

**Habitat for Humanity of Merced County  
Minutes October 14, 2008 Meeting #177  
Atwater Church of God**

President: Michelle Paloutzian present  
Secretary: Mary Ann Reynolds excused  
Volunteer/Finance Chair: Patti Houbein present  
Public Information Chair: Bill Sanford excused  
Family Selection/Partnership: Diane Bair present  
Construction Chair: Lyle Allen present  
Member at Large: Fred Pillsbury present  
Member at Large: Genny Mesa present

Vice President: George Gallaher present  
Treasurer: Hilda Miranda absent  
Administrative Chair: Donna Hall excused  
Church Relations Chair: Jan Sorge present  
Fund Raising Chair: Pat Shay present  
Site Selection Chair: Jim Tolladay present  
Member at Large: Fernando Bravo absent

MSC: Motion, second, carried

**Call to order:** 7:11 p.m. by President Michelle Paloutzian.

A quorum was present.

**Minutes:** Sept. 9<sup>th</sup>, Sept. 20<sup>th</sup> and Sept. 25<sup>th</sup> – MSC – Motion from Fred; 2<sup>nd</sup> By Lyle:  
Carried.

**Devotion:**

Fred Pillsbury – read the devotion: “Breakfast at McDonalds”

**Treasurer’s Report:** Not available

**Public Information Report:**

- A. Michelle wants to purchase a 6’ folding table – 2 folding chairs; plastic tote for pens; flyers and tape and folding canopy: So we have dedicated items and a place for all items when we have an event. Michelle will look into pricing and get back with a request. Genny will check into the cost of a table drop for events.
- B. Diane brought up that some of our documents were out of date – “Who wants to be a Millionaire” for example: It was agreed that all changes would be filtered through George for review and then provide Genny a flash drive or an e-mail and Genny will retain the most current version. Genny will house all master copies on UPS Store server.
- C. Polo Shirts: Michelle looked online @ Inside Lines – price ranged from \$13 - \$25. We can buy direct from Habitat International they are approx. \$27.00 – Michelle will pick out a few color options and get pricing to see if we want to purchase You can go on to partner net for a PDF for business cards: myhabitat.org. Genny will make generic cards and have on hand at The UPS Store as needed.

**Construction Report:**

Lyle commented on the session with Betsy. It was decided that construction would include site construction. One object was to produce a budget and project list that had to

be in chronological order for the building process. Lyle will get the key items in order and then will work with Genny and Hilda to add correct dollars.

Jim and Lyle will be tasked with the planning of the next projects. Suggestions were:

- Look for in kind donations – Lyle will look for such items
  - o Example: insulation from CertainTeed.
- A board member host should be on site at each construction site to greet volunteers and the public and provide refreshments.
- Lyle has lined up 3 or 4 women to provide lunches on Saturday's
- Joshua Ewing – redevelopment contact and he mentioned that there is a hang up with one of the title reports and that the project is on hold. Lyle will call to see which property is hung up and thinks it might be the “T” street property and ask if we can begin construction on the 11<sup>th</sup> Street project – the double lot.
- We are waiting for the City of Merced – it is on the agenda for November.
- We are committed to this schedule”
  - o Site 1 – to be constructed within 14 months after close of escrow (2 Homes).
  - o Site 2 – 11 months after the issuance of occupancy for site 1.
  - o Site 3 – 11 months after the issuance of occupancy for site 3
- Jim’s employee who volunteers the building plans was praised for his efforts on our behalf.
- Jim suggested that we get the 11<sup>th</sup> Street lot closed because Julie Nelson is ready to go with planning commission. Jim will talk to Joshua and see if we can get 11<sup>th</sup> Street title closed.

Site Selection Report:

### **Family Selection Report:**

Family was to attend meeting tonight as of 7:50 p.m. they have not arrived – Jim went to look in parking lot to see if they are in the area: Nathan Gonzalez and Athena Waddle is the approved family.

A second family from the workshop seemed eligible until the credit report was pulled and it was later discovered that there were 9 children in the home.

Diane has three additional families from the workshop and they are:

Family 1 Issues are current housing is adequate and has 5 bedrooms there are 5 children all of their income is from wage, TANIF, food stamps and SSI in 30 years they would be in their 80's. Credit rating is 770 – he has been a janitor at a medical clinic for 13 years and part of the money coming in is for a relative that in house support

Family 2: TANIF, Food stamps, 771 credit rating, currently section 8 appears wife is taking care of the husband. Seven children on housing authority. Family received SSI for the husband.

Family 3: Credit is high; but they owe \$12k on a car and have 4 children he is a Hmong teachers aide interpreter rent is \$885 they live in a 4 bedroom house. House is about to be foreclosed on.

Pat Shay and George suggested we search for additional families. Jan has contacted: Pete De La Cruz and he is interested in being a board member and helping with family selection.

Michelle mentioned that we should not be overly concerned with large families as we could always build a larger home.

Jan will get a binder from Bill to give to Mr. De La Cruz prior to the next meeting.

Lyle had a session with Dennis Daily and discussed with recruiting more volunteers and looking for applicant families.

Lyle went to AT&T and they were very positive. Lyle has an e-mail contact and she is now on the construction bulletin. Volunteers are ready.

Lyle and Pat will also contact a realtor's group for construction volunteer's as well.

Lyle also met with Gateway church members and they are also interested in helping with the construction.

Family Partnership Report:

### **Fundraising Report:**

Pat has a list of 5 people to meet with regarding re-store and Pat has a list of items regarding the re-store from Betsy she will follow up and report back.

### **Church Relations Report:**

Jan mailed 59 letters to churches today along with the color brochure. She will await the responses after 1 week if she does not hear from the Churches she will contact by phone. She also e-mailed the churches requesting that they include the info in their church news letters and also invited them to the dinner.

## **Volunteers Report,:**

Pattie – had questions regarding the software that needs to be purchased. Pattie – e-mailed Lyle regarding donation offers we just cannot take them right now because we don't have the space to store at this time.

Pattie – asked what was the legal age to help and it is 16years of age.

Pattie – was going to e-mail the board of directors to Betsy and she will be sending it soon. Pattie will be meeting with her old boss to work on the chart of accounts and with QuickBooks.

## **Nomination Committee Report:**

George read the resignation letter from Mary Ann – Genny accepted the nomination as Secretary to fill the vacant position.

George provided hand out on Nominating Committee Report to Board.

Motion was made to add Pete De La Cruz as Family Services and Genny Mesa as Secretary and move Diane Bair to a member at large. MC all in favor.

Pattie – reminded that Betsy stated the main function of board members is to raise money – connect with the money or those who are connected to the money.

### **A. Public information purchases**

1. Table, chairs, storage container, shade canopy
2. Misc. small containers, Velcro sticky tape for sign

### **B. Public information- updating documents**

- C. Polo shirts for board members (to wear at public events.)

### **D. Annual Dinner**

1. Speaker – Sacramento Re-store manager agreed to be our speaker.
2. Bill and Pattie will work on the program and Genny will print.
3. We need to arrive Sat. a.m. to set up suggested time is 10 a.m. complete by 11p.m. set up seating for 100.
4. Decorations: Janice will bring leaves and we will get table clothes from the churches.
5. Genny will print programs.
6. Plates and Napkins and eating utensils should be in storage: Jan will check to see if she has any – 70-100 people expected to show. Jan will get plates and napkins if we don't have in storage and lemonade at Smart & Final.

7. Raffle – bring items Michelle – has tickets. We will give everyone 1 ticket and then have more for sale.

E. Upcoming dates:

November 8, Annual Dinner, 5:30 P.M.

- Bill and George mailed additional dinner notices.

January 24, 2009, Planning Retreat

Adjournment : George motioned to close – Fred 2<sup>nd</sup> and all in favor.

Genny Mesa, acting secretary for Mary Ann Reynolds