

Habitat for Humanity of Mesa County
Board of Directors
July 15th, 2021 Minutes

Location: ReStore Conference Room

Board Members Present: Lisa Martin, Erin Doebele, Jason Hensel, Isaiah Quigley, Minde Harper

Board Members Absent: Micah Adams (Proxy Isaiah) and Hollie Vanroosendaal (Proxy Lisa), Scott Burnham (no proxy)

Guests: None

The following members of management staff were present: Laurel Cole

Lisa called the Board of Directors meeting to order at 7:37a.m. Erin Doebele offered the opening reflection.

Board Minutes (Tab 1) - Lisa asked for the Board of Directors to take a few minutes to review the June 17th, 2021 Board meeting minutes. Lisa asked if there were any additions or corrections and hearing none, Isaiah made a motion to approve the minutes and Erin seconded the motion. The Board of Directors “approved” June 17th, 2021 Board meeting minutes.

The annual meeting voting results were discussed as follows:

Board Member Appointment (2021-2024 Term):

Scott Burnham (Approved)

Board Member Reappointments (2021-2024 Term):

1. Erin Doebele (Approved)
2. Minde Harper (Approved)
3. Isaiah Quigley (Approved)

Election of 2021-2022 Officers

1. President- Micah Adams (Approved)
2. Vice President- Minde Harper (Approved)
3. Treasurer- Erin Doebele (Approved)
4. Secretary- Isaiah Quigley (Approved)
5. Past President- Lisa Martin (Approved)

May 2021 Benchmarks & Financials (Tab 2) – Erin reported on the June benchmarks stating that they are over \$5,000. She stated that ReStore sales are still trending down and that the sales benchmark for the month of June was not met. Erin discussed the account balance of \$400,000 that is being left alone until construction starts and that the total contributions for the quarter were at around \$64,000, most of which came from the Waldeck contributions. Erin stated that the total for the month was \$73,000 which is consistent with the monthly average, and that the Income to Debt ratio fell below 55%. Payroll costs were at around \$45,000, which is also consistent. Erin stated that there were no homeowner transfers and that the income balance sheet shows the accounts are healthy with 1.2 million cash.

Erin stated that after reviewing the financials she had follow up questions that were answered by the bookkeeper. Account 12100 showed a balance of mattresses that needs to be updated and account 1602 shows the amortization mortgage discounts that are adjusted annually. Regarding the profit and loss statement, Erin asked bookkeeper to move grant money from Alpine (4150) from grant to contribution. 5144 showed that building maintenance was higher than usual due to the replacement of an electrical processor at the ReStore. 5531 showed the tithe amount given to HFHI and 5531 showed employee benefits were increased by \$4,500 due to health insurance payment catch up. The annual account showed 6,000 and 7,000 adjustment regarding the mortgages and is adjusted annually.

Erin reviewed the Budget vs. Actual sheet and highlighted that the ReStore is continuing to make less money than they historically have. The Waldeck fund also contributed less than had been budgeted for and this amount was lowered for current year budget. Overall, the ordinary income was \$335,950 vs. \$335,906 for only a difference of roughly \$50.

Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and hearing none, Lisa requested a motion to “accept” the June 2021 Benchmarks and Financials as presented. A motion was made by Jason and seconded by Minde. The Board of Directors “accepted” the June 2021 Benchmarks and Financials as presented.

Erin reviewed that there were no changes made to the 2021-2022 budget and asked if anyone had any questions and hearing none, Lisa requested a motion to “approve” the 2021-2022 budget as presented. A motion was made by Minde and seconded by Jason. The Board of Directors “approved” the 2021-2022 budget as presented.

New Business

June 2021 Delinquencies– None

Joan Akers Estate- \$50,000 check was received and deposited into account.

Audit Scheduled- Annual audit scheduled for August 10th-12th. Erin will be out of town during the audit, but will review the documents when she returns.

PPP Loan Forgiveness- PP Loan Forgiveness was applied for and already approved.

Board Recruitment – Lisa stated that at this time there is no update. She reviewed the places where the position had been listed and stated that those people she has been reaching out to are not ready to commit to the position. She asked the board to think of potential board members and to reach out to those that may be interested. Erin stated that she has a friend that might be interested but that she travels and would probably miss around half the meetings unless we could create a virtual option.

Restore Plan- Laurel requested the present board members mystery shop in the ReStore over the next week and report their experience back afterwards. She explained that the management team would be meeting to create a strategic plan for the ReStore in the coming weeks to help increase sales, reduce frustration over pricing, and to promote positive customer experiences. The ReStore is also looking to implement POS system such as Clover to help track sales and trends.

ReStore Lighting- Laurel stated that the ReStore received a quote to switch the lighting out in the ReStore for \$26,000. The second quote, to replace a portion of the lights and repurpose the rest, was at \$7500. Construction Manager Brian priced out the cost of completing the change himself which came to \$6500 minus an Xcel rebate of \$4800, for a total cost of less than \$2000.

Faith in Action- Laurel explained that after the last board meeting, she reviewed the bylaws which state a Faith in Action committee is required. Instead of creating an additional committee, the Marketing/PR committee agreed to include the Faith in Action committee as an additional part of the PR/Marketing committee. Laurel stated that Christina has been reaching out to a variety of faith communities in the area to work on developing partnerships in the community.

COMMITTEE REPORTS

Executive Committee – Lisa stated the committee met on July 7th and covered the information shared already as part of new business.

Construction Committee – Jason reported that 3043 has forms completed and the concrete should be poured by the end of next week and that grants have been applied for to help offset some of the inflated construction costs. Jason

stated that he found an article and uploaded it to the Google drive explaining how though lumber prices are going down, builders and developers do not plan to decrease their margin which will keep the cost of building high. He reviewed the information collected by Laurel regarding 3D Printing of homes and reviewed the Builders FirstSource quote received by Brian and Laurel last week. He mentioned that the storm water report was reviewed and listed only non-issues. Jason stated that the warranty repairs were completed for 2 of the 3 homes, and that the last would be addressed (**Map –Front Pocket**)

Family Selection Committee – The committee will not meet until there is room for new homeowner applicants and that construction has started up again.

Family Support Committee – Minde reported that 2 of the families have already gone over their 500 hour volunteer requirement and that the 3rd family will be granted a medical waiver due to contracting COVID and the subsequent recovery process. Minde asked if the medical waiver could be granted a second time, if needed, and Laurel responded that yes, it could be though medical documentation might be required.

ReStore Advisory Committee – Lisa reviewed the changes and planning that Laurel explained regarding store enhancements and stated that the ReStore completed \$81,950K in sales including the condo rent. She stated that the ReStore is in the process of hiring a ReStore Assistant Manager and that interviews are underway. Additionally, the position of Office Admin is being filled by future homeowner, April, and she is slated to start on July 21st. Driver Nate also quit to return to his previous job and Adrian moved into his role as driver. Longtime volunteer Rodney was given the position on the floor. Donations and pickups are being scheduled for only 5 per day due to the increased heat. There was an issue with the truck regarding the heater core. Ron was able to bypass the heater core and it should be good to drive until the weather becomes cool enough to require heating in the truck.

Public Relations Committee – Laurel stated the committee met via email. Christina has been continuing to post for Wacky Wednesdays and the ReStore has started to complete Flash Sales each week to move some of the older inventory. Christina is working on a promotional multimedia traveling art installation to promote the door event in October. Newsletter was sent out to families and Leigh is working to create a DIY segment for the website using overstock materials from the ReStore. ReStore signage is still being upgraded. Additionally, Christina is creating donor database

Volunteer Advisory Committee – Group builds have been pushed back to end of August/September and will be continuing to schedule out based on movement at the job site. Kirk is working with a Senior volunteer organization that pays the seniors for volunteering with Habitat. Minde discussed the importance of all volunteers feeling important and included and that volunteer hours are still down but are increasing, though not back to the level of 2 years ago at this time. Senior volunteers we have are currently completing 34 hours per week.

Upcoming Events- The upcoming meetings were reviewed with the next construction meeting scheduled for 5pm on 8/3/21, Exec Committee for 11:30am on 8/4/21 and the next Board of Directors meeting scheduled for 7:30am on 8/12/21.

Department Reports– Reports were discussed and reviewed during the meeting and digital copies uploaded to Board Google Drive.

Other Business: Updating the Board books was discussed further and it was decided that the map could remain in the front of the board book, reports could continue to be uploaded before the meeting, and that the tabs are not needed as long as all the documents are entered into the board book in chronological order.

Adjournment: Lisa asked if there was anything else to discuss and hearing nothing, made a motion to adjourn the meeting. Erin moved and Jason seconded and the meeting was adjourned at 9:23am.

**Habitat for Humanity of Mesa County
Board of Directors
August 12th, 2021 Minutes**

Location: ReStore Conference Room

Board Members Present: Micah Adams, Hollie Vanroosendaal, Lisa Martin, Isaiah Quigley, Minde Harper, Scott Burnham

Board Members Absent: Erin Doebele (Proxy: Minde Harper) and Jason Hensel (Proxy: Scott Burnham)

Guests: None

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:33a.m. Isaiah Quigley offered the opening reflection.

Board Minutes (Tab 1) - Micah asked for the Board of Directors to take a few minutes to review the July 15th 2021 Board meeting minutes. Micah asked if there were any additions or corrections and asked if there were minutes from the annual meeting that needed to be reviewed as well. Lisa recommended that the minutes for July be amended to include the voting results from the annual meeting.

The following was discussed and added to the amended minutes for July:

The annual meeting voting results were discussed as follows:

Board Member Appointment (2021-2024 Term):

Scott Burnham (Approved)

Board Member Reappointments (2021-2024 Term):

4. Erin Doebele (Approved)
5. Minde Harper (Approved)
6. Isaiah Quigley (Approved)

Election of 2021-2022 Officers

6. President- Micah Adams (Approved)
7. Vice President- Minde Harper (Approved)
8. Treasurer- Erin Doebele (Approved)
9. Secretary- Isaiah Quigley (Approved)
10. Past President- Lisa Martin (Approved)

Isaiah made a motion to approve the minutes and Lisa seconded the motion. The Board of Directors “approved” July 15th, 2021 Board meeting minutes.

July 2021 Benchmarks & Financials – Laurel reported the financials summary as outlined by Erin as she was unable to attend the meeting.

Financial Benchmarks Summary: First month of the new fiscal year started off strong meeting all benchmarks for the month of July. Exceeded the Restore sales benchmark of \$85,000 with \$86,557 in sales and the ReStore revenues covering all expenses by \$21,253. Contributions already exceeding the goal for the quarter with \$65,091 in contributions for July. Total expenses down from the average and payroll costs consistent with prior months.

Balance Sheet Summary: Cash balance strong with a balance of \$1,289,494.07. Acct 2151 – Accrued PTO – As noted at last month’s meeting the year end adjustment made annually in June for accrued paid time off was not made by Theresa. She has since made this adjustment and the balance of \$17,922.27 reflects the balance for PTO as of 6/30/21.

This won't be adjusted again until June 2022. Acct 2353 – PPP Loan #2 of \$128,187 was forgiven so balance no longer showing on the balance sheet on July 31, 2021.

Statement of Activities – Total: This compares the current year-to-date to the same year-to-date period from the prior year. Also, since the first month of the new fiscal year shows the totals for July 2021. Acct 4100 – Contributions: Up from last year by approximately \$55,000. Includes \$50,000 from the Joan Akers Trust, \$10,274.75 from the Waldeck Endowment Fund and \$3,387.66 from the Olsen Family Foundation. Acct 4201 – Program Income: Down from last year since in July 2020 there was a home transfer and none in July 2021. Acct 4204 – HHSS Revenue (Restore sales): ReStore sales up from July 2020 by approximately \$10,000 since sales were still slow last year due to COVID. Picking up now with the help of the flash sales being done at the ReStore. Acct 5144 – Building Maintenance: \$2,682.52. Includes approximately \$2,500 for new lights at the ReStore. Acct 6020 – PPP Funds: 2nd PPP Loan of \$128,187 was forgiven.

Laurel asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and hearing none, Micah requested a motion to “accept” the July 2021 Benchmarks and Financials as presented. A motion was made by Minde and seconded by Hollie. The Board of Directors “accepted” the July 2021 Benchmarks and Financials as presented.

New Business

July 2021 Delinquencies: None

Audit: Financial audit was completed by SPD. Only note was that the sick pay was down significantly and per bookkeeper, this was due a change in accounting during COVID to account for sick time.

2021 Covenant: Laurel presented HFHI Covenant to the board for review and signatures. Laurel attached all the policies to the Google drive for board review before the meeting, and new Fiscal Safeguards policy was reviewed and approved by the board. Scott made motion for approval and Isaiah seconded.

Bank Signers: Executive signatures were collected for check signing with Alpine Bank for 2021 fiscal year.

COMMITTEE REPORTS

Executive Committee – Micah stated that the committee met on August 4th. World Habitat Day is coming on October 4th this year and the Artist's Door Project has expanded to include marketing and awareness in the community. Doors will be spread throughout the community to build awareness regarding affordable housing and community education on Habitat's purpose. He shared that a table was secured for Wuffstock and that sale and repricing efforts are in process for relaunch sale in connection with door auction, on October 9th. Laurel requested that the board decorate a door for the upcoming event and this was discussed. The date of August 27th at 4pm was decided as the time the board would completed their door.

The Waldeck distribution was received. The Worker's Comp Insurance audit was filed incorrectly in March which resulted in a miscalculated bill of approximately \$16,000. After review, it was determined that the number of ReStore employees and Construction employees were misidentified, causing the error. The error has been fixed and the correct amount was paid to prevent a lapse in coverage.

Micah stated that there was an accident at the affiliate office which involved an intoxicated driver crashing into the front of the building. The steel beam in front was damaged, and the affiliate is currently waiting for review by a structural engineer before the damage can be repaired. The deductible is \$5,000 and claim need tendered to driver's insurance to the extent viable.

Construction Committee – Micah reported that the slabs have been poured on two homes and that they are still waiting on the truss package which is now expected October 1st. Framing contractors were originally planned but since there is a long delay on the truss package, it was determined that there is enough time to frame the houses with volunteers instead. He stated that there are cost increases attributable to design aspects of the home which they are

making attempts to remedy. Micah stated that the committee would like to revisit plans to move forward with builds in a quicker and more efficient manner, including the consideration of re-platting to facilitate attached townhouses to decrease costs and serve more families. Micah stated that Brian has been doing an excellent job of identifying concerns and that he is doing an excellent job.

Family Selection Committee – The committee will not meet until there is room for new homeowner applicants.

Family Support Committee – Minde reported that the SM family completed 0 hours out of 32 needed due to COVID. A medical waiver was granted and family has been able to return to hours. KR family was only able to complete 7.5 hours of 32 needed due to COVID. A medical waiver was granted and family will return to hours as soon as cleared to do so. April has been hired as ReStore Admin; Bed, Bath and Beyond donations have been sorted into packages for homeowners to receive during the annual HOA meeting at the end of August.

ReStore Advisory Committee – Lisa reported that sales are up \$10k even with being closed on Mondays, though the expectation is to reopen on Mondays again in the near future. The ReStore is continuing with flash sales on Saturdays to move overstock and these are going well. Additionally, the Wacky Wednesday discounts of 15% are continuing. One storage unit was secured to house 3 pallets of new doors donated by Lowes and Builders First Source. The Kitchen Center donated new cabinets as well. The drivers are completing 5 pickups per day plus going to Lowes. The truck is in good running condition, though the heating coil will need to be replaced before winter.

Public Relations Committee – Hollie reported that there is a focus on the door project at this time and building a media buzz. She discussed promoting the ReStore ReBoot, checking prices online and social networking events/connections. High traffic is being generated on website and social accounts and DIY via Leigh is a success along with publishing flash sales and Wacky Wednesday posts. The donor newsletter is planned to stimulate donations and they are continuing to build a presence with all transitional housing groups in the community. Hollie stated that the committee would like to plan larger fundraising events or to possibly build the door project into a larger scale project that could potentially generate funds.

Volunteer Advisory Committee- Report was included in virtual board packet.

Upcoming Events- The upcoming meetings were reviewed with the next construction meeting scheduled for 5pm on 9/7, Exec Committee for 11:30am on 9/1/21 and the next Board of Directors meeting scheduled for 7:30am on 9/9/21.

Department Reports– Reports were discussed and reviewed during the meeting and digital copies uploaded to Board Google Drive.

Other Business: Micah stated that one more board member is still needed, but it would be optimal to try to get a few additional as well. He asked everyone to see if they know anyone interested that might be able to add value to the board.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, made a motion to adjourn the meeting. Scott moved and Lisa seconded and the meeting was adjourned at 8:35am.

**Habitat for Humanity of Mesa County
Board of Directors
September 9th, 2021 Minutes**

Location: ReStore Conference Room

Board Members Present: Micah Adams, Hollie Vanroosendaal, Lisa Martin, Isaiah Quigley, Minde Harper, Scott Burnham, Erin Doeble

Board Members Absent: Jason Hensel (Proxy: Erin Doeble)

Guests: None

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:33a.m and offered the opening reflection. He asked for a volunteer for next month's reflection and Scott volunteered.

Board Minutes (Tab 1) - Micah asked for the Board of Directors to take a few minutes to review the August 2021 Board meeting minutes. Micah asked if there were any additions or corrections. When none were noted, Micah requested a motion for approval. Isaiah made a motion to approve the minutes and Erin seconded the motion. The Board of Directors "approved" August 2021 Board meeting minutes.

August 2021 Benchmarks & Financials – Erin reported the financials for the month of August.

Financial Benchmarks Summary: All expenses were covered, though sales were down again in August and the benchmark was not met for the month. The account is still healthy with total contributions equaling \$66,934, which is up from the expected amount. Monthly expenses were at \$75,677 and payroll was at \$48,966 and the balance is still good. Payroll accrual reversal contributed to the increased cost for the month.

Balance Sheet Summary: Cash balance strong with a balance of \$1.2 million, which is a healthy amount. 3043 and 3045 had foundations poured which accounts for the increase in construction expenses.

Statement of Activities – Revenue for the month exceeded previous year's revenue. Income statement for Account 5365 had jump due to having to pay worker's comp insurance payment twice during the month.

Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and Scott requested a copy of the financials to take back to the bank to use for the purposes of reducing the loan interest rate. He requested a copy of the balance sheet and income statement to prove viability in support of reduction.

Micah requested a motion to "accept" the August 2021 Benchmarks and Financials as presented. A motion was made by Lisa and seconded by Minde. The Board of Directors "accepted" the August 2021 Benchmarks and Financials as presented.

New Business

July 2021 Delinquencies: There is one delinquency at this time. NC had surgery and informed loan servicer that she would be late on the August payment. At this time, she has paid the majority of the mortgage for the month with a payment of \$500 and expects to bring her account to current by the end of September. Low concern.

HFHI Quality Assurance: Laurel reviewed the changes that had been made to each policy following the HFHI guidelines and templates when applicable.

The following changes were made:

Mission and Vision Statement: No changes, just needed to be formally adopted by the board

Covenant: Same as reviewed last month, already signed

Anti-Discrimination: Updated to include more inclusive language and needed to be adopted by the board

Minimum Production: Previously unwritten, needed to be created and formally adopted by the board

Family Selection: Updated to include current language per Anti-Discrimination Policy

Child Labor: No updates needed

Conflict of Interest: Added additionally policy per HFHI recommendations and updated nepotism verbiage

Construction Safety: Updated to include recommended policies from HFHI including competent person, emergency procedures, safety plan, data sheets and PPE.

Employee Handbook: Will be updated next month

Fiscal Safeguards: No updates from last month but needed formal adoption by board

Mortgage Origination: Incorporated HFHI recommendations and adopted by board

Mortgage Servicing: Incorporated HFHI recommendations and adopted by board

Records Retention: Added extra year to retain waivers per HFHI recommendation and adopted by board

Sex Offender: Incorporated HFHI recommendations and adopted by board after legal review by IQ

Whistleblower: Existed but was not formally adopted by board

Liability Waiver: Incorporated HFHI recommendations including HFHI release and adopted by board

Deselection: Added policy that outlines reasons for deselection to include fraud, failure to complete requirements, negative change in finances and presence on sex offender list. IQ requested HFHI approval to expand deselection policy to include participation in criminal/harassing activity against a fellow homeowner or participant which results in charges or civil protection order.

Restore Operations: Added sub-policies to manage additional situations based on HFHI recommendations and adopted by board.

Board approved policies as presented. Scott made the approval motion and Isaiah seconded it. Board authorized Micah to execute all resolutions to formally implement/update the policies noted.

COMMITTEE REPORTS

Executive Committee – Lisa reported that October board meeting will be pushed back a week to 10/21/21, as Laurel will be attending a conference. Three unpaid vendors surfaced and the committee would like to pay vendors based on invoices (total under \$1000). October 4th is World Habitat Day and the Artist Door reception will be held on this date. October 9th will be the ReStore Anniversary and Reboot event. Board members are encouraged to attend both events. Policy changes were reviewed as was a proposal for retirement as an added benefit.

Construction Committee – Micah reported the foundations have now been poured for 2 foundations and that the lumber package was dropped off for the first home. Exterior framing to take place starting Saturday and the trusses are scheduled to arrive on October 1st and 4th. Ways to reduce costs on builds and home designs were also discussed.

Family Selection Committee – The committee will not meet until there is room for new homeowner applicants.

Family Support Committee – Minde reported that all families are meeting their hours.

ReStore Advisory Committee – Lisa reported that sales are down but due to the success of a flash sale, they were able to bring in close to \$6k on the last day of the month. GR quit his position after 10 days due to receiving an offer to resume his old position in Glenwood. Lisa also gave her notice due to scheduling conflicts. The ReStore is currently hiring for 2 vacant positions. Doors were donated by Builders FirstSource. Additional board volunteers are needed to complete the painting of the board door. Drivers are still completing 5 pickups per day successfully, and it was decided that the ReStore will be closed on Christmas Eve after review of sale points for past several years. Price guide has been completed and will be implemented by the ReBoot even on 10/9/21.

Public Relations Committee – Hollie reported that group builds are scheduled for the entire month of October and that CM is working on annual report for donors which will be sent in print and email formats. Traffic has increased

on both the website and social media accounts. Flash sales are creating blasts in level of traffic. The website is being improved for more information on upcoming events and happenings, as the DIY page is continuing to do well. The committee is also considering pop ups on webpage to promote faith in action and flash sales.

Volunteer Advisory Committee- Minde reported that the current trend is less volunteers working longer hours. Group builds will be focus moving forward as there is start date for building to begin. 2 to 3 core volunteers have reached out to get involved again. The committee should add an employee as Lisa is no longer in the committee, as well as a volunteer.

Upcoming Events- The upcoming events were reviewed and include:

10/4/21: Artist's Door Reception
10/5/21: Construction Meeting @5pm
10/6/21: Exec Meeting @11:30am
10/6/21: ReStore Advisory Meeting @12:30pm
10/9/21: ReStore ReBoot Event

Department Reports- Reports were discussed and reviewed during the meeting and digital copies uploaded to Board Google Drive.

Other Business: Micah stated that one more board member is still needed and asked everyone to reach out to their networks to see if there is interest.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, made a motion to adjourn the meeting. Lisa moved and Erin seconded and the meeting was adjourned at 8:49am.

**Habitat for Humanity of Mesa County
Board of Directors
October 21st, 2021 Minutes**

Location: ReStore Conference Room

Board Members Present: Micah Adams, Lisa Martin, Jason Hensel, Minde Harper, Erin Doeble

Board Members Absent: Isaiah Quigley (Proxy: Micah Adams), Hollie Vanroosendaal, Scott Burnham

Guests: Sandra Rogers, Willy Corey

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:53a.m and offered the opening reflection. He asked for a volunteer for next month's reflection and Erin volunteered.

Board Minutes (Tab 1) - Micah asked for the Board of Directors to take a few minutes to review the September 2021 Board meeting minutes. The paper copy of the minutes was not available for review, Laurel stated she would email it out for approval after the meeting. Minutes were approved via email vote.

Annual Audit Review – Willy provided paper copies of the annual audit and reviewed the governance letter, stating the only concern is the lack of inventory, which is a continuing finding due to the varied merchandise received in the ReStore via donations. Micah asked what level of inventory would be needed to correct the finding in the next year, and Willy stated that we could check with Roaring Fork HFH as they just implemented perpetual inventory. The board discussed how cost and labor intensive it would be to implement inventory system and it was determined to continue to move forward in the same manner. Laurel stated she would reach out to Roaring Fork to see how they were implementing the inventory process.

Willy reviewed the second letter, which lists the other audit findings. He stated that the bookkeeper currently has too much access and control over the financials. He explained that in order to correct this finding, another person would need to reconcile accounts and deposits, as well as review payroll. Laurel asked if new fiscal safety policy would meet those requirements and Willy stated he would review. If the new policy corrects the finding, it would be addressed for this current fiscal year rather than this past audit cycle. Willy reviewed Note-D regarding 2 mortgage loans, Note E regarding the number of homes in construction/cost, and Note F which shows the PPP loans as still not forgiven as they were not forgiven until after the end of the fiscal year. Lisa made a motion to approve the audit and Erin seconded the motion.

Introduction: Sandra Rogers was introduced as a potential board candidate. Micah explained that the board should continue to look for additional candidates to ensure the board continues to be filled and rounded out with different levels of experience and expertise.

September 2021 Benchmarks & Financials – Erin reported the financials for the month of September.

Financial Benchmarks Summary: Erin explained that for the month of September, the ReStore did not generate enough sales to cover costs but that the operating account is still strong. Monthly expenses were up but still within benchmark.

Balance Sheet Summary: Erin highlighted that costs are up due to more progress on the building of the 2 homes that are now underway.

Statement of Activities – Costs were up due to 2 specific costs, the cost of the annual SOSI fee to Habitat International and the cost of the audit.

Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and on hearing none, Micah requested a motion to “accept” the September 2021 Benchmarks and Financials as

presented. A motion was made by Jason and seconded by Lisa. The Board of Directors “accepted” the September 2021 Benchmarks and Financials as presented.

New Business

Front Door: The cost to replace the affiliate’s damaged front door will be \$5,000 for the deductible. It continues to be hard to get in touch with Lockton to receive answers to questions. The glass company is having a hard time matching glass used in the rest of the building and they will repair the frame soon, installing Plexiglas until the glass is matched and received.

October 2021 Delinquencies: There is one delinquency at this time. NC had surgery and the delinquency was discussed during September’s board meeting. Laurel spoke with NC and presented the situation to the board. After discussion, it was agreed that NC’s past due amount should be divided over a six month period and added to her current mortgage amount. The board also requested that the agreement be sent to Isaiah so it could be reviewed and officially drawn up. NC informed Laurel that with this arrangement, she will be able to make the payments as she is now working full time instead of part time.

Employee Handbook: Laurel stated that Kirk has completed the first draft of the employee handbook and that she will be reviewing it next week and sending to the board via email for review before the next board meeting.

Bylaws: Micah shared that Isaiah volunteered to review the bylaws and update them to match the current policies and procedures being implemented by the board. As Isaiah was unable to attend the meeting, he will be sharing his progress at the next board meeting in November.

CHFA Mortgage Sale: Laurel shared that Habitat CO reached out with funding to assist with the sale of 1-2 mortgages to CHFA (up to \$290,000). CHFA charges 5% for handling the process, and a motion was made to move forward with the process so everyone can review the details involved with the sale. The reasons to sell were discussed, with the main advantage being more cash on hand to fund additional building. Jason made the motion and it was seconded by Lisa.

Car Accident: The company Subaru was hit and will need work in order to be driven. Laurel is working with Lockton to get a claim specialist assigned so the work can be assessed. If the cost of replacement is too great, the board will discuss whether the car should be replaced or if the money should be received instead. Laurel will update when there is more information or progress to share.

COMMITTEE REPORTS

Executive Committee –Micah shared that the Habitat International conference is coming in April and if board members would like to attend, the board will need to determine who is able to attend by the next meeting so travel arrangements can be made. Laurel informed the board that an update was sent out stating all conference attendees will need to show proof of vaccination in order to attend. The Artist Door Reception was discussed and Laurel stated that she would like to make changes for next year to make the event feel special for the artists and guests. A subcommittee will be created to assist with the planning and implementation.

Construction Committee – Micah reported that there were 3 group builds in previous week. Cabinets will be ordered in the next week and Laurel is working on getting the donated furnaces. First set of trusses are installed and the second set should arrive on November 1st. The plan is to get the next 2 houses started as soon as possible and to move forward with ordering those items that are taking an extended time to receive, such as trusses.

Family Selection Committee – The committee will not meet until there is room for new homeowner applicants.

Family Support Committee – Minde reported KR was granted a COVID medical exemption from ½ her hours and that all the rest of the families completed their needed hours. She stated that due to the business of the current tax season, Kirk has not yet been able to schedule the tax class for the homeowners but that he will continue to work on

it. Minde also highlighted the news article which included stories and photographs from AK and SM and was run in the Sun and the GJ Sentinel.

ReStore Advisory Committee – Lisa reported that the anniversary sale was a success with \$13,300 in sales made over the goal of \$12,000. The ReStore also began to be open again on Mondays starting 10/11. A large donation was made by office outfitters as well. Several donations of doors and windows have also been received and/or scheduled.

Public Relations Committee – Laurel reported that the doors for the door project are out in the community and coming back soon. They are looking at starting some DIY in person classes or discussing ways to highlight DIY opportunities for overstock items in the ReStore. Laurel and Christina will be attending the Senior Living Expo on Monday 10/25, to help promote the updated days and hours of operation for the ReStore. Christina has been working on preparing for ShareFest and is attending different opportunities to develop Faith in Action in deeper and more meaningful ways. Christina has been managing the volunteer portion of the group builds and has been supporting the ReStore in promotions, sales and merchandising ideas. Laurel reminded the board that Coloardo Gives is coming on 12/7, and encouraged all board members to donate (if they have not yet done so for the fiscal year).

Volunteer Advisory Committee- Minde reported that the volunteer hours are still down but now that group builds have resumed, the number should increase dramatically. She stated that they were 10 core volunteers working a total of 123 hours and no construction volunteers for the month of September. Orientations were completed for 12 new volunteers for the ReStore. Land Title also volunteered and organized the book room. In Step brought 5 volunteers and a new school work alliance agreement is being developed to bring in additional volunteers.

Upcoming Events- The upcoming events were reviewed and include:

Colorado Gives Day: 12/7/21

Department Reports– Reports were discussed and reviewed during the meeting and digital copies uploaded to Board Google Drive.

Other Business: Micah asked the board to review Sandra Rogers application and statement of interest in a board seat. He requested a motion to approve and Jason made the motion, with Erin seconding. The motion was approved and Sandra was informed that she was approved to be a member of the board.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, made a motion to adjourn the meeting. Jason moved and Erin seconded and the meeting was adjourned at 8:58am.

**Habitat for Humanity of Mesa County
Board of Directors
November 11th, 2021 Minutes**

Location: ReStore Conference Room

Board Members Present: Micah Adams, Lisa Martin, Jason Hensel, Minde Harper, Erin Doeble, Hollie Vanroosendaal, Isaiah Quigley

Board Members Absent: Scott Burnham (No Proxy), Sandra Rogers (Proxy: Lisa Martin)

Guests: Debbie Zimmerman

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:33a.m and Erin offered the opening reflection. Micah asked for a volunteer for next month's reflection and Isaiah volunteered. Guest DZ introduced herself and provided the board with background and resume.

Board Minutes - Micah asked for the Board of Directors to take a few minutes to review the October 2021 Board meeting minutes. When none were noted, Micah requested a motion for approval. Isaiah made a motion and Minde seconded the motion. The Board of Directors "approved" the October 2021 Board meeting minutes.

October 2021 Benchmarks & Financials – Erin presented the benchmarks from the 2020-2021 fiscal year and requested a motion for them to be approved now that the audit had been completed and presented to the board. A motion was made by Lisa and seconded by Jason. The board "approved" the benchmarks from last fiscal year.

Erin reported the financials for the month of October 2021.

Financial Benchmarks Summary: Erin explained that for the month of October, all expenses were with revenue from the ReStore which exceeded \$80,000. The account is still healthy with total contributions exceeding \$6,000.

Balance Sheet Summary: Erin highlighted that the cash balance is strong with a balance of 1.2 million. Account 1270 (19K) increased for 3043 and 3045 Arna as the roof trusses arrived and construction is active.

Statement of Activities – Costs are back down this month and so are grant and program income.

Income Statement – Erin reported that 2 large donations were received in October. \$5,000 from Guild Mortgage and \$1000 from First Presbyterian Church.

Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and on hearing none, Micah requested a motion to "accept" the October 2021 Benchmarks and Financials as presented. A motion was made by Jason and seconded by Hollie. The Board of Directors "accepted" the October 2021 Benchmarks and Financials as presented.

New Business

Delinquencies: NC agreed to pay the balance of her past due and late fees over the next six months. Those will be paid off through a donation delineated for that purpose. 2nd Delinquency was BH. She has already paid the past due amount and will be making November payment before the 15th.

CHFA Mortgage Sale: All documents are due on Monday. The homeowner is holding up the process because she does not want to alter her ACH information. The board approved for Laurel to offer a "thank you" gift to incentivize

homeowner action and cooperation. The amount of \$100.00 was put to vote. Minde made a motion which was seconded by Lisa. The Board approved for \$100.00 gift card to be offered to homeowner.

Community Education Courses: Historically, the classes were targeted to Habitat homeowners only, but there was a decision to open the classes up to the public. Lisa will teach a class on stress management and Minde on applying for loans. The goal is to partner with community members, build a broader base of community connections, and expand reach to individuals within the community.

COMMITTEE REPORTS

Executive Committee – Micah reported that the committee met on 11/3/21. Delinquencies were addressed. Habitat Conference was discussed and registration opens on Monday. The board members identified to go were Micah and will be opened up for 2 more board members. Laurel, Christina, and Barbara were identified to go as staff representatives.

Construction Committee – Micah reported that 3043 Arna has been framed and dried in. Plumbing and HVAC in progress. 3045 Arna received trusses yesterday. Continuous material delays are being identified and managed. Roof grant usually provided to cover labor of roof installation will not be provided this year, but Brian found a roofer to complete the work for \$1400 per house. Furnaces will still be received through donation this year. Micah stated that the affiliate is currently in need of an architect and/or draftsman to begin working on the next set of house plans. He also stated that a meeting has been scheduled with CMU construction.

Family Selection Committee – The committee plans to start meeting again in January 2022.

Family Support Committee – Minde reported that KR had COVID and completed 10 hours. There is a waiver in place for her, given the circumstances, and she will be able to meet her hours for November. Minde reported that all 3 of the other families met their hours. Two families need to complete the budgeting and tax credit education courses but all other courses are tracking.

ReStore Advisory Committee – Lisa reported that the anniversary sale was a success with \$13,300 in sales and over \$12,000 in discounts. The ReStore also began to be open again on Mondays starting 10/11. Mondays have been the largest donation days each week and helps with avoiding problematic dumps on Sundays. A large in-kind donation was received from Keystone and Holiday Inn Express.

Public Relations Committee – Hollie reported that group builds continue to go well. 9 occurred in October and 2 more are scheduled before the end of the year 9Bray and Chamberlain). The annual food drive is scheduled for February 12th at Redlands Safeway. 50% Off Black Friday Sale has been planned and advertised for. 3000 flyers will be included in Thanksgiving Day paper to targeted zip codes.

Volunteer Advisory Committee- Minde reported that the number of volunteers has increased though the number of hours are still down. 10 core volunteers are in the store and 4 on the construction site. 8 new orientations were given, and two new SWAP students were on boarded. Barbara, the new volunteer coordinator, started on November 1st.

Upcoming Events- The upcoming events were reviewed and include:

11/26/21: ReStore Black Friday Sale (Volunteers Needed)
12/1/21: Executive Committee (11:30am) and ReStore Advisory (12:30pm)
12/7/21: Construction Meeting at 5pm and COLORADO GIVES
12/9/21: Board Meeting (7:30am)
2/12/21: Food Drive

Department Reports– Reports were discussed and reviewed during the meeting and digital copies uploaded to Board Google Drive.

Other Business: Laurel informed the Board that the front door of the affiliate office is operational now, though the repairs will continue to take several weeks to be completed.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, made a motion to adjourn the meeting. Lisa moved and Hollie seconded and the meeting was adjourned at 8:49am.

**Habitat for Humanity of Mesa County
Board of Directors
December 9, 2021-Minutes**

Location: ReStore Conference Room

Board Members Present: Scott Burnam, Micah Adams, Jason Hensel, Isaiah Quigley Minde Harper, Lisa Martin, Erin Doeble, Sandra Rogers

Board Members Absent: Hollie Vanroosendaal (no proxy)

Guests: Milton Arroyo and Darah Galvin

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:30a.m and Isaiah offered the opening reflection.

Board Minutes (Tab 1) - Micah asked for the Board of Directors to take a few minutes to review the November 2021 Board meeting minutes. Micah asked if there were any additions or corrections. When none were noted, Micah requested a motion for approval. Isaiah made a motion to approve the minutes and Erin seconded the motion. The Board of Directors “approved” the November 2021 Board meeting minutes.

November 2021 Benchmarks & Financials- Erin reported the financials for the prior month.

Benchmark discussion revealed strong position on all benchmark categories.

Balance Sheet Summary: Cash balance remains strong with a balance of \$1.3 million. Noted Construction Progress account and Acct 2323 related to insurance dues.

Statement of Activities – Door payout received but work not yet complete. Payroll up as a result of new hires.

The Financials were moved to be accepted by Lisa and seconded by Minde. The board formally accepted the financials.

New Business

Delinquencies: KC is tardy but expectation is that payment will be made by 15th.

Bylaws: Isaiah reported that he has reviewed the bylaws and recommends changing the tenure of officers from 2 to 3 years and lower the minimum number of board members from 12 to 10. The rest of the Bylaws look good. Isaiah will present a draft for review.

Gary Williams: Mr. Williams has been in constant contact with Laurel as it relates to wanting information about his home flooding which apparently occurred sometime in 2018. Records reveal indication that the flood was not responsibility of HFHMC and instead that it was attributable to an inadequate but now fixed culvert controlled by the City. It was agreed that IQ will work on issuing position letter to Mr. Williams and provide him with support information but HFHMC will take no further action.

COMMITTEE REPORTS

Executive Committee – In addition to GW matter addressed above the topic for executive was related to bonuses to employees of HFHMC in the amount of \$50. Bonuses made in lieu of Christmas party. Bonuses will be issued in the amounts of \$100/\$250/\$550 for staff, leadership, and executive positions, respectively.

Construction Committee – 3043 Furnaces and rough plumbing in. Expectation is a February finish. New draft designer will be Mike Morris and he will submit 2 designs in near future.

Family Selection Committee – The committee will not meet until there is room for new homeowner applicants until January.

Family Support Committee – 9 families attended homeowner orientation class. SM fell short of hours and letter of non-compliance was issued and meeting with Kirk was conducted. AR, AK and KR are meeting their hours.

ReStore Advisory Committee – Lisa Reported that the black Friday and small business day sales went very well in terms of sales and participation (over \$13K in sales and \$24k in discounts). Mondays continue to improve and show substantial benefit to be open.

Public Relations Committee – Bray was delayed due to weather they will reschedule their group build. Giving Tuesday and Colorado gives netted at least \$5k with full results to be determined (slightly down from 2020). New photos of families taken for promotions. Website is being improved for purposes of accommodating class calendar. Social activity way up.

Volunteer Advisory Committee- The two new student volunteers were onboarded and have been doing well. Hours up compared to same time last year. Seeking volunteers from RSVP and College athletic dept.

Upcoming Events- The upcoming events were reviewed and include:

1/13/22: Board Meeting 7:30am
2/12/22: Food Drive

Election of new members. Milton and Dara were unanimously approved and elected to the Board.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, Minde made a motion to adjourn the meeting. Jason seconded and the meeting was adjourned at 9:07am.

**Habitat for Humanity of Mesa County
Board of Directors
January 13, 2022 Minutes**

Location: ReStore Conference Room

Board Members Present: Isaiah Quigley Minde Harper, Lisa Martin, Erin Doeble, Sandra Rogers, Milton Arroyo and Dara.

Board Members Absent: Hollie Vanroosendaal (No Proxy), Micah Adams (Proxy MH), Scott Burnham (Proxy IQ), Jason Hensel (Proxy ED).

Guests: NONE.

The following members of management staff were present: Laurel Cole

Minde called the Board of Directors meeting to order at 7:33 a.m and Isaiah offered the opening reflection.

Board Minutes (Tab 1) - Minde asked for the Board of Directors to take a few minutes to review the December 2021 Board meeting minutes. Minde asked if there were any additions or corrections. When none were noted, Minde requested a motion for approval. Erin made a motion to approve the minutes and Isaiah seconded the motion. The Board of Directors “approved” the December 2021 Board meeting minutes.

December 2021 Benchmarks & Financials- Erin reported the financials for the prior month.

Benchmark discussion revealed strong but lower position. December has historically shown low but construction on North, weather and holidays have contributed to reduction in performance.

Contributions exceeded \$45,000 which is greater than the \$30,000 bench mark for the quarter.

Monthly expenses are increased as a result of three pay rolls being processed during the month.

Balance Sheet Summary: Construction Progress account, Acct 1270 increased by \$34K due to framing and roofing. Otherwise cash balance is good and remains at \$1.3M.

Received \$7,500 grant from Anschutz. Minde requested a motion from the board to accept the December 2021 financials. Saundra made the motion, which was seconded by Darah.

New Business

Gary Williams: The board was updated on the circumstances. All communications will go through IQ.

Loan Rate Reduction. Interest rate was decreased to 4.375%. Loan will likely be paid off in 84 months if we keep paying at the same rate we have been paying and we will jump the APR in 2029.

Motion made to maintain the status quo as to keep paying the same amount we have been paying towards the mortgage regardless of the decreased payments resulting from the rate reduction. The board will re-review the subject on a quarterly basis. Motion passed unanimously.

Possibility for home donation acquisition being considered from church.

Annual Food Drive is on Saturday, Feb. 12th at the Safeway in Redlands. Approximately 8-1PM.

New Committee needed for the historic annual door project to assure the setting and event promotes the Habitat mission and highlights the artists and mission to the community. Email will be circulated to set up times to meet and plan.

COMMITTEE REPORTS

Executive Committee – Primary topic to be brought to the board from the meeting was the issue of considering increases in staff pay as a result of cost of living increases. Store will be re-retailed. Motion was made to approve pay increases across the board to match the inflation and cost of living rates. The board considered and approved the increase at a rate which matches the federal rate (of approximately 6%). Erin motioned and Sandra seconded. The board unanimously approved Laurel to issue and carryout pay rate increases.

Front door mostly completed. IRA program witnessed all opt-in and opt-outs noted. CHAFA sale accepted and approved but not paid out yet; expectation is \$170K.

Construction Committee – 3045 ready to roof. Bray build to take place today. Mike Morris submitted first preliminary design. Brian suggested options to reduce cost and will get a final in down the road.

Family Selection Committee – The committee will be meeting on January 25th to consider the families that have applied.

Family Support Committee – New homeowner orientations are taking place monthly. Tax Credit class open to the public will take place February.

ReStore Advisory Committee – Lisa Reported that sales exceeded \$77K. Reorganization of the store is the focus with emphasis on increasing sales.

Public Relations Committee – Made just under \$7K for Colorado gives. Annual report being compiled and will be circulated. Website being re-worked. Faith in action set up first connection with Covenant Presbyterian Church. Social media continues to increase.

Volunteer Advisory Committee- More volunteers with less hours. 6 new orientations for store and 1 for construction. CAPCO to group on the 29th. Volunteer appreciation event being planned in April.

Upcoming Events- The upcoming events were reviewed and include:

2/2/22: Executive Meeting 11:30.

2/10/22: Board Meeting 7:30am

2/12/22: Food Drive 2/12.

Adjournment: Minde asked if there was anything else to discuss and hearing nothing, IQ made a motion to adjourn the meeting Darah seconded and the meeting was adjourned at 9:00am.

Habitat for Humanity of Mesa County
Board of Directors
February 10, 2022 Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Minde Harper, Lisa Martin, Erin Doebele, Jason Hensel, Sandra Rogers, and Milton Arroyo.

Board Members Absent: Isaiah Quigley (Proxy ED), Scott Burnham (MA Proxy) and Darah Galvin (MH Proxy).

Guests: NONE

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:36 a.m and Erin offered the opening reflection.

Board Minutes - Micah asked for the Board of Directors to take a few minutes to review the January 2022 Board meeting minutes and requested a motion for approval. Erin made a motion to approve the minutes and Minde seconded the motion. The Board of Directors “approved” the January 2022 Board meeting minutes.

January 2022 Benchmarks & Financials - Erin reported the financials for the January 2022.

Benchmark discussion revealed January was a tough month for the ReStore with only about \$62,000 in sales which did not cover all expenses for the month. Otherwise, benchmarks looked good with no concerns. Contributions of approximately \$32,000 in January already exceed the benchmark of \$30,000 for the quarter.

Balance Sheet Summary: Cash balance is good and was approximately \$1.4 Million. Money from the sale of the loan to CHFA was deposited in the Development bank account. Construction Progress account, Acct 1270, increased by approximately \$24,000 for work done on 3043 and 3045 Arna Drive.

Statement of Activities Summary: Many of the same trends as prior months for the current YTD compared to last YTD. Program revenues and Grant revenues are down since no home transfers in the current year whereas one home transferred last year. ReStore revenues were only down approximately \$1,000 from last YTD.

Income Statement Summary: Contributions included approximately \$14,000 in Waldeck funds and \$17,500 from the Christie Reece Group Circle Award which was received after being nominated by a Habitat homeowner. Fees, Acct 5331, was higher than prior months in January 2022 from administrative charges and a 5% fees charged by Habitat Colorado for processing the sale of mortgage to CHFA. Grant Fees, Acct 5340, totaled \$2,400 and included the fees for the CDOH reimbursements for 3043 & 3045 Arna Drive. Micah requested a motion from the board to accept the January 2022 financials. Lisa made the motion, which was seconded by Minde. The Board of Directors “accepted” the January 2022 Board meeting minutes.

New Business

Delinquencies: Laurel noted there were two delinquencies for January but both had since been paid.

Board Resignation: Micah noted that HV resigned from the board.

Strategic Planning: Laurel noted the emphasis being made on strategic planning looking out three to five years. There are two strategic areas of focus. The first is focusing on the organization and staff with clear goals and expectations being defined and the second is focusing on board development.

Committee Review: Laurel highlighted the list of current committee and members included in the board packet. She mentioned there are openings for board members to serve on the Public Relations and Volunteer Advisory Committees. Laurel requested board members notify her if they want to be added or removed from a committee. Erin inquired about the Family Support Committee since it was discussed in the past to dissolve this committee. After much discussion it was decided to further look at what is trying to be achieved with this committee and how to modify activities to better engage with homeowners.

COMMITTEE REPORTS

Executive Committee – Micah noted the main items discussed were the January delinquencies, the CHFA sale being approved, strategic goals for staff and the upcoming Food Drive happening this Saturday.

Construction Committee – Micah stated that construction progress is moving slower than they would like largely due to the lack of core volunteers. He noted the jobsite is now open 4 days a week for building (Wednesday-Saturday) to add an additional day of construction to speed up progress. Laurel highlighted the different ways they were trying to recruit construction volunteers. The next home's floor plan needs to be modified before approval due to cost concerns.

Family Selection Committee – Minde provided information on the four families being considered to enter the program and noted their need prioritizing from 1 to 4.

1. The KKM family is a single mom with 2 kids. They would start the program in March 2022.
2. The JKL family is a single mom with 4 kids. They would start the program in April 2022.
3. The DS family is a single mom with 1 kid. They would start the program in May 2022.
4. The ANP family is a single mom with 1 kid. They would start the program in May 2022.

A motion was made by Sandra and seconded by Erin to accept the families into the program. The Board of Directors "accepted" the families into the program.

Family Support Committee – Minde reported that all families met their hours except the AK family who received a medical exemption due to COVID.

ReStore Advisory Committee – Lisa reported that they are continuing to work on ideas to improve ReStore sales. Pricing is being worked on and they are moving items around in the ReStore for a fresh look. The construction on North Avenue has impacted customers coming into the store.

Public Relations Committee – Laurel noted that final edits are being made on the annual report. The food drive is coming up this Saturday at the Redlands Safeway.

Volunteer Advisory Committee – Minde noted she was not at the meeting but from the comments she received, ways to acknowledge volunteers was highlighted.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, Lisa made a motion to adjourn the meeting and Minde seconded the motion. The meeting was adjourned at 9:11 am.

Habitat for Humanity of Mesa County
Board of Directors
March 10, 2022 Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Lisa Martin, Erin Doebele, Jason Hensel, Sandra Rogers, Scott Burnham, Darah Galvin and Milton Arroyo.

Board Members Absent: Isaiah Quigley (No Proxy) and Minde Harper (No Proxy)

Guests: NONE

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:32 a.m. and Lisa offered the opening reflection. Sandra volunteered to offer the reflection for next month's meeting.

Board Minutes - Micah asked for the Board of Directors to take a few minutes to review the February 2022 Board meeting minutes and requested a motion for approval. Darah made a motion to approve the minutes and Erin seconded the motion. The Board of Directors "approved" the February 2022 Board meeting minutes.

February 2022 Benchmarks & Financials - Erin reported the financials for the month of February 2022.

Benchmark discussion showed that February was a better month for the ReStore than January, but that expenses were not covered by ReStore sales by about \$12,000. While sales are trending up, the revenue from the ReStore is still not meeting the benchmark. The operating account is still healthy and contributions for the quarter have already exceeded the benchmark. Total expenses are higher for the month, but this will be discussed in more detail in later financial report. The expense to income ratio is slightly above the benchmark at 56%, due to the ReStore revenue being lower. The payroll costs have increased slightly, but this is due to the approved COLA increases that went into effect this month. HFHMC has still not had a home transfer this year.

Balance Sheet Summary: Cash balance is good and was approximately \$1.8 Million. Account #1270 Construction shows about \$9,000 of expenses for the 2 homes currently under construction. Account #2111 reflects the initial deposits that were made by 2 new future homeowners that signed letters of acceptance. Account #2323 shows just over \$5,000 difference in the amount paid by the insurance company for the front door claim, and what was paid to the contractor. Laurel reported that the deductible was \$5,000 and HFHMC is currently trying to recoup the fee from the driver's insurance company.

Statement of Activities Summary: Account #4150 was showing low in past months but this is due to distribution timelines rather than lack of funds received. Received CDOH grants for both homes under construction so that amount has increased to the anticipated amount for this time of year. Everything else is consistent from what has been previously reviewed. Account #4201 is still low due to no houses having sold yet this year.

Income Statement Summary: Contributions were just over \$4,000 for the month. Accounts #5605 and 5703 are both showing increased expenses of around \$4200 each. This is due to the HFHI Conference in Atlanta registration and plan tickets, which were both purchased in February.

New Business

Bylaws Update: Isaiah was not at meeting to provide update. Will move to next month's agenda.

April Board Meeting: Due to next month's Board Meeting falling at the same time as the Atlanta conference, pushing the meeting back a week was discussed and agreed upon. April's Board Meeting will be on April 21st.

Staffing Update: There was a change in staffing this week and the position of ReStore Manager has been posted on Indeed and LinkedIn.

COMMITTEE REPORTS

Executive Committee – Laurel noted there was one delinquency, but that the check was mailed in and should be received by tomorrow. Also, Ariel's condo lease has expired and they have opted to move to a month-to-month option until they determine if they will extend the lease. They will be paying 150% of the rent while in this option per the lease agreement. One of the homeowners had started the home sale process, but decided to wait until May to list home. Strategic planning was discussed and the Exec team selected March 25th at 1:30pm as date to begin process. Strategic planning is open to any board member that is able to attend and would like to be part of the process.

Construction Committee – Micah stated KR's house is getting closer to completion and is looking like the finishing date will be in about 30 days. AK's house has had the roof installed and siding is underway. Expected completion date is about a month after KR's completion. Laurel presented at WCCC with the drafting program and has developed a partnership that will allow students to submit designs for future home designs, with the winning design receiving a scholarship or award money. Laurel will be meeting with them again next week to discuss the scholarship options as well as ways to include other programs in volunteering with Habitat.

Family Selection Committee – Did not meet this month.

Family Support Committee – Laurel reported that the families have all met their hours and that the 4 selected homeowners have all signed letters of acceptance with the KM family already actively volunteering. The JL family will start hours as of April 1st, and the following two families (DS and AP) will begin hours starting in May. The next family education course will be held on March 23rd: How to Be A Good Neighbor.

ReStore Advisory Committee – Lisa reported that while sales for the month of February were not at the benchmark, they were still \$4500 more than February 2021. She stated that the ReStore is working on creative ways to increase revenue including the wheel of discounts which customers can spin before checking out every day in the month of March, as well as a scheduled 50% off sale for 3 days mid-month. Cashier will be out for 6 weeks on medical leave starting April 18th, and coverage has been arranged. The sorting person will be moving at the end of May and her position has been posted, with hopes of her replacement being hired and trained before April 18th. For safety reasons, it has been decided to close the second entrance to the store so customers are not entering behind the cashier. Safety trainings have been planned and scheduled to train staff on emergency procedures for a variety of dangerous occurrences. Lisa

also reported that acquisitions appear strong with several planned including Alpine Bank, Bassett Furniture, a tile store, and several additional businesses.

Public Relations Committee – It was determined that in the future, Sandra will report on PR committee meetings to the board. This month, Milton reported that the Annual Report came back from publisher and is being mailed out. The food drive went well with 500 lbs of food received and almost \$400 in cash donations. Christina and Barbara have been actively participating in the ShareFest planning process with the plan of staff and homeowners completing projects during the event on April 30th. Christina has been cultivating FIAT relationships with the different participating church congregations to help develop the Faith in Action partnerships. The Door Project planning is progressing. A meeting with the Art Center has been scheduled to discuss the potential of hosting a month long exhibition to bring awareness to the need for affordable housing in the community as well as to display artist's doors/submissions for silent auction. The committee is planning to create an immersive experience for the community to create interest in and support of Habitat's mission. The door event will be hosted for the month of October, with plans of changing the artist reception into a VIP opening night event to kick off the exhibition.

Volunteer Advisory Committee – Laurel reported that 64 volunteers worked 816.46 hours for the month of February compared to the 25 volunteers that completed 580.22 hours. The trend of having more volunteers contributing less hours is continuing at this time. Barbara completed 5 new ReStore volunteer orientations and 2 construction volunteer orientations last month and is continuing to hold more and more orientations on a daily basis. Several upcoming group builds are scheduled including Telluride Mountain School on March 23rd and 24th, 2 tentative group builds and the GJ Rotary Club which is scheduled for April 23rd. Barbara has been cold calling past volunteers and inviting them to return to the ReStore and/or Construction site and several have started to return. Also, the volunteer appreciation event has been moved to Saturday, May 7th for safety reasons as well as to allow participation in ShareFest the same weekend.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, Sandra made a motion to adjourn the meeting and Lisa seconded the motion. The board "approved" and the meeting was adjourned at 8:40 am.

**Habitat for Humanity of Mesa County
Board of Directors
April 20, 2023-Minutes**

Location: ReStore Conference Room

Board Members Present: Micah Adams, Isaiah Quigley, Lisa Martin, Erin Doebele, Sandra Rogers, Jason Hensel, Milton Arroyo, Nevin Carlson and Darah Galvin

Board Members Absent: None

Guests: None

The following members of management staff were present: Laurel Cole

Minde called the Board of Directors meeting to order at 7:30 a.m. and Lisa offered the opening reflection. Erin volunteered to do the May 2023 reflection

Prior Month Minutes- The board reviewed and approved the prior month minutes via motion made by IQ and seconded by MH.

Benchmarks & Financials- Erin reported the financials for the prior month.

Income Ratios: 1.5% Contributions; 45% Program (home sales); 2% Rent Income; 58% Restore

Construction spent just over \$73K; with the primary amounts attributable to 3041 Arna.

Cash is strong but trending down. The cash on hand ratio equates to 471 days.

Mortgage Receivables increased due to recent closing.

After discussing recent truck repair expenses and identifying allocations of categories of expenses specifically involving fundraising, Erin reported no general areas of concern and the board reviewed and accepted the financials via motion to accept made by MA and seconded by LM

New Business-

New Board Application via Brittany Lauer at Ariel. The Board reviewed the application and elected and admitted BL to the BOD on motion made by MA and Seconded by MH.

Delinquencies: SB and KC late but paid March. CE was unexpected late and letter was sent—phone number not working. JG was able to get caught up.

Construction Meeting will take place one week later due to Camp Colorado.

Sharefest is on April 29th starting at 8:30 am . Jobs include window cleaning and fence painting.

Volunteer Appreciation Event Saturday at 1PM hosted by Perdita's.

COMMITTEE REPORTS

Executive (MH Presented)

Faren's house discussed. Expectation is that PR of the estate will engage realtor and sell the home.

DOLA grant approved. Reimbursement Grant.

Kim Moore home update. Addendum to ESA completed.

PNCI is working to repair the front of the store damaged via driver accident.

Construction Committee (MA Presented)

Working on standardizing color selection pallet to be signed by homeowners. Lowes is going to supply carpet going forward. 3039-KM- is about a month out from closing May 25th expected. Losing concrete contractor. 2 concrete pads poured. 1 dig out completed. WCCC designs in and one selection was made.

Family Selection Committee (MH Presented)

No meeting this month.

Family Support Committee (MH Presented)

All homeowners met hours.

Deb and Amber are having surgery in May. Working on restriction analysis to gauge what can and cannot be done before and after medical clearance. All have QR code to track construction hours.

ReStore Advisory Committee (LM Presented)

March was a great month at \$87K in net sales. March donations were way up (90 more than prior month) Management and Organization of the backroom specifically has improved. And pricing complaints have virtually disappeared. Hired one new staff member. New driver, Natalie, Hired. Great reviews. Olivia 1 year anniversary.

Public Relations Committee (SR Presented)

Woman's build took place in March Sentinel flyer went out to promote donations. New sign quotes being procured.

Volunteer Advisory (DG Presented)

We had 1358 hours for March. Up about 200. Construction way up. Grand Mesa Youth Services did 332 hours from 68 people. National Guard scheduled.

Fundraising Advisory (M. Arroyo Presented)

Ale house charity brew was successful in March. And were reselected in May. Sauvage Dominion Line income above wholesale will be donated to HFHMC.

Isaiah moved to adjourn the meeting and it was seconded by Micah and the April board meeting closed at 8:57 am by approval of all board members.

**Habitat for Humanity of Mesa County
Board of Directors
May 11, 2022 -Minutes**

Location: ReStore Conference Room

Board Members Present: Micah Adams, Jason Hensel, Isaiah Quigley Lisa Martin, Erin Doeble, Sandra Rogers, Darah Galvin, Milton Arroyo

Board Members Absent: Scott Burnham, Minde Harper (Proxy Erin Doeble)

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:33a.m and Milton offered the opening reflection.

Board Minutes - Micah asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. Micah asked if there were any additions or corrections. One change to attendance was noted, Micah requested a motion for approval. Isaiah made a motion to approve the minutes and Erin seconded the motion. The Board of Directors "approved" the April 2022 Board meeting minutes.

Benchmarks & Financials- Erin reported the financials for the prior month.

Benchmark discussion revealed strong position on all benchmark categories.

Contributions high as a result of annual Waldeck payment at \$55K. The amount represents 1/9 of the total income from the Trust.

COGS inventory adjustment was "caught up" after missing last week and the amount was essentially two months value. All other expenses ordinary

The Financials were moved to be accepted by Lisa and seconded by Darah. The board formally accepted the financials.

New Business

HFHI 2.0. Charge changes to affiliates. Results appear to produce greater burden on an affiliates like HFHMC. LC will address at ED retreat June 1, 2022 in Breckenridge.

Rehab sweat equity. LC wants to present an alternative to full hours for rehabbed units. Incentive to reduce hours for rehab projects. Discussions given age and nature of the rehabbed home. This is a rare occasion and the decision should be based upon age of home, valuation of the home and nature of the rehabilitation necessary. The board will present the option to the families at highest priority and move down the list of priority. The option presented in this occasion given the circumstances will be 300 hours with up to 100 hours donated. This is based upon an approximate \$25,000 disparity in value between new versus used units and the applicable depreciation and more rapid repair/replacement effort which will be necessary for the future homeowner. Motion was made to approve a reduction from the standard of 500 down to 300 for rehabbed units with up to 100 hours donated from that 300 by Darah. The motion was seconded and the board unanimously approved the deviation. All future instances where a rehab is at issue, the board will follow the same process for consideration of applicable reduction.

Concerns with home pricing. The ability to pay is substantially below the applicable cost of the home. The concern is bearing losses on every home given the disparity between cost and ability to pay. Silent seconds and deed restrictions were discussed. The board will consider methods of resolving the disparity. In this matter the board will approve a cost gap silent second given the conditions of market values and extraordinary cost increases. The second will be calculated in consideration of ability to pay versus cost and not appraised value. A formal and uniform policy will be adopted to address what appears to be potentially ongoing problem given cost and value of home.

Condo Lease. Ariel is out July 1 and new tenant is needed.

Staffing Update. Kirk was terminated and HFHMC is searching for Assist store manager and 2 new drivers.

COMMITTEE REPORTS

Executive Committee – In addition to the above issues, safeguard training is needed to be completed.

Construction Committee – Closing is approaching on 3043 and C/O to issue shortly after appliances in, 3039 to be permitted. 3045 drywall and painting. Two house plans selected from WCCC.

Family Selection Committee – None.

Family Support Committee – JL was informed her 12.5 hours in March could be applied to April. This was inaccurate information and due to the confusion, a non-compliance will not be issued. At certain milestones the monthly hour obligation reduce, the committee set policy for reduction of sweat equity hours from 24 hours to 16 construction only once homeowner hits 700 hours.

ReStore Advisory Committee – Lisa Reported that April hit \$74K. 61 residential and 12 commercial pickups. Donations increased (452), 2 WC injuries. Truck is costing about \$750 in repairs per month. A new truck is necessary—applied for grant to support it.

Public Relations Committee – Volunteer appreciation went well on May 7th. New games are in place to promote discounts. Door project--Gathering dates from art center. Working for sponsors.

Volunteer Advisory Committee- Darah reported that April was a great month. 83 total versus 32 in last April. 8.7 hours averaged per vol. 8 new orientations (5 RS and 3 Construction). Rotary and Edward Jones did group builds. Bray will do theirs towards end of the month. Legislative build will be in September.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, Lisa made a motion to adjourn the meeting. Darah seconded and the meeting was adjourned at 8:55am.

**Habitat for Humanity of Mesa County
Board of Directors
June 2022 -Minutes**

Location: ReStore Conference Room

Board Members Present: Micah Adams, Jason Hensel, Isaiah Quigley Lisa Martin, Erin Doeble, Sandra Rogers, Darah Galvin, Milton Arroyo, Minde Harper

Board Members Absent: Scott Burnham (Proxy: Minde Harper)

The following members of management staff were present: Laurel Cole

Micah called the Board of Directors meeting to order at 7:32 a.m. and Sandra Rogers offered the opening reflection. Isaiah volunteered to offer the July reflection.

Board Minutes May 2022- Micah asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. Micah asked if there were any additions or corrections. Erin made a motion to approve the minutes and Minde seconded the motion. The Board of Directors "approved" the May 2022 Board meeting minutes.

Benchmarks & Financials- Erin reported the financials for the prior month.

Benchmarks: Restore Revenue failed to meet benchmark by approximately \$14K. Sales came in at \$66,863. Erin reported that this may be due to the continuing construction occurring on North Avenue. Operating Checking Strong remaining over \$500K. Cash Position of \$1.4M in good standing. Total Contributions were at \$10,365 and contributed to higher than benchmark quarterly figure. Payroll down with absence of Kirk.

Statement of Activities:

- Acct No. 5510- Office Expenses trending down as a result of computer improvement expenses from prior year
- Acct No. 5573- Travel Expenses trended up as a result of the conference in Atlanta.

Income Statement:

- 4201-01- Equity Share income increase from the sale and purchase of the home. Confirmed with Accountants to assure proper accounting.

The Financials were moved to be accepted by Isaiah and seconded by Darah. The board formally accepted the financials.

The Draft Fiscal Year Budget was circulated for consideration and potential approval at the next board meeting.

New Business

Strategic Plan: Most recent draft will be circulated for Board Review this Month for potential approval at next board meeting.

Condo Lease: Space will be open beginning July 1, 2022. Exclusive Listing Agreement at 4% (3% for Lessee's Broker and 1% For Listing Broker)

Staffing Update: Adrian is new Assistant Manager. He is presently assisting on the truck due to workman's comp injury. Store Manager Position (Olivia) doing well--working towards development on retail side.

COMMITTEE REPORTS

Executive Committee – Financial 2.0 Model re-addressed. Laurel joined HFHI advisory committee. Truck and Fork Lift need to be replaced--best interests to move forward with replacements. It was discussed to aim to keep cost under \$50,000 total purchase.

Construction Committee – Closing is approaching on 3043 at end of the month. 3045 drywall and painting for exterior. Rehab is underway for 394 Wedgewood. One additional permit has been approved and one application was submitted--ground breaking is expected to commence on the two Morris designs on June 28th. Goal is four slabs to be poured before winter sets in (Morris 2 plus WCCC 2 designs).

Family Selection Committee – None. Will reconvene in October.

Family Support Committee – All families met hours. Families over 700 hours went down to 16 construction hours. KR will close June 30th. AK is approximated to be closing in July. AR accepted rehab home. Want to set up small milestones as motivators in addition to 150 hour site assignment recognition.

ReStore Advisory Committee – Lisa Reported that sales are down in May at \$66K. She reported that this may be due to construction, end of school year, and inflated gas prices. Donations are way up. Two new truck drivers hired. Additional safety measures adopted in attempt to offset injuries.

Public Relations Committee – Sandra reports that the Art center has been lost as venue. Ideas circulated as replacement option. PR committee is considering utilizing the job site for a potential block party style event to highlight the mission.

Volunteer Advisory Committee- Darah reported that April was a great month. 87 total averaging 12.3 hours per volunteer. Volunteers up at construction site specifically. 5 new restore orientations for construction. Bray and Edward Jones completed group builds. 3 group builds scheduled for June- SGM, CHAFA and JIBL Engineering. Legislative build will be in September. Working to produce volunteer handbook.

Dedication for KR will be June 30th at 5:30 PM.

Adjournment: Micah asked if there was anything else to discuss and hearing nothing, Sandra made a motion to adjourn the meeting. Lisa seconded and the meeting was adjourned at 8:55am.