

# Habitat for Humanity of Merced County Board Meeting Minutes

January 26, 2014

Meeting Location: St Paul Lutheran Church, Outreach Ministry Center

2916 McKee Rd, Merced CA

Annual Planning Meeting

|  |         |
|--|---------|
| President (Administration Chair): Jan Sorge,         | present |
| Vice President: Michelle Paloutzian,                 | present |
| Secretary (Public Relations Chair): George Gallaher, | present |
| Treasurer: Patti Houbein,                            | present |
| Construction Chair: Lyle Allen,                      | present |
| Family Selection/Partnership Chair: Nellie Venegas,  | present |
| Member at Large: Pete Delacruz,                      | present |
| Member at Large: Fred Pillsbury,                     | excused |
| Intern: Stephanie Miller,                            | present |
| Guest: Brittany Oakes                                | present |
| Guest Matt: Sebastian                                | present |

9:03 a.m. Call to order Jan Sorge, President

**Guests:** Introduced Matt Sebastian from The Merced Office of Thrivent Financial. Matt explained that he is here to help any way we may need him. He is willing to help with fund raising to meet our matching funds for the Thrivent Grant. Reintroduced Brittany Oakes and thanked her for participating.

**Devotion:** George read a story about Martin Luther and how his persistence and eye for detail are traits we, as an affiliate, could find useful these several hundred years later.

**Excused absences:** Fred Pillsbury

**Goal Sharing:** Jan and Stephanie spoke about the on-line board of director's improvement instrument. Stephanie explained that the board fills it out and someone from Habitat International talks to a designated board member about how to improve the affiliate. Jan distributed a printed goal questionnaire and the group individually completed the form. Jan asked George to compile the answers and have a report ready for the regular February Board Meeting. (See Attachment2 for results.) Each member shared their three vision statements or goals for the affiliate, their goals were written on sheets of paper attached to the wall. Each board member voted by placing colored marks next to their first second and third choice for goals. Jan will develop a list of goals and share with the board at a future meeting. (See attachment 1 for the list of goals.) The first goal was marketing to the community. Or getting our emblem or brand out where local people could see it. We might consider looking into more newspaper coverage, radio advertising, and more contact with local churches. It may become necessary for our representatives to meet with other non profits and local service clubs/organizations. We need to push the spaces for rent at the upcoming yard sale, look into other types of fund raisers and contact the Merced Theater and the Partner's Night Club. Jan will contact the Sons of the San Joaquin singing group. Lyle stated that it is important to find a person who could be dedicated to the task of making a Restore happen. Lyle stated that a Restore can start out small and grow into a real money maker for the affiliate. Plans are

underway to develop and hold a volunteer orientation. Katilyn will coordinate and present the orientation in February. We need volunteers for all functions of the organization. We need to plan for board development and training. Nellie can work on Family Support training for a future committee.

**Where do we go from here?** Jan stated that the grant was for \$47,500 which is half of the estimated \$99,000 building cost of the current build. Jan stated that the Sustainability bill from International this year is \$1,500 payable in three \$500 payments. The group concluded that this amount is reasonable and that the affiliate should take advantage of any and all help from International.

Matt stated that we need many Thrivent volunteers to promote the partnership between Habitat and Thrivent. He stated that Thrivent members can now be Christians of all denominations and is no longer limited to Lutherans. He went on to state that we need a licensed contractor to act as supervisor for the project. Lyle explained that we have a Gentleman from the Livingston area named Dave Anderson who currently is a licensed contractor who supervises our builds. Jan added that Dave Anderson is also a Lutheran which helps add to the Lutheran and Thrivent participation on the project. Matt stated that Ann Anderson from Washington State will contact the affiliate with more information about the grant.

**Resources:** Patti explained that some years have more donations than others and that the only discretionary funds we have are from contributions. We need to be cautious since we now have the sustainability payment every year. The monies collected as mortgage payments can only be used for constructing future houses, which means that much of the money in our bank accounts is restricted to this use.

**Board Development Training:** Jan is planning to work with Los Banos and Mariposa to develop a plan for home repairs and will work with Betsy Murphy from Visalia to plan and execute a board development and training day later this spring.

**Volunteer Orientation:** Plans are underway to develop and hold a volunteer orientation. Katilyn will coordinate and present the orientation in February.

**Grant Writing:** Brittany will work closely with Jan on obtaining suitable grants in the near future. She will set up a cloud based mailbox for other board members to share grant ideas and communications.

**Family Services/Support Training:** Nellie can work on Family Support training for a future committee.

**Fundraising:** The board as a whole needs to become more proactive in the fundraising process. We can incorporate some of the ideas discussed above to improve our fundraising activities. We will need to raise \$10,000 in matching funds for the Thrivent Grant.

**Recruitment:** Jan stated that she is actively seeking new board members with varying ethnic backgrounds and expertise in areas such as real estate and law.

**Habitat Calendar/ Habitat Events:** Stephanie read a listing of various community events that we can be involved with. Many of these events can be staffed by volunteers and are important if we are to achieve our goal of brand recognition within the local community. Michelle pointed out that our community includes Livingston and other cities in Eastern Merced County and that we need to have a presence in these places as well as in Merced.

**Habitat calendar of Commitments:** We need to develop a cadre of volunteers trained to man booths at various events and then sign-up for as many as seem practical.

**Who Does What:** Each board member needs to consider taking on additional responsibilities and training volunteers to head committees and complete specific tasks as they are delegated.

**Other:** Jan thanked everyone for attending. She stated that the meeting seemed to be a productive use of our time and that while much has been accomplished, we always have room to grow and there will be more to do in the future if our organization is to prosper and grow. Jan prayer for our continued success asked for a blessing on our lunch and closed the meeting.

**Meeting adjourned:** 11:35 a.m.

Sigh-in sheet

1-25-14  
Planning meeting

1. S.W. Gallaher

2. Patti Houlein

3. Pete Delacruz

4. Kyle Allen

5. Stephanie Miller

6. Matt Sebastian

7. NELLIE VENEZAS

8. Michelle Paloutzian

9. Brittany Oakes

10

11.

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13.

14.

Attachment 1 follows:

**HABITAT FOR HUMANITY OF MERCED COUNTY  
GOALS ESTABLISHED FROM PLANNING MEETING  
SATURDAY, JANUARY 25, 2014**

- 1. Marketing to Community**
- 2. Fundraising**
- 3. Office/Storage Space/ReStore**
- 4. Develop plan for Volunteers**
- 5. Apply for three grants**

**Plan for each goal:**

- 1. Marketing to Community**
  - a. newspaper article on Thrivent Grant-County Times/SunStar  
mymerced.com, merced county events**
  - b. monthly articles to churches**
  - c. speakers for Service Clubs**
  - d. radio interview**
- 2. Fundraising – one major event per year**
  - a. Downtown Theatre – Michelle**
  - b. Sons of the San Joaquin – Jan**
  - c. Playhouse Merced – Patti**
  - d. Vista – Patti**
    - Yard Sale Saturday, April 5**
    - Contact vendors**
    - Distribute flyers to other yard sales in March**
- 3. Office/Storage Space/ReStore**
- 4. Develop Plan for Volunteers**
  - a. Orientation set for Monday, Feb 10**
  - b. Katilyn sends email to every applicant**
  - c. Jan will publicize through mymerced.com, newspapers, radio  
Katilyn will put on Habitat facebook page**
  - d. Plan to put every volunteer to work:**
    - i. help with newsletter folding, labeling, etc.**
    - ii. afternoon construction crew**
    - iii. local events – booth to distribute information**
    - iv. speakers for service clubs**
    - v. provide lunches for workers**
    - vi. plan and/or help with fundraising ideas, events**
    - vii. organize youth event for summer**
- 5. Apply for three grants**
  - a. Staffing grant**
  - b. Building/space for storage/office/ReStore grant**
  - c. Grant for Brush with Kindness program**
  - d. Grant for rehab projects**

Attachment 2 follows:

## Assessing the Board of Directors

Regular assessment of the structure and operations of the Board of Directors is critical to ensuring success. This process helps identify issues, which need to be addressed in order to strengthen the organization.

# HABITAT FOR HUMANITY

## BOARD OF DIRECTORS

Results - and the strategies to address the areas needing improvement - should be reviewed with the full Board. (NOTE: Board of Directors, Board of Trustees, board member, trustee, director are used interchangeably; the term "recruitment committee" replaces the traditionally narrow concept of the nominating committee.)

| <b>Composition of the Board of Directors</b>  | Yes   | No   | Needs     |            |       |
|---|-------|------|-----------|------------|-------|
|   |       |      | Some Help | Don't Know |       |
| 1. The recruitment process is sensitive to demographic issues when selecting board members.           | 1     |      | 5         | 2          | 8/8   |
| 2. The Board is representative of the community and the organization's constituencies.                | 2     | 1    | 5         |            | 8/8   |
| 3. The by-laws limit tenure and ensure rotation of board members.                                     | 4     |      | 3         | 1          | 8/8   |
| 4. The Board is comprised of both new and experienced trustees to guarantee continuity and new ideas. | 8     |      |           |            | 8/8   |
|   | 15/32 | 1/32 | 13/32     | 3/32       | 32/32 |

| <b>Selection and Recruitment of Directors</b>  | Yes   | No    | Needs     |            |       |
|--|-------|-------|-----------|------------|-------|
|  |       |       | Some Help | Don't Know |       |
| 5. There is written recruitment process which includes identification of necessary skills to support the affiliate and an interview process.   |       | 4     | 2         | 2          | 8/8   |
| 6. Expectations and qualifications of board members are clearly articulated, verbally and in writing   | 2     |       | 5         | 1          | 8/8   |
| 7. The Recruitment Committee meets throughout the year in order to identify and cultivate candidates for consideration.  | 1     | 5     | 1         | 1          | 8/8   |
| 8. The Recruitment Committee solicits candidate suggestions from staff, trustees, donors and other key constituents.   | 3     | 1     | 2         | 2          | 8/8   |
| 9. The affiliate's chief executive (i.e. executive director) participates in the deliberations of the Recruitment Committee.   |       |       | 1         | 3          | 4/8   |
| 10. The Recruitment Committee annually assesses the performance of incumbents and distinguishes between those who should be invited to continue service and those who should be thanked and released upon completion of a term of appointment.   | 1     | 4     | 1         | 1          | 7/8   |
| 11. In addition to general skills of trusteeship, each candidate for nomination is asked to use a specific skill/expertise on behalf of the organization.  | 4     | 2     | 2         |            | 8/8   |
| 12. A member(s) of the Recruitment Committee (and the chief executive) personally interview each candidate prior to submitting the name in nomination. The interview process reviews mission, program, constituency, and goals; finances and operations; expectations and qualifications of trusteeship; and, the specific expertise of the candidate. | 1     | 2     | 2         | 2          | 7/8   |
|  | 12/64 | 18/64 | 16/64     | 12/64      | 58/64 |

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| Orientation and Training   | Yes   | No   | Needs     |            |       |
|--|-------|------|-----------|------------|-------|
|  |       |      | Some Help | Don't Know |       |
| 13. An annual orientation is conducted for the entire Board of Directors. Topics addressed include roles and responsibilities of staff and Board, overview of mission and services, and committee operations.                                  | 3     | 2    | 1         | 1          | 7/8   |
| 14. The organization distributes supporting information (e.g. board manual) to all trustees. This manual includes such items as: roster of Board and staff, Board job description, by-laws, year-end financial material, committee guidelines. | 6     |      | 2         |            | 8/8   |
| 15. Education/training opportunities are provided to build board skills  | 2     | 1    | 4         | 1          | 8/8   |
|  | 11/24 | 3/24 | 7/24      | 2/24       | 23/24 |

| Board Operations   | Yes   | No   | Needs     |            |       |
|--|-------|------|-----------|------------|-------|
|  |       |      | Some Help | Don't Know |       |
| 16. The Board understands the fundamental purpose of the organization.   | 8     |      |           |            | 8/8   |
| 17. There are clear and concise by-laws which describe roles, responsibilities and operations of the Board of Directors  | 7     |      |           | 1          | 8/8   |
| 18. Board has a structure, which includes officers and committees in order to transact business.   | 7     |      | 1         |            | 8/8   |
| 19. Responsibilities and relationships between the Board and staff are clearly articulated.  | 3     |      | 2         | 1          | 6/8   |
| 20. Board participates in planning, monitors progress, and helps update the plan regularly.  | 4     |      | 4         |            | 8/8   |
| 21. Financial reporting provides the Board with sufficient information to monitor the health of the institution by: comparing income and expense to budget monthly; approving budget and adjusting at the six-month interval; analyzing year-end fiscal activity compared to budget. | 6     |      | 2         |            | 8/8   |
| 22. Board meetings focus primarily on policy formulation, review of plans, fund-raising and financial matters, and evaluation of the organization.   | 5     |      | 3         |            | 8/8   |
| 23. Routine matters (information and items requiring action but little discussion) are handled quickly.  | 6     |      | 2         |            | 8/8   |
| 24. Relevant discussion is encouraged and every member has the opportunity to participate  | 8     |      |           |            | 8/8   |
| 25. There are regularly scheduled meetings of the Board of Directors, which begin and end on time as per an agreed-upon schedule   | 8     |      |           |            | 8/8   |
| 26. Concise, accurate minutes are maintained and distributed in advance of the next meeting.   | 7     |      | 1         |            | 8/8   |
|  | 69/88 | 0/88 | 15/88     | 2/88       | 86/88 |

| Committee Operations  | Yes   | No   | Needs     |            |       |
|---|-------|------|-----------|------------|-------|
|   |       |      | Some Help | Don't Know |       |
| 27. The Board has active committees through which work is channeled.  | 5     | 1    | 1         | 1          | 8/8   |
| 28. Committee responsibilities are clearly articulated and committees develop an annual work plan with specific assignments and timetables.         | 3     | 1    | 3         | 1          | 8/8   |
| 29. Committees include board and non-board members.   | 4     |      | 3         | 1          | 8/8   |
| 30. Committees report as needed to the Board of Directors.  | 6     |      | 1         | 1          | 8/8   |
| 31. The Board gives responsibility and authority to its committees and takes action on committee recommendations                                    | 3     |      | 3         | 2          | 8/8   |
| 32. Staff appropriately direct and support committees and are able to guide volunteers away from management issues.                                 | 2     |      | 2         | 2          | 6/8   |
| 33. Committee chairs facilitate active participation from all members of committees and monitor activity through regular contact.                   | 3     |      | 4         | 1          | 8/8   |
| 34. The Board President provides appropriate leadership to committees by: giving the committee its charge in consultation with the chief executive; | 3     |      | 3         | 2          | 8/8   |
|   | 29/64 | 2/64 | 20/64     | 11/64      | 62/64 |

|  |  |  |  |  |
|--|--|--|--|--|
| monitoring activity through regular contact with chairs. |  |  |  |  |
|--|--|--|--|--|

| Evaluation of the Board  | Yes   | No   | Needs     |            |       |
|--|-------|------|-----------|------------|-------|
|  |       |      | Some Help | Don't Know |       |
| 35. The Board of Directors evaluates its own results and processes regularly   | 1     | 1    | 4         | 2          | 8/8   |
| 36. Each board member has a good record of attendance at regular and special meetings of the Board and its committees.   | 6     |      | 2         |            | 8/8   |
| 37. Individual board members accept assignments and carry them out in a timely and effective manner.   | 5     |      | 2         | 1          | 8/8   |
| 38. The Board's presiding volunteer officer discusses attendance and performance with trustees who are often absent or inactive.                                       | 2     |      | 3         | 2          | 7/8   |
| 39. There is a mechanism to remove board members who are unable to carry out their responsibilities.   | 4     |      | 2         | 2          | 8/8   |
| 40. Board members are aware of activities and trends within the community.   | 5     |      | 2         | 1          | 8/8   |
| 41. New leadership is constantly emerging from Board and committees.   | 2     |      | 5         | 1          | 8/8   |
| 42. Within the Board, there are several individuals who can serve, in the future, as presiding volunteer officer.  | 4     |      | 1         | 2          | 7/8   |
| 43. Board of Directors accepts change and seeks to stimulate it when appropriate.  | 5     |      | 2         | 1          | 8/8   |
| 44. If there are items, which require background information, materials summarizing the key issues and opportunities are distributed in advance to allow prior review. | 3     |      | 4         | 1          | 8/8   |
| 45. The Board uses its time well, making decisions and taking action, and does not engage in committee work at board meetings  | 3     |      | 3         | 1          | 7/8   |
| 46. The Board understands the role of conflict and deals appropriately with it.  | 7     |      |           | 1          | 8/8   |
|  | 47/96 | 1/96 | 30/96     | 15/96      | 93/96 |

| Fund Development  | Yes   | No   | Needs     |            |       |
|---|-------|------|-----------|------------|-------|
|   |       |      | Some Help | Don't Know |       |
| 47. Each board member gives an annual financial gift.   | 2     | 1    | 3         | 2          | 8/8   |
| 48. Each board member participates in some fund-raising function  | 3     | 1    | 3         | 1          | 8/8   |
| 49. The Board understands its role in identifying and cultivating prospects and soliciting contributions. | 3     | 1    | 3         | 1          | 8/8   |
| 50. A Board committee provides leadership and support to the fund-raising process                         | 3     | 2    | 2         | 1          | 8/8   |
|   | 11/32 | 5/32 | 11/32     | 5/32       | 32/32 |

Adapted from a compilation by  
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