



Board of Directors Meeting Minutes
Tuesday, January 23, 2018; 5:30 pm – 7:00 pm
One M&T Center – Learning Resource Center 1st Floor
575 Main St. Buffalo
Minutes in Italics

A world where everyone has a decent place to live.
Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Board Attendees: John Sexton, Toni Canazzi, Sue Jacobs, Jerry Sheldon, Jim Eaton, Paul Wiech, Tony Braunscheidel, Brett Koeppel, Nina Wright, Ron Talboys, Mike Schaffstall, Susan Hassinger, Heath Szymczak, James Gillan, Gerry Murak (Telephone)

Other Attendees: Teresa Bianchi (Executive Director), Matt Overfield (Controller)

Board Excused: Jennifer Beltre

- 5:30 PM Welcome to Tony Braunscheidel John Sexton
Opening Prayer / Reflection Nina Wright
- *Next meeting will be Brett Koeppel*
- 5:35 PM Approval of meeting minutes from November 27, 2017 John Sexton
- *Motion to accept – Sue Jacobs, 2nd James Gillan; Approved unanimously*
- 5:40 PM President's Report John Sexton
1. Recognizing Marge Plumb – *discussion and options*
 - a. *Letter form the Board to Marge thanking her for her service – John S. to DRAFT and send to Board for review*
 - b. *Habitat News article and Press Release – Teresa/Stephanie; others should send in any contributions*
 - c. *Teresa said she could inquiry about a letter from HFHI thanking her for her service*
 - d. *Dedicating a tree at the 300th house – Teresa*
 - e. *Recognition at the March dinner and / or April event (John S. to contact Marge)*
 2. Focus on Construction
 - a. *John – at the Volunteer event in December both John and Teresa reemphasized the need to renew a focus on construction goals; Teresa to present support for those goals later in the meeting*
 3. Education Committee needs a Board representative
 - a. *John relayed Sally Zelasko's (Education Committee Chair) ask for a Board member to be part of the Education committee*
 - b. *No respondents a the Board meeting; John to follow up with Board members directly*
- 5:50 PM Nominating/Governance Committee Heath Szymczak
1. Annual Conflict Statement signoff
 - a. *Heath handed out the forms for review and signature*
 - b. *For those not signing at the meeting please send to Heath (scan or mail) a signed form ASAP*
 2. Board Secretary position (Vote)
 - a. *An email from John had gone out asking for candidates to for this position*
 - b. *Several people had been contacted; John had called Jennifer and she offered to be put forth for nomination*

- c. *Heath motioned that Jennifer be the Secretary of the Board; Susan H. second – unanimous approval*
- 3. Board member recruitment
 - a. *We still have openings on the Board.*
 - b. *Heath requested nominations from the Board members be sent to him so he could have candidates to review*
 - c. *We still have a need for someone with a Retail background to advise on ReStore strategy / operations*

6:00 PM Finance Committee

Mike Schaffstall

- 1. Site Selection purchase authorization – raise to \$40,000 (Vote)
 - a. *Jim handed out a proposal asking to raise the limit from 25,000 to 40,000 in authority to purchase properties*
 - b. *Ron expressed concerns that purchasing for \$40k may drive total costs to rehab a house to HFHB standards above what can be possible within a reasonable budget*
 - c. *Jim – the house being acquired would need to be in sufficient condition to have lower rehab costs; thus keeping total costs within budget*
 - d. *Add to purchase authorization – The purchase would only be executed in coordination with the Executive Director (do we need the house, do we have the cash to utilize for the purchase)*
 - e. *Add – keeping in mind total rehab costs need to be kept in line with average rehab costs*
 - f. *Longer term need a better process to analyze housing options*
 - g. *Motion is to update with two conditions*
 - h. *John – motion, Jerry second. Approved unanimously*

6:10 PM Executive Director Report

1. Budget Report

Matt Overfield

- a. *Restore aggressive Budget is being realized \$300k net in this FY*
- b. *Overall HFHB FY Plan of \$176k profit projects out to \$26k – due to more closings and impact on budget (closings create an accounting loss due to interest subsidies recognized and closing)*
- c. *LOC is at \$0 (as of October) but may be utilized to start houses in the spring*
- d. *Contributions are down from individuals and organizations; house sponsorships are up*
- e. *Cash flow is improved from move to Northwest for servicing (we get access to funds faster)*
- f. *M&T checking account needs new signers – Matt recommends John, Gerry, Teresa; Motion put for by James for those three as signers, J Sheldon second – all approved; Matt to provide form for signers to complete*
- g. *All bank relationships will be put out on the market for competitive bids in the near term*

2. Board Required Actions

Teresa Bianchi

- a. *House Pricing – none*
- b. *Family Approvals – none*
- c. *Foreclosures*
 - i. *Sharday Johnson at 51 Gray – 8 months delinquent. August worked out an agreement - one payment made; not returning calls, no payments since August; PNOD period has passed*
 - ii. *John motioned to move the property to foreclosure; Jim second – all approved – going to Stuart Frame for handling*

3. Reports

- a. *Moving to dashboards rather than narrative; Teresa handed out example*
- b. *To be published monthly and put on the website*
- c. *To be accompanied by a ED analysis of major points driving any changes in the dashboard*

- d. *This is a first version; still having difficulty pulling some historical numbers*
- e. *Suggestions for improvements are encouraged to be sent to Teresa*

6:25 PM Old Business Topics:

1. House That Beer Built – Coupon Book Jerry Sheldon
 - a. *Since 12/14 we have sold approx. 500 of 1000 books*
 - b. *Goal is to have all sold by end of 4/12 event*
 - c. *Transit Lanes is selling them and sending proceeds to HFHB*
 - d. *Total cost of production was only \$400*
 - e. *Looking to repeat this every year (although with a different chairperson – thank you Jerry!)*
 - f. *HFHB will be staffing an event at Flying Bison to sell books(1/27)*
2. Hammer and Ales - Event Planning Jerry Sheldon
 - a. *Committees are up and running*
 - b. *Sponsorship committee has put together sell sheets and packages*
 - c. *Will need \$25+ gift cards and help with sponsorship – we have a \$10k, and two \$1k sponsors*
 - d. *Tickets are going to be \$45 – going on sale in early March; capacity of 250-300; tastings from Beer Book and others; food samples will be available; auction of 6-10 items; spin wheel for gift cards; SH suggested gift cards from Beer Book vendor participants*
 - e. *Committee volunteers can still be utilized (Sponsorships in particular)*
3. Italian Feast – March 15th at Ilio DiPaulo's Toni Canazzi
 - a. *Basket raffle – donations needed*
 - b. *Electronic tickets (and paper tickets) to go on sale shortly*
 - c. *We can sell beer books and April electronic tickets*
4. Construction Committee formation (7:00p) Teresa Bianchi
 - a. *Rick F. has met with Dominic Cortese and created a list of needs (circulated)*
 - b. *Rick F. will be at the March Board meeting to give future updates on Construction Topics and Advisory team formation*
 - c. *Paul stated “Home Team” volunteers have concerns that have been expressed at Volunteer Committee meetings; this may need to be addressed at Construction Team meetings as well*

6:40 PM New Business

1. Acquisitions Projections – handout Teresa Bianchi
 - a. *Chart showing 3 year projection of acquisition by channel*
 - b. *Multiple channels with differing priorities (codes of A, B, C, E)*
 - c. *Houses acquired one year are built the next year*
 - d. *Looking to create an efficient construction process to scale*
 - e. *Staffing / Development will change to support projections*
2. Building and Staffing charts Teresa Bianchi
 - a. *Historical and Future view of building and staffing presented*
 - b. *Contains projected growth positions to support 3 year plan*
 - c. *Will add breakdown of employee type (ReStore, Construction, Admin)*
3. Home Repair Program Proposal (Handout) (Vote) Teresa Bianchi
 - a. *Formalization of prior home repair efforts (roofs / sewers)*
 - b. *Some older homes need repairs*
 - c. *Inconsistent process was in place in terms of documentation and repayment*
 - d. *Can utilize or volunteer base*
 - e. *Can be expanded to non-HFHB houses in HFHB building areas*
 - f. *These would ideally be a dedicated group of volunteers*
 - g. *Families would still need to qualify based on family criteria (22% affordability level – same as new homeowners)*
 - h. *John – Motion (see below), Toni seconded – unanimous approval*
 - i. *Implement the Critical Home Improvement program through the 1st and 2nd wave (as described in the handout) – this covers the existing HFHB homeowners*

- ii. *Operationalize the procedures to take-in applications, process approvals and secure the loan repayment*
 - iii. *Secure the \$40,000 grant to fund the project through the first year.*
 - iv. *Ongoing updates to the Board on the program*
- 4. Bailey Green Strategic direction
 - a. *Response to newspaper article questioning the HFHB commitment to Bailey Green was discussed. Rather than a direct response it was suggested to put out an update on HFHBs future goals for Bailey Green*
 - b. *A board statement could be issued as well once the Bailey Green plans are finalized (post site selection committee meeting)*
 - c. *Teresa to develop a Bailey Green update that could be used in our newsletter and / or as a press release*

7:00 PM Adjournment of Regular Board Meeting
- 8:10pm adjournment

Remaining 2018

Board Meetings: March 27, May 22, June 26, September 25, November 27

Next Meeting: March 27, 2018
One M&T Center – Room TBD
575 Main St. Buffalo