**Habitat for Humanity of Mesa County**

**Board of Directors**

**May 13th, 2021 Minutes**

**Location:** ReStore Conference Room

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

**Board Members Absent**: Jill Ruckman (Minde Harper); Hollie Vanroosendaal

**Guests:** Scott Burnham

The following members of management staff were present: Janet Brink

Lisa called the Board of Directors meeting to order at 7:30 a.m. and welcomed Scott Burnham with Alpine Bank. Justin Menge offered the opening reflection. Justin Menge presented a thank you gift on behalf of the Board of Directors to Janet for her years of service and wished her well in her upcoming retirement.

**Board Minutes (Tab 1) -** Lisa asked for the Board of Directors to take a few minutes to review the April 15th, 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” April 15th, 2021 Board meeting minutes.

**April 2021 Benchmarks & Financials (Tab 2) –** Erin reported on the April benchmarks noting that the ReStore Revenue (#1) and ReStore Sales (#2) were met and covered expenses. The Operating Checking Account (#3) is still healthy. Contributions (#4) are above the benchmark because the Waldeck Endowment Fund check was received. Total Monthly Expenses (#5) are high due to the new computer purchase and Restore Expense/Income ratio is lower but are still consistently a little high. Payroll and Employee Benefits (#7) are trending the same. Erin reviewed the Balance Sheet and noted cash funds look good with nothing to highlights. Discussed moving funds from the Operating Account to the Development Account. Erin will email Justin to make the transfer. Erin noted the Statement of Activities and reviewed 5144-00 (Building Maintenance) is up from last year as well as 5510-00 (Office Expense) due to the new computers (new server not included in that total). Erin reviewed the Income Statement with attention to Account 4100-00 (Contributions). It is up due to the generosity of the Waldeck Foundation. 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 April 2021 Benchmarks and Financials as presented. A motion was made by Justin and seconded by Isaiah. The Board of Directors “accepted” the April 2021 Benchmarks and Financials as presented. Erin also noted that she is preparing a “draft” budget for Janet to review. The “draft” budget will be reviewed in June by the Board of Directors and voted/accepted at the July Board of Directors meeting.

**New Business**

**April 2021 Delinquencies–** None

**Executive Director Recruitment -** Lisa reported that LC’s conditional offer is confirmed and the background/reference check is complete. LC will start on Monday, June 7th, 2021. LC is having trouble finding housing in Grand Junction and a moving van from California. Kirk is prepared to take the lead until Laurel arrives. Lisa suggested the Board of Directors take Laurel to lunch on Monday, June 7th at 11:30 a.m. and will send out a calendar invite.

**Board Recruitment –** Lisa stated the Board of Directors will vote on Scott’s application at the June meeting. We will still need to recruit at least one more member since Justin and Jill will be terming off the Board of Directors. Lisa also presented the nominations for the Executive committee which be Micah (President), Minde (Vice President), Isaiah (Secretary), Erin (Treasure) and Lisa (Past President). The vote will take place at the June Annual Board of Directors meeting.

**New Policy Review (Tab 3) –** Janet stated these new polices will be part of the Quality Assurance portion of the new HFHMC policy book. Janet is currently the compliance officer listed in the Anti-Money Laundering policy. Janet met and reviewed changes with Kirk and Christina about compliance in their areas. Laurel will take classes in July and will be voted in as the new compliance officer upon course completion. The change will need to be sent to HFHI Quality Assurance department. Janet presented the Whistleblower Policy and Records Retention & Destruction Policy. Upon review and discussion, Isaiah made a motion to approve the Anti-Money Laundering Policy, the Whistleblower Policy and the Records Retention & Destruction Policy and Justin seconded the motion. The Board of Directors approved the HFHMC Anti-Money Laundering Policy, the Whistleblower Policy and the Records Retention & Destruction Policy. Janet will submit to the Quality Assurance Department at HFHI upon Lisa’s required signatures.

**Previous Business**

Isaiah reported the unauthorized Habitat for Humanity of Mesa County photos on Mr. Iannios web-site have been removed.

**COMMITTEE REPORTS**

**Executive Committee –** Lisa stated the committee met on May 5th, 2021and discussed the following:

1. Janet met with Ann of WCCF and submitted the annual report.
2. Kirk renewed his Competent Safety Officer training. Will now be an annual renewal.
3. New computers, switches and server are installed. Working thru small issues.
4. Ms. Moore has replied to delinquent HOA dues and has paid the entire 2021 year.
5. Janet filed the HOA Secretary of State annual dues for Hoffman and Camelot II.
6. HFHMC will have a table for the GJ Chamber banquet. It is at Two River1s on Friday, June 11th, 2021. It is a beach party theme. Isaiah, Minde, Erin and Micah will attend. Janet will send out the invite.
7. Changing the June Executive Committee meeting to June 9th and the June Board meeting to June 17th to accommodate Laurel’s arrival.
8. Bylaws will need to be reviewed and updated. Bruce Phillips has agreed to be on this committee with Hollie. Target date to be completed will be December 1st, 2021.
9. Kendra Calderon (Hoffman homeowner) had a flood (washer valve) that is expected to be about $10,000 in repairs. Homeowner will also be replacing non-damaged flooring in the bedrooms. Janet is working with her insurance company and will turn over to Kirk.

**Construction Committee –** Micah reported the committee met on May 4th, 2021. Brian Fitzgerald will be obtaining his GC in Colorado. Discussion was held about Tom and his requests for using his GC license in the interim. Brian is taking the test this Saturday and is studying the course work at this time. Framing on the next two homes will add $8,000 to $10,000 in labor costs. Discussed having an employee (Kirk) get the GC as a backup. Will continue to discuss at a later time. Alpine Lumber is working on the 3 bedroom plan. Brian is still acquiring and reviewing bids with Janet. The four families have been site assigned. Rob will be making changes to the fronts of the home for different submissions. Seeding empty lots was discussed and determined it won’t save costs versus paying for the bi-monthly store water inspections. Approved the re-submitted plans for Schultz patio and awning. Minor warranty repairs for Coleman was discussed. There was a dog attacked by another dog in the Hoffman sub-division last Friday. Bri Higgins is meeting with Janet this Friday to discuss the details. The authorities are involved due to the death of Ms. Higgin’s dog as well as another homeowner being bitten by both dogs. **(Map –Tab 4)**

**Family Selection Committee –** Justin reported 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 the committee met on May 6th, 2021. All of the families met their sweat equity hours and have all been site assigned. The families along with their children participated in Sharefest in order to obtain hours and had a good time. All of the families are cooperating with building delays.

**ReStore Advisory Committee** – Lisa reported the committee met on May 5th, 2021. Lisa reported that sales are up and donations are good. Barb is working on ticket prices to move items more quickly. We have a new staff member in home improvement and are still looking for a full time office assistant. The drivers are doing about 9 pick-ups per day. The store needs new lighting and Barb is working with Ridge Electric for a quote. The truck has new brakes, tires and waiting for a part. It was a good decision to refurbish the truck.

**Public Relations Committee –** Janet stated the committee met on May 4th,, 2021. Christina has moved all May group builds to June at this time due to the lack of building. The new web site has launched. Please see the report for other details.

**Volunteer Advisory Committee –** Minde reported that the Volunteer Advisory Committee met on May 6th, 2021. There are more volunteers returning. Janet stated that a volunteer coordinator hire might be in order. Janet suggested that person also be the acquisition coordinator since both positions are mission driven.

**Department Reports (Tab 5) –** Janet stated that most topics were covered during the meeting but feel free to take the April reports with you.

**Upcoming Event Schedule- Noted**  Lisa asked if there was any other new business before adjournment. Hearing nothing, Micah made a motion to adjourn the meeting and Isiah seconded the motion. The May 13th, 2021 Board of Directors meeting adjourned at 9:00 a.m.

JaJanerJan`Jane