

Habitat for Humanity of Mesa County

Board of Directors

July 18, 2024-Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Mike Moran, Bill McDonald, Milton Arroyo, Brittany Lauer, Natalie Waddell, and Darah Galvin, Nevin Carlson, Darren Ridgway

Board Members Absent: Bob Caldwell (DG: Proxy)

The following members of the management staff were present: Laurel Cole

DG called the Board of Directors meeting to order at 7:34 a.m. and offered the opening reflection. MAd offered to complete next month reflection.

Board Minutes - DG asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. MAd made a motion to approve the minutes and MM seconded the motion. The Board of Directors "approved" the June Board meeting minutes with one minor edit to be completed by LC.

Annual Board Minutes- MM approved the annual minutes and MAd seconded the motion. The Board of Directors "approved" the June Annual Board meeting minutes with no edits.

Financials- NW reported the financials for the month of June.

Benchmarks-

1. Total revenues covered operating costs by \$230K
2. Restore sales-best yet for the fiscal year at \$80,000.00
3. Operating Checking account above benchmark at \$400K.
4. Total contributions did not meet benchmark with \$3940 and \$7940 for the quarter.
5. Total operating costs did not meet the benchmark at \$90,217.
6. ReStore revenues did cover the benchmark at \$8,652.
7. Total payroll was below benchmark for the month
8. Homeowner mortgage payments covered principal on loan payments by over \$11k.

Charts- June 2024 revenue was 36% Grants, 35% Program, 25% ReStore, 3% Contributions, 1% Rental Income and 0% Fundraising. 2023-2024 YTD Revenues were 30% Program, 28% ReStore, 28% Grants, 11% Contributions, 2% Rental Income and 1% Fundraising. June 2024 expenses were 74%, 25% G&A, and 1% Fundraising and 2023-2024 YTD Expenses were 72%, 26% G&A, and 2% Fundraising.

Ratios and Analytics- Recognizing True-Up for end of year, as well as 3 house sales, there are some bigger differences, but ratios are still good. Current ratio at 18% because of amortized mortgages.

Balance Sheet- Mortgage receivables increased due to sale of 3 homes. Total account balance up, LC moved \$400k from operation account to development account for higher interest rates. Acct #1699-00 and -01 show the year end true up discussed earlier.

Statement of Activities- Will skip as discussed in Income Statement section.

Income Statement- Acct #4150 shows grant income for 3 homes CDOH, 5k income received from Bruce Dickinson Fund, 76k from DOLA, Acct #4201 Transfer of homes, Acct #4204-00-Revenue is up due to June 29th 50% off discount. Expenses are pretty consistent. Building maintenance a little high due to contracted maintenance and new thermostat. There will be future cooling expenses. Acct #320-00-QuickBooks subscription-once per year. Acct #5331-00-Fees-HFHC fee for \$2500. Acct #5365-00-Workers comp insurance-charged a fee. Some of that money should come back. Acct #5340-Processing fee for CDOH.

Motion to “Accept” financials made by MAd and seconded by NC. Board “Accepted” financials.

Additional Financial Information Reviewed: Year over year ReStore trends. Labor ratio is very high. Retail-high end should be 20%. Our average is 31.52%.If someone were to leave, we would likely not fill this position, but reconfigure positions (depending which it is). MAd asked if we could include this regularly. Mark (ReStore Manager) could perhaps do this monthly, otherwise Laurel will ensure it is done quarterly.

Next Board Meeting scheduled for August 15th (May need moved to August 22nd. If this is the case, LC will send out an email to everyone) at 7:30am.

2024-2025 Fiscal Year Budget: Net cash increase is \$82k instead of negative. Repairs & Maintenance went up a little-anticipating it will be up a bit this year. 5331-00 Fees: Red lines is because we are going to reduce categories for simplicity's sake. Page 30-Actual cash flow numbers. NW made motion to “accept” /Milton seconded.

Motion to “approve” fiscal year budget made by NW and seconded by MArr. Board “approved” and the Board of Directors approved the 2024-2025 Budget.

New Business

Kendrick put in notice and was offered a great job he couldn't pass up. Saturday is his last day. We will start the process of looking for a new construction crew lead. Salary is still being reviewed. Interns would cost less money, but it depends on who applies and who is the right fit. Calvin is great (current intern), but is likely moving; Laurel is planning to discuss his plans with him.

Board Build: Have to cancel. Skip this one and do next one in October.

Habitat Colorado: Scheduling Board training on fundraising. Likely will be on a Saturday, but will get some options and then send out to everyone; it will be a couple hours.

Website: We need to make our website accessible and also need to rebrand it to meet HFHI brand guidelines. Quote from Long Point Digital (Cost: Build- \$5250 once, Hosting: \$29.95/monthly, Accessibility: \$36.75/monthly (Total of \$504.20/monthly with build cost or \$5250 one payment and \$66.70/monthly)

Board vote: MArr made a motion to approve build and hosting; Seconded by BM.

CHFA Sale: Habitat CO would like us to sell a mortgage in August. Budget around \$300k.

Motion to approve NC, BL seconded. All approved.

CDOH: The subsidy has increased to \$70,000 per home. Habitat CO waiting on contract. Should be able to use for all 4 homes this year.

Computer Upgrade: Will purchase 3 new computers per year to avoid having cost of full replacement hit all in one year. This was at the suggestion of the IT. Server going away and moving to the cloud.

AP Trampoline: It is bent; She wants it replaced because she feels it is due to the construction manager moving it with a forklift. It was in the retention area without permission. She would like reimbursed for the cost of the trampoline because she must put a fence up in her backyard & the trampoline won't fit once the fence is up, and it is not allowed in the front yard.

Board voted not to reimburse her since it was in the retention space.

COMMITTEE REPORTS

Governance Committee (LC Presented): Alexis "Lexi" Mull board application: Motion to approve Ms. Mull to board made by BM and MM seconded.

Executive Committee (DG Presented): Strategic Planning/Data Gathering starting, as we are in the 3rd year of 3 of the current strategic plan. HFHI Safeguarding training is coming up-LC will send out the link.

Construction Committee (MAd Presented): Finished last few houses. Ok right now with Kendrick leaving because construction isn't starting until fall. Will likely break ground end of August or in September.

Family Selection Committee (BL Presented): Did not meet this month.

Family Support Committee (BL Presented): Everyone is doing well right now. EM squeezed hours in last minute due a 3 week vacation; she does have another long vacation coming, so it will likely have a challenge again, but Christina is working with her on this to ensure a smoother month next time. B and K are checked with regularly.

ReStore Advisory Committee (LC Presented): Net sales up due to 1 day 50% off. Over \$15k in one day. Drop-offs down 19% from last year and from last month as well, which is okay because there was a plethora of items to be put out. PT Driver no longer with organization, will be replaced. Did not run the discount wheel to allow for end-of-month big sale. Will paint over old truck before selling since it has our logo. Once the new truck is branded, the old one will be put up for sale. Hosted Chamber after hours event. It went really well. Many compliments on cleanliness of store. Started Employee of the Month. Brent was the July Employee of the Month. Very kind-hearted and believes in the mission. Bob is working on negotiating with Waste Management; he also hashed out all of the details and help with the new box truck.

Volunteer Advisory (DG Presented): CSEP volunteers: Jan is doing amazing. Chris just started in the back at the beginning of June. Construction hours up in June but still down overall by almost 2k hours (last year we had a huge volunteer build with National Guard). More desire for screening volunteers-working with Mark and Ian on this to figure something out.

Public Relations Committee and Fundraising (MArr Presented): Beginning to work on Hope Through Homes-need more sponsors for this. Please identify at least one business that could be interested; need connections-. One small sponsor so far. October 12th 11-2pm. Food trucks secured (CO and Snow/Bravos/GJ Fusion).Alcohol permit hearing in August (Peach Street Band). Trash booked-same as last year-free. Stage-getting a quote from Cardinal Events, but struggling with communication with them. Marshé will be taking over this committee for Christina; she will be talking with radio to advertise this. Marshé is taking over social media. Milton wants Board Meeting videos. Getting quotes for box truck to be wrapped and/or painted. Working on getting food trucks come to ReStore parking lot in an attempt to get more traffic in the ReStore.

NC made motion to update Hoffman HOA account to current leadership; DG seconded; all board members approved.

MArr moved to adjourn the meeting and it was seconded by NC and the board meeting closed at 9:10am by approval of all board members.

Habitat for Humanity of Mesa County
Board of Directors
August 22, 2024-Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Mike Moran, Bill McDonald, Milton Arroyo, Brittany Lauer, Natalie Waddell, and Darah Galvin, Nevin Carlson, Bob Caldwell

Board Members Absent: Darren Ridgway (Proxy: Bill McDonald)

The following members of the management staff were present: Laurel Cole

Darah called the Board of Directors meeting to order at 7:33 a.m. and Micah offered the opening reflection. Mike offered to complete reflection next month. New board member, Lexi Mull, introduced self.

Board Minutes - DG asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. MAd made a motion to approve the minutes and NW seconded the motion.

Financials- NW reported the financials for the prior month.

Benchmarks-

1. Total revenues did not cover operating costs.
2. Restore sales-down, this is at \$61,755, which did not meet the benchmark. This is lower than usual.
3. Operating Checking account above benchmark at \$306k.
4. Total contributions - just beginning fiscal year so too early to tell benchmark.
5. Total operating costs did not meet the benchmark by \$4k. This was up due to onetime purchase of box truck.
6. ReStore revenues did not cover the ReStore and G&A expenses.
7. Total payroll was below benchmark for the month.
8. Homeowner mortgage payments covered principal on loan payments with \$14.5k.

Charts-

July 2024 revenues are at 88% ReStore, 5% contributions, 5% rental income, and 2% fundraisers for the month. There is no TYD comparison as it is the first month of the year.

July 2024 expenses are at 71% program, 27% G&A, and 2% fundraising. There is no YTD comparison as it is the first month of the year.

Ratios and Analytics-

No program income yet this year so percentages are a bit different (first part of fiscal year). A couple construction in progress properties (lot cost and permitting). Current ratio is high and consistent, so that is positive.

Balance Sheet-

Current liabilities dropped a bit this month-paying off a lot of different small loan. 1370-loan fees-asset-paid into those loan fees. (Assets) Vehicles-10k-This is from June-new construction pickup truck. ReStore equip went up 40k-over the course of the fiscal year (\$40k box truck).

Profit & Loss-

State of CO-DOLA income-\$157k (This was a reimbursement grant. There is about \$20k left that we will get reimbursed for as well. ReStore Revenue overall a little down this month- wondering what caused this.

Budget vs. Actual-

The budget looks huge because it's for the entire fiscal year, so it looks off, but it will get better. We discussed this: look at each quarter rather than monthly. (The same goes for Program Expenses.) This could also be broken down to anticipated. Account 4204- -\$6.17= "ReStore Revenue"- Cash drawer difference.

MM made motion to "accept" financials and BL seconded. The board voted to "accept" the financials as presented.

New Business

Exec will be pushed to September 11th-Laurel has a conference on the 4th. All can attend besides BL. Laurel will send notes.

Q&A-Resolutions to approve to reviewed.

Covenant-everyone needs to sign.

Policies:

Collaborative Development Policy (Came from HFHI "2.0"). This is the first year it's gone into effect.

Loan Delinquency Policy-agree we will look at every month.

Labor Ratio-Will look at every month.

Official Mission and Vision: Changing to use same mission as HFHI, as this is "best practice".

BMc made motion to approve all 3 policies and MM seconded. The board voted to approve the Collaborative Development Policy, Loan Delinquency Policy, and updated mission and vision.

COMMITTEE REPORTS

Governance Committee (LC Presented):

Did not meet

Exec Committee-

Subaru needs repaired (side mirror) because a deer ran into the car. Volunteer coordinator no longer with Habitat. It was decided to combine assistant store manager with this position due to lack of full-time hours and collaborative opportunity with the store manager. Lisa (was an employee already) was hired for this position and just started this week. Lisa will train people and coordinate.

Calvin will be running group builds on Saturdays and they are looking for another intern that can do Thur, Fri, Sat.

Had an audit last week-will have results of that in October probably.

Moving forward with CHFA sale of SM's home.

\$10k donation from CAR Foundation.

Trampoline (AP): This came up again from last month with a threat to take us to small claims court. Wants us to reimburse her with at least half since we moved her property (the Board voted last month not to reimburse her since it was in the retention space). Board voted to approve payment of half of the cost with the letter of acknowledgment detailed below with acknowledgement that she can't put items in the retention area

Motion made by BL and seconded by NC. The board voted to pay half of the amount of the trampoline with provided written agreement.

KC Dog attack-she put the dog down because she was unable to find a new home for it due to its aggression.

KC made request to add her daughter on the deed to get cheaper homeowner's insurance. This has never been allowed and cannot be allowed per deed.

Motion to deny this request made by MM and seconded by BM. The board denied the request to add another party to the deed.

Construction Committee (MAd Presented)

Approved landscape plan for Destinee. Four permits were submitted.

Family Selection Committee (BL Presented)

Did not meet this month.

Family Support Committee (BL Presented)

Everyone is doing well right now; they all met hours.

Homeowner and volunteer are checked with regularly regarding breast pumping and that is going fine.

New policy paragraph regarding people being added to application/home occupants on the acceptance letter.

2 of the 4 new homeowners were heard stating they will be moving significant others in later; this is against policy.

Laurel and Christina are meeting with them about this, as these individuals were not listed on the original application.

It was discussed that they could redo their application, and the selection committee would review it again in comparison with others again, and see if they are still chosen or deselected.

If they get married and someone requests to live in the home later (2+ years), this situation can be reviewed on a case by case basis.

New paragraph reviewed in the selection agreement. The Board was asked to review this, including wording, and share with Laurel any questions/edits on the Google Drive.

New policy regarding construction hours/sweat equity, as well as site assignment was reviewed. This would start with the next group. Sweat equity hours would change from 300 per family/ 200 donated hours to 200 hours per adult applicant and 50 donated hours. Monthly required hours will be reduced from 32 hours to 20 hours, with the understanding the more hours may be required to complete total hours before closing. When all hour requirements have been met, the monthly hour requirement will reduce to 16 hours. Homeowner selection will choose order the homes will be built in at time of family selection based on need, rather than by whomever reaches 150hrs first. Program participants will be site assigned after completing 2 months in compliance with all regulations.

Motion to amend the sweat equity requirements for future homeowners was made by NC, BL seconded. The board voted to amend the sweat equity hours as presented.

ReStore Advisory Committee (LC Presented)

Down from last year by 6%. Transactions are down 12% from last year as well. Much less in discounts this year (41k vs 11k). Donations down. Drop off donations up 22% from last year. Commercial donations down 30% (only 1 delivery driver and is working to hire another delivery driver).PELLA Windows donated a shipment of windows that equated to just under \$11k in value. Residential donations-up 8%. Deliveries up 93%. (\$50/delivery & volunteer & board members-\$25.00). Inconsistent prices can be a challenge. The assistant manager can assist with checking pricing. Christina and Bob have been talking about marketing Habitat more and how to get Habitat's name out there. Getting prices for wrap on box truck-cost is coming in at around \$3000 currently. Bob has a billboard company in town and he is proposing Habitat pay for the cost of manufacturing and installation (about \$800) per sign. The locations are near Mesa Mall and other high traffic areas. Rent would be complimentary from Bob which is \$1k-\$2k/mo.

Due to BC owning the billboard company, he disclosed the potential conflict of interest and stated that Habitat would be covering only the costs to him, with the rent being donated. With the only portion where BC would profit financially from the arrangement donated to Habitat, the partnership was presented for vote, with BC abstaining from the vote.

BM made a motion to move forward with the billboard partnership and this was seconded by MAr. The board voted to move forward with the billboard partnership (BC abstained from the vote).

Volunteer Advisory (DG Presented):

Up in ReStore hours. Down in construction because homes are not currently under construction. Group builds start this week and go every weekend in September and October.

Public Relations Committee and Fundraising (MAr Presented):

Hope Through Homes- October 12th 11-2pm. Need more sponsors. Production Company is \$1k more this year and other parts of this event are more expensive as well. Need more silent auction items. Auction is QR code this year. Please share the event and ticket link and purchase tickets. Website drafts are coming in - look great so far.

MAr made motion to adjourn the meeting and it was seconded by BM. The board voted to end the meeting and the board meeting closed at 9:19am.

Habitat for Humanity of Mesa County

Board of Directors

September 19, 2024-Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Mike Moran, Brittany Lauer, Natalie Waddell, and Darah Galvin, Nevin Carlson, Darren Ridgway, Lexi Mull

Board Members Absent: Mike Moran (Brittany Proxy), Bill McDonald (Proxy), Milton Arroyo (Proxy), Bob Caldwell (Proxy)

The following members of the management staff were present: Laurel Cole

Darah called the Board of Directors meeting to order at 7:33 a.m. and Laurel offered the opening reflection. Mike offered to complete reflection next month.

Board Minutes - DG asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. MAd made a motion to approve the minutes and BMc seconded the motion.

Financials- NW reported the financials for the prior month.

Benchmarks-

1. Total revenues did cover operating costs.
2. Restore sales- 66k-did meet benchmark
3. Operating Checking account above benchmark at \$218k
4. Total contributions - just beginning fiscal year so too early to tell benchmark.
5. Total operating costs did go under benchmark at \$84k.
6. ReStore revenues did not cover the benchmark by about \$2600.00.
7. Total payroll was below benchmark for the month.
8. Homeowner mortgage payments covered principal on loan payments with \$14.6k.

Charts and graphs were reviewed.

Ratios and Analytics-

Revenues at 302

COGs/expenses at \$84k

Construction in progress starting to go.

Liquidity decreased a little but still a high number

Cash on hand days is 617

Cost to generate revenue is at \$.17.

ReStore cost to generate revenue is at \$.44.

Balance Sheet- (This is for the year, not for the month)

Quite a bit of cash on hand compared to last year.

Less houses we are building so changes in numbers from last year due to that.

Merch inventory-Paint accessor is higher because we have paint this year versus just paint supplies.

Fixed assets has increased since last year.

2410-00 Loans payable: broken down here which helps to see the different categories

Profit & Loss

Grant income is higher.

Expenses are consistent compared to last year

Dues and Subscriptions: Quickbooks/Thrift Cared subscription/Charity subscription/Intuit/Clover/Longpoint

Employee Activities-pizza on a sales day-Dominos Pizza

BL approved financial and LM seconded. Financials were approved by Board of Directors.

Additional Information Reviewed:

TY24 HFH of Mesa County Funding Summary fundraising and financing numbers reviewed.

LQ has not paid for July, August, or September. Laurel will go over there today to put a note on her door because she has not been responding to mail, calls, or texts. Laurel will email us and let us know what she finds out. This is abnormal for her.

SubGrant Agreement for HUD Capacity Building Grant is ready and needs to be signed. Will cover 100% of this position's salary (community outreach manager) this year, 50% next year, and 25% next year. The idea is that we will begin generating enough revenue to cover salary ongoing. We should be able to do 6 houses next year. This also pays for training for Laurel and this person the first week of November.

Hilltop reached out because they acquired the property through Karis and may want to do a partnership to develop the property. Hilltop can't develop it-unsure details of this.

Housing Colorado scholarship was awarded for the conference October 9-11. Laurel will be in Keystone for this.

Next Board Meeting is scheduled for October 17th.

Exec Committee:

Loni had to be let go.

Lisa is the new Assistant Manager and Volunteer Coordinator.

Final approval for CHFA sale done.

DOLA-all reports have been submitted. Waiting on the last \$20k.

An anonymous complaint was made to HFHI about the MG. This has been thoroughly investigated by Laurel and Darah. The findings were unsubstantiated for all of the complaints.

COMMITTEE REPORTS

Governance Committee:

Did not meet.

Construction Committee (MAd Presented):

Offer was being sent to a construction management student and he accepted. Riley starts today with training. He was really excited.

Plans are submitted for the next 4 hours with excavation ongoing. They're working on underground plumbing now. The first week of October, all 4 slabs will be poured so that winter construction can be ongoing.

Fencing is being done. Group volunteers are helping with this.

Homeowner Selection Committee:

Did not meet this month.

Homeowner Support Committee (BL Presented):

Some challenges with communication.

ReStore Advisory Committee (LC Presented)

\$65k-this is down from last year again.

Discounts are down also. This is something that's always looked at and will continue to be in case there is a correlation between sales being down, as well as discounts.

Loni frequently overpriced items so this issue should get better.

Down on commercial and residential donations.

Rhonda did eBay and no longer works with us so that is less now. They are going to work through this.

Bob Caldwell is still working hard to facilitate waste management and signage to market Habitat.

Volunteer Advisory (DG Presented):

No meeting

Fundraising/PR & Marketing (NC Presented):

Hope Through Homes- October 12th 11-2pm. All going well-moving forward. Need more items for silent auction especially.

Banner at Freeway Bowl on Lane 1 now!

Social media, radio, website, and billboard marketing are moving forward and outreach has been better.

October 22nd: Mesa County Partners mentor day building birdhouses 4pm-6pm at the Partners building.

BMc moved to adjourn the meeting and it was seconded by DR and the board meeting closed at 9:06am by approval of all board members.

Habitat for Humanity of Mesa County

Board Meeting Agenda – ReStore
Conference Room

**Thursday,
November
21st, 2024
7:30 AM –
9:00 AM**

Restore Conference Room

**Call to Order –
Nevin Carlson
Opening
Reflection –
Brittany Lauer**

Present: Micah Adams, Nevin Carlson, Brittany Lauer, Bill McDonald, Milton Arroyo, Mike Moran, Bob Caldwell, Darren Ridgway and Lexi Mull.

Absent w/Proxy Votes – Natalie Waddell (Proxy: Nevin Carlson), Darah Galvin (Proxy: TBD) Guests: None

- **Approve** October 2024 Board Meeting Minutes
 - **Accept** October 2024 Financials (**Nevin will provide brief overview**)
-

New Business

- **Geographic Service Area:** Would like to apply for Delta County service area. Need board approval to start application as well as decide on affiliate name change if desired.
- **Prop 123 Land Banking:** Need Board Approval to apply for CHFA Prop 123 Land Banking funds (if we are able to move to next step).

Committee Meetings

Meeting Dates

- | | | |
|--|-------|-----------|
| • Governance Committee- Laurel Cole | N/A | As Needed |
| • Executive Committee – Nevin Carlson | 11/13 | 12/4 |
| • Fundraising –Milton Arroyo | 11/19 | 12/10 |
| • Construction – Micah Adams | 11/5 | 12/3 |
| • Homeowner Selection – Darren Ridgway | N/A | As Needed |
| • Homeowner Support – Brittany Lauer | 11/19 | 12/17 |
| • Restore Advisory – Bob Caldwell | 11/6 | 12/4 |
| • Volunteer Advisory – Darah Galvin | 11/1 | 12/6 |
-

Upcoming Event Schedule

25 Days of Giving: Opens November 21- Closes December 31st (Goal of \$625/board member) Holiday Party: December 7th @ 5:30pm

Next Board Meeting: December 19th @ 7:30am

Adjourn

Habitat for Humanity of Mesa County

Board of Directors

November 21, 2024-Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Mike Moran, Brittany Lauer, Nevin Carlson, Lexi Mull, Bill McDonald, Milton Arroyo, and Bob Caldwell

Board Members Absent: Darah Galvin (no proxy); Natalie (Nevin proxy); Darren Ridgway (no proxy)

The following members of the management staff were present: Laurel Cole

Nevin called the Board of Directors meeting to order at 7:34 a.m. and Brittany offered the opening reflection. Bill offered to do the opening reflection next month.

Board Minutes - NC asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. MM made a motion to approve the minutes and LM seconded the motion. All members agreed.

Financials- NC reported the financials for the prior month.

Benchmarks-

1. Total revenues did not cover operating costs by \$26k.
2. Restore sales- 54k-did not meet benchmark
3. Operating Checking account above benchmark.
4. Total contributions - did not meet benchmark \$11k (but it is good).
5. Total operating costs did not meet benchmark.
6. ReStore revenues did not cover the benchmark by \$15k.

7. Total payroll was below benchmark for the month.
8. Homeowner mortgage payments covered principal on loan payments.

Charts and graphs were reviewed.

Contributions were significantly up.

Ratios and Analytics-

Program expenses-\$24k this month.

The rest falling in line-doing well.

Construction in progress is less at this time.

Cost to generate revenue jumped up to \$.50-makes sense because less revenue.

Total cash on hand days is 640. This is good still.

Financial statements

Hope Through Homes is not reflected here-they will review this. This may have gone to Contributions instead, so it will be fixed.

5331-00-Fees jumped up a lot. This will need reviewed also.

5730-Travel expense for flights.

*MArr approved financials and BMC seconded. Financials were approved unanimously by the Board of Directors.

New Business/Other Information:

Delta County application to do Habitat there-Montrose has applied. Laurel would like to apply also. If we do choose to do the application, we need to discuss changing our name to be more inclusive than Mesa County.

Discussed pros and cons. Talked through some details of this such as financial pros and cons and who would manage.

Building homes and opening a ReStore is not something that would need done right now. Laurel states our affiliate is more stable and in a good spot to do this. Changing name or doing a DBA could incur cost. Deadline to apply is ASAP because the due-dilligence has already been started.

MM made a motion to vote on doing an application to expand services and not change our name; this would include not building or opening a store right away and just doing a home repair service for at least 5 years. LM seconded with name change included. MM amended motion to include name change. Unanimously agreed on this motion to do application with a name change (name change TBD). The Board of Directors approved the motion to apply for the Delta GSA.

Name change - table what to call it for now, but agree to do a name change. Potentially: Habitat of Two Rivers.

Capacity Building Goals reviewed.

COMMITTEE REPORTS

Exec Committee:

A homeowner asked if she can do a payment plan for November payment due to medical reasons. This would be for RG-she has never asked for this before and stated if we disagreed, she would figure it out. The payment plan would still incur the late fee (\$15.00) and she would still be considered in good standing. Discussed how many months to break the payment plan into. 25% each month would be for 4 months.

BL motioned for a 4 month payment plan with late fees included. BMC seconded the motion. The board unanimously approved this.

ReStore will be closed on Mondays in addition to Sunday. No change in hours for now-will change hours in Spring. This would begin in January.

Governance Committee:

Did not meet.

Fundraising/PR & Marketing (MA Presented):

Reviewed fundraising training highlights including messaging triangle-do a messaging triangle. This could be on video or another format. Marshe will help with this. Milton made one we will share. Hearing from board members is really important. These will be posted (including Milton's) on YouTube account.

Marshe will email us a link we can send to people beginning December 10th- 25 days worth. \$25.00/donation.

Laurel agrees to skydive if the board has 100% participation in this AND raises a total of \$10,000.

Do a spreadsheet that identifies your 25 as evidence.

Hope Through Homes-we made \$11k-last year we made about \$2k, so it was substantially better this year.

Construction Committee (MAd Presented):

Reviewed notes

Homeowner Selection Committee:

Did not meet.

Homeowner Support Committee (BL Presented):

Reviewed notes

ReStore Advisory Committee (LC Presented)

New store manager and assistant store manager.

Truck wrap will be done soon.

Volunteer Advisory (DG Presented):

Reviewed notes.

NC motion to adjourn meeting at 9:30am; MM seconded; board unanimously approved to end meeting.

Habitat for Humanity of Mesa County

Board of Directors

December 19th, 2024-Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Darah Galvin, Mike Moran, Nevin Carlson, Lexi Mull, Bill McDonald, Milton Arroyo, Natalie Waddell, Darren Ridgway.

Board Members Absent: Brittany Lauer (Proxy: Micah Adams), Bob Caldwell (No Proxy).

The following members of the management staff were present: Laurel Cole

Darah called the Board of Directors meeting to order at 7:33 a.m. and Bill offered the opening reflection. Darah offered to do the opening reflection next month.

Board Minutes - DG asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. MAd made a motion to approve the minutes and MM seconded the motion. All members agreed and the minutes were approved.

Financials- NC reported the financials for the prior month.

Benchmarks-

1. Total revenues did not cover operating costs by \$4,558
2. Restore sales-did not meet benchmark
3. Operating Checking account above benchmark.
4. Total contributions – Yes, at \$18K
5. Total operating costs met the benchmark.
6. ReStore revenues did not cover the benchmark by \$11K
7. Total payroll was below benchmark for the month.
8. Homeowner mortgage payments covered principal on loan payments.

Charts and graphs were reviewed.

Contributions were significantly up.

Ratios and Analytics-

Received \$5K grant from Bray Cares, \$6K in individual contributions, and \$4,385 in HUD reimbursement grant. \$2K from Cars for Homes and \$55K spent on construction in progress for the four homes currently being built.

Financial statements

Professional fees were up due to audit fees hitting the account. Utilities were up due to Republic trash cost. Computer expenses also up due to second half of website payment.

*MM made motion to accept financials and BM seconded. Financials were accepted unanimously by the Board of Directors.

New Business/Other Information:

HOA- Discussed the need to start transitioning Hoffman HOA to the homeowners. MM suggested a neighborhood meeting to educate the homeowners on the process and expectations and said he would summarize the CC&R's for use during neighborhood meeting. Will schedule HOA meeting for August per CC&R's and nominate officers at that time.

HOA Hoffman Bank Account: NC reviewed the need to update the signers on the HOA account for Hoffman. Mad made a motion to update the signers on the Hoffman HOA account, and BM seconded the motion. The board members unanimously approved the motion.

Prop 123- CHFA did not select the project to move forward to the application stage at this time. LC will apply for next round as well.

COMMITTEE REPORTS

Exec Committee (DG Presented): LQ has paid through November, GSA information was reviewed, the City received infrastructure funding for Salt Flats, Cottage Gardens project will be on hold until County completes road improvements, KK from HFHC secured Prop 123 funding for all four homes this year in the amount of \$70,000 per unit, LC discussed running for City Council.

Governance Committee:

Did not meet.

Fundraising/PR & Marketing (MArr Presented):

Reviewed 25 Days of Giving Board campaign and Colorado Gives Day results, March 29th will be Women's Build for 2025 and all board members are expected to bring contact information for at least one potential sponsor to the next board meeting.

Construction Committee (MAd Presented):

2 of 4 houses are dried in, one is framed. Reviewed D&MC's landscape proposal and determined that CM will develop a standardized template for landscape selection.

Homeowner Selection Committee:

Did not meet.

Homeowner Support Committee (BL Presented):

Reviewed the homeowner's hours. Everyone in compliance.

ReStore Advisory Committee (LC Presented)

Reviewed new hires, discussed Lisa's ideas for increasing sales, colored tags coming back, reviewed that the store will be closing on Mondays starting in January.

Volunteer Advisory (DG Presented):

Restore volunteer hours were down but construction hours were up for the month. Dec 7th Intermountain Health had group build and donated money as well. Lisa and Jackie are meeting with all volunteers to get feedback and ideas.

REMINDERS: 25 Days of Giving ends on December 31st, board members should continue to work on getting end of year donations.

At 9:03am, the board moved from regular session and into executive session.

NC motion to adjourn meeting at 9:30am; MM seconded; board unanimously approved to end meeting.

Habitat for Humanity of Mesa County

Board of Directors

January 16th, 2025-Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Darah Galvin, Mike Moran, Nevin Carlson, Lexi Mull, Bill McDonald, Milton Arroyo, Natalie Waddell, Darren Ridgway, Bob Caldwell

Board Members Absent: Brittany Lauer (Proxy: Micah Adams)

The following members of the management staff were present: Laurel Cole

Darah called the Board of Directors meeting to order at 7:35 a.m. offered the opening reflection. Lexi offered to do the opening reflection next month.

Board Minutes - DG asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. MAd made a motion to approve the minutes and MM seconded the motion. All members agreed and the minutes were approved.

Financials- NC reported the financials for the prior month.

Benchmarks-

1. Total revenues did not cover operating costs by \$5,0000.
2. Restore sales-did not meet benchmark
3. Operating Checking account below benchmark, waiting on coming funds.
4. Total contributions – Yes, at \$41,299
5. Total operating costs were above the benchmark.
6. ReStore revenues did not cover the benchmark by \$22K.
7. Total payroll was above benchmark for the month due to Christmas bonuses.
8. Homeowner mortgage payments covered principal on loan payments.

Charts and graphs were reviewed.

Revenue: 51% ReStore, 43% Contributions, 4% Rental Income, and 2% grants.

Expenses: 51% Program, 35% G&A, 14% Fundraising.

Ratios and Analytics-

\$2000 from Chamberlin Architects, several foundation donations, individual donations over \$13K, CO Gives number with match, grants, and ReStore Revenue at \$49K.

Financial statements

Balance sheet: Already discussed in previous review.

Statement of Activities: Doing good on contributions. Numbers are skewed due to not having sold a home yet this year, down \$21K in ReStore sales.

Budget v. Actual: Reviewed revenue and expenses

BM made motion to accept financials and MArr seconded. Financials were accepted unanimously by the Board of Directors.

New Business/Other Information:

Delta Expansion: The Delta expansion was discussed and name changes briefly considered.

Volunteer Waiver: Board members were given 2025 volunteer waivers to sign.

CT Flood zone: Homeowner in different area stated that the home is no longer in a flood zone and asked to have the requirement for flood insurance waived. Board discussed and homeowner is to provide updated flood information showing that the information provided is correct and verified before the flood insurance requirement can be waived.

COMMITTEE REPORTS

Exec Committee (DG Presented): Reviewed mortgage payments, discussed impact fee increases currently being reviewed by City Council, and discussed upcoming RFP for Salt Flats.

Governance Committee:

Did not meet.

Fundraising/PR & Marketing (MArr Presented):

Reviewed 25 days of giving, passed out Women Build flyers, and asked for board help to get sponsors. Each participant is required to fundraise a minimum of \$100 to participate. Received mailing list and sent our mailers. Board members are asked to invite one person to each event or dedication, or to complete tours of the subdivision. All group builds moving forward will receive fundraising link. No more radio ads. Setting up mini-fundraisers as often as possible with restaurants that will do donations.

Construction Committee (MM Presented):

All 4 houses are proceeding well. First house ready for siding. Reviewed landscape and Christina will be streamlining into checklist for homeowners to use in planning their landscaping.

Homeowner Selection Committee:

Did not meet.

Homeowner Support Committee (BL Presented):

BC was in non-compliance this month. Stated she completed financial hours but this was not verified through tracking book or the financial coach that meets with the homeowners.

ReStore Advisory Committee (LC Presented)

Lots of ideas to increase sales, building relationships with big box stores to increase new item donations. Lisa going to focus on acquisitions.

Volunteer Advisory (DG Presented):

Hours down some at construction site due to illness and holidays, but hours were up at the ReStore.

At 8:53am, MArr motion to adjourn meeting; BC seconded; board unanimously approved to end meeting.

Habitat for Humanity of Mesa County

Board of Directors

February 27th, 2025-Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Darah Galvin, Mike Moran, Nevin Carlson, Lexi Mull, Bill McDonald, Milton Arroyo, Natalie Waddell, Darren Ridgway

Board Members Absent: Brittany Lauer (Proxy: Micah Adams), Bob Caldwell (Proxy: Natalie Waddell), Milton Arroyo (Proxy: Nevin Carlson)

The following members of the management staff were present: Laurel Cole

Darah called the Board of Directors meeting to order at 7:30 a.m. and Lexi offered the opening reflection. Micah offered to do the opening reflection next month.

Board Minutes - DG asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes. MAd made a motion to approve the minutes and LM seconded the motion. All members agreed and the minutes were approved.

Financials- NC reported the financials for the prior month.

Benchmarks-

1. Total revenues did not cover operating costs by \$13,918.
2. Restore sales-did not meet benchmark
3. Operating Checking account below benchmark, waiting on coming funds.
4. Total contributions – Yes, at \$46,500
5. Total operating costs were above the benchmark.
6. ReStore revenues did not cover the benchmark by \$16,929K.
7. Total payroll met benchmark.
8. Homeowner mortgage payments covered principal on loan payments.

Charts and graphs were reviewed.

Revenue: 76% ReStore, 8% Contributions, 5% Rental Income, and 6% grants, 5% fundraisers.

Expenses: 60% Program, 37% G&A, 3% Fundraising.

Ratios and Analytics-

Board donations and corporate, as well as CO Gives Day contributions. Fundraisers include Women Build sponsors. Grant income includes MW salary. Restore sales are up by about \$8k from last month. Construction costs were at \$80k.

Financial statements

Balance sheet: Nothing of note.

Statement of Activities: Nothing of note.

MAd made motion to accept financials and NC seconded. Financials were accepted unanimously by the Board of Directors.

New Business/Other Information:

Salt Flats- Discussed submitting an LOI, reviewed board concerns. MAd made motion to submit LOI which was seconded by NC. All board members approved motion.

Volunteer Issue- One of the construction volunteers had an accident which involved him driving into the front of the Arna House. Board discussed potential liability and determined that it would be best for the volunteer to retire from the construction site.

Meeting Date- Discussed moving the board meeting to the last week of the month as LC will be on City Council for the next four years. All in attendance agreed.

Next Year Build Numbers- Discussed number of homes planned for next fiscal year. Board determined that we are on schedule to move forward with building 6 homes per strategic plan. The board agreed to build 6 homes in FY 2025-2026.

Financial 2.0- Reviewed the first year outcomes thus far and discussed which path to select for coming FY. BM made a motion to continue on pathway 2, which was seconded by NW. All board members supported the motion, and Path 2 was approved by the board.

Camp CO- Discussed which board member would like to attend. DG stated she would like to go as long as the others not in attendance did not want to attend.

Board Member- Discussed that a new board member will be needed in July as MAd will be terming off.

COMMITTEE REPORTS

Exec Committee (DG Presented): Discussed upcoming home show.

Governance Committee:

Did not meet.

Fundraising/PR & Marketing (NC Presented):

Jackie & Lisa will be attending meeting moving forward. Sponsors are going well. Individual participants for WB. Discussed which board members plan to attend as volunteers and which plan to participate.

Construction Committee (MM Presented):

Progress going well. Some issues with GS paint, so moving back to SW for the homes through Lowes rebate program. Created landscape standards for homeowners with guidelines and ideas. Discussed Salt Flats/minimum density.

Homeowner Selection Committee:

Did not meet.

Homeowner Support Committee (LC Presented):

BC appealed decision and provided additional financial support, was readmitted. All homeowners completed hours. Nothing else to note at this time.

ReStore Advisory Committee (LC Presented)

Discussed changes and sales in progress. Currently have an opening for a driver, actively interviewing.

Volunteer Advisory (DG Presented):

Increased training and emphasizing the difference between volunteers and staff.

At 8:53am, LM motion to adjourn meeting; NW seconded; board unanimously approved to end m