

Habitat for Humanity of Mesa County
Board of Directors
February 14th, 2019 Minutes

Location: Restore Conference Room

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

Board Member/s absent: Doug Sorter

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

Justin called the meeting to order at 7:34 a.m. and Rob offered the opening prayer thoughts of “Cracked Pots”.

Guest: Justin introduced Micah Adams from FCI who is interested in becoming a HFHMC board member.

Board Minutes (Tab 1) – Justin asked if there were any additions or corrections to the January 10th, 2019 board meeting minutes. Having heard no corrections a motion was made by Pam to approve the minutes and Rob seconded the motion. The Board of Directors “approved” the January 10th, 2019 minutes.

January Benchmarks & Financials (Tab 2) - Linda reviewed Items 1-7 of the January benchmarks with remarks on Restore Revenue and noting Payroll was high due to January being a three pay period but the annual average will level out and meet the benchmark. We also closed on our second home (378 Wedgewood) of the four homes we build in a fiscal year. Linda discussed the Balance sheet with reference to 1101-00 (Operating Funds) and 1102-00 (Development Funds). Linda noted 1270-00 (Construction in Progress) as well as 1500-00 (Land held for Development/Not Actual Dollars). Linda reviewed the Income Statement with reference to 4201-00 (Program Income), 4204-00 (HHSS Revenue) and 5730-00 (Travel). Justin noted sales price vs hard cost. The Statement of Activities was reviewed with phone cost savings noted that also includes the affiliate. Justin asked if there were any questions or concerns and hearing none, a motion was made to “accept” the January 2019 Benchmarks and Financials as presented by Minde Harper and seconded by Isaiah Quigley. The Board of Directors “accepted” January 2019 Benchmarks and Financials.

January 2019 Delinquencies– None

Strategic Master Plan Review (Tab 3) – The strategic plan was discussed and that we are on track to build 4 homes each year. Lisa discussed the ReStore growth and would like to join the ReStore Committee with Alice. We are still changing some areas of the ReStore and working on better organization of items. The purchased paint product will be for sale in March/April 2019.

COMMITTEE REPORTS

Executive Committee –Justin stated the committee met on February 13th, 2019 and discussed the following:

1. WCCF Annual Report will be due in February 2019.
2. Tenant did move and have relinquished the keys. They have been sent their refund of the security deposit in the amount of \$3,900 out of the \$7,000 we held. Isaiah sent the letter outlining the damages along with the refund check. We will wait to see.

3. Meyerhoff paid off her HFHMC loan in full (approximately \$9,000) but the ESA will stay in place until 2021.
4. Homeowner Moore needs to re-do her fence permit with the City of Grand Junction.
5. We have hired a new construction manager, Efreem Carrasco who is moving here from Texas. His wife works for Housing Resources as the Deputy Director. Efreem will start on April 1st, 2019 or before.
6. The Burrows family would like to turn in their house “Deed in Lieu. The house was built in June 2016 and there is an FHLB grant attached. Janet has looked at the house and it is cosmetic fixes. Rob suggested to send Mike back in for operational testing. It is an ADA home that would require a special family. It is a four bedroom, two bath house that has a wheelchair roll in shower. We possibly have a family that would qualify and has that particular need. Janet will check with HFHC to see if there is anything that prohibits us from doing a rent to own scenario. The Burrows would like to move by March 3, 2019 but Janet let them know that the Board of Directors needed more time to decide to take back the house or have them sell it on the open market. Isaiah offered to affirm it if we choose “Deed in Lieu”. Justin would also like Janet to reach out to Bruce who has been on the HFHMC Board of Directors and is now on the HFHC State Board of Directors.

Construction – Scott reported the committee met on February 6th, 2019. The Lewis dedication was Friday, January 4, 2019 and was well attended. The home at 376 Wedgewood (O’Gary) will close and dedicate on Saturday, March 2nd at 10:00 a.m. The house at 3044 Arna Drive will site assign to the Gutierrez Family on Monday, February 18th, 2019. The committee has been working with the Moore Family and did not approve the fence permit that the City of Grand Junction approved but sent Ms. Moore back to the City planning department when we realized the City of Grand Junction errors on site and height. The construction committee will include the fence drawings on future home plans. Janet and Scott are still working on the Phase III application. Janet would like to apply for the Community Development Block Grant (CDBG) with the city but must not sign any contracts or hire work for the project until the approval of funds is announced in September, 2019. Janet and Justin are still waiting to hear if CHFA is going to buy home loans from Habitat. (**Map –Tab 4**)

Family Selection Committee – Justin reported the committee did not meet in February, 2019.

FIAT Committee – Janet reported the committee did not meet in February, 2019.

Family Support Committee – Jill reported the committee met on February 12th, 2019. Kirk reported at the committee meeting that one of the homeowners log book did not match the construction log in sheet. Going forward the log book and construction log in sheet must match and the construction manager has been notified. All of the families completed their sweat equity hours for January 2019.

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

ReStore Advisory Committee – Alice reported the Restore committee met on February 6th, 2019. Sales are down along with the customer count and donated items compared to this time last year. Barb is concentrating on pulling small items that are damaged or unidentifiable that shouldn’t have made it to the shelves. Furniture and small house hold items are still the top two selling categories. Barb will be ordering paint supplies for sale in the spring. Barb is also tracking items that we are giving to Mike for the construction site and/or homes that we could have sold in the store. We are going back to the two colored tag discounts that will on sale at the same time (25% & 50%) with no other discounts applying. Crystal Books on Main Street is retiring and we will pick up that acquisition which includes their security camera system.

Public Relations Committee – Jill reported the Public Relations committee met on February 5th, 2019. Jill reported our commercial is done and will be running intermittently with the Guild Commercials. We are looking into the possibility of running a commercial on YouTube and if you click to view the video then we will incur a charge. The Jewelry Party Fundraiser is Thursday, April 18th at the ReStore. It will be a private party and invitations will be sent. Women’s Build will be Saturday, May 11th from 9:00 am till 2:00 pm. The cost will be \$40 per ticket.

Volunteer Advisory Committee –Minde reported the committee met on February 6th, 2019. The year to year numbers for volunteers and volunteer hours are down. There were twenty-five (25) new volunteers who attended orientation last month. Marifrances is working on a new “volunteer” brochure and will be targeting the retirement homes in order to secure more core volunteers.

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

Upcoming Event Schedule- Noted

Justin called for other new business before adjournment. Justin wished Isaiah a Happy Birthday and we did not sing since Doug was absent. Justin also wished Lisa a Happy Retirement! Janet mentioned that some flower boxes were built by a construction volunteer and we donated them to the Lewis Family on Friday, February 1st. The Lewis’s’ were excited and we posted them on Facebook. After hearing no other new business, Lisa made a motion to adjourn the meeting and Alice seconded the motion. The January 10th, 2019 Board of Directors meeting adjourned at 9:02 a.m.

Respectfully submitted, Janet Brink