

**Habitat for Humanity of Merced County**  
**Minutes March 9<sup>th</sup>, 2010 Meeting #194**  
**Kemper CPA Group, LLP**

President: Michelle Paloutzian present  
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 present  
Member at Large: Ying Yang excused  
Member at Large: Diane Bair excused  
Member at Large: Hilda Miranda excused

MSC: Motion, second, carried

**Call to order:**

7:03 P.M. by President Michelle Paloutzian.

**Minutes:**

Minutes for February will be approved in April.

**Devotion:**

Jim Tolladay: Jim took today's devotion from the book *The world according to Mr. Rogers*. Mr. Rogers isn't generally recognized as an ordained Presbyterian Minister the story is about when he was attending seminary and attended church in New England. The visiting minister delivered, in Mr. Roger's opinion, a bad sermon. However, Mr. Rogers noticed a lady sitting close by who was moved to tears by the message. Mr. Rogers remembered the experience for the rest of his life and always aspired to be the best he could at everything he did.

**Treasurer's Report**

Patti Houbein delivered and explained the newest forms for the Treasurer's Report. The forms include a detailed listing of expenses of the current build and a list of recent donors. George moved and Jan seconded the acceptance of the treasurer's report. The motion carried.

Jan moved and Pete seconded authorizing Patti to investigate the cost and feasibility of renting a safety deposit box for Deeds and other affiliate documents. The motion carried.

**Committee Reports:**

**Administration:**

Bill Sanford reported that the State Board of Equalization seems to be finally satisfied with our articles of incorporation. Patti and Bill will review the document sent from the state and Patti will begin the process of getting a property tax refund for the lots we currently own.

**Public Information:**

Bill will help with the construction celebration and will try to get television and newspaper coverage of the framing of our current build.

**Construction Report:**

Lyle Allen reported that the drain lines are ready for inspection and that he and Pete will meet the inspector on the afternoon of March 10<sup>th</sup>. Lyle has been in contact with Fred Hightower and the Hightower crew will frame the house after the concrete has cured. Fred Hightower has a complete set of plans and has developed a materials list which he has submitted to two lumber companies. The students from Valley Court Community School will begin placing rebar and reinforcing netting soon after the plumbing inspection is completed. The length of time needed for this phase depends upon the weather and the availability of the students.

We will plan some sort of construction celebration to occur after the house is framed.

Pete suggested we provide Pizza or some other treat for the students on their last day of work during the current school year. The board members present agreed this would be a good gesture and we will plan for a student recognition event in the future.

**Site Selection:**

No Report

**Family Selection Report:**

No Report

**Fundraising Report:**

No report

**Church Relations Report:**

Jan Sorge reported that she sends many materials to the churches and wants board members to report to her if Habitat for Humanity related materials do not appear in church publications. Jan will send job descriptions for Habitat Committee Workers to the churches with a request that the descriptions be placed on bulletin boards or disseminated to their members by other means.

**Volunteers Report:**

Jan Sorge reported that the volunteer meeting didn't produce any volunteers. She will contact potential volunteers to see how best to reach them. Michelle reported that a past volunteer meeting on a Saturday produced good results. Jan will use a youth group from her church to assemble the annual stay-at-home tea mailing.

**Nomination Committee Report:**

George reported that Austin Worden will attend board meetings this summer.

**General:**

**Stay-at-Home Tea:** An attractive flyer has been developed. We will contact Genny Mesa about printing the flyers and envelopes. George will purchase the tea bags. Jan will receive the materials and have them assembled. They will be delivered to either George or Bill for mailing before March 24<sup>th</sup>. Michelle asked that between 400 and 500 tea letters be mailed.

**Planning meeting, 3 to 4 hour schedule:** We seem to be doing well at present. If we find the need for planning sessions, they will be scheduled for Saturday afternoons during construction or on the fourth Tuesday of the month.  
Areas to be covered, Calendar, Budget, Nominations, fund raising, committees

**Family Selection, need to write acceptance letter, see example in Family Selection Manual Appendix 5q:** The board discussed revisions and improvements to the current acceptance letter. George will make the suggested changes and e-mail the revised letter to Michelle before March 15<sup>th</sup>. Michelle will review the final draft and make any necessary corrections. Patti, Jan, Michelle and Pete will meet with Mrs. Madrid to ensure she understands and accepts all the provisions of the document. Jan will contact Mrs. Madrid about

**Office:** Michelle stated that an office would help in many ways, a place to store materials and supplies, a place to work and meet and a place for volunteers to complete tasks. Patti is going to check with United Way and other organizations about the cost and availability of office space. Jan will contact local churches and see if any of them have any office space.

**Michelle's big push 2010: find people for fundraising, family services, volunteers, public information:** Michelle will deliver volunteer job descriptions to be posted on our website. We all need to consider ways of getting the word out that we are asking for help. Jan will send the descriptions to the local churches,

**Adjournment:**

Moved by George seconded by Lyle. Motion carried.  
Meeting Adjourned at 8:36 P.M.

Respectfully Submitted by George Gallaher for Genny Mesa