

Habitat for Humanity of Mesa County
Board of Directors
Meeting Minutes 10.13.16

Location: HFH ReStore

Board Members Present: Peter Icenogle, Linda Kochevar, Scott Sorenson, Alice Young, Doug Sorter, Pam Francil, Kevin Chesney and Vicki Shaw. Absent with Proxy were, Jill Crone (Alice, proxy), Justin Menge (Kevin, proxy), and Laura Cartwright (Vicky proxy.) The following members of management/staff were present: Janet Brink, Patty Kelly.

Peter Icenogle called the meeting to order at 7:10 a.m. He introduced our guests, our Auditor Dave Patterson and Miffie Blozovich from the Affiliate Office. Opening prayer was offered by Vicki Shaw.

New Business – A review of our 2016 Audit by Dave Patterson, Soronen, Donley, Patterson CPA PC. Dave began by explaining the mission of an audit using generally accepted audit and accounting practices. He handed out a copy of the audit for all board members to peruse. He submitted a Governance letter to the Board and a Management letter to Janet. Peter asked Dave if we could do anything better and Dave assured him that we are conducting business well. Dave asked for and answered question in regard to the audit. Dave was excused after his presentation.

Miffie Blozovich gave a talk to the Board about the upcoming Colorado Gives Day, December 6, 2016. Our collection goal for this year remains at last year's goal of \$6,500.00. We only collected \$5,000.00 last year and she has asked that the board and staff help spread the word this year so that we exceed our goal. She will send an e-mail to the board and staff that they can utilize to get the word out to their sphere of contacts. There is a Firkin Fundraiser on December 5th at Kannah Creek to kick this year's campaign off. Miffie was excused after her presentation.

Delinquencies – Janet reported that all homeowners had paid and we have no delinquencies at this time. Peter now owes her two lunches.

Board Minutes - Peter asked if everyone had reviewed the minutes from last month's meeting and if there were any additions or corrections? Pam stated that CHFA was not spelled CHAFA, correction will be made. Having heard no other corrections, Peter asked for a motion to approve the minutes. Doug moved, Vicki seconded. The Board approved the minutes as submitted.

Benchmarks - Linda Kochevar states that the ReStore revenue did not cover all expenses this period but explained three main reason for this, 3 payroll month, 25% of audit fees paid, legal fees. All in all the average is 3K below the goal. Linda is confident in our numbers.

Financials – Balance Sheet reflects that Press One still owes us finance charges. We are making double loan payments on our loan on the ReStore building. Statement of Accounts, we are looking at reducing the tax liability on the \$68K that we received from Press One. In order for the expenses to be met, we could stop making double payments on our loan, but she states that we have a good cushion at this time. Peter asked for a motion to accept the Financials. Vicki moved, Alice seconded. Financials were accepted. He also asked for a motion to approve the audit. Linda moved, Doug seconded it. Audit approved.

HFHI – FY2017 Quality Assurance Program. Janet explained the process for updating our status for the affiliate quality assurance program. Lines 36, 37 and 42 were discussed for clarity and the board was directed to page 9 as we are to state that the board has read and approved the Q A Program. Whereupon, the board was asked to vote to approve this document for submittal by Janet. Vicki moved, Linda seconded. Program approved.

U. S. Affiliated Organization Covenant – Behind tab 6, is the Covenant. Janet asked for the Board members to take this with them and read it. Peter Icenogle, Board of Directors President will send out for a vote via e-mail. The U.S. Affiliated Organization Covenant was approved by the Board of Directors with a 100% participation email on October 18th, 2016. The U.S. Affiliated Organization Covenant was signed by Pam Francil, Board of Directors Secretary and sent to Habitat for Humanity International for final execution on Monday, October 31, 2016.

Committee Reports, Department Reports –

Executive Committee – Peter states that the session covered the audit, Colorado Gives, Construction update (House design and permitting). You cannot start a house without a permit. Selling mortgages to CHFA was discussed and the decision was that we were not selling any to them at this time. The discussion also included Press One and the monies that they still owe HFHMC. Press One will give us 30 days' notice to vacate if and when the time comes. Also on the agenda was moving the administration offices to another site. More discussion to come. They talked about Diamond Escrow. The annual HOA meeting is to be held on November 3rd. Finally discussion ensued around health insurance increases for the new plan year of 31%. Janet asked for the board to approve the company picking up ½ of the employee increase of \$4,461.00. Pam moved to increase the budget to accomplish covering the increase and Alice seconded the movement. Motion approved.

Construction – Scott reports that 386 needs tile and HVAC to seal it up for the winter. The main construction focus will be on (LQ's) house. The Laramie Build is today and they will be painting and working on the poles for the patios. No target end date as yet for her home. St. Mary's will be out at the site for a 2 day build next Friday and Saturday. Four other builds are scheduled. The Oscar Meyer Wiener mobile will be at the build on the 28th as well as at the ReStore. More details to come on this event. 383 will have concrete poured on Monday. St. Mary's will frame the inside and outside of 383 on Friday and Saturday. There have been some trespassing issues at the worksite which will be addressed at the HOA meeting in November. Storm water discharge issues can be mitigated for a monthly fee. Scott has contacted a company that does that.

Marketing Committee – Doug states we have a total of 1006 likes on Facebook; 495 for the Affiliate office; Tweeter 41 businesses and 19 followers; Instagram is at 57 followers. World Habitat Day door project resulted in bidding wars on the doors. We garnered \$1,535.00 from the door project. Our newsletter now blasts with a video embedded in it. The housing tour for Housing America is October 19th. There will be lunch as well as a tour. Colorado Gives Day is going out on social media. Affiliate Christmas party is the 17th of December at the Warehouse. Anniversary sale was superb. We are going to be in the Chamber Showcase. The Arna house has been cleaned up.

Family Selection Committee – No meeting held.

Fiat Committee- Kevin stated that the committee will be helping with; dedications; upcoming builds; Mission Volunteer Fair; the Food Drive and various other upcoming events.

Family Support Committee – Pam stated the homeowner's hours are up to date and they are 24 hours each now, down from 32. (BH) has stopped putting her hours in at the "Lodge." She is focusing on the education and construction pieces of the program. (LQ) needs to finish her educational piece as well. Kevin asked if the reduction in required hours had had any negative reaction or has it helped? Pam will query the two homeowners about this.

ReStore Advisory Committee – There was no meeting for this month, but Alice said they met for the Anniversary Sale and determined that not having the Christmas items out and no wheel made things a little easier and no one seemed to miss either one. The hot dogs went over very well. Total sales were \$22K; 14 on Friday and 8 on Saturday. There was a line at the door prior to opening on Friday. Donations at the ReStore are steady.

Volunteer Advisory Committee – Peter pointed out that the report is behind Tab 6 in the Board Books.

Department Reports – Janet stated that we have obtained a new person via the Work Force Center, funded by Hill Top. This program focuses on retraining individuals to get them back into the workforce. We have no new hires presently. We have two new volunteers from the Collbran Job Corp. On October 18th, Joe and Brian will join Janet on a tour of Collbran Job Corp. HFHI has announced a Vet's Program and Janet is going to see if there are any former labor and construction workers in that program that we can utilize on our jobsite. This is funded by HFHI. EZ tax credits amounted to \$110,000.00 for the month of September.

Hearing no other business to discuss, Peter asked for a motion to adjourn the meeting. Linda moved, Vicky seconded. Meeting adjourned at 9:15 AM.

Respectfully submitted,

Patty Kelly