

Habitat for Humanity of Mesa County
Board of Directors
November 14th, 2019 Minutes

Location: HFHMC Restore Conference Room

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

Board Members Absent: Isaiah Quigley

Guests: None

The following members of management staff were present: Janet Brink

Alice called the meeting to order at 7:30 a.m. and Rob offered the opening reflection “Service”.

Board Minutes (Tab 1) – Alice asked if there were any additions or corrections to the October 10th, 2019 board meeting minutes. Having heard none, a motion was made by Rob to approve the minutes and Justin seconded the motion. The Board of Directors “approved” the October 10th, 2019 Board meeting minutes.

October 2019 Benchmarks & Financials (Tab 2) –Erin reported on Items 1-7 of the October benchmarks with remarks on ReStore Revenue covering all of the expenses. Restore sales met the Benchmark. All Benchmarks look good this month. Theresa (bookkeeper) and Barb are getting the paint brush inventory under control and accurate numbers are reflected on the Balance Sheet after an adjustment was made. Erin reviewed the Statement of Activities with notations to Contract Labor, Vehicle Expense and noted Fundraising Expense is up but our efforts have paid off with a double return on donations. Erin discussed the Income Statement with discussion on Professional Fees being driven by Audit cost. She also noted Construction Costs being up due to more activity on the job site with four homes being under construction. 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 October 2019 Benchmarks and Financials as presented. A motion was made by Justin and seconded by Lisa. The Board of Directors “accepted” the October 2019 Benchmarks and Financials as presented.

November 2019 Delinquencies – None

Strategic Master Plan Review (Tab 3) – Janet and Marie are working on some fundraising ideas. Marie is working on the Annual Report but is mostly working on the Master List for donors for Colorado Gives Day. Marie is also redoing our Guide Star profile which is recognized by other grants and cuts down on Janet’s time when writing and submitting grants.

COMMITTEE REPORTS

Executive Committee –Alice stated the committee met on November 6th, 2019 and discussed the following:

1. Chris Brownlee will now be doing the appraisals for home in Hoffman Country Estates.
2. Marifrances has resigned and Kirk has posted the position on InDeed.
3. Jose the temporary employee has been terminated due to inappropriate and unprofessional behavior.
4. We have hired a new driver who relocated from Roaring Fork to Grand Junction. He came with great recommendations.

5. Janet and Marie are working with the Colorado Non-Profit Association for Refund CO for state tax refund designation for 2020.
6. Still searching to tenants for Condo A & B. Janet signed another 6 month contract.
7. Kirk and Marie are accepting the Bray Family Foundation Grant that was awarded to us today. It must be spent by June 30, 2019.
8. Janet is still working on the selling of loans to CHFA thru HFHC

Construction Committee – Scott reported the committee met on November 6th, 2019. The house at 3044 Arna (AG Family) is completed and will go to closing on November 22nd with dedication on November 23rd. The house at 3049 Arna (VC Family) is ready for drywall and will be the focus after the AG family is dedicated. The house at 3042 Arna (EE Family) is ready for trusses and Kostas is thinking Tuesday, November 26th but that is a holiday weekend. The house at 388 Wedgewood is progressing and it is possible that a closing and dedication could happen on December 20th and 21st. The Marez family will be site assigned if they complete their required November sweat equity hours. Micah is still working with the CMU Internship program. There are three interviews scheduled next week with potential candidates that Kostas, Janet & Micah will conduct. Phase III bids have been sent out. Discussion was held about bid process and who bid packages will be sent to. The bids are due in the affiliate office by December 19th at 4:00 pm and a selection meeting is being held right after the deadline. **(Map –Tab 4)**

Family Selection Committee – There wasn't an October meeting but we have a few good candidates in the pipeline.

Family Support Committee – Alice reported the committee met on November 12th, 2019. Aracely's dedication will be on November 23rd at 10:00 am (no media invited to this one). Once Aracely's home is done the trusses on Liz's home will be the focus. Veronica is picking out lights. Ramona is working on her house and still needs education hours. The Marez family will be site assigned soon. There were short on their hours by ½ hour and received a letter. Otherwise they would have been site assigned in November. Besides the Marez family all the other families have met their monthly sweat equity hour requirements.

ReStore Advisory Committee – Alice reported the ReStore committee met on November 6th, 2019. The ReStore had a great month. There was a huge cash donation from a previous donor. The Anniversary Sale two day totals was \$16,005.61. The Christmas area was set up after the Anniversary Sale. The ReStore will host a Mingle Jingle sale after Thanksgiving for two days with 50% off. We are revamping the color sticker sale and posting on Facebook. Barb purchased more mattresses for sale but narrowed the choices and ordered twins this time. Paint supplies are still going well. Arc is coming to town but we don't feel it will be a huge competition to us since they sell lots of clothes.

Public Relations Committee – Jill reported the committee doesn't meet in November and December. Marie is working on Colorado Gives Day which will be Tuesday, December 10th. Watch for Marie's emails and remember you can schedule your donation from now until December 10th, 2019.

Volunteer Advisory Committee – Minde stated the committee met on October 3rd, 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 5) - Janet stated that most things were covered during the meeting but feel free to take the October reports with you.

Upcoming Event Schedule- Noted Alice wished Rob a Happy Birthday and asked if there was any other new business before adjournment and hearing none, Lisa made a motion to adjourn the meeting and Erin seconded the motion. The November 14th, 2019 Board of Directors meeting adjourned at 8:32 a.m.