

Habitat for Humanity of Mesa County
Board of Directors
February 13th, 2020 Minutes

Location: HFHMC Restore Conference Room

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

Board Members Absent: None

Guests: None

The following members of management staff were present: Janet Brink

Alice called the meeting to order at 7:30 a.m. and wished a “Happy Birthday” to Isaiah. Rob offered the opening reflection “1000 Reasons to Smile”.

Board Minutes (Tab 1) – Alice asked for the Board of Directors to take a few minutes to review the January 9th, 2020 board meeting minutes. Alice asked if there were any additions or corrections and having heard none, a motion was made by Isaiah to approve the minutes and Rob seconded the motion. The Board of Directors “approved” the January 9th, 2020 Board meeting minutes.

January 2020 Benchmarks & Financials (Tab 2) –Erin reported on Items 1-7 of the January benchmarks noting it was a 3 month payroll in January so the 1st Benchmark wasn’t met and there are no concerns. The checking account balance not met but no concern due to overall cash position is good. Erin reviewed the Balance Sheet with attention to the Schultz home sale reflecting in Construction in Progress (1270-00) and Mortgage Receivables (1601-00). Erin stated that Century Link had not billed for Internet for 22 months and sent the bills to an old address of 7 years. Janet feels that Century Link has finally tied all of HFHMC’s accounts together. Erin noted payroll was up slightly from last year. There were a couple of new positions and bonuses paid. Erin reviewed the Income statement and noted the change in the program income account (4201-00) was due to the sale of 388 Wedgewood. The Cost of Goods Sold (5000) reflects the sold paint and mattresses and the corrections made from December, 2019 sales. 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 January 2020 Benchmarks and Financials as presented. A motion was made by Justin and seconded by Minde. The Board of Directors “accepted” the January 2020 Benchmarks and Financials as presented.

January 2020 Delinquencies (Tab 3) – Janet reported we still have the same owner as last month and that owner temporarily blocked Janet’s number. The owner made her December payment at the end of January and has since made a payment plan with Janet to get caught up.

Strategic Master Plan Review (Tab 4) – Janet reported that the groundbreaking for Phase III is set for Friday, March 6th at 11:00 a.m. CHFA loans are still in process. HFHC stated we didn’t make the December deadline due to CHFA. Leah with HFHC still is asking for more paperwork. Lisa asked for an update on the need for more volunteers and Janet stated that it is improving.

COMMITTEE REPORTS

Executive Committee –Alice stated the committee met on February 5th, 2020 and discussed the following:

1. Barb has hired another driver.
2. Barb has trimmed hours for a few employees. The HFHI formula showed we were a little heavy on FTE’s so Barb and Janet are watching the numbers.
3. Janet is attending education at the end of February.

4. Did not receive the Community Impact Grant and waiting to hear about the CDOH (Gutierrez).
5. Revamping Build Days to be more effective and productive.
6. Top Property Management (Donna Reynolds) has sent out the change in management of the HOA to Hoffman County Estate owners.
7. Tenant search for Condo's is on-going.

Construction Committee – Scott reported the committee met on February 6th, 2020 and in the future the meeting will be on the first Tuesday of the month. The Coleman Family (3049 Arna) has an anticipated closing in April, 2020. The Evans Family (3042 Arna) will be closed by mid-June, 2020. Kostas spoke of the need to secure a few more core volunteers. The Marez Family (3047 Arna) house plan has been designed and waiting for their review and approval. Phase III is moving along and the dirt work has started. The Waldeck Avenue dedication signs have been made for the March 6th, 2020 event. Justin asked for a construction budget to be added to the tab so it can easily be tracked. **(Map –Tab 5)**

Family Selection Committee – Justin reported the committee met on January 28th, 2020 and had one family to review. During the due diligence process there was some red flags. The committee decided to pass on this family at this time. Kirk is processing a few more applications and if anyone knows of families who might qualify please let Kirk know.

Family Support Committee – Minde reported the committee met on February 11th, 2020 and that all of the families are just doing the minimum number of monthly sweat equity hours. Minde stated the Mission Fair and Food Drive went well and had good family participation at each event.

ReStore Advisory Committee –Alice reported the ReStore committee met on February 5th, 2020. Alice stated the ReStore income from this January to January 2019 is up. We are giving more discounts but Barb showed in the transaction counts that it attracts more customers. There are a few mattresses left. Paint supplies are doing well and the committee wants to do a slight increase in prices to cover the employee processing time.

Public Relations Committee – Jill reported the committee met on February 4th, 2020. The Schultz dedication on January 18th, 2020 had great coverage of the dedication. The committee has designed a Business Times ad for once a month for the year. The GJ Chamber ad in the Daily Sentinel (provided for free anonymously from a business) has been changed and is running more frequently. Our Facebook likes for the ReStore and Affiliate are increasing. Spoke about being awarded the Lowe's Women Build which will now take place on March 7th, 2020. Marie and Janet are still looking at the Legislative build during the last week of June, 2020. The Exit 42 concert has been moved to July 24th. Janet thanked Justin for the continued support of Alpine's sponsorship. The Food Bank drive raised 7 barrels of food and \$100 in cash. Janet spoke about Camp Colorado and passed the information around. Janet will email the board members the Camp Colorado packet. If you are interested please let Janet know by April 1, 2020 and she will register you.

Volunteer Advisory Committee – Minde stated the committee met on February 3rd, 2020. Minde reported that the number of volunteers is trending up. Michele is still validating the volunteer names/hours for accuracy. Volunteer Appreciation Week is April 19-25 and Michele is working on week long celebrations. Minde stated there will be a BBQ one day and that Board Members will be asked to serve. The committee is also looking for new members.

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

Upcoming Event Schedule- Noted Alice asked if there was any other new business before adjournment. Janet stated there was a safety incident that a customer tripped outside and is wanting her medical to be paid for Habitat. Kirk has submitted all of the necessary paperwork and pictures to Lockton and waiting on the results. Lisa made a motion to adjourn the meeting and Justin seconded the motion. The February 12th, 2020 Board of Directors meeting adjourned at 8:25 a.m.