

Habitat for Humanity of Merced County
Minutes of November 8, 2011
Meeting No. 214
St. Paul Lutheran Church

President: Michelle Paluoutzian, present
Vice President/Public Information Chair: George Gallaher, present
Treasurer/Finance Chair: Patti Houbein, present
Church Relations Chair: Jan Sorge, present
Member at Large: Fred Pillsbury, excused
Volunteer: Jenny Adamson
Sherry Boyer: Guest

Administration Chair, Donna Hall, present
Construction Chair, Lyle Allen, present
Family Selection/Partnership:
Member at Large: Pete Delacruz, present
Nelly Venegas: Guest
Secretary: Anne-Marie Bandoni- excused

The meeting was called to order at 6:35 p.m. by Michelle Paloutzian.

Devotion: From the book by Millard Fuller titled Building Materials of Life. We all have God given talents that individuals can choose to improve upon. We need to remain humble and accept our talents as divine gifts which we can be used for the betterment of mankind. Read by Lyle Allen

Minutes: No minutes were available for July, August, and September. Secretary Anne Marie Bandoni is absent due to obligations concerning the election. The minutes for those months should be available for the next meeting. A motion by Lyle and a Second by Pete to approve the minutes for the October 11th meeting was passed. George volunteered to record the minutes for the current meeting.

Financial report: Patti distributed the financial reports for September and October. Patti noted that the Madrid family has begun the payment process and that the bank set their statement to be mailed quarterly. Patti will arrange for the bank to set the statements for the Madrid deposit to be mailed on a monthly basis. The mortgage for the Fig St home seems to have been skipped for October. However the November payment has been received. Lyle will stop by the home and speak with the homeowner to determine if the payment was made and if so Patti will speak with the bank to see where it was deposited. Patti expressed a concern about Project 12 not being covered by homeowner's insurance between the time of occupancy and the closing of escrow. Michelle stated that past practice has been to obtain insurance at the time of occupancy and then inform the insurance company of the change in ownership status at the close of escrow. Patti will contact the insurance company and set up homeowner's insurance on project 12.

Jan returned the credit card that had been issued to Larry Sorge. Lyle will issue the card to Dale Van Den Boom

Committee Reports:

Administration: No Report

Public Information: George passed around a newspaper article from the *Atwater Times* describing our efforts on World Habitat Day. A letter from the Mariposa affiliate asking

permission to advertise Cars for Home on a local radio station was read. The group agreed to ask the Mariposa affiliate to include our name on the advertisement. Michelle stated that she understood that Cars for Homes funds are distributed according to the zip code of the donor. An announcement about a population lecture at UC Merced was read and then distributed around the room.

Construction: Lyle reported that he has found county records showing a 7,500 square foot home once occupied the T street site. This document will reduce the school fees by approximately 75%. Lyle is arranging to have the underground utilities marked before any excavation occurs on the site. Lyle and Dale have assembled a utility pole that will house a weather head and electric meter. Steve Macha has dug a hole for the pole and will set the pole in the hole in the near future. Steve will also begin preparations for getting the pad brought up to the proper elevation for building. Lyle has the fire sprinkler plans completed and will deliver the stress calculations to the building department. PG&E wants a tree which sits under the pole mounted transformer topped or removed. Lyle will have volunteers remove the tree a section at a time. Michelle stated that her landscape company uses a tree man with a good reputation. Lyle feels that the tree is small enough that volunteers can safely remove it.

Family Services: No Report

Fundraising: No Report

Church Relations: Jan reported that the Woodmill building is too costly and that the owners aren't interested in donating part of the rent or renting part of the building. Jan stated that the old Don Jean building on 16th St. would be ideal but the rent is \$2,500 a month and might be reduced to \$2,000 still too costly for us. There is a possibility that St Paul's Lutheran may have an office and conference room. Someone else is interested. One drawback would be that because it is in a building used by a preschool the office would only be accessible in the evening and on weekends. Jan reported that she will not be here for the Christmas Parade the group decided not to enter the parade this year. Jan will need help with the Courthouse Christmas tree decorating on the Saturday after Thanksgiving from 1 to 4 pm. Jan reported that she has developed materials for an Apostles Build and will accept questions from local churches through February. Jan is willing to go to churches and speak with anyone who is interested.

Volunteers: Jan reported that we have new volunteers ready to work when we have tasks for them. Many volunteers helped with various projects this year and we can expect more of the same next year.

Nomination Committee: No Report

Annual Dinner Review:

Jan explained the saga of the moldy pumpkins which necessitated the purchase of new pumpkins for dinner table decorations. Everyone reported enjoying the guest speaker. Michelle will write a nice thank you note to the speaker. Jan and Michelle explained that the hall we use usually rents for upwards of \$500 for a minimum of four hours. We get a substantial gift from the Central Presbyterian Church every year.

Annual Planning Meeting: Sat. January 14 from noon – 5 p.m. at St. Paul Lutheran Church library. Topics will include but not be limited to:

- Calendar

- Office Space quest

- Financial update and planning

- Income and Expense ratios and budgetary priorities

- Restore requirements and planning to meet them

Christmas tree at Courthouse: Jan will have materials at Courthouse the Saturday after Thanksgiving around 1:00 pm and would encourage volunteers to help decorate.

United Way Holiday Gathering: Will be December 1 from 5 to 7 pm at a place to be determined. This “Bash” is a great place to experience the wonderful things nonprofits and volunteers are doing in our community. Michelle or George will forward e-mails concerning this event as they receive them. Patti stated that if past events are indicative of future ones this event is well worth attending.

Fun December Meeting: Donna stated that it might be fun having our December meeting along with a potluck meal. Patti volunteered to allow us into her home for the meeting and holiday get together. Each of us will bring finger food to the meeting at 1929 Sierra Court in Merced.

It was offered that the Holiday season is a good time to receive donations. The group appointed George to compose a rough draft of a donation appeal using the following points what we are doing, recently completed home, two new families, new home to be started the possibility of an Apostles Build. The rough draft will be sent to the rest of the board for revision. Donna will review the grammar and a final draft will be e-mailed to the board for preapproval before mailing. Michelle will contact Allied West Printing about printing business sized envelopes with color return addresses. These envelopes will be used for general mailing and to mail our Holiday donation appeal. We will send the final approved letters in the printed envelopes with printed return addresses to the names on our mailing list before Thanksgiving.

Patti moved to adjourn, Donna seconded the motion.

The meeting adjourned at 7:53 p.m.

Submitted by George Gallaher for Anne-Marie Bandoni