

Habitat for Humanity of Mesa County
Board of Directors
April 12th, 2018 Minutes

Location: HFHMC ReStore Conference Room

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

Guest Introduction: None

Board Member/s absent w/proxy: None

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

Doug called the meeting to order at 7:02a.m. and offered our opening prayer.

Board Minutes – (Tab 1) Doug asked if everyone has reviewed the minutes from the March 8th, 2018 board meeting and if there were any additions or corrections. Having heard none, a motion was made by Linda to approve the minutes and Rob seconded the motion. The Board of Directors “approved” the March 8th, 2018 minutes.

Benchmarks – (Tab 2) Justin reviewed the March benchmarks. The ReStore revenue is still covering expenses and we are happy with sales. The operating cash and contributions are at the acceptable level. There were 3 payrolls in March but the annual benchmark will be in line at the end of the fiscal year. A motion was made by Pam to approve the March benchmarks as presented & Lisa seconded the motion. The Board of Directors “approved” the March 2018 Benchmarks.

Financials – (Tab 3) Justin reviewed the Income Statement and noted the construction numbers due to building two homes at the same time along with the start of two spec homes. Discussed payroll and insurance expense along with the ESA agreement that was paid from the Gertson’s to arrive at our net income. Justin noted the Balance Sheet and we are trending well. A motion was made by Rob to “accept” the March financials as presented and Alice seconded the motion. The Board of Directors “accepted” the March 2018 financials.

March 2018 Delinquencies - None

HFHI Collaborative Operating Model – (Tab 4) Janet presented the report from Jonathan Reckford and Tjada McKenna on the HFHI Collaborative Operating Model. HFHI is in the early steps to better align their support and services to meet the needs of our affiliate and improve HFHI’s operations. Sign in to My.Habitat and stay in touch with the Affiliate Support Center for additional updates.

ESA Calculation Report – (Tab 5) Doug stated the Executive Committee decided to let Ms. Emmily Montoya sell her Habitat home in Fruita since it would be too expensive to purchase and refurbish for a potential homebuyer in the program. The Equity Share Agreement explains the payoff and what percentage that Habitat is due upon the sale of the home. Please note the calculation is based on an estimated sales price and will be adjusted when the true sales price is known. The house is currently not listed. Janet will be meeting with Ms. Montoya and her realtor, Nancy Kissner to review the ESA payoff. Rob Jenkins suggested that Janet present an amortization schedule in the acceptance portion of our homebuyer program since many of our applicants are first time homebuyers and don’t understand how much interest is charged in a normal mortgage. This might also help the homebuyer understand why an ESA is signed at closing and recorded.

COMMITTEE REPORTS

Executive Committee – Doug reported that Janet, Jen, Alice, Laura and Linda will be going to Camp Colorado in Keystone, Colorado. The May board meeting be on Monday, May 7th, 2018. Doug passed around two thank you cards for the board members to sign to thank the representatives of an estate acquisition and a merchandise/cash/gift card donor.

Construction – (Tab 6) Rob reported that 379 Wedgewood will be dedicated June 2nd and 382 Wedgewood will be dedicated June 9th. The Hoffman storm water report was reported on as having the usual comments. The foundations for spec homes 380 & 378 Wedgewood are under way. The Phase III pre-application hasn't received any comments from the city since the meeting; however, Scott did a written response on the project with attention to the 2nd access on the West side of the Arna home. Rob discussed real cost increases, tariffs and trade wars so be prepared for drywall, equipment (mechanical) and roofing costs to rise. The county wants to change the building code/s in 2018. The committee will update you when we know more. We have had gravel put down in front of the Arna home and on the east side to accommodate the parking of participants for our group builds so we can keep the Hoffman sub-division lighter on traffic. Janet reported that Kirk Granum, Volunteer Coordinator is head of safety at the ReStore and the Construction site and will be traveling to Pagosa Springs to obtain the required HFHI certification.

Family Selection Committee – Justin stated that the committee reviewed three families at the March 26, 2018 meeting; however, there were only two families that met the criteria of debt to income ratio and the criteria of HFHMC. The first family (MO) has a family size of two people. Good candidate with a steady job and applicable income and the committee recommended to the family to finish paying off the student loan during the build process. Alice made a motion to accept this family and Laura seconded. The Board of Directors approved the (MO) family. The second family (JL/ML) has a family size of four people. This family did have seven (7) accounts that had been in collections but were already satisfied. There was another account that needed to be addressed before it went to collections and the committee required it must be satisfied before the family could be presented to the Board of Directors. That account has been paid in full by the family. The debt to income ratio is good. Lisa made a motion to accept this family and Laura approved. The Board of Directors approved the (JL/ML) family.

FIAT Committee- Janet reported that the committee is working on the Sharefest project for Camp Hope. Janet, Jen & Jim will be going to the Mesa in late April to check the conditions and see what our contribution might be. The committee is also working on the June dedications and Sue Keddy is planning a bake sale at Alpine Bank for a fundraiser.

Family Support Committee – Jill reported the “KM” family has completed 300 hours and will only need to complete 24 hours per month instead of the current 32 required hours. The “NG” family is close to completing 300 sweat equity hours. The “LV” family completed hours and has been counseled on “Best Practices” of completing hours. The “JK/RM” family has voluntarily dropped from the program. Janet has refunded the \$250 acceptance fee. Please refer to the department report behind **Tab 7** for the details of the family's sweat equity hours.

ReStore Advisory Committee – Alice reported on the pick-up and drop off numbers for March, 2018 and that we are trending down compared to March, 2017. Barb and staff are still monitoring prices on a daily basis, but we did exceed the monthly goal and had 4,861 customer sales for March, 2018. Barb created large yellow “daily special” stickers that draw attention to certain items. It does seem to be working to entice the customer for the deal of the day.

Public Relations Committee – Doug reported that we are still tracking our google analytics, Facebook & Pinterest and our growth. The city's clean-up is March 28 – April 11 and we are running a “Don't Dump It - Donate It” campaign. The Restore was nominated for a Best of the West award in the used furniture category. The program is tonight and several staff and a few board members are attending. We have seventeen builds scheduled for the season with six groups being new to

Habitat. The Girl Scouts are donating cookies and are making the centerpieces for our volunteer banquet on Tuesday, April 17th at Pantuso's (Clarion Inn). The Girl Scouts will also be doing a clinic at Lowe's with the Lowe's staff on May 3, 2018.

Volunteer Advisory Committee – Laura reported the committee met on April 2. Kirk will be attending a volunteer fair on May 1st at the LDS church in hopes of having their youth return to the ReStore for more volunteering. The committee welcomed a new member; Louis Martinez who is a ReStore volunteer.

Nominating Committee – Justin reported the committee met to discuss the potential candidates for new board members as well as the slate for next year's officers. At this time, Alice will contact Minde Harper with Guild Mortgage and set up a meeting and include Janet. The committee will also be looking for an attorney and a CPA. The committee consists of Justin Menge, Alice Young, Lisa Martin & Janet Brink.

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, Lisa made a motion to adjourn the meeting & Justin seconded. The April Board of Directors meeting adjourned at 8:28 a.m.

Respectfully submitted, Janet Brink