

Habitat for Humanity of Merced County, Inc.

Annual Planning Retreat

January 24, 2009

First Baptist Church of Merced

Minutes

Meeting called to order at 9:19 A.M. by President Michelle Paloutzian

Members present: Jim Tolladay, Hilda Miranda, Lyle Allen, Donna Hall, Jan Sorge, Pat Shay, Patti Houbein, Kathy Upson, Pete Delacruz, George Gallaher. Michelle Paloutzian

Meeting began with each member present updating progress on various projects:

Lyle Allen updated the construction progress on the current build. The soil is being compacted and Lyle is working with Pacific Gas & Electric on getting temporary power to the site. We will probably use a 6"X6" timber which can be easily removed and transported to future building sites. Lyle has obtained an electrical box and circuit breakers for the power pole.

Don Hall exploring the possibility of enrolling in a grant writing class.

George Gallaher is working on the United Way application for 2009.

Jim Tolladay stated that the plans are still being reviewed and may need some further revision before the final approval. There will be a Design Review Committee Meeting on February 11th and Jim and Lyle will attend. After the plans pass Redevelopment Review the lot will be split into two building sites and then we will apply for the building permit for the two buildings for the lot. We hope to have the proper permits and be able to begin building in earnest by early March.

Patti Houbein is working on transferring the financial records to QuickBooks and is progressing on completing the changeover. Patti is planning on having a volunteer meeting at the current job site in March or April.

Pat Shay has been working on fund raising and has put the ReStore plans on hold until the board makes a commitment to proceed.

Pete Delacruz has been conferring with Diane and is getting up to speed on the family nurturing and family selection process.

All members present stated the need to have a yearly detailed budget as a method of measuring our financial progress and as a component of most grant applications. The members present also stated that the organization needs to come to a definitive decision to open a ReStore or wait until we are on more stable financial terms.

Lyle volunteered to project the expenses for the building of the next four houses. It appears that we have enough in the bank to build two houses but that projected income based on past receipts makes the financing of the two following those questionable.

The group agreed that projections for administrative expenses based on previous expenses would help clarify the budget building process. Patti Hilda and Genny will bring a proposed budget for administrative costs to the March Meeting.

Michelle asked for volunteers to work on new board member orientation. No one volunteered to commit to this task.

The assembled group agreed that key committees need to have a chair and three or more members. Patti stated that she would stress this with potential volunteers and try to find community members to fill key committee membership positions. We all agreed to help Pete set up a family selection committee and to help him with the selection process. We will solicit help from the Stanislaus Affiliate as to the proper method of selecting partner families.

Lyle stated that the boards for affiliates with executive directors have a different orientation than ours and that if we are going to hire an executive director we will need to find future board members to work on such a transition. Lyle expressed the idea that we all are doing well and are growing in many ways from our experiences and that a different type of board member is something we will have to think about a few years from now.

Patti and Lyle expressed the need to set up our database in such a manner as to make it more easily used.

Pat Shay will develop a business plan for a ReStore and the board will make a decision about when to implement the plan in the near future.

Michelle will ask Bill Sanford to reserve the Hoffmeister Center for our annual Meeting on November 7, 2009.

Donna suggested that we have a volunteer appreciation luncheon or something. The group took this under advisement and discussed various ideas. No definite plans were made concerning this idea.

Michelle asked about a speedier building process. Lyle stated that this build will go faster because we have two adjacent sites and more volunteers. We will be able to use Valley Community School as a resource to work on the second house while volunteers work on the first home. We have planned fourteen months for the two sites and the calendar should start when the building permit is issued. Lyle will remind the development agency that it isn't our fault the planning process has been delayed. We will try to keep expenses in line with the phases of construction so we know how much has been expended and how much we need to complete the projects. We will have Jan work

with the churches to raise money for future projects. Looking at the bank balance leads us to the conclusion that we will need to accumulate more money in order to pay for all planned houses on schedule./ Lyle pointed out that we have stopped building in the past while waiting for funding. Michelle expressed a desire to avoid this if at all possible.

Hilda suggested that we have a mini-flea market where we rent yard 10'X15' sale stalls at a building site as a means to raise money. We also discussed the idea of having various churches hold yard sales and contribute a significant portion of the proceeds to our affiliate.

We reiterated the idea of finding volunteers to fit specific needs from local churches. Jan will work on getting people to fill committee seats from churches.

All members present agreed that we need to find a person who is good at marketing and publicity.

Jan stated that she is working on getting a direct contact person from each local church to work with her to disseminate information in a timely manner. She also stated a need to have multiple display boards which can be checked out by church reps. Lyle suggested she contact Bill Sanford for additional photographs and ask Genny Mesa to assemble the boards.

Jan stated that the SaveMart cards should be arriving soon and that we can give them to interested people.

Jan spoke about past success baking “Beroke” (sounds like bee rocks probably spelled wrong) as a way to raise money. Jan will check with the fair board to see what is involved in renting a commercial kitchen.

Jan and Donna will check with two pizza retailers about promotions which could be a source of revenue to our affiliate.

Meeting adjourned at 2:21 p.m.

Calendar:

January—Planning Session

February—Lot Split, Plans submitted to Redevelopment Agency

March—Proposed budget for fiscal year, obtain building permits for both houses, advertising for family selection seminar, volunteer meeting March 28th.

April—Quickbooks Tutorials, Family Selection Seminar April 25th Door Hangers for Cars for Homes, Local school students needing community service credit., Stay at Home Tea, Review ReStore options.

May—Stay at Home Tea, Review ReStore options.

June—June 6th flea market 927 West 9th Street

July—Budget in place July 1st.

August—Hire auditor (If necessary.)

September—second round of door hangers

October—Board nomination process finalized

November—Annual Dinner November 7th., Audit (If necessary.)

December—review year and prepare for next annual planning retreat