

Habitat for Humanity of Merced County Board Annual Planning Meeting Minutes  
January 09, 2016

Meeting Location: St. Paul Lutheran Church, Outreach Ministry Center  
2916 N. McKee Rd. Merced CA

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

9:15 A.m. Call to Order Jan Sorge President.

**Devotion:** In place if the devotion each member present shared a good experience from the past week.

**Excused absence:** Nellie Venegas.

**Guests:** No guests.

**Board assessment:** Each board member read aloud a section of the board assessment and any board member wishing to comment on a question within each section spoke to that question. Overall, the board determined our affiliate is doing well with most sections of the assessment. The tally of individual scores on the assessment is included as an attachment at the end of these minutes. There was discussion on areas that may need improvement.

**Individually sharing of written goals (3 each) for 2016 shared on posters hung around the board room:** Each member shared three goals for the upcoming year by writing them on poster sheets on the wall or placing supporting self-sticking dots beside goals written by others that were the same or similar to theirs.

**Discussion of written goals:** The board commented on the similarities with previous goals. There was discussion about the difficulty of finding property for building homes and the roadblocks to finding an adequate restore site that is affordable. Discussed success of the golf tournament and the idea that tournament should become our annual fund raiser.

**Prioritize Goals:** The number one goal is to build and rehab homes for partner families. Under this goal is the purchasing of property for building along with obtaining grants for home building and property acquisition. The second goal is the establishing a Restore. The third goal in importance is recruiting volunteers. Under this goal is the search for a building superintendent, a volunteer coordinator, more board members, and the possibility of having two building crews. Fund raising and hiring an executive director made up the fourth goal. Discussion on the topic of fund raising centered on the need for adequate funding to accomplish the goals listed above. It was pointed out that a “rainmaker” or person well versed in the art of fund raising might be a prime consideration when looking for volunteers. A copy of the prioritized goals is attached to these minutes.

**Assigning tasks and responsibilities relating to obtaining the 2016 goals:** Don volunteered writing a letter that board members could send to local business people detailing our need for a Restore site. Jan and George agreed to compose a letter to our largest donors explaining the need for a restore location. Donna will explore the practicalities of using a cloud based database such as “Spotify” to help align willing volunteers with projects and events. Lyle will contact the County Superintendent of Schools and explore the possibility of using Regional Occupation Program students and County school buildings as resources for a Restore. Don will contact the county about renting or leasing property at Castle Airport. Patti will develop a budget and research tax repos as a possible avenue for buying homes to rehabilitate or lots for building sites. Michelle will explore all avenues of communication that are practical and useful for communicating the need for more board members to the community. Sean will work on grants and help in the pursuit of a suitable Restore site.

**Other Business:** Lyle spoke about proposed repairs to Isabelle Castro’s home. Lyle noted that donated carpeting arrived at the appropriate time to be used in the project. The group agreed that Don should contact the city and try to find common ground for writing a new HUD grant. Don will assign tasks for board members as the time for the golf tournament approaches. Don is looking to sponsor the tournament on a Friday in late September, possibly September 23<sup>rd</sup>.. Group was informed that an ideal Restore would be about 6,000 square feet and the maximum rent we can afford is \$300 to \$400 per month. Location needs to be easily accessible and should have adequate parking. It is possible for the rent to be tied to gross income and could be gradually increased as revenues improve to a predetermined amount.

**Adjournment:** 11:51 a.m.

Habitat for Humanity of Merced County, Inc.  
Annual Planning Meeting Sign-in January 9, 2016

- 1 *Deeann Galden*
- 2 *Michelle Patoufman*
- 3 *A. Gold*
- 4 *Patti Houkkin*
- 5 *Don Spiva*
- 6 *Donna Hall*
- 7 *FRED PILSBURY*
- 8 *Jan Song*
- 9 *Lyle Allen*
- 10
- 11
- 12
- 13
- 14
- 15
- 16

**ANNUAL BOARD PRACTICES SELF-ASSESSMENT QUESTIONNAIRE**

PRACTICES	5	4	3	2	1	Don't know
	Very Good	Good	Ave.	Fair	Poor	
<b>BOARD-STAFF ROLES</b>						
a) Board has full and common understanding of the roles and responsibilities of a board.	4	4				
b) Board members seldom assume roles and responsibilities that belong to staff.		3				NA 5
c) The Board delegates to the ND sufficient authority to lead the staff and carry out the organisation's mission.		1				NA 7
TOTALS	4	8				NA 12
<b>POLICY MAKING PRACTICES</b>						
a) The Board identifies policy gaps and oversees the development and implementation of new policies (including new policies issued by HFHI).	3	4	1			
b) The full Board approves all new organisational policies before they are implemented.	8					
c) Policies exist for key areas such as finance, personnel, safety, ethics, and all functions unique to our organisation's work.	4	2	2			
d) Our organisation's policies are effectively communicated to all Board members.	5	3				
e) The Board reviews existing policies and updates them as needed.	3	4	1			
TOTALS	23	13	4			
<b>PLANNING PRACTICES</b>						

PRACTICES	5	4	3	2	1	Don't know
	Very Good	Good	Ave.	Fair	Poor	
a) Structural pattern (board, committees, executive and staff) is clearly set out and documented, for example by a written organogram of the board, committees, executive and staff	1	5				NA 2
b) Board members understand the organisation's mission and its products / programs	7	1				
c) The members of the Board have reached consensus on a vision that indicates where the organisation will be headed over the next 3-5 years.	4	3	1			
d) The Board monitors performance and progress of the strategic plan	6	2				
e) The Board collaboratively reviews and updates the organisation's strategic plan regularly.	7	1				
<b>TOTALS</b>	<b>22</b>	<b>12</b>	<b>1</b>			<b>NA 2</b>
<b>FINANCIAL MANAGEMENT PRACTICES</b>						
a) The organisation's annual budget is fully discussed by the Board prior to its approval.	5	1			2	
b) Board receives regular reports on finances/budgets, products/program performance and other important matters	8					
c) The annual report of our organisation's independent auditor is reviewed and needed actions are taken in a timely way.						NA 8
<b>TOTALS</b>	<b>13</b>	<b>1</b>			<b>2</b>	<b>NA 8</b>
<b>FUND RAISING PRACTICES</b>						

PRACTICES	5	4	3	2	1	Don't know
	Very Good	Good	Ave.	Fair	Poor	
a) Our organisation's fund raising needs and strategies are understood by the board.	6	1	1			
b) The board has a clear policy on the individual board member's responsibility to raise funds.	5	1	1	1		
c) Board members play an active role in the organisation's fund raising efforts.	7	1				
<b>TOTALS</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>1</b>		
<b>BOARD STRUCTURE &amp; PRACTICES</b>						
a) Our Board structure allows us to get our work done well and in a timely way.	5	3				
b) The Board's standing committees streamline our work process and increase board effectiveness, with clearly articulated committee responsibilities.	1	3	3		1	
c) Our board's size is about right.	2	1	5			
d) Our members' terms on the board are about the right length and term limits are adhered to.		3			5	
e) We consciously select and prepare our board officers for their leadership responsibilities.	4	2	2			
f) The Board has in place a succession plan to ensure rotation of Board members, and a good balance of new and longer serving Board members.		1	3	3	1	
<b>TOTALS</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>3</b>	<b>7</b>	
<b>BOARD MEETINGS</b>						

PRACTICES	5	4	3	2	1	Don't know
	Very Good	Good	Ave.	Fair	Poor	
a) Our Board's meeting schedule has the right number and length of meetings.	8					
b) The agendas of our board meetings and supporting material are usually given out in advance of meetings.	8					
c) Board members and standing committee members contribute items to meeting agendas.	7		1			
d) Concise, accurate minutes are distributed in advance of the next meeting, and stored in line with recordkeeping policies.	7		1			
e) Board meetings are generally well-run and make good use of members' time.	7	1				
f) Our Board tends to identify creative approaches to problems.	8					
g) Each board member has a good record of attendance at regular and special meetings of the Board and its committees.	3	5				
<b>TOTALS</b>	48	6	2			
<b>BOARD MEMBERSHIP &amp; ORIENTATION</b>						
a) The areas of expertise, skills and other factors we need to be an effective board for this organisation are adequately represented among current board members.		7	1			

PRACTICES	5	4	3	2	1	Don't know
	Very Good	Good	Ave.	Fair	Poor	
b) The ND has a written job description that clearly spells out the ND's responsibilities and authority (including the responsibility to implement Board approved policies in the organization).						NA 8
c) The ND is formally assessed at least annually based on objectives established at the beginning of the financial year.						NA 8
d) The ND receives feedback regarding job performance.						NA 8
e) Board members provide the necessary support that allows the ND to carry out the role successfully.						NA 8
f) Board helps set fundraising goals and is actively involved in fundraising	5	1				NA 2
<b>TOTALS</b>	5	1				NA 42
<b>OTHER GOVERNANCE REQUIREMENTS</b>						
a) The Board has adopted and follows its organizational documents (e.g. constitution, articles of incorporation, or memorandum of association) and its Bylaws. The Bylaws are consistent with applicable law and have been approved by the corresponding Area Office of HFHI.	8					
b) The Board reviews and approves the annual HFH Standards of Excellence self-assessment and monitors progress of action plans.	8					



PRACTICES	5	4	3	2	1	Don't know
	Very Good	Good	Ave.	Fair	Poor	
c) To the best of its ability, the Board monitors compliance of the NO with applicable laws and applies appropriate risk management practices.	3					NA 5
d) The Board Chair has effective two-way communication with the HFHI Area Office representative	7	1				
<b>TOTALS</b>	26	1				NA 5

Please list the three to five points encompassing the areas where the Board needs to improve

Volunteer Coordinator,    Budget,                      Restore,    Restore  
 Outreach,                      Recruit Board members,    Restore,    New Bldg. Supt.  
 Property Purchase,        Committees,                      Restore,    Fund Raising  
 Bigger building crew,    Land Acquisition

PRACTICES	5	4	3	2	1	Don't know
	Very Good	Good	Ave.	Fair	Poor	
b) Our Board successfully identifies the expertise, skills and other contributions we need from potential new board members to maintain or increase our effectiveness.	3	4	1			
c) We actively recruit new board members based on identified needs and diversity (in terms of skills, gender and other country legislative requirements).	2	4	2			
d) When seeking members for the Board, we are representative of the communities we serve.	5	3				
e) Our Board and staff inform new Board members about responsibilities and important organisational information through a structured new members orientation programme.	2	4	2			
f) The Board receives orientation at least every 18 months. Such orientation includes an overview of the roles and responsibilities of the Board and its officers (as determined by its Bylaws and relevant country laws and regulations).	4	2	1			1
<b>TOTALS</b>	16	24	5			1
<b>BOARD-EXECUTIVE RELATIONSHIP</b>						
a) Our Board uses a structured and participative process to recruit and hire our ND, in line with HFHI recruitment policies.						NA 8

## HABITAT FOR HUMANITY OF MERCED COUNTY 2016 GOALS

### 1. **Build and rehabilitate homes for partner families**

- a. Purchase building property and or homes in need of rehabilitation
- b. Obtain grants for the purchase or rehabilitation of partner family homes

Persons responsible: Entire board decision making and guidance, building crew, volunteers construction process, Don, Sean, Lyle site selection

### 2. **Establishment of a Restore**

- a. Review business plan developed by Sean
- b. Actively seek a viable and affordable location
- c. Obtain fixtures and equipment
- d. Purchase insurance and obtain all needed licenses and permits
- e. Find volunteers to staff and set up store
- f. Ensure board presence during operating hours

Persons responsible: Entire board decision making and guidance, volunteers staffing, each board member overseeing daily operations

### 3. **recruiting volunteers**

- a. New building superintendent
- b. Volunteer coordinator
- c. Expand the board membership

Persons responsible: Entire board decision making and guidance, Donna investigate on-line volunteer databases, Michelle find new board member suitable and willing to become volunteer coordinator, George post opportunities for volunteers on website and in newsletter

### 4. **Fundraising and hiring an executive director**

- a. Raising adequate funds to accomplish the organizations goals
- b. Finding a "Rain Maker" or person well versed in the art of fundraising to spearhead our fundraising efforts
- c. Consider the possibility of hiring an executive director who can pay his/her own way through grants.

Persons responsible: Entire board decision making and guidance, Michelle board recruitment, George website, newsletter and publicity