**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

**Habitat for Humanity of Mesa County Board of Directors**

**October 17, 2024-Minutes**

**Location:** ReStore Conference Room

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

**Board Members Absent:** Darren Ridgway (No Proxy)

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

Darah called the Board of Directors meeting to order at 7:32 a.m. and Mike offered the opening reflection. Brittany Lauer offered to complete the 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 NC seconded the motion.

**Fiscal Year End Audit:**

Willie went through fiscal year-end financial report:

* Independent auditor’s report
* Statement of financial position
  + AR=$210k (DOLA)
* Mortgage receivables & debt (broken up into current and long term)
* Statement of functional expenses
  + This shows that of the $4.4m made, $4.1 went directly to program services.
  + “Discount on mortgage loans receivable” is $1.5m. This is our discount per year to homeowners.
* Statement of cash flows
* Notes to financial statements

MM made a motion to approve the audit financials; LM seconded. Unanimous approval. The audit was accepted as presented.

**Financials-** NW reported the financials for the prior month.

**Benchmarks-**

1. Total revenues did cover operating costs.
2. Restore sales- 64k-did not meet benchmark
3. Operating Checking account above benchmark at $218k
4. Total contributions - did not meet benchmark $11.8k.
5. Total operating costs did meet benchmark.
6. ReStore revenues did not cover the benchmark by $6.9k.
7. Total payroll was below benchmark for the month.
8. Homeowner mortgage payments covered principal on loan payments with $15.9k.

**Charts and graphs were reviewed. Ratios and Analytics-**

Donations went down. Church was a one-time contribution. Corporate contribution from Intermountain Health. Total contributions were up some. Fundraisers-Sponsors from Hope Through Homes-$5k (More to come next month). Expenses are consistent. Construction went up this month-just making progress. Current assets to liability=

27. Total days cash on hand is 583

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

Advertising up a bit. Vehicle-had to do some work on a vehicle. Should be good now. Transportation-5730-04= It’s in the negative -unsure why. Will be high next month, but will be reimbursed for this.

**Profit & Loss/Budget to Actual**

Reviewed Fundraising expense. GJ Pipe golf tournament-did not do-they did not reach out like usual.. Condo expenses=haven’t spent any money on the condos so not sure why this shows over budget. This may be an error and will be reviewed further. Computer expenses show $72-unsure about this as well-will review further.

BMc approved financials BC and seconded. Financials were approved unanimously by the Board of Directors.

**New Business/Other Information:**

Board Build this Saturday, 10/19, 8:30am-12. Board development training on 10/26- Time TBD (Probably morning). Will send an email out later today with times for it. Next Board Meeting is scheduled for November 21st at 7:30am

**COMMITTEE REPORTS**

**Exec Committee:**

The General Manager turned in their notice; this position is posted. Asst. General Manager applied. Program Specialist position is posted and they are interviewing for that now as well.

LQ-she called Laurel Monday after the deadline to set up a payment plan, but did not come in to sign it. She stated verbally she would pay $800 every other week until she is caught up but has not paid yet. If a payment isn’t received today, we need to move forward with foreclosure. (There is an expense for this, but we need to do this anyway).

Escrow Manager is not doing a good job keeping us informed, but we have a really good rate; will work on the communication and coordination piece with them. There are not many good options that we know of at this time-they’re very expensive.

Exec meeting will be moved back 1 week for November because of HUD training (Will be moved to the 13th from the 6th).

**Governance Committee:**

Did not meet.

**Construction Committee (MAd Presented):**

Group build this saturday. Framing was done in one day

Did some digital fabrications and went over some of the

**Homeowner Selection Committee:**

Did not meet this month.

**Homeowner Support Committee (BL Presented):**

Everyone met hours Communication is improving.

Everyone made it to training this month.

**ReStore Advisory Committee (LC Presented)**

$63.5k

Still working on getting waste reduced with Bob’s assistance. Commercial and residential drop offs are a bit down, but close still.

**Volunteer Advisory (DG Presented):**

Less group builds. A couple of volunteers had emergencies and some core volunteers are experiencing medical challenges that have impacted volunteer hours.

**Fundraising/PR & Marketing (MA Presented):**

Hope Through Homes- October 12th 11-2pm.This went well. Sold 74 total tickets; happy with this. There were a lot of sponsors-smaller amounts but many more of them. Website is done, but not live yet. Staff must be trained first-will go live in the upcoming week. Billboard approved. Box truck is going to be done through “Your Sign Company”.

NC moved to adjourn the meeting and it was seconded by MA and the board meeting closed at 9:08am by approval of all board members.

**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).

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| **Committee Meetings**   * Governance Committee- Laurel Cole * Executive Committee – Nevin Carlson | N/A 11/13 | **Meeting Dates**  As Needed 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 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**   * Governance Committee- Laurel Cole * Executive Committee – Nevin Carlson | N/A 11/13 | **Meeting Dates**  As Needed 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

**Habitat for Humanity of Mesa County**

**Board of Directors**

**March 27th, 2025-Minutes**

**Location:** ReStore Conference Room

**Board Members Present:** Micah Adams, Bill McDonald, Mike Moran, Natalie Waddell, Milton Arroyo, Darah Galvin, Bob Caldwell and Lexi Mull.

**Board Members Absent:** Brittany Lauer (Proxy: Lexi Mull), Darren Ridgway (Proxy: Darah Galvin), Nevin Carlson (Proxy: Natalie Waddell)

**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 Micah offered the opening reflection. Milton 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. NW 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 covered operating costs.

2. Restore sales-did not meet benchmark

3. Operating Checking account below benchmark, waiting on coming funds.

4. Total contributions – Currently at 10,924, on track for quarterly benchmark.

5. Total operating costs were below the benchmark.

6. ReStore revenues did not cover the benchmark by $20,875.

7. Total payroll met benchmark.

8. Homeowner mortgage payments covered principal on loan payments.

**Charts and graphs were reviewed.**

Revenue: 33% ReStore, 8% Contributions, 2% Rental Income, and 55% grants, 2% fundraisers.

Expenses: 62% Program, 36% G&A, 2% Fundraising.

**Ratios and Analytics-**

Contributions at $13,500, Foundation support from Carhartt Children’s Fund, Fundraisers include sponsors for Women Build event, Grand funds of $70,000 from Prop 123 received, and $17K reimbursement from CDBG grant, inkind under revenue at $7,946 which is goods and materials for homes.

**Financial statements**

Balance sheet: Nothing of note.

Statement of Activities: Reviewed grant income, building maintenance costs- no major costs. Fees for application to charitable campaign, and PR expense for Chamber Banquet table which was split with another organization.

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

**New Business/Other Information:**

Volunteer: Reviewed previous decision regarding a volunteer and determined that the volunteer could remain on site.

April BOD Meeting: Discussed moving to Friday 4/25 because of WCES conflict.

Impact Fees: Discussed that City is still working on issuing reimbursement for current 4 homes.

GSA Expansion: Continued as HFHI has not yet made a decision.

Affiliate Office Closed: Discussed that affiliate office will be closed on 3/31 following WB event.

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):** All mortgage payments were collected. Discussed Salt Flats project. MAd updated on conversation with Lion’s Club and that we will need to schedule to present to the group.

**Governance Committee:**

Did not meet.

**Fundraising/PR & Marketing (MAr Presented):**

As of March 11th, had 19 sponsors secured. Discussed Golf Tournament. Next dedication 4/11. Discussed a wine tasting event with live music, wine hop, horse carriages, and Chipotle fundraiser.

**Construction Committee (MA Presented):**

3047 gas meter was installed, close to completion, w/next house just behind. 3043 and 3045 overpaid on drywall so there is a credit for next homes. Digital fab for next round of homes.

**Homeowner Selection Committee:**

Did not meet.

**Homeowner Support Committee (LC Presented):**

All homeowners met their hours for the month and BC income qualified based on provided requirements. Discussed creating a record of homeowner support decisions to refer back to like that used in Construction Committee.

**ReStore Advisory Committee (BC Presented)**

BC reported that additional exposure is needed for ReStore. Many people are reporting issues with scheduling pick ups. Discussed looking at moving to digital scheduling for pick ups with photo upload. Different resources for scheduling were discussed.

**Volunteer Advisory (DG Presented):**

Hours up from January and on par with last year’s numbers. SCEP reduced hours from 20 to 12 per month. Discussed upcoming Volunteer Appreciation event. Increase in volunteers at construction site from RSVP.

At 8:54am, BM motion to adjourn meeting; MAr seconded; board unanimously approved to end meeting.

**Habitat for Humanity of Mesa County**

**Board of Directors**

**April 25, 2025-Minutes**

**Location:** ReStore Conference Room

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

**Board Members Absent:** Darren Ridgway (no proxy), Mike Moran (Micah proxy)

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

Darah called the Board of Directors meeting to order at 7:27 a.m. and Milton 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. MAd made a motion to approve the minutes and BMc seconded the motion. All members agreed.

**Financials-** NW reported the financials for the prior month.

**Benchmarks-**

1. Total revenues did cover operating costs.

2. Restore sales-did not meet benchmark

3. Operating Checking account above benchmark.

4. Total contributions - did meet benchmark $26k

5. Total operating costs did meet benchmark.

6. ReStore revenues did not cover the benchmark.

7. Total payroll was below benchmark for the month.

8. Homeowner mortgage payments covered the principal on loan payments.

**Charts and  graphs were reviewed.**

Contributions up.

**Ratios and Analytics-**

Monument Presbyterian Church-5k

Western CO Comm Foundation-Bruce Dixon Fund-

Grants for Emily’s house.

Marshe salary

Women’s Build is under fundraising

**Financial statements**

Nothing notable/different.

Door repair

Irrigation system

Concrete fix

Seminars/training-camp CO registration

Total revenue-$173k

Waldeck has been received but will show up on the next month’s paperwork.

Prop 123 will be coming through-$48k

Profit and Loss Budget v. Actual: Fundraising section- GJ Pipe will be removed

Trying to make sure we don’t overextend budget (Payroll section); changes in staffing

Condo expenses needs adjusted; some items in there need moved to different categories.

Professional Services is financial services; may need to review this as the cost has been raised a lot.

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

**New Business/Other Information:**

Laurel working on getting impact fees removed; we should not have to be paying those.

Salt Flats: We are only local developer, but still not sure how it will pan out and who will get it.

Delta: Still being reviewed

Air conditioning needs replaced: Quote was $190k (A-1); 4 other people have not come out/Found C-PACE program (put tax lien on property-pay it out of property taxes) can assist with this-amortized out for up to 25 years.

Micah requested before it’s done, we check to see if insulation and everything needs replaced, or just HVAC system. Micah also requested we view the quote. Laurel will send this to us.

There’s 5 units and all need replaced.

Lexi suggested GoodLeap

Darah stated use of C-PACE would need approval from board members

NC made a motion to approve use of C-PACE program/BMc seconded; all approved

Various team members suggested different companies as well that could come to do quotes.

Milton is calling boss at Avalanche

Laurel following up with San Juans re: a radio ad.

New board member: will need to start looking for someone.

The application should be completed on a computer and then emailed to Laurel.

**COMMITTEE REPORTS**

**Exec Committee (LC and DG presented):**

Board recruitment event on May 21st. $100 registration fee to participate in this (put on by Connect For Good) at the Art Center.

Micah and Brittany volunteered to go to this. Laurel will register us to go.

Brian is retiring at the end of the fiscal year. This job has been posted.

They did talk to someone that may be interested and could be a good fit. Has not applied yet-he wanted to talk and make sure he could fully commit before applying. He does have a GC license.

**Governance Committee:**

Will meet at end of May and new board member applications will be reviewed then. The hope is that the new person starts by July 1.

**Fundraising/PR & Marketing (MArr Presented):**

Net $10, 880 from Women’s Build. 72 participants this year! Last year we netted $1800.

Marshe was a huge part of the success.

Applebees $70-

Chipotle $45-

May16th-Mountain Air Roaster downtown- 5pm-8pm is the next fundraiser

Kite Day May 10th - we will have a booth out there

\*End of fiscal year fundraiser- “Here’s to 36 years”-36 days, 36 asks, for $36.00. Marshe is running with this. This will come up in a couple months.

First Light Home Care is donating $1k/home this year and is reviewing how much she will donate for next year.

Hope Thru Homes-perhaps end of October-Haunted House theme

**Construction Committee (MAd Presented):**

Reviewed notes

One thing of note-we received plans from CMU Tech. We may be able to use some of them

**Homeowner Selection Committee (LC):**

Chose 6 new homeowners for the upcoming year.

These were reviewed

Motion to approve selected applicants: DG requested a motion to approve

MAd made a motion to approve

NW seconded. Unanimous agreement.

**Homeowner Support Committee (BL Presented):**

Reviewed notes.

Homeowner partners will change up a bit so that it’s not all on Christina.

**ReStore Advisory Committee (BC Presented)**

Reviewed notes.

Flyers on public bulletin boards; perhaps pull-tabs here and there as well.

With the current grant system (HFHI Financial 2.0 model), we can not do direct mail to get financial donations.

Continue not meeting benchmark

Maybe ask volunteers if they’d be willing to have a sign on their property for advertising purposes

$20k less in sales in March 2025 than 2024.

Laurel reports all restores are in the same boat

Micah said we should continue working on new donations from businesses; this is something that is being worked on. Add labels on these products with “Donated/Provided by: Lowes”, or whichever company; this could include a “new” price and “our” price.Make sure to add how many units are left too. Utilize social media!

Bill said Amazon returns is something we could potentially tap into as well.

Encourage people to donate leftover yard sale items to ReStore

We will get referral cards that we put our name on the back and the person takes that in to get 25% off.

Natalie said we should use mini measuring tapes to hand out.

**Volunteer Advisory (DG Presented):**

Reviewed notes.

Setting standards on what is appropriate and not appropriate (someone was recently let go)

CSEP dropped hours due to funding of their own. They’ll likely bump them back up with they get more funding.

Volunteer appreciation-Noodles & Co. donated. Gifts for people too. Courtesy of Marshe’s work!

**May 2nd. 5:15pm Emily’s dedication-please come and bring someone too**

 MArr motioned to adjourn meeting at 9:13am; NW seconded; board unanimously approved to end meeting.

Habitat for Humanity of Mesa County

Board of Directors

May 29, 2025-Minutes

Location: ReStore Conference Room

Board Members Present: Micah Adams, Mike Moran, Brittany Lauer, Milton Arroyo, Natalie Waddell, and Bob

Caldwell, Darren Ridgway, Darah Galvin

Board Members Absent: Nevin Carlson (Darah proxy), Lexi Mull (Brittany proxy), Bill McDonald (no proxy)

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

Darah called the Board of Directors meeting to order at 7:31 a.m. and Darah offered the opening reflection. Bill offered

to do the opening reflection next month and Bob for July.

Board Minutes - DG 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 NW seconded the motion. All members agreed.

Financials- NW reported the financials for the prior month.

Benchmarks-

1. Total revenues did cover operating costs.

2. Restore sales-did not meet benchmark

3. Operating Checking account above benchmark.

4. Total contributions - did meet benchmark.

5. Total operating costs did meet benchmark.

6. ReStore revenues did cover the benchmark.

7. Total payroll was below benchmark for the month.

8. Homeowner mortgage payments covered the principal on loan payments.

Charts and graphs were reviewed.

Program income up because we sold a home

Ratios and Analytics-

Foundation-Waldeck Western Colorado Community Foundation manages this. These are designated funds that

Habitat receives annually, along with several other nonprofits in town.

Fundraisers included some of Women’s Build and Chipotle

Grants-Marshe’s salary

Program income is the sale of the Stratton Drive home

Financial statements

Income statement

Office expenses up because of computer purchases

Utilities-additional waste management costs (the roll off bin)

Impact fees were not on April-still waiting on 3 houses, but did receive one back in May ($11k).

\*MAd approved financials and MM seconded. Financials were approved unanimously by the Board of Directors.

New Business/Other Information:

Revolving loan for fees for HFHI are due in September. $250k is what’s due. We can extend this if needed or pay in

full (this is in development account).

DG requested a motion to pay off; DR made a motion to approve payment in full and BC seconded; unanimous

decision to approve from all board members.

DG shared “Advocacy Actions-Building Strong Relationships with Elected Officials” and requested everyone work

on number 1 by inviting an elected official to the next Habitat dedication ceremony (like city staff such as Mike

Bennett, Matt Soper, or county officials). This is on June 13th at 5:30 pm.

Micah invited Cody Davis, but he is on vacation that week and will invite someone else. Janice Rich and Rick Tagger

are always invited already and have attended a couple times.

COMMITTEE REPORTS

Exec Committee (LC and DG presented):

No delinquent payments.

Laurel continues working on impact fees; 1 has been reimbursed and the others we are still waiting for.

Delta Habitat-we were approved, but Montrose appealed and now we are waiting for that; this will be finalized either

way by June 4 (this decision will be final and not appealable).

Potential names: ...of Mesa and Delta Counties

...of the Grand Mesa

Salt Flats: We did not get it and neither did Housing Resources. This was awarded to some out of town developers

who specialize in modular construction.

June board meeting-can it be moved to the 19th? All present members stated yes, so this will be rescheduled.

Nathan was hired as the new construction manager; he started Tuesday and is energetic and excited; Brian is training

him through the end of June.

MM will assist with Hoffman HOA; this needs posted 30 days ahead of that w/sending out letters. Packets will need

prepared soon.

Governance Committee:

MAd and BL went to Connect for Good event to try to recruit some board members and received 9 interested people;

1 packet has been received. The other people that were emailed the board packet have a deadline and then all packets

will be reviewed.

Fundraising/PR & Marketing (MArr Presented):

Mountain Air Roasters fundraiser raised $3500 including a $2k donation from Hunn jewelers.

Each board member, before the end of June, ask for a corporate donation of $500.00.

Barnes & Noble June 7th from 9am - 6pm. Can volunteer for spots at this as well. Tanya is sending information on

this. Will have to give people a code to purchase that will donate money for Habitat.

Famous Daves fundraiser June 23rd (similar to Applebees).

Texas Roadhouse July 17th. (promoting with peanuts and free appetizer cards beforehand).

Hope through Homes-October 17th or 24th? Members requested the 17th.

MM suggested looking into piggybacking onto the downtown Halloween event.

Marshe has a $1.1million goal for next year.

Coupons were handed out-share with friends, family, etc; this will get people in the store and then they can get 25%

off.

Construction Committee (MAd Presented):

Reviewed notes. BC’s house may not be completed by June 30th date but everyone is working to try to get it finished

in time.

Homeowner Selection Committee (LC):

Chose a new applicant that had been previously reviewed (#84) in place of a person that decided the program was

not appropriate for him once talking through it more. All applicants are doing well so far and very excited.

Homeowner Support Committee (BL Presented):

Reviewed notes. Homeowners completed hours and new ones working hard to get started.

ReStore Advisory Committee (BC Presented)

Reviewed notes. Reviewed revenue ideas and discussed ideas for increasing.

Volunteer Advisory (DG Presented):

Reviewed notes. Reviewed volunteer CE’s injury on job site and heard updates on health.

MM motioned to adjourn meeting at 8:50am; MAd seconded; board unanimously

**Habitat for Humanity of Mesa County**

**Board of Directors**

**June 19, 2025-Minutes**

**Location:** ReStore Conference Room

**Board Members Present:** Micah Adams (final meeting),Brittany Lauer​, Milton Arroyo, Natalie Waddell, Bob Caldwell, Darren Ridgway, Darah Galvin, Lexi Mull, Nevin Carlson, Bill McDonald,

**Board Members Absent:** Mike Moran ( proxy)

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

Darah called the Board of Directors meeting to order at 7:31 a.m. and Bill offered the opening reflection. Bob volunteered to do the opening reflection for July.

**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 DR seconded the motion. All members agreed.

**Financials-** NW reported the financials for the prior month.

**Benchmarks-**

1. Total revenues did cover operating costs.

2. Restore sales were up-did not meet benchmark

3. Operating Checking account above benchmark.

4. Total contributions - did meet benchmark.

5. Total operating costs did meet benchmark.

6. ReStore revenues did not cover the benchmark.

7. Total payroll was below benchmark for the month.

8. Homeowner mortgage payments covered the principal on loan payments.

**Charts and graphs were reviewed.**

Program and grant income up.

**Ratios and Analytics-**

Fundraisers included Mountain Air Roasters and Thomas Coe Fund donated $2k.

Grants-70k CDOH funds for sale of Brittany’s house and $10k from Anschultz Foundation

Program income is the sale of the 3049 Stratton Drive home (last month was 3047 Stratton)

**Financial statements**

Income statement

Insurance-includes a deductible for an on-site accident.

Travel includes Camp Colorado

Volunteer expense includes some volunteer appreciation

Payroll is up because Nathan and Brian are both getting paid right now for another couple of weeks.

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

**New Business/Other Information:**

Easement request-There are a lot of questions we still have before voting on this; various members are retrieving information about this.

**COMMITTEE REPORTS**

**Exec Committee (LC and DG presented):**

Two delinquent payments, but they are caught up now.

Discussed easement written above.

Delta Habitat-there is a hearing July 7th about this and we will get a final answer then.

Potential names: …of Mesa and Delta Counties

…of the Grand Mesa

Building maintenance-had looked into the Colorado PACE program-have not heard back from them. A new grant was found for this, and an application has been put in for this; they do not look at applications until August, and then it takes a few months to build them.

For now, they have purchased two new commercial swamp coolers because it was very hot.

Marshe is staying on with us but will be working remotely, as they are moving. This is happening on a trial basis for now to ensure it is a good fit.

Salt Flats: We did not get it and neither did Housing Resources. This was awarded to some out of town developers who specialize in modular construction.

MM will assist with Hoffman HOA; this needs posted 30 days ahead of that w/sending out letters. Packets will need prepared soon.

**Governance Committee:**

Only one application has been received; at this time, the committee does not recommend them. If we know someone that we feel would be a good fit, let Laurel know and she can send out information and an application to them.

**Fundraising/PR & Marketing (MArr Presented):**

Each board member, before the end of June, ask for a corporate donation of $500.00.

Barnes & Noble raised $700+, and we are scheduled to do another one on November 8th; the goal will be 2 per year.

Famous Daves June 23rd.

July 17th-Texas Roadhouse - peanuts are being sold in the ReStore-if you buy one, you get a free appetizer.

Mod Pizza-invitation in email for September.

Hope Through Homes 2025-changes happening quickly. October 17th or 24th.

Need lighting for this.

Tentative dedication June 30th. Bring a guest.

New fiscal year fundraising ideas include Bingo & poker night. Micah suggested a pickleball tournament.

Reviewed new year goals including a TV spot and ongoing pop-up fundraiser events with different local businesses.

**Construction Committee (BMc Presented):**

Bill will present moving forward, as this is Micah’s last meeting.

Working diligently to finish last home.

Talked about the accident on the job.

Brian retires at the end of June.

2 of the upcoming homes will be 4 beds, and 4 will be 3 beds.

**Homeowner Selection Committee (LC):**

Did not meet.

**Homeowner Support Committee (BL Presented):**

The biggest conversation point is that one of the new homeowners has had some prorated time plus a month of exemptions.

One of the homeowners whose dedication is soon, is struggling to complete the last of the hours, but accommodations have been made and should be reasonable for them to get them completed in time.

**ReStore Advisory Committee (BC Presented)**

Lisa attended conference in Vail and was able to tour the Vail ReStore and found things she’d like to apply here.

Discussed commercials.

Working on another truckload of windows.

Bob-idea of parking at certain locations and moving it around a bit, and it would have advertising on it.

Someone came and took our carts-they had a Walmart logo because they were donated, and someone said they were taking them back to Walmart. When Walmart was called, they stated they do not go take carts from places.

Anyone else would like to take aprt of the ReStore committee? They could use another member.

**Volunteer Advisory (DG Presented):**

Reviewed notes.

7 group builds August through October.

MArr motioned to adjourn meeting at 8:42 am; BC seconded; board unanimously approved to end meeting.