

Habitat for Humanity of Mesa County
Board of Directors
December 13th, 2018 Minutes

Location: CHFA Conference Room at 348 Main Street

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

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

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

Justin called the meeting to order at 7:40 a.m. and Rob offered the opening prayer.

Board Minutes (Tab 1) – Justin asked if there were any additions or corrections to the November 15th, 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 November 15th, 2018 minutes.

November Benchmarks & Financials (Tab 2) - Linda reviewed Items 1-7 of the November benchmarks. The ReStore’s monthly sales were down but the 3 month average is good. The checking account balance is down and might need funds transferred. The Waldeck Fund sent the 3rd quarter check. Payroll numbers are doing well. Linda discussed the Balance sheet where 1500-00 (Land Held for Development) and Mortgage Receivables (1601-00). We also received an additional \$2,000 for our tenant’s security deposit. Their lease is up January 10th, 2019. Janet and Lois Dunn will schedule a walk thru soon. A motion was made to “accept” the November Benchmarks and Financials 2018 as presented by Pam and seconded by Rob. The Board of Directors “accepted” the November Benchmarks and Financials 2018 financials.

November 2018 Delinquencies (Tab 3) – Janet reported that the Gray family was delinquent again and that they met on December 6th and determined how to get them back on track. The Gray family will pay November and December payments in December and then get on auto pay starting with the January 2019 payment.

Strategic Master Plan Review (Tab 4) – Justin stated we are not spending anytime on this because more time is needed for the Cash Flow Review. Please keep this on your radar for the January meeting.

Phase III Timeline & Cash Flow Review (Tab 5) – Justin reviewed the timeline for lot depletion based on Rob’s calculations for home building over the next four fiscal years. The cash on hand from all current revenue sources and the estimated costs of Phase III were reviewed. Justin also reported on the generous endowment funds left to HFHMC from the Crawford Estate. It was discussed on selling mortgages to CHFA to secure funds for the Phase III project in its entirety. Rob made a motion to move forward with the timeline of Phase III and engage with any sources to sell mortgages to secure funding and Alice seconded. The Board of Directors approved the Phase III timeline and selling mortgages to CHFA when the program became available.

COMMITTEE REPORTS

Executive Committee –Justin stated the committee met on December 7th, 2018 and discussed the following:

1. Reviewed the Phase III Timeline & Cash Flow statement (Tab 5)
2. Christmas Bonuses for the staff
3. The minimum wage increase of \$11.10 per hour starting January 1, 2019

Construction – Scott reported the committee met on December 5th, 2018. The Lewis closing and dedication was to happen December 21st, 2018 but is now scheduled for Friday, January 4, 2019 due to the plumbers not returning to finish the job. It was the same problem (delays) with the Viscaina house and obtaining the Certificate of Occupancy. We will start to look for new plumbers since this has become a continued problem. The home at 376 Wedgewood (O’Gary) should close and dedicate late February. The committee also discussed Moore and Viscaina fencing issues. The Phase III application and plans were discussed. The committee also met with Dennis Wilgent with Wilco about the site plans for 3049 Arna Drive for the next family in the program who will be site assigned a four bedroom home. **(Map –Tab 6)**

Family Selection Committee – The committee did not meet in December, 2018.

FIAT Committee - The committee did not meet in December, 2018.

Family Support Committee – Jill reported the committee met on December 6th, 2018 and everyone has completed their hours with two families only doing the minimums.

Finance Committee – Linda reported the committee met on December 6th, 2018, and the loan for the ReStore was refinanced with an ARM loan at 5 ½% for five (5) years. Justin reported there was a \$2,500 loan fee that was charged and then waived due to our checking account which stopped having interest so this was a way to correct it. Our checking account is now collecting interest again.

ReStore Advisory Committee – Alice reported the Restore committee met on December 5th, 2018. The store sales were down and our customers (sales) were down by 760 people. Barb and her team are still working on standard pricing for books and dishes so each item will not be ticketed. Cheryl Cooper has returned as employee and we are glad to have her back. Barb is emailing a 50% off coupon for one item to our email list of customers in the month of January.

Public Relations Committee – Jill reported the Public Relations committee met on December 4th, 2018. Jill stated that Colorado Gives dollars exceeded the \$6,500 goal. We are still trending well on Social Media. Jen was disappointed we did not receive the JSL grant for the golf cart we requested for the job site. Jen is working with United Way for a grant for the SWAP Program (School Work Alliance Program) since they are out of funds and can’t send us anymore student volunteers. Jill mentioned the Food Drive event in February and more details to follow for Women’s Build and the HBA event in March.

Volunteer Advisory Committee –Minde reported the committee met on December 5th, 2018. The amount of volunteer hours is strong. Marifrances is pursuing the LDS mission person to sign more volunteers up. Marifrances is also working on the Christmas gifts for all of the volunteers. .

Department Reports – (Tab 7) Janet stated that most things were covered during the meeting but feel free to take the September reports with you.

Upcoming Event Schedule- Noted

Justin called for other business before adjournment. Janet reported the new CDOH grants will now be \$15,500 per house which is an increase from \$12,000 per house and that Janet, Carol and Jen are working on the changes with the EZ tax credit program. Janet also wished the Board of Directors Merry Christmas and reported their Christmas gifts were from the Koinonia Farms. Pam reported that Minde Harper was promoted to the branch manager for Guild Mortgage and that Jill & Terry had a November Las Vegas wedding. After hearing no other new business, Lisa made a motion to adjourn the meeting and Rob seconded the motion. The December 13th, 2018 Board of Directors meeting adjourned at 8:57 a.m.

Respectfully submitted, Janet Brink