

Staunton Augusta Waynesboro HFH
Minutes
January 5, 2004

Board Members Present: Debra Anderson; Sharon Angle; Salome Baugher; Irvin Beadles; Steve Carpenter; Roland Carlton; David Driver; Dewey Feuerhelm; Janice Gentry; Fred Grunder; Mimi Moring; Raymond Reed; Debbie Shickel; David Surratt; Larry Vickers and Bob Von Oeyen.

Board Members Absent: Jeanne Colvin; Ralph Harris; and Loretta Stewart.

Others Present: Rhonda Howdysshell, Executive Director.

President Feuerhelm called the meeting to order at 6:40 p.m. and the meeting was opened with prayer by Raymond Reed.

Minutes

The minutes of the December 1, 2003 meeting were approved as presented.

President Feuerhelm welcomed new members to the Board and thanked them for assisting us in providing housing to people in need.

President's Report

- **New Board Books/Cards for New Members** - Rhonda Howdysshell distributed Habitat Board notebooks and business cards to new Board members.
- **Committee Sign-Up for 2004** - President Feuerhelm asked each Board member to look at Committee descriptions and to then complete the distributed sign up sheet. He emphasized the importance of Board members being actively involved not just on the Board but on the Committee structure. He asked that Board members return the completed forms to the Executive Director by the next meeting.
- **Upcoming Fundraising Activities for 2004**
 - **March Radiothon** - President Feuerhelm noted that as soon as the date is set, the office will get this out to Board members so that we can begin to publicize and raise funds. Roland Carlton agreed that he will serve on this.
 - **March Home Show At Expo** - President Feuerhelm noted that are in need of a Board member to be in charge of this activity.
- **Other**
 - **Volunteer/Donor Recognition Dinner** - President Feuerhelm asked members to reserve February 8, 2004, 6:30- 9 pm at the St Francis Church new social hall for this event.

Treasurer's Report

November Report - Rhonda Howdyshell noted that the TV 3 fund raiser was well over the goal. The report was accepted as presented.

Executive Directors Report

Accomplishments & Goals

A list of the Director's activities for the month was given.

Committee Reports

- Community Relations - Mimi Moring noted that on Saturday, January 3rd, Habitat was represented at the Fashion Show at the Colonial Mall with Larry Vickers, Mimi Moring and the Executive Director. She also plans to do a press release on the new Board members.
- Construction Committee - Raymond Reed reported that they are still working on the foundation water problem on Betsy Bell. It was also reported that the family did get into 105 Vickers Way on Christmas week, though there is still some outside work to do. Rhonda Howdyshell noted that the baby in this home has had some health problems and should be kept in the Board prayers.
- Church Relations - President Feuerhelm noted that we still need a Chairman for this committee, as it is so important for our organization.
- Family Selection - The Executive Director noted that we are also looking for a Chair for this Committee and at the next Committee meeting on January 15th they expect to elect a Chair. There are 7 accepted partners in current group. There are 12 new families that need home visits.
- Family Support - Fred Grunder reported that the Family Support Committee provides nurturing to Habitat families. Debbie Shickel and Loretta Stewart are part of the Family Support Committee and others are welcome.
- Fundraising - President Feuerhelm noted that this Committee is also in need of a Chair.
- Nominations - President Feuerhelm noted that this is not a standing Committee and can be appointed as needed.
- Volunteer Coordination - President Feuerhelm noted that this Committee also needs a Chair and is a critical committee to the working of the organization. Janice Gentry is a former Chairman of this Committee, and she volunteered to meet with anyone who was interested in this as she has written up guidelines for doing this job.

Old Business

New Business

- **Develop new fundraising idea for 2004** - President Feuerhelm reported that Habitat's goal is to raise \$2,000. A discussion of potential projects followed, including raffles. Janice Gentry noted that whatever we decide to do, we need to make sure the whole board is 100 percent behind the project. Roland Carlton noted that the Board needs to support the existing events we already have. He also noted that he is not in favor of raffles as some people look at raffles as gambling. Debbie Shickel asked about the potential for silent auctions like the realtors do each year at the Frontier Culture Museum. She explained what was involved in holding one of these and opined that we need to add a growth activity to the Chocolate Extravaganza. Fred Grunder asked whether there is a list of the fund raising activities we have each year, and stated that the entire Board needs to see what we can commit to. The Executive Director noted that this will be done. Discussion followed on the improvements to the Chocolate event. Potential sites noted were a Vaile Brothers show room in Fishersville and the AMC Community Center. Roland Carlton reminded members that cost is an issue. The idea of having one major fund raising event each year that you are known for was discussed. President Feuerhelm asked Board members to think more about this and to be prepared for future discussions as to our focus this year.
- Garden Spot - Sharon Angle reported that a Mary Baldwin student has a \$1,000 grant to develop a Community Garden in the Block-by-Block area. The project commits the lot's usage to one (1) year only. It was suggested that she be allowed to use the vacant lot on Stafford Street and that she make a presentation to the Board and her ideas for the lot. Irvin Beadles moved, seconded by Raymond Reed to approve this project. Motion carried unanimously.

President Feuerhelm urged all Board members to be on the look out for good potential Board members.

Next Meeting: February 2, 2004 at 6:30 pm Third Presbyterian Church

The meeting closed with prayer by Roland Carlton at 8:00 pm.

Respectfully Submitted,

Sharon E. Angle
Secretary

**Staunton Augusta Waynesboro HFH
Minutes
February 2, 2004**

Board Members Present: Sharon Angle; Salome Baugher; Irvin Beadles; Steve Carpenter; Roland Carlton; David Driver; Dewey Feuerhelm; Janice Gentry; Fred Grunder; Ralph Harris; Loretta Stewart; Mimi Moring; Debbie Shickel; Larry Vickers and Bob Von Oeyen.

Board Members Absent: Debra Anderson; Jeanne Colvin; Raymond Reed and David Surratt.

Others Present: Rhonda Howdyshell, Executive Director and Suzanna Baskerville, Mary Baldwin College Student.

President Feuerhelm called the meeting to order at 6:39 p.m. and the meeting was opened with prayer by Fred Grunder. President Feuerhelm introduced Suzanna Baskerville, a Mary Baldwin College Student who explained the Community Garden Project for the Habitat lot on Stafford Street. She has received a \$1,000 grant to do this project, and is working with 10 children at the Booker T. Washington Center to teach them about gardening. She is hoping by early spring to actually begin the garden. She requested that she be allowed to use lot for a Community Garden. She explained that she will be graduating in May and wants to get it in by then. Discussion followed. Roland Carlton moved that we move forward on this project, seconded by Janice Gentry. Motion carried unanimously.

Minutes

The minutes of the January 4, 2004 meeting were approved as presented.

President's Report

- **New Board Badges/ Reading Materials for New Members** - Rhonda Howdyshell distributed these materials for new Board members.
- **Committee Sign-Up for 2004** - Rhonda Howdyshell noted that Janice Gentry had agreed to stay on Family Selection and Church Relations, but would not continue on Construction. President Feuerhelm noted that if we do not get Board members we will go to the general public.
- **Upcoming Fundraising Activities for 2004**
 - **March Home Show At Expo - March 12, 13, 14 Augusta Expoland** - Rhonda Howdyshell noted that we will get a part of the gate proceeds and Community Bank will be selling popcorn for us.
 - **March Radiothon - March 22, 23, 24 - WKDW AM 900 and WSVO 93.1** - Roland Carlton noted that we have the dates down and the radio station in place. Discussion followed that we noted last year that we need additional publicity to promote this.
 - **May-June Yard Sale** - President Feuerhelm noted that we have traditionally held this sale in late spring and early summer. To date, we

have not received the same amount of materials we traditionally have. He asked members to take note if they are aware of individuals who have construction materials, please let them know we can use left over materials.

- **Chocolate Extravaganza** - It was decided that we need to determine when and where we want to hold this. David Driver noted that his church, Linden Heights Baptist Church just built a new social hall which might be available. He will check. Dewey will check on Tinkling Springs Presbyterian Church. Debbie Shickel will check on Vailes Brothers Showroom in Stuarts Draft. It was decided to look at targeting the last weekend in September for the event, September 25th.
- **Chicken BBQ** - David Driver has a meeting with the Boy Scouts next week and will discuss it.
- **5K Walk-Run - November 6, 2004** - David Driver noted that he would like to get Mary Baldwin to participate again.
- o **Other**
 - **Volunteer/Donor Recognition Dinner** - President Feuerhelm asked members to reserve February 8, 2004, 6:30- 9 pm at the Saint Francis Church new social hall for this event. He urged all members to attend.

Treasurer's Report

December Report - President Feuerhelm reviewed the report and noted that the ending balance for the year was good. The report was accepted as presented.

Executive Directors Report

Accomplishments & Goals - A list of the Director's activities for the month was given. Rhonda Howdyshell noted that the Methodist Church grant is almost up to \$8,000 and that we received \$19,000 with our Christmas appeal.

Committee Reports

- o **Community Relations** - Mimi Moring noted that they did have a committee meeting, and are trying to come up with a document for those holding events to standardize reporting. Additionally they are working on goals.
- o **Construction Committee** - Steve Carpenter reported that the Committee did note a recommended change in policy concerning sweat equity hours and they are recommending that 100 hours (of the required 250) be spent in the construction of the applicant's own home - though special circumstances could preclude this. Janice Gentry questioned whether this recommendation should come from Family Selection. Mimi Moring noted that it might be more appropriate to have that Committee comment on it before the Board votes. Discussion followed. It was decided to send this to Family Selection and Nurturing for input with a copy of a policy from another affiliate. It was reported that the Committee is still working on the foundation water problem on Betsy Bell. Swann Construction will do the work for a fee of \$6,000 but they

will accept NAP payment for half the fee. Discussion followed on the potential to build a duplex on the lot owned in Waynesboro. This construction will require a variance. The Board moved in principal to build a one story duplex, provided that we meet local approvals. Discussion followed. Motion carried unanimously.

- **Church Relations** - Chairman Roland Carlton noted that he will be holding a meeting of his committee.
- **Family Selection** - Chairman Ralph Harris noted that we have 3 families to recommend to the Board. The Committee recommends Family One to be approved for Level I for a 2 bedroom house provided we get a Doctor's note which supports the medical need for the house. The failure to provide this note within 60 days is an automatic denial. Motion carried. Family Two is recommended for Level I for a 3 bedroom home based on housing need with inadequate housing. Motion carried unanimously. Family Three is for Level II for a 2 bedroom home and has need based on the poor condition of the existing home. (heat, mold, poor windows). There is an unpaid debt which needs to be paid off. Motion carried unanimously. The Committee reported that the Freeman family should be approved for a three bedroom home on Vickers Way as they reach their Level I.

The Committee recommends that accepted partners be allowed to partner with Valley Mission during the months of November through March to build sweat equity hours. It was explained that this will insure that the 50 hours by the "homeowner's own hands" can be accomplished before spring construction start-up. Discussion followed. Motion carried.

- **Family Support** - Chairman Fred Grunder reported that he has talked with most of the nurturers and has scheduled a meeting for February 24th at 5:30 pm at the Habitat office.
- **Fundraising** - President Feuerhelm noted that this Committee is also in need of a Chair.
- **Nominations** - No report.
- **Volunteer Coordination** - Still need a member to Chair this Committee.

Old Business

New Business

- Fred Grunder noted that in the *Habitat World* magazine there was an article on doing a mini house to train and then sell it as a fund raiser. Rhonda Howdyshell noted that she had been approached by a group interested in doing something like this.
- Rhonda Howdyshell also noted that in *Habitat World* there was an article about selling donated vehicles as a successful fund raiser. She asked for permission to sell the three vehicles which we have or we will be getting. Questions followed on insurance and liability. It was discussed that they can start them up, but

cannot leave the lot. Consensus was reached to allow the sale of these vehicles as they are received.

Next Meeting: March 1, 2004 at 6:30 pm Third Presbyterian Church

The meeting closed with prayer by Ralph Harris at 8:40 pm.

Respectfully Submitted,

Sharon E. Angle
Secretary

**Staunton Augusta Waynesboro HFH
Minutes
March 1, 2004**

Board Members Present: Debra Anderson; Sharon Angle; Salome Baugher; Irvin Beadles; Steve Carpenter; Roland Carlton; David Driver; Dewey Feuerhelm; Janice Gentry; Fred Grunder; Ralph Harris; Loretta Stewart; Mimi Moring; Debbie Shickel; David Surratt, Larry Vickers and Bob Von Oeyen.

Board Members Absent: Jeanne Colvin and Raymond Reed

Others Present: Rhonda Howdyshell, Executive Director

President Feuerhelm called the meeting to order at 6:40 p.m. and the meeting was opened with prayer by Janice Gentry .

Minutes

The minutes of the February 2, 2004 meeting were approved as presented.

President's Report

o Upcoming Fundraising Activities for 2004

- **March Home Show At Expo - March 12, 13, 14 - Augusta Expoland** - Rhonda Howdyshell noted that we will need people to volunteer and a sign-up sheet was presented.
- **March Radiothon - March 22, 23, 24 - WKDW 93.1 - 6 am to 9 am.** Roland Carlton noted that he is contacting participants and things look good. A mailing has gone out to businesses and churches. There is an idea to bring in the Presidents of Rotary and Kiwanis to compete for funds. He noted that we do want 100 percent participation from Board and from homeowners.
- **May-June Yard Sale** - President Feuerhelm noted that it will be held on May 21 and 22nd at the Armory Gym.
- **Chocolate Extravaganza** - Debbie Shickel noted that Vailes Brothers showroom in Fishersville will seat 225 people and is available at no cost for this event. We just have to give them the date. They get the tables from Tinkling Springs. It was decided that the Committee will evaluate the prospects and make a recommendation to the full board.
- **Chicken BBQ** - David Driver has had a meeting with the Boy Scouts and they are committed and will be setting a date soon.
- **5K Walk-Run - November 6, 2004** - David Driver noted that he would like to have a meeting during the next month and needs additional volunteers.

Treasurer's Report

January Report - President Feuerhelm noted that there should be a change to the ending balance as to January 31st. The report was accepted as presented.

Executive Directors Report

Accomplishments & Goals

A list of the Director's activities for the month was given. Rhonda Howdyshell reviewed the report.

Committee Reports

- Community Relations Rhonda Howdyshell and Larry Vickers noted that a committee meeting was held and ideas were formed about how to involve the community. They drafted a letter to all persons who might be interested in doing something to participate in the last house on Vickers Way and it would be a true "community build." The mailing list includes 100 persons initially and will probably include another 200 to 300 persons.
- Construction Committee- Steve Carpenter reported that at 107 Vickers Way removed 9 truckloads of debris away. Dick Bolton will supervise building of the house, and Dewey Feuerhelm will assist. The schedule planned is to set foundation toward the end of the month. It was also reported that 600 Florence Avenue in Waynesboro received the variance for a duplex, and the next phase will be determining the homeowners. It was also reported that we are still doing residual repairs on other houses.
- Church Relations - Chairman Roland Carlton noted that he will be holding a meeting of his committee.
- Family Selection - Debra Anderson reported that the Committee met and had tabled consideration of several families in order to get additional information and do home visits. She reported that they did recommend a family at level 2. Motion carried. She also presented a family of 6 which meets the requirements and the Committee recommends level 2. Motion carried. Mrs. Anderson also reported that the Committee reviewed the application for a family of 1 and recommend denial based on lack of need as the housing being substandard. Motion carried.
- Family Support - Chairman Fred Grunder reported that they met on the 24th of February and had 3 new members who were assigned to families. He discussed the sweat equity issue and noted that most of the people who had houses were strongly in favor of the idea that families be very involved in the construction of their own home, regardless of the amount of volunteer hours earned. Janice Gentry noted concern with too rigid implementation of this as family commitments do come up. It was noted that since the wording is "expected" not required, this should be fine. The Sweat Equity Policy was approved as presented by a unanimous vote.

- Fundraising - President Feuerhelm noted that he will serve as Chairman of this Committee.
- Nominations - No report.
- Volunteer Coordination - Dewey Feuerhelm noted that volunteer coordination is extremely important and we would welcome participation.

Old Business

Dewey Feuerhelm noted that the Methodist Build will be a fund raising item this year and a build next year and that with the project of a community build this will work out well.

A discussion of potential income from donated trucks was held.

New Business

Rhonda Howdyshell noted that she attended a Unity for Harvest meeting and that will support Habitat as a service project this year. She also reported that a United Way Community survey for Board members on Community needs assessment has been distributed in order to form better direction for the organization.

Next Meeting: April 5, 2004 at 6:30 pm Third Presbyterian Church

The meeting closed with prayer by Dave Surratt at 8:40 pm.

Respectfully Submitted,

Sharon E. Angle
Secretary

SAW Habitat for Humanity Board of Directors Meeting Minutes

Mon, April 5, 2004, 6:30 p.m.

Board Members In Attendance: Salome Baugher, Roland Carlton, Steve Carpenter, David Driver, Dewey Feuerhelm, Janice Gentry, Ralph Harris, Mimi Moring, Debbie Shickel, Loretta Stewart, David Surratt. Members absent: Debra Anderson, Sharon Angle, Irvin Beadles, Jeanne Colvin, Fred Grunder, Raymond Reed, Larry Vickers, and Bob von Oeyen. Others in attendance: Rhonda Howdyshell, Executive Director

President Feuerhelm called the meeting to order at 6:50 p.m. David Driver opened with prayer. Gentry volunteered to take minutes.

Minutes from the last meeting were reviewed. One change was made: Mimi Moring was not in attendance at the last meeting. Minutes were approved as corrected.

Presidents Items: (President Feuerhelm)

- **United Methodist Build:** President Feuerhelm reported that the District Superintendent for the Staunton District is in full support of the project.
- **Leadership Pledge:** Each Board member is asked to sign the pledge forms that include the following commitments:
 - 1) Active participation in 1 fundraising event each year
 - 2) Make a site visit to the construction site
 - 3) Develop 2 leads for Habitat (volunteers, partner families, property acquisition, donors, etc)
 - 4) Financially contribute annually (amount at discretion of member)
- **Bylaws:** The computer files of proposed by-law revisions from 2 years ago can't be recovered from a bad computer, so they will be typed in again and work will proceed from there.

Fundraising (President Feuerhelm)

- **Home Show:** We made \$1751 on this event this year (a little less than last year).
- **Radiothon:** This year, pledges totaled \$16,500! This exceeded our pledges from last year (\$12750) and the goal stated at \$15,000 (FY 04 budget goal \$10,000). Many thanks to Roland Carlton for his work on this event. Over half of the donors are new donors. New contacts with local governments and civic groups contributed to this success as well as the pre-sales packages distributed by the office. Entering all of this new donor information is keeping the office staff quite busy.
- **Yard Sale:** May 21-22, 2004. Donations might be less than in previous years due to long standing donors not coming forward yet. We still need a project leader for this project.
- **Chocolate Extravaganza:** The Vaile Brothers Showroom in Fishersville has been booked for this event on Sept 25, 2004. Committee would like an additional committee person to help focus on promotion and sales of the event. Debbie Shickel volunteered to help.
- **5K Walk/Run:** David Driver reported this event is still in the planning stages.

- **Chicken BBQ:** David Driver reported that he is certain the Boy Scouts will do this, but doesn't know a date yet.
- **Fundraising Plan:** Reviewed the fundraising plan distributed in our meeting packets.

Treasurer's Report – approved as submitted

Executive Director's Report (Rhonda Howdyshell)

- **United Methodist Build:** The Executive Committee has approved taking the first \$10,000 currently in hand for this project and investing in a CD to earn more money for this 2005 Build.
- **SAW Community Foundation:** grant approved for \$4300.
- **Office Update:** We have 2 new office volunteers:
 - **Pat Klumpp:** will be in the office on Thursdays, and is on the construction committee as recording secretary
 - **Steve Burstein:** will be in the office on Tuesdays and will focus on streamlining the application process.
 - **Experience Works:** Rhonda is also checking into this program for additional assistance which employs people age 55 and over, who are under 125% of poverty level, to help them get work training.

Committee Reports

- **Community Relations (Mimi Moring):** She is preparing a spring newsletter and needs help writing an article on volunteering. Dewey will make a first draft. He will also contact a volunteer that used to help write our newsletters to see if she is interested in returning for that purpose. Rhonda requested a donor recognition article on the SAW Community Foundation.
- **Construction (Steve Carpenter):** He welcomes the addition of Pat Klumpp on the committee as recording secretary. Dick Bolton is back and ready to start working on 107 Vickers Way. The committee has reviewed and modified the building plans for that lot. In Waynesboro, the lot for the duplex has been split and deeded separately, but we must wait for 30 days to build to allow for public notice. The Waynesboro build will start in May. There are minor other finishing tasks at other locations. The committee is also reviewing a "Move-in Warranty" document that explains to homeowners what is and is not included in the 1 year warranty. They are also analyzing "on-demand" water heaters for possible use in our houses. With a deal through HFHI, the cost of the unit is slightly more, but the long term usage costs are greatly reduced. This is still under review. Rhonda reported that Doug Walker, Waynesboro City Manager, asked her to send a letter requesting waiver of water/sewer connection fees so he could pursue getting that donation for us.
- **Church Relations (Roland Carlton):** We had great participation from the churches for the Radiothon.
- **Family Selection (Ralph Harris):**
 - Recommended to the Board to deny applicant 03-09-04 based on lack of need. Since the time of application, she has moved into adequate housing. **Motion passed, applicant is denied.**

- Recommended to the Board to change the Housing Qualifications sheet to add “charge offs” to unacceptable debts that must be under the \$2000 limit. After discussion, a motion was made and seconded to change the “uncollected debt” wording to: “Applicant(s) must not have more than \$2,000 in delinquent debt, including but not limited to: past due debts, charge offs, and unsatisfied judgments, on their credit record.” **Motion passed.**
- **Volunteer Coordination:** President Feuerhelm noted that we really need a leader to come forward in this position with 2 Community Builds going on this year. Please pray for people to come forward in leadership of this area.

Old Business – none

New Business

- There is a grant available from Virginia Dept of Housing and Community Development (about \$20,000). The application deadline is April 30th. Part of their process is focused on business analysis and education for our affiliate. They require 75% of BOD attendance at a training session held at our BOD meeting and require the Executive Director and 1 BOD member to attend 3 required meetings throughout the year of 1-2 day duration. Support was given for the Executive Director to proceed with this grant application.
- **Interstate Muffler Raffle:** They are holding a 50/50 raffle on April 17th and would like SAW-HFH to be the beneficiary of the raffle. Motion made and seconded that we accept the money from Interstate Muffler’s 50/50 Raffle. **Motion passed.**
- Tom Montgomery has Chicken BBQ equipment that he’s willing to lend to us at no charge if we wanted to have our own Chicken BBQ in addition to the one run by the Boy Scouts. Roland Carlton and David Driver will go to see the equipment to determine if we have the knowledge to use it.
- Debbie Shickel reported she had obtained permission from the Board of Realtors to send out a fax about the community builds to their 260 realtors. She is also requesting each realtor donate \$10 to those builds.

Mimi Moring closed with prayer at 8:20 p.m.

NEXT MEETING: Monday, May 3, 2004, 6:30 p.m.

Respectfully submitted,

Janice Gentry

SAW Habitat for Humanity Board of Directors Meeting Minutes

Mon, May 3, 2004, 6:30 p.m.

Board Members In Attendance: Salome Baugher, Irv Beadles, Roland Carlton, Steve Carpenter, David Driver, Janice Gentry, Fred Grunder, Ralph Harris, Mimi Moring, Debbie Shickel, Loretta Stewart, Bob von Oeyen

Others in Attendance: Rhonda Howdysshell, Executive Director

Vice President Moring called the meeting to order at 6:40 p.m. Roland Carlton opened with prayer. Gentry volunteered to take minutes.

Minutes from the last meeting were reviewed and approved as submitted.

Presidents Items: (Vice President Moring)

- **Vickers Way Foundation Ceremony:** Ceremony will be held Sat, May 8th at 11a.m. All Board members are urged to attend.

Fundraising (Vice President Moring)

- **Home Show:** Total raised: \$1751
- **Radiothon:** This year, pledges totaled \$16,500.
- **Yard Sale:** Donation dropoff: May 21st, Yard Sale: May 22nd 9a – 1p. Volunteer sign up sheet was sent around. We are not accepting large appliances. If someone has a large appliance, the office is suggesting they sell it on their own, advertise it as benefitting Habitat, and donate the proceeds. Some local newspapers will offer free advertising for items for sale.
- **Chocolate Extravaganza:** Rhonda Howdysshell mentioned that Debra Anderson had expressed interest in running the silent auction part of the program.
- **5K Walk/Run:** David Driver reported that he intends to hand out registration forms at the Rescue Squad 5K on May 8th.
- **Chicken BBQ:** David Driver reported that he should know a date by the next Board meeting.

Treasurer's Report – approved as submitted

Executive Director's Report (Rhonda Howdysshell)

- **Office Update:**
 - **Experience Works:** Rhonda has established a relationship with Experience Works to get help in the office. Wages are paid by Experience Works, not by SAW-HFH. Lady named Pat Russell is scheduled to start working Tues – Thurs in the office and will likely be there for about 3-4 months.
 - **Steve Burstein:** it was reported last month that he would be an office volunteer, but he has since found full-time work and will not be available to volunteer.

Committee Reports

- **Community Relations (Mimi Moring):** Committee has met and they are still working on the newsletter.
- **Construction (Steve Carpenter):** 107 Vickers Way has a foundation and will have the foundation ceremony as mentioned earlier. 600 Florence Ave, Waynesboro – still in our 30 day wait period after dividing the lot.
- **Church Relations (Roland Carlton):** No report
- **Family Selection (Ralph Harris):** Ralph Harris shared that a concern has arisen regarding crime surrounding the Vickers Way area. Discussion included:
 - Shickel recommends downloading the Staunton noise ordinance and distributing to our home owners, gives them the right to sue civilly.
 - Harris & Gentry expressed concern over putting new homes in high crime areas, when it's one of the things we're trying to help partners avoid. It's our goal to move partners into a safe neighborhood. Does this area meet that criterion?
 - Moring: recommends advocating action to City Council, police, etc.
 - Driver: expressed concern over offering a partner a house in a high crime area and then moving them to the bottom of the list if they decline it.
 - Carlton: warns of slippery slope of making exceptions to policy on house location acceptance.
 - **Decline location in Vickers Way area issue:** Decision to maintain current policy of moving partners to the bottom of the list upon declining any location.
 - **Crime issue:** resolved to invite police chief to next Board meeting to get his perspective on the crime in the area. Board members are encouraged to visit the area to gain perspective and to gather any data they think applies.
- **Family Support (Fred Grunder):** The committee is working on a de-selection policy. He is always looking for new nurturers.

Old Business – none

New Business

- Debbie Shickel reported that she hopes to break \$1000 soon in her realtor challenge to raise funds for the community builds.

Bob von Oeyen closed with prayer at 7:48 p.m.

Next MEETING: Monday, June 7, 2004, 6:30 p.m.

Respectfully submitted,

Janice Gentry

**Staunton Augusta Waynesboro HFH
Minutes
June 7, 2004**

Board Members Present: Debra Anderson; Sharon Angle; Irvin Beadles; Steve Carpenter; Roland Carlton; David Driver; Dewey Feuerhelm; Fred Grunder; Mimi Moring; Raymond Reed; Debbie Shickel; Loretta Stewart; David Surratt; Larry Vickers and Bob Von Oeyen.

Board Members Absent: Salome Baugher; Jeanne Colvin; Janice Gentry; and Ralph Harris.

Others Present: Rhonda Howdyshell, Executive Director
Chief Jim Williams, Staunton Police Department

President Feuerhelm called the meeting to order at 6:30 p.m. and the meeting was opened with prayer by David Driver.

Minutes

The minutes of the May 3, 2004 meeting were approved as presented.

President's Report

o **Staunton Police Chief Jim Williams**

Chief Williams was introduced by Rhonda Howdyshell. She explained that he had given her upgraded crime statistics for the Johnson Street Neighborhood. She also noted that there were concerns from Board members with crime in the area and the willingness of families to locate there. Chief Williams noted that the crime has gotten much better in his 20 years on the force. He has assigned a bike patrol to the area. He noted that there are a lot of calls for service because this is a densely populated area. Mrs. Anderson noted her problem is the landlords on Stafford Street and they are getting troublesome people in these homes. Chief Williams noted that she can work with the police and they can try to work with landlords. He noted that they do track repeated trips to one residence. Larry Vickers asked if there is any information passed out to new homeowners? Chief Williams noted that the Police Department does not do this. Mr. Vickers noted problems with persons hanging out near the children and the positive impact of the police presence. Discussion followed with the general consensus being that the area is much improved but will need continued

efforts by both the Police and residents to report and respond to any on going problems in the area.

o **Upcoming Fundraising Activities for 2004**

1. **March Home Show At Expo - March 12, 13, 14 - Augusta Expoland** - It was reported that the show raised \$1,751
2. **March Radiothon - March 22, 23, 24 - WKDW 93.1** It was reported that a total of \$16,500 was pledged for this event.
3. **May-June Yard Sale - May 22 at the Armory Gym.** It was reported that \$1,911 was raised at this year's sale.
4. **Happy Birthday** - Rhonda Howdyshell explained that Mr. Tom Tagert had offered Habitat the potential to sell tickets and put up inflatables and tear down we need to have 3 people on each shift on July 3rd and 4th. A sign up sheet was passed around.
5. **Chocolate Extravaganza** - Roland noted that there is nothing new at this time.
6. **Chicken BBQ** - David Driver still doesn't have a date but will try and get the Scouts to commit to one at their next meeting.
7. **5K Walk-Run - November 6, 2004** - David Driver noted will be working on this project.

Treasurer's Report

May Report - Dewy Feuerhelm noted that we took in more than we spent and are running ahead of last year. The report was accepted as presented.

Executive Directors Report

Accomplishments & Goals

A list of the Director's activities for the month was given. Rhonda Howdyshell reviewed the report as follows:

- We received word of acceptance for a \$20,000 grant through the State of Virginia's Seed Fund Capacity Building Support Grant Program. This will help pay for the administrative costs (e.g. salaries of office staff) and long range strategic planning.
- The office will be closed from June 23 through 25th as Suzanne will be doing training in North Carolina and Rhonda will be on vacation.
- We have a small truck to sell, a Chevy S-10 and are asking \$600 or taking offers.
- Rural Initiative - this is a program of Habitat International looking at ideas for rural communities. Mimi Moring met with their representatives on June 4th, along with Rhonda and Suzanne to answer questions and provide information.

Committee Reports

- Community Relations - Nothing
- Construction Committee- Steve Carpenter reported that at 107 Vickers Way progress has been excellent. The house is under roof and shingles are on the roof. This was done with help from Lee High School Students who Dewey Feuerhelm noted did an excellent job. Inside framing is completed; plumbing roughed in and windows are on site. It was also reported that 600 Florence Avenue is on hold. We cannot build a duplex as we did not receive a variance of 4' on side setbacks needed for this plan. We could ask the neighboring property owners if they want to buy lots to protect their property. Or we can wait until we have a homeowner who needs a larger house. No decision has been reached.
- Church Relations - Chairman Roland Carlton noted that he will be holding a meeting of his committee.
- Family Selection - No report and/or approvals to come before the board. Have new applicants in the partnership process who do need a 2 bedroom and may be interested in Cochran Street.

President Feuerhelm left the meeting for family obligations and Vice President Mimi Moring presided over the remainder of the meeting.

- Family Support - Chairman Fred Grunder had no report.
- Fundraising - No report.
- Nominations - No report.
- Volunteer Coordination - No report and no coordinator.

Old Business

Cheryl Bleil's son passed away and she sent a note of thanks for our card and caring support. A letter was also received from Suzanna Baskerville noting her thanks for the cooperation with the Children's vegetable garden on Habitat land. Larry Vickers noted that this will be a part of the summer enrichment program at Booker T and there is a problem with overgrown grass. David Driver agreed to mow this area.

Rhonda Howdyshell noted that Debbie Shickel continues to look for new sites for Habitat. She noted that approximately 9 acres off of Montgomery Avenue may become available and she is evaluating it..

New Business

- Ernestine Edwards - Rhonda Howdyshell noted that we have been informed that she wishes to sell her home located at 521 B Street for \$77,900 (actual selling price) and we have a right of first refusal. The balance on the mortgage is \$14,831. This is 3 bedroom, one bath home that was completed in 1992, but not sold to Ms. Edwards until 1994 for \$57,005. Roland Carlton made a motion that we not exercise our right of first refusal and Mimi Moring seconded. Discussion followed where it was noted that Habitat would immediately get \$22,622 which can be put toward other houses and that the Habitat family can move on with their lives. Motion carried unanimously.

Next Meeting: Would normally be on July 5th - BUT AS THAT IS A HOLIDAY, the meeting will instead be held on TUESDAY, JULY 6TH at 6:30 pm at Third Presbyterian Church.

The meeting closed with prayer by Bob Von Oeyen at 8:10 p.m.

Respectfully Submitted,

Sharon E. Angle
Secretary

**Staunton Augusta Waynesboro HFH
Minutes - July 6, 2004**

Board Members Present: Irvin Beadles; Dewey Feuerhelm; Fred Grunder; Ralph Harris; Raymond Reed; and Loretta Stewart.

Board Members Absent: Debra Anderson; Sharon Angle; Steve Carpenter; Roland Carlton; David Driver; Salome Baugher; Jeanne Colvin; Janice Gentry, David Surratt; Larry Vickers and Bob Von Oeyen.

Others Present: Rhonda Howdyshell, Executive Director

President Feuerhelm called the meeting to order at 6:45 p.m. and the meeting was opened with prayer.

Minutes

The minutes of the June 7, 2004 meeting were tabled to the next meeting as there was not a quorum present.

President's Report

For purposes of obtaining a quorum on the acceptance of conditions of the SEED Capacity Grant, Rhonda Howdyshell would poll the other members for their vote.

Upcoming Fundraising Activities for 2004

1. **March Home Show At Expo - March 12, 13, 14 - Augusta Expoland** - It was reported that the show raised \$1,751
2. **March Radiothon - March 22, 23, 24 - WKDW 93.1** It was reported that a total of \$16,500 was pledged for this event.
3. **May-June Yard Sale - May 22 at the Armory Gym.** It was reported that \$1,911 was raised at this year's sale.
4. **Birthday** - Rhonda Howdyshell reported that Vince Ennis led the event as volunteer coordinator and thanked those who had given their time to man the inflatables and take shifts.
5. **Chocolate Extravaganza** - Nothing new at this time.
6. **Chicken BBQ** - David Driver called and gave us a date of Sept. 18.
7. **5K Walk-Run - November 6, 2004** - David Driver heads this event.

Treasurer's Report

June Report - was not available due to the closing of the books. The office is working with Susan McCray our auditor on financials. Rhonda will get with Jeannie Colvin on this year's budget.

Executive Directors Report

Accomplishments & Goals

A list of the Director's activities, goals and accomplishments was given. Rhonda Howdyshell highlighted these:

- The office was able to sell the small truck, a Chevy S-10 for \$600 and the old truck for \$200.
- HOME funds have been reserved for 2 partners closing, the Martinez and the Barnacks.

Committee Reports

- Community Relations - A news clipping about the Lee High School students helping with 107 Vickers way was distributed.
- Construction Committee- Dewey Feuerhelm noted next year's Staunton build would be off Stafford Street.
- Church Relations - No report.
- Family Selection - Ralph Harris overviewed the policy work his committee is working on. It was suggested that the minimum qualification figure on the draft be discussed at the next meeting, so that a figure could be inserted rather than a formula (KISS). It was decided to mail the materials out to the full board - in order that at the next meeting we could discuss. The partnership recommendation for #04-01-01 was tabled to the next meeting and Rhonda Howdyshell would write a letter to the applicant explaining this to maintain timely compliance.
- Family Support - No report.
- Fundraising - No report.
- Nominations - No report.
- Volunteer Coordination - No report and no coordinator.

Old Business

New Business

Next Meeting: Will be on MONDAY, August 2nd at 6:30 pm at Third Presbyterian Church in Staunton.

The meeting closed with prayer.

Respectfully Submitted, Rhonda Howdyshell, Executive Director

**Htaunton-Augusta-Waynesboro HFH
Minutes
August 2, 2004**

Board Members Present: Sharon Angle; Salome Baugher; Irvin Beadles; Steve Carpenter; David Driver; Dewey Feuerhelm; Janice Gentry; Fred Grunder; Ralph Harris; Mimi Moring; Raymond Reed; Debbie Shickel; and Loretta Stewart

Board Members Absent: Debra Anderson; Roland Carlton; David Surratt; Bob Von Oeyen; and Larry Vickers

Others Present: Rhonda Howdyshell, Executive Director

President Feuerhelm called the meeting to order at 6:30 p.m. and the meeting was opened with prayer by David Driver.

Minutes

The minutes of the June 7, 2004 and July 6, 2004 meeting were approved as presented. Fred Grunder noted that the amount for the Yard Sale should be increased. Debbie Shickel noted that she was absent at the July meeting. The minutes will stand approved as corrected.

President's Report

Upcoming Fundraising Activities for 2004 & 2005

1. **March Home Show At Expo - March 12, 13, 14 - Augusta Expoland** - It was reported that the show raised \$1,751
2. **March Radiothon - March 22, 23, 24 - WKDW 93.1** It was reported that a total of \$16,500 was pledged for this event.
3. **May-June Yard Sale - May 22 at the Armory Gym.** It was reported that \$1,911 was raised at this year's sale.
4. **Happy Birthday** - No figure yet for this event.
5. **Chocolate Extravaganza** - September 25 at Vailes Showroom. Janice noted that a committee meeting will be set up next week. She asked that Mimi provide a PR person and assistance for this event.
6. **5K Walk-Run - November 6, 2004** - David Driver noted that nothing new to report at this time
7. **Chicken BBQ** - David Driver noted that the Boy Scouts held a sale last week and sold out. Rhonda noted that she would ask Pilgrim's Pride on what they can do for the event.
8. **Seed Capacity Grant - \$20,000**
Dewey Feuerhelm noted that he, Mimi Moring, Rhonda Howdyshell and Suzanne Wimberly met with State representatives on July 23rd and that there was a positive response in the meeting with the grant staff. At the meeting, it was discussed that there needs to be a separation of church and state, and to reflect this, a new paragraph has been developed. Their

funds will go to administrative items and not for program in order to do this. This will be reflected in the budget. Irvin Beadles moved, seconded by Debbie Shickel, to adopt the ninth paragraph as changed and submitted. On a 12-0-1 vote, the motion carried.

Treasurer's Report

- June Report and FY Year End - The report was accepted as submitted
- Budget Approval FY 04-05 - President Feuerhelm reviewed the budget and noted that the way we allocate funds has been changed per the previous discussion. It was also noted that in the donation categories, we utilized the end of year report to develop these numbers. (Increase of 10 percent in fund raising) so the budget is based more on reality. Questions were asked on specific budget items including: the Methodist build, Realtors Challenge, fund raising events including only cash and not "in-kind" items. The Executive Director noted that In kind has not been included in past budgets. Discussion followed. Irvin Beadles moved that this be reviewed by the Treasurer's Committee, seconded by Debbie Shickel. Motion carried unanimously.

Executive Directors Report

Accomplishments & Objectives Report

A list of the Director's activities for the month was given. Rhonda Howdyshell reviewed the report as follows:

- We have sold two of the three trucks.
- Home funds are being secured for 10 percent of the mortgage price making the house payments more manageable.
- Forecast to build two homes this next year - one will be off Stafford Street

Committee Reports

- Community Relations - Mimi Moring noted that a promotional sign has been developed for the construction site on Vickers Way.
- Construction Committee- Steve Carpenter noted that the house at 107 Vickers Way has appliances, painting is done, and the shed is done. He is hoping to get grading and landscaping done soon. Messer Landscape will donate landscaping. Planning is going on for the dedication depending on family. He reported that on Florence Avenue in Waynesboro, the Committee is still looking at that as a viable lot, but logistics need to be worked out. He noted that on Betsy Bell, we have found a company that makes an encapsulating system to stop the water. The Committee is evaluating it. Rhonda Howdyshell has talked to Frank Wagner and he is agreeable to manage this element of the Project. She

noted that Richard Moring has also agreed to look at the Betsy Bell structure and give a recommendation.

- Church Relations - No report.
- Family Selection - Chairman Ralph Harris noted that members have received information in the mail on the “no waiting list” and no “level 2” for federal compliance. We can keep inactive files, but can not maintain a list. Mimi Moring noted that what she received was an interpretation of Habitat International’s legal department, and was not the actual law and that she would like to see the specific regulation. Chairman Harris did note that we can help applicants, if they request it, through the Family Support Committee to assist with improving their debt situation. It was also noted that no one can mention, grant acceptance, nor imply acceptance to potential families based on their qualifications alone. Acceptance also involves having a home in which to partner with them on or a plan to build a house with that family in a reasonable amount of time. Chairman Harris moved to amend our policy on record and submit this motion: The SAW HFH will not maintain a two-level system of partners (accepted partner and provisional partner) to comply with the Federal Fair Housing Laws outlined in a current HFHI “waiting list” policy memo. All partners will be accepted into one class and judged to be able to be served within a reasonable amount of time period (1 to 2 years). Further, delinquent debt limit for an accepted partner will be set at \$1,000. Motion carried unanimously.

Chairman Harris also noted that they are recommending changes to the Housing Qualifications as outlined in the attached memo and that the Committee moved to accept the policy outlined in this handout. Debbie Shickel noted that she would like the Executive Director to investigate the ability to have higher income guidelines. Discussion followed. Mimi Moring noted that the change is not acceptable because of the leniency of paying off delinquent debt, and she has concerns with families moving in without having their debt paid off and sweat equity done. Debbie Shickel provided an explanation in that if a family is not paying off debt, then we can disqualify them and move up to the next family. Mimi Moring moved to amend prior motion to state “Delinquent debt must be satisfied before moving into the home or purchasing the home.” Irving Beadle seconded. Salome asked can exceptions be brought to the Board and the response was yes. The amended motion passed on a 12 - 1 vote. The draft as amended by the motion was passed on a 12 - 1 vote.

Chairman Harris moved to approve “Family 1” which is recommended for approval as a backup by the Committee. The family consists of 1 female adult and 2 children who are currently living in an inadequate two bedroom apartment. She has no debt and indicates she will accept Cochran Street. Discussion followed considering the implications of the new policy which gives us two individuals on the waiting list that must

be served first. It was noted that we have no house available for the family recommended for approval. The motion to approve failed on a 2 - 9 vote. In further discussion, Raymond Reed asked that the family who are slated for a home on Cochran Street be contacted to see if they still want the house, as they have only completed 50 hours of sweat equity.

Chairman Harris also recommended denial of "Family 2" which consists of 1 female adult and 2 children, based on no housing being available within a reasonable amount of time. Motion carried 13 -0.

- Family Support - Chairman Fred Grunder noted that a termination policy is being formulated to be brought to the Board at a later date.
- Fundraising- Janice Gentry noted that the Chocolate Extravaganza event currently planned for September 25th was a bit behind schedule if we wanted to do additional activities. The Committee will be meeting next week to discuss whether we will go ahead or need to move the date of the event.
- Nominations - No report.
- Volunteer Coordination - No report.

Old Business

New Business

Rhonda Howdyshell reported that the Executive Committee had asked the adjacent property owners of the lot on Florence Avenue in Waynesboro if they wanted to buy it. We received an offer of \$15,000. President Feuerhelm noted that the Construction Committee felt we should keep the lot as lots are scarce in Waynesboro. Irvin Beadle moved, seconded by Janice Gentry to reject the offer of \$15,000. Motion carried unanimously.

Next Meeting: DUE TO HOLIDAY THE BOARD OF DIRECTORS REGULAR MEETING WILL BE ON TUESDAY, September 7, 2004 at 6:30 pm Third Presbyterian Church

The meeting closed with prayer by Raymond Reed at 8:45 p.m.

Respectfully Submitted,

Sharon E. Angle
Secretary

SAW Habitat for Humanity Board of Directors Meeting Minutes

Mon, September 7, 2004, 6:30 p.m.

Board Members In Attendance: Irv Beadles, Roland Carlton, David Driver, Dewey Feuerhelm, Janice Gentry, Fred Grunder, Mimi Moring, Raymond Reed, Debbie Shickel, Bob von Oeyen.

Board Members Absent: Debra Anderson, Sharon Angle, Salome Baugher, Steve Carpenter, Ralph Harris, Jr., Loretta Stewart, David Surratt, Larry Vickers.

Others in Attendance: Rhonda Howdyshell, Executive Director

President Feuerhelm called the meeting to order at 6:40 p.m. Bob von Oeyen opened with prayer. Janice Gentry volunteered to take minutes.

Minutes from the last meeting were reviewed and approved as submitted.

Presidents Items – Fundraising Committee: (President Feuerhelm)

- **Home Show 2005** – Dates are set at March 11, 12, 13, 2005.
- **Radiothon 2005**– Dates not yet confirmed but suggest: March 21, 22, & 23, 2005
- **Yard Sale 2005:** tentative date: April 23, 2005
- **America’s Birthday Celebration 2005:** tentative dates: June 30 – July 4, 2005.
- **Chocolate Extravaganza 2005:** Date set for January 29, 2005. Committee is considering changing the name. Will report at next meeting.
- **5K Run 2004:** Nov 6, 2004. Committee has had one meeting and had another scheduled.
- **Chicken BBQ 2004:** Sept 18, 2004 – Tickets were mailed to each BOD member. However, the Hair Salon where we have it has been sold and is now a pet grooming business – Posh Pups. Be sure to tell people who buy tickets.
- **VA Seed Capacity Grant:** This grant for \$20,000 requires BOD participation. The first requirement is for 75% BOD attendance at Orientation and Strategic Planning meetings. Rhonda suggested dates of Sept 27 & 28. Several members present had conflicts with those dates. So a survey sheet was sent around to record availability of BOD members present on 4 sets of dates. The office will survey absent members and pick the best dates.

Treasurer’s Report

- **July Treasurer’s report presented**
- **Motion to move some money to a CD** - Due to having over \$100,000 in our account, and in an effort to earn interest on our money, the Executive Committee suggests we move \$60,000 into a CD at a different bank (so our balance will be insured by bank, a single bank won’t insure over \$100,000). Irv Beadles moved that: **We move \$90,000 into a CD with a no penalty withdrawal at a different bank.** Mimi Moring seconded. **Motion passed.**
- **Budget for 2004-2005:** Budget was presented. Fred Grunder **moved to approve the budget.** Irv Beadles seconded. **Motion passed.**

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02/16/18

Executive Director's Report (Rhonda Howdyshell)

- Rhonda pointed out that fundraising campaign totals on the second page of her report reflect goals and receipts for complete campaigns regardless of budget year. Many campaigns cross multiple budget years, so the numbers will not match the amounts on the budget for a single year.

Committee Reports

- **Community Relations (Mimi Moring):** no report
- **Construction (Dewey Feuerhelm):** 107 Vickers way is almost done. Have to install a storm door and do some touch up painting. The shrubbery was donated and planted for us at no cost.
- **Church Relations (Roland Carlton):** no report
- **Family Selection (Ralph Harris):**
 - Recommended to the Board to approve applicant 04-01-01 as first partner to 104 Cochran Street or 106 Cochran Street. This family was denied based on no available homes at the last meeting, but the situation has changed now. Boyd Powell has given up his Cochran Street home due to health concerns regarding the stairs. Also the previously approved family for the other Cochran home is on the verge of declining it. So we could have 2 Cochran Street houses available again. **Motion passed, applicant is approved.**
- **Family Support (Fred Grunder):**
 - **Partnership Suspension and Termination Policy** – Fred presented the policy recommended by the committee. **Policy passed.** Janice Gentry abstained.
 - Fred gave further information regarding efforts of Family Support with regard to partner family who is leaning strongly toward declining Cochran home.
 - **Request from Martinez family:** Rhonda reviewed request from Martinez family to have a rent reduction for September, October, and November due to financial hardship as Javier is unable to work until mid-October. Janice Gentry has stepped in to be nurturer for this family. She reported that the family did make the full September rent payment, and was now requesting just the 2 months of October and November. She confirmed financial hardship and family's fear of doing anything that would damage their relationship with Habitat. Janice moved to reduce rent for Martinez family from \$300/month to \$100/month for October and November. A friendly amendment was made by Roland Carlton and accepted by Janice to: **Reduce rent for Martinez family from \$300/month to \$100/month for October, November, and December. Motion passed.**
- **Volunteer Coordination:** A local volunteer has stepped forward – Michelle Edwards is acting as a volunteer coordinator and working in the office one day each week.

Old Business – none

New Business

- Belk Charity Day – Belk has sent us discount tickets that we can sell for \$5 each and keep all the money. The tickets entitle the purchaser to discounts at Belk on Sat, October 30th. We would also

have to man a booth at Belk on that day from 7a.m. to close. **Board decided not to take on this project.**

- **Colonial Mall Make a Difference Day:** Opportunity to publicize ourselves along with other volunteer organizations on Saturday September 11th. **Board declined involvement due to too short of notice.**
- **Real Estate Committee -** Mimi Moring discussed creating a Real Estate/Site Selection Committee. She has a couple contacts she thinks might be interested in serving. **Board asked Mimi to approach her contacts and determine their level of interest.**
- **Endowment Fund** – Mimi Moring wants to explore the possibility of setting up an endowment fund. **Board supported her starting this research to include getting information on HFHI's view of these funds.**
- **Staunton – Block-by-Block grant -** There is information that Staunton might be applying for another block-by-block grant, which might have an affordable housing part to it. Rhonda will ask Sharon Angle about this to see if we might be able to benefit from this grant.
- President Feuerhelm announced the resignation of our Treasurer, Jeanne Colvin, due to a family situation. The Board appreciates her hard work over many years as our Treasurer.

Roland Carlton closed with prayer at 8:15 p.m.

NEXT MEETING: Monday, October 4, 2004, 6:30 p.m.

Respectfully submitted,
Janice Gentry

**Staunton Augusta Waynesboro HFH
Minutes
October 4, 2004**

Board Members Present: Sharon Angle; Salome Baugher; Irvin Beadles; Roland Carlton; Dewey Feuerhelm; Ralph Harris; Mimi Moring; Raymond Reed; Debbie Shickel; Loretta Stewart; and Bob Von Oeyen.

Board Members Absent: Debra Anderson; Steve Carpenter; David Driver; Janice Gentry; Fred Grunder; David Surratt; and Larry Vickers

Others Present: Rhonda Howdysshell, Executive Director

President Feuerhelm called the meeting to order at 6:30 p.m. and the meeting was opened with prayer by Ralph Harris.

Central Atlantic Region Habitat for Humanity – Affiliate Support Manager

President Feuerhelm introduced Linda Carter, Affiliate Support Manager for the Region. She noted that every three (3) years there is an oversight of affiliates with a self evaluation and the resigning of the Affiliate Covenant. She reviewed the triennial review with members highlighting the following:

- Christian Identity
- Sweat Equity
- Homeowner Selection
- Homeownership
- Construction
- Challenge
- Funding
- Administrative Costs
- Personnel
- Government Funds
- Governance
- Tithe
- Financial Management
- Collaboration
- Construction

Ms. Carter noted that she will provide us with a written summary of these items which can then be distributed to the Board. The Affiliate Covenant was signed.

Minutes

The minutes of the September 7, 2004 meeting were approved as presented.

Treasurer's Report

August Report -Dewey Feuerhelm noted that the report was accepted as presented.

President's Report

- **Sale of Lot**

President Feuerhelm noted that we have had an offer to purchase the lot located on Route 340 in Augusta County for \$20,700. The lot is assessed as \$20,000. The Board agreed to accept this offer.

Executive Directors Report

- A list of the Director's activities for the month was given.

Committee Reports

No reports.

Old Business

None.

New Business

- **Capacity Grant** – The Board continued work with representative of the Virginia Department of Housing and Community Development to develop a strategic plan for Staunton-Augusta-Waynesboro HFH.

Next Meeting: November 1st at 6:30 pm Third Presbyterian Church

The meeting closed with prayer at 9 pm.

Respectfully Submitted,

Sharon E. Angle
Secretary

**Staunton Augusta Waynesboro HFH
Minutes
November 1, 2004**

Board Members Present: Sharon Angle; Roland Carlton; Steve Carpenter; David Driver; Dewey Feuerhelm; Janice Gentry; Fred Grunder; Ralph Harris; Mimi Moring;; Debbie Shickel; and Bob Von Oeyen.

Board Members Absent: Salome Baugher; Irvin Beadles; Raymond Reed; Loretta Stewart; David Surratt; and Larry Vickers

Others Present: Rhonda Howdyshell, Executive Director

President Dewey Feuerhelm called the meeting to order at 6:40 p.m. and the meeting was opened with prayer by Bob Von Oeyen.

The minutes of the October 4, 2004 meeting were approved as presented.

President's Items

President Dewey Feuerhelm reported that the Block-by-Block Celebration was a success and we got good media coverage. He also noted that for the 5K Walk/Run on Saturday, November 6th that more marshals are needed.

President Dewey Feuerhelm noted that Mimi Moring is willing to be Acting Treasurer. Bob Bob Von Oeyen moved, seconded by David Driver to appoint Mrs. Moring as Treasurer. Motion carried unanimously

Treasurer's Report

The September Report was reviewed by Mimi Moring. She noted that she is actively pursuing putting a portion of the money into CD's so it would be in a flexible manner as approved at a previous meeting. David Driver is also assisting her. The report was accepted as presented.

Executive Director's Report

The Executive Director reviewed the report and noted the "Habitat University" website for use by Board members. She reported on an expansion of the Radiothon with a "shed build" at Colonial Mall where the Methodist Men's group would do the work to bring attention to the Radiothon, as well as creating a viable product. She asked for the Board's feeling on this. Mimi Moring asked about safety issues and Dewey noted that it would be access controlled. Steve Carpenter noted that the construction committee is in favor of this. Janice moved that we proceed with this, Debbie Shickel seconded. Motion carried unanimously.

COMMITTEE REPORTS

Community Relations

Mimi Moring noted that they have found websites to advertise the 5K race.

Construction Committee

Steve Carpenter noted that the Committee had finished its work for this year and they would have to go over the shed project. They are still considering alternatives for Betsy Bell.

Church Relations

No report

Family Selection

Chairman Ralph Harris reported that they have added two new members to the Committee but still need additional members for the Committee.

Family Support

No report.

Volunteer Coordination

It was reported that we still do not have a chairman, but have committee members. It was noted that we will need a nominating committee.

Old Business

None.

New Business

Capacity Grant - \$20,000

Strategic Planning for the Future – President Dewey Feuerhelm noted that we have sent out the list of goals and objectives in general terms and we need to address these. Goal 1 was approved at last Board meeting. Goal 2 addresses acquisition of land. Fred Grunder moved, seconded by Steve Carpenter to approve #2. Approved unanimously. Goal 3 covers the construction program. It was decided to make the dates September 2006 instead of 2005. Fred Grunder moved, seconded by Mimi Moring to approve this stated goal. Motion carried unanimously. Goal 4 was approved at the last Board meeting. Goal 5 addresses administrative and program space needs by defining needs and budgeting for them. David Driver moved, seconded by Fred Grunder for approval of Goal 5. Motion carried. Goal 6 concerns the development of internal resources and by April of next year the Board would need to identify our staff requirements, volunteer coordination requirements and Board requirements. Janice Gentry noted that we do not indicate the need to budget for these items. Rhonda Howdysshell stated that we will have to do a fund development plan. Mimi Moring noted that this is a flexible plan and we should expect to change it. Mimi Moring moved, seconded by Steve Carpenter to approve Goal 6. Motion carried unanimously. President Feuerhelm noted that the next step is to forward these approved goals back to OCCB for their review. He also noted that the State staff will be coming out on November 8th for the meeting. Discussion followed on what the next steps would be; as to the practicality of these items; and to the need for better fund raising and the role of the Board in fund raising.

Dewey asked that we note the “Required Site Visits” for Board members on November 8th, February 7th and May 2nd and that all members make an effort to attend.

There being no further business to come before the Board, the meeting was adjourned with prayer by Ralph Harris at 8:05 pm.

Next Meeting: December 6, 2004, at 6:30 pm Third Presbyterian Church.

Respectfully Submitted,

Sharon E. Angle
Secretary

SAW Habitat for Humanity Board of Directors Meeting Minutes

Mon, December 6, 2004, 6:30 p.m.

Board Members In Attendance: Salome Baugher, Irv Beadles, Roland Carlton, Steve Carpenter, David Driver, Dewey Feuerhelm, Ralph Harris, Janice Gentry, Fred Grunder, Mimi Moring, Debbie Shickel, Raymond Reed, Bob von Oeyen

Others in Attendance: Rhonda Howdyshell, Executive Director; Vince Ennis, Nominating Committee

President Feuerhelm called the meeting to order at 6:35 p.m. David Driver opened with prayer. Janice Gentry volunteered to take minutes.

Minutes from the last meeting were reviewed and approved as submitted.

Nominating Committee Report

Vince Ennis presented the election ballot. Debra Anderson and Dave Surratt will not be able to continue on the Board due to other obligations. Nominated for first 3-year term: Irv Beadles, Debbie Shickel, and Larry Vickers. Nominated for second 3-year term: Mimi Moring. Two former Board members, Lynn White and Frank Wagner, were nominated to return to the Board for a 3-year term.

Irv Beadles moved to approve by acclamation. Ralph Harris seconded. Motion passed. All nominees on ballot were approved.

Vince Ennis presented the slate of officers for nomination: President: Mimi Moring; Vice President: David Driver, Treasurer: Lynn White, Secretary: Janice Gentry. Request was made for any additional nominations, none were received. Bob von Oeyen moved to accept the slate of officers by acclamation. Irv Beadles seconded. Motion passed, slate of officers approved by acclamation.

Presidents Items – Fundraising Committee: (President Feuerhelm)

- **New possible one-time fundraiser** - no contact has been made at this point, but a partner family has a contact with a rap singer. Partner family wanted to know if we wanted them to approach the artist about a fundraiser. Debbie Shickel and Salome Baugher agreed to research the artists work and report at the next Board meeting.
- **Chocolate Extravaganza 2005:** Fire code prevents initial selected location from hosting such a large event. The Committee is looking to change locations. They hope to maintain the same date.
- **Volunteer Recognition Event:** Will be at the Holiday Inn unless a different location is found. We are looking for a place to setup and cater the whole event. Maybe a church would be interested in doing it as a fundraiser?

Treasurer's Report

- **\$90,000 moved into CDs:** CDs are held by Community Bank. We purchased six (6) in the amount of \$5000 each and six (6) in the amount of \$10,000 each. All are earning 3% interest and allow a 1 time no-penalty withdrawal.
- **October Treasurer's report approved as presented**

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02/16/18

Executive Director's Report (Rhonda Howdysshell)

- Rhonda made special note of the Christmas appeal letter that went out to our whole mailing list (about 5,000 people). So far, we've received \$8,000 to \$9,000 in response to it.

Committee Reports

- **Community Relations (Mimi Moring):** Channel 29 covered the 5K Race. Rhonda did a radio interview that will air on January 9, 2005.
- **Construction (Steve Carpenter):** Committee met on Nov 16th for a strategic work plan meeting.
 - Betsy Bell status – Swann Construction is working on it and should be done by Christmas.
 - Stafford Street – need to get lot prepped for building. Eavers Excavating to make a recommendation on fill dirt needed to make it a build able lot.
 - Committee has decided to hold an After Build Review at the completion of each build to review lessons learned on the build.
- **Family Selection (Ralph Harris):**
 - Handed out the Family Selection action plan for the strategic plan.
 - Presented motion from Committee to recommended change to Housing Qualification sheet – handed out suggested revision. The change is in the third (3rd) bullet to change the wording to say the “**Applicant must reside or work in service area for SAW Habitat for Humanity for at least one year.**” Ralph reviewed the history of this policy within our affiliate. Handling applications from outside our service area is a hardship and depending on the location, could be impossible to make the trip for the home visit. Irv moved to approve the change as presented. Mimi seconded. **Motion passed.** Fred Grunder abstained.
- **Family Support (Fred Grunder):**
 - At the upcoming December meeting, will be reviewing 4 suspension/termination letters due to families refusing houses, incurring additional debt, or showing an unwillingness to partner.
 - Family Selection will be working with the Family Selection to enhance education to partners about the program and their responsibilities.
 - Committee is considering changing the termination policy regarding increased income placing the family above the income guideline after being accepted for partnership.
- **Church Relations (Roland Carlton):** no report

Old Business

- **Capacity Grant work -** Steve Carpenter reported that work plans for Goals 1 and 3 are pretty much in place after work by Family Selection and Construction committees. Solicited help on the others that don't fall into our committee structure so clearly. Mimi agreed to help with Goal 2 (Land). Steve and the Construction committee will help with Goal 5 (Office Space). Goal 6 (Development of Internal Resources) – suggested that we ask Vince to coordinate this with other active volunteers like Pat Klumpp, Sonja, and Michelle. We still need a volunteer to lead work plan development for Goal 4 (Fundraising).

- **Future meetings for Capacity Grant:** Lynn White is going to attend Budget Basics. Janice Gentry wants to attend PR & Marketing in Roanoke (Apr 20-21, 2005). OCCB will be on site for our normal BOD meeting nights in February (2/7) and May (5/2) at 6:00 p.m.

New Business

- Raymond Reed expressed concern about likelihood we won't build in Waynesboro in 2005. The lot is too large for a 2-bedroom home. We need to find a larger family for partnership for that lot. We request everyone's prayers to lead that family to us.
- **Jones family:** Upon acquiring 102 Cochran, we rented it to Mrs. Jones because it had been her family home for 62 years. She is now deceased, so we own the house and have written necessary letters to the family to reclaim the property on Dec. 31, 2004. The nephew who has been living there is interested in becoming a partner and purchasing the house through Habitat. The office has pre-screened him, and there are no obvious disqualifiers, but the Family Selection committee has to finish the process.

Roland moved to extend the Jones family's lease to 102 Cochran for 4 months to terminate at the end of April 2005 for an amount of \$275 per month. Debbie seconded. **Motion passed.**

- **House to move** – We've been offered an 1175 sq. foot brick home at 96 Edgewood Lane – if we can move it to another location. Raymond and Steve will go look at the house and make a recommendation to the Board at the next meeting.
- President Feuerhelm thanked everyone for all of their work in 2004. Irv closed the meeting with prayer at 8:15 p.m.

NEXT MEETING: Monday, January 3, 2005, 6:30 p.m.

Respectfully submitted,

Janice Gentry