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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, Annual Meeting, and Special Session**

**Tuesday, June 22, 2021 – 5:30 pm – 8:00 pm Draft Minutes**

Millington Lockwood Conference Room

3901 Genesee St Suite 800 Buffalo NY 14225

&

ZOOM Meeting

[https://us02web.zoom.us/j/87225397954?pwd=OVo3MWQwclI3UFlLeXd6czNScWNVUT09](https://urldefense.com/v3/__https:/us02web.zoom.us/j/87225397954?pwd=OVo3MWQwclI3UFlLeXd6czNScWNVUT09__;!!BqwCqLE!fZ8xGit1kCFdrAGjJBBB-9WCJrGXx19AHVjmNhqEMw4RGkrtmUFYnucYEZRn$)

Meeting ID: 872 2539 7954; Passcode: 866235

Board Invitees: Mike Bonitatibus, Chris Campise, Toni Canazzi, Jillian Dintino, Errol Douglas, Jim Eaton, Jody Galvin, Susan Hassinger, Brett Koeppel, Gerry Murak, Lynn O’Connor, Preciouss Patterson, Miguel Santos, 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)

*Absent: Chris Campise, Royce Woods, Susan Hassinger*

5:30 PM Opening Reflection Jim Eaton

*Bennie volunteers for September board.*

5:35 PM Executive Committee John Sexton

1. Board Build Day – June 25th

*Building at 204 Woodlawn*

1. Transition to Lynn

*John’s last meeting as President, thanks those who helped him transition. He will still be on the board as well. When he took this position, he wanted to expand the capabilities of Habitat and leave behind a sustainable organization. Handing the baton over to Lynn.*

* + Plan for the Strategic Plan refresh – Gerry Murak to facilitate

*Lynn thanks John for his leadership.*

*Working with Teresa and Executive Committee members to work on the strategic plan. Will need emails and phone numbers of everyone on the board so Lynn can meet board members individually. Also want to prioritize a renewed strategic plan.*

*Gerry has offered to facilitate the strategic plan process as this is not an easy task. The goal is to serve more families, need a plan to do that. Gerry distributed a Strategic Plan Process document that he continues to use and update based on his experience. Needs to a measurable result. A successful strategy is not about something you can or cannot accomplish, it’s somewhere in between (60/40 chance), we need to stretch ourselves. The committee should only consist of between 7-11 people but we encourage more participation from the board and staff in doing the work (arranging and conducting interviews, collecting data and creating reports, research etc.). This will be data driven. Gerry broke down the areas of the plan. This should be no longer than a 3 year plan and always looking on a regular basis and adjusting for uncontrollable events. Would like for this to be completed by March 2022 to start in July 2022. John suggests having a strategic plan deliverable to drive the FY2023 budget come next April. Gerry is asking for staff to update the data sent from the previous plan now to get a jumpstart. Meetings will be determined later. Please email or call Gerry or Lynn if you are interested in getting involved.*

Nominating/Governance Committee

* Transition of Chair

*Heath commends John for everything he has done and is really proud of everything that has accomplished. Heath has been chair of the nominating and governance committee. He is stepping down as chair but continuing on the board and exploring other areas of Habitat. To hold off on nominating the next chair. John suggests those interested to reach out to Lynn and Lynn to look to fill the role by next board meeting.*

5:45 PM Secretary Update Jill Dintino

1. Approval of meeting minutes from May 25, 2021(Vote)

*John Sexton motioned to approve the May board minutes, Miguel Santos 2nd the motion and all approved.*

1. 2021 Board Commitment Forms – Update

*Jill will be sending every individual a status on the 2021 tracker and results of the 2020 commitments. Additionally look for opportunities coming up, specifically the Restore team has flyers to distribute such as ones catering to yard sales.*

6:00 PM Finance Committee Mike Schaffstall

1. FY 2022 Budget (Vote)

*Based on 15 CofOs in FY2022. Carryover of 10 homes built in 2021 but closing in FY2022. The variables in the budget is to keep staffing in place on the construction side. Jim asked what changed from the preliminary budget and Rick’s response is that materials costs have continued to increase. Mike Schaffstall motioned to vote, Gerry Murak 2nd the motion, all approved.*

1. 3-year budget refresh – Update

*Approved budget to use as a guideline to build out the 3 year budget. To be up and running in the short term (ready in September).*

1. Restore/Facilities Strategy creation – Update

*Committee toured 5 different sites and are meeting this Friday to assess and move forward.*

6:30 PM Executive Director Reports

1. Development Committee Stephanie Lawson
   1. Development Plan - Dashboard Review

*Continue to exceed budget number but big decline from foundation and corporate fundraising due to shift in donations to organizations directly assisting the pandemic. However, housing is now becoming front news due to the pandemic. If you have not signed up for board participation online please do so.*

* 1. Committee Items

*Asking for help bring on decision makers to Leaders Build end of September/early October.*

*Carrying women build messaging throughout the rest of the year. Featuring women every Wednesday. If you want to send a video or share with someone.*

*Working on new ideas for House that Beer Built.*

1. Program Updates Rick Folger
   1. Family Updates
      1. Families lacking complete Volunteer Hours (due to COVID)

*Not seeing issues here.*

* + 1. Closings

*At 15 now, will close 19 by end of fiscal year!*

* + 1. Qualifying Families

*Brought 8 new families into the program after opening applications back up. Need more family liaisons as some left. Keelan is interim family services coordinator if interested.*

* 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.*

*20 Andrews Ave. –John motioned to approve house pricing, Jim 2nd motion and all approved.*

* 1. Family House Matching Approvals (Vote)

*None*

* 1. Delinquencies and Foreclosures

*Two families for sure are going into the legal foreclosure process, potentially a third.*

* 1. Construction Dashboard

*Rick sent dashboard out for all to review with 3 year build projections. Factors – Facing significant challenges in construction. Tom, long time volunteer left after 30 years, all other supervisors are brand new. Lack of experience incorporated into the build schedule. Additionally the lag in supplies. Subcontractors are prioritizing higher paid jobs. Rick to provide key construction metrics to the board going forward.*

*FHLB- Federal Home Loan Bank*

*AHC-Affordable Housing Corporation*

*Miguel brought up that there used to be money for re-entry families. Rick also brought up a veterans build. Now funding through Community Housing Development Organization “CHDO”. Those partnerships are key to expand in the communities and expense control. Teresa put these partnerships in place.*

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

*Hired another supervisor starting in July*

* 1. COVID-19 Impacts

*No new updates, increasing the volunteer counts due to and increase in sites not due to capacity.*

* 1. Capacity Building Grant (Vote)

*Applying for Habitat International Capacity Building Grant to support building capacity efforts. Habitat Buffalo will have approximately 30 closings with a lot of applications to be reviewed by a qualified loan originator and working with the banks to get them closed. Committing to 15% increase based on the 3 year average (2 more houses), spending $5,000 on staff training and hiring a fund loan officer in exchange for up to $120,000. 3 year grant mapped out to build that capacity. John Sexton motions to accept commitment for capacity build grant, Toni Canazzi, all approved.*

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

*Rick walked through the cash flow update. John suggests taking larger amounts and putting towards landmark fund. Jim asked about the mortgages being sold.*

7:10 PM Old Business Topics

1. Controlled Storage of Special Board Meeting materials John Sexton
2. IT Review (utilizing M&T resource) Lynn O’Connor

*Lynn spoke to IT contact and can also assist with controller storage of board meeting materials.*

7:15 PM New Business

**7:30 PM Adjournment of Regular Board Meeting / Begin ANNUAL Meeting**

* + Board elections for returning current members
  + Officer elections

**7:45 PM Adjournment of ANNUAL Meeting / Begin SPECIAL SESSION**

* + Executive Director annual review and compensation recommendation

**Next Meeting: September 28, 2021, 5:45pm – 7:30pm**

**Location: TBD**

FY 2022 Board Meetings (generally 4th Tuesday of the month)

September 28, 2021

November 23, 2021

January 25, 2022

March 22, 2022

May 24, 2022

June 28, 2022