

Habitat for Humanity of Mesa County  
Board of Directors  
Meeting Minutes 11/12/15

**Location:** HFH ReStore Conference Room

Board Members Present: Linda Kochevar, Justin Menge, Scott Sorenson, Kevin Chesney, Doug Sorter, Darrell Kitzman, Alice Young, Pam Francil, Peter Icenogle, Jill Crone

Absent with proxy: Bruce Phillips (Proxy, Kevin Chesney)

The following members of management/staff were present: Janet Brink, Patty Kelly

Guest: Dave Patterson, CPA

Kevin Chesney called the meeting to order at 7:05 a.m. Darrell Kitzman offered the opening prayer.

**Board Minutes** - Kevin asked if everyone had reviewed the minutes from last month's meeting. Motion to approve minutes was made by Pam Francil and seconded by Linda Kochevar. No changes being made minutes were approved as written.

**Fiscal Year Financials** – Dave Patterson reported on our annual audit. He stated that he audits both management and staff procedures according to professional General Accounting Standards. The audit is used to show the ability to rely on numbers in the financial statements. The ReStore inventory is not recorded when received thus there is no way of determining lost or stolen inventory. The audit is a snapshot through June 30, 2015. It is a breakdown of functional expenses and cash flow. He stated that our audit went smoothly and no issues arose. He ended his report. He was then introduced to the Board. It was stated that our taxes were filed; 990 to IRS. The audit has to be available for public inspection and the Secretary of State. All Board Members are invited to review the audit. Linda Kochevar moved to approve the audit and Doug Sorter seconded the motion. Motion carried.

**Financials** - Linda Kochevar reported no financials concerns exist as of this date; balance sheet is in good shape. Linda asked Janet why we did not have funds in a money market account. Janet stated that she would like some assistance with that. Justin and Janet are going to get together and talk about how we can get an account started. They are to report on that at next month's board meeting. Accounts Receivable update, Press One had parked some funds in reserve to be potentially used to purchase the building. They did not go forward with the purchase, however the funds were used for their September and October rent. They are now behind in their November rent and are going to be receiving a demand letter that includes late charges. Late charges will be assessed going forward. Alpine Bank skipped the interest for October and will be made up in November; an apparent banking glitch. October was another 3 payroll month. There were no significant changes from September to October. Our Audit has been paid for. A call for a motion to accept the financials was made; Doug moved and Justin seconded. Motion carried.

**Benchmarks** – Linda states that ReStore Revenue reflects the 3<sup>rd</sup> payroll; otherwise we are in compliance for this item. ReStore Daily Sales are up. Cash on hand is where it should be. Total contributions are not reflected. Total expenses are skewed by 3<sup>rd</sup> monthly payroll. ReStore Expenses are in line. Payroll and employee benefits are in line as well. Justin motioned to accept and Kevin seconded the motion. Motion carried.

**U S Affiliate Organization Covenant:** Janet asked all Board Members to read the Covenants; they are to be reviewed yearly. The Covenants have not changed since 2013; they are what we agreed to when we began our program. Pam Francil is charged with signing the Covenants and all Board Members will be listed on the signature page. This is part of our yearly report to HFHI. Linda moved to approve the Covenants and Darrell seconded. Motion carried.

**Delinquencies** – Janet brought the updated delinquency list and explained (JG) and (JD) have paid; (TM) and (RG) will be paid; (JJ) will be receiving a letter from our attorney. (JOJ) home sold; there is money to disburse and we are trying to find a good address for the former homeowner. One of our homeowners did not pay taxes and therefore a new issue came up, escrow shortage that we were not made aware of until too late. Pam Francil stated that a servicing company will advance payment on taxes as well as insurance if the need arises. This was tabled as Janet stated a change is coming.

**Tithe Dashboard Report:** Janet Brink explained that HFHMC tithes (10%) on an annual basis at the end of June. There is a nice handout in the Board Book for perusal.

#### **Committee Reports, Department Reports –**

**Executive Committee** – Peter Icenogle deferred to Janet Brink. Janet Brink spoke about Colorado Gives Day which occurs on December 8<sup>th</sup>. You can go on the site now and pre-donate but make sure you designate the funds to go to HFHMC. Please spread the word via your contacts.

**Construction** - Scott Sorenson reported that 390 Wedgewood should close mid-December. 388 Wedgewood trusses will be in place soon. 386 foundation excavation is complete. The storage shed is piecing together. Bosie Cascade is donating the metal package; colors have been chosen. The semi-trailer that was donated to us by Brad Humphries R V was delivered yesterday. It will be utilized for material storage such as flooring. Some of our other trailers need some upkeep.

**Family Selection Committee** – Kevin Chesney stated that we have 2 families with incomplete documents that we are waiting on. At the present time we have too many families to accommodate in a timely manner. We are mandating a freeze on new applicants until the 1<sup>st</sup> of February. We have to process the 3 that have just come in. 18 months is a long time to wait for a home. We need some catch-up time. We are trying to recruit skilled volunteers to help us get our homes built.

**Fiat Committee - No report.**

**Family Support Committee** – Alice Young stated that when the committee met the Sweat Equity Hours were not available. The reports are now in the board book for perusal. A couple of our families don't want a family advocate. This is part of our program though; monthly phone calls to the family will still occur. Family advocates need to be in place in case the family does need some guidance. We have one new family (LQ) who has completed 15.75 hours; (SB) has 652.80 hours; (BH) has 25.50 hours; (S/GB) has 638.50 hours; (QR) has 172.00 hours; (CW) has 559.25 hours. In 2016 we are adding landscaping to our educational process. There is a man that works at Bookcliff Gardens that has expressed interest in being a volunteer to help our families with the landscaping piece.

**ReStore Advisory Committee** - Alice Young stated that we still have a part-time driver position open at the ReStore. A ladder was donated to the ReStore by Home Depot. The Anniversary sale did not net as much revenue as it did last year. Alice states that there were many activities going on in the valley that weekend and the weather was not good. Numbers are down in "pick-ups" and up in "drop offs." Discussion was held around ReStore Advisory Committee meetings. A survey was sent around with a series of six questions on it to determine the

effectiveness of the committee. A local estate sales business owner was mentioned as a possible candidate for this committee.

**Marketing Committee** – Doug Sorter reports that Facebook has a total of 861 likes for the ReStore, up 10 from last month; Affiliate office 435 likes, none new. HFHMC is now on Twitter which should generate some interest for Colorado Gives Day. October Pinterest hits are down. We are spending less on advertising and getting more coverage by using the social Medias. HFHMC website is going to be updated using Wordpress which is much better application.

The Latino Chamber, Housing Resources After Hours event was a success. We sold quite a few items with the 20% discount offered at that event. The Chamber Showcase held at Two Rivers last month was successful as well.

**Volunteer Advisory Committee** – Darrell Kitzman stated that HFHMC is looking for more volunteers. We are implementing a 15 and 15 incentive program to get volunteers to get their hours in earlier rather than later. Collbran Job Corps has joined forces with us and we have one new volunteer for nine weeks on Thursdays and Fridays from 9 AM to 3 PM. There is a “road trip” planned to visit the Job Corp in December. Board Members can let Janet Brink know if they would like to partake in this journey. The Job Corp volunteers carry their own liability insurance and are OSHA certified. HFHMC is forming a partnership with the Career Center. They will be building sheds for our homeowners. They build them at their facility and deliver them to our site. They might have an electronics program we can utilize to check out the electrical items we get donated. R-5 students are going to start volunteering for ½ day starting on November 19.

**Upcoming Events** – December’s Board Meeting will be held at the Bank of Colorado, downstairs large conference room.

Peter Icenogle asked if there was any other business. Hearing none he called for a motion to adjourn. Kevin moved, Pam seconded; motion carried. Meeting adjourned at 9:05 AM.

Respectfully submitted,

Patty Kelly