

Habitat for Humanity of Merced County Board Meeting Minutes

July 21, 2014

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

Meeting # 245

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
Volunteer Chair: Katilyn McIntire,	present
Member at Large: Pete Delacruz,	excused
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. Anna Sanchez, who has experience with and is studying marketing and publicity, wants to volunteer and share her passion and expertise with our organization. A family emergency kept her away this evening. We will reschedule to hear her at a future meeting.

Devotion: George read a prepared devotion from HfHI concerning putting our egos behind us to work for the good of the affiliate.

Excused absences: Stephanie Miller, Pete Delacruz

June minutes: Approved as written.

Financial Report: Project 14 has an open bank account. The partner family has made a partial down payment and it ~~has been~~ *will be* deposited to this account. The address on our Visa account has been changed to our P.O. box address. One partner family paid a partial payment in May, no payment in June but has made multiple payments in July. This partner family should be caught up in the near future. One partner, Buedina Bunch has submitted a new address for our database. The address is 488 Connie Court, Merced, CA 95341. George will change toe database to reflect the new address so that all correspondence will get to the partner family. Buedina also expressed a sorrow of not knowing of Mr. Sanford's passing and asked that the following testimony be added to our official; record. Mr. Sanford was a wonderful man who went above and beyond the call of duty when working with her family. He went so far as to take them to Yosemite National Park on two occasions because he believed they should experience the grandeur there.

Patti has consulted with experts about the best method of reflecting a write-down on the book value of two lots. She will complete this task in the near future and distribute financial documents to the board reflecting this change.

There was discussion on the purchase of a truck for use with the ReStore. The truck can have unlimited mileage until 2021 and can only be driven 5,000 miles per year thereafter. The purchase price is \$10,500 and the truck, if priced out of state, could fetch as much as \$16,000 to \$20,000. Pat Shay has agreed to allow the truck to be parked on her property. She also reminded Jan that there is some lumber at her place that needs to be taken away. Jan will look into insurance and licensing for the truck. Jan investigated a bank loan to purchase the truck at a 9% interest rate.

Fred moved to pay cash for the truck Nellie seconded and the motion carried.

Sean explained about the cost of renting the building on Fifteenth Street. The monthly rent is \$2,500.00 which computes to less than thirty cents per square foot. Lyle estimates that it will cost between \$4,000.00 and \$4,500.00 to replace copper wire that has been stolen from the property. Sean intends to ask for two to three months free rent to compensate for the cost of bringing the building into a usable state. Lyle and Sean will check with the city to ensure there aren't any other expenses or roadblocks to opening a ReStore on the site.

Michelle moved and Fred seconded giving Sean power of attorney to act on our behalf in negotiating a rental agreement for a one year lease. Sean will get back to the board by E-mail and we will vote to accept or reject his proposal by E-mail.

Administration: Jan stated that the partner for our current build was unaware of the building permit delay and was happy to hear the project will begin in earnest in the near future. Lyle will have work for her after the framing is completed. Jan spoke about the upcoming orientation with volunteers with a general meeting at one time and a specific meeting an hour later.

Motion made by Fred and seconded by Brittany to add Jan Sorge as a signer on the affiliate's checking account. Motion carried.

Public Information: George reported that the newsletter is with the printer and will be mailed as soon as possible. A new directory was distributed and some changes will be made with the next version being E-mailed to board members. George is still trying to get our new slate of officers recognized by HfHI so that correspondence from them is mailed and E-mailed to the proper individuals.

Construction: Lyle reported that Alan Arnold is in the final stages of getting the plans approved. After the plans are approved, Lyle will get a check for the building permit and then work with the school districts on developer fees. Lyle will use the size of the previous house built on the same lot to get the developer fees reduced. Once all of that is accomplished, building can begin. Lyle wants to wait until just before the family moves

in to put slats in the rear fence. He wants the home to be as visible as possible from the alley. Lyle stated that this is a task the family can perform.

Family Services: Nellie repeated what Jan said earlier about Rosa being concerned with no progress on her home. Nellie stated that Rosa is ready to work and is available when she is needed.

Church Relations: Jan stated that she will ask the local churches to verbally announce the availability of the Brush with Kindness program. She is hopeful this will bring applicants. Jan has asked Nellie to contact the partner families to see if they need any work done to their homes.

Volunteers: Katilyn has volunteers ready for Brush with Kindness and also for the Pancake Breakfast. Katilyn is working on forming committees of volunteers who can eventually work with little direction toward the goals of their committees.

Other Business

Katilyn is working on the Applebee's project and will have tickets ready for our next meeting. She will turn in the W9 form and will need \$150.00 a little before the event. We are not to advertise this as an all you can eat event. The idea is for two pancakes and two strips of bacon with a beverage. If someone asks for more the restaurant will do their best to provide the food. We are limited to selling 200 tickets. If all the tickets are sold there should be a profit of \$500. We need to set up a booth and have a package of information which should include a SaveMart SHARES card. Katilyn passed a sign-up sheet for board members to become team leaders for the various areas that volunteers will serve. All board volunteer slots are filled. Katilyn will save 20 tickets to be sold at an event at U.C. Merced in September.

Jan is still trying to contact service organizations about speakers. Her vacation put a gap in the process and she will resume her attempts to place speakers with local service organizations.

Brittany and Sean are meeting weekly to work on obtaining grants. They have developed a list of potential grants and are working on the more promising of them. Sean will be meeting with Loews this week to introduce our organization to their local management and to talk about getting part of their large grant to Habitat for Humanity. We can try using volunteers to help with the grant application process.

Board Assessment Committee: Jan has asked Pat, Shay, Diane Baer, and Donna Hall to become members of this committee. Michelle will chair the committee and will try to conduct much of their work by phone and E-mail. We need to work on diversity among board members both ethnically and professionally. Black and Asian board members might be recruited as well as attorneys, realtors, accountants, and finance experts.

Board Assessment

Committee Operations

27. The Board has active committees through which work is channeled.

We are in the process of forming more committees.

28. Committee responsibilities are clearly articulated and committees develop an annual work plan with specific assignments and timetables.

The existing committees can use some work in this area. As we develop new committees the structure can become part of the culture of those committees.

29. Committees include board and non-board members.

As committees are developed they will be composed of both board and non-board members.

30. Committees report as needed to the Board of Directors.

Some committees report monthly and some report annually. All committees report to the board when they have something to report.

31. The Board gives responsibility and authority to its committees and takes action on committee recommendations.

We are working toward this and will comply in the near future.

32. Staff appropriately direct and support committees and are able to guide volunteers away from management issues.

We have no staff but the Board works toward giving committees and volunteers all the support they need.

33. Committee chairs facilitate active participation from all members of committees and monitor activity through regular contact.

This regularly happens and will occur with new committees formed in the future.

34. The Board President provides appropriate leadership to committees by: giving the committee its charge in consultation with the chief executive monitoring activity through regular contact with chairs.

There is no chief executive so this task falls to the president who regularly consults with the committee chairs.

Jan stated that we seem to be working toward all the goals we set at our planning meeting. We seem to be moving on our main goal, starting a ReStore, with particular vigor.

Meeting adjourned: 8:10 p.m.

George Gallaher, Secretary

Calendar:

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 July 21, 2014

- 1 George Gallala
- 2 Brittany Oakes
- 3 Kathlyn McIntire
- 4 NALIE VEGAS
- 5 Lyle Allen
- 6 FRED PILLSBURY
- 7 Patti Houkera
- 8 Sean Arnold
- 9 Michelle Paloufner
- 10 Jen Sarge
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____