

**Habitat for Humanity of Mesa County**  
**Board of Directors**  
**October 10<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

**Guests:** Dave Patterson and Willy Corey from Soronen, Donley & Patterson

The following members of management staff were present: Janet Brink

Alice called the meeting to order at 7:31 a.m. and introduced Dave Patterson and Willy Corey from Soronen, Donley & Patterson and noted the audit handouts that everyone has. Dave presented the 2018-2019 Audit findings starting with the Independent Auditors Report noting the Qualified Opinion and that HFHMC does not record fair market value of donated inventory in the financial statements. Discussion was held regarding the effectiveness of having an inventory control system and Dave does not feel that would be cost effective due to employee time, etc. Dave reviewed the Financial Position, the Statement of Activities, the Statement of Functional Expenses and the Statement of Cash Flows. Dave suggested that we develop a different tracking method for Grants when received and disbursed. The Notes to Financial Statements were reviewed with attention to Note L (Availability and Liquidity). Dave reviewed the Communication with Those Charged with Governance letter and the Communication of Internal Control Related Matters letter.

Alice did Happy Birthday wishes to Justin and Minde. Rob offered the opening reflection “What Will It Matter”.

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

**September 2019 Benchmarks & Financials (Tab 2)** –Erin reported on Items 1-7 of the September benchmarks with remarks on the Restore Revenue falling short but covering expenses. Sales were down. Questions asked if we need to adjust the checking account balance. Our cash position is stronger now than it’s been for several years. There was discussion about changing benchmark (#3) to reflect overall cash position instead of checking account balance. A motion was made by Rob to make the change and seconded by Lisa. The motion was retracted and that benchmark (#3) will remain as is. Erin reviewed the Balance Sheet noting the inventory for paint supplies (12101) still needs to be corrected but is a work in progress. The credit card receipts (2010) need to be corrected and are showing a negative balance at this time. Erin discussed the Income Statement with attention to Contributions (4100-00), Health Insurance (5531-00) and Audit Fees (5560-00). 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 September 2019 Benchmarks and Financials as presented. A motion was made by Isaiah and seconded by Rob. The Board of Directors “accepted” the September 2019 Benchmarks and Financials as presented.

Alice stated now that Dave Patterson has presented the 2018-2019 Audit a motion was needed to “approve” the 2018-2019 Financials and Audit. Justin made a motion and Erin seconded. The HFHMC Board of Directors “approved” the 2018-2019 Financials and 2018-2019 Audit.

**HFHI – U.S. Affiliated Organization Covenant (Tab 3)** – Janet reviewed the annual covenant that is approved by the HFHMC Board of Directors and HFHI. Discussion ensued and Erin made a motion to accept the US Affiliated Organization Covenant and Lisa seconded the motion. The Board of Directors approved the covenant. Janet will prepare and submit the document once Jill (HFHMC secretary) has reviewed and signed the covenant.

**September 2019 Delinquencies (Tab 4)** – There is one Homeowner who is now 2 payments behind. The homeowner made an arrangement with Janet and should be caught up by October 13<sup>th</sup>, 2019.

**Strategic Master Plan Review** – Tabled this month due to the Audit Presentation and the **U.S. Affiliated Organization Covenant** this month.

**Total Property Management Proposal (Tab 5)** – Janet discussed the proposal she received from Total Property Management to manage the HOA of John H. Hoffman Country Estates. After discussion, Justin made a motion to accept the proposal for the management of John H. Hoffman Country Estates HOA and Lisa seconded the motion. The Board of Directors approved the motion. Janet stated this will probably start in January of 2020.

## **COMMITTEE REPORTS**

**Executive Committee** – Alice stated the committee met on October 2<sup>nd</sup>, 2019 and discussed the following:

1. Janet is working with the Colorado Non-Profit Association for HFHMC to be on the state tax return in 2021 for donations.
2. The donation from Owen Corning for roofing is moving forward.
3. Still searching to tenants for Condo A & B. The contract with Lois Dunn is up. Isaiah suggested maybe offer one month free. Justin made a motion to renew the contract with Lois Dunn for the listing of Condo A & B and Minde seconded. The Board of Directors approved the motion to extend the listing of Condo A & B with Lois Dunn.
4. Janet is still working on the submission of grants (Bray, CDOH, United Way, and Economic Impact).
5. AG Family will be losing the FHLB grant on the AG house due to not making September closing deadline. Will propose an internal grant to cover the loss.

**Construction Committee** – Scott reported the committee met on October 2<sup>nd</sup>, 2019. The house at 3044 Arna (AG Family) should be completed by volunteers/staff by the end of October and ready for final subs the first week of November. The house at 3049 Arna (VC Family) is ready for exterior painting and the rest is moving along. The house at 3042 Arna (EE Family) is ready for trusses and we need some assistance. The house at 388 Wedgewood is progressing and hopefully a Thanksgiving target for move in but the family still might have too many hours of education to complete. Micah met with the director of the CMU construction program and discussed “paid” internship roles for juniors and seniors in the program. The interns would be covered under HFHMC workman’s comp insurance. The group is also interested in group builds. Micah and Janet will present to the group about the opportunities at Habitat once Micah has secured some dates and times. Janet & Kirk met with Country Side and Vera Zohner. The lines were cleaned out (clog between the valve & D Road) and had a camera sent down to review the pipes. The pipe under D road is holding water and seems to have dropped down. The ditch on the Bureau of Reclamation property has been cleaned by them (other side of barbed wire fence). Scott will call the City of Grand Junction with the findings. Vera Zohner paid for the flushing of the lines and HFHMC paid for the camera work. Micah and Janet interviewed for the Construction Foreman position and hired Kostas Iannios with a start date of October 15<sup>th</sup>, 2019. Efre Carrasco is still out on medical leave. **(Map – Tab 6)**

**Family Selection Committee** – No September Meeting

**Family Support Committee** – Alice reported the committee met on October 8<sup>th</sup>, 2019 and that all the families have met their monthly sweat equity hour requirements. Education hours are on track. The Marez family should have enough hours at the end of October to be site assigned.

**ReStore Advisory Committee** – Alice reported the ReStore committee met on October 2<sup>nd</sup>, 2019. The ReStore Anniversary Sale is Friday and Saturday, October 11<sup>th</sup> & 12<sup>th</sup> which should help sales with the 50% off discount. Ariel will have the hot dog stand for the Anniversary Sale. A generous donor gave a huge monetary donation to the Restore because he loves our ReStore and the work Habitat does. Display mattresses are the only mattresses we have left. Paint supplies are doing well. The Christmas section will be set up after the Anniversary Sale and will be set up in a different area this year at the front of the store. The CMU student ambassadors will help set up the Christmas displays and trees on Saturday, November 2<sup>nd</sup>.

**Public Relations Committee** – Jill reported the committee met on October 1st, 2019. Jill stated that Marie has set the Beacon ads for the remainder of the year. Marie did an interview with KKCO about World Habitat Day and the artists. The artist reception was held Monday, October 1<sup>st</sup> and was well attended. Thank you to CLT and Carlson Winery for sponsoring the event and all of the board members who attended. The silent auction for the doors is going well and the winners will be notified after the auction is over on Saturday, October 12<sup>th</sup>. The girls sold \$885 worth of raffle tickets at the GJ Pipe Golf Tournament which will be matched by GJ Pipe. Grand Valley Gives/Colorado Gives Day will be Tuesday, December 10<sup>th</sup>, 2109 so stay tuned for more on this event at next month's board meeting. HFHMC will be the recipient of "Make a Change" Sunday at First United Methodist Church on Sunday, October 13<sup>th</sup>, 2019.

**Volunteer Advisory Committee** – Minde stated the committee met on October 3<sup>rd</sup>, 2019. The volunteer hours are down but we are still getting some good volunteers for the ReStore. There were 36 volunteers who attended orientations in the month of September. The committee is still discussing new sources to recruit more volunteers. The committee is considering doing a week of volunteer appreciation events instead of a banquet next year.

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

**Upcoming Event Schedule- Noted** Alice asked if there was any other new business before adjournment and hearing none, Justin made a motion to adjourn the meeting and Lisa seconded the motion. The October 10<sup>th</sup>, 2019 Board of Directors meeting adjourned at 9:02 a.m.