

MEMORANDUM

TO: Somerville Affordable Housing Trust Fund Trustees
FROM: Sheniqua Roper, OSPCD Housing Division and Trust staff
DATE: November 4, 2025
RE: Information for SAHT Annual Meeting (November 13, 2025)
CC: Lisa Davidson, OSPCD Housing Division

This memorandum contains a summary of the roles of the officers of the Somerville Affordable Housing Trust as specified by its Operating Procedures, as well as other pertinent information regarding the Trust's upcoming annual meeting.

Annual Meeting Overview

The Operating Procedures of the Trust, last revised in 2023, stipulate that the Trust will hold an Annual Meeting in conjunction with the regular September meeting each year, where officers are elected for one-year terms. The last annual meeting was held in April 2024. At that meeting, Trustees voted and Andrea Shapiro agreed to serve as Managing Trustee; at the same meeting Trustees voted for Cassie Walston to serve Assistant Managing Trustee.

Description of Officers

The Operating Procedures call for a total of five officers to be elected at each Annual Meeting, with Officers holding a term of one year or until their successors are elected and qualified. The officers' titles and descriptions of position responsibilities are as follows:

- **Managing Trustee:** Preside at all meetings, and signs, on behalf of the Trustees, all legal documents required to carry out projects or programs voted on by the members.
- **Assistant Managing Trustee:** Perform the duties of the Managing Trustee in his/her absence.

Please contact me directly with any questions regarding the Annual Meeting, Trust officers, or the Trust's Operating Procedures, which have been included as an attachment to this memorandum.

Attachments: Somerville Affordable Housing Trust Fund OPERATING PROCEDURES