

**Habitat for Humanity of Merced County**  
**Retreat Planning Session**  
**Mariposa United Methodist Church, Mariposa, CA**  
**January 13, 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	Exused
Finance Chair: Patti Houbein	Present	Member-at-large: Fernando Bravo	
Administrative Chair: Donna Hall	Present	Member-at-Large: Caitlyn Kennedy	
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		Member-at-Large: David Heaberlin, CPA	Present
Fund Raising Chair: Vacant			
Construction Chair: Lyle Allen	Present		
Site Selection Chair: Jim Tolladay	Present		

- I. Meeting called to order at 9:17 A.M. By President Paloutzian
- II. Devotions by Bill Sanford from John McCain's Book Character is Destiny
- III. Introduced the Covenant and read the Covenant aloud. The group agreed to the Covenant and we will all sign a copy when an official copy is sent from international.
- IV. Equity sharing David Heaberlin shared some ideas about using the money invested in homeowner's equity to finance building more homes. This is called financial engineering and would involve third mortgages.

The group silently read the questions and answer checklist for affiliates. There was a great deal of discussion as how to be certain the affiliate is meeting all the criteria on the list. We decided that we might investigate revising our construction safety policy. We also talked at length about the role of committees and committee members and chairs. The group will work on, in the near future, developing and or revising binders containing vital information for committee chair persons. It was decided that members in possession of existing policy statements and committee binders would bring them to the February meeting.

- V. The assembled body broke into groups
  1. Site Selection/Construction
 

Site Selection is an on-going process and we seem to be moving forward. We have met with the redevelopment agency and will meet with them in the near future to "educate" them about the role and purpose of Habitat for Humanity. We may need to investigate restoring or rehabilitating an abandoned property. Merced Parks and Recreation will be contacted to discuss cutting the park on "X" street in half so as to retain a good sized mini-park and have a suitable building site.

We will organize the process of construction to control the process. Lyle spoke of developing a chart of accounts that are aligned with the expense accounts in "QuickBooks".

This would help in charting construction costs and in estimating future builds. This could help in determining the cost of the homes and in developing budgets.

We might investigate rehabilitation of housing. Would need to decide how to qualify people and design a system to accomplish our goals in this area. Lyle will research this in the near future. We would have to set priorities for Rehabs, and be sure the residents are actually the homeowners. Owners would still have to provide sweat equity. Resources: College Challenge, Car-a-vaners, Vista.

## 2. Finance/Budget

Need to boost fund raising. Will look into mortgages as a tool for financing new homes. Will develop actual expenses for the past year as a means of predicting next year's expenses. Banks and other organizations are required to give a percentage to local charities. Will look into getting more from banks and insurance co's, title co's, etc. Will look into getting local churches more involved such as "building on faith" days etc.

## 3. Fundraising

1. Home Tea
2. Garage Sale(s)
3. Get our name out in the community more
4. Visit churches and community groups

## VII Restore

- Approximately \$30,000 Start-up costs.
- Need a Business Plan
- Need a suitable site
- Need a defined product(s)
- Need an accurate and realistic market survey
- Need to secure volunteers and management

## VIII Volunteers and Volunteer Management

Need an orientation program for volunteers which is conducted on an ongoing and regular basis.

- a. History
- b. How program works
- c. application
- d. revised and updated waiver
- e. Job descriptions that are accurate and updated annually
- f. Opportunities for volunteers to exercise their desire to help.

We need to send a written thank you when someone applies to volunteer. We need to phone volunteers periodically to insure they are still interested. We need a contact person designated from various churches. Might start with letters to Pastors. We could start with general topics followed by repeat visits where interest is shown that includes more specific information. Patti volunteered to call volunteers. We might try to speak to more service clubs and make personal visits to pastors.

We might develop a speaker's outline package. We could host a volunteer night with Job Descriptions, Potential opportunities for people to share their talents, Each board member will bring one or two ideas to the next meeting.

We need more people on the Family Selection Committee. It is desirable to get Hmong and Spanish speaking volunteers to help with the in-service for prospective homeowners. We could develop a list of translators.

We need a policy manual for the restore business.

We need a list of builders and building materials outlets that might provide materials to the restore.

We need to investigate speaking at service clubs, speakers bureaus, the farmer's market and churches.

We all agreed to ponder the events that transpired on this day and to bring our ideas to the February meeting.

IX. By acclamation the meeting was adjourned at 2:58 P.M.

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