

Habitat for Humanity of Merced County
Minutes of May10, 2011 Meeting #208
St. Paul's Lutheran Church

President: Michelle Paloutzian, present
Secretary: Ann-Marie Bandoni, present
Administrative Chair, Donna Hall, present
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 6:35.

Guest: Harshdeep Dhillon a student from UC Merced who is interested in volunteering.

Devotions: “*Theology of the Hammer*” Patti shared a devotion about the House of Abraham where volunteers of the Jewish, Muslim and Christian faith come together to build homes. The process of building and the product of the home are combined to enhance the spirit of community among people of faith with differing backgrounds.

Minutes: Motion by Fred which was seconded by Pete to accept the minutes for April with no changes. Motion passed.

Treasurer’s Report: Patti reported that all current partner families are making direct deposit mortgage payments and that the current build will begin with direct deposits. Patti distributed treasurer’s reports which Jan moved and Lyle seconded to accept. Motion carried

Administration: Progress is underway to move the affiliate’s telephone to the home of Donna Hall.

Public Information: Bill Sanford has agreed to help with the publicity for the home dedication with the County Times. Jan wants to use his news release as a basis for an article for the Merced Sun-Star. The Merced newspaper stated that a reporter is not available for the dedication but that they will accept a photo and article about the event. We will begin gathering articles and items for the next newsletter. Michelle will forward an article about Habitat for Humanity being number 8 of the top 100 builders. George was directed to purchase 2,000 remittance envelopes. The fund raising campaign titled “sofa spud” will be conducted in the fall so as to coincide with football season and people sitting of sofas watching sporting events.

Construction: Lyle reported that the gas is connected and the heating/air conditioning unit is completed and tested. Trenching is underway for the irrigation system. Landscaping is next. The garage is cleaned and rugs have been placed on the floors to keep the house clean. Michelle will help with the placement of plants. Lyle is going to speak with the building inspector to see how much landscaping needs completing before a certificate of occupancy can be issued.

Site Selection: Plans are being upgraded for the next home. The garage door is going to be widened from 8' to 9'. Lyle is considering asking Larry Sorge to share some of the construction supervision duties. The construction crew needs a rest and this may result in a slight delay before obtaining the building permit for the next home.

Family Services: Michelle reported on a good turnout for the family selection orientation. Twenty applications were given to perspective partner families. The applications are due June sixth. The family selection committee will meet June 13th. George is to coordinate with Bill Sanford to make sure all applications are in the hands of the committee on their meeting date.

Fund Raising: No report.

Church Relations: Jan has made a flyer for the dedication that has the garage door closed. This looks better than the previous flyer. The flyer should be posted on church bulletin boards.

Volunteers: Jan reported that many volunteers made cookies for the family selection orientation. Harshdeep Dhillon stated that he is willing to coordinate volunteers from the university. Jan has volunteers lined up to help with the dedication.

Board Commitment/ Expectations/bylaws

We will approve the board commitment document that Jan prepared at our next meeting. Board members are to print a copy to bring to the meeting.

Secretary:

George moved and Fred seconded nominating and approving Anne-Marie Bandoni as our secretary. Motion carried.

Home Dedication Program:

Michelle will be a few minutes late to the ceremony because of work related responsibilities. Lyle will start the ceremony following a program similar to the previous dedication. We will ask Bill Sanford to give a closing prayer. Other members of the board have been assigned specific duties for the dedication ceremony.

Office Staff Proposal:

Michelle stated that if we had an office and someone working in that office we could have Ameri-Corps workers. Michelle is willing to work 8 hours per week. Michelle stated that the board needs to determine her compensation and job description. It was suggested that she consider working as an independent contractor. This is a way to compensate people for contracted services without becoming an employer and incurring the liabilities and reporting responsibilities usually associated with having employees.

Items needed to furnish a beginning office:

telephone desk chair computer printer/fax/copier filing cabinets
floor mat for desk electricity internet connection paper printing ink
office supplies

Jan has contacted a local realtor about finding a suitable, affordable office with an adjoining warehouse or storage room. Michelle has asked the board to ponder this proposal and come up with a job description and compensation plan.

Donna will use plastic bags to store the materials taken from the lots when a group from her church cleans the lots. We will then take the bags to the dump or otherwise dispose them in a suitable manner.

Jan reported that the Presbyterian Church expects a donation of \$100 for use of their facility for the annual dinner. It is possible that we did not pay them last year. Jan made a motion to investigate the payment for last year and if it isn't paid to pay \$100 for last year, pay \$100 this year and also pay \$100 to the Boys and Girls club for the recent use of their building. Lyle seconded. Motion carried.

Jan moved and Lyle seconded to adjourn the meeting. Motion Carried
The meeting adjourned at 7:50 p.m.

Respectfully submitted by George Gallaher acting secretary