**Attendees (all phone):**

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

**Set standing Meeting times for 2017**

* 4th Tuesday @ 4pm for every month we do not meet as a board

**Personnel Update**

1. Controller

* Down to 2 candidates, both excellent
* making an offer to 1st candidate (less than they make now)
* If first person says no, then offering to 2nd person

1. Development – hired Stephanie Lawson from Food Bank

* Went through Leadership Buffalo
* No formal Development experience, but Teresa will develop her
* Also supporting Volunteer effort until Angela comes on full time

1. Volunteer Coordinator

**Finance Update – Foundation and AHC grants**

1. AHC Grants

* Closings are from 2014 grant cycle
* Awaiting for 2015 grant approval – houses are not closing in the interim ($35,000/house)
* Could cause large budget variance if not closed before the end of our fiscal year (06/30/17)
* HFHB is not in a position to help NYS Habitat if they get in a AHC cash squeeze; Teresa to call NYS Habitat in Q1 to discuss our position.

**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