

Habitat for Humanity of Mesa County
Board of Directors
January 10th, 2019 Minutes

Location: Restore Conference Room

Board Members Present: Jill Crone, Erin Doebele, Pam Francil, Minde Harper, Rob Jenkins, Linda Kochevar, Lisa Martin, Justin Menge, Isaiah Quigley, Scott Sorenson, and Alice Young

Board Member/s absent w/proxy: Doug Sorter (Justin Menge)

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

Justin called the meeting to order at 7:35 a.m. and Alice offered the opening prayer.

Board Minutes (Tab 1) – Justin asked if there were any additions or corrections to the December 13th, 2018 board meeting minutes. The Finance Committee notes have 2018 listed twice. Please remove one. A motion was made by Pam to approve the minutes with correction and Isaiah seconded the motion. The Board of Directors “approved” the December 13th, 2018 minutes with the correction.

December Benchmarks & Financials (Tab 2) - Linda reviewed Items 1-7 of the December benchmarks with remarks on Restore Revenue, Cash on Hand, Restore Expense/Income Ratio and Average Payroll. Linda discussed the Balance sheet with reference to 1101-00(Operating Funds); 1102-00 (Development Funds) and 2056-10 (Security Deposit/Condo Rental) changes. Linda reviewed the Income Statement with reference to 4100-00 (Contributions), 4150-00 (Grant Income/CDOH) and 4202-00 (In-Kind Contributions). A motion was made to “accept” the December 2018 Benchmarks and Financials as presented by Rob Jenkins and seconded by Minde Harper. The Board of Directors “accepted” December 2018 Benchmarks and Financials.

Linda discussed that a motion was needed to allocate the Crawford endowment funds to the HFHMC Program Account (Building Fund). Janet explained that funds received with requests needed to be followed and not in a general fund which would make it available to the HFHI Tithe calculation. A motion was made by Lisa Martin and seconded by Erin Doebele to restrict the Crawford endowment to the HFHMC Program Account. The Board of Directors “approved” the motion.

December 2018 Delinquencies– None

Strategic Master Plan Review (Tab 3) – Justin stated that we need to start talking about fundraising. Janet mentioned that she is working on Isaiah’s idea of Safeway’s round-up program. Janet needed a board sponsor for the application and Isaiah agreed to be that person. Janet will the application request.

COMMITTEE REPORTS

Executive Committee –Alice stated the committee met on January 7th, 2019 and discussed the following:

1. WCCF Annual Report will be due in February 2019.
2. Tenant moving – Deadline January 10th, 2019 but probably won’t be out by today. Isaiah discussed the lease and the holdover. We will do an exit letter and either send the excess deposit back or send an invoice with charges. Jill will help Janet with photos once they have relinquished the keys. Will look for a tenant after damage is repaired.

3. No staff changes
4. Homeowner Moore needs to re-do her fence permit with the city
5. Still looking for a construction manager
6. CDOH Grand paid \$25,000 this month (Moore & Viscainia)
7. Staff reviews/raises in January, 2019. There is a hike in minimum wage from \$10.20 to \$11.10 in January 2019.

Construction – Scott reported the committee met on January 2nd, 2019. The Lewis closing and dedication is scheduled for Friday, January 4, 2019. The home at 376 Wedgewood (O’Gary) should close and dedicate late February. The house at 3044 Arna Drive should site assign to Aracely Gutierrez in February if she completes her required sweat equity hours in January, 2019. The spec house at 3049 has the foundation poured (3 bedroom / 1 ½ baths) and is being kept clean and will be used for a framing project in the spring. Fencing issues are being managed at this time. The committee decided not to breakup Phase III into two developments and Janet & Scott will proceed with the application. Janet met with Nicole Gray to see if she would have done anything different on her floor plan and then met with Aracely Gutierrez to show her plans. The only change was she would like the master bathroom to be a shower only. This idea was suggested by Rob Jenkins “Lessons Learned” to listen the homeowner before we start construction. It is working out since we are no longer building spec homes and have more families in the program. Janet is also working to gather all former house plans from the Arna house and create a library at the affiliate. **(Map –Tab 4)**

Family Selection Committee – Justin reported the committee did not meet in January, 2019 and will hopefully have some new home owner candidates in February, 2019. We need two more families for the 2019-2020 fiscal year.

FIAT Committee – Janet reported the committee met January 4th, 2019 and Sue Keddy stated the committee is focused on supporting dedications of the new Habitat homebuyers.

Family Support Committee – Jill reported the committee met on January 8th, 2019. The O’Gary and Evans families completed their sweat equity hours. The Gutierrez and Coleman families were both short on the required 32 hours. Both of the families will meet with their family partner, Kirk and Janet and will receive a letter of non-compliance. The families are allowed to receive 4 letters of non-compliance while they are in the program but if they receive two letter back to back months then they are automatically de-selected. Justin requested on behalf of the Family Selection committee to change the minimum required construction hours from 8 hours to 16 hours per month. Scott Sorenson made the motion for the mandatory construction hours be changed from 8 hours to 16 hours and Rob Jenkins seconded the motion. The Board of Directors approved the change and Janet will notify Kirk of the change for new incoming families.

Finance Committee – Linda reported the committee did not meet in January, 2019.

ReStore Advisory Committee – Alice reported the Restore committee met on January 2nd, 2019. Alice stated sales were down from January of 2018 but so was the customer count. Janet will call the GJ Chamber and start putting ReStore tokens in their welcome bags. Jen will design a ReStore poster for posting at churches. Janet is going to offer Relators a discount for gift certificates (Buy four \$25 and receive a fifth one free). We will be ordering paint supplies like HFH Glenwood does in the spring and working on the new branding colors from HFHI and refresh the store in the spring.

Public Relations Committee – Jill reported the Public Relations committee met on January 8th, 2019. Jill reported on the Social Media stats and that our bounce rate is up. Jen has reserved twelve (12) ads with the Business Times instead of the six (6) ads we do yearly. Habitat of Mesa County was not chosen for Women’s Build again. HFHI has changed to larger markets that contain a Lowe’s and Chico’s sponsor locations. HFHI also changed the date to March to coincide with National Women’s Day. HFHMC will be doing our own Women’s Day and will work with our local Lowe’s and hope to do it in May, but it depends on our construction manager position being filled. Pay Pal is working again and we received year end donations thru it. Jen is working on the Annual Report and the Guild Mortgage commercial which is filming right after this board meeting so stick around if you can be in the commercial. We will not be doing a booth this year at the HBA show but Janet & Jen are joining the Professional Women’s Builders with the HBA Western Chapter.

Volunteer Advisory Committee –Minde reported the committee met on January 2nd, 2019. The committee discussed other places to recruit Volunteers. The committee is still leaning towards a potluck instead of a banquet but still needs further discussion and the volunteers surveyed would rather have shirts or hats and not service pins. Marifrances is developing the “Volunteer of the Season” and spotlighting them in the newsletter.

Department Reports – (Tab 5) Janet stated that most things were covered during the meeting but feel free to take the December reports with you.

Upcoming Event Schedule- Noted

Justin called for other business before adjournment. After hearing no other new business, Lisa made a motion to adjourn the meeting and Isaiah seconded the motion. The December 13th, 2018 Board of Directors meeting adjourned at 9:00 a.m.

Respectfully submitted, Janet Brink