**Attendees:**

Office: Teresa Bianchi, John Sexton

Telephone: Gerry Murak, Marge Plumb, Mike Schaffstall, Jim Eaton

**Agenda Topics**

1. Ralph Brown Update – Notes from meeting with Jerry and Teresa on 7/7 - 2 issues:
	1. Construction issues
	2. Behavioral issues

Action items - Construction issues

1. Blueboard/Tyvek
	1. Need a statement from an outside professional on the use of Blueboard/Tyvek to address this concern
	2. Documentation is needed to our construction position in writing to share with homeowners
	3. Perhaps Dave Sutton (the architect)
2. Documented Quality Issues
	1. Address specific quality concerns raised previously (i.e. through photos of siding)
3. 33 Wende
	1. Impact of anyone removing siding and wrapping the house with Tyvek (warranty issues)

Actions items – Behavioral issues

1. Understand that Community police has been contacted; they will need a firsthand experience to put in place a restraining order
	1. Recommend that a communication be given to the staff to address this issue
2. John to respond to Ralph’s email
	1. Email from 7/3 – reiterate the positon stated on June 30th for Ralph to refrain from activities representing Habitat and stay out of the work site
	2. Email from 7/1 – we will be looking into the matters raised (copy to Teresa)
3. Board Responsibility Update – Heath’s proposal – John
	1. Marge - What makes the HFHB Board meeting covered under confidentiality? John to ask Heath
	2. Move forward with sending out the Board responsibilities memo
4. Signature cards for check cashing – Teresa
	1. Signature cards needed from Mike and John
	2. Need to be done at a Key Branch location
5. Finance Committee – Mike
	1. Dealing with Banking relationship (Gerry Murak/Matt – email update)
		1. Request for Checking, Credit Card, Line of Credit
	2. Initial meeting with Landmark to address procedures and investment policy – Mike/Matt
6. Restore Changes – update – Teresa
	1. Last Friday (7/7) brought out HR company. Announced layoff of Christian
	2. Had a meeting with store staff to explain changes; Introduced Padric
	3. Concerns voiced amongst staff about changes but willing to work with new management and move forward
	4. Marge – focus should also include increasing donations of quality goods
	5. Teresa – needed improved controls and process to cover theft (not logging purchases, pricing discounts); falls to Dan and Padric to enforce going forward
	6. Use of controls and audits to support policy enforcement
	7. John K. looking to engage Restore Advisory Team to focus on larger changes in approach to Restore
7. Other Personnel updates – Teresa
	1. Angela to transition from Americorp to full time Volunteer Coordinator on July 26th
8. City of Buffalo Update (getting houses from CoB) – Teresa
	1. Met with City Buffalo (Brendon Mcafee, Christie Nelson) to discuss property donations
	2. CoB says NYS law is that property (houses not lots) must transfer at assessed value
	3. Land Bank uses its power to transfer houses off the InRem rolls to the Land Bank; it then makes the houses available to the City to dispose of at appraised value
	4. HFHB cannot approach the Land Bank on its own (needs to work through CoB)
	5. May be an interaction with the Critical Home Repair program over the long run
	6. Need a more formal proposal to add this channel for obtaining homes for rehab
	7. John – suggest bringing in Jennifer Beltre for insight to CoB approach
	8. Gerry – identify biggest HFHB champion within CoB (within last 3 years) to meet with that person for advice on moving this forward
9. Increasing Board involvement – mentors, specialized knowledge, committee membership
	1. Jim – status skills matrix of board members (John to follow-up with Susan)