

HABITAT FOR HUMANITY OF MERCED COUNTY
ANNUAL PLANNING MEETING
JANUARY 14, 2012

GOALS FOR YEAR 2012

1. Improve Awareness in Community
 - a. Public Relations Chair
 - i. Job Description
 - b. Prepare directory of local events Habitat could engage in
 - c. Know local history and network with other organizations
 - d. Newspaper coverage
 - e. Newsletter
 - i. George to include Praises and Prayers in Newsletter
2. Financial Review
 - a. Balance Sheet as of December 31, 2011
 - i. \$132,300 Total Checking/Savings
 - ii. \$303,522 Total Current Assets
 - iii. \$191,597 Total Other Assets
 - iv. **496,005 Total Assets**
 - v. 495,999 Total Equity
 - vi. **496,005 Total Liabilities & Equity**
 - vii. Patti to check on interest earned on Building Project Bond (CD), and Lyle will inquire who signs off on CD at time of project completion.
 - b. Profit & Loss (July through December 2011)
 - i. \$4,443.05 Total Income
 - ii. \$4,386.31 Total Expenses
 - iii. \$56.74 Net Income
 - iv. \$432.93 International Tithe Expense to Nicaragua
 - c. Income Comparison
 - i. Patti noted it takes about two years for Habitat to earn enough income to build a house
 - ii. Most of our income comes from individual donations
 - iii. Habitat can apply to the United Way now that we have started a new housing project
3. Fundraising
 - a. Compile a list of past and future fundraising events -- Lyle
 - b. Two or three garage sales per year -- Sherry to coordinate
 - c. Acknowledge all donations received with a letter of appreciation -- Anne-Marie to assume responsibility
4. Volunteers
 - a. Evaluate and update database to track names and volunteer hours
 - i. Consider Volunteer of the Year Award
 - b. Review application and waiver for volunteers
 - i. All volunteers must sign a waiver when working on construction sites

- c. Compile list of opportunities for volunteers to work on committees, outreach activities, and construction sites
 - d. Jennifer volunteered as Committee Chair
5. Board Development
- a. Access www.my.habitat.org for frequently asked questions and answers
 - b. Members to participate in Habitat seminars/training
 - c. Assign sections of material in binder for review at future board meetings and keep binders updated
 - i. Michelle to prepare binders for new board members
 - d. Individual responsibilities and accountability of assignments
 - i. Once a year assess ourselves individually and collectively as a board
 - e. Effort to make the Board more diversified
 - f. Commitment from members for annual donation
 - i. Can make electronic payments
 - g. George presented revised list of current board members
 - h. Compile roster of Advisory Board members with area of expertise: Jenny Meza, Bill Sanford, Don Spiva
 - i. Prospective Advisory Board members: Sean McLeod, attorney, and Sandra Mooneyham retired Deputy Director of Child Support Services
 - ii. Contact should always be made through a board member first
 - iii. Publish names of Advisory Board in future newsletters
 - i. Know strengths and weaknesses
6. Build Committees
- a. Fully staffed committees that can support board members
 - b. Lyle contacting an individual to replace him
7. Develop Defined Application Process for Family Selections
- a. Form committee
8. Plans for Office Space/Warehouse/Restore
- a. Find central location for office space and warehouse for about \$300.00 per month
 - i. Lyle to check on two prospective locations for office space: building at 27th and Martin Luther King and one on Wardrobe.
9. Develop Church Relations
- a. Revise list of churches and send letters to at least 20 noting future plans for both an interfaith build and women's build

2012 CALENDAR

February 14, 2012	Board Meeting
March 13, 2012	Board Meeting
April 10, 2012	Board Meeting
April 28, 2012	We Love Merced
May 8, 2012	Board Meeting
June 12, 2012	Board Meeting
July 10, 2012	Board Meeting
August 14, 2012	Board Meeting
September 11, 2012	Board Meeting
September 27, 2012	UC Merced

