

**Habitat for Humanity of Mesa County**  
**Board of Directors**  
**August 8<sup>th</sup>, 2019 Minutes**

**Location:** HFHMC Restore Conference Room

**Board Members Present:** Micah Adams, Erin Doebele, Minde Harper, Rob Jenkins, Lisa Martin, Justin Menge, Isaiah Quigley, Jill Ruckman, Scott Sorenson, Alice Young

**Board Members Absent:** None

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

Alice called the meeting to order at 7:32 a.m. and Rob offered the opening reflection “Have a Little Faith”.

**Board Minutes (Tab 1)** – Alice asked if there were any additions or corrections to the July 11<sup>th</sup>, 2019 board meeting minutes. Having heard none a motion was made by Lisa to approve the minutes and Erin seconded the motion. The Board of Directors “approved” the July 11<sup>th</sup>, 2019 Board meeting minutes.

**July Benchmarks & Financials (Tab 2)** –Erin reported on Items 1- 7 of the July benchmarks with remarks on the Restore Revenue which maintained all of the expenses (57%). We received 2<sup>nd</sup> quarter Waldeck funds. Erin stated expenses increased due to truck repairs and the HFHI SOSI fee. We need to adjust mattress expense since the ReStore has sold a few. Account 5230-00 (Contract Labor) is due to using an employment agency to have a trial period before hiring (truck helper position). Account 5530-00 (Payroll) was double from last year but it is due to the way the pay periods fell and the audit. Erin emailed Theresa (bookkeeper) and will clarify at the September Board of Directors meeting. Erin reviewed the Statement of Activities, Income Statement and the Profit and Loss report. Alice asked if there were any questions or concerns and hearing none, a motion was made to “accept” the July 2019 Benchmarks and Financials as presented by Justin and seconded by Rob. The Board of Directors “accepted” the July 2019 Benchmarks and Financials.

**July 2019 Delinquencies** – None

**Strategic Master Plan Review (Tab 3)** – Marie has been working on fundraising ideas and has procured Loki for 2 jackets for the concert raffle. The winners will go to Loki with their certificates to pick out color/size. Marie is doing a wonderful job with the planning of the year events.

**HFHI Organizational Charts (Tab 4)** - Janet stated the new HFHI Organizational Charts are there for your review. It outlines all of the officers and what departments they manage.

## **COMMITTEE REPORTS**

**Executive Committee** –Alice stated the committee met on August 7<sup>th</sup>, 2019 and discussed the following:

1. The Audit will be August 13 - 15<sup>th</sup>, 2019.
2. The donated roofing material by Owen Corning is delayed but we are still expected to receive it.
3. Still searching for new tenant/s for Condo A/B.
4. Janet is working on grants (submitted the Economic Impact Grant and working on Bray and CDOH)
5. Janet still working on the submission of HFHMC loans (8) from Camelot I subdivision to HFHC who will review and submit to CHFA.

6. EZ tax credits will sunset at the end of 2019. We will re-apply for EZ tax credits for a capital campaign project.
7. Colorado Gives Day is Tuesday, December 10<sup>th</sup>, 2019.
8. Still working on trying to find someone to manage the HOA; need to review CR's and will develop a committee.
9. Alice passed around the sign-up for Board Members to volunteer to bring lunch to the construction site.

**Construction Committee** – Scott reported the committee met on August 7<sup>th</sup>, 2019. The 3044 Arna house (AG family) is being roofed. Completion is expected for the end of September. The 3049 Arna house (VC family) has rough plumbing completed and waiting for inspection with an early November completion. The 3042 Arna house (EE family) has the concrete slab poured with a group build scheduled this weekend to start on framing. The expected completion date is the end of December. The house at 388 Wedgewood has had no movement yet but the RS family will be taking the design class and start picking out finishes and rehab can begin. The Williams water issue is still being investigated. Janet has Country Side Services to send a camera down the pipe. Working with the city to check into the problem and include curb and gutter at the beginning of the sub-division with Phase III bid. Scott stated that he has received the Phase III comments and reviewed with Rob and Janet. Working thru them but there are no major issues. **(Map –Tab 5)**

**Family Selection Committee** – No July Meeting

**Family Support Committee** – Jill reported the committee met on August 6<sup>th</sup>, 2019 and that all the families have met their sweat equity hours. The Gutierrez family is continuing to select all of her finishes. The new SM/CM family completed their first month with prorated hours of 12 but completed 18 hours. Please refer to reports behind Tab 6 if you would like to see the overall progress of the families.

**ReStore Advisory Committee** – Alice reported the ReStore committee met on August 7<sup>th</sup>, 2019. The ReStore cash donations are down but Barb thinks it might be because our new cashiers are not asking to round up. We have sold 3 sets of mattresses and once they are gone we will probably not continue. Goodwill and Sam's Club sells them at a better price point. The paint supplies (purchased) are very popular. Barb does inventory every day and has done 2 more orders. We are still working on group pricing and sales prices. The ReStore has many glass vases and once school starts we will contact the career center to see if they are interested. Barb and her team are going to work on revamping displays with the new HFHI colors.

**Public Relations Committee** – Jill reported the committee met on August 8<sup>th</sup>, 2019. Marie, Marifrances, Kirk and Janet distributed concert posters that Marie designed this year. Jill passed around the sign-up sheet for concert volunteers this year. The concert is Friday, August 23<sup>rd</sup> at 6:00 p.m. The artist door project will happen again this year. There will be a reception at the restore for artist and Board of Director member/guest on Monday, October 7<sup>th</sup> which is World Habitat Day. Marie is also working on our web page and taking over the design and updates. Jen's person Ross will not return Marie or Kirk's phone calls and has our home page locked down.

**Volunteer Advisory Committee** –Minde reported the committee met on August 3<sup>rd</sup>, 2019. Marifrances is requesting you send her your baby pictures for the baby picture contest (email is fine). Volunteer hours are steady. There were 21 new volunteers who attended orientation. Marifrances is trying to get SCEP to approve senior volunteers (50-55 years old) to volunteer on the job site but paid by SCEP.

**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 new business before adjournment. A Happy Birthday was wished to Erin and Micah. Alice also noted several group builds are coming up. After hearing no other new business, Lisa made a motion to adjourn the meeting and Isaiah seconded the motion. The August 8<sup>th</sup>, 2019 Board of Directors meeting adjourned at 8:24 a.m.