

**Habitat for Humanity of Merced County
Minutes of March 8, 2011 Meeting #206
St. Paul's Lutheran Church**

President: Michelle Paloutzian, present
Secretary,
Administrative Chair, Donna Hall, excused
Public Information Chair: George Gallaher
Site Selection Chair: Jim Tolladay, present
Construction Chair: Lyle Allen, present
Member at Large: Hilda Miranda, absent

Vice President: George Gallaher, present
Treasurer/Finance Chair: Patti Houbein, present
Church Relations Chair: Jan Sorge, excused
Family Selection/Partnership:
Member at Large: Pete Delacruz, present
Member at Large: Fred Pillsbury, present

The meeting was called to order by Michelle Paloutzian at 6:39.

Devotions: No Devotions

Minutes: Minutes for February will be approved in April

Treasurer's Report: Patti reported that the account for project 1 has been closed and the balance transferred into the checking account. An account will be opened for the Madrid home in the near future. Patti distributed the treasurer's report and it was decided to wait for a quorum at the next meeting before approving the report. Patti also reported that she has contacted Kathy Upson who is happy with the decision to postpone the missing payment until the end of her mortgage obligation. Lyle reported that Kathy had come by the job site to say hello to everyone there. Patti noted that she has noted on her calendar the times to compute and pay the affiliate's tithe.

Administration: A document showing tithe contributions for the last few years was distributed. Patti will take custody of the document.

Public Information: George shared that the current newsletter is ready awaiting the date of the home dedication. Michelle stated that it would be better to send the newsletter now in order to get donations and that a separate invitation can be mailed for the dedication ceremony. George asked Patti the cost of half the printing for the last newsletter. Patti will get the information to George. The group agreed that if the cost of printing the newsletter at Allied West is more than the cost of copying at the Atwater UPS store then the newsletter should be processed at the UPS store. George stated that he would contact Mr. Sanford and arrange to meet with Peggy Perking and Allied West Printing.

Construction: Lyle reported that the gas line has a yellow tag and that the electrical power is connected and running. Lyle has set the alarm to run on the new power system. The driveway was poured today and looks really good. The cabinets will be here the 22nd. The dishwasher costs \$308.00 and we will be billed for that amount. The stove and refrigerator have been delivered. Taping is done except for a few minor adjustments and the walls are ready for texturing. Interior painting should begin after that.

Site Selection: Jim stated that the plans for the next project are currently being evaluated by the engineering department. He is confident that any changes made will make the city approval process faster than last time. Jim will work with the city to ensure that the plans are approved. Jim and Lyle have looked at several properties for a rehabilitation project. Most are unsuitable. One looks promising but has an existing offer. Jim said it would be better to see how that works out rather than get into a bidding war. A realtor is helping them find suitable properties to consider. Lyle and Jim feel that if a property can be purchased for \$45,000.00 and have \$15,000.00 worth of upgrades then the property can be sold to a partner family for around \$60,000.00. Patti asked if we are planning to borrow to buy the property. Lyle explained that if we spend \$60,000.00 to build a home or spend \$45,000.00 plus \$15,000.00 on upgrades. The cost is the same and a partner family can be in a home in a shorter amount of time. This would put less stress on our volunteers and would start a \$500.00 (approx.) monthly mortgage payment in our revenue stream sooner than if we build a new home. George asked if there would be a cost for title insurance and reconveyance fees. Lyle thought if there were they would be a small percentage of the cost and would be much less than the price of a building permit for a new structure. Jim stated he would confer with the realtor about the possibility of these costs.

Family Services: Michelle reported and Pete concurred that meetings are going well. Michelle has developed a flyer with current median income figures. These numbers have been transferred to the Family Selection Slideshow. A tentative date of April 30 has been selected and upon confirmation of the availability of the Boys & Girls Club may become the final date.

Fund Raising: No report.

Church Relations: No report.

Volunteers: No report.

Merco Bicycle Classic:

Michelle and Brian spent Saturday working in our booth at the bike race. Michelle got many names and spoke with people who had previously signed up and had not yet volunteered.

Board Commitment Form:

Michelle asked board members to compare the Board Commitment Form submitted by Jan to the Board Expectations sheet and our by-laws to see if we could combine the two documents ensuring that they conform to our bylaws. We will submit our ideas to Michelle and revisit this item at our next meeting. Michelle stated that we should consider developing a job application for prospective board members. Michelle will work on this concept and get back to the board at a future meeting.

Covenant &QA Checklist:

Michelle read the covenant that all board members need to read and sign annually. Michelle stated that the questions were answered the same this year as last year. She stated that anyone is welcome to look over the questions and answers and that she will E-mail them to the board.

Jim Tolladay stated that he can perform the duties and services that he donates to Habitat for Humanity of Merced County without being a member of the board. He stated that he would continue to do all that he has done in the past but will no longer be a member of the board. Michelle regrettably accepted Jim's resignation from the Habitat for Humanity of Merced County Board.

Secretary:

Michelle noted that the affiliate is in need of a secretary with the resignation of our former secretary. We will ask around and see if someone is willing to become secretary.

Devotions Schedule:

April – Michelle May – Patti June – Fred July – Lyle August – Pete
September – George

Home Dedication date:

This item tabled until the next meeting.

Annual Dinner Date: Michelle asked if anyone has confirmed October 29, 2011 with the Hoffmeister Center. Michelle will check with Jan when she returns.

Lyle moved and Fred seconded to adjourn the meeting. Motion Carried
The meeting adjourned at 7:36 p.m.

Respectfully submitted by George Gallaher acting secretary