

Habitat for Humanity of Merced County Board Meeting Minutes

January 08, 2013

Meeting Location: St. Paul Lutheran Church library

Meeting # 228

President (Family Selection/Partnership): Michelle Paluoutzian,	present
Vice President (Church Relations Chair): Jan Sorge,	present
Secretary (Public Relations Chair): George Gallaher,	present
Treasurer (Finance Chair): Patti Houbein,	present
Construction Chair: Lyle Allen,	present
Family Selection/Partnership Co-Chair: Sherry Boyer,	excused
Family Selection/Partnership Co-Chair: Nellie Venegas,	present
Volunteer Chair: Jenny Adamson,	present
Member at Large: Pete Delacruz,	excused
Member at Large: Fred Pillsbury,	present
Intern: Stephanie Miller,	present
Guest: Faust Gorham,	present

6:32 p.m. Call to order Michelle Paloutzian, President

Devotion: Michelle Paloutzian

Communication: I communicate with others as I do things calmly and rationally. I listen well which causes me to be more relaxed and receptive to hearing God through others.

Excused absences: Sherry and Pete.

December minutes: read and accepted. Nellie moved. Lyle seconded. Motion carried.

Financial Report: Treasurer Patti Houbein stated that one partner family is still somewhat behind in payments but is making payments in as regular manner. Jan will investigate insurance renewal procedures and report back to the board. Patti will check on volunteer coverage for Stephanie for insertion into the new volunteer handbook. Patti received the bank statements too late for a report but stated all bills are paid.

Administration: No report

Public Information: George reported that the January contribution appeal letter and flyer for the Tri-Tip sale have been delivered to the U.P.S. store in Atwater to be mailed. He also reported changing the homepage of our website to reflect our new officers and committee co-chair. A note from Lori Phillips was read and Patti agreed to send a response. George shared the rules for accepting a \$1,500 grant from PG&E. An idea about changing our donation acknowledgements was presented to the board. A comparison of our three cards for regular donations, a donation in memory of and a donation in honor of was compared to an acknowledgement from Doctors without Borders for in honor of someone. The group decided to wait until supplies of the current acknowledgement forms run out and then devise a more modern version of the three acknowledgements. George and Patti agreed on a method for collecting funds from the Tri-Tip sale and the upcoming yard sale. George will collect the funds at the end of the events, fill in a "Dollar Memo" and deliver the funds and memo to Patti.

Construction: Lyle reported that the roof is on the house. Mennonite men from Hilmar put the roof on in two hours. Three roofing companies and eleven individuals were on hand to complete the work. John Jantz brought donated cinnamon rolls from Jantz bakery in Atwater. Patti will write a thank you to Jantz bakery for the donated baked goods. Lyle provided coffee and soft drinks for the group. Lyle said there are a couple of items to be fixed in order to get a re-inspection of the rough electrical and rough plumbing. Lyle is confident a green electrical and yellow gas tag will be affixed to the house and those utilities can be connected. The next step is to complete the insulation and then begin nailing gypsum board to the interior walls.

Family Services: no report

Church Relations: Jan stated that Pete Delacruz is in the hospital with breathing problems and pneumonia. Pete will be released from the hospital soon. Jan will distribute a get well card at the end of the meeting for the board to sign. Jan will deliver the card to Pete. One of the men who we planned on cooking the Tri-Tip roasts is also in the hospital. Jan and Patti will look into finding someone to cook the meat for us. Jan passed out a sign-up sheet for work at the event. She is also checking with retail outlets to find the best price for the roasts.

Volunteers: Jennifer and Stephanie have completed documents and PowerPoint® presentations for the upcoming volunteer symposium. They asked the group for input on parts that needed more information or clarification. They were approved to finish the details on the handbook and other documents and then have them published at Staples using an organization credit card. Lyle and Jennifer will work on getting the current waiver form combined with an emergency contact form that will be kept at each worksite. Jan will provide coffee and Patti will provide baked goods for the next volunteer orientation meeting. Stephanie was commended on an excellent job of combining material from several sources and coming up with a comprehensive handbook. Jennifer will look on Partnernet.org to find a safety guide to be kept at our worksites.

Other Business

George has delivered the fund raising letters to the mailing facility.

Jan will take care of the details for renewing our insurance policies and the Tri-Tip fundraiser.

Stephanie will finish the complete the final version of the volunteer handbooks and get 50 copies made. She will also deliver the final version by e-mail to the board. George will put the final version on our website.

Jenny will take care of the details of our booth at the Merco Cycling classic.

Michelle introduced our guest Faust Gorham, who is interested in becoming our publicity person. He currently works at U.C. Merced and has an impressive resume. We welcomed him and invited him to consider becoming a member of our board as well as becoming our publicity chair person. He seemed amicable to the idea of becoming part of the board along with adding some new innovations to the way we publicize our organization. The board seemed hopeful for his agreeing to join. His E-mail is efaustian@yahoo.com.

Devotions:

February	Jan	April	Fred
March	Lyle	May	Patti
		June	George

Jenny stated that a friend of hers who works at Ace Hardware is willing to donate tools to our organization. Lyle and Fred will devise a list of hand tools and safety equipment that is needed. Jenny will deliver the list to her friend.

Meeting adjourned: 7:55.
George Gallaher, Secretary

Calendar:

January, 2013

Thursday, January 31 – 6-9 p.m. trim all tri tips at St. Paul’s Church kitchen
8 volunteers needed

February, 2013

Friday, 1 – Tri Tip Fundraiser at Walgreens Parking Lot, Olive & G St.
4 volunteers from 8 a.m.-12 p.m.
6 volunteers from 12-4 p.m.
6 volunteers from 4-6 p.m.

Tuesday, 12 – **6:30 p.m.** board meeting –St. Paul Lutheran Church library, devotion: Jan

March, 2013

Sat. 2 MERCY Cycling Classic (booth) Jennifer

April, 2013

Sat, 6 Yard Sale, St. Paul Lutheran Church
Tue, 9 – **6:30 p.m.** Board Meeting-- St. Paul Lutheran Church, devotion: Fred

May, 2013

Tue, 14– **6:30 p.m.** Board Meeting-- St. Paul Lutheran Church, devotion: Patti

June, 2013

Tues, 11– **6:30 p.m.** Board Meeting-- St. Paul Lutheran Church, devotion: George

Habitat for Humanity of Merced County, Inc.
Board Meeting Sign-in January 08, 2013

1 *Joan Dalkin*

2 FRED BILLSBURY

3 *[Signature]*

4 Nellie Venegas

5 Sunny Adamson

6 Lyle Allen

7 Patti Houkein

8 Jan Sarge

9 Michelle Paloutnik

10 Stephanie Miller

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