

**Habitat for Humanity of Mesa County**  
**Board of Directors**  
**July 12<sup>th</sup>, 2018 Minutes**

**Location:** HFHMC Restore Conference Room

**Board Members Present:** Laura Cartwright, Jill Crone, Pam Francil, Minde Harper, Rob Jenkins, Linda Kochevar, Justin Menge, Isaiah Quigley, Scott Sorenson, Doug Sorter

**Guest Introduction:** None

**Board Member/s absent w/proxy:** Alice Young (Justin Menge), Lisa Martin (Jill Crone)

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

Justin called the meeting to order at 7:30 a.m. and Laura offered our opening prayer.

**Board Minutes (Tab 1)** - Justin asked if there were any additions or corrections to the June 14<sup>th</sup>, 2018 board meeting minutes. Having heard none, a motion was made by Laura to approve the minutes and Doug seconded the motion. The Board of Directors “approved” the June 14<sup>th</sup>, 2018 minutes.

**Annual Board Minutes (Tab 2)** - Justin asked if there were any additions or corrections to the June 14<sup>th</sup>, 2018 “annual” board meeting minutes. Rob noted a spelling error and made a motion to approve the “annual” June 14<sup>th</sup>, 2018 board meeting minutes with correction and Laura seconded the motion. The Board of Directors “approved” the corrected June 14<sup>th</sup>, 2018 “annual” minutes.

**Benchmarks (Tab 3)** - Linda reviewed the June benchmarks. The ReStore Expense/Income Ratio is still less than 55%. Rob suggested it would be good have to a year to year comparison on the Benchmarks along with the month to month. Linda will do a cash flow statement from QuickBooks. A motion was made by Pam to approve the June benchmarks as presented & Isaiah seconded the motion. The Board of Directors “approved” the June 2018 Benchmarks.

**Financials (Tab 4)** - Linda reviewed the Balance Sheet with discussion on the cash account (1102-00). There was discussion about the Accounts Receivable/Press One outstanding balance. Isaiah is going to help Janet proceed with the matter and see if a judgement might be necessary. The contract is secured personally by Andy Orr of Press One per Lloyd Quesenberry. Linda noted the construction in progress account (1270-00) and reviewed other assets/mortgages receivable (1601-00) and that we sold 2 homes in June. Mortgage Discounts (1602-00) were discussed. A motion was made by Minde to “accept” the June financials as presented and Rob seconded the motion. The Board of Directors “accepted” the June 2018 financials.

**2017-2018 Actual vs Budget (Tab 5)** – Linda compared total income vs total expenses for the 2017-2018 year.

**New Budget 2018-2019 (Tab 6)** - Linda reviewed the 2018-2019 budget with the Board of Directors. Restore revenue, Foundation Income, Grant Income, Condo Rental and Construction in Progress were all reviewed and discussed. Rob made a motion to approve the 2018-2019 Budget and Minde seconded the motion. The Board of Directors approved the 2018-2019 budget.

**June 2018 Delinquencies (Tab 7)** – Janet reported on the two delinquencies. One is the owner of the home in Fruita that sold & closed June 29<sup>th</sup>, 2018. The other one listed was due to not paying the late fee. Janet met with the home owner and reviewed account. The homeowner has taken care of the late fee.

**HFHI – US SOSI “Stewardship & Organizational Sustainability Initiative” Fee** – Janet handed out the HFHI Policy 32 and discussed our Geographic Service Area (GSA). Mesa County is an intermediate size and our fee amount is \$7,500 per year and is due July 31<sup>st</sup>, 2018. The fee will sunset July, 2019 but HFHI is doing a survey to try and extend for two more years until July, 2021. Janet will submit the survey comments by August 4<sup>th</sup>, 2018 to HFHI on our position of the fee extension. This fee is in addition to our HFHI Tithe.

**Goal Review** – Justin handed out the list of goals that were developed at the June 14<sup>th</sup>, 2018 Board Meeting. Justin stated that we should be working on the goals (swim lanes) at every board meeting and developing the current and future plans (5-10 years) for the organization so that it may help future new board member/s. He would like to spend less time on committee reports in the future, but has given Scott with the Construction Committee to take as much time as needed.

## **COMMITTEE REPORTS**

**Executive Committee** –Justin stated that now the financials are completed for the year, Janet, Justin and Aaron Miller will meet to discuss a re-finance of the rate on our loan (ReStore Building) in a few weeks. Currently we are paying prime plus one. Justin reported the Montoya house in Fruita closed and we received our mortgage payoff and ESA payoff. The safety concerns on the independent audit report have been addressed and submitted to Lockton Insurance. The Letter of Engagement for our audit has been signed and submitted to Dave Patterson. Justin called for a motion to amend the Habitat for Humanity of Mesa County Bylaw’s, Section 4.3, Regular meeting (start time to be removed). Pam made the motion and Doug seconded. The Board of Directors approved the Bylaw Amendment of section 4.3 to remove “at 7:00 a.m.” and change the start time to read “as determined by the Board”.

**Construction** – Scott reported the (LV) house at 380 Wedgewood has drywall going up and needs interior colors chosen. The (JL/ML) house at 378 Wedgewood is ready for the trusses which Jim will hire a crane (safety inspection recommendation) that will add \$600 to the cost of the house. The committee discussed the footprints of the next two homes (lots 19 & 20) in depth. The square footage for 376 Wedgewood (Lot 19) was increased by 124 square feet. That home will be site assigned on Monday, July 16<sup>th</sup> 2018 to the (MO) family.

**Family Selection Committee** – Justin stated the committee reviewed one family application at the Monday, July 9<sup>th</sup> meeting. Justin presented the “AG” family which is a family size of 4 (mother/3 children). The family is a good candidate with a steady job and applicable income. The debt to income ratio is good and the family will be doing the sweat equity on Saturday’s. Jen & Janet did the site visit and confirmed the need. A motion was made by Laura to accept this family and Doug seconded. The Board of Directors approved the “AG” family. The family will sign the acceptance letter on August 1<sup>st</sup>, 2018 and Jill Crone is the family partner. There was discussion about families that apply that are self-employed and what the guidelines should be. That should be a committee level discussion and decision. Rob noted that to build more houses and serve more families would depend on man-power, cash flow, inventory, etc. We should look at developing those resources in our strategic planning goal/s.

**FIAT Committee-** Janet reported that the committee met on July 10<sup>th</sup>, 2018. They discussed the next events: Flap Jack Fundraiser, Exit 42 concert and the GJ Pipe Golf Tournament. The committee will be meeting every other month starting in September, 2018.

**Family Support Committee** – Jill reported the families are completing their required sweat equity hours for the month. There have been some challenges with the families getting along (2 families in particular). Their bickering at the job site has created a toxic environment for our other core volunteers. Janet has spoken to Jim about the “Willingness to Partner” aspect

of what is expected from these families and that he may give them a verbal warning when they slow the construction progress down due to their arguing. If Jim needs to ask them to leave the site, he may do so for the good of the order of others. Janet has spoken to all three families about being good neighbors and handling conflict which is a required education class that 2 of the families haven't taken. They were also informed about the bickering at the job site and they could be asked to leave for the day. If that were to happen and hours were not completed they would sent the non-compliance letter as stated in their acceptance letter. Janet and all of the family partners (of current families) have met and discussed this problem and hoping this will put an end to it.

**ReStore Advisory Committee** – Janet reported for Alice who was absent today. We completed the CMU acquisition and had to do a storage unit for a month to handle the donation of furniture. We also received nine vending machines in good condition. We did hire another gentleman (Leo) to help with Ron C. on the truck while Ron M. is recovering from his illness.

**Public Relations Committee** – Jill reported the Flap Jack Fundraiser will be this Saturday, July 14<sup>th</sup> at Applebee's from 7:30 to 9:30 am. The Exit 42 concert will be next month on Friday, August 3<sup>rd</sup> at the Botanical Gardens with gates opening at 6:30 pm. Jen has mailed out postcards this year to try and increase ticket sales. Justin handed out the envelopes with tickets for board members to sell. The news report from Niccole's dedication had some misinformation reported on by KKCO but attributed to a new reporter. The Laramie build was cancelled (by them) but Jen filled the spot immediately with the CMU Business School.

**Volunteer Advisory Committee** – Laura reported the Volunteer Advisory committee met on July 2<sup>nd</sup>, 2018. The number of volunteers is growing due to more core volunteers as well as handling workman comp cases for insurance companies and providing modified job duties for the volunteers.

**Department Reports – (Tab 8)** Janet stated that most things were covered during the meeting but feel free to take the June reports with you.

### **Upcoming Event Schedule- Noted**

Justin wished Jill a Happy Birthday (July 23) and thanked Laura for her two years of service. This is Laura's last board meeting and will be moving to the Front Range to be closer to family. Justin called for any other business before adjournment. Hearing no other new business, Laura made a motion to adjourn the meeting & Linda seconded. The July Board of Directors meeting adjourned at 9:05 a.m.

Respectfully submitted, Janet Brink