

**Habitat for Humanity of Merced County, Inc.**  
**Annual Planning Meeting Saturday January 22, 2011**  
**St. Paul's Lutheran Church, Merced, CA**

Meeting called to order at 8:07 by Michelle Paloutzian Affiliate President.

Board Members Present : Janice Sorge, Fred Pillsbury, Michelle Paloutzian, Lyle Allen, Donna Hall, George Gallaher, Patti Houbein, Pete Delacruz

Michelle started the meeting by outlining topics to be covered and asking for consensus on the order of discussion and for addition or deletion of topics. The group agreed to keep the discussion focused in the order presented.

First topic: Newsletter

George stated that He would be willing to set up the newsletter in a form that would be acceptable to the board. He wondered if making the newsletter electronic would cause a drop in contributions because return envelopes are included with the mailed printed version and this option would be different when the newsletter is E-mailed to supporters. The possibility of including a link to a webpage containing our mailing address which includes a copy of the information included on the envelope was discussed. Discussion about finding a method to have people automatically pay through deductions from bank accounts was discussed. Jan stated that a project she worked on tried accepting credit cards and the work and expense increased as the contributions increased in number. Patti will investigate the feasibility of opening a bank account for the sole purpose of accepting contributions. This account would be emptied on a regular basis and if the account number ended up in the wrong hands a minimum amount of money would be lost. The group discussed the idea that many organizations seem to have the capability of receiving funds this way and our group should also be able to take advantage of this method of fund raising.

George will include a blurb in the next newsletter asking recipients to forward their E-mail address if they wish to receive an electronic copy instead of or as well as the print copy of the newsletter. We will mail the printed copy for the foreseeable future to ensure that we reach those supporters who are more comfortable with the paper version. George will also set up a web page with a printable version of the information contained on the return envelope for inclusion with donations from supporters receiving the electronic version.

Michelle stated that the organization needs to produce a quarterly newsletter. George stated that he wasn't sure he could come up with enough quality material for that many issues. Jan suggested that a volunteer committee be established to help with the writing and layout of the newsletter. The group agreed to try this idea.

Topics or regular articles to be considered include:

Affiliate wish lists (materials, funds, volunteers, tools, etc.)

Volunteer positions in need of qualified volunteers

A "Back in History" section or Affiliate 5 years ago column, etc.

Prayer requests

Profiles of: Homeowners, Board Members, outstanding volunteers

Cars for Homes

Contributions

National and International Habitat for Humanity news

Construction Report

Church Relations

Link to Lyle's daughter's Blog

The group decided that the newsletter should be ready for mailing by mid February, May, August and November of every year. Michelle will forward Conception Madrid's phone number and E-mail address to George so he can interview her and her family and take photos for the next edition of the newsletter which needs to be mailed well before the dedication. Michelle asked George to have the newsletter ready for mailing before February 15<sup>th</sup>.

Second topic: Upcoming home dedication

Lyle stated that he is planning of having the home completed by the latter part of March. We have passed inspections on electrical and plumbing, and with a few modifications, are ready for the insulation and gypsum board. Lyle stated that the insulation and sheetrock go fairly fast, but later on things become "gated" as we have to schedule subcontractors, who are sometimes dependent upon other subcontractors completing their part first.

Pete will ask Conception about her preferences for a Priest or Pastor to participate in the ceremony. He will get back to Michelle as to the version of bible to order for the dedication.

People to specifically invite:

Mayor and City Council

Redevelopment Agency officials

County Board of Supervisors

State Senator and Assembly member

Federal Senator and House of Representative Member

Officials from neighboring HFH Affiliates

Neighbors to new partner family

Large contributors

Lyle stated that he would like to speak to honor volunteers, etc.

Lyle stated that the wording on the stone in remembrance to Barbara Allen needs some revising.

Lyle will investigate polishing the back of the stone and having it re-engraved with more meaningful text.

We will provide refreshments in the form of a sheet cake with appropriate wording and punch. Michelle will bring the canopy and signs. Jan will try to find volunteers to be in charge of the food-beverage, utensils and tableware.

We will ask Conception if she is willing to allow people to tour her home. Fred suggested putting brown paper down to keep her floors from getting dirty. Patti suggested that, if she wished, Conception could make some rooms "off limits" to visitors.

We will work to get the title transfer on this home done in a timely manner. Jan suggested that a volunteer be found to help with the legal paperwork involved in property transfer transactions. Michelle suggested making a job description for this volunteer position.

Michelle will make the program and invitations. George will make sure the local media is informed of the dedication.

Third topic: Conflict of Interest Policy

Donna Moved and Jan seconded adopting the Conflict of Interest Policy. The policy was reviewed by the members present and the group moved to adopt the policy. This policy will be added to the Affiliate's policy and should be placed in each board member's board binder.

On a different matter: Donna stated that her church group will work on cleaning up our two lots to help with compliance with city weed abatement requirements. She will coordinate with Lyle in this effort.

Fourth topic: Calendar

Michelle stated that the calendar should appear on our website in a form similar to the one used by the Castle Air Museum on their website. George will view that site and make a calendar or list of events similar in appearance.

The following items should appear on the website calendar:

Feb. 5 Family Selection Committee Meeting 10:00 to Noon St. Paul's Lutheran Church, Merced

Feb. 8 Board Meeting

Feb. 15 Newsletter

March 8 Board Meeting

March 15 Sofa Spud campaign mailing

March 30 Family Selection Boys and Girls Club, Merced (Tentative date and place)

April 12 Board Meeting

May 10 Board Meeting

May 15 Newsletter

June 14 Board Meeting

July 12 Board Meeting

August 9 Board Meeting

August 15 Newsletter

September 13 Board Meeting

October 11 Board Meeting

October World Habitat for Humanity Day

October 29 Annual Dinner Meeting

November 8 Board Meeting

November 15 Newsletter

December 13 Board Meeting

More items will be added to the calendar as needed and scheduled.

Fourth topic: Treasurer's Report

Jan Moved and Fred seconded to accept the Treasurer's Report. Motion Carried

Patti spoke about the sustainability of the finances of the organization. We probably have enough funds for the current and next two houses but, if we don't increase contributions or fund raising we may need to wait to build another. We need to find creative ways of raising money. The group discussed the idea of having people pledge a monthly amount for a specified time.

Brain storming various topics

#### Volunteers

We have needs for volunteers with specific skills such as construction, publicity, family partnering, etc. One idea presented for consideration is to run Newspaper advertisements asking for qualified volunteers for specific positions. The organization has unfilled board seats and committed positions. There seems to be many willing volunteers, the problem seems to lie in fitting volunteers to particular jobs. We need to have job descriptions and an outline of tasks to be accomplished.

It was suggested that we can communicate with volunteers serving on committees by having committee meetings following each board meeting. Board meetings will be held from 6:30 to 7:30 and committee meetings will be held from 7:30 to 8:30. Jan stated that there is room to be found at St Paul's to hold these meetings. We could start with Family Selection, Fund Raising, Newsletter and Publicity Committees. We need to change the web page, face book page and newsletters and any other publications to ensure they reflect the new board meeting time.

#### Fundraising

Some ideas for more aggressive fundraising include apostle's builds, encouraging groups like the Lions and Kiwanis to sponsor a home or rooms within a home. Institute a pledge card program with return envelopes mailed to persons or groups who pledge to contribute. We can ask volunteer groups to volunteer to hold a car wash or yard sale and try to involve as many segments of the community as possible.

#### Office Storage/Warehouse

It appears that the board will no longer consider the Food bank offer of an office. The location is dark at night and too isolated for evening meetings. Michelle will approach the Redevelopment Agency to see if they have a reasonably priced office which includes some storage space. Patti suggested that we could maybe look for a good location and get contributors to pledge to pay a month's rent or a half month's rent. Twelve or twenty four such contributors would greatly help defray the cost of renting an office and or storage space. Pete suggested that we investigate getting a grant to pay for the purchase or rent of such facilities. He has experience with groups and individuals who have received grants for similar purposes.

Meeting adjourned by Michelle at 10:45 A.M.

Respectfully Submitted by

George Gallaher

For Genny Mesa, Secretary