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*Our Mission: Seeking to put faith into action, HFHB brings people together to build homes, community, and hope*

*Our Vision: A world where everyone has a decent place to live.*

**Board of Directors Meeting (Online ONLY)**

**Tuesday, November 24, 2020 – 5:30 pm – 7:45 pm (Draft minutes)**

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Call/WebEx: 800-410-6820 - 731 807 929

Board Invitees: Chris Campise, Toni Canazzi, Jillian Dintino, Jim Eaton, Susan Hassinger, Brett Koeppel, Henry Littles, Gerry Murak, Lynn O’Connor, Preciouss Patterson, Mike Schaffstall, John Sexton, Heath Szymczak, Royce Woods

Other Attendees: Teresa Bianchi (Executive Director), Rick Folger (Program Director), Stephanie Lawson (Development & Communications Manager), Bethany Meegan (Controller), Herb Bellamy Jr. (Guest)

Excused: Toni Canazzi

Unexcused: Brett Koeppel, Henry Littles, Royce Woods

5:30 PM Opening Reflection Heath Szymczak

*Gerry volunteered for January’s reflection*

5:35 PM Executive Committee John Sexton

1. Support for Diversity and Inclusion – Update
   * *Guest Speaker – Herb Bellamy Jr. John sees a lot of opportunity to work together and John and Teresa agreed to working together with Herb.*
2. President Elect position – Update *John said Lynn was the only board member to apply for the President Elect position and asked board members if there were questions. There weren’t any questions and a vote for President Elect will take place at the end of this meeting as a special session.*
3. Habitat Niagara – Update *John talked with the President of the Niagara Board, Kaye Lodick, and she mentioned a need for help with mortgage compliance. Kaye is also looking for help to build a strategic plan and Gerry Murak offered to help pro-bono. John will help her look for board members at M&T. Teresa offered to help with family services support related to mortgage compliance and agreed to work on a proposal in which they will pay HFHB to perform the service. Gerry suggested that Herb may have connections in Niagara County for potential board positions. John will follow up.*

5:50 PM Secretary Update Lynn O’Connor

1. Approval of meeting minutes from September 22, 2020 *Lynn motioned to approve the September board minutes, Gerry Murak 2nd the motion and all approved.*
2. Board Resolution – AHC grant submittal to HFHB **(VOTE)** *Teresa would like to separate from Habitat for Humanity New York and continue to stay in the NYS Rehab Grant program. NYS is very supportive of this effort. John thinks it’s a good idea. Lynn made a motion to approve, John 2nd the motion, all approved.*

6:00 PM Nominating/Governance Committee Heath Szymczak

1. Conflict of Interest form collection – *Heath is still missing a couple forms. Heath will follow up with board members that have not turned in their form.*
2. Board Membership recruiting – Nominations **(VOTE)** *Heath put forth the nomination of Bennie Williams to the board, outstanding guy, is assistant dean of students and director of multi-culteral student center at Canisius College. He’s well suited to help with student groups, church groups. Susan thinks he a great candidate and active in diversity and inclusion. John likes that he’s academic. Jim wanted to know the motivation for his interest. Heath said he wants Buffalo to be better and was raised in the neighborhoods that we are revitalizing.*  *Lynn asked if he’s committed to be an active board member and Heath affirmed that he is committed. With no additional questions from board members, Heath put forward a motion of Bennie Williams to join our board, Mike 2nd the motion, and all approved. Heath put forward another candidate for a board position, Errol Douglas, Chief HR Officer at Roswell Park. Errol is entrenched in the community. Initially Heath was concerned of his commitment, but during the interview, Errol convinced us that he’s very passionate for Habitat. John said that he’s willing to be an active participant and seems committed. Preciouss liked how he invested the time in learning about Habitat. John also said he has a lot of connections to people in the community, particularly the Fruit Belt area. Heath put forward the motion of Errol Douglas to join our board, Gerry 2nd the motion, and all approved. Heath will send out an email to both new board candidates and copy all of us so that we can welcome them and congratulate them.*
3. HFHI Diversity Training – 6-part series *Heath attended a HFHI Community of practice which included 10-15 representatives from Habitat affiliates across the country to discuss diversity and inclusion. He has materials if anyone is interested in learning more.*

6:20 PM Finance Committee Mike Schaffstall

1. Audit – UPDATE *Mike said unaudited financials did not show much change. We had our financial statement audit that ended at the end of October. Results – we got a great report and high grades for what we are doing on a daily basis, given that the pandemic hit us in March 2020. When you look through the June month end report, Mike highlighted that HFHB equity this year compared to the prior year, net assets $6.1 million in 2019 compared to $7.7 million in 2020, the growth is remarkable. Mike indicated long term stability is good. Mike asked the board members to look at the financials in the next couple weeks, let me know if you have questions and be prepared to vote at the January meeting.*
2. 3-year budget refresh – UPDATE *Mike mentioned that in year 1 you want to lock down the budget, years 2 and 3 are more like a living document. Mike and HFHB will continue to keep to a 3-year budget and because of COVID we needed to do a major pivot which impacted the 2- and 3-year budget. Therefore, we are focusing on the 6 month to 1-year budget given everything is so unpredictable. Mike mentioned that we are suspending our 2- and 3-year budgeting process until things stabilize.*
3. Restore/Facilities Strategy creation – *A committee was established to put together a strategy for our ReStore facilities. We currently have a North and South ReStore. We are now operating with only one restore, as the North has been closed since March 2020. The South ReStore has performed well and has covered the revenue of both locations. Now we are looking at the future. The goal with the committee is to make improvements to the South ReStore, while determining what to do longer term. Mike has a group of UB Grad students that are doing a site analysis to help us determine a new location that would potentially be more central in geography that could potentially replace the North and South Restore facilities. The committee hopes to get findings soon. John asked for a timeline in wrapping this up. Mike stated a one year lease for the North store was signed in September, and the goal is to present a proposal to the board in March. Gerry is wondering whether changes made to the South ReStore could be made to the North Restore to test the results and compare it to the South ReStore. Susan suggested to consider re-financing the mortgage on the South ReStore since we still have 3 years on the mortgage and it’s performing well.*

6:40 PM Executive Director Report

1. Updates since last Board meeting Teresa Bianchi
   1. Staff update *Teresa stated that we are full staffed at the South ReStore. She announced that HFHB is losing Maddy who is our volunteer coordinator and she has been replaced with someone that has great experience. We lost a construction supervisor and are currently interviewing. She has a high potential experienced candidate that she is hoping to hire and will keep the board updated. Preciouss wants to know if the loss of the construction supervisor is impacting our build schedule. Teresa said that Rick is taking over until the position is filled and Barry is helping too. We are hoping to fill the position soon.*
   2. COVID-19 Impacts *Safety protocols are in place. She feels like our financials and our employee base is adapting well to the current conditions.*
   3. Training – DEI *Teresa went through two sessions, one on unconscious bias, and another on DEI training. Teresa brought in an outside firm to conduct DEI training to the team. It was very well received by the department and will be rolled out to the Home Team in early 2021. John asked for a copy of the presentation and Teresa agreed to provide it to him.*
2. Current Year Budget Report Bethany Meegan
   1. Cash Flow Update *Bethany shared the audited financials and made some key points which are highlighted in the materials that she posted on the board website. Bethany showed us how we are in solid long-term shape. Bethany shared the Oct Financial reports and reviewed them in detail. There were no questions from the board members*.
   2. PPP Update *Bethany indicated that Key Bank says that it is very likely the PPP loan will be forgiven, which will turn our loan amount into income. She hopes to hear something soon.*
3. Program Updates Rick Folger
   1. Family Updates *None*
      1. Closings
      2. Qualifying Families
   2. House Pricing Approvals (Vote) *None*
   3. Family House Matching Approvals (Vote) *None*
   4. Delinquencies and Foreclosures *No families in foreclosure. Some families deferred payments but overall families are doing well financially.*
4. Development Committee Update Stephanie Lawson
   1. Development Plan Dashboard Review *Stephanie showed the development dashboard that was posted on our board site.*
   2. House Beer Built – *Cards are available and will be posted online shortly. John asked if we’ll get an email to send to our family and friends. Stephanie will send it out to the board.*
   3. Committee Items – *Monthly giving is now available online. A mailing was sent out to previous donors and volunteers.*

7:10 PM Old Business Topics

1. Athena Award submission Susan Hassinger

*No update until March 2021*

7:15 PM New Business

1. Controlled Storage of Special Board Meeting materials John Sexton

*John will work with Teresa on this.*

7:39 PM Meeting adjourned.

**Next Meeting: January 26, 2021, 5:30pm – 7:30pm**

7:40 PM Special Session: President Elect – Vote John put forward the motion for Lynn to be nominated to the position of President Elect, Gerry 2nd the motion and all approved. John congratulated Lynn on her appointment and said that he will reach out to board members soon to appoint someone as Secretary of the board, as Lynn cannot continue her duties as Secretary, while having the position as President Elect, per the by-laws.

7:48 PM Special session adjourned.