

Habitat for Humanity of Merced County
Retreat Planning Session
United Methodist Church, Mariposa, CA
January 26, 2008

President: Michelle Paloutzian present
Secretary: Mary Ann Reynolds present
Finance Chair: Patti Houbein present
Public Information Chair: Bill Sanford present
Church Relations Chair: Vacant
Fund Raising Chair: Pat Shay excused
Site Selection Chair: Jim Tolladay excused
Member-at-Large: Fernando Bravo absent

Vice President: George Gallaher excused
Treasurer: Hilda Miranda excused
Administrative Chair: Donna Hall present
Volunteer Chair: Patti Houbein present
Family Selection/Partnership: Diane Bair excused
Construction Chair: Lyle Allen excused
Member-at-Large: Fred Pillsbury excused
Member-at-Large: Genny Mesa excused

Call to order: 9:00am by President Paloutzian

Devotion: Lead by Bill Sanford, followed by each person sharing what they were thankful for in their life.

AGENDA

- I. US Affiliated Organization Covenant read. The group agreed to the Covenant and Lyle volunteered to produce a copy which will be signed at the next Board meeting.
- II. The Quality Assurance Checklist was reviewed item by item. The following “to do list” resulted.
 1. To get someone from the Administrative Committee to deal with the mortgage process to relieve Lyle from doing this. It was suggested that there was someone on the volunteer list who would be approached to join the Administrative Committee and take care of the mortgage process.
 2. Donna has copies of the Equal Credit Opportunity Act, the Fair Housing Laws, the Fair Credit Reporting Act, the Privacy Act, and the American Disability Act which she will put into a binder.
 3. Mary Ann volunteered to go to a Grant Writing Workshop at Merced College on February 28th and 29th.
 4. Patti volunteered to check into the sex offender database.
 5. At next Board meeting to discuss and approve what to add to our Policy.
 6. Bill to send the current Board Roster to U.S. Support Center.
 7. Lyle to check on safety policy on Partner Net.
 8. Donna to look at policy of record retention.
 9. George will be asked to create a restricted website for record retention.
 10. Patti to get a liability waiver form.
 11. A Budget sub-committee is to be formed to develop a budget.
 12. Michelle will send the Family Selection Manual to Staples and Mary Ann will pick it up.
 13. Diane and Mary Ann will find a venue for another Family Selection Workshop and will make a time line for it.

III. 2008 Calendar

1. Board meetings: Feb. 12, March 11, April 8, May 13, June 10, July 8, Aug. 12, Sept. 9, Oct. 14, Nov.11, Dec.9
2. Mail Stay-at-Home Tea letters – send out Mar. 14th
3. Yard Sale – Sept. 20th
4. Annual meeting – Provisional Nov. 8th. Patti passed out a timeline for it.
5. Ground Breaking – not yet determined
6. Planning Retreat – Jan. 24th, 2009

IV. Construction Scheduling

Lyle reported that the title exchange from City of Merced to Habitat for Humanity of Merced County is still in process. At the moment it's in the City Attorney's office. After that is completed, the Planning Commission has to approve dividing the property at 512 West 8th St. into two sites. After this variance process, the construction plans need to be cleared. Lyle is wanting to build two houses at the same time on the 8th St. lot. He has sent out emails to construction volunteers.

V. Family Selection

Mary Ann volunteered to help Diane plan the next Family Selection Workshop. March 8th was selected as the preferred date from 9am – 1pm. Venues were suggested: Boys and Girls Club, Senior Center on 16th. Sacred Hearts church on 13th, County Fair Grounds, Second Baptist Church. Flyers to churches will be sent out. Andy at Gateway has volunteered to do this.

VI. Restore

Pat Shay will be inquiring about a possible site for a Restore in Atwater. Allan Ma who works at County Bank will be approached to help with the business plan that Dave Heaberline started. Mary Ann stressed the importance of applying for grants to finance the setting up of a restore and hiring an administrative assistant.

VII. Fund Raising

Suggestions made: (1) applying for grants (2) long-term pledges (3) when sending out invitations for the ground-breaking ceremony, appeal for donations.

VIII. Hiring an Executive Director

The need for an executive director or administrative assistant was discussed, especially if a Restore is to be set up.

Meeting was adjourned at 2: 40pm.