ CAP establishes linkages between public and private sector businesses and institutions through instruments such as Memorandums of Agreements (MOAs).
- ❖ CAP provides individual incentives for qualified participants.



Goals and Objectives

We will:

- ❖ Work to ensure that community leaders operate full functioning, efficient and effective organizations.
- ❖ Increase the organizational quality and operational consistency of community leaders.
- ❖ Increase the interest and investment of residents to participate in the overall functioning of their community.
- ❖ Provide a mechanism for the (public and private sector) business community to contribute to the advancement of disenfranchised communities.

ACTAP Program

The Graduate Intern Program was established to support the transition of students (committed to strengthening community) to future employers and community leaders.

- ❖ **"Interns"** gain valuable business/community related consulting experience.
- ❖ **"Interns"** earn financial compensation when partnered with a community organization/business.



Goals and Objectives

We will:

- ❖ Work to enable minority graduate students to participate in a "learning" experience designed to foster interest in developing community based business opportunities.

Increase the quantity and quality of community based organization technical assistance professionals.

ACTAP DELIVERS CQI

Continuous Quality Improvement

Application Form

Name: _____

Organization/Company: _____

Address: _____

City: _____ State: _____

Telephone: (H) _____

(Wk) _____ (Fax) _____

(E-Mail) _____

- ☐ Student Intern Applicant
- ☐ Community Association Program Applicant
- ☐ ACTAP Sponsor/Contributor
- ☐ I support ACTAP. Please add my name to your mailing list.

I have enclosed my tax-deductible contribution of

\$ _____

Please make checks payable to: **ACTAP**
Association of Community Technical
Assistance Professionals.

For additional information, contact:

Robert L. Ware, President
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