

# Habitat for Humanity of Mesa County

## Board of Directors

Regular Meeting Minutes 7/9/2015

**Location:** HFH ReStore Conference Room

Board Members Present: Kevin Chesney, Bruce Phillips, Linda Kochevar, Justin Menge, Scott Sorenson, Jill Crone, Alice Young, Peter Icenogle

Absent with proxy: Darrell Kitzman, (Proxy Peter Icenogle), Doug Sorter, (Proxy Linda Kochevar)

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

Bruce Phillips called the meeting to order at 7:05 a.m. Peter Icenogle offered the opening prayer.

Jill Crone, new board member, was welcomed.

**Board Minutes:** Bruce asked if all had reviewed regular minutes for 6/11/15 and if any changes needed to be made. Hearing none, minutes were approved as submitted.

**Financials:** Linda reported, per our balance sheet, that the checking account doesn't vary by a large amount because the monthly income covers the cost of operations. We are having trouble collecting property taxes from Press One. They sent a check for ½ of the taxes but their rent check has yet to arrive; it is always late. Janet is going to call the owner again and have a chat with him. Income statement shows that the income is flat over last year's statement at this time. Current Assets are static. Balance Sheet is also static. Income was down by 6% last month, however we are at a 33% increase over last year at \$410,000.00.

Pam Francil inquired about the timing for a family from date of application to being in their home. Average is 10 months, but could be upwards to one to one and a half years. There are currently a good number of people in the pipeline.

Bruce asked if there were any questions or concerns about the Financials. Having heard none Bruce asked for a motion to approve. Peter so moved, seconded by Kevin. Financials stand approved.

**Benchmarks:** Linda stated ReStore income is up by \$16K for the year. It closed the month at \$103,000.00. The expected monthly income will stay at \$100,000.00. Cash-on-hand did not drop below \$300,000.00. Contributions are good and present no issue.

**Delinquencies:** Janet reported 5 delinquencies. One homeowner is one month in arrears and he is going to be unable to work for approximately 4-8 weeks, so an exception will be made. The second homeowner is one month in arrears. Two additional homeowner's are still under their 15 day grace period. One homeowner paid on the 1<sup>st</sup> of July.

An inquiry about the James family was made. Janet responded that they fired their realtor and she was going to call them to see what they are doing with their property.

### **Committee Reports:**

**Acquisitions:** Read report in Board Book. No action required.

#### **Construction:** - Scott Sorenson

1. Jody Green's dedication is Saturday, July 11<sup>th</sup> at 9 AM.
2. The group build to be sponsored by USIC was cancelled.
3. 390 Wedgewood is moving along well.
4. Burrows ADA requirements justified being outside the size guidelines as set for our homes.
5. There is a \$97K set-a-side for the subdivision that is set for a one year period to make sure that we have done what we need to do to the infrastructure of the subdivision. The funds are held at Alpine bank.
6. The subdivision pond falls to the HOA to maintain. They may hire someone to perform the maintenance because the home owners do not want to do it. Janet stated that she will be looking at making a change in the HOA dues to accommodate the change. Possibly raising the rate by \$5.00 per month.
7. The City will maintain the roads.
8. Storage buildings for the construction materials are still being considered. An onsite material building works the best. Right now both of the existing storage units are full. If we build our own storage building, Boise Cascade said they would donate the siding. Pam asked if the building could be converted to an office space or other type of building. Scott stated that it would be cost prohibitive.
9. Bob Levine of the Bureau of Reclamation talked to Scott about the property to the West of the subdivision. The property owner's water flushes onto the Bureau of Reclamation property and floods it. The owner has been asked to cap the line but he does not want to do this. The Bureau wants it to dump into our storm sewer and Scott is not comfortable with this. Grand Valley Drainage should be talking to the owner. This is not our issue. Scott will put a call into the Bureau for further discussion.

#### **Family Selection Committee:** - Janet

One family was tabled for further discussion. KREX called Jen to get a press release on Jody's property. Delphina was interviewed by KREX for showing on their channel. We also got great press from the Volunteer program presented at the Library on July 9, 2015.

#### **Faith in Action** – Janet

There will be a bake sale in the fall; a decision as to where to appropriate the funds raised will be decided upon at a later date.

#### **Family Support Committee:** - Alice

Alice stated that Sarah is out on maternity leave. There is an issue with Quincy and his "sweat equity" hours. Miffie had a confrontation with him about the hours. He will be receiving a letter, both certified and regular mail, which states that he is in non-compliance mode at this time. This is standard procedure

when a family is non-compliant. A male family partner will be chosen for Quincy and may help him keep on track. If anyone has an idea about a partner, please let Janet or Bruce know. Curtis's hours are low on the construction side. Cecily and Gregg are down in their hour count because of medical concerns.

**ReStore Advisory Committee:** - Alice

3 new employees have been hired; one to work with Lonnie part-time and work for Jim on Jim's day off and on Saturday; Another to work with Lonnie on Monday, Thursday, Friday and Saturday, this one will also be a sales associate floater. The other new-hire is a part-time sales associate, merchandiser, backup cashier. A window has been ordered for the upstairs conference room for a fire exit. GJPD gave a great presentation to all of the employees about staying safe in the store. Tile for the walkway in and around Barb's office will be tiled by Brian during Labor Day. The 2005 International truck required more repairs bringing the repair bill to \$8K for the year. The roof was leaking at Press One and has been repaired. Air conditioner was serviced and gutters cleaned. A reminder will be sent to Press One to keep the servicing going. Donations are up from last year by \$123.

(Janet informed Bruce that the Board Book will be scanned in to everyone in the future.)

**Safety: Janet**

Safety committee is working on finalizing the Safety Manual. The stairway to the conference room now has yellow safety stripping affixed to it. Patty completed five years of OSHA logs as per OSHA requirements. This has not been done in the past and will be kept up going forward.

(Patty completed 109 Colorado Enterprise Zone Certifications for the month of June. This is up from 40 from last year at the same time.)

**Public Relations Committee:** - Janet

Upcoming events:

Jody's Dedication 7/9/15 at 9 AM.

Community Life Church Community Build 7/25/15

G J Pipe Golf Tournament 9/12/15. We will sell raffle tickets and get great P R during this event.

OXY Build is 9/17/15; Burgers will be served; Board members try and come out for lunch.

State HFH will be here on 9/18/15 for dinner at Il Bistro at 7 P M. They will be at the ReStore on Saturday the 19<sup>th</sup> for coffee and lunch. Board Members are invited.

October 17 is the scheduled date for the ReStore's Anniversary Sale.

If we get a grant, we will be adopting and doing a build to honor "911" like other affiliates have done.

**Volunteer Advisory Committee:** Darrell: No report.

A motion to adjourn the meeting was made by Justin seconded by Peter. Regular meeting adjourned to go on to the Annual Board Meeting.

Respectfully submitted,

Patty Kelly