

# Habitat for Humanity of Merced County Board Meeting Minutes

August 18, 2014

Meeting Location: St Paul Lutheran Church, Outreach Ministry Center

2916 McKee Rd, Merced CA

Meeting # 246

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

6:32 p.m. Call to order Jan Sorge, President

**Guests:** No guests.

**Devotion:** Jan shared a story titled *Carl's Garden* about a quiet unassuming man who, once retired, took on the job of keeping up the landscaping at his church. Carl did this job in an excellent manner and, one day, was accosted by three youth who pushed him down and took his retirement watch and wallet. The church pastor saw the altercation through his office window but got outside too late to prevent the young men from hurting Carl. When he helped Carl up, he asked him if he was hurt and Carl responded that he was fine and needed to resume his gardening duties. A few weeks later the same three youths attacked Carl, taking his hose from him, and covering him with water. Carl said nothing to the young men and retrieved his hose to resume his watering. A few months later Carl looked up from his work to see the group's leader towering above him. The youth said, don't worry, I'm not going to hurt you this time. The young man returned Carl's watch and wallet and told Carl that he'd been a good influence on him as he didn't yell or threaten harm to his tormenters. The young man told Carl that he was turning his life around and part of the reason was Carl's example to him. Later Carl passed away and the young man was among the many mourners at Carl's final ceremony. When Carl's job was announced in the church bulletin, the young man asked the pastor if he could become the gardener. The pastor handed him the keys to the tool shed and said that would be fine with him. The young man did a great job as gardener. A few years later the young man turned in the garden keys stating that he was starting a family and needed to be home with his wife and expected child. This story is an example of the Gospel played out in contemporary life.

**Excused absences:** Michelle Paloutzian, Nellie Venegas, Fred Pillsbury, Brittany Oakes, Sean Arnold.

**July minutes:** Patti stated that the minutes would more accurately state the status of one of our bank accounts by replacing the words “has been” with the words “will be” on the second line Under Financial Report on the first page of the July minutes. Lyle moved and Pete seconded to accept the July minutes as amended. Motion carried.

**Financial Report:** Patti reported that all receivables and payables are current and the financial statements were current as of the date they were prepared. Patti also stated her concern for the affiliate’s ability to make monthly lease payments on a ReStore building. Patti will adjust the value of the building lots and equipment inventory at tax time. George concurred with Patti’s concern about being able to sustain the expenses related with a ReStore until such time as it pays its own way. Jan asked Stephanie about grants to help defray start-up costs for the restore. Stephanie stated that the only grant that she is aware of being submitted is a Home Depot grant and the funds will be used to help the Boys and Girls Club of Merced.

**Administration:** Jan stated that Mr. Larks should come about 7:00 P.M. to explain two types of leases for the proposed ReStore on Fifteenth Street. Jan also stated that Sean stated that the realtor may ask us to sign an exclusive representation contract when presenting the proposals. The contract does not bind us to the contracts, but restricts us to using only that realtor for a stipulated period of time. Jan explained that she is trying to get Brush with Kindness applications into the community and the task has become more difficult than she first imagined. Jan stated that she has paid \$1,349.00 for insurance on our new truck. Jan will complete the paperwork and pay the transfer fees and use taxes on the truck purchase. Larry Sorge parked the truck outside the meeting room and interested board members inspected the truck. There was some discussion about placing the Habitat for Humanity logo or the ReStore logo on the truck. The group agreed to place the Habitat logo on the front and back of the truck and place the ReStore logo on the sides of the truck. Jan will obtain a bid for getting the logo placed on the truck. Katlyn moved and Lyle seconded placing the logo on the truck with the Habitat for Humanity logo on the front and back and the ReStore Logo on both sides. Motion carried.

**Public Information:** George reported that the newsletter is at the UPS Store and will be in the mail in the next few days. George reported changing the index page of our website to reflect an outside link to another site which shows current volunteer opportunities and the number of volunteers needed. The current volunteer page on our site will be shortened to include name, address, phone numbers, and E-mail address.

**Construction:** Lyle reported that the trenching has been approved for the pour. The inspector asked for a few small changes which will be completed well before the pour. A gentleman from V.C. Concrete will provide an estimate for the concrete work and if it is acceptable, Lyle will schedule the work to be performed. After the foundation and slab has had time to properly set, the framing can begin. Lyle has provided two sets of plans to the Mennonite men who will start planning the framing process. Steve Macha and his students will start working in the site in the next few weeks.

**Family Services:** No report

**Church Relations:** Jan stated that she feels that the local churches may be one of the main sources of clients for the Brush with Kindness project. Jan has much to set the foundation for good relations with as many local churches as possible.

**Volunteers:** Katilyn has a volunteer orientation set for September 13, 2014. Jan asked for a volunteer to take photos of the homes for a display to be used at an upcoming housing conference.

### **Other Business**

Katilyn distributed tickets for the Applebee's pancake breakfast to those board members in attendance. She will get tickets to those members not in attendance so that all can begin selling tickets.

Jan stated that we seem to be progressing toward the goals we set at our annual planning meeting. Patti will check with the Merced Theater to see if there is a fund raising possibility there. Jan suggested Monika Grasley as the speaker for our annual dinner. The rest of the board, upon hearing about her local efforts and successes agreed to have Jan ask to see if she is available.

### **Board Assessment**

#### *Committee Operations*

35. The Board of Directors evaluates its own results and processes regularly.

The last item of a typical board agenda is devoted to reviewing our goals and our success and lack of progress toward meeting them. We also set aside time at our annual planning meetings to assess past goals and set (New) future goals.

36. Each board member has a good record of attendance at regular and special meetings of the Board and its committees.

Our Board has a good attendance record for regular and special meetings as well as committee meetings.

37. Individual board members accept assignments and carry them out in a timely and effective manner.

Individual board members gladly accept assignments and to the best of their

abilities carry them out in a timely and efficient manner.

38. The Board's presiding volunteer officer discusses attendance and performance with trustees who are often absent or inactive.

Most board members are regular attendees and if attendance should become a problem, the presiding volunteer officer would handle the matter in a discreet and individual case by case manner.

39. There is a mechanism to remove board members who are unable to carry out their responsibilities.

The process is outlined in our written by-laws.

40. Board members are aware of activities and trends within the community.

Yes our board is very well informed and current on local trends and activities.

41. New leadership is constantly emerging from Board and committees.

We are slowly but surely building a group of talented individuals who show much potential for leading the affiliate in the future.

42. Within the Board, there are several individuals who can serve, in the future as presiding volunteer officer.

Please refer to the response to number forty-one above.

43. Board of Directors accepts change and seeks to stimulate it when appropriate.

Yes, the Board of Directors accepts that to remain static is to decline and to accept change, or rather embrace it, is one sure way to grow and become more dynamic.

44. If there are items, which require background information, materials summarizing the key issues and opportunities are distributed in advance to allow prior review.

The Board relies heavily on E-mail communications of such materials and generally receives any needed reading material well in advance of regularly scheduled meetings.

45. The Board uses its time well, making decisions and taking action, and does not engage in committee work at board meetings.

This statement truly reflects the proceedings of most board meetings.

46. The Board understands the role of conflict and deals appropriately with it.

When differences of opinion occur they are handled in an appropriate manner.

Jan passed around a flyer for a free seminar on social media and how it can help an organization. No one was able to attend but Katlyn stated that she feels we would be better served with a FaceBook page rather than a FaceBook Group. She will look into what is involved in setting up such a page and get back to the board at the next meeting. Pete will arrange for Jan to speak to the retired teacher's group. Patti will try to arrange with the Soroptimist Club for Jan to speak with them as well.

**Meeting adjourned:** 8:10 p.m.

George Gallaher, Secretary

### **Calendar:**

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

Sept. 17 –Volunteer Orientation is at 7 p.m. and Volunteers sign up for projects at  
8 p.m.– Outreach Ministries Building Conference Room – St. Paul Lutheran  
Church, Merced

October 4, Saturday, Applebee's Fundraiser

October 12, Sunday, Pedal Merced

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 August 18, 2014

1 George Gallahue

2 Pete Delacruz

3 Stephanie Miller

4 Lyle Allen

5 Patti Houbein

6 Jan Arge

7 ~~Walter~~

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