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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, March 23, 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)

5:30 PM Opening Reflection Chris Campise

*Toni volunteered for May’s reflection*

5:35 PM Executive Committee John Sexton

1. Support for Diversity and Inclusion – Update

*Last month had a couple sessions on generating ideas with the team and making plans for action items going forward. At some point Keelan or Barry to present a more detailed explanation to the board.*

1. Board membership Suspension Policy – move to By-Laws?

*Working with Heath on the right way to move forward.*

1. 2020 Salary Analysis – Update

*Two years ago compared Habitat Buffalo salary descriptions to Habitat International and added local non-profit salary data. Identified discrepancies and Teresa took action on that.*

*Received a new survey and are starting to take action on this. Early read is that Habitat Buffalo is not far off, low on the construction side due to demand increase.*

*Will continue to work on this and bring this to the finance committee first to be rolled into the budget and then later the board.*

1. Donor Thank You Calls – Feedback

*Feedback on how the calls went. John had four calls and spoke to one volunteer who really appreciated the phone call and had a lot of questions as to when the work sites will open back up.*

*Chris had four calls and spoke to one recent college grad who donated her used vehicle. She was appreciative of the call and was interested in other opportunities to get involved.*

*Susan had four calls. One older woman donates a monthly check as she got involved through her sorority and Susan convinced her to convert to the online monthly donation platform. Another call was with a major donor which was quick.*

*Lynn had four calls and left messages with three.*

*Errol thanked three people through voice messages and left his number to call back (as did everyone but no return calls).*

*Jim spoke to all three people, two of whom were long term volunteers and a recent employee to the organization.*

*Precious has asked to send to a different email as she has been having issues.*

5:50 PM Secretary Update Jill Dintino

1. Approval of meeting minutes from January 26, 2020(Vote)

*Jill motioned to approve the January board minutes, Gerry Murak 2nd the motion and all approved.*

1. 2021 Board Commitment Forms – Update

*Stephanie to send an update who still needs to send the commitment forms and a reminder will be sent. Monthly opportunities will be sent out for participation from the board.*

6:00 PM Nominating/Governance Committee Heath Szymczak

1. Conflict of Interest form collection

*All conflict forms for 2021 are in.*

1. Board Membership recruiting

*Potential board candidates for discussion and vote today:*

1. *Michael Bonitatibus*
2. *Jody Galvin*
3. *Miguel Santos*

*Heath motioned to approve all three candidates for board acceptance, Errol Douglas 2nd the motion and all approved. Heath will get them lined up with orientation. The handbook needs to be updated beforehand. Board membership is up to 18 people with the original goal being 19.*

6:20 PM Finance Committee Mike Schaffstall

1. Financial Statement and Updated Cash Flow
   1. 3-year budget refresh – delayed

*Historically started to look out three years to see where we are going with year one more concrete and two years more of an estimate. We have backed off this during COVID as it’s not reasonable estimates until we get to a new normal.*

*Have a new finance person on staff who just started this past week.*

*Budget season coming up next month. The staff puts together a draft that the finance committee will review and ready to present to the board during the May meeting to approve in the June board meeting.*

1. Restore/Facilities Strategy creation – Update

*Have been meeting since the summer 2020 and have a great committee with a combination of staff and volunteers. The committee is at the point now to get pricing on what it would look like if Habitat added or relocated a restore. Did contract a broker who is starting to look at live sites for data on pricing.*

1. Banking Relationship Analysis – Update

*Susan brought up a balloon payment is coming up. There was a suggestion to consider refinancing and examine new relationships if there are better opportunities. No service issue but other banks may give more support.*

6:40 PM Executive Director Reports

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

*Appreciate every doing this, hope is we can continue to improve our database and expand our calls to donors. This project is starting with major or monthly donors, can bring it down to the next level or donors or volunteers.*

* 1. Development Plan - Dashboard Review

*Have not had an actual dashboard until this week due to change in finance staff. Up $75,000 in individual giving from last year. Behind total $96,000 from last year largely due to the events not able to expand on during COVID. Stephanie to upload the most up to date Dashboard.*

* 1. Committee Items

*Rolled out monthly giving program and want to keep pounding the pavement for HopeBuilders. If you are making a contribution you can divide this out and become a HopeBuilder.*

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

*Closed 13th home in the fiscal year on track with the goal to close 19 by the end of the fiscal year. Closings have gone extremely well thanks to family services. Just sold first home with partnership with Matt Urban and will continue to do so.*

* + 1. Qualifying Families

*Processing applications again and are in need of qualified families to apply. Down to 4 or 5 unmatched legacy families. Gerry attended 12 at 12 for Leadership Buffalo with Buffalo Urban League speaker who is looking to provide housing for families. Gerry to look into this and keep the board posted.*

* 1. House Pricing Approvals (Vote)

*Please see attachments with home pricing criteria for 2 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% after these approvals). Every family gets a zero-interest mortgage, which is a sizeable discount.*

*i. 57 Brooklyn St. –John motioned to approve house pricing, Mike 2nd motion and all approved.*

*ii. 172 Hagen St– John motioned to approve house pricing, Preciouss 2nd motion and all approved. This family has been able to complete the required 400 service hours due to COVID. They are in a plan and will take a few more months to complete.*

*For those families*

* 1. Family House Matching Approvals (Vote)

*No house matching at this time.*

* 1. Delinquencies and Foreclosures

*Mortgage portfolio continues to perform better than anticipated during COVID but delinquencies are creeping up. Only 2 families falling behind and not being communicative on a plan to catch up, working with attorneys to prepare for potential foreclosure stance.*

*Jim had a question on mortgage data on the dashboard, total number of mortgages went from 189, 182 to 199, what is the flux explanation? Teresa thinks due to timing of mortgages sold to Northwest. Rick has a schedule of mortgage portfolio balances to check the principals each month and is actively managed, should be producing about $35,000 a month.*

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

*Conni is the new Accounting Manager, Tammy is the new Family Services Coordinator. New families don’t have an issue with staying in touch due to this role which keeps families involved with Habitat after close. Want to build this and the education program even more.*

* 1. COVID-19 Impacts

*House that Beer Built virtual tastings has been successful. Not as many sponsors but much more successful than expected with the COVID environment. Stephanie thinks the partnership with the breweries and paying for the beer will pay dividends in the long run. Next year potentially to move some more intimate live sessions. Susan likes virtual even outside of COVID due to the winter season and have sponsors do a short video clip during a break or in the beginning. Lynn suggests a retrospective debrief shortly after.*

*Had a donor in Buffalo that owns an 800,000 sq. ft. bio-medical building in Rochester who donated all things inside the building to Habitat Buffalo. Also worked with a trades company to remove items and sell on our behalf where we will split the profits.*

*Restore beat their record of sales again.*

*Brings us to full court press to work on the budget to meet the deadlines coming up.*

* 1. Training – DEI

*Did have a training for home team volunteers with a disappointing turnout (8 out of 100+). Going to require home team volunteers to attend this training and will offer this live or a recorded video of such with a survey. HFHI requires this for regular volunteers. Royce suggested different outreach alternatives which Teresa responded with alternative sessions and making it a requirement. Jill suggested sending it as a calendar invite.*

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

*Taken actuals through February and projected next four months for fiscal year end. Highlights include $1.6M higher than anticipated for revenue due to increased home sales, development success and admirable mortgage program income. Home repair cost recovery down due to pausing home repair program. PPP assumes first loan is being written off. Significant increase to expenses on materials and labor which anticipated to have a future impact. Lost a grant writer and have contracted this work out. Impressed with Teresa and team on results during COVID. True expenses will hit cash to CIP, will not impact P&L yet. John is asking to have the narrative behind story when presenting profit, for example if they are one time transactions rather than recurring transaction streams. Mike agrees and will show we are managing resources well, especially in the toughest of times.*

* 1. PPP Update – 2nd round

*Received $234,000 in the bank. Auditors said to hold off on the paperwork for the first PPP loan forgiveness until August.*

7:10 PM Old Business Topics

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

*Did not win this award.*

1. Controlled Storage of Special Board Meeting materials John Sexton

*TBD, John to clear this item.*

7:15 PM New Business

*Lynn asked if there is an interest for M&T consultant to help with IT work related to the website and cyber security. Lynn to set up a call with Teresa, Lynn, Chris and Tim to have a call to go over this.*

*Gerry emphasized profit from a non-profit is used for the public good and not allocated to the staff. John noting should go towards increasing the build plan. Jim notes nice inventory of properties to move forward but as a home team volunteer he is concerned on a labor level to meet plans.*

**Next Meeting: May 25, 2021, 5:30pm – 7:30pm**

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

June 22, 2021 – Annual Meeting, Special Meeting for ED review