

Habitat for Humanity of Mesa County
Board of Directors
December 12th, 2019 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

Board Members Absent: Alice Young (Lisa Martin)

Guests: None

The following members of management staff were present: Janet Brink

Lisa called the meeting to order at 7:31 a.m. and Rob offered the opening reflection “A Time for Giving Thanks”.

Board Minutes (Tab 1) – Lisa asked for the Board of Directors to take a few minutes to review the November 14th, 2019 board meeting minutes. Lisa asked if there were any additions or corrections and having heard none, a motion was made by Justin to approve the minutes and Erin seconded the motion. The Board of Directors “approved” the November 14th, 2019 Board meeting minutes.

November 2019 Benchmarks & Financials (Tab 2) –Erin reported on Items 1-7 of the November benchmarks with remarks on ReStore Revenue covering all of the expenses. The ReStore sales were very close to the benchmark. The Operating Account is lower due to payments for Phase III expenses were made. Janet is having funds transferred from the Development Account back to the Operating Account to correct it. No concerns due to projected monies coming in. Erin noted the sale of 3044 Arna on the Balance Sheet. Erin reviewed the Statement of Activities with notations to the ReStore Revenue and the large donation received. Erin reviewed the Income Statement with discussion on Construction Expense and Contract Labor that is no longer being used for the ReStore employees. Erin also noted grant fees. Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement. Hearing none, Lisa asked for a motion to “accept” the November 2019 Benchmarks and Financials as presented. A motion was made by Isaiah and seconded by Minde. The Board of Directors “accepted” the November 2019 Benchmarks and Financials as presented.

November 2019 Delinquencies – None

Strategic Master Plan Review (Tab 3) – Janet reported that instead of the original eight loans (Camelot I & II) that were submitted for sale, Janet processed two loans from Hoffman that equals the same amount of revenue due to the paperwork being incomplete on the original eight loans and HFHC rejecting them.

IRS De Minimis Fringe Benefits (Tab 4) – Erin reported that the Executive Committee reviewed the IRS De Minimis Fringe Benefits and the rules surrounding cash benefits, gift certificates and awards. The gift cards are considered cash. Janet will get with Michele, Volunteer Coordinator for discussion and changes to our program and line up with the IRS ruling.

COMMITTEE REPORTS

Executive Committee –Lisa stated the committee met on December 4th, 2019 and discussed the following:

1. Still searching to tenants for Condo A & B. Janet will be filing for an exemption due to using it for storage for mattresses, paint supplies and the Bed, Bath & Beyond donations.

Construction Committee – Scott reported the committee met on December 4th, 2019. The houses are moving along. The main focus is on 388 Wedgewood (Schultz Family). Dedication is planned for the first part of January. The Marez family is to be site assigned this week to 3047 Arna. The intern from CMU has been hired who is a Junior and a CMU Ambassador. He seems to be very motivated and Kostas is pleased. Scott, Kostas and Janet met with the City of G.J. employees out at Gary Williams home to discuss the water issue. The City has agreed to some improvements along the Bureau of Reclamation road as well as some improvements on D Road (already in the planning stage). The Phase III 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. The three companies that picked up bid packets are Sorter Construction, CW Construction & Dirt Works Construction. **(Map –Tab 5)**

Family Selection Committee – Justin stated the committee met on December 2nd, 2019. He wasn't at the meeting but had reviewed the information prior to the meeting and agreed with the committee outcome. The committee reviewed 2 families with one family needing to fix issues before being accepted into the program. The other family (Mother/child) had correct ratios on debt to income and qualified with the need, willingness to partner and the ability to pay. The committee recommended the "AD" family to be approved by the Board of Directors. There are still approximately six other family applications in the pipeline. Erin moved to accept the new family into the program and Minde seconded the motions. The Board of Directors accepted the "AD" family into the HFHMC home ownership program.

Family Support Committee – Minde reported the committee met on December 10th, 2019. One family was short on hours in November and will receive a letter of non-compliance. All of the other families are working well and getting their hours completed as well as education hours done. The Schultz dedication will be in January with the date TBD.

ReStore Advisory Committee –Erin reported the ReStore committee met on December 4th, 2019. Barb has purchased more mattresses but mostly twin sizes. Paint supply sales are slowing down (probably due to colder weather) but are still steady. The staff will do a catered breakfast in lieu of the holiday party on Tuesday, December 31st at the Affiliate office. All are welcome. We had a large acquisition from Big Lots of Halloween costumes.

Public Relations Committee – Jill reported the committee doesn't meet in December. Marie reported to Jill that Colorado Gives Day, December 10th went well and still waiting on final numbers but it looks to be in line with last year's donations.

Volunteer Advisory Committee – Minde stated the committee met on December 9th, 2019. The new volunteer coordinator, Michele Wilke started December 2nd, 2019. She is doing a great job taking on the group. She is auditing volunteer hours to get a more accurate picture. Michele is working on new ideas of compensation due to the changes with the IRS guidelines. The Rotary YPN volunteered at the ReStore on December 7th and organized the blue construction area.

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

Upcoming Event Schedule- Noted Lisa wished everyone a Merry Christmas and asked if there was any other new business before adjournment and hearing none, Justin made a motion to adjourn the meeting and Isaiah seconded the motion. The December 12th, 2019 Board of Directors meeting adjourned at 8:26 a.m.