

**Habitat for Humanity of Mesa County**  
**Board of Directors**  
**September 12<sup>th</sup>, 2019 Minutes**

**Location:** HFHMC Restore Conference Room

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

**Board Members Absent:** Minde Harper (Erin Doebele); Isaiah Quigley (Justin Menge)

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 reflection “Reflection on Golf and Life”

**Board Minutes (Tab 1)** – Alice asked if there were any additions or corrections to the August 8<sup>th</sup>, 2019 board meeting minutes. Having heard none a motion was made by Justin to approve the minutes and Erin seconded the motion. The Board of Directors “approved” the August 8<sup>th</sup>, 2019 Board meeting minutes.

**August 2019 Benchmarks & Financials (Tab 2)** –Erin reported on Items 1- 7 of the August benchmarks with remarks on the Restore Revenue was just shy of the benchmark. The payroll expenses are a little higher due to August having three (3) payrolls. Discussions ensued about doing a bi-monthly payroll instead of the every two week payroll or do a monthly accrual instead on the annual accrual to avoid the huge swing. It was decided to keep the payroll as is. HFHI had Rio Blanco County removed from our service area (SOSI) because we are only Mesa County. Janet is potentially hoping to get a credit for the five (5) years we have paid for that area. Erin had adjusted inventory numbers for mattresses and paint supplies to reflect correctly on the Balance Sheet. Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement. Hearing none, Alice asked for a motion to “accept” the August 2019 Benchmarks and Financials as presented. A motion was made by Justin and seconded by Lisa. The Board of Directors “accepted” the August 2019 Benchmarks and Financials as presented.

**August 2019 Delinquencies** – None

**Strategic Master Plan Review (Tab 3)** – Barb updated the ReStore Strategic Plan and has assigned tasks to certain employees to be in charge of.

### **COMMITTEE REPORTS**

**Executive Committee** –Alice stated the committee met on September 9<sup>th</sup>, 2019 and discussed the following:

1. Still working on water issue w/Gary Williams. Waiting on response from the City of GJ to review their findings. Scott will follow up with the City of GJ to get the meeting scheduled.
2. Erin is currently reviewing the Audit for completions. Dave Patterson (auditor) will present at the October Board Meeting.
3. The donation from Owen Corning for roofing is moving forward.
4. No movement on finding tenant for the condo/s.
5. Janet still working on the submission of grants (Bray, United Way, Economic Impact & CDOH)
6. Will be losing the FHLB grant on the AG house due to not making September closing deadline. Will propose an internal grant.

**Construction Committee** – Rob reported the committee met on September 4<sup>th</sup>, 2019. The house at 3044 Arna (AG Family) has had the roof completed. The house at 3049 Arna (VC Family) is ready for drywall. The house at 3042 Arna (EE Family) has framing in progress. The house at 388 Wedgewood has nothing being done. Erin remarked that the RS/TS Family should be working on their home since it is cosmetic. Janet will check with Efreem to schedule dual projects, especially when the families are there to volunteer at the construction site. The Phase 3 application needs an updated appraisal and amended CCR's. Janet will follow up on that. Micah is reaching out to CMU to meet with the construction management program and see if there is a possibility of an internship program and/or group builds. **(Map – Tab 4)**

**Family Selection Committee** – No August Meeting

**Family Support Committee** – Alice reported the committee met on September 11<sup>th</sup>, 2019 and that all the families have met their monthly sweat equity hour requirements. The construction team is really trying to push to get a completion date for the AG house. Education is on track with all of the families. All of the families except our new SM/CM family are now only required to do 24 hours of sweat equity per month. Janet is considering hiring a family liaison instead of the families having an individual family support person which are mainly board members.

**ReStore Advisory Committee** – Alice reported the ReStore committee met on September 9<sup>th</sup>, 2019. The ReStore is currently issuing more discounts and having fewer transactions but seeing higher dollar sales. Barb is not going to continue mattress sales due to much competition. The purchased paint supplies are doing well. The ReStore Anniversary Sale is Friday and Saturday, October 11<sup>th</sup> & 12<sup>th</sup>. Barb has scaled down the events of the sale so Board Members are not being asked to volunteer this year.

**Public Relations Committee** – Jill reported the committee met on September 3<sup>rd</sup>, 2019. Marie is doing a great job with our social media and Facebook pages. The GJ Pipe Golf Tournament where HFHMC sells raffle tickets is coming up Saturday, September 14<sup>th</sup> and Marifrances, Marie, Janet, Lisa and Jill will be there. Colorado Gives/Grand Valley Gives Day is Tuesday, December 10<sup>th</sup> and more to follow starting November 1<sup>st</sup>, 2019. The World Habitat Day is always the first Monday in October which will be October 7<sup>th</sup> and there will be a reception for the artists who did the doors and windows. Barb had the directional signage updated with new paint and added a few new signs in the drop off and pick up areas.

**Volunteer Advisory Committee** – Minde was absent and Janet referred to the Volunteer Report behind Tab 5.

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

**Upcoming Event Schedule- Noted** Alice called for other new business before adjournment. A Happy Birthday was wished to Lisa. It was noted that the weeds at the Arna House need to be addressed and Janet will speak with Efreem and possibly Deep Creek. Alice also offered the service of Seven X Services. Alice asked if there was any other new business and hearing none, Lisa made a motion to adjourn the meeting and Justin seconded the motion. The September 12<sup>th</sup>, 2019 Board of Directors meeting adjourned at 8:41 a.m.