

Habitat for Humanity of Merced County Board Meeting Minutes

June 9, 2014

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

Meeting # 244

President (Administration Chair): Jan Sorge,	present
Vice President: Michelle Paloutzian,	absent
Secretary (Public Relations Chair): George Gallaher,	present
Treasurer: Patti Houbein,	absent
Construction Chair: Lyle Allen,	absent
Family Selection/Partnership Chair: Nellie Venegas,	excused
Volunteer Chair: Katilyn McIntire,	excused
Member at Large: Pete Delacruz,	present
Member at Large: Fred Pillsbury,	present
Member at Large: Brittany Oakes,	present
Member at Large: Sean Arnold	present
Intern: Stephanie Miller,	excused

6:30 p.m. Call to order Jan Sorge, President

Guests: No guests.

Devotion: Fred spoke of a Colorado businessman who experienced car trouble. The man was confused because his car was in tip top condition. However when he looked through his automobile window and saw a lady stumble from inside a service station he began to see the reason his car mysteriously stopped and assumed it had to do with the lady and her car stuffed with household chattel and children. The man spoke with the lady and realized she needed help. She was almost penniless and on her way to start over with her parents in far off California. The man used his plastic card to fill the lady's car and ran to a nearby fast-food outlet to purchase food for the lady and her children. As they waited for the car to fill full of fuel the lady asked the man if he was an angel. He replied that when the angels are busy God sometimes use regular people. After the lady and her children left the man found that his car started with no trouble.

Excused absences: Katilyn McIntire, Stephanie Miller, Nellie Venegas

March minutes: Approved as written.

Financial Report: No financial report.

Administration: Jan stated that Brithney Simpson resigned as she has moved to Southern California. Jan and Lyle met with two Merced City officials and were assured that there will be \$100.00 building lots for our organization in the future. Jan described one lot west of Merced on Highway 140. The lot is large and has many larger homes close to it. We will look for a lot that has been previously built upon so as to save on developer fees. Jan renewed our business license at no cost. Jan is having the address of the residence where the Habitat phone is removed so people can't track down private

residences in search of the Habitat office. Jan stated that she would like to see the board of directors contribute 100% financially to the organization. Jan directed George to bring contribution envelopes and make them available at every meeting. Jan stated that the plans are much closer to being approved. There were many changes in the law and the plans must be adjusted to reflect the new laws.

Public Information: George reported that the board directory will be revised and distributed at the next meeting. We still need a couple of addresses from board members who have moved or are in the process of moving. George will add Sean Arnold and delete the other Sean. The board discussed a proposal from a gentleman to share his rating of home insurance companies from a link on our website. The board decided to not approve this external link as there is little control of what the gentleman's site may become in the future. We do, however, have links on two pages to our on-line Brush with Kindness application.

Construction: No construction report.

Family Services: No family services report.

Church Relations: Jan stated that she has sent Brush with Kindness materials to churches in Merced and Atwater.

Volunteers: Jan reported that Katilyn has volunteers ready for Brush with Kindness and also for the Pancake Breakfast.

Other Business

Sean and Brittany are working on grants for the Restore. Jan asked both Sean and Brittany to come up with an amount that would be needed to get the Restore off the ground and running. They will endeavor to have those numbers by our next board meeting. Sean will contact the estate attorney about the purchase of the truck. He will bid a little more than \$10,000.00 and state that we are waiting on grant monies to complete the deal. Jan will speak with Pat Shay about the possibility of storing the truck at her place in rural Atwater.

Board Assessment

Board Operations

16. The Board understands the fundamental purpose of the organization.

For the most part this is true. There needs to be an ongoing process of familiarization of board purposes for all new and returning board members.

17. There are clear and concise by-laws which describe roles, responsibilities and operations of the Board of Directors.

The existing by-laws describe roles and responsibilities. It may be wise to start a

program of reviewing and updating the by-laws.

18. Board has structure, which includes officers and committees in order to transact business.

The structure is in place; however, many committees are comprised of a board member. There needs to be a concerted effort to expand the membership of most key committees.

19. Responsibilities and relationships between the Board and staff are clearly articulated.

At this time there is no staff. The Board needs to develop good communication channels with staff as they become part of the organization as the organization grows in the near future.

20. Board participates in planning, monitors progress, and helps update the plan regularly.

There is an annual planning meeting where most planning occurs and any existing plans are reviewed and updated.

21. Financial reporting provides the Board with sufficient information to monitor the health of the institution by; comparing income and expenses to budget monthly; approving budget and adjusting at the six-month interval; analyzing year-end fiscal activity compared to budget.

Our treasurer does an excellent job of providing the information to the Board. The board makes decisions based on the expenditure and budget reports.

22. Board meetings focus primarily on policy formulation, review of plans, fund-raising and financial matters, and evaluation of the organization.

Our guidance includes oversight of the construction process in addition to the other points in question twenty-two.

23. Routine matters (information and items requiring action but little discussion) are handled quickly.

This is true for the most part. We try to give every member ample opportunity to contribute.

24. Relevant discussion is encouraged and every member has the opportunity to participate.

This is especially true of our Board.

25. There are regularly scheduled meetings of the Board of Directors, which begin and end on time as per an agreed-upon schedule.

This is true of our Board. However, we may stay longer if there is pressing business that needs to be dealt with.

26. Concise accurate minutes are maintained and distributed in advance of the next meeting.

Sometime our minutes could be more concise but they are usually distributed well in advance of the next meeting.

Jan stated that we seem to be working toward all the goals we set at our planning meeting. Jan talked to some musicians who might be willing to perform at one of our functions or fund raisers.

Meeting adjourned: 7:40 p.m.

George Gallaher, Secretary

Calendar:

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

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

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

October 4, Saturday, Applebee's Fundraiser

October 20- Monday, 6:30 p.m. Board meeting – Outreach Ministries Building
Conference Room – St. Paul Lutheran Church, Merced
Devotion: Sean

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 June 09, 2014

- 1. G W Galka
- 2. Jan Sore
- 3. FRED PILBURY
- 4. A. Caldwell
- 5. Pete Delaney
- 6. Brittany Oakes
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____