**Habitat for Humanity of Mesa County**

**Board of Directors**

**March 10, 2022 Minutes**

**Location:**ReStore Conference Room

**Board Members Present:** Micah Adams, Lisa Martin, Erin Doebele, Jason Hensel, Sandra Rogers, Scott Burnham, Darah Galvin and Milton Arroyo.

**Board Members Absent**: Isaiah Quigley (No Proxy) and Minde Harper (No Proxy)

**Guests:**NONE

**The following members of management staff were present**: Laurel Cole

Micah called the Board of Directors meeting to order at 7:32 a.m. and Lisa offered the opening reflection.  Sandra volunteered to offer the reflection for next month’s meeting.

**Board Minutes -**Micah asked for the Board of Directors to take a few minutes to review the February 2022 Board meeting minutes and requested a motion for approval. Darah made a motion to approve the minutes and Erin seconded the motion. The Board of Directors “approved” the February 2022 Board meeting minutes.

**February 2022 Benchmarks & Financials -**Erin reported the financials for the month of February 2022.

Benchmark discussion showed that February was a better month for the ReStore than January, but that expenses were not covered by ReStore sales by about $12,000. While sales are trending up, the revenue from the ReStore is still not meeting the benchmark. The operating account is still healthy and contributions for the quarter have already exceeded the benchmark. Total expenses are higher for the month, but this will be discussed in more detail in later financial report. The expense to income ratio is slightly above the benchmark at 56%, due to the ReStore revenue being lower. The payroll costs have increased slightly, but this is due to the approved COLA increases that went into effect this month. HFHMC has still not had a home transfer this year.

Balance Sheet Summary: Cash balance is good and was approximately $1.8 Million. Account #1270 Construction shows about $9,000 of expenses for the 2 homes currently under construction. Account #2111 reflects the initial deposits that were made by 2 new future homeowners that signed letters of acceptance. Account #2323 shows just over $5,000 difference in the amount paid by the insurance company for the front door claim, and what was paid to the contractor. Laurel reported that the deductible was $5,000 and HFHMC is currently trying to recoup the fee from the driver’s insurance company.

Statement of Activities Summary: Account #4150 was showing low in past months but this is due to distribution timelines rather than lack of funds received. Received CDOH grants for both homes under construction so that amount has increased to the anticipated amount for this time of year. Everything else is consistent from what has been previously reviewed. Account #4201 is still low due to no houses having sold yet this year.

Income Statement Summary: Contributions were just over $4,000 for the month. Accounts #5605 and 5703 are both showing increased expenses of around $4200 each. This is due to the HFHI Conference in Atlanta registration and plan tickets, which were both purchased in February.

**New Business**

**Bylaws Update:** Isaiah was not at meeting to provide update. Will move to next month’s agenda.

**April Board Meeting:** Due to next month’s Board Meeting falling at the same time as the Atlanta conference, pushing the meeting back a week was discussed and agreed upon. April’s Board Meeting will be on April 21st.

**Staffing Update:** There was a change in staffing this week and the position of ReStore Manager has been posted on Indeed and LinkedIn.

**COMMITTEE REPORTS**

**Executive Committee –** Laurel noted there was one delinquency, but that the check was mailed in and should be received by tomorrow. Also, Ariel’s condo lease has expired and they have opted to move to a month-to-month option until they determine if they will extend the lease. They will be paying 150% of the rent while in this option per the lease agreement. One of the homeowners had started the home sale process, but decided to wait until May to list home. Strategic planning was discussed and the Exec team selected March 25th at 1:30pm as date to begin process. Strategic planning is open to any board member that is able to attend and would like to be part of the process.

**Construction Committee –**Micah stated KR’s house is getting closer to completion and is looking like the finishing date will be in about 30 days. AK’s house has had the roof installed and siding is underway. Expected completion date is about a month after KR’s completion. Laurel presented at WCCC with the drafting program and has developed a partnership that will allow students to submit designs for future home designs, with the winning design receiving a scholarship or award money. Laurel will be meeting with them again next week to discuss the scholarship options as well as ways to include other programs in volunteering with Habitat.

**Family Selection Committee –**Did not meet this month.

**Family Support Committee –** Laurel reported that the families have all met their hours and that the 4 selected homeowners have all signed letters of acceptance with the KM family already actively volunteering. The JL family will start hours as of April 1st, and the following two families (DS and AP) will begin hours starting in May. The next family education course will be held on March 23rd: How to Be A Good Neighbor.

**ReStore Advisory Committee**– Lisa reported that while sales for the month of February were not at the benchmark, they were still $4500 more than February 2021. She stated that the ReStore is working on creative ways to increase revenue including the wheel of discounts which customers can spin before checking out every day in the month of March, as well as a scheduled 50% off sale for 3 days mid-month. Cashier will be out for 6 weeks on medical leave starting April 18th, and coverage has been arranged. The sorting person will be moving at the end of May and her position has been posted, with hopes of her replacement being hired and trained before April 18th. For safety reasons, it has been decided to close the second entrance to the store so customers are not entering behind the cashier. Safety trainings have been planned and scheduled to train staff on emergency procedures for a variety of dangerous occurrences. Lisa also reported that acquisitions appear strong with several planned including Alpine Bank, Bassett Furniture, a tile store, and several additional businesses.

**Public Relations Committee –** It was determined that in the future, Sandra will report on PR committee meetings to the board. This month, Milton reported that the Annual Report came back from publisher and is being mailed out. The food drive went well with 500 lbs of food received and almost $400 is cash donations. Christina and Barbara have been actively participating in the ShareFest planning process with the plan of staff and homeowners completing projects during the event on April 30th. Christina has been cultivating FIAT relationships with the different participating church congregations to help develop the Faith in Action partnerships. The Door Project planning is progressing. A meeting with the Art Center has been scheduled to discuss the potential of hosting a month long exhibition to bring awareness to the need for affordable housing in the community as well as to display artist’s doors/submissions for silent auction. The committee is planning to create an immersive experience for the community to create interest in and support of Habitat’s mission. The door event will be hosted for the month of October, with plans of changing the artist reception into a VIP opening night event to kick off the exhibition.

**Volunteer Advisory Committee –** Laurel reported that 64 volunteers worked 816.46 hours for the month of February compared to the 25 volunteers that completed 580.22 hours. The trend of having more volunteers contributing less hours is continuing at this time. Barbara completed 5 new ReStore volunteer orientations and 2 construction volunteer orientations last month and is continuing to hold more and more orientations on a daily basis. Several upcoming group builds are scheduled including Telluride Mountain School on March 23rd and 24th, 2 tentative group builds and the GJ Rotary Club which is scheduled for April 23rd. Barbara has been cold calling past volunteers and inviting them to return to the ReStore and/or Construction site and several have started to return. Also, the volunteer appreciation event has been moved to Saturday, May 7th for safety reasons as well as to allow participation in ShareFest the same weekend.

**Adjournment:** Micah asked if there was anything else to discuss and hearing nothing, Sandra made a motion to adjourn the meeting and Lisa seconded the motion. The board “approved” and the meeting was adjourned at 8:40 am.