**Habitat for Humanity of Mesa County**

**Board of Directors**

**February 11th, 2021 Minutes**

**Location:** ReStore Conference Room

**Board Members Present:** Lisa Martin, Justin Menge, Micah Adams, Erin Doebele, Minde Harper, Jason Hensel, Isaiah Quigley, Jill Ruckman, Hollie Vanroosendaal (conference call)

**Board Members Absent**: None

**Guests:** None

The following members of management staff were present: Janet Brink

Lisa called the Board of Directors meeting to order at 7:31 a.m. and Micah offered the opening reflection.

Lisa recognized Isaiah’s upcoming birthday. Well wishes all around

**Board Minutes (Tab 1) -** Lisa asked for the Board of Directors to take a few minutes to review the January 14th, 2021 Board meeting minutes. Lisa asked if there were any additions or corrections and hearing none: Micah made a motion to approve the minutes and Erin seconded the motion. The Board of Directors “approved” January 14th, 2021 Board meeting minutes.

**January 2021 Benchmarks & Financials (Tab 2) –** Erin reported on the January benchmarks noting that the ReStore Revenue covered all of the expenses this month. Benchmark #2 ReStore Revenue was down. Benchmark #3 Operating Checking is down but we still have a strong cash position. Benchmark #4 Contributions are reviewed quarterly. Benchmark #5 Total Monthly Expense is back in line. Benchmark #6 ReStore Expense/Income Ratio is down from last month but still isn’t in the normal range. Benchmark #7 Payroll is in line. Erin reviewed the Balance Sheet and noted Account 1270-00 Construction in Progress of 3047 Arna Drive. Account 1310-00 HHSS Equipment is up due to the security cameras. The Statement of Activities hasn’t had many changes but Erin reviewed accounts 4204-00 ReStore Revenue, 4100-00 Contributions and 5530-00 Payroll. Erin reviewed the Income Statement with attention to 4100-00 Contributions, 5144-00 Building Maintenance, 5530-00 which was to insulate the sprinkler room, Payroll 5531-00 Employee Benefits and Tests, and 6020-00 moving the 1st PPP loan forgiveness. 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 January 2021 Benchmarks and Financials as presented. A motion was made by Justin and seconded by Isaiah. The Board of Directors “accepted” the January 2021 Benchmarks and Financials as presented.

**New Business**

**January 2021 Delinquencies – None**

**HFHI – Affiliate Transfer Summary (Tab 3) –** Janet reviewed the report from HFHI showing the overall transfers from HFHI to Habitat for Humanity of Mesa County.

**Previous Business**

**PPP Loan Discussion –** Justin reported that Janet submitted the loan documents for the 2nd round of PPP funds. However the account was initially flagged as a dormant business which happened to other Alpine accounts as well. Justin reported the SBA fixed the bug in their system and we were approved for $128,187.00. Janet will watch for documents for final submission documents.

**3049 / 3047 Arna Drive – Property Line Dispute** – Janet reported that Veronica has agreed to sign the agreement. The homeowner warranty items are in the process of being completed.

**COMMITTEE REPORTS**

**Executive Committee –** Lisa stated the committee met on February 3rd, 2021and discussed the following:

1. Security Cameras installed for a total cost of $6,854 with a grant covering $5,000.
2. Taylor fence installed new fencing and did repairs around the dumpster.
3. Condo A & B have been rented as of February 23rd, 2021.
4. Janet will be working on the CDB grant to request funding for the wall to be constructed between Condo A & B.
5. Kostas has started a company and has used HFHMC photos on his website without a release. Will send him a letter to remove them.
6. Janet has applied for CDOH grants for the next two homeowners.
7. Janet has written two roofing grants (Labor only) and waiting for approval.
8. Received another $1,500 in donations towards Colorado Gives.
9. Received $2,300 from Episcopal Foundation of Boulder, Colorado.
10. Received $988 from The Black baud Giving Fund
11. Received $5,000 grant from the City of GJ to go towards funding a $7,500 water tap
12. Western Colorado Community Foundation has opened up a grant that might include housing support and Janet will explore that avenue
13. New computers/server has been put on hold with the cost of security cameras and fencing. Justin recommended for Janet to go ahead and proceed with implementation.

**Construction Committee –** Micah reported the committee met on February 2nd, 2021. The Marez family dedication will be Friday, February 26th at 5:30 pm. The “KR” family was site assigned to 3043 Arna. We are working on 3 and 4 bedroom plans for 3045 and 3043 Arna and submit to planning. Will also be waiting for a couple of other families to site assign. Working on wrapping up Phase III and Janet signing off on it as well as complete the Letter of Credit with Alpine Bank for the City of Grand Junction. (**Map –Tab 4)**

**Family Selection Committee –** Justin reported the committee will not be meeting until April 2021.

**Family Support Committee –** Minde reported the committee met on February 4th, 2021. They discussed the Marez dedication for February 26th with the committee. The actual dedication will be recorded and put on HFHMC’s Facebook page. The “KR” family was site assigned. The “AK” family did not meet hours in January and will be sent a letter. The “AK” family will be site assigned when back in compliance. No concerns about the other families.

**ReStore Advisory Committee** – Lisa reported the committee met on February 3rd, 2021. Lisa reported on January sales, (decrease from January 2020), cash donations and discounts. Overall number of transactions are down from January 2020.

Barb and her team are working on how to move more merchandise and working on appropriate pricing to make sure we are in-line with pricing. Barb is reviewing the store hours and considering staying open until 6:00 pm on Saturdays. We are now doing pickups in all zip code areas all four days to see if we can get our number of pickups to build and not lose weekly donations.

**Public Relations Committee –** Jill reported that the committee met on February 2nd, 2021. HFHMC was awarded $5,000 from HFHI for the Lowe’s Women’s Build event. The Women’s Build will be a virtual event during the week of March 8th – 13th. Check out our Facebook and Instagram accounts. We will have a live build at a later date when houses are ready. Christina spoke to Doug Sorter with Strive regarding the concert. Doug reported he can’t confirm the possibility of events at this time. The food drive was held on February 6th for the Food Bank of the Rockies at Redlands Safeway and was a great success. People were very generous with cash this year as well as purchases of all types.

**Volunteer Advisory Committee –** Minde reported that the Volunteer Advisory Committee met on February 4th, 2021. Minde stated there has not been much change from last month. The number of volunteers/hours is down due to COVID. We continue encourage volunteers to go to the build site.

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

**Upcoming Event Schedule- Noted**  Lisa asked if there was any other new business before adjournment. Discussion was held about future board positions (Jill and Justin term limited) that will be opening up July 1st, 2021 and the possible replacements. Isaiah, Minde and Erin will also be up for the election of a second term. Hearing nothing else, Micah made a motion to adjourn the meeting and Justin seconded the motion. The February 11th, 2021 Board of Directors meeting adjourned at 8:30 a.m.

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