

# Habitat for Humanity of Merced County Board Meeting Minutes

May 19, 2014

Meeting Location: St Paul Lutheran Church, Outreach Ministry Center

2916 McKee Rd, Merced CA

Meeting # 243

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
Site Selection Chair: Brithney Simpson	excused
Volunteer Chair: Katilyn McIntire,	present
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:** Michelle Spoke from Psalm 90 Prosper the work of our hands. Nature seems to fail but not really. From failure comes success. Dedicated toward a goal but not defined by it. We measure our work by our faithfulness in doing it as well as by the quality of the end result. Just as the apricot tree that produces blossoms annually never knowing if they will mature into fruit; faithfully preparing for the year that there will be a bountiful harvest we must persevere toward our goal knowing there will be detours along the way.

A Prayer of Moses, the man of God. 90 Lord, You have been our dwelling place in all generations. 2 Before the mountains were born or You gave birth to the earth and the world, Even from everlasting to everlasting, You are God. 3 You turn man back into dust and say, "Return, O children of men." 4 For a thousand years in Your sight Are like yesterday when it passes by, or as a watch in the night.

**Excused absences:** Brithney Simpson, Brittany Oakes, Stephanie Miller

**March minutes:** Approved as written.

**Financial Report:** Patti reported that everyone is up to date on their mortgage payments. Patti will open a bank account on project fourteen as promised. Patti will pay the tithe at the end of June,

**Administration:** Jan stated that the Chamber of Commerce has many benefits. Nellie moved and Fred seconded to pay the Greater Merced Chamber of Commerce \$175.00 for

a one year subscription. This subscription will be reviewed annually to ascertain its value to the organization.

**Public Information:** George stated that a check mistakenly delivered to our mail box was returned to United Way.

**Construction:** Lyle says that Allen Arnold of Arnold Construction will review the plans and charge half of his usual fee for this service. It will take a few weeks to have the plans reviewed and resubmitted. After that Lyle will pay the permit and developer fees and call for an inspection on the forms and waste lines.

**Family Services:** Nellie has tried to contact partner family fourteen.

**Church Relations:** Jan stated that she has sent monthly bulletins to local churches and they seem quite receptive to the Brush with Kindness program. Jan is working on the forms for the Brush with Kindness program. We may put the forms on our website in the future.

**Volunteers:** Katilyn is working on a Brush with Kindness Orientation for this coming Wednesday. Stephanie created an e-vite for the program and Katlyn will work with her on a list of respondents. Jan will have forms and booklets ready for the orientation.

#### **Other Business**

Jan reported that she attended the Livingston Health Faire and distributed a good deal of information. She suggested that we have material in Spanish for future community outreach activities. Jan also reported similar success at an event in Planada.

Applebee's event is scheduled for October 4, 2014 from 7:00 to 11:00 A.M. We will need many volunteers for this event. Katilyn will direct the entire event and will have a plan and tickets for the board to sell at the July board meeting.

Shredding is not feasible as a means of fund raising as many organizations provide this service free. At this time no service organizations have asked for speakers from our organization. This may change once we have our ribbon cutting with the chamber of commerce. Sierra Health has a great meeting room if we find ourselves in need of one. Grant update is not available at this time. Truck: we can drive it for eight years and ask for extensions beyond that point as long as it is driven less than 5,000 miles per year. Sean suggested that we ask the estate to donate the truck to our organization. Jan would like to see a cadre of twelve or so volunteers to man booths at events through the year.

#### **Board Assessment**

Jan stated she is still working on getting Pat Shay and Dianne Bair to serve on a selection committee to be chaired by Michelle.

#### *Orientation and Training*

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.

Some of this is done at the annual planning meeting. We need to spend more time going over the board responsibilities.

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 descriptions, by-laws, year-end financial material, committee guidelines.

Our manual is fairly complete.

15. Education/training opportunities are provided to build board skills.

My Habitat has much information; we share with other local affiliates and attend conferences.

Jan shared her experiences at the conference in Sacramento. Jan was approved to be reimbursed for 246 miles at \$0.20 per mile.

Restore Sean: City of Merced needs \$1098. To begin a business enterprise plus a site plan review costing \$655. This is just to see if a site will meet their and our needs. We are looking at 100 W. 15<sup>th</sup> St. an 8,000 square foot building. We need to find thirteen parking spaces and also have to make some of those handicapped accessible. The rent would be around \$0.30 a square foot. Jan will meet with Brittney to see if she can get her group of grant writers to write the grants suggested by Sean in a previous report on the feasibility of a restore.

Jan will submit the renewal form for our business license. There is no fee associated with this task.

The board decided not to participate in the Atwater Fourth of July Celebration this year.

Jim and Brithney will work on finding suitable building sites for future partner family homes.

**Meeting adjourned:** 7:44 p.m.

George Gallaher, Secretary

**Calendar:**

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

July 21 – Monday, 6:30 p.m. Board meeting – Outreach Ministries Building  
Conference Room – St. Paul Lutheran Church, Merced  
Devotion:

August 18 – Monday, 6:30 p.m. Board meeting – Outreach Ministries Building  
Conference Room – St. Paul Lutheran Church, Merced  
Devotion:

September 15- Monday, 6:30 p.m. Board meeting – Outreach Ministries Building  
Conference Room – St. Paul Lutheran Church, Merced  
Devotion:

October 4, Saturday, Applebee's Fundraiser

October 25 – 5:30 p.m. Annual Dinner – St. Paul Lutheran Church Parish Hall  
Program? Speaker?  
Set up time 9 a.m.?

Habitat for Humanity of Merced County, Inc.  
Board Meeting Sign-in May 19, 2014

- 1 Don Galloway
- 2 Jan Borg
- 3 FRED PILLSBURY
- 4 Lyle Allen
- 5 Pete Delacruz
- 6 Nalie Venegas
- 7 Michelle Paloufani
- 8 Kathlyn McIntire
- 9 Patti Houkema
- 10 Sean Arnold
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