

Habitat for Humanity of Merced County
Minutes of April 12, 2011 Meeting #207
St. Paul's Lutheran Church

President: Michelle Paloutzian, present
Secretary,
Administrative Chair, Donna Hall, excused
Public Information Chair: George Gallaher
Member at Large: Pete Delacruz, present
Member at Large: Fred Pillsbury, present

Vice President: George Gallaher, present
Treasurer/Finance Chair: Patti Houbein, present
Church Relations Chair: Jan Sorge, present
Family Selection/Partnership:
Construction Chair: Lyle Allen, present
Member at Large: Hilda Miranda, absent

The meeting was called to order by Michelle Paloutzian at 6:32.

Patti introduced a guest for the evening Anne-Marie Bandoni
Donna Hall is excused due to work related issues.

Devotions: "*Polite Welcome or Demonstrative Love*" Michelle read a devotion about a Pharisee who was polite to Jesus for reasons other than mere politeness. She then contrasted a lady who washed Jesus' feet with her hair and stated that the lady openly demonstrated love. We should all strive to be less merely polite and more openly loving.

Minutes: Motion by Fred which was seconded by Lyle to accept the minutes for February and March were approved with no changes. Motion passed.

Treasurer's Report: Patti reported that past income tax returns will need to be adjusted and resubmitted because of a misunderstanding about the nature of income from the sale of a house. Patti has been in touch with the State Board of Equalization and the help desk Habitat International. She will correct the oversight. All of our legal documents have been placed in the safety deposit box. Patti is still trying to contact the Rosas family about making direct deposits into their mortgage account. The Monterroza family has agreed to use deposit slips to complete their monthly mortgage obligation. An account is opened for project twelve and payments can be made via direct deposit as soon as the family takes possession of the home.

Donna Hall has agreed to move the Habitat for Humanity phone and answering machine to her home. Patti and Bill Sanford will meet at the Atwater United Methodist Church in the near future to familiarize themselves with insurance policies and other documents stored at that location.

Administration: It was brought up that we will soon need to reorder envelopes and now might be the time to make a decision concerning the location of our Post Office box. The group decided to wait to change our address until we get an office. If Bill Sanford tires of fetching the mail and completing the dollar memos, George can work with him to transfer the responsibilities. One of the cars represented on the latest cars for home check was from Los Banos. A discussion about asking Los Banos to set up their own cars for home account was concluded with the notion that this is the responsibility of the Los Banos affiliate and the donor may have wanted the funds going to our affiliate.

Patti will supply by E-mail an invoice in an amount greater than \$1,000.00 dated after the receipt of the donation from Merced Foundation as proof that the donated funds were spent on building materials.

Public Information: The newsletter is with the printer and will be mailed soon after the printing process is completed. The board expressed the view that it might be prudent to pay the UPS store to print the newsletter. This subject will be discussed in detail at a further date.

Construction: Lyle reported that the interior is mostly painted. The outside finish still needs to be started. Counter tops will be installed this Thursday. We are still waiting for PG&E to connect the gas line. The carpet man will be submitting a bid on FHA approved carpet and linoleum. Conception will be able to choose colors from the floor coverings within the bid's price range. The installer will let us know if donated linoleum can be used in the kitchen. The bathroom vanities will be set Thursday. We'll wait until after the flooring is down to set the toilets. Lyle stated that we are just a couple weeks away from being done. The connection of the gas line seems to be the biggest uncertainty in the process.

Site Selection: Plans are being upgraded for the next home. Door sizes are being revised as well as some windows being placed differently from the original plans. Jim is checking on homes to rehab. It is hard to find homes that are structurally sound within our price range. Lyle stated that the type of home he is looking for needs a sound structure. Holes in walls and kitchen remodeling are not necessarily deterrents to our goal. George asked about Lead paint and asbestos. Lyle stated that this might play a minor role in the process, but a sound frame and solid foundation are more important.

Family Services: We will have a Family Selection orientation on April 30 at the Boys and Girls Club in Merced. Kathleen will review and revise the Spanish version of the slideshow. Jan will find volunteers to provide coffee, lemonade and cookies.

Fund Raising: No report.

Church Relations: Jan will send flyers about the family selection orientation to churches. Jan stated that many churches seem hard to contact. Many have only an answering machine.

Volunteers: Jan has updated the list to exclude volunteers who signed up long ago or have moved away.

Board Commitment/ Expectations/bylaws

Michelle read the two documents and the board agreed to have parts combined and parts deleted. Jan will type a new combined form to be approved and signed at the next meeting.

Covenant and Quality Assurance Checklist

Board members agreed that the Covenant as read at the last meeting was what we will follow to the best of our abilities. We also agreed to the Quality Assurance Checklist as completed and shared by Michelle. It was moved by Fred and seconded by Lyle to accept the currently completed Quality Assurance Checklist and have it submitted to Habitat for Humanity International by Michelle. The motion passed.

Board Meeting Start time

The board agreed to leave the start time at 6:30 P.M.

Newsletter

George will send a link to Michelle to be placed on our Face Book page to the form that allows people to subscribe to the electronic form of our newsletter. George stated that the electronic newsletter looks less attractive than the PDF version on our webpage. He will learn how to make the e-mail version better. The monthly cost for the subscription service is \$2.79 which George will pay until the newsletter is more acceptable and many individuals have an active subscription.

Secretary:

Anne-Marie Bandoni is considering becoming our secretary. She will give us a definite answer at the May meeting.

Home Dedication date:

The dedication date for Project 12 is May 14th at 10:00. We will serve finger food, punch and coffee. Lyle will contact Brenda Hughes and ask her to take care of refreshments for the event. Michelle stated that the free engraved Bibles are no longer available from Habitat. Michelle will purchase a Bible at the Christian book store and have it suitably engraved. Pete will contact Concepción Madrid and ask her to contact her pastor about attending the dedication. We will include a printed sheet with details of the dedication in the current newsletter. Michelle will develop flyers and each board member will distribute them to people they wish to invite. Michelle will also develop a program for the ceremony.

Annual Dinner Date: Jan has confirmed the date for the annual dinner. Michelle will supply her with the information to go on line and get an insurance certificate for the event.

Pete moved and Fred seconded to adjourn the meeting. Motion Carried
The meeting adjourned at 8:10 p.m.

Respectfully submitted by George Gallaher acting secretary