

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

**Location:** HFHMC ReStore Conference Room

**Board Members Present:** Doug Sorter, Justin Menge, Linda Kochevar, Pam Francil, Jill Crone, Rob Jenkins, Lisa Martin, Scott Sorenson, Alice Young

**Guest Introduction:** Lloyd Quesenberry, HFHMC Attorney

**Board Member/s absent w/proxy:** Laura Cartwright (Alice Young)

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

Doug called the meeting to order at 7:01a.m. and Pam Francil offered the opening prayer. Doug noted it was National Women's Day and Janet handed out potted daffodils to all the women on the Board of Directors and thanked them for all they do.

Doug introduced Lloyd Quesenberry (attorney for Habitat) to the Board of Directors. Lloyd explained his role and some of the areas he has covered in the past along with his current involvement in meeting with homeowners who are closing on their homes and reviewing contracts, etc. Please contact Lloyd if you ever have questions for him.

**Board Minutes – (Tab 1)** Doug asked if everyone had reviewed the minutes from the February 8<sup>th</sup>, 2018 board meeting and if there were any additions or corrections. Justin noted a correction on page 2 that stated “Justin called for other business”, but Justin was absent with proxy. A motion was made by Lisa to approve the minutes as corrected and Alice seconded the motion. The Board of Directors “approved” the February 8<sup>th</sup>, 2018 minutes.

**Benchmarks – (Tab 2)** Linda reviewed the February benchmarks. All of the numbers looked in line and no major concerns at this time. The ReStore revenue is still covering expenses and payroll is under budget. A motion was made by Rob to approve the February benchmarks as presented & Justin seconded the motion. The Board of Directors “approved” the February 2018 Benchmarks.

**Financials – (Tab 3)** Linda reviewed the Balance Sheet & Statement of Activities and noted there wasn't any change in accounts receivable or fixed assets. She discussed the Mortgage Receivables and the change was due to the “Bogle” payoff. The loan on the building was discussed and we are still making accelerated payments due to the “loan to value” in case we ever needed or wanted to sell the condos. Linda reviewed the Statement of Activities noting the building maintenance and insurance costs. The income is up and expenses are flat. Rob mentioned the minimum wage increase over the next few years and the need to adopt a policy to handle the increase from \$10.20 (2018) to \$12.00 (2021). A motion was made by Justin to “accept” the February financials as presented and Rob seconded the motion. The Board of Directors “accepted” the February 2018 financials.

**U.S. Affiliated Organization Covenant – (Tab 4)** Janet presented the U.S. Affiliated Organization Covenant that is signed every year by the secretary of the Board of Directors after it has been reviewed, agreed upon and approved by the Board of Directors. This was emailed prior to the meeting. Lisa made a motion to approve the 2018 U.S. Affiliated Organization Covenant and Alice seconded the motion. The Board of Directors “approved” the 2018 U.S. Affiliated Organization Covenant. Janet will get with Pam for her signature on the completed document and send it to HFHI by the March 31, 2018 deadline.

**FY2018 Quality Assurance Checklist – (Tab 5)** Janet presented the FY2018 Quality Assurance/Covenant Checklist form that is prepared by Janet and is reviewed, agreed upon and approved by the Board of Directors. This is ready for submission to HFHI but is still in the pre-submission format due to only being able to prepare and submit once. Lisa made a motion to approve the FY2018 Quality Assurance Checklist and Alice seconded the motion. The Board of Directors “approved” the FY2018 Quality Assurance Checklist. Janet will submit the document to HFHI by the March 31, 2108 deadline.

**Delinquencies – (Tab 6)** Janet reported on the February delinquency report which has two homebuyers that aren’t normally on this list. One of the homeowners listed was due to a change in their online banking. We are still waiting to hear back from the other homeowner.

## **COMMITTEE REPORTS**

**Executive Committee** – Doug reported on an incident at the affiliate office with the father-in-law of our tenant and he has been asked not to return to our property. The move went fairly well and we are still settling in. The retreat that was presented by HFH of Colorado (state organization) was good. Doug mentioned that the Board of Directors meeting for May, 2018 will have a schedule change due to some staff and board members attending Camp Colorado in Keystone, Colorado. The meeting will move from Thursday, May 10<sup>th</sup> to Monday, May 7<sup>th</sup>, 2018. Doug discussed board nominations being needed. A nominating committee was formed and consists of Justin, Lisa, Alice and Janet. Lloyd was asked to submit some names from the legal world.

**Construction – (Tab 7)** Rob reported that 379 Wedgewood & 382 Wedgewood are approximately 80% complete. Rob reported that the construction committee discussed lot sizes, shapes and costs (4000 to 5000 to 3800 square feet) and if the landscape escrow at closing might need to increase due to landscaping and fencing that will cost more. Rob spoke about job costs with attention to Builders Risk needing to be billed to each home during the construction phase. (Janet will pull the Locktin bill and start assigning cost). Rob also commented on how the interior finish is really important and that Janet will now have a required “education” class which will be a one-on-one with the homeowner and an interior designer. Janet has applied for a grant for roofs for the next two “spec” homes. Doug & Janet will be meeting with FCI to see how we might partner with them.

**Family Selection Committee** – The committee did not meet in February. Janet has three new family applications and will possibly be presenting them at the March 26<sup>th</sup>, 2018 meeting.

**FIAT Committee-** Janet reported that the committee is working on the Sharefest project for Camp Hope (May) and dedications in June.

**Family Support Committee** – Jill reported the “NG” and the “KM” families are almost done with their 300 hours and will only need to do 24 hours of sweat equity hours per month instead of the current 32 hours. The “KM” family does need to concentrate on “other” hours. The “LV” and the “JK/RM” families both completed their first month with the required 32 hours of sweat equity hours. All of the families need to make sure their books are filled out and legible on signatures and worksite columns. Please refer to the department report behind **Tab 8** for the details of the family’s sweat equity hours.

**ReStore Advisory Committee** – Alice reported that Mondays have higher sales lately. There will be a “Save Green” sale day on Saturday, March 17<sup>th</sup> with 50% off green ticketed items in the store. We have hired a new driver, Ron Mercer for the ReStore. He is a retired driver from UPS. We will be developing postcards for a mailer to attract more acquisitions. We are going to try and not hire anyone until we can increase our sales. February sold 1900 books and we get compliments on our book nook. The senior discount is now moving from age 55 to age 60. We will not start that until April 1, 2018. There was a \$2,000 donation (via check) to the Restore which is the same donor of all of the TREK bikes. We will have a thank you card next meeting for the Board of Directors to sign.

**Public Relations Committee** – Doug reported on our google analytics and our website bounce rate it down. The HBA show had good activity. Thank you to everyone that helped in the booth. Advertising in the Business Times for spring clean-up and will be advertising in the GJ Symphony annual program for fundraising in the fall. St. Mary's has signed up to build with us again but only for one day. Our corporate build days are almost full. We will still be doing a DIY challenge with prizes for our customers. We didn't not get approved for the Lowe's Women's Build this year due to the number of years we have received the Women's Build Grant in addition to other affiliates applying who have never participated. They assured us we would receive it next year. The girl scouts have been selling cookies at the ReStore and will donate cases of cookies to our construction crew.

**Volunteer Advisory Committee** – There wasn't a March meeting. Kirk did a written report which is behind Tab 8.

**Department Reports – (Tab 8)** 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, Rob made a motion to adjourn the meeting & Justin seconded. The March Board of Directors meeting adjourned at 8:45 a.m.

Respectfully submitted, Janet Brink