

Habitat for Humanity of Merced County Board Meeting Minutes

April 25, 2016

Meeting Location: St. Paul Lutheran Church, Library

2916 McKee Rd., Merced CA

Meeting # 266

President (Administration Chair): Jan Sorge	present
Vice President: Michelle Paloutzian	absent
Secretary (Public Relations Chair): George Gallaher	present
Treasurer: Patti Houbein	present
Construction Chair: Lyle Allen	present
Family Selection/Partnership Chair: Nellie Venegas	absent
Finance Chair: Donna Hall	excused
Site Selection Chair: Don Spiva	excused
Member at Large: Pete Delacruz	excused
Member at Large: Fred Pillsbury	present
Member at Large: Brittany Oakes	absent
Member at Large: Sean Arnold	absent
Member at Large: Ida Johnson	absent

6:32 p.m. Call to order Jan Sorge, President.

Devotion: Patti shared a devotion about building homes that applies to establishing a ReStore as well.

By now you've had time to do some actual building, and I must say I find it pretty awesome to see how a house is being built together out of all these materials. Now, the Bible says God is actually busy with a huge building project. Listen to what Apostle Paul writes to some Christians about what Jesus has done to the two separate groups: the Jews and the non-Jews.

Ephesians 2: 19-22:

Consequently, you are no longer foreigners and aliens, but fellow citizens with God's people and members of God's household, built on the foundation of the apostles and prophets, with Christ Jesus himself as the chief cornerstone. In him the whole building is joined together and rises to become a holy temple in the Lord. And in him you too are being built together to become a dwelling in which God lives by his Spirit.

The building project God is busy with is not some kind of material structure like we're building here; but rather, he's building people together into a community. Of course that spiritual reality will manifest itself in all kinds of community building projects like the one we're doing today - and the interesting thing is to think about the analogy of a building. By now, with your work on the site, I think you've pretty much figured out that a brick is just a brick. It's not a wall. To become a wall, it needs other bricks. Furthermore, a wall is just a wall. It's not a house. To be a house, there need to be at least four walls and a roof. In the same way, we're interdependent and all have different gifts/responsibilities in this project. So today, let's think about how we can help each

other out, and are all important in the work we're doing.

Excused absences: Sean Arnold, Don Spiva, Pete Delacruz

Guests: No guests.

March minutes: Lyle moved and Fred seconded accepting the March minutes as presented. Motion Carried

Financial report: Patti distributed copies of a promissory note for Isabel Castro. Lyle will Sign in behalf of the organization and will have Isabel sign. He will keep a copy and give one to Isabel. Lyle stated that he is hopeful the \$150 per month will be used, if not he will fall back on the board approved alternative amount of \$100.00 per month. Patti explained that the amount of the note \$972.28 will appear on the books the same as a mortgage on Project One. She also stated that the amount reflected on the current financial statement \$794.38 does not reflect expenses booked in April and that the next statement will reflect the correct amount with, hopefully, a reduction reflecting the first payment. Aurora didn't make a payment during March; she made a \$400.00 payment in April which is \$100.00 short of the full payment. So far no April payment has been made. Aurora will be invited to our next meeting to discuss her situation with the board. Jan changed Bravo's insurance to a local carrier. Director's insurance seems to be in arrears; Lyle stated that the premiums seem high. Discussion followed stating that there doesn't seem to be another vendor for director's Insurance and that it can be invaluable should the board get involved in a lawsuit. Patti will contact Lockton Insurance and make sure the premium is paid. Jan will check again for a more economical vendor for this type of insurance and report back to the board if there is a possibility of saving money in the future. Patti asked Jan about the reconveyance for the Rosas and Jan said she had recently checked and it is in progress and two board members will need to sign the papers when the process is completed. Patti is working with Mr. Quintero from the City of Merced to obtain a release for the performance bond that is held by the redevelopment agency. Jan is working on the "EShares" program with Save Mart to get our organization on the list of approved non profits.

Family Services: No report.

Site Selection: Jan read from Don's written report. "Here is some news on the HUD money. We have been approved for \$100,000 to buy and refurbish homes we just need some qualifying folks to move in." Patti clarified that a home has to be purchased and the HUD money would be a reimbursement for qualifying expenditure.

Restore business plan: Lyle came prepared to give a Knute Rockne style pep talk but decided to save it for a future meeting. Lyle is prepared to hold weekly meetings to develop detailed plans for every aspect of starting and successfully operating a ReStore. Lyle promises to keep the meetings to an hour in length. Lyle envisions teams of at least two board members to develop extensive action plans for the areas outlined in his ReStore document e-mailed to the board earlier this week. To be successful, this venture

must be executed in a professional manner from the initial planning phase through implementation. Board members need to be committed to site preparation and implementation. Special care needs to be taken in establishing good relationships with donors. Without donations from major donors there will not be enough merchandise. Board members need to cultivate these relationships early on and continue to keep them fresh once the operation prospers. The organization will need to make financial outlays for advertising. Lyle has a slogan for the store: *“Drive a little and save a lot.”* Lyle wants to have board backing and a significant start to the planning process before he begins negotiations with Kingsview. We will hold a special Board meeting about the ReStore on Monday May 2, 2016 at 6:30 P..M. at St. Paul Church Narthex.

Golf Tournament fundraiser: Jan read from Don’s written report “Golf Tournament is set for September 30 at 12 PM Tee Time. Sign in starts at 11 AM. Have some good raffle prizes from the golf store at a good price just before they closed their business. Pretty much squared away for golf except need to get out to donors to the cause. Don will begin that in June. If any board member has someone in mind or company in mind to donate they can use the info Don sent out earlier.”

Administration: Jan discussed several financially related items during Patti’s financial report that she intended to present during the administration report.

Public Information: George will put information on the Save Mart Shares Card Telephone number replacement system soon after we appear on their list of approved donors. George will let Jan know if help is needed with the newsletters. Some minor changes will be made to our website to make it more accessible for small screen devices.

Construction: Lyle said that he hopes to use the construction crew for setting up the ReStore.

Church Relations: Jan continues to send information to many places.

Volunteers: Jan reported that one of the people attending the orientation would be a good volunteer for running the orientation meetings. Jan is hopeful that someone will volunteer to attend community functions to set up our tent and represent our organization to the community at various functions.

Unfinished & New Business: The board needs to get involved with the ReStore establishment procedure. A special ReStore meeting will be held in the St Paul Narthex Monday May 2, 2016 at 6:30 P.M.

Meeting adjourned: 7:36 P.M.

George Gallaher, Secretary

Habitat for Humanity of Merced County, Inc.
Monthly Board Meeting Sign-in April 25, 2016

- 1 *Greg J. [unclear]*
- 2 *Lyle Allen*
- 3 *FRED FILLSBURY*
- 4 *Patti Houlihan*
- 5 *Jan Borg*
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PROMISSORY

Borrower: Isabel Castro of 13361 E. Marshall Street Le Grand, CA 95333 (the "Borrower")
Lender: Habitat for Humanity of Merced County of P.O. Box 423 Atwater, CA 95301 (the "Lender")
Principal Amount: \$972.28 USD

1. FOR VALUE RECEIVED, The Borrower promises to pay to the Lender the principal sum of \$972.28 USD.
2. This Note will be repaid in consecutive monthly installments of \$150.00 each, commencing on May 15, 2016 and continuing on the 15th each following month with the balance then owing under this note being paid on November 15, 2016.
3. At any time while not in default under this Note, the Borrower may pay the outstanding balance then owing under this Note to the Lender without further bonus or penalty.
4. Notwithstanding anything to the contrary in this Note, if the Borrower defaults in the performance of any obligation under this Note, then the Lender may declare the principal amount owing at that time to be immediately due and payable.
5. The Note will be construed in accordance with and governed by the laws of the State of California.
6. The Note will enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns of the Borrower and the Lender.

Habitat for Humanity of Merced County

Date

Isabel Castro

Date

Jan,

Since I won't be able to attend Mondays meeting, I will be in Texas, here is some news on the HUD money. We have been approved for \$100,000 to buy and refurbish homes we just need some qualifying folks to move in. Also Golf is set for September 30 at 12 PM Tee Time. Sign in starts at 11 AM. Have some good raffle prizes from the golf store at a good price just before they closed their business. Pretty much squared away for golf except need to get out to donors to the cause. I will begin that in June. If any board member has someone in mind or company in mind to donate they can use the info I sent out earlier. I will be at the meeting in May come Hades or High water, of course Lord willing.

Don

ReStore Plan

General Objectives

- Retail development & Marketing

- Product Acquisition

- Volunteer Management

- Events Support

- Internal Affiliate Support

ReStore Strategy

- Warehouse style resale center

- Provide low cost building and home materials

- Target market is do-it-yourselfers and low income families

- Provide permanent source of funding for Habitat builds

Sources of Inventory

- Home Improvement Centers (Lowe's, Home Depot, Big Creek, etc.)

- Hardware Stores (ACE, True Value, Orchard Supply...

- Cabinet Shops

- Window and Glass Fabricators

- Developers/Home Builders

ReStore Implementation Team

- Board Members and Volunteers

Pre-Operational Activities

Implementation Timeline

Developed from listed activities

Site Preparation

Layout plan

Shelving

Sales Processing Area

Office

Store Operation

Store hours & staffing

Operating equipment (cash register, etc.)

Operating procedures

Personnel Training

Advertising Program

Newspapers

Radio

Donor lists and schedules

Coordination with Kings View (CRV Recycle?)

Calendar:

May 23 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library
Devotion: Donna

June 27 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library
Devotion: Lyle

July 25 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library
Devotion: Michelle

August 22 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library
Devotion: Pete

September 26 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library
Devotion: Sean

September 30 – Friday 8:30 a.m. Golf Tournament – Rancho Del Rey, Atwater

October 24 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library
Devotion: Nellie

October 29 – Saturday 5:30 p.m. Annual meeting/potluck, St. Paul Lutheran

November 28 – Monday, 6:30 p.m. Board meeting – St. Paul Lutheran Library
Devotion: Ida

December 26* – Monday, 6:30 p.m. Christmas gathering – bring appetizers to
Share – short board meeting. At the home of Jan & Larry Sorge
Devotion: George

*May have December meeting on a different date. Board will make a
determination in the future.