

Habitat for Humanity of Mesa County
Board of Directors
May 9th, 2019 Minutes

Location: Restore Conference Room

Board Members Present: Micah Adams, Erin Doebele, Pam Francil, Minde Harper, Rob Jenkins, Linda Kochevar, Lisa Martin, Scott Sorenson, and Alice Young

Absent w/Proxy Votes: Justin Menge (Alice Young); Jill Ruckman (Minde Harper); Doug Sorter (Rob Jenkins); Isaiah Quigley (Linda Kochevar)

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

Alice called the meeting to order at 7:34 a.m. and Rob offered the opening prayer thoughts of “Tree of Life”.

Board Minutes (Tab 1) – Alice asked if there were any additions or corrections to the April 11th, 2019 board meeting minutes. Having heard no corrections a motion was made by Pam to approve the minutes and Minde seconded the motion. The Board of Directors “approved” the April 11th, 2019 minutes.

April Benchmarks & Financials (Tab 2) – Linda reviewed Items 1-8 of the April benchmarks with remarks on Restore Revenue, monitoring the expenses, Waldeck contribution, Anschutz grant (coding question that Janet will address with Theresa) and the payroll average. There were no homeownership transfers this month. Linda reviewed the Balance Sheet with notes on development funds and the sale of \$300,000 in HFHMC loans to CHFA. Linda discussed the Statement of Activities and the Income Statement with attention to our loan on the Restore being paid down and the bad debt with Press One which will end in June. The expenses are in line. Accounts 4202-00 (in kind contributions); 4204-00 (HHSS revenue) and 4204-50 (rental income/store condos) were reviewed. Alice asked if there were any questions or concerns and hearing none, a motion was made to “accept” the April 2019 Benchmarks and Financials as presented by Rob and seconded by Erin. The Board of Directors “accepted” April 2019 Benchmarks and Financials.

April 2019 Delinquencies (Tab 3) – Burrows is still listed. Board of Directors discussed the balance of the note.

Strategic Master Plan Review (Tab 4) – Janet discussed the fundraisers that have happened recently and the ones coming up. Lisa is heading the ReStore Strategic Planning committee and will report at the end of the ReStore Committee review later in the meeting.

COMMITTEE REPORTS

Executive Committee –Alice stated the committee met on May 1st, 2019 and discussed the following:

1. Janet has shown Condo A & B to Ariel who are in the condos across the driveway and need more space.
2. The Burrows Deed in Lieu is completed and Janet had the house insured thru Lockton
3. Carol Keffer, Administrative Assistant is moving to Texas and decided her last day was April 30th, 2019.
4. Janet submitted \$300,000 in loans to CHFA for purchase. It should be sometime in July/August. Minde volunteered to help Janet with this process when the time comes.
5. Janet is still working on an orientation for new board members or any other board members who would like to attend. It should happen around July or August.
6. Linda is meeting with Janet at the Business Incubator to talk about our ongoing issues with the EZ tax credits and the application for the renewal of the project in 2020.

7. Gary Williams (Hoffman Homeowner) is still having water in his crawl space and is getting estimates for a sump pump. Scott will go with Janet and have a look at it and try to determine where the water is coming. Should not be that much ground water or rain water.

Construction Committee – Rob reported the committee met on May 1st, 2019. Efrem is fitting in nicely. The house at 3044 Arna is excavated, sub-graded and concrete will be done in time for Women’s Build on May 11th. The conveyance documents are complete and the Phase III application is ready to submit. It will be with the city for approximately 4 weeks for comments and then 2 months for our Bid process. Construction should start mid-August. We will not do a DIA but a plat hold only. The HOA covenants need review/changes and Janet will get with Bruce/Isaiah. The house at 3049 Arana is having HVAC done. The plans for 3042 Arna have been submitted to city planning. The scope of work to be done on 388 Wedgewood is cosmetic and will not require a building permit. Kim Moore’s completed fence did not match what Ms. Moore turned in and agreed to put up. There will be a meeting with her again about the two types of fencing, chicken wire; shape of pickets and colors of fencing. Rob, Scott and Janet will have a meeting with her at her home to review what was installed. Discussion was held about hiring an outside person to run the Hoffman HOA and what the cost would be which would be passed on to the Hoffman homeowners in their monthly mortgage payments. Pam made a recommendation for the HOA person and Janet will follow up. (**Map –Tab 5**)

Family Selection Committee – Alice reported the committee did not meet in May, 2019.

FIAT Committee – Janet reported the committee did not meet in May, 2019 and is currently is reorganizing.

Family Support Committee – Lisa reported the committee met on May 7th, 2019 and all of the families completed their sweat equity hours for April 2019. Kirk has nine applications to review for potential families.

Finance Committee – Linda reported the Finance Committee will meet Thursday, May 16th at 2:00 pm at the Affiliate office.

ReStore Advisory Committee – Alice reported the ReStore committee met on May 1st, 2019. The ReStore did not make their numbers this month but came close. The mattresses arrive today and will have their own code on the cash register to keep track of sales. Barb had a big lighting sale this month. Lisa is working on the strategic plan and the committee is getting close to rolling it out to the Board of Directors.

Public Relations Committee – Janet reported for Jill that the Public Relations committee met on May 7th, 2019. The next big event is Women’s Build which is coming this Saturday, May 11th and hopes to see anyone who wants to drop by. Refer to the PR report behind Tab 6 for other information.

Volunteer Advisory Committee –Minde reported the committee met on May 1st, 2019. The committee is developing a program of “Bring your Buddy” to volunteer with you. They also discussed there will be an influx of volunteers once Country Jam happens. The Volunteer Banquet went well and awards were handed out. They are working on an internship program like Denver has with high school students.

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

Upcoming Event Schedule- Noted Alice called for other new business before adjournment. Pam stated this was her last Board Meeting and that she would miss everyone and has enjoyed her time on the Habitat Board. After hearing no other new business, Lisa made a motion to adjourn the meeting and Minde seconded the motion. The May 9th, 2019 Board of Directors meeting adjourned at 9:05 a.m.