

# Habitat for Humanity of Merced County Board Meeting Minutes

April 21, 2014

Meeting Location: St Paul Lutheran Church, Outreach Ministry Center  
2916 McKee Rd, Merced CA

Meeting # 242

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,	excused
Site Selection Chair: Brithney Simpson	present
Volunteer Chair: Katilyn McIntire,	absent
Member at Large: Pete Delacruz,	present
Member at Large: Fred Pillsbury,	present
Member at Large: Brittany Oakes,	excused
Member at Large: Sean Arnold	present
Intern: Stephanie Miller,	absent

6:31 p.m. Call to order Jan Sorge, President

**Guests:** No guests.

**Devotion:** Lyle spoke about Clarence Jordan (July 29, 1912 – October 29, 1969), a farmer and New Testament Greek scholar, was the founder of Koinonia Farm, a small but influential religious community in southwest Georgia and the author of the Cotton Patch translations of the New Testament. He was also instrumental in the founding of Habitat for Humanity. His nephew, Hamilton Jordan, served as White House Chief of Staff during the Jimmy Carter administration.

**Excused absences:** Nellie Venegas and Brittany Oakes

**March minutes:** Fred moved and Pete seconded to accept the minutes for March as submitted.

**Financial Report:** Patti reported that everyone is up to date on their mortgage payments and that one partner family is one payment ahead. Patti will open a bank account on project fourteen. Merced Chamber of Commerce sent an invoice for \$175.00. Patti asked for direction in paying or not paying for this. Sean Arnold stated that it might be good to mix with business people, pass out some shares cards and network with potential donors and volunteers. Patti will check with the Chamber to see what our money would provide.

**Administration:** Jan stated that Sean Mcleod has tendered his resignation. Jan also asked for a vote to accept Sean Arnold as a board member. Sean Arnold was voted in as a board member. Jan stated that she will work with our volunteer chair to ensure volunteers for the Health Fair coming up in Livingston. Jan asked Lyle to present

information about his past presentations to service clubs. Lyle starts with our mission statement, some history of the international organization, some local history, and organizational structure, information on the family selection process, and usually a story about the heartwarming aspects of partner families or churches that volunteer labor. Lyle gave a sample presentation and promised to send an outline to each board member.

**Public Information:** George stated that a short article and a nice photo were sent to two local newspapers with one publishing the article. George outlined the process involved in obtaining a onetime \$500.00 grant from “SubHerb” farms in Turlock. He also expressed concern about the source of a \$1,000.00 check from HfH International. Michelle explained that the check is our share in a donation made to affiliates in California.

**Construction:** Lyle says that Garth is still working on the plans. Lyle and the crew are currently working on the fence. Unfortunately the neighbor isn't in a position to help pay for part of the fence. Jan suggested that, perhaps, the neighbor could provide some sweat equity to help defray her half of the fence cost. Lyle has planned out the fencing project to work around a couple of dogs. The crew will erect temporary chain link fencing to keep the dogs at bay while they construct the fence near the dogs. The fence posts will be off set to avoid having to dig the concrete from the previous fence posts which will be cut off even with the ground. Lyle thought that the lady next door might have a couple of sons who could help with the fencing project.

**Family Services:** No report.

**Church Relations:** Jan stated that she is going to work with our volunteer coordinator to set up a Brush with Kindness Orientation to see who would be willing to volunteer for this outreach. Michelle volunteered to oversee the paperwork for Brush with Kindness. We still need to find someone with construction experience to oversee the work and decide what work can and cannot be done.

**Volunteers:** No report.

### **Other Business**

Jan reported that she needs volunteers for the Health Fair and she also needs a door prize. Michelle will find a nice door prize in the \$25.00 range at Pier One Imports. Jan reported that we had 15 vendors and made profits of over \$600.00 at the yard sale. She reported that traffic was a problem with folks coming in and out both driveways. It was suggested that the sale conclude at noon instead of 3:00 P.M. in the future. Jan stated that the annual dinner is to be October 25 at St. Paul Lutheran Church. There was much discussion about a pancake breakfast at Applebee's Restaurant. The board agreed on October 4 as the tentative date, subject to availability, and the ticket price set at \$5.00 per person. Jan stated that the shredder company was difficult to reach and that their answers inconclusive. Shredding is done free already and the company charges \$3.50 per box for shredding. We would have to charge more to make a profit and it is hard to compete with someone who does the service for free. Jan asked the board to think about shredding and try to devise ways to turn this into a fund raising event.

Restore planning Sean reported that there are two potential buildings suitable for a restore. One is the back of the old Orchard Supply Hardware building. The other is the old Newberry and Holland House on West Main Street. Sean seemed to believe that the Main Street location would be best. The owner is motivated to find a tenant and might be willing to negotiate a price less than .50 cents per square foot. Lyle and our contractor of record will meet with Sean to inspect the building and report back next month. Michelle had her brother check into the requirements for upgrading a diesel truck to meet emission requirements. It seems that the requirements are hard to determine and it is quite possible the truck may need a filter costing more than ten thousand dollars.

### **Board Assessment**

Jan stated that we would look at questions 5 through 12 from the assessment instrument presented at the annual planning meeting.

#### *Selection and Recruitment of Directors*

5. There is written recruitment process which includes identification of necessary skills to support the affiliate and an interview process.  
The group agreed that this is an area that needs improvement.
6. Expectations and qualifications of board members are clearly articulated, verbally and in writing.  
There seems to be some question about where in the process the faith based nature of our organization needs to be stressed. The list of expected board qualifications and expectations might need to be revised.
7. The recruitment Committee meets throughout the year in order to identify and cultivate candidates for consideration.  
In the past few years the committee has lapsed and the task informally taken over by the board as a whole. Previous nominating committees usually met for a few months in the fall in preparation for a presentation of new board members at the annual meeting.
8. The recruitment committee solicits candidate suggestions from staff, trustees, donors and other key constituents.  
As a general rule this is how board member candidates are found.
9. The affiliate' chief executive i.e. executive director) participates in the deliberations of the Recruitment Committee.  
This does not apply because we have no paid staff.
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.  
We have so few board members that this hasn't been a problem. All are productive and those who aren't seem to self exile from the affiliate.
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. Often specific skills are looked for and not found. This is an area that we will work on improving.
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.

Michelle volunteered to chair the Recruitment Committee and tighten up the recruitment process.

Brithany and Cynthia Vogt will attend a conference in Sacramento. Jan will go and provide transportation.

**Meeting adjourned:** 8:15 p.m.

George Gallaher, Secretary

**Calendar:**

**May**

19 – Monday, 6:30 p.m. Board meeting – Outreach Ministries Building  
Conference Room – St. Paul Lutheran Church, Merced  
Devotion: Michelle

**June**

9 - Monday, 6:30 p.m. Board meeting – Outreach Ministries Building  
Conference Room – St. Paul Lutheran Church, Merced  
Devotion: Fred

Habitat for Humanity of Merced County, Inc.  
Board Meeting Sign-in April 21, 2014

- 1 George W. Galbraith
- 2 Jamie Aron
- 3 Lyle Allen
- 4 FRED PILLSBURY
- 5 Pat Delacruz
- 6 Michelle Paloutian
- 7 Brittney Simpson
- 8 Sean Arnold
- 9 Patti Houkema
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