****

*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, January 26, 2021 – 5:30 pm – 7:45 pm Draft Minutes**

[https://mtb.webex.com/join/jsexton](https://urldefense.proofpoint.com/v2/url?u=https-3A__mtb.webex.com_join_jsexton&d=DwMFAg&c=DGYIV7x3cSzfJxnLcx-BeqhepWcu1bx4JZ4-8hMr-34&r=vRbgK7U3nDus8VyfrwFfEg&m=48yxC5QuBxNCiB8iCTl4iC5hIKXIFnkOamjw8wU2MjU&s=gLFzMiHYv7T-HhiSeYarKpw_G6F9axMfl21o8kqeXK4&e=)

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

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

Other Attendees: Teresa Bianchi (Executive Director), Rick Folger (Program Director), Stephanie Lawson (Development & Communications Manager)

Absence: None

5:30 PM Opening Reflection Gerry Murak

*Chris volunteered for March’s reflection*

5:35 PM Executive Committee John Sexton

1. Welcome to New Board Members – Errol and Bennie
2. Secretary Position

*-As part of NYS Non-Profit Laws, when there is a president elect position, we need to find someone for Secretary position as Lynn, the current Secretary, is now the President-Elect.* **(VOTE)** *John made a motion to appoint Jillian for the secretary position, Gerry 2nd the motion, all approved.*

1. Board Commitment Form 2021

*-Every January the Board Engagement Commitment forms are sent out that are above the responsibilities of the board but seeking participation towards the organization’s mission and vision and staying engaged. 100% board contributions and 100% participation are encouraged. Please email back to Stephanie by March 1st.*

1. Support for Diversity and Inclusion – Update

*-This is a board objective for the year. We are in touch with Herb Bellamy Jr. to talk about how we can interact with his organization, however, his operations are currently suspended due to COVID.*

*-Teresa has a number of initiatives going on in the affiliate with their employees John would like to get involved and bring ideas back to the board. John welcomes anyone else who is interested.*

1. Board membership Suspension Policy – **Vote (Postponed)**

*-With only six meetings a year, a policy was made to remind people to stay engaged with the affiliate. A draft was emailed to the board. If someone can’t follow the policy their board membership will be suspended with the opportunity to re-engage. Lynn asks if people cannot make a meeting please inform the board ahead of time. Susan suggests board member should not be able to vote during suspension. John will add language that they can still serve as a volunteer. This is working as a fiscal year to align with board terms. To vote on the update policy next meeting.*

5:50 PM Secretary Update Lynn O’Connor

1. Approval of meeting minutes from November 24, 2020

-*Lynn motioned to approve the November board minutes, John Sexton 2nd the motion and all approved.*

6:00 PM Nominating/Governance Committee Heath Szymczak

1. Conflict of Interest form collection

*-Heath is sending conflict forms, please send back before the March board meeting.*

1. Board Membership recruiting

*-Errol and Bennie had their orientation and are caught up to speed.*

*-Continuing to recruit, three potential additions.*

1. HFHI Diversity Training – 6-part series

-*The DEI Committee got started on January 20th with Errol, Bennie, Keelan, Christine and Heath. Keelan is the elected Chair of the Committee and asks anyone that wants to attend next meeting on February 17th at 10:00am please send Heath an email.*

1. Nominations and Governance Committee membership

*-We are looking to expand the Nominations & Governance (led by Heath), Finance (led by Mike), Development (led by Lynn) or Family Services Committees (led by Preciouss). Board Committees are only held by board members which are Nominating & Governance, Finance and Executive. All others are not formally committees.*

6:20 PM Finance Committee Mike Schaffstall

1. Audit – **Vote** *Mike motions to approve the Audited Fiscal Year End June 30, 2020 Financial Statements, Jim 2nd the motion and all approved.*
2. 3-year budget refresh – UPDATE

*-This has not been able to be tracked due to staffing, also, due to COVID the finance committee does not feel it’s realistic to forecast three years out. The forecast is currently looking out 6-9 months right now and will gradually increase.*

1. Restore/Facilities Strategy creation – UPDATE

*-A team was created last summer looking at the Restore units and looking into facilities analysis. We received a site selection analysis from UB. The short term plan is to reopen the North Restore (lease up in September 2021). Long term we are looking at a potential third restore or alternative second location. A by-product that came from meetings is operations improvements. This committee is also comparing other successful restores.*

*-The Committee will look to structure the financials to look at the restore separately from home construction.*

*-The Committee will look into potentially re-financing the South Restore during next meeting.*

6:40 PM Executive Director Reports

1. Development Committee Update Stephanie Lawson
   1. Donor Thank you calls

*-Stephanie has planned for each board member to call five big donors and thank them for their support. She would like to have all calls by end of February. Members will not know the amount of the gift as goes against CFRA ethics.*

* 1. Development Plan Dashboard Review

*-We do not have this updated due to finance staffing, however there has been a 50% increase in individual donations. This is helping offset the decrease in corporate donations which is linked to team building. One house sponsor pulled out completely.*

* 1. House Beer Built

-*We kicked off the first tasting event this week and Stephanie encourages board members to attend at least one. Some board members are attending the Southern Tier tasting. Stephanie is also looking for sponsorships. Beer cards sold out again this year.*

* 1. Committee Items

*-The Committee is launching a Monthly Giving Program, HopeBuilders which is in line with Habitat International’s program. The first deliverable going out in February to existing donors giving monthly to get going and iron out wrinkles.*

1. Program Updates Rick Folger
   1. Family Updates
      1. Closings

*-Closing dates are tied to grant contracts required by the Affordable Housing Corporation. We are up to our 12th home closed with 9 more to close in the fiscal year. Therefore, while complicated by COVID, the closings are moving along quite well.*

* + 1. Qualifying Families

-*We anticipated processing families in February as we didn’t want to accept more than could house during COVID.*

* 1. House Pricing Approvals (**VOTE**) *Please see attachments with home pricing criteria for 6 homes. Rick Folger provided background on the pricing criteria. First subsidy is the construction subsidy, if it costs more to build than the fair value of the house. The second subsidy in the affordability subsidy to make sure the family is not paying more than 22% of their gross monthly income (AHC moving to 25% soon). Every family gets a zero interest mortgage, which is a sizeable discount.*
     1. *76 Kilhoffer – Selling at FMV, no exceptions. John motioned to approve house pricing, Sue 2nd motion and all approved.*
     2. *148 Laird Ave – John motioned to approve house pricing, Chris 2nd motion and all approved.*
     3. *36 Barry Place – John motioned to approve house pricing, Gerry 2nd motion and all approved.*
     4. *57 Brooklyn – Error in appraised FMV listed in attachment, to update and vote at a later date.*
     5. *41 Gullford – John motioned to approve house pricing with a follow up to correct line item without impacting subsidized sales price, Brett 2nd motion and all approved.*
     6. *172 Hagen St. – Error in appraised FMV listed in attachment, to update and vote at a later date.*
  2. Family House Matching Approvals (**VOTE**) *Please see attachments with family housel matching criteria for 6 families and their potential homes. All six families meet the general requirements. John inquired about two families with low hours. Rick noted there may need to be an hours agreement post sale due to the restrictions with COVID. Habitat offered volunteering with other organizations to increase hours which both took advantage of. 150 is the minimum hour requirement or matching. Jim asked about the differences in appraisal values which Rick explained is due to being in different zip codes. John motioned to approve all family matchings listed in the document, Gerry 2nd motion and all approved.*

*-Lynn suggests adding square footage on listing for us to learn on price per square foot. John suggested to add if the house is a rehab verse a new build.*

* 1. Delinquencies and Foreclosures

-*Rick explained through the dashboard that the mortgage portfolio has gotten smaller due to the sale of mortgages to Northwest Bank. There has been a significant uptick in delinquencies with only one full payment late. Habitat is in touch with every family as they get a letter and phone call. Habitat is helping with families impacted by COVID and have a moratorium for families to pay escrow only if families request it. This ended in December but Habitat sent out another letter saying they will add escrow only on a 90 day basis if they reach out. Rick thinks these issues will continue and have factored these into the budget.*

******

*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.*

1. Updates since last Board meeting Teresa Bianchi
   1. Staff update

*- Last March a Leadership employee left and three roles were separately filled in the interim. Now those have been promoted permanently and staff elevations in Restore. Habitat hired a construction Manager in April and Rick has a new title of Director of Strategic Initiatives. Stephanie has been given the title of Director of Development and added to the Leadership team.*

* 1. COVID-19 Impacts

*-Habitat had to shut down construction sites for a brief period of time as construction workers had to quarantine. One worker tested positive and had a meeting with others. There are protocols in place when someone is showing symptoms and reiterated to the staff.*

* 1. Training – DEI

1. Current Year Budget Report Rick Folger
   1. Cash Flow Update

*-The focus is on the first 6 months to get to the end of the fiscal year. Rick took where Bethany left off and worked with the different department heads. Rick feels comfortable reporting a positive cash flow position for the first 6 months and the start of the spring/construction season. When the North Restore re-opens an expected uptick in revenues is expected. Two new hires were factored into the next quarter. This is a testament to undesignated funding, mortgage portfolios producing better and resource producing better than expected through COVID. Rick went through the line items specific to home builds.*

*-Teresa explained Partner Builds which are when Habitat work with other organizations and gets paid for the work. Organizations like the Matt Urban Center contract with Habitat using their CHDO grant. Niagara Falls Habitat needs construction management help and Habitat Buffalo will receive funding back. We are also working with Fruitbelt Community Land Trust.*

* 1. PPP Update – 2nd round

*- Habitat is contracting with RDG and Partners to apply for second PPP loan through Keybank. Should be submitted within two weeks. We have been consulted to hold off on loan forgiveness paperwork for first grant due to new guidance coming out. In the first round Habitat Buffalo received $228,000.*

7:10 PM Old Business Topics

1. *Athena Award submission – no news until March Susan Hassinger*

7:15 PM New Business

1. Controlled Storage of Special Board Meeting materials John Sexton

*- John notes this will fall into old business and is currently on track using space on the Habitat server.*

**Next Meeting: March 23, 2021, 5:30pm – 7:30pm**

FY 2021 Board Meetings (generally 4th Tuesday of the month)

May 25, 2021

June 22, 2021