

**Habitat for Humanity of Mesa County
Board of Directors
February 8th, 2018 Minutes**

Location: HFHMC ReStore Conference Room

Board Members Present: Doug Sorter, Linda Kochevar, Laura Cartwright, Jill Crone, Rob Jenkins, Lisa Martin, Scott Sorenson, Alice Young

Guest Introduction: N/A

Board Member/s Absent w/proxy: Pam Francil (Jill Crone), Justin Menge (Alice Young)

The following members of management/staff were present: Janet Brink

Doug called the meeting to order at 7:01a.m. and Alice Young offered the opening prayer.

Board Minutes – (Tab 1) Doug asked if everyone had reviewed the minutes from the January 11th, 2018 board meeting and if there were any additions or corrections. A motion was made by Linda to approve the minutes and Laura seconded the motion. The Board of Directors “approved” the January 11th, 2018 minutes.

Benchmarks – (Tab 2) Linda reviewed the January benchmarks. All of the numbers looked in line and no major concerns at this time. Keeping an eye on ReStore revenue, as it’s down a little, but not a cause for concern at this time. A motion was made by Rob to approve the January benchmarks as presented & Alice seconded the motion. The Board of Directors “approved” the January 2018 Benchmarks.

Financials – (Tab 3) Linda reviewed the Balance Sheet & Statement of Activities and noted the accounts receivable and accounts payable. Donations raised at the register are under “Programs” and not revenue. The cost of the new phone system with the move of the affiliate office was discussed and it was decided that we purchase the phones versus lease them. The buying of the phones will pay for itself in a year and a half. The cost is \$3,200 versus the charge of \$10 per month per phone. Next year’s budget will need to include a new server since it is time to update. A motion was made by Rob to “accept” the January financials as presented & Alice seconded the motion. The Board of Directors “accepted” the January 2018 financials.

Delinquencies – (Tab 4) Janet reported on the January delinquency report which has a homebuyer in the Camelot II subdivision. This homeowner has had some medical issues and the family has stepped in to help her get current. The Richardson’s have paid off their mortgage and Janet & Jen are working on a mortgage “burning” ceremony. The Gertson’s have decided to refinance their loan and pay the ESA agreement to HFHMC.

COMMITTEE REPORTS

Executive Committee – Doug reported that the affiliate office is moving to their new location (ReStore Condo C) on February 24, 2018 and will be moved in by February 26, 2018. The tenant of Condo A and B, will be having their homemade signage removed and the building repaired by Bud Signs. He will also have Bud Signs permit and install the new sign. The tenant is also addressing the safety issue of the second exit behind all three condos. The CIC breakfast will be March 20, 2018 at the Double Tree Hotel. Janet will get tickets for any board members interested in going. HBA show is coming up March 2-4, 2018. Doug passed a sign-up sheet around for board members to participate in the event. An agenda for the Board Retreat (February 23, 2018) at CHFA was distributed.

Construction – (Tab 5) Scott reported that the spec house at 379 Wedgewood was site assigned to the “KM” family and the spec house at 382 Wedgewood was site assigned to the “NG” family. The homes will close May/June based on the current construction schedule. The spec homes at 378 & 380 Wedgewood are in the permitting process with the city. The Phase III Application Review request is ready to be submitted to the city and we will be working on getting cost estimates. Phase II has approximately 2 years remaining with build out. Mari Francis Kelly has resigned but still volunteering and the new construction foreman is Mike Hall who had been volunteering since October, 2017. Please refer to the site map behind **Tab 6** for location of the spec homes.

Family Selection Committee – The committee did not meet in January. Janet does have a new family application and has a few family interviews scheduled. We are having referrals coming in from current homeowners in Hoffman.

FIAT Committee- Janet reported that we will be helping with a window replacement for the camp that hosts the Camp Good Grief Program (Hope West) for the Sharefest Program. Some of the FIAT staff will be helping at the HBA show and help the affiliate office with their move. One member is providing a “Saturday” lunch at the construction site in February.

Family Support Committee – Jill reported the “NG” family was site assigned on January 23, 2018 and the “KM” family was site assigned on January 31, 2018. The “LV” family and the “JK/RM” family signed their letters of acceptance on February 1, 2018. The new families are scheduled for February 24, 2018 for the New Home Buyer Education class. Please refer to the department report behind **Tab 7** for the details of the family’s sweat equity hours.

ReStore Advisory Committee – Alice reported that the refund policy seems to be working. Barb is keeping track of daily sales to monitor the monthly goal. The committee reviewed the sale dates and decided on four major sales this year (St. Patty’s Sale, Memorial Day, Anniversary Sale (always October) and Black Friday. The committees discussed ways to save money and the options for hazardous materials. Barb is researching the costs of new registers and will work into next year’s budget. The Redlands Girl Scouts will be welling cookies at the Restore and has named Habitat as the Hometown Hero and will be supplying the construction crew with donated cookies. There is a possible candidate that is interviewing the part-time driver position.

Public Relations Committee – Doug reported that our social media numbers are holding steady. We are currently advertising ReStore commercials on HGTV, Hallmark, CNN, FOX and Animal Planet. The cost is \$500 per month. The radio Station “Magic Box” promos with DJ’s Chris & Mary will be a promotion at the ReStore that you will hear more about in the coming months. We advertise in the Business Times six times a year. The food drive was a success with more food donations that last year. Please remember to register your City Market cards so funds will come to HFHMC based on your purchases. Jen is developing a DIY contest for our shoppers at the ReStore.

Volunteer Advisory Committee – Laura reported that the committee is looking for a Homeowner to join the committee. Volunteer numbers are still down but Kirk is continuing to reach out to companies who give employee’s “paid” volunteer time. The Elders have returned form the LDS church to volunteer. There is a great core group of volunteers at the construction site. The numbers have been good.

Department Reports – (Tab 7) Janet stated that most things were covered during the meeting but feel free to take the reports with you.

Upcoming Event Schedule- Noted

Doug called for any other business before adjournment. Hearing no other new business, Linda made a motion to adjourn the meeting & Lisa seconded. The February Board of Directors meeting adjourned at 8:09 a.m.

Respectfully submitted, Janet Brink