**Attendees (all phone):**

Teresa Bianchi, Gerry Murak, Marge Plumb, Mike Schaffstall, John Sexton, Jerry Sheldon

**Agenda Topics**

**Staffing Update (UPDATE topics will be dropped form the next meeting unless brought up again)**

1. Controller (UPDATE)

* Let the first controller go
* Matt Overfield came on board and is working out well
* Complements Teresa well

1. Development – Stephanie Lawson (UPDATE)

* Working out well; driving some fund raising programs
* Assisting Jerry with the signature event planning
* Started on researching grant proposals

1. Volunteer Coordinator (UPDATE)

* Angela (Americorp) hired but cannot start in this position until July

1. Family Services Position (NEW Hire)

* Former Americorp with Buffalo Habitat is interested (John Kordupel)
* Other candidates also reviewed
* Second round of interviews for John with Sue and Nina scheduled

1. NEW TOPIC - Construction Manager

* Concerns on construction support
* Barry is too involved in Family services; Needs to off load that to focus on construction, construction planning, budgeting, and price quotes
* Teresa is still concerned on the handling of Warranty items and Customer Service
* More to come from Teresa

1. NEW TOPIC – Restore Manager

* John Walczk succession plan needed (1 to 2 years?)
* Gerry suggested contacting Florence Henderson of Good Will to discuss the needs of the role
* Concern about drop in ReStore sales (Year over Year)
* Labor costs have risen and impacted profitability
* Concern about quantity and quality of donations
* More conversation to held offline on this

**Finance Update**

1. Audit

* Good opinion on Audit (DRAFT memo)
* Awaiting management letter for possible improvements
* Teresa will be signing audit shortly
* 990 will be filed on 02/15
* NY Tax return will be filed shortly

1. AHC Grants (2014, 2015 & 2016 submission)

* Just closing on 2014 grants
* 2015 grant approval just happened – houses are not closing in the interim ($35,000/house)
* 2015 Could cause large budget variance if not closed before the end of our fiscal year (06/30/17)
* 2016 paperwork is not complete
* AHC Grants are supposed to be building capacity. HFHB Numbers do not fully support that; concerns about performance on filing, closing and impact of grants
* Request to Barry to create a more realistic build schedule; difficulty when scheduling rehabs since we do not have ownership yet.
* - may require more building inventory to improve planning and execution; concern about costs of inventory
* Recycles cannot be used to AHC grants (no new construction involved)
* HFHB will need to seek additional forms of funding to start to move from restrictions of AHC process

**Proposed project -** Possible group home build ($1 Million budget)

1. Would serve 4 adults (including the donors son)
2. Lot donated by a wealthy individual
3. Donor to provide General Contractor and provide funds
4. Habitat would donate volunteers and provide funding oversight
5. Home would be turned over to People Inc. to own and administer; would not go into Mortgage portfolio

**Committee Questions:**

1. Jerry Sheldon asked about Oshei Foundation relationship

* Teresa is continuing contacts and has a meeting coming

**December Items – PAST AGENDA**

**Discuss board composition and strategize leadership for future terms**

* Board add needed for executive member
* Jerry is leaving as President of the Board at end of June (staying on as Board member and Site Selection Committee member)
* Suggested creating Past President position (Nominations Committee)
* Need to focus on key skills for board positions (Construction, IT)

**October items – PAST AGENDA**

**Endowment Management (waiting for Controller position)**

1. Teresa to contact Wilmington Trust via her contact

**Longer Term Executive Director Review Process**

1. Need organizational priorities
   1. Executive committee should start ground work to develop priorities
   2. 12 month outlook with a longer 5 year plan
2. Use those priorities to set ED Objectives
   1. Can create a set of tactical objectives
      1. Smooth transitions is key
      2. Budget objectives
   2. While building a set of longer goals
   3. Get short term objectives defined prior to end of 2016
3. Develop metrics for ED objectives
4. Review and agree with ED on Objectives and metrics