

Habitat for Humanity of Merced County
Minutes January 12th, 2010 Meeting #192
Kemper CPA Group, LLP

President: Michelle Paloutzian excused
Secretary: Genny M Mesa excused
Administrative Chair: Donna Hall present
Public Information Chair: Bill Sanford present
Site Selection Chair; Jim Tolladay present
Construction Chair: Lyle Allen present
Member at Large: Fred Pillsbury absent

Vice President; George Gallaher present
Treasurer/finance chair: Patti Houbein present
Church Relations/volunteer Chair: Jan Sorge present
Family Selection/Partnership: Pete Delacruz excused
Member at Large: Ying Yang present
Member at Large: Diane Bair excused
Member at Large: Hilda Miranda excused

MSC: Motion, second, carried

Call to order:

7:05 P.M. by Vice President George Gallaher.

Minutes:

Minutes for December were moved for approval by Jan Sorge, Seconded by Donna Hall.
Motion carried.

Devotion:

Bill Sanford: A story about the mother of Dwight D. Eisenhower and a conversation she had with a seatmate on a passenger train. The seatmate spoke at length about her son and how well he was doing in the army and the fact that he'd just been promoted to corporal. The lady realized that she had monopolized the conversation and politely asked Mrs. Eisenhower what her son did. General Eisenhower's mother tactfully replied; "He's in the army too."

Treasurer's Report

Patti Houbein is working with Hilda Miranda to convert the current records to *Quick Books*. Lyle has contacted a certified *Quick Books* consultant, Janice Jimenez, who can help transfer the records for \$100.00 per hour.

Jan moved to authorize Patti to spend up to \$300.00 for consultation with Janice Jimenez. Jim seconded the motion. The motion carried.

Patti has opened accounts for the Monterroza and Upson families and will give the families deposit slips so that they can make their mortgage payments directly into those accounts. This will make their payments easier to track. Patti is also working on getting all the bank records and all statements on a monthly basis and to have all statements mailed to our post office box.

Patti will investigate to see if we have a safety deposit box.

Patti will submit the paperwork for property tax waivers in anticipation of the state completing their assessment of our articles of incorporation and approving them.

Committee Reports:

Administration:

Bill Sanford distributed the text for the next newsletter.

Bill is going to investigate getting television station Thirty involved in recording and broadcasting the framing of the current project. He will also attempt to secure newspaper coverage of the framing day.

Bill stated that we have enough payment envelopes for the next newsletter. He stated that other nonprofit organizations often buy inexpensive envelopes and use a rubber stamp to affix their mailing address. It was discussed that the information appearing on the inside of the envelope could be printed on small sheets of paper and stuffed in the envelopes. There was some discussion on the importance of tracking the sources of fund raising as a tool to determine the effectiveness of various campaigns. The idea of having donors directly deposit monthly donations was discussed.

Bill shared a concise well written letter that he volunteered to distribute to neighbors of the current build on the day of the wall raising. Jan Sorge volunteered to help distribute the letters. Lyle pointed out that the letters distributed at the last build helped prevent the theft of tools from the building site and generally promoted goodwill toward the building project. The group agreed to have the letters carried to residents of the immediate neighborhood on the day the framing will take place.

Public Information:

Bill passed around a report about Habitat for Humanity's twenty-fifth anniversary of serving in Nicaragua.

Construction Report:

Lyle Allen reported that rain has delayed installing waste lines. The crew will lay the lines Thursday and Saturday. Once the lines are in and inspected the Valley Community and Court School students will lay rebar, netting and anchor bolts. Once all of this is done and inspected, concrete can be poured. Lyle will let us all know when framing will occur.

Site Selection:

No Report

Family Selection Report:

No Report

Fundraising Report:

No report

Church Relations Report:

Jan Sorge reported that many people enjoyed the Habitat for Humanity Christmas tree at the Courthouse Museum. She thanked the volunteers who set up and took down the tree.

Volunteers Report:

Jan Sorge volunteered to chair the volunteer committee. She will divide her time between church relations and volunteers as needed. The board encouraged and thanked Jan for taking on additional responsibilities. Jan will work with Lyle to get volunteers to record hours and sign waivers at Job sites. Jan will work with the committee Pete assembled for family selection for volunteer timekeeping and new family mentoring.

Nomination Committee Report:

Bill Sanford suggested that it is not too early to form a nominations committee. He further suggested that finding more board members might be a priority for the organization. Bill is negotiating with a husband and wife about becoming board members.

General:

Meeting location for Jan-Jun 2010: The conference room at Kemper CPA Group LLP, 3168 Collins Drive, Suite B in Merced. Collins Drive is off Olive Avenue between Cool Hand Luke and Burger King. The office is in the building with burgundy awnings directly behind Cool Hand Luke. After turning onto Collins Drive from Olive Avenue, board members can use the second parking lot entrance on the right.

Planning meeting, 3 to 4 hour schedule. The group is going to ponder setting aside a part of regular monthly meetings for planning or lengthening the meetings for planning, Meeting as focused committees during evening hours for planning, or setting aside a Saturday morning to plan. We will decide on one or a combination of the options at the next meeting.

Areas to be covered, Calendar, Budget, Nominations, fund raising, committees

Calendar The board decided to develop a preliminary calendar for Michelle's approval to be adopted or revised in February.

Regular meetings are second Tuesdays at 7:00 p.m.
January to June in Merced; July to December in Atwater

January 12

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 12

November 9

December 14

Events to be assigned specific dates:

Mail newsletters

January

May

September

Construction Celebration Pick a significant step in construction?

Mail Stay-at-home Tea letters Around Easter?

Annual Meeting: Saturday, October 30 ? Conflict with Alpha Crisis Center on first Saturday in November?

Grants from Hattie Givens Testamentary Trust should be sought annually about the first of October from the Masonic Lodge of Merced.

Fund Raising:

Pledge Drive

Adopt a room

Apostle's Build

Family Selection, need to write acceptance letter, see example in Family Selection Manual Appendix 5q. Group agreed to authorize Michelle to draft and execute this letter in a legal and timely manner.

Need to identify Madrid family advocates, see Family Selection Manual Chapter 2.

Group agreed to think upon the pros and cons of using the group formed for family selection with guidance from a board member for this task. Will be discussed further at the February meeting.

Schedule Devotions, 6 months. February=George, March=Jim, April=Jan, May=Lyle, June=Donna, July=Patti

Office United Way's offer for office space comes with a price tag. The food bank may not have any extra office space as their program has really grown. Bill suggested the empty Atwater Signal building on Atwater Blvd. in Atwater.

Michelle's big push 2010: find people for fundraising, family services, volunteers, public information Tabled until February

Adjournment:

. Meeting Adjourned at 8:23 P.M.

Respectfully Submitted by George Gallaher for Genny Mesa