

Habitat for Humanity of Mesa County
Board of Directors
August 9th, 2018 Minutes

Location: HFHMC Restore Conference Room

Board Members Present: Jill Crone, Minde Harper, Rob Jenkins, Linda Kochevar, Lisa Martin, Isaiah Quigley, Scott Sorenson, Doug Sorter, and Alice Young

Guest Introduction: None

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

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

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

Board Minutes (Tab 1) – Alice asked if there were any additions or corrections to the July 12th, 2018 board meeting minutes. Having heard none, a motion was made by Lisa to approve the minutes and Rob seconded the motion. The Board of Directors “approved” the July 12th, 2018 minutes.

Benchmarks (Tab 2) - Linda reviewed the July benchmarks. The ReStore Expense/Income Ratio is higher due to some major truck repairs but is still in compliance. Linda discussed the Total Contributions benchmark and mentioned the Waldeck Foundation. A motion was made by Isaiah to approve the July benchmarks as presented & Doug seconded the motion. The Board of Directors “approved” the July 2018 Benchmarks.

Financials (Tab 3) - Linda reviewed the Balance Sheet with discussion on the amounts raised for Flapjack Fundraiser and the Exit 42 concert. Interest Income (4401-00) was discussed and the change in T bill interest. Vehicle expenses were discussed and also the differences in Payroll (5530-00) from July 2017 and July 2018 due to the audit adjustment with one payroll period counting in June 2016. A motion was made by Rob to “accept” the July financials as presented and Lisa seconded the motion. The Board of Directors “accepted” the July 2018 financials.

July 2018 Delinquencies (Tab 4) – Janet reported on one delinquency homeowner, S. Keddy. The homeowner made their July payment before the August BOD meeting so the delinquency rate is now zero.

Strategic Master Plan Review – Alice reported the staff restructuring has begun. Janet has hired a new administrative person that will work for the ReStore on Mondays and the affiliate Tuesday – Thursday. This person will be able to work more hours. Kirk is now in Operations with emphasis on Family Services and will still maintain the role as the certified competent safety person for the ReStore, Construction and Affiliate sites. Maryfrancis Kelly is the new Volunteer Coordinator. She previously was the Construction Foreman so she is extremely familiar with our volunteers. Please think about some goals that need discussion at the September Board of Directors meeting.

COMMITTEE REPORTS

Executive Committee –Alice stated the following items were discussed at the August 1st Executive Committee Meeting:

1. Daniels Fund Grant will be researched to see if HFMC may be eligible.
2. Letitia at the HFHC office has moved to Texas (hometown) to start a low income housing project with her husband. She was the director of Operations and part of her job was the CDOH and FHLB grants. They will post the job soon. In the meantime Jennie will be handling the grants that Janet has previously submitted on the Moore and Gray families.
3. Family Selection Committee will now meet quarterly to review applications since we have had an influx of families and currently have the four families for the next fiscal year.
4. Safety Inspections Update – All of the concerns from the construction site were addressed and the changes were implemented. We answered and satisfied all of the requested changes from the Lockton Safety Audit. The ReStore only had one suggestion and that was the drivers do an annual online safety review/quiz which have been completed by our two drivers as well as Barb.
5. Waldeck annual interview went well and Janet will provide more information on state and nationwide builds to Waldeck once HFHI posts last year's information.
6. Sustainable Hydroponics (Tenant in Condo A & B) – Jim and Janet did an inspection. Some clean-up has happened. Still has safe emergency exit blocked. The tenant is using two of the four restrooms as storage and has neglected the maintenance of plumbing. The carpet will need to be replaced for a new tenant. Janet will forward the lease to Isaiah for review.
7. Audit will be August 21st and August 22nd. at the affiliate office.
8. Press One (previous tenant of Condo A, B, & C) has finally made contact with Janet and claimed he wasn't aware he owed money. Janet will forward the lease to Isaiah for review.

Construction – Scott reported that 380 Wedgewood (LV Family) and 378 Wedgewood (ML/JL Family) homes are progressing nicely. The homes for 376 Wedgewood (MO Family) and 3049 Arna (spec home) had the pushouts done last week. Some of the neighbors want front yard fences and Janet has met with them on the HOA covenants (split two rail wood and three feet high). The Phase III appraisal has been ordered and Janet will also get the neighborhood meeting scheduled with Pear Park / District 51. The street in Phase III will be named Waldeck after one of our big donors from WCCF. Anne Wenzel with WCCF approved this with the family.

Family Selection Committee – No July 2018 Meeting

FIAT Committee- No August 2018 Meeting

Family Support Committee – Jill reported that the issues of the families not getting along reported at the last Board meeting have all seemed to calm down. The families have apologized to each other and are working together. The new family, Aracely has signed her acceptance letter and Jill is her family partner.

ReStore Advisory Committee – Alice reported on the revenue's slight decrease. Barb (ReStore Manager) is continually working on keeping prices in check. Janet & Barb are still working on getting the additional fencing and working on the security camera/s quotes. Barb has purchased new Walkie-Talkies and employee/volunteer vests. The CMU acquisition was very large and since our condos are rented we could not store and sell the furniture from there this year. Barb rented two storage units to accommodate the acquisition and has already cleared one out. Barb has also acquired more donations from the storage unit manager.

Public Relations Committee – Jill reported on Facebook, Pinterest, Instagram and Google Plus statistics. We have been boosting posts on ReStore merchandise and have increased our internet traffic. The Flapjack Fundraiser was a good

experience and will try to do it once a year but no more even though the Manager of Applebee's would like us to do it quarterly. The concert attendance was up and the weather was very pleasant. Colorado Gives Day will be December 4th, 2018 and we raised approximately \$6,000 last year. Jill explained that Colorado Gives Day that is a group called Grand Valley Gives (5013C) organizations that advertise together in collaboration and raise funds and awareness on the Western Slope for Colorado Gives Day. There are also some incentive funds given to all Colorado non-profits that participate on that day by Unity First Foundation. Jen is updating the website and running the campaign. World Habitat Day is October 1st and Jen is doing the door project again. Several artists donate painted doors to symbolize having a "doorway" into a new home. There was a great article on Habitat done by KKCO with Jen and our homeowner LaQuisha Quintana. Jill also explained how we have we feed our construction volunteers Thursday – Saturday and asked board members to look at some available date/s that they might sign up for participation in feeding our crew. There are a lot of local restaurants who participate in our program. Jill suggested that the Board of Directors sign thank you cards at a meeting at the end of our build season. Janet will facilitate this.

Volunteer Advisory Committee – Minde reported the Volunteer Advisory committee met on August 6th, 2018. This was Minde's first meeting with the committee. The total volunteer hours are up from last year with fewer volunteers but they are doing more hours.

Department Reports – (Tab 6) Janet stated that most things were covered during the meeting but feel free to take the July reports with you.

Upcoming Event Schedule- Noted

Alice called for other business before adjournment. Hearing no other new business, Doug made a motion to adjourn the meeting and Lisa seconded the motion. The August 9th, 2018 Board of Directors meeting adjourned at 8:40 a.m.

Respectfully submitted, Janet Brink