

# Habitat for Humanity of Merced County Board Meeting Minutes

February 12, 2013

Meeting Location: St. Paul Lutheran Church library

Meeting # 229

President (Family Selection/Partnership): Michelle Paluoutzian,	present
Vice President (Church Relations Chair): Jan Sorge,	present
Secretary (Public Relations Chair): George Gallaher,	present
Treasurer: Patti Houbein,	present
Construction Chair: Lyle Allen,	present
Family Selection/Partnership Co-Chair: Sherry Boyer,	present
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,	absent

6:34 p.m. Call to order Michelle Paloutzian, President

## **Devotion:** Jan Sorge

“Stone”: Two friends disagreed and one slapped the other. The one who was slapped wrote the facts of the slapping in the sand. Later the one who had been slapped got stuck in the mire and started to drown. The friend saved that person. The person saved from drowning wrote on stone ‘today my best friend saved my life’. The friend who had slapped and saved asked why one message was in the sand and one on stone. The reply was ‘when someone hurts us we should write it down in sand where winds of forgiveness can erase it away. But, when someone does something good for us, we must engrave it in stone where no wind can ever erase it.’ Learn to write your hurts in sand and to carve your benefits in stone.

**Excused absences:** Pete.

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

**Financial Report:** Treasurer Patti Houbein stated that our Post Office box is again due and asked if we want to continue getting mail in Atwater. The board agreed to pay \$60.00 for another year. Patti will cut and mail the check to the Atwater Post Office. All mortgage statements were mailed prior to January 31, 2013 as prescribed by law. Patti will deliver our welfare exemptions for the two lots we currently own. Once the families take possession of the homes and the lots they are built upon the tax exemption no longer applies. Patti has obtained our resale license and will complete a report on sales annually. Aurora has paid the down payment on project thirteen and Patti will start an account with the bank for that project’s mortgage payments. Jan will deposit the \$500.00 in cash to our regular account and Patti will transfer that sum to the Project 13 account once it is established. Aurora is concerned that she can’t complete her hours prior to the completion of her home. We will find other tasks for her to help her complete her hours. Some volunteers are willing to pledge a portion of their hours to her to help cover any deficit in hours she may incur. Patti has a check for our intern Stephanie but does not

have her mailing address. Jan will provide the address to Patti so that Stephanie can get her check before our next monthly meeting.

**Administration:** Jan reports that the quarterly reports are completed and that the Insurance renewal is complete. Jan and Jenny discussed that we have Patti wrongly stated as our Finance Chair. George and Jenny will change various documents to reflect that we are currently looking for someone to chair our finance committee.

**Public Information:** George reported that the newsletter will more than likely be ready by March or April. Michelle will contribute an article for the "President's Corner". Jan will supply a photo from the Tri Tip Sale and Jenny will contribute an article about the volunteer orientations. George stated that we are in the process of asking for a grant from United Way of Merced. He will E-mail a copy of a list of board of Directors for correction before completion. He will meet with Michelle for her signature upon completion of the document. Patti will provide a 990 form and a budget. George will make a presentation if our application makes it beyond the initial screening. We are asking for \$1,500.00 to help defray the cost of title insurance and recording fees for the next lot we purchase.

**Construction:** Lyle reported that natural gas line has been reconnected and the meter will be set in the near future. The crew will fill in the trench for the gas line in the next few weeks. We have passed the insulation inspection and are in the process of hanging sheet rock. Lyle is installing an expensive donated shower and overall progress on the house is excellent. Steve Macha has stored the form lumber at the county yard and will use it for forming the foundation on the 8<sup>th</sup> street lot. Lyle will attach a hose bib to the water meter once Steve and his crew digs out the line. The student crew has been approved by various school officials to work on the site Tuesday and Thursday afternoons. Barbara Ward from Blood Source has some office type cabinets that we can have. Lyle says some would be good for Aurora's garage and we might be able to use some of the rest in an office storage building. Perhaps the rest could be sold at a garage sale. The group brought up the issue of renting an office and storage space. We previously agreed that the affiliate could afford \$300.00 toward rent of a warehouse/office. The board agreed to keep looking for such a place and to investigate the cost of insurance and utilities. Michelle informed Lyle that her boss would be contacting him regarding delivering a sleeve for irrigation system pipes to be placed under the driveway before pouring.

**Family Services:** Calendars are being delivered. We will not deliver a calendar to the residents of a home we refurbished near Mercy Hospital. George will get Mr. Sanford's address to Sherry. Jan took custody of the scrapbooks and agreed that we need to update the scrapbooks to include current homes. The board agreed that George should continue making a memory book to present to each new partner family.

**Fundraising:** The Tri Tip sale was a success. Still have a few roasts to sell. As they are sold, Jan will deposit the funds. All agreed that the profit from the fundraiser was a great

boost to our treasury. Jan was complemented on a job well done. We all know she worked many hours behind the scenes to get this fundraiser up and running.

**Church Relations:** Jan recently sent information about the Tri Tip sale to churches. Fred reported that his church made good use of the information Jan sent.

**Volunteers:** Jenny reported that one individual who attended the volunteer orientation has the same name as a person showing up on Meghan's List. There are several people in the area with the same name and the attendee meets the general physical description of the recorded offender. Michelle is going to use Ancestry software to identify the person on the list and cross reference the date of birth with our potential volunteer. Our current volunteer database will cost \$145.00 per month in the near future. Jenny will probably explore the feasibility of transferring the current data to the Access database that is part of the Office Professional software that Michelle is in the process of purchasing. Jenny needs butcher paper for various functions. Fred has some that he will donate. We will continue to conduct volunteer orientations until the demand for them wanes. Jenny will attend and oversee a booth at the MERCO Cycling Classic Event March 2, 2013. She has supplies for the event and will sell Tee Shirts. Jan will help find the peanut butter and bird seed for the bird feeder building part. The butcher paper donated by Fred will be used to cover tables for children's drawings. Nellie has more crayons if they are needed. The board decided not to participate in the tricycle event.

### **Other Business**

none

Devotions:

April	Fred
March	Lyle
May	Patti
June	George

**Meeting adjourned:** 7:55.  
George Gallaher, Secretary

### **Calendar:**

#### **March, 2013**

**Sat. 2** MERCO 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 February 12, 2013

1 GW Gallatin

2 FRED FILLBURY

3 NEL VENEGAS

4 Sherry Boyer

5 Jennifer Adams

6 Lyle Allen

7 Patti Houlihan

8 Jon Song

9 Michelle Paloutrier

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