

HFHB Executive Committee Meeting Minutes

Tuesday, January 12, 2021

Meeting Date: 1/12/2021 4:00 PM

Location: Webex

Link to Outlook Item: [click here](#)

Invitation Message

Participants

[Sexton, John](#) (Meeting Organizer)

[Gerry Murak \(gmurak@murak.com\)](mailto:gmurak@murak.com) (Accepted in Outlook)

[Heath Szymczak - Habitat Board \(hszymczak@bsk.com\)](mailto:hszymczak@bsk.com) (Declined in Outlook)

[Jim Eaton \(jaeaton22@verizon.net\)](mailto:jaeaton22@verizon.net)

[Mike Schaffstall](#) (Accepted in Outlook)

[O'Connor, Lynn](#) (Accepted in Outlook)

[Teresa Bianchi](#) (Accepted in Outlook)

Notes

1. Board membership Suspension policy
 - a. Add definitions of excused and unexcused
 - b. Really a cause for a conversation
 - c. There is a way back to good standing
2. Teresa's FY 2021 Objectives – MID-YEAR review
 - a. TB - RED - Restore effort in RED - cannot get answers to complete the full multi-year plan; this will carry forward to next Fiscal year
 - i. MS - agrees that time is not available to complete given the uncertainty we continue to operate under; mid to late summer is still possible
 - b. TB - YELLOW - NF is yellow; scope of work agreed to; need a detailed plan to implement; can still be done by EOFY
 - c. TB - YELLOW - advocacy platform - we have gotten recommendations (problem definition) - looking to get implementation plan
 - d. TB - YELLOW - seeking feedback from HFHI on her growth in the US Affiliate Council representation
 - e. TB - GREEN - completed 15 C of O's in Calendar year 2020
 - i. JE - can we get dashboard for C of O's and housing construction status
 - ii. TB - said dashboard should be on the Board materials;
 - iii. JE - could not get to it
 - iv. TB - to present the dashboard at the next Board meeting
 - f. TB - GREEN - DE&I training has led to an enthusiastic team being built to set organizational objectives for the affiliate
3. Support for Finance / Accounting functions
 - a. JS - Needs are Bookkeeping, Accounting, Finance
 - b. JS - How do we fill these roles - we are short in the Finance area
 - c. MS - options existing for each function
 - d. GM - caution about adding payroll (beyond current resourcing) in the middle of the pandemic

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- e. TB - we are caught in a position where are not big enough to add analysis capacity yet - need to resume growth of the affiliate
 - f. TB - hire a junior position to handle the day to day bookkeeping and some accounting; supplement with a more senior person to provide finance expertise and manage the junior people; use finance volunteers to fill in and provide project expertise
 - g. JS - is outsourcing the entire accounting function a possibility?
 - h. MS - generally outsourcing is ~70% of fully loaded FTE
 - i. MS - still need data entry into a shared platform; need for someone in the office to scan or capture invoices
 - j. GM – need right now is to fill the bookkeeping function to meet the day to day needs of the affiliate
 - k. TB – using an accounting temp in the short run
4. Filling Secretary role
- a. JS – NYS non-profit laws say the President-Elect cannot act as the Secretary at the same time
 - b. JS - send out a description of the role to the Board and ask for interested parties
5. New Board Member Orientation
- a. Email from Heath - Orientation for Bennie Williams and Errol Douglas - January 22nd 12p-1p
6. Board Commitment Form – updates
- a. JS - meet next week to see if we need any changes to the form before the Board meeting presentation
7. Support for Diversity and Inclusion efforts within the affiliate - Family Diversity Metrics
- a. JS - to get plugged into HFHB employee group that is addressing this