

# Habitat for Humanity of Merced County Board Meeting Minutes

April 20, 2015

Meeting Location: St Paul Lutheran Church, Outreach Ministry Center

2916 McKee Rd, Merced CA

Meeting # 254

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
Finance: Donna Hall	present
Site Selection: Don Spiva	excused
Member at Large: Pete Delacruz,	present
Member at Large: Fred Pillsbury,	present
Member at Large: Brittany Oakes,	absent
Member at Large: Sean Arnold,	excused
Member at Large: Ida Johnson	present

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

## **Devotion:**

Fred shared a story about a well-to-do gentleman who stopped when a brick was thrown into his nice new car. The man caught the boy who threw the brick who explained he threw it to get someone to stop and help him get his brother, who had slipped out, back into his wheel chair. The man helped and never repaired the car as a reminder to pay attention so no one needs to hit you with a brick to get your attention. The Lord loves us and has our photos on his refrigerator. We need to help those around us.

**Excused absences:** Sean Arnold, Don Spiva

**March minutes:** Lyle moved and Fred seconded accepting the March minutes as presented. Motion carried.

**Financial report:** Patti asked if we need to keep or sales tax permit if we have no sales to report. The group decided to renew our business license but to drop the sales tax permit. Lyle moved and Pete seconded a motion to raise the limit on Dale's credit card to \$5,000.00 as he purchases many expensive electrical parts for the homes. Motion carried. Lyle and Patti are going to contact Lowes and have the Lowes statement sent to the HfH post Office box instead of to Lyle's home address. One of our family members did not make a payment during the last payment cycle. Lyle suggested that we communicate the importance of making payments to nonpaying and slow paying partner families. Let them know that their payments pay for more partner family homes. Nellie spoke to another partner family that isn't making payments in a timely manner. Nellie reported that the partner is not as responsive as she could be. Nellie also stated that she has been trying to contact another partner family and has had no luck.

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Patti stated that if we wish to know who has and has not paid their mortgages in a timelier manner, we need to have on-line access to the bank balances in the savings accounts where the partners deposit their payments. Patti stated that the last time she contacted the bank about this service there was a five dollar fee per account for this service. Donna moves and Fred seconded paying the fees necessary to allow Patti and Nellie on-line access to the balances on the appropriate bank accounts. Motion carried.

Rosa needs to submit her hours before she can get the keys to her new home. It was suggested that she submit a monthly tally that could be reviewed at the monthly board meetings. The board discussed devising a uniform system of keeping partner family sweat equity hours for all future builds. Nellie suggested we buy some business cards with a blank line for our name and a blank back that could be left with people we communicate with about Habitat Business. Donna moved and George seconded spending an appropriate amount for 1,000 business cards with blank lines for names and clear backs. Motion carried.

**Administration:** Women's build in Los Banos May 9<sup>th</sup>. Jan has information about the build if anyone is interested. Northern California Habitat for Humanity Conference in Sacramento May 20th. Contact Jan if interested in attending.

**Public Information:** The newsletters have been mailed.

**Construction:** Should start the finish coat in the interior tomorrow. Rosa will choose cabinets in the near future. Lyle has a new volunteer with a tractor who is willing to help with the driveway and parking pad which we intend to start working on in the near future.

**Family Services:** Nellie is working with the materials she has to develop appropriate family selection documents.

**Church Relations:** Much material is being distributed to local churches.

**Volunteers:** Jan will conduct a volunteer orientation in the fall.

**Other Business:** Goals from annual meeting: Establishing a Restore is still our first priority goal. The biggest obstacle seems to be the cost of renting a building. Many affiliates have found angels to donate the use of a facility. Lyle will contact the local radio station and explain our plight and ask if anyone in the community is in a position to give us use of a building free, at a reduced rent or with no rent for a specified period. Jan found that Home Town Buffet offers an opportunity for fundraising. We buy tickets from them at a reduced rate and sell them at a higher price. The board agreed to hold a fundraiser at Home Town Buffet on the third of October from 11:00 to 2:00. Tickets will be distributed to board members to sell at the August board meeting.

Sale of furniture: Most of the furniture was sold at the garage sale. Jan is waiting to collect \$200.00 for furniture from the Vicar and Deacon of the Hmong Church.

Jan and Larry will speak with the Livingston Lions Club in the near future.

Michelle sent a person who would make a good board member to the Volunteer orientation. The person did not make the event. Michelle will contact her again and

invite her to a board meeting. Michelle is actively seeking good people to become board members and volunteers.

Discussed Board Assessment: Jan reiterated that each board member needs to present an annual financial gift and that each board member should participate in a fund-raising function. She went on to state that board members need to understand their role in identifying and cultivating prospects and in soliciting contributions.

Jan and the family services committee will work closely with families and will bring important and current information to the next board meeting to begin the process of devising a policy for late payments and finding ways to help the three partner families who are having difficulties. Having on-line access to payment information will help the board make timely decisions concerning delinquent payments.

**Meeting adjourned: 7:55 P.M.**

George Gallaher, Secretary

Habitat for Humanity of Merced County, Inc.  
Board Meeting Sign-in April 20, 2015

- 1 George Gallahan
- 2 Jamie Arze
- 3 FRED P. / SBURY
- 4 Lyle Allen
- 5 Nellie Venegas
- 6 Pete Delacruz
- 7 Donna Hall
- 8 Patti Houten
- 9 Michelle Paloutki
- 10 Lda M Johnson
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**Calendar:**

May 18, Monday, 6:30 p.m. Board meeting – St Paul Lutheran OMC  
Devotion: Patti

June 15, Monday, 6:30 p.m. Board meeting – St Paul Lutheran OMC  
Devotion: Michelle