

Habitat for Humanity of Merced County Board Meeting Minutes

November 18, 2013

Meeting Location: St. Paul Lutheran Church Outreach Ministries Building Conference Room

Meeting # 238

President (Administration Chair): Michelle Paloutzian,	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 Chair: Nellie Venegas,	excused
Member at Large: Pete Delacruz,	present
Member at Large: Fred Pillsbury,	present
Intern: Stephanie Miller,	absent

6:35 p.m. Call to order Michelle Paloutzian, President. Michelle introduced Katilyn McIntire who is interested in becoming a board member and is currently accepting the position of volunteer chairperson. Katilyn introduced Brittany Oakes who is interested in helping our affiliate.

Devotion: George: A slide show about reflecting on our affiliate's future was presented. Board Members were encouraged to find some time during the holiday season to reflect on their vision of the direction our affiliate should take in the next couple of years.

Excused absences: Nellie Venegas

October minutes: Fred moved to accept the October minutes as read. Lyle seconded. Motion carried.

Financial Report: Patti reported that one of our partners is slightly behind on her mortgage payments. Patti will closely monitor the situation since this partner has fallen behind before and then catches up. Patti distributed the final financial report for the previous accounting period and reported that our taxes were paid from the information in this report. Patti completed the raffle report to the state of California. Patti has received a certified letter for a partner family. George reported that there were two certified letters in the mail and that he'd delivered one to a partner family who reported to him that the letter concerned a plume of toxic substance below their property. Patti will mail the letter to the partner family. Patti reported that she has finally gotten the credit cards situation straightened out. The old cards have been destroyed and new cards are in the possession of the following: Lyle, Dale, Fred, Larry, and Patti. Michelle is considering if she still needs a card and will let Patti know in the near future. Our new president, Jan, stated that she can use the card in Larry's possession if the need arises.

Administration: Michelle reported that she is working on the missing binder pages and that most of the missing material is available on my habitat. Michelle is working on revising our policies to reflect the requirements of the Quality Assurance Checklist.

Michelle will work on the anti money laundering section formerly assigned to Patti. Michelle read aloud the Covenant agreement. There was some discussion on the provision that contributions containing a stipulation that contributed funds be exempt from the ten percent tithe be remembered when computing the tithe sent to Nicaragua. Patti assured the board that this practice has, is and will be adhered to. Jan moved and Fred seconded accepting and signing the Covenant agreement. The agreement was sent around the room for signatures and Michelle directed George to append a copy of the signed agreement to the minutes for this meeting.

Public Information: George asked if anyone had any objection to sending the Christmas appeal letter. Michelle stated that there was an incomplete sentence at the beginning of the letter and the first part of the letter needs revising. George promised to fix the letter and to distribute the corrected letter to the board for approval before mailing it. George reported on the policy for acknowledging contributions from the quality assurance documents is in accordance with the system we have in place. It was asked if a replacement for Mrs. Hamaguchi has been found. George stated that he has a system that allows him to complete the job with a minimum of extra effort. Maps of Merced County were distributed. One shows the San Joaquin River, the other shows zip codes within the county. The Maps seem to indicate that the river is still the logical dividing line between the two affiliates within the county and that the zip codes on file with cars for homes reflect our service area.

Construction: Lyle reported that he has met with Steve Macha and Steve will bring in the fill for the next build in the near future. Steve knows where the mark on the curb is located and will bring the fill up in six inch increments to sixteen inches above that mark. This will place the top of the foundation at two feet above the mark. Jim Tolladay is working with Frank Quintero from the City of Merced to find suitable building lots from the City's real estate inventory. Lyle is waiting for the plans to be completed. Once the plans are completed, several copies will be delivered to the city along with a deposit. Once the plans are approved a building permit will be issued. A temporary power pole is in place at the building site but won't be energized until construction starts to save paying unnecessary stand by fees.

Family Services: No report.

Church Relations: Jan attended the dedication of the Mariposa affiliate's second home. The ceremony was nice. They sang the same song as we sing at our dedications. Three ministers participated in the ceremony. One interesting part of the ceremony was the gathering of all attendees in a circle and passing the keys to the home from person to person until the last person, the homeowner, received the keys and used them to open the door of the home. The home was built in nine months with much of the construction hired out. The cost of the home was \$90,000.00. The building lot was rather steep and the affiliate negotiated with the seller of the lot for a level building pad as a condition for purchasing the lot. Jan noted that many large donations helped pay for the home. Michelle stated that she knows of one of the large donors, the Larry Hillblom Foundation and that, perhaps, we, as an affiliate, might become more aggressive in seeking grants

and large donations. Jan stated that P.G. & E. provided solar panels for the Mariposa Habitat home. Twila Stout has enough paint to paint a whole house. Jan is going to work with her contact at the Save-Mart warehouse to store the paint there until it is needed.

Volunteers: Katilyn told a little of her history and experience with nonprofits. She is especially proud of a Habitat Camp for teens. Jan suggested that we might consider such a camp for local youth. Pete stated that he'd be in favor of embarking on such an endeavor. Katilyn is interested in grant writing and fund raising. Katilyn will serve as our volunteer coordinator.

Other Business

Jan stated that the Christmas tree decorating at the Courthouse will be this coming Saturday at 1:00. The annual dinner went well. No one is sure why only one Kiwin showed up. Michelle suggested that individual invitations be sent to all those on our mailing list prior to next year's event. Jan is going to initiate talks with Mariposa and Los Banos about sharing costs and resources on repair and rehabilitation programs. Jan spoke about a telephone conversation she had with a gentleman from HfH International asking us to apply for a Thrivent Grant this coming year. Jan is willing to undertake this task. Jan moved and Fred seconded a motion giving Jan permission to complete and submit a grant to Thrivent. Motion passed. Next meeting will be at 2842 Wainwright Drive. There will be a potluck so please bring food items.

Meeting adjourned: 8:05 p.m.

George Gallaher, Secretary

Calendar:

December, 2013

16-6:30 p.m. Board meeting—Sorge Residence, devotion: Michelle

Habitat for Humanity of Merced County, Inc.
Board Meeting Sign-in November 18, 2013

1 George J. J. J. J.

2 Michelle Paloutski

3 FRED PILSBURY

4 Patti Houbein

5 Pete Delacruz

6 Jan Boege

7 Lyle Allen

8 Brittany Oakes

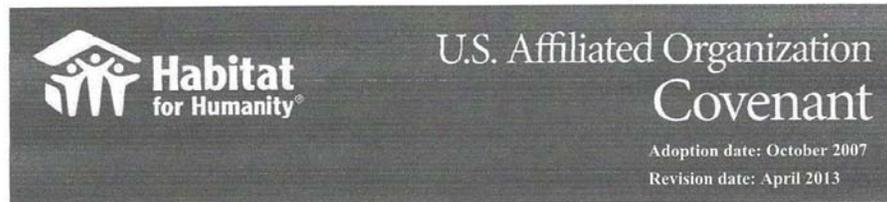
9 Katilyn McIntire

10 _____

11 _____

12 _____

13 _____



Covenant Between Habitat for Humanity International and U.S. Affiliated Organization,

Habitat for Humanity of Merced Co Partner ID *1535-6491* State *CA*

Preface

Habitat for Humanity International and Habitat for Humanity U.S. affiliated organizations work to create decent, affordable housing in partnership with those in need and to make shelter a matter of conscience with people everywhere. This Covenant outlines the relationship between Habitat for Humanity International and its affiliated organizations in the United States.

Mission Vision

A world where everyone has a decent place to live.

Mission Statement

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Mission Principles

- (1) **Demonstrate the love of Jesus Christ.** We undertake our work to demonstrate the love and teachings of Jesus, acting in all ways in accord with the belief that God's love and grace abound for all, and that we must be "hands and feet" of that love and grace in our world. We believe that, through faith, the minuscule can be multiplied to accomplish the magnificent, and that, in faith, respectful relationships can grow among all people.
- (2) **Focus on shelter.** We have chosen, as our means of manifesting God's love, to create opportunities for all people to live in decent, durable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.
- (3) **Advocate for affordable housing.** In response to the prophet Micah's call to do justice, to love mercy and to walk humbly with God, we promote decent, affordable housing for all, and we support the global community's commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.
- (4) **Promote dignity and hope.** We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.

(5) **Support sustainable and transformational development.** We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship of all resources entrusted to us.

In addition, in recognition of and commitment to the global nature of the Habitat for Humanity mission, each U.S. affiliate is expected to contribute (tithe) at least 10 percent of its undesignated cash contributions to Habitat for Humanity's international work.

Agreement to covenant

In recognition of the Mission Principles stated in this Covenant, Habitat for Humanity International and the affiliated organization Habitat for Humanity of Merced County covenant as follows.

Habitat for Humanity International covenants:

- To support the work of Habitat for Humanity affiliated organizations through program development, communication, learning opportunities, advocacy, and protecting and promoting the good name of Habitat for Humanity;
- To coordinate global fund-raising efforts;
- To create a global movement around the need for decent and affordable housing;
- To administer tithe funds contributed by affiliates in support of the efforts of Habitat for Humanity national organizations and affiliates.

The affiliated organization Habitat for Humanity of Merced County covenants:

- To support the work of Habitat for Humanity affiliated organizations through program development, communication, learning opportunities, advocacy, and protecting and promoting the good name of Habitat for Humanity;
- To comply with the minimum operational standards contained in an annual certification process;
- To conduct its operations within its defined service area;
- To tithe for Habitat for Humanity's housing work outside the United States;
- To reject any support that is conditioned on deviating from the Mission Principles outlined earlier or other approved policies and practices;
- To conduct its operations in a manner that protects and promotes the good name of Habitat for Humanity and contributes to the growth of the Habitat for Humanity movement and is in the best interests of other affiliates and of Habitat for Humanity International including, but not limited to, actions that are specified in this covenant and in Habitat for Humanity policies.

This Covenant is valid upon approval by the affiliate board of directors and a designated representative of Habitat for Humanity International.

Habitat for Humanity International:

By: _____ Date _____
(name, title)

(affiliated organization)

By: Michelle Paloufzian, President Date 18 Nov 2013
(name, title)

I certify that the Covenant between Habitat for Humanity International and Habitat for Humanity of Merced County
(affiliated organization)

was approved by the board of directors at a meeting held on 18, Nov, 2013 George W. Baller
(date) (Secretary of the board of directors)

Members of the board of directors:

<u>Michelle Paloufzian</u>	_____
<u>Frank T. Pillsbury</u>	_____
<u>Patricia Houk</u>	_____
<u>Pete Delacroy</u>	_____
<u>Janice Soreq</u>	_____
<u>Lyle Allen</u>	_____
<u>George W. Baller</u>	_____
_____	_____