

**Habitat for Humanity of Mesa County**  
**Board of Directors**  
**January 9<sup>th</sup>, 2020 Minutes**

**Location:** HFHMC Restore Conference Room

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

**Board Members Absent:** Justin Menge (Jill Ruckman)

**Guests:** None

The following members of management staff were present: Janet Brink

Alice called the meeting to order at 7:31 a.m. and Rob offered the opening reflection “On Respectability”.

**Board Minutes (Tab 1)** – Alice asked for the Board of Directors to take a few minutes to review the December 12<sup>th</sup>, 2019 board meeting minutes. Alice asked if there were any additions or corrections and having heard none, a motion was made by Minde to approve the minutes and Erin seconded the motion. The Board of Directors “approved” the December 12<sup>th</sup>, 2019 Board meeting minutes.

**December 2019 Benchmarks & Financials (Tab 2)** –Erin reported on Items 1-7 of the December benchmarks with remarks on ReStore Revenue covering all of the expenses. The ReStore did not meet their sales goal but was close. The total contributions exceeded the goal and that was due to December being a great month with Colorado Gives and generous year end gifts. Total expenses were comparable to last month and Payroll was up a bit due to Christmas bonuses being paid. Erin reviewed the Balance Sheet, the Statement of Activities and the Income Statement and noted the overall cash position is good with discussion on double loan payments that we continue to make. Merchandise inventory is reflecting the retail value and not cost value. The numbers will be updated to reflect the correct values on January’s financials. 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 December 2019 Benchmarks and Financials as presented. A motion was made by Rob and seconded by Isaiah. The Board of Directors “accepted” the December 2019 Benchmarks and Financials as presented.

**December 2019 Delinquencies (Tab 3)** – There is one homeowner that is delinquent due to being laid off and is working on getting a new position. No concerns at this time.

**Strategic Master Plan Review (Tab 4)** – Janet reported that HFH of Colorado (Denver office) is reviewing the two (2) CHFA loan sales. We are currently not anticipating any problems.

**Review and Approval of Phase III Budget (Tab 5)** – Erin presented the budget for Phase III of Hoffman Country Estates. After review and discussion, Alice asked for a motion to approve the Phase III budget as presented. A motion was made by Lisa and seconded by Minde and the Board of Directors approved the Phase III budget.

**COMMITTEE REPORTS**

**Executive Committee** –Alice stated the committee met on January 2<sup>nd</sup>, 2020 and discussed the following:

1. Reviewed some employee changes and issues. The new driver from Roaring Fork resigned and Barb has found a new driver and is in the hiring process.
2. CMU construction intern is working out well.

3. One Restore employee has been given his final write up for being late and next infraction will be termination.
4. Closing on January 17<sup>th</sup>, 2020 for the Schultz family with dedication to follow on January 18<sup>th</sup>, 2020.
5. Top Property Management (Donna Reynolds) has been hired to run the Hoffman HOA.
6. Working on the “Donate Colorado Refund” (tax refund) state program.

**Construction Committee** – Scott reported the committee met on January 2<sup>nd</sup>, 2020. The Schultz home closing is pending the installation of the ADA dishwasher but Kostas is confident it will happen. The Coleman family is targeted for April but Micah has spoken to Kostas of a current five week scheduling plan on all homes. The Evans family is scheduled for June, 2020 completion. The committee reviewed the Marez site plan with changes to be presented at the February meeting for finalization. The Phase III bid meeting review meeting happened on December 19<sup>th</sup> with three (3) bids being received. Sorter was selected to receive the contract and Scott asked for approval, Isaiah moved to award Sorter Construction the Phase III contract and Lisa seconded. The Board of Directors approved the motion. There will be an on-site construction meeting with the City of Grand Junction on Wednesday, January 15<sup>th</sup>, 2020 at 1:00 pm. Scott also stated that Kostas needs more volunteers on the construction site. Michele (Volunteer Coordinator) is developing flyers for recruiting volunteers and will be targeting hardware stores, the Co-Op and the V.A. (**Map –Tab 6**)

**Family Selection Committee** – There was no December meeting.

**Family Support Committee** – Minde reported the committee met on January 7<sup>th</sup>, 2020 and that all of the families are just doing the minimum number of monthly sweat equity hours. The newest homeowner (AD) did not make her hours and was given a written notice of non-compliance. Kirk has four (4) applications under review. Ramona Schultz’s dedication will be on Saturday, January 18<sup>th</sup>, 2020 at 10:00 a.m. at 388 Wedgewood Avenue.

**ReStore Advisory Committee** –Alice reported the ReStore committee met on January 2<sup>nd</sup>, 2020. Alice stated the ReStore had a better December this year than last year. We had more dollar donations this December and fewer transactions than last December 2018. Paint supplies have slowed during winter months. Christmas inventory sold well. The Holiday breakfast party turned out well and was better attended by staff than last year’s holiday dinner. Thank you to Rob and Micah for attending. Barb is recognizing employee birthdays once a month at All Staff meetings and they will receive a 50% off coupon for one month (up to \$100).

**Public Relations Committee** – Jill reported the committee doesn’t meet in December. Marie reported to Jill she contracted with the Business Times for 12 ads in 2020. Marie is cleaning up the Mail Chimp list. Marie ran Colorado Gives until the end of December 2019 and received more donations. This year’s donations for Colorado Gives were increased and in addition 75% of donors paid the credit card fee. Marie is working on the 2020 Colorado Refund and finishing the Annual Report. Mission Fair is January 26<sup>th</sup>, 2020 and the Food Drive is February 1<sup>st</sup>, 2020.

**Volunteer Advisory Committee** – Minde stated the committee met on January 6<sup>th</sup>, 2020. Minde reported that Michele is sorting thru the actual number of volunteers and number of hours to make sure they are not being double counted. There were 17 new volunteers who attended orientation in December. Flyer will be placed at True Value, CO-OP, etc. for recruiting new volunteers. Michele has developed criteria for core volunteers that you must volunteer at least 4 hours a month to retain your 25% discount the following month.

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

Janet was excused and a discussion was held about her review. Bonus was voted on and agreed by everyone.

**Upcoming Event Schedule- Noted** Alice asked if there was any other new business before adjournment and hearing none, Lisa made a motion to adjourn the meeting and Micah seconded the motion. The January 9<sup>th</sup>, 2020 Board of Directors meeting adjourned at 8:18 a.m.