

Habitat for Humanity of Merced County Board Meeting Minutes

April 24, 2017

Meeting location: St. Paul Lutheran Church Library  
2916 N. McKee Rd. Merced  
Meeting # 277

President (Administration Chair) Jan Sorge	Present
Vice President (Recruitment Chair) Michelle Paloutzian	Present
Secretary (Public Relations) George Gallaher	Present
Treasurer Patti Houbein	Excused
ReStore Resource Chair Lyle Allen	Present
Family Selection/Partnership Chair: Nellie Venegas	Present
Finance Chair Donna Hall	Present
Site Selection Chair Don Spiva	Excused
Member at Large Pete Delacruz	Excused
Member at Large Fred Pillsbury	Excused
Member at Large Sean Arnold	Present
Member at Large Ida Johnson	6-month sabbatical
Member at Large Xay Yang	Excused

6:31 p.m. Call to order, Jan Sorge President.

**Guests:** Helencia Alexander

**Devotion:** Donna shared a devotional about leaning on God during lean times.

**Minutes:** March Board minutes: Approved as written.

**Financial Report:** Patti reported by E-Mail that *“Larry’s credit card limit has been raised to \$5,000 per the request of the Board. Aurora made a payment of \$300 in March--I believe she was supposed to be back to making \$500 payments. Does Nellie have the agreement? Last Thursday Donna and I met with Cindy Carnes, an accountant from Kemper CPA Group (where Donna works.) I outlined what I felt we would need the firm to take over and Cindy is going to get a cost for the services to Donna. Basically, what I said is that I thought someone from our affiliate would make the deposits and write out the checks, but we would need Kemper to enter them into Quick Books and prepare month financial statements and annual tax returns. I told her we were trying to open a Restore so there are other services that may be necessary in the future.*

*I have several bankers' boxes of records that I would like to turn over by mid-May if possible. Sean mentioned he might be willing to enter the transactions into Quick Books. Maybe discuss at the meeting if anyone is willing to take over writing checks and making deposits. It's not very time consuming--only a few checks and deposits a month at this point. Question: Did you void the City of Merced check for \$175?”*

**Family Services:** Aurora has a new water heater. It is a regular tank type instead of the on-demand type being replaced. The cost of the water heater will be added to the amount of her mortgage.

**Site Selection** No report.

**Administration:** Jan reported that she has taken photos of the families who have paid off their mortgages. She will take photos of the current brush with kindness projects. The photos will be in the upcoming newsletter. The next volunteer orientation will be June 21, 2017, 7 to 8 p.m. at the St. Paul Library. Due to a scheduling conflict the annual dinner will be moved from October 28<sup>th</sup> to October 21<sup>st</sup> at 5:30 p.m. set-up 4:00 p.m. The Sierra Savings Grace Trivia Night will be Saturday June 17<sup>th</sup>. Donna will be our trivia team leader with Sean, Michelle and Jan participating on the team.

**Public Relations:** George reported that the information on the board directory is confidential and for the board's consumption only. The newsletter will be published in the near future.

**Church Relations:** Jan reported that materials are being sent to the local churches on a regular basis.

**Recruitment:** Michelle will write an article for the newsletter on the need for board members, volunteers, and committee members.

**ReStore Research:** Michelle and Lyle reported on a building in Atwater. The building is going to be occupied by other non-profits and having an office there might lead to networking and shared idea opportunities. Michelle reported that the building would probably not be a good location for a restore. Michelle and Lyle will meet with the group working on the building's potential Thursday. The meetings may lead to potential future collaboration with other groups with similar needs as our affiliate.

**Other:** Michelle stated that St. Patrick's Parish will feature our affiliate in their bulletins for the month of June. Michelle will write an article for this publication. Jan read a letter from Koinonia Farms asking for donations for their up-coming anniversary celebration. Lyle shared about the history of the organization and its ties to habitat for Humanity. Lyle moved and Nellie seconded donating \$75.00 for an engraved brick in memory of Bill Sanford for the new brick path to the newly remodeled Clarence Jordan writing shack. Motion Carried.

Fund raising opportunities: Pizza Factory one day with 15% of gross proceeds. Carl's Jr. Two 24 hour days with 25% of gross proceeds of those returning flyer or mentioning Habitat for Humanity. Group agreed to Carl's Jr. May 31 and June 1<sup>st</sup>. Michelle will make the arrangements. Flyers will be inside the newsletters. We will wait until another time to have a fund raiser at Pizza Factory. We will check at a later date with Applebee's and Chipotle.

**Meeting adjourned:** at 7:22 p.m.

Respectfully Submitted: George Gallaher, Secretary

**Habitat for Humanity of Merced County**

Meeting Sign In April 24, 2017

DW Galah

Lyle Allen

Helena Alexander

Nellie Venegas

Michelle Palouf-Mu

Jon Sarge

Donna Hall

A. Bold