﻿

**Habitat for Humanity of Mesa County**

**Board of Directors**

**August 11, 2022-Minutes**

**Location:**ReStore Conference Room

**Board Members Present:** Scott Burnham, Micah Adams,Jason Hensel, Isaiah Quigley, Minde Harper, Lisa Martin, Erin Doeble, Sandra Rogers, Milton Arroyo and Darah Galvin

**Guests:  None**

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

Minde called the Board of Directors meeting to order at 7:30a.m and Erin offered the opening reflection.

**Board Minutes (Tab 1) -**Minde asked for the Board of Directors to take a few minutes to review the prior month's Board meeting minutes.  Minde asked if there were any additions or corrections.  One error was noted and with the alteration, Micah moved and Darah seconded the Motion. The Board of Directors “approved” the July 2022 Board meeting minutes.

**Annual Board Minutes (Tab2)-**Minde asked for the Board of Directors to take a few minutes to review the Annual meeting minutes. Two errors were noted and with the alteration, Lisa moved and Micah seconded the Motion. The Board of Directors “approved “the Annual Board meeting minutes.

**Benchmarks & Financials-**Erin reported the financials for the prior month.

The Restore sales were down and about $13,000 under the benchmark and as a result, the expense/income ratio was also not met as a benchmark.  The operating checking remains in good standing and met the bench mark ($1.376M).  The contributions were low and are in need of review.  The 394 transaction was noted.

Erin introduced a new ratio spreadsheet for board analysis. Focus emphasis is to shift from the Restore which is relied upon for 92% of revenues, to more of a contribution model.

Statement of Activities:  Insurance was up $4667 as a result of two deductibles paid under workers compensation policy. Overall income -$12,418.

The Financials were moved to be accepted by Isaiah and seconded by Sandra. The board formally accepted the financials.

**New Business**

**Delinquencies:**BH has a delinquency.  She is habitual.  Laurel is going to send her a letter of default at the 30-day mark in attempt to put an end.  The $15 late fee is insufficient to motivate.  JH is late for the first time in over a decade and are attempting to initiate contact.  A letter has been sent.

Kim Moore's home was discussed as a result of request from estate to entertain a trust transfer.  There was significant discussion as to options and the board decided not to take on the option of loan transfer or new origination as being not in the best interests of Habitat.

Quality Assurance Reporting.  New organizational covenant was presented and signed by the Board. Safeguarding covenant was also presented and signed by Minde as President under Board Authorization.  Operational covenant was presented and signed by Minde as President under Board Authorization.

Annual Audit to take place in August.

Executive Board presenting findings and recommendations as to Laurel's annual review.  The EB presented a request for authorization and approval of a $5K bonus.  The board unanimously approved the Motion made my Isaiah and Seconded by Micah.  The EB also presented request for board initiative to review salaries on an annual basis in November and December of each year, with any salary alteration to take effect in January of the next year.  Motion made by Isaiah and seconded by Scott and unanimously approved.

**COMMITTEE REPORTS**

**Executive Committee –** Most material was already discussed.  Ariel re-signed lease for the rest of the year at 5% increased rate.

**Construction Committee – Two** foundations to be poured. In need of a 4 BR plan.  Closing on next house within 30 days.  Phase 4 options considered and the City is willing to provide options on what they would accept.

**Family Selection Committee – No** meeting.

**Family Support Committee –**Minde reported; Laurel corrected hours after Barb leaving.  All are on track and four families have underwent financial coaching class (10 hours each assigned for class completion). Next education course is tax related in April.  New site assignment completed with another to come within the month.

**ReStore Advisory Committee**– Lisa Reported that the sales increased $5K from prior month although still down overall.  Employee replacement interviews ongoing. Marketing focus to increase the sales. Safety a priority.  Still doing 100-150 transactions per day.

**Public Relations Committee –** Sandra reported. High marks for Christina's efforts. New ads placed in the Nickle. New concept for "wall of art" as substitution of door project to keep the artists involved in the program and as an ongoing fundraiser.

**Volunteer Advisory Committee-**Darah Reported.  Barb resigned. April has come into to help fill the role.  Working well. Board Group Build needs scheduled.

**Adjournment:** Minde asked if there was anything else to discuss and hearing nothing, Sandra made a motion to adjourn the meeting.  Darah seconded and the meeting was adjourned at 9:00am.