**Habitat for Humanity of Mesa County**

**Board of Directors**

**July 15th, 2021 Minutes**

**Location:** ReStore Conference Room

**Board Members Present:** Lisa Martin, Erin Doebele, Jason Hensel, Isaiah Quigley, Minde Harper

**Board Members Absent**: Micah Adams (Proxy Isaiah) and Hollie Vanroosendaal (Proxy Lisa), Scott Burnham (no proxy)

**Guests:** None

The following members of management staff were present: Laurel Cole

Lisa called the Board of Directors meeting to order at 7:37a.m. Erin Doebele offered the opening reflection.

**Board Minutes (Tab 1) -** Lisa asked for the Board of Directors to take a few minutes to review the June 17th, 2021 Board meeting minutes. Lisa asked if there were any additions or corrections and hearing none, Isaiah made a motion to approve the minutes and Erin seconded the motion. The Board of Directors “approved” June 17th, 2021 Board meeting minutes.

The annual meeting voting results were discussed as follows:

**Board Member Appointment** (2021-2024 Term):

Scott Burnham (Approved)

**Board Member Reappointments** (2021-2024 Term):

1. Erin Doebele (Approved)
2. Minde Harper (Approved)
3. Isaiah Quigley (Approved)

**Election of 2021-2022 Officers**

1. President- Micah Adams (Approved)
2. Vice President- Minde Harper (Approved)
3. Treasurer- Erin Doebele (Approved)
4. Secretary- Isaiah Quigley (Approved)
5. Past President- Lisa Martin (Approved)

**May 2021 Benchmarks & Financials (Tab 2) –** Erin reported on the June benchmarks stating that they are over $5,000. She stated that ReStore sales are still trending down and that the sales benchmark for the month of June was not met. Erin discussed the account balance of $400,000 that is being left alone until construction starts and that the total contributions for the quarter were at around $64,000, most of which came from the Waldeck contributions. Erin stated that the total for the month was $73,000 which is consistent with the monthly average, and that the Income to Debt ratio fell below 55%. Payroll costs were at around $45,000, which is also consistent. Erin stated that there were no homeowner transfers and that the income balance sheet shows the accounts are healthy with 1.2 million cash.

Erin stated that after reviewing the financials she had follow up questions that were answered by the bookkeeper. Account 12100 showed a balance of mattresses that needs to be updated and account 1602 shows the amortization mortgage discounts that are adjusted annually. Regarding the profit and loss statement, Erin asked bookkeeper to move grant money from Alpine (4150) from grant to contribution. 5144 showed that building maintenance was higher than usual due to the replacement of an electrical processor at the ReStore. 5531 showed the tithe amount given to HFHI and 5531 showed employee benefits were increased by $4,500 due to health insurance payment catch up. The annual account showed 6,000 and 7,000 adjustment regarding the mortgages and is adjusted annually.

Erin reviewed the Budget vs. Actual sheet and highlighted that the ReStore is continuing to make less money than they historically have. The Waldeck fund also contributed less than had been budgeted for and this amount was lowered for current year budget. Overall, the ordinary income was $335,950 vs. $335,906 for only a difference of roughly $50.

Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and hearing none, Lisa requested a motion to “accept” the June 2021 Benchmarks and Financials as presented. A motion was made by Jason and seconded by Minde. The Board of Directors “accepted” the June 2021 Benchmarks and Financials as presented.

Erin reviewed that there were no changes made to the 2021-2022 budget and asked if anyone had any questions and hearing none, Lisa requested a motion to “approve” the 2021-2022 budget as presented. A motion was made by Minde and seconded by Jason. The Board of Directors “approved” the 2021-2022 budget as presented.

**New Business**

**June 2021 Delinquencies–** None

**Joan Akers Estate-** $50,000 check was received and deposited into account.

**Audit Scheduled-** Annual audit scheduled for August 10th-12th. Erin will be out of town during the audit, but will review the documents when she returns.

**PPP Loan Forgiveness-** PP Loan Forgiveness was applied for and already approved.

**Board Recruitment –** Lisa stated that at this time there is no update. She reviewed the places where the position had been listed and stated that those people she has been reaching out to are not ready to commit to the position. She asked the board to think of potential board members and to reach out to those that may be interested. Erin stated that she has a friend that might be interested but that she travels and would probably miss around half the meetings unless we could create a virtual option.

**Restore Plan-** Laurel requested the present board members mystery shop in the ReStore over the next week and report their experience back afterwards. She explained that the management team would be meeting to create a strategic plan for the ReStore in the coming weeks to help increase sales, reduce frustration over pricing, and to promote positive customer experiences. The ReStore is also looking to impletement POS system such as Clover to help track sales and trends.

**ReStore Lighting-** Laurel stated that the ReStore received a quote to switch the lighting out in the ReStore for $26,000. The second quote, to replace a portion of the lights and repurpose the rest, was at $7500. Construction Manager Brian priced out the cost of completing the change himself which came to $6500 minus an Xcel rebate of $4800, for a total cost of less than $2000.

**Faith in Action**- Laurel explained that after the last board meeting, she reviewed the bylaws which state a Faith in Action committee is required. Instead of creating an additional committee, the Marketing/PR committee agreed to include the Faith in Action committee as an additional part of the PR/Marketing committee. Laurel stated that Christina has been reaching out to a variety of faith communities in the area to work on developing partnerships in the community.

**COMMITTEE REPORTS**

**Executive Committee –** Lisa stated the committee met on July 7th and covered the information shared already as part of new business.

**Construction Committee –** Jason reported that 3043 has forms completed and the concrete should be poured by the end of next week and that grants have been applied for to help offset some of the inflated construction costs. Jason stated that he found an article and uploaded it to the Google drive explaining how though lumber prices are going down, builders and developers do not plan to decrease their margin which will keep the cost of building high. He reviewed the information collected by Laurel regarding 3D Printing of homes and reviewed the Builders FirstSource quote received by Brian and Laurel last week. He mentioned that the storm water report was reviewed and listed only non-issues. Jason stated that the warranty repairs were completed for 2 of the 3 homes, and that the last would be addressed **(Map –Front Pocket)**

**Family Selection Committee –** The committee will not meet until there is room for new homeowner applicants and that construction has started up again.

**Family Support Committee –** Minde reported that 2 of the families have already gone over their 500 hour volunteer requirement and that the 3rd family will be granted a medical waiver due to contracting COVID and the subsequent recovery process. Minde asked if the medical waiver could be granted a second time, if needed, and Laurel responded that yes, it could be though medical documentation might be required.

**ReStore Advisory Committee** – Lisa reviewed the changes and planning that Laurel explained regarding store enhancements and stated that the ReStore completed $81,950K in sales including the condo rent. She stated that the ReStore is in the process of hiring a ReStore Assistant Manager and that interviews are underway. Additionally, the position of Office Admin is being filled by future homeowner, April, and she is slated to start on July 21st. Driver Nate also quit to return to his previous job and Adrian moved into his role as driver. Longtime volunteer Rodney was given the position on the floor. Donations and pickups are being scheduled for only 5 per day due to the increased heat. There was an issue with the truck regarding the heater core. Ron was able to bypass the heater core and it should be good to drive until the weather becomes cool enough to require heating in the truck.

**Public Relations Committee –** Laurel stated the committee met via email. Christina has been continuing to post for Wacky Wednesdays and the ReStore has started to complete Flash Sales each week to move some of the older inventory. Christina is working on a promotional multimedia traveling art installation to promote the door event in October. Newsletter was sent out to families and Leigh is working to create a DIY segment for the website using overstock materials from the ReStore. ReStore signage is still being upgraded. Additionally, Christina is creating donor database

**Volunteer Advisory Committee** – Group builds have been pushed back to end of August/September and will be continuing to schedule out based on movement at the job site. Kirk is working with a Senior volunteer organization that pays the seniors for volunteering with Habitat. Minde discussed the importance of all volunteers feeing important and included and that volunteer hours are still down but are increasing, though not back to the level of 2 years ago at this time. Senior volunteers we have are currently completing 34 hours per week.

**Upcoming Events-** The upcoming meetings were reviewed with the next construction meeting scheduled for 5pm on 8/3/21, Exec Committee for 11:30am on 8/4/21 and the next Board of Directors meeting scheduled for 7:30am on 8/12/21.

**Department Reports–** Reports were discussed and reviewed during the meeting and digital copies uploaded to Board Google Drive.

**Other Business:** Updating the Board books was discussed further and it was decided that the map could remain in the front of the board book, reports could continue to be uploaded before the meeting, and that the tabs are not needed as long as all the documents are entered into the board book in chronological order.

**Adjournment:** Lisa asked if there was anything else to discuss and hearing nothing, made a motion to adjourn the meeting. Erin moved and Jason seconded and the meeting was adjourned at 9:23am.

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