

Habitat for Humanity of Merced County
Board of Directors Meeting # 156
 Gateway Community Church room A1, 353 E. Donna Drive, Merced
 January 9, 2007

President: Michelle Paloutzian	Present	Member-at-Large: Pat Shay	Present
Vice-President: George Gallaher	Present	Member-at-Large: William Jackson	Present
Secretary: Vacant			
Treasurer: Hilda Miranda	Present	Member-at-large: Fred Pillsbury	Present
Finance Chair: Patti Houbein	Excused	Member-at-large: Fernando Bravo	
Administrative Chair: Donna Hall	Present	Member-at-Large: Caitlyn Kennedy	Present
Public Information Chair: Bill Sanford	Present	Member-at-Large: Marry Ann Reynolds	Excused
Volunteer Chair: Vacant		Legal Counsel: Jim Padron	
Church Relations Chair: Vacant		Westside Affiliate Chair: Richard Martorello	
Family Selection/Partnership Chair: Diane Bair			
Fund Raising Chair: Vacant		Guest: New Board Member: Jessica Kimmet	
Construction Chair: Lyle Allen	Present	Guest: Julie Wetzal	
Site Selection Chair: Jim Tolladay	Present	Guest: Kurt Wetzal	

- I. Meeting called to order at 7:05 P.M. By President Paloutzian
- II. Devotions by President Paloutzian Reading from The Book of Saints
- III. Minutes: The minutes for the November meeting were lost when the secretary computer was stolen George Gallaher will attempt to rebuild the minutes for approval during the February board meeting.
- IV. Treasurer's Report: Hilda reported funds in the bank in the amount of \$68,731.46. Two partner families are having difficulties with their mortgage payments. We will work with them to help them through perilous times. Patti is working on converting the financial records to the computer and great progress is being made. George moved to accept the treasurer's report with a second from Lyle. Motion was carried.
- V. Committee Reports
 - A. Administration: Address book of board members is completed and the newsletter will be published in February.
 - B. Finance Committee: No report
 - C. Public Information: See A above about the newsletter. Anyone wishing to contribute needs to submit materials to Bill Sanford well before the deadline. Michelle will contribute the "President's Message".
 - D. Fund Raising: No report
 - E. Site Selection: Jim Tolladay and Lyle Allen have been quite active in working with the City of Merced. They will hold an education session on Habitat for Humanity for the city. Much discussion about an abandoned home on "T" Street and about the mini-parks in South Merced. Will continue to pursue all avenues available to find suitable building site(s).
 - F. Construction: No report
 - G. Church Relations: No report
 - H. Family Selection: No report
 - I. Family Partnership: No report
 - J. Nominating Committee: David Heaberline and Jessica Kimmet were actively recruited by Jim Tolladay and Bill Sanford. Bill Sanford moved and Jim Tolladay seconded to

accept these two individuals as board members. Board voted to accept both as active board members. Kurt and Julie Wetzel attended and may be interested in becoming board members in the immediate future.

K. Volunteers: No report

VI. Other Business

1. Planning for retreat set for Saturday January 13, at United Methodist Church of Mariposa 6th and Bullion Streets from 9:00 A.M. to 3:00 P.M.
 - a. Lunch: Patti will bring a coffee cake for breakfast, Michelle will bring coffee and tea, and George will bring the ingredients for 20 self-serve sandwiches along with fruit beverages and small bags of potato chips.
 - b. Agenda items: Michelle is open to suggestions about topics for discussion. Anyone with ideas should e-mail them to Michelle by Friday at the latest.

Proposed agenda items include:

 - i. Restore
 - ii. Paid director
 - iii. Site selection
 - iv. Job descriptions
 - v. To do lists
 - vi. 2007 calendar
 - vii. Fund raising
2. Michelle's break-in and security:
 - a. Letter to dinner attendees. Michelle distributed a letter informing those who attended the annual dinner of the loss of checks from her break in. The group agreed to approve and send the letters. George is to bring addressed envelopes to the retreat.
 - b. Protocol for money handling. While this occurrence is unfortunate, our system for handling funds is adequate. We all need to be sure to remit any funds received to Bill in a timely manner.
 - c. Serial Numbers for habitat for Humanity equipment. We will store, in a safe place, serial numbers for the equipment owned by the group. George will look into obtaining identification tags with numbers.
 - d. Computer back-up flash drives. The stolen computer has shown a need to have records kept on more than one computer and in several places. Hilda suggested purchasing flash drives for each computer that stores Habitat data to use as a back-up and as an easy means of transferring data from computer to computer. Donna moved that we buy 3 one gigabyte flash drives with the cost not to exceed \$100. Lyle seconded. No additional discussion. Motion carried.
 - e. Equipment identification. Please see item 2-c above.
 - f. New laptop Dell Program. Michelle is going to investigate this further.
 - g. The Laptop currently in storage that Lyle worked to have donated from IBM will be used by Michelle until the Dell Computer is donated.
3. Recent messages recorded on answering machine.
 - a. Phone messages were distributed and will be answered.
4. E-mail and phone message protocol

Telephone and E-mail communications generally fall into three categories

- a. Volunteers
- b. Donations
- c. Home Applicants.

A system needs to be devised in which the messages get to the right committees in a timely manner. More will be discussed on ways of doing this at the annual retreat. Please refer to item 5 below.

5. The Habitat for Humanity phone line and answering machine need to be moved.

The Lindbergs have housed the telephone for a number of years. Circumstances now dictate that the phone must be moved. The group discussed the idea of having an answering service or voice mail box. George was assigned the task of investigating the feasibility and cost of these options.

6. Other Business

We will work on our 2007 calendar at the retreat.

Men attending Gateway Community Church are willing to help our organization.

Car pooling to the retreat in Mariposa is strongly encouraged.

VII Adjournment

Moved to adjourn at 8:18 P.M. by George seconded by Pat. Motion carried.