

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING
JANUARY 9, 2006

PRESENT: Debbie Shickel, Craig Highland, Dewey Feuerhelm, Fred Grunder, Janice Gentry, Steve Carpenter, Mimi Moring, Lynn White, Dave Driver, Frank Wagner, I. F. Beadles, Vivian Jones, Sharon Angle, Bob von Oeyen and Ellen Carlton. **Executive Director:** Rhonda Howdyshell. **Advisor:** Phil Miller, Real Estate Attorney.

ABSENT: Minnie Stevenson and Larry Vickers.

Dave Driver called the meeting to order. Bob von Oeyen gave the invocation. The minutes were approved as distributed.

Old Business:

Phil Miller spoke on deed restrictions, appreciation or equity sharing and the right of first refusal. There is a concern on homeowners cashing out. The right of first refusal does not mean that we have to release the loan's right of first refusal. If someone wants to sell, Habitat can't afford to buy the property. This has been caused by the extreme increase in value over the last two years. Phil suggested that the equity sharing be the full length of the loan. He suggested 0 share for the homeowner in the first five years and then increments for the rest of the loan. Phil also said that we don't have to release the right of first refusal when they want to refinance. He said they might decide not to refinance. After much discussion, Irv Beadles made the following motion with Mimi Moring seconding: For the first five years Habitat would receive 100% of the appreciation and after five years the appreciation would be prorated until the end of the mortgage. Habitat would retain the Right of First Refusal on the home and principal payments only would go back to the homeowner plus recapture. The Board of Directors approved the motion.

The new Board of Directors was introduced. Ellen Carlton was approved as Treasurer and Debbie Shickel as Secretary.

The Board Leadership Pledge and Confidentiality Agreement was passed out for signature and each board member was asked to give a contribution that was appropriate for each person.

Fundraising:

The Armory is not available for the 11th of February for the Chocolate Festival. The decision was to move the date and check out other locations. After some discussion it was decided for the Chocolate Committee to take another look for alternative sights and dates.

The Home Show needs a board member to lead it to do an appropriate fundraiser. To do an appropriate exhibition, it needs to be set up, needs volunteers to cover the hours of the event, good publicity and partner participation. As no one stepped up to lead and handle the event it was tabled to the February Board Meeting. The office staff does not have the staff or time to handle it.

The Radiothon is a huge amount of work to get the mailing out and is a huge amount of work. Roland Carlton will be on the radio. This requires a week of clerical work, pre-selling of ads, phone calls, copies that need to be made and getting the packets out. The office staff does not have time to do all of this. Irv Beadles and his wife will help. Dave Driver will do the calling. Mimi asked Rhonda to bring in the contacts list. Janice said she would help with the collation of packets.

Dave Driver will let us know the date for the chicken Barbeque.

The Yard Sale will be next. The office can help with that.

The Habitat Hustle still needs trophies mailed out. Dave Driver said he would help with this.

The Treasurer's report reflects the home refinances and the Methodist cd.

The Christmas appeal has brought in around \$16,000.00. Dewey

Feuerhelm made a motion to accept the report and Fred Grunder seconded the motion. The board voted to approve the motion.

Habitat International wants us to give up to \$4200.00 for each house we build. They in essence want us to bump up our tithe. Mimi Moring made a motion to leave tithing as is, motion was seconded and the board voted to approve the motion.

Habitat for Humanity does not take government funds. We are not allowed to use government funds.

Committee Reports:

The following committees had nothing to report: Community Relations, Construction and Church Relations. Church Relations currently does not have a chair. The Family Selection Committee will meet this month. The committee reported that both Mr. and Mrs. Hartman are filing new applications. There is also no chairperson or volunteer for Volunteer coordinator.

We need a fund development plan for OCCB by June. Rhonda suggested that Raymond Reed help with the plan.

Old Business:

Dewey is taking paperwork to Phil Miller on the Rockaway sewer. One family objecting is seeking legal advice.

Frank Wagner has done the groundwork with the local building supplies on the Restore. We did not have our offer accepted on the Coffey's Market building. There was a discussion on the restore.

So far we have raised only \$4500.00 for Operation Home Delivery.

International wants \$75,000.00. They will contact us later. Rhonda suggested checking about going into partnership with another Habitat to do one for the hurricane victims.

One homeowner is doing a refinance. It was discovered they are getting around \$30,000.00 to consolidate debt. They are getting a sub-prime rate of 8 per cent.

Irv made the motion and Craig seconded the motion to give up the right of first refusal. The board approved the motion.

New Business:

We need a person to look into land opportunities.

Raymond Reed has asked for permission to do a Pancake event at Applebee's. He and his wife will handle it. Irv made the motion with Vivian seconding to approve the event. The board approved the motion.

Rhonda and Suzanne sent a thank you note for their Christmas presents.

Bob made a motion to adjourn and Irv seconded the motion. The board approved the motion to adjourn. Irv gave the Benediction.

The meeting adjourned at 8:05.

THE NEXT MEETING WILL BE ON Monday, February 06, 2006 AT 6:30 P.M. AT THE 3rd Presbyterian Church on Barterbrook Road.

Respectfully Submitted,

**Debbie Shickel
Secretary**

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING
FEBRUARY 6, 2006

PRESENT: Debbie Shickel, Dewey Feuerhelm, Fred Grunder, Janice Gentry, Mimi Moring, Lynn White, Dave Driver, Frank Wagner, I. F. Beadles, Vivian Jones, Sharon Angle, Phil Miller, Bob von Oeyen and Ellen Carlton. Executive Director: Rhonda Howdyshell.

ABSENT: Steve Carpenter, Minnie Stevenson, Craig Highland, Sharon Angle and Larry Vickers.

Dave Driver called the meeting to order at 6:42. Raymond Reed gave the invocation. Irv Beadles made a motion with Mimi Moring seconding the motion to approve the minutes as distributed. Dewey Fuerhelm made a motion with Vivian Jones seconding to approve the treasurer's report as distributed.

PRESIDENT'S ITEMS:

The Executive Committee recommended the following people for the Fund Development Committee: Raymond Reed, Ellen Carlton, Craig Highland, Dave Driver and Rhonda Howdyshell. The Board of Directors approved the recommendation.

The Executive Committee recommended the following people for the Real Estate Committee: Dewey Fuerhelm, Debbie Shickel and Raymond Reed. The Board of Directors approved the recommendation.

The Executive Committee recommended and the Board of Directors approved the recommendation to hire a staff person for up to 25 hours per week at \$8.00 per hour to help in the office.

The checklist for property from the Construction Committee dated Dec. 4, 2004 was already on record to be followed. The Board of Directors talked about the need to act faster on real estate. The Board decided to poll by email in order to make faster decisions.

COMMITTEE REPORTS:

Community Relations: No report.

Construction: Raymond Reed brought in a recommendation to purchase the North Bath lot for \$25,000.00 and the Albemarle lot for \$22,000.00. Fred Grunder made the motion to approve the purchase and Irv Beadles seconded the motion. The Board of Directors approved buying the lots. The Board of Directors voted to waive the requirement that the chairman of the committee be a member of the board. Raymond Reed will serve as Chair.

Church Relations: Mimi Moring and Bob von Oeyen volunteered to work on the committee but it still needs a chair.

Family Selection: The committee recommended that we partner with Carlotta Hartman again. The committee recommended that we allow her to lease the house on Florence until her legal difficulties are resolved. Irv Beadles made a motion that was seconded by Fred Grunder to lease until her legal difficulties are resolved with whether to apply the lease payments to the purchase to be decided at a future time.

Family Support: The Crummetts have moved in to their home. Fred Grunder will nurture Carlotta.

Volunteer Coordination: No Volunteer.

Fundraising: A sign up sheet was sent around for the Home Show. Must have a Board member during every time period. There will be a meeting on the Chocolate Festival on Feb. 15, 2006. Hoping to have it in April or May and the group is looking at alternative locations. Everyone was supplied with information on the Radiothon. Need hosts and guests. The Chicken BBQ will be on April 8, 2006. The Yard Sale will be on May 19 & 20, 2006 at the Armory. The Habitat Hustle will be on Nov. 4, 2006. Sponsors are needed.

Miscellaneous Old Business: Tom Shumate is working on Cochran. Rockway is at the lawyers.

The Executive Director's report was passed out to the Board.

NEW BUSINESS: Dewey Fuerhelm made a motion not to sign the Memoranda of Understanding from International and Mimi Moring seconded the motion. The Board approved the motion.

Board Resolution on banking was passed out. Irv Beadles made a motion to do this with all banks we deal with and Janice Gentry seconded. The Board of Directors approved the resolution with a quorum being present.

THE NEXT MEETING IS AT 5:30 ON MARCH 6, 2006.

Irv Beadles gave the Benediction.

Dave Driver adjourned the meeting.

Respectfully Submitted,

Debbie Shickel

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING
MARCH 6, 2006

PRESENT: Debbie Shickel, Dewey Feuerhelm, Fred Grunder, Janice Gentry, Mimi Moring, Lynn White, Dave Driver, Frank Wagner, I. F. Beadles, Vivian Jones, Adrian Vera, Bob von Oeyen, Raymond Reed, Craig Highland and Ellen Carlton.
Executive Director: Rhonda Howdyshell.

ABSENT: Steve Carpenter, Minnie Stevenson, Sharon Angle, Larry Vickers and Ellen Carlton.

Dave Driver called the meeting to order. Dewey Feuerhelm opened the meeting with prayer.

PRESIDENT'S ITEMS: Dave introduced Lee Switz from OCCB. She talked about fund development and fundraising. She talked about where we need to go with the fund development and fundraising. She suggested a retreat. A time for the retreat will be set up.

Fred Grunder made a motion and Irv Beadles seconded approving the minutes with the addition of the lot line easement on Cochran. The Board approved the minutes. Dewey made a motion and Fred seconded to table the Treasurer's report until April.

COMMITTEE REPORTS:

Community Relations: Rhonda reported the MBC Chapter is doing a housing advocacy project and Guardian Angel would do a camp out to highlight housing affordability.

Church Relations: No report.

Family Selection: The committee recommended 060102 for a four- bedroom home and 06103 for a 1- person home. Sweat equity to be completed. The Board approved both recommendations.

Volunteer Coordination: No Volunteer.

Fundraising: The Home show is March 11-12, Chocolate Festival is May 5th at the Frontier Culture Museum from 7-9 p.m., the Radiothon is March 13-15, the Yard Sale is May 20th, the Chicken BBQ is April 8th and the 5k Walk/Run is Nov 4th.

Miscellaneous Old Business: Mrs. Hartman and her family are in their home. The Executive Directors report was attached.

NEW BUSINESS: Rhonda handed out information and flyers on the Radiothon. Debbie Shickel made a motion and Irv Beadles seconded to accept Adrian Vera to the Board. The Board approved the motion. The Board tabled a discussion on whether to allow Nadine Ailstock to move into Cochran prior to finishing her hours until April.

THE NEXT MEETING IS AT 6:30 on APRIL 3, 2006.

Bob von Oeyen gave the Benediction.

Dave Driver adjourned the meeting.

Respectfully Submitted,

Debbie Shickel

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING
APRIL 3, 2006

PRESENT: Debbie Shickel, Dewey Feuerhelm, Fred Grunder, Janice Gentry, Mimi Moring, Lynn White, Dave Driver, Frank Wagner, I. F. Beadles, Vivian Jones, Bruce Hamrick, Adrian Vera, Bob von Oeyen, Raymond Reed, Craig Highland, Larry Vickers, Steve Carpenter and Ellen Carlton. Executive Director: Rhonda Howdysshell.

ABSENT: Minnie Stevenson and Sharon Angle.

Dave Driver called the meeting to order. Dewey Feuerhelm opened the meeting with prayer. Dave welcomed Bruce Hamrick as a guest. The minutes were approved as distributed and the treasurer's report was approved as distributed.

PRESIDENT'S ITEMS: The Restore was discussed. The Tinkling Spring location is being investigated. It was decided to finish the fund development plan and to do a business plan for the restore. The Board approved the purchase of the land in Waynesboro and Augusta County. New Board members were discussed. Bruce Hamrick's name was brought forward as a member. It was decided to set up an Advisory Board that does not have voting rights. The Board approved the following people as Advisory Board members; Larry Vickers, Phil Miller, Minnie Stevenson, Raymond Reed and Becky Arehart. The Executive Committee is to have a recommendation by the May meeting for the Executive Director's pay review.

COMMITTEE REPORTS:

Church Relations: Mimi reported a donation from the children of Craigsville Presbyterian of \$160.00 from their Thursday night program. Dave Driver said that Memorial would like to be involved in a Habitat project.

Family Partnership: Currently doing an open application. The Board approved the committee's recommendation for Mr. Hartman to move into Cochran and rent until his legal difficulties are ironed out. Nadine Ailstock will remain tabled.

Volunteer Coordination: No Volunteer.

Fundraising: The Home show was completed and goals met, Chocolate Festival is May 5th at the Frontier Culture Museum from 7-9 p.m., the Radiothon was completed, the Yard Sale is May 20th, the Chicken BBQ is April 8th, and the 5k Walk/Run is Nov 4th.

Miscellaneous Old Business: None.

NEW BUSINESS: The Board approved the Houff project. It will be on a Staunton or Augusta County lot. Dewey will be the Project Manager. The Board approved the House-In-A-Box per the memoranda that was handed out. The Fund Development Committee will meet April 13 from 11-2 and the Mini Retreat will be April 20th from 1-6 at the Hampton Inn.

THE NEXT MEETING IS AT 6:30 on May 1, 2006.
Irv Beadles gave the Benediction.
Dave Driver adjourned the meeting.

Respectfully Submitted,

Debbie Shickel

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING
May 1, 2006

PRESENT: Debbie Shickel, Dewey Feuerhelm, Fred Grunder, Janice Gentry, Lynn White, Dave Driver, Frank Wagner, I. F. Beadles, Sharon Angle, Steve Carpenter and Ellen Carlton. Executive Director: Rhonda Howdyshell.

ABSENT: Vivian Jones, Adrian Vera, Bob von Oeyen, Craig Highland and Mimi Moring.

Dave Driver called the meeting to order. Rhonda Howdyshell opened the meeting with prayer. . The minutes were approved as distributed and the treasurer's report was approved as distributed.

PRESIDENT'S ITEMS: Business plan for restore is contingent on visiting other stores. It may be beneficial to get Lee back to give us how to's on fundraising if money is still available in the grant. Closing on land on Bartley, building permit pending, asked dept. of transportation for driveway report and contacted Dominion Va. Power for temporary power. Board member report is that Bruce Hamrick has not decided yet and it was suggested to ask Ben Carter from the Greater Augusta Chamber of Commerce to come as a possible Board member. Executive pay review tabled until June 5th.

COMMITTEE REPORTS:

Church Relations: Stopped doing newsletter.

Community Relations: MBC is partnering to rehab Cochran. Raymond Reed is the project manager.

Family Partnership: Laura (pt. time) went through 100 families. We are offering 10 applicants appointments during office time. Will be scheduling home visits.

Construction: Building a four bedroom in Augusta County.

Volunteer Coordination: Future paid position. No Volunteer. Rhonda is going to look into Vista person.

Fundraising:

Chocolate Festival: May 5th. Have enough volunteers.

Yard Sale: Donations accepted on Friday. Sign up sheet was passed around.

Miscellaneous Old Business: Donor Relations Committee is being set up. Suzanne prepared a CD of donors. Titles of three homeowners on Rockway required homeowners to maintain sewer easement. Phil Miller to record deed to correct the problem. We are waiting on homeowner response to this.

NEW BUSINESS: Sharon Angle said we would be receiving a letter from the city about Heydenrich. Dewey is going to get with Glover about Railroad Ave. Motion was made and seconded and approved by the Board to purchase the Railroad land if the zoning is right and being able to split it into two build able lots. The Board

decided to hold onto the Jefferson lot. It was pointed out that the city's front porch project is not just for certain areas and homeowners can contact the city if there is a possible problem.

Irv Beadles closed the meeting with prayer.

Dave Driver adjourned the meeting at 8:00 p.m.

THE NEXT MEETING IS AT 6:30 on June 5th.

Respectfully Submitted,

Debbie Shickel

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING
June 1, 2006

PRESENT: Debbie Shickel, Dewey Feuerhelm, Fred Grunder, Janice Gentry, Lynn White, Dave Driver, Frank Wagner, I. F. Beadles, Steve Carpenter, Vivian Jones, Fred Grunder, Bob van Oeyen, Mimi Moring, Adrian Vera and Ellen Carlton.
Executive Director: Rhonda Howdysshell.

ABSENT: Sharon Angle and Craig Highland.

Dave Driver called the meeting to order. Bob von Oeyen opened the meeting with prayer. The minutes were approved as distributed and the treasurer's report was approved as distributed. Ellen is checking money market rates.

PRESIDENT'S ITEMS:

Restore: Visiting the Charlottesville restore on Wednesday at 11:00. Raymond Reed is notifying everyone.

Fund Development Plan: Decided to set up a Donor Relations Committee. Send OCCB a draft. Table this to the Executive Board.

Land: Bartley and Waynesboro land purchased. Still pursuing Railroad Ave.

Board/Advisory Members: Contacted Ben Carter to come tonight but he has not come.

Houff Build: Starting new foundation on Saturday. Asking members of the Board of Supervisors to come to the dedication.

Executive Director's Pay Review: After a lengthy discussion and on the second vote it was decided to adjust the review date to June 1, 2007 and raise the pay to \$41,103.00 for the Executive Director.

COMMITTEE REPORTS:

Church Relations: No report.

Community Relations: No report.

Family Partnership: Mr. and Mrs. Hartman are reconciling and his partnership on Cochran is being terminated and the rental agreement has been adjusted to reflect this on Florence. Florence now needs a handicap ramp and they will close after ramp is constructed.

Construction: No report.

Volunteer Coordination: Still don't have one.

Fundraising:

Chocolate Festival: Report due in July.

Yard Sale: Raised \$3101.53 to date and the final report is due in July.

Miscellaneous Old Business: Ailstock was sent a suspension letter.

EXECUTIVE DIRECTOR'S REPORT: Doing an Advisory Board letter and a Vista application. Phil is to get the shared equity on the deed.

NEW BUSINESS: David Frye is appraising Stafford (Heydenreich) for the city. Bill Cason has offered to represent Habitat and do an appraisal. Dewey suggested offering the city a trade of the land for infrastructure. Motion was made by Irv and seconded by Debbie and approved by the Board of Directors to write a letter to the city suggesting this approach. Janice described the committee boxes and the fact that the Chairs of the committees will be responsible for getting their minutes and work done. The office staff or Executive Director will no longer be doing agendas and committee work.

Janice closed the meeting with prayer.

Dave Driver adjourned the meeting at 8:00 p.m.

THE NEXT MEETING IS AT 6:30 on July 3rd.

Respectfully Submitted,

Debbie Shickel

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING
July 2, 2006

PRESENT: Debbie Shickel, Dewey Feuerhelm, Fred Grunder, Janice Gentry, Dave Driver, Craig Highland, I. F. Beadles, Steve Carpenter, Vivian Jones, and Fred Grunder. Executive Director: Rhonda Howdyshell.

ABSENT: Sharon Angle, Lynn White, Frank Wagner, Bob van Oeyen, Mimi Moring, Adrian Vera and Ellen Carlton.

Dave Driver called the meeting to order. Janice Gentry opened the meeting with prayer. The minutes were approved as distributed and the treasurer's report was approved as distributed.

PRESIDENT'S ITEMS:

Restore: Committee needs to meet to look at other properties. Business plan is still needed.

Fund Development Plan: Raymond Reed to meet with team members.

Land: Still pursuing Railroad Ave.

Board/Advisory Members: Raymond Reed and Minnie Stevenson accepted but we are still waiting on the others who were asked.

Houff Build: Roof is on it. Getting six loads of dirt for the yard.

COMMITTEE REPORTS:

Church Relations: No report.

Community Relations: No report.

Family Partnership: The Board of Directors approved the following applicants: 06-05-04 and 06-05-09. The Partnership Suspension language was approved by the Board.

Construction: No report.

Volunteer Coordination: Still don't have one.

Fundraising:

Chocolate Festival: Received final report.

Yard Sale: Received final report.

Budget: The board of Directors approved the budget. Motion was made and seconded to increase the tithe by \$250.00.

Miscellaneous Old Business: The Board of Directors approved sending a termination letter to Ailstock for failure to partner.

EXECUTIVE DIRECTOR'S REPORT: Finished the budget.

NEW BUSINESS: The Board of Directors approved the Gift Policy. The Board of Directors approved participating with the SDDA Labor Day Block Party.

Irv Beadles closed the meeting with prayer.

**Dave Driver adjourned the meeting at 7:50 p.m.
THE NEXT MEETING IS AT 6:30 on August 7th.**

Respectfully Submitted,

Debbie Shickel

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING ~ August 7, 2006

PRESENT: Ellen Carlton, Debbie Shickel, Dewey Feuerhelm, Frank Wagner, Dave Driver, Mimi Moring, Bob von Oeyen, Lynn White, I. F. Beadles, Sharon Angle, Vivian Jones, and Adrian Vera. Executive Director: Rhonda Howdyshell. Dave Driver called the meeting to order. Bob von Oeyen opened the meeting with prayer. The minutes were approved as distributed and the treasurer's report was approved as distributed.

PRESIDENT'S ITEMS:

Restore: Business plan is still needed.

Fund Development Plan: Raymond Reed has not done anything for the last two months. He does plan on visiting key donors.

Land: Still pursuing Railroad Ave. We are looking at a lot on Stafford. Also the property on Rockway was discussed.

Board/Advisory Members: None at this time.

Houff Build: It is progressing.

The Board of Directors approved establishing a Nominating Committee as a standing committee.

New Quorum Policy: All board members area to notify the office with either phone or email to let us know so we have a quorum by the week prior to the meeting.

Resolution: The Board unanimously resolved to adopt the HFHI trademarked logo. It was noted that the new logo has been adopted and in use continually since its release earlier this last year, and change-over on all products is complete.

COMMITTEE REPORTS:

Church Relations: No report.

Community Relations: No report.

Family Partnership: going over applications received in the open application period..

Construction: Build house in the box in Waynesboro.

Volunteer Coordinator: Vivian Jones volunteered to do this job.

Fundraising:

Pancake Breakfast is scheduled for Applebee's in Waynesboro. All members of the Board of Directors are expected to either sell 10 tickets or give \$100.00 in lieu of selling tickets.

Miscellaneous Old Business: SDDA Block Party on September 2 to benefit Habitat.

EXECUTIVE DIRECTOR'S REPORT: See attached report.

NEW BUSINESS: The Cochran street sheds and the lot line need to be completed.

Irv reminded everyone that he still has shingles for sale.

Irv Beadles closed the meeting with prayer.

Dave Driver adjourned the meeting at 8:17 p.m.

THE NEXT MEETING IS AT 6:30 on Sept. 5th.

Respectfully Submitted,
Debbie Shickel

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING ~ September 5, 2006

PRESENT: Ellen Carlton, Debbie Shickel, Dewey Feuerhelm, Mimi Moring, Steve Carpenter, Fred Grunder, Craig Highland, I. F. Beadles, Adrian Vera, Vivian Jones, Frank Wagner, David Driver and Dave Driver. Executive Director: Rhonda Howdyshell.

Dave Driver called the meeting to order. Rhonda Howdyshell opened the meeting with prayer. The minutes were approved as distributed and the treasurer's report was approved as distributed. The Board of Directors approved putting money in CDs at a different financial institution.

PRESIDENT'S ITEMS:

Restore: Business plan is still needed, Craig is working on a model that will function and so far there have not been any good affordable locations.

Fund Development Plan: Raymond Reed has not done anything for the last two months. He does plan on visiting key donors during the next month.

Land: The board approved to buy the lot on Ashby for not more than \$20,000.00 and the lot on Stafford for \$10,000.00 but not more than \$13,000.00.

Board/Advisory Members: None at this time.

Houff Build: Dedication will be on the 24th of September at 2:00.

COMMITTEE REPORTS:

Community Relations: There is a copy of the article from the Sunday paper on the Newtown/Stafford initiative and the possible use of eminent domain.

Church Relations: The committee needs a chair. It was decided to approach someone to chair this committee.

Family Partnership: Currently doing home visits. There was a change in Nurturer for the Cox family. The Board of Directors approved renting to the Cox family until her co comes in as they have met their requirements/

Construction: There is a water problem in the basement of the Houff build and duct work to be completed. The cash out is currently \$59,333.00. Dewey said the volunteers from Houff really work when they come to the site.

Volunteer Coordinator: Vivian Jones is the coordinator. She had no report.

Fundraising:

Pancake Breakfast is scheduled for Applebee's in Waynesboro. All members of the Board of Directors are expected to either sell 10 tickets or give \$100.00 in lieu of selling tickets. The tickets were disbursed.

Habitat Hustle: The date is November 4, 2006.

Miscellaneous Old Business: SDDA Block Party on September 2 to benefit Habitat went really well. Dave, Steve, Irv and Vivian helped. \$117.00 was taken in at the Habitat booth. The Cochran street sheds need firewalls.

EXECUTIVE DIRECTOR'S REPORT: See attached report. The Board of Directors approved the courses recommended by the Executive Committee for Rhonda. Habitat will pay for the courses and Rhonda will pay for transportation and hotels.

NEW BUSINESS: Janice Gentry tendered her resignation effective in December. It was decided at the Volunteer/Donor Dinner to recognize Janice and other long term

members. Dave Driver is to check on his church for the dinner and to also reserve it for 2007. The Day of Prayer was discussed and the insert for bulletins was handed out. Due to Lori Tate's financial situation the Board of Directors approved offering a one time extension and to add four months to the end of her mortgage.

Dave Driver closed the meeting with prayer.

Dave Driver adjourned the meeting at 8:40 p.m.

THE NEXT MEETING IS AT 6:30 on Oct. 2nd.

**Respectfully Submitted,
Debbie Shickel**

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING ~ October 2, 2006

PRESENT: Ellen Carlton, Debbie Shickel, Dewey Feuerhelm, Mimi Moring, Fred Grunder, Craig Highland, Lynn White, I. F. Beadles, Bob von Oeyen, Adrian Vera, Vivian Jones, Frank Wagner, Raymond Reed, David Driver and Dave Driver. Executive Director: Rhonda Howdyshell.

Dave Driver called the meeting to order. Rhonda Howdyshell opened the meeting with prayer. The minutes were approved as distributed and the treasurer's report was approved as distributed. Ellen reported the SunTrust account is 100k less as she has put those funds in CDs at 1st bank and Trust.

PRESIDENT'S ITEMS:

Restore: Business plan is still needed. No location as yet.

Fund Development Plan: No report.

Land: The land at South Elkins was discussed.

Board/Advisory Members: John Rhett has consented to be an advisory member.

Nominations: Need nominations between now and next meeting for President and Vice-President. Mimi Moring made a nomination from the floor for Raymond Reed for president. Motion was seconded and Raymond was elected by acclamation.

Care-A-Vanners: Motion was made and seconded to allocate \$1500.00 for the costs associated with the care-a-vanners. Cost will be passed on to the homeowner in the mortgage. The motion was approved by the Board of Directors.

COMMITTEE REPORTS:

Community Relations: No report.

Church Relations: No report from the committee although Bob von Oeyen reported that his church participated in the day of prayer.

Family Partnership: Currently doing home visits.

Construction: House-In-A box will be done at K-Mart during the week of October 23rd.

Banner: is made up and everyone is encouraged to come and "nail a stud".

Volunteer Coordinator: No report.

Fundraising:

Pancake Breakfast: is scheduled for Applebee's in Waynesboro. All members of the Board of Directors are expected to either sell 10 tickets or give \$100.00 in lieu of selling tickets. Anyone who wants to help is welcome.

Habitat Hustle: The date is November 4, 2006. Volunteers are needed.

Miscellaneous Old Business: The Cochran street sheds passed inspection.

EXECUTIVE DIRECTOR'S REPORT: See attached report. The Staunton Jams did not give us the money promised but we made \$200 at our booth.

NEW BUSINESS: Volunteer/Donor Recognition Dinner at Linden Heights Baptist Church on December 10th from 1-4. Motion was made, seconded and approved to reserve the church for 2007. Nominations for Awards forms were handed out.

Endowment fund outline: was approved as presented to set up the Endowment Fund. The Board of Directors voted not to exercise the Right of first Refusal on Dante's house.

Irv Beadles closed the meeting with prayer.

Dave Driver adjourned the meeting at 7:40 p.m.

THE NEXT MEETING IS AT 6:30 on Nov. 6th.

Respectfully Submitted,
Debbie Shickel

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING ~ November 6, 2006

PRESENT: Ellen Carlton, Debbie Shickel, Dewey Feuerhelm, Mimi Moring, Fred Grunder, Craig Highland, Lynn White, I. F. Beadles, Bob von Oeyen, Adrian Vera, Vivian Jones, Frank Wagner, Steve Carpenter, Janice Gentry, Sharon Angle David Driver and Dave Driver. Executive Director: Rhonda Howdysshell.

ABSENT: Adrian Vera.

Dave Driver called the meeting to order.

PRESIDENT'S ITEMS:

Restore: We looked at Eddie's Tire. Sharon Angle said she would ask for conditional zoning and do the proffer. After some discussion about the property, Mimi Moring made a motion; it was seconded by Dewey Feuerhelm and passed by the Board of Directors to do a contingency contract offer of \$375,000 with a cap of \$500,000. The contingencies were: rezoning with owner support, inspection, environmental study, financing contingency and a 120 day study period.

Fund Development Plan: No report.

Land: Discussion of the land on First and Olive with 15 lots for \$169,900.00 Part of the lots are zoned business. Can get grant for infrastructure. The owner of the lots is talking to his accountant about a partial donation.

Board/Advisory Members: Howard Vance is going to be asked to join the Advisory Board.

Nominations: The slate for Officers and Directors for 2007 passed by acclamation.

COMMITTEE REPORTS:

Community Relations: Rhonda thanked Irv and Frank for publicity on the house-in-a-box. The timing was excellent for the Annual Appeal. Rhonda also said that people will be called and thanked verbally within a week of their donation coming in to the office in addition to the usual thank you receipt. Irv and Sandra Beadles, Jackie Feuerhelm and Ritta Conley have volunteered to do some of the calling.

Church Relations: No report.

Family Partnership: The Committee recommends the attached families for partnership. The Board approved the recommendations. Debbie Shickel asked on behalf of the Cox family that they be allowed to put up a fence and a rail on the porch for safety reasons and a motion was made, seconded and approved by the Board to allow this with construction committee member oversight to make sure it is done properly.

Construction: The house-in-a-box was completed in two days.

Volunteer Coordinator: Vivian Jones is working on getting some volunteers.

Fundraising:

Pancake Breakfast: \$2054 has been received so far with most of the money raised from the Board of Directors rather than participants at the breakfast.

Habitat Hustle: \$2600.00 gross has been raised so far but there are expenses and a net amount will be available at the next meeting.

Miscellaneous Old Business: None carried over from the last meeting.

EXECUTIVE DIRECTOR'S REPORT: See attached report.

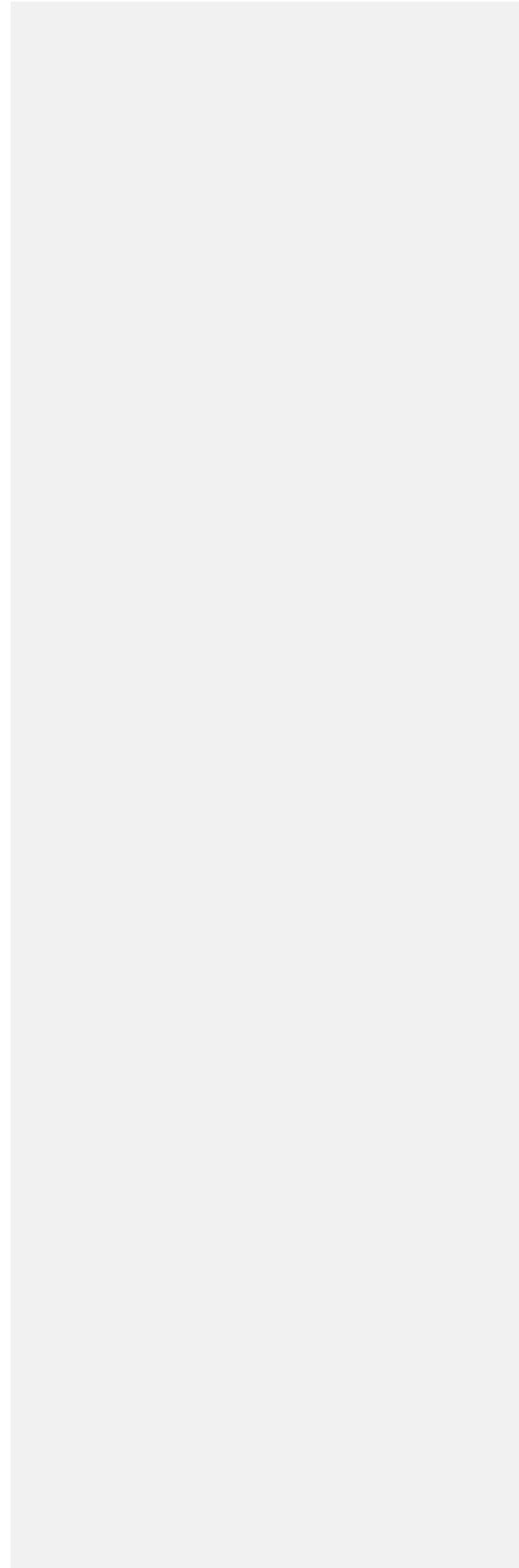
NEW BUSINESS: Mimi Moring said that she and Bob van Oeyen have been talking and they would like to combine Church Relations and Community Relations and then segregate the Public Relations to Rhonda as part of her job. Mimi said that this would acknowledge how things have been working. Janice Gentry said the Executive Committee is working on getting job descriptions and the committee will meet again to finalize the descriptions. Dave Driver said there will be a board meeting on Dec. 4th at 6:30. Debbie Shickel brought up Suzanne's request for insurance through Virginia Standard. She explained that this was

the least expensive insurance plan without a group plan and that a group plan ranged in price from around \$1400 to \$1900 per month. She stated we are currently reimbursing Suzanne for \$113.48 for insurance which she does not have and Rhonda \$145.92. Rhonda is reimbursed for coverage under her husband's insurance. The cost of the Virginia Standard is \$534.00 per month. The Executive Committee recommends paying \$267.00 or 50% of the cost of the monthly premium and that would include doing away with the current reimbursement that Suzanne is receiving. Reimbursement would only be made when there is proof of insurance paid presented by Suzanne. Mimi Moring asked to table this until the next meeting. Bob von Oeyen wanted to know what personnel matters were involved. Dave said our only concern is to help her get insurance and that is what is being discussed. Rhonda noted that her contract has a cap of \$300.00. Mimi said that Suzanne is the office manager and should have insurance. Dave said that Suzanne is not the office manager. She does clerical work and does not supervise anyone. She is an hourly employee. Suzanne has told the Executive Committee that she wants to be hourly and not salaried. Steve Carpenter said that you are hourly or salaried according to HR rules by the type of job requirements that a person handles. Janice said that our intent is to get her insurance but we need to be good stewards of Habitat's money. Steve agreed we need to be good stewards. Dave told everyone the \$113.48 was supposed to be a monthly medical cost reimbursement for the past three years, ~~which because she did not get insurance was not a reimbursement even though it shows that way in our financial reports~~ Habitat has not received documentation to support the reimbursement of actual medical costs to date. ~~. This could cause has now caused~~ us a problem or possible exposure for tax penalties, interest, withholding and FICA. Craig Highland asked if we are looking at correcting this. Dave stated yes. Craig asked if she ever brought forward bills and was told she did not. Dave said we are being proactive for the exposure which could mean refiling taxes and/or amending past W-2s. Mimi said we need to bear the brunt of what the expense is for this. Ellen stated Suzanne reported it in the financials as reimbursement for insurance which it has not been for three years. ~~(not sure we need this, it has already been stated)~~ Janice made a motion to discontinue the reimbursement payment for insurance as of this point since there is no insurance. Motion was seconded. The Board of Directors voted against the motion. Ellen said this is not a reimbursement but if the board wants to increase her salary by this amount they can. Sharon Angle said to research the board minutes as to what was said in the past about insurance. Sharon said the board made a decision as she remembered to give her this because she couldn't get insurance. Rhonda was told to research the minutes and get the information. Rhonda was told by the Board of Directors to share with Suzanne that this may be a problem for Habitat and that we would allow the payment this month but that it may or may not be a proper payment under IRS rules. ~~Craig said he would be willing to talk with the CPA but that this could be put under another IRS category code if this money is an actual reimbursement of medical expenses and we had copies of the bills for medical and prescriptions to prove it~~ Craig said he would be willing to investigate the issue with Habitat's CPA. One possible solution that may be available is IRC § 105. It was recommended that Suzanne begin the process of accumulating support for medical expenses incurred in those years. Rhonda was told to ask Suzanne to get this information for us for the past three years. Her cooperation will be needed to get this resolved. The Board of Directors declined to vote on insurance for Suzanne due to the issues that were brought up. This will be revisited at the December meeting on the 4th. Irv Beadles closed the meeting with prayer. Dave Driver adjourned the meeting at 9:00. THE NEXT MEETING IS AT 6:30 on December 4, 2006

Respectfully Submitted,

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Debbie Shickel



STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING ~ November 6, 2006

PRESENT: Ellen Carlton, Debbie Shickel, Dewey Feuerhelm, Mimi Moring, Fred Grunder, Craig Highland, Lynn White, I. F. Beadles, Bob von Oeyen, Adrian Vera, Vivian Jones, Frank Wagner, Steve Carpenter, Janice Gentry, Sharon Angle David Driver and Dave Driver. Executive Director: Rhonda Howdyshell.

ABSENT: Adrian Vera.

Dave Driver called the meeting to order.

PRESIDENT'S ITEMS:

Restore: We looked at Eddie's Tire. Sharon Angle said she would ask for conditional zoning and do the proffer. After some discussion about the property, Mimi Moring made a motion; it was seconded by Dewey Fuerhelm and passed by the Board of Directors to do a contingency contract offer of \$375,000 with a cap of \$500,000. The contingencies were: rezoning with owner support, inspection, environmental study, financing contingency and a 120 day study period.

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the least expensive insurance plan without a group plan and that a group plan ranged in price from around \$1400 to \$1900 per month. She stated we are currently reimbursing Suzanne for \$113.48 for insurance which she does not have and Rhonda \$145.92. Rhonda is reimbursed for coverage under her husband's insurance. The cost of the Virginia Standard is \$534.00 per month. The Executive Committee recommends paying \$267.00 or 50% of the cost of the monthly premium and that would include doing away with the current reimbursement that Suzanne is receiving. Reimbursement would only be made when there is proof of insurance paid presented by Suzanne. Mimi Moring asked to table this until the next meeting. Bob von Oeyen wanted to know what personnel matters were involved. Dave said our only concern is to help her get insurance and that is what is being discussed. Rhonda noted that her contract has a cap of \$300.00. Mimi said that Suzanne is the office manager and should have insurance. Dave said that Suzanne is not the office manager. She does clerical work and does not supervise anyone. She is an hourly employee. Suzanne has told the Executive Committee that she wants to be hourly and not salaried. Steve Carpenter said that you are hourly or salaried according to HR rules by the type of job requirements that a person handles. Janice said that our intent is to get her insurance but we need to be good stewards of Habitat's money. Steve agreed we need to be good stewards. Dave told everyone the \$113.48 was supposed to be a reimbursement for the past three years; which because she did not get insurance was not a reimbursement even though it shows that way in our financial reports. This has now caused us a problem or possible exposure for tax penalties, interest, withholding and FICA. Craig Highland asked if we are looking at correcting this. Dave stated yes. Craig asked if she ever brought forward bills and was told she did not. Dave said we are being proactive for the exposure which could mean refiling taxes and/or amending past W-2s. Mimi said we need to bear the brunt of what the expense is for this. Ellen stated Suzanne reported it in the financials as reimbursement for insurance which it has not been for three years. Janice made a motion to discontinue the reimbursement payment for insurance as of this point since there is no insurance. Motion was seconded. The Board of Directors voted against the motion. Ellen said this is not a reimbursement but if the board wants to increase her salary by this amount they can. Sharon Angle said to research the board minutes as to what was said in the past about insurance. Sharon said the board made a decision as she remembered to give her this because she couldn't get insurance. Rhonda was told to research the minutes and get the information. Rhonda was told by the Board of Directors to share with Suzanne that this may be a problem for Habitat and that we would allow the payment this month but that it may or may not be a proper payment under IRS rules. Craig said he would be willing to talk with the CPA but that this could be put under another IRS category code if this money is an actual reimbursement of medical expenses and we had copies of the bills for medical and prescriptions to prove it. Rhonda was told to ask Suzanne to get this information for us for the past three years. Her cooperation will be needed to get this resolved. The Board of Directors declined to vote on insurance for Suzanne due to the issues that were brought up. This will be revisited at the December meeting on the 4th.

Irv Beadles closed the meeting with prayer.

Dave Driver adjourned the meeting at 9:00.

THE NEXT MEETING IS AT 6:30 on December 4, 2006

Respectfully Submitted,
Debbie Shickel

SAW HFH Executive Committee
RECOMMENDATION
Insurance Recommendation

After much discussion and review -- in order to be good stewards of the donations that we receive -- this is our recommendation to the Board of Directors.

“The current cost of the Virginia Standard Insurance Policy is \$534 per month. The Executive Committee recommends paying \$267 or 50% of the cost of the monthly premium. If the monthly premium under this policy is raised by Virginia Standard, the amount reimbursed would need to be reviewed. Reimbursement will be made when proof of insurance premium being paid is presented by employee each month. This would include doing away with the current reimbursement of \$113.48.”

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY
BOARD OF DIRECTORS MEETING ~ December 4, 2006

PRESENT: Ellen Carlton, Debbie Shickel, Dewey Feuerhelm, Mimi Moring, Fred Grunder, Craig Highland, Lynn White, I. F. Beadles, Bob von Oeyen, Vivian Jones, Frank Wagner, Steve Carpenter, Janice Gentry, Sharon Angle and Dave Driver. Executive Director: Rhonda Howdyshell. Roland Carlton as legal advisor (if necessary).

ABSENT: Adrian Vera.

Dave Driver called the meeting to order. The minutes were approved with the following corrections by Mimi: Dave instead of David, Dave's name in the minutes twice as attending, Adrian Vera removed from present to absent, location of land is at First and Olive in Staunton and code for minutes. The Treasurer's Report was approved and Ellen reported that funds had been withdrawn for land.

PRESIDENT'S ITEMS:

Restore: Eddie's Tire contract was rejected with no counter from the Seller.

Fund Development Plan: Irv Beadles, Jackie Fuerhelm, Vivian Jones and Mrs. Beadles were thanked for doing the "Thank You" sub-committee for donor Thank You calls and notes.

Land: Discussion of the land on Troxell Lane in Fishersville. County has already said no for one entrance. Currently there is not enough information to show whether the numbers work as to whether it would be a good buy or not. There are only 10 lots that can be built on at First and Olive in Staunton. The owner is talking about the possibility of gifting some of the land. There is a trailer park in Craigsville that is for sale. Debbie Shickel said she thought that the distance would make the location too far for the people we serve to live due to cost of fuel and where they work for a living. Janice stated that she is glad we are looking at larger parcels.

Board/Advisory Members: Reverend Dedrick declined to join the board.

DONOR RECOGNITION DINNER: The dinner is December 10th from 1-3. Everyone was asked to check the list to make sure they signed up for the dinner.

The Board of Directors worked on Personnel Matters. (Attached to the minutes are the Benefit Plan, Job Descriptions and Insurance as approved by the Board of Directors at the December meeting).

Benefits:

The Executive Committee recommended the benefit plan in the packet the directors received in the mail. After some discussion, Sharon Angle made the motion that the wording should say: "Full time employees will earn sick leave at the rate of 1/2 day per month. Employees may not accumulate more than a maximum of 12 days." Mimi seconded the motion. Craig Highland asked that the following statement be added as an amendment to the motion: "Upon termination an employee will not be paid for unused sick leave." Ellen seconded the motion. The Board of Directors passed the amendment on a voice vote and then passed the motion on a voice vote.

Vacation: The Executive Committee recommended the vacation plan in the packet. Sharon said it was not user friendly and did not give the employees incentive. Irv felt that employees should receive 4 hours per month the first year and 8 hours per month the second year. Craig felt that vacation should be earned on a pro-rated schedule. A week during the first year you work and two weeks the second year worked and pro-rate it. Roland asked if he could make a suggestion. He suggested that it be discussed before you motion it to death. He stated that his experience as an employer is one week with a year of service but that is just a thought. Mimi said let's keep this a friendly Christian organization to be employed in and that she is on the side of the anniversary date. Dave said at the bank the pay period was by month. He said at the bank you took it as you earned it. Fred

suggested that you be allowed to take 4 hours or two hours at a time. Dave said that should be at the supervisor's discretion. Janice stated that is how it works in business. Craig said that even with the policy laid out that you can work with employees somewhat but if you ask me during tax season—it's no until after April 15th. Dave said if they have been there long enough the employee could overdraw the leave account. Janice said her non-profit has a leave policy. Janice made the following motion: "Full time employees shall earn one week (pro-rated monthly) during the first year of employment and earn two weeks after two years and three weeks after seven years. Years of service will be measured from the employee's anniversary date." Dave said the intent is two weeks after two years and seconded the motion. The motion was approved by a voice vote. Mimi said when she worked at McGraw-Hill they gave vacations pro-rated until you got to January and can we give prior approval to special situations? She wanted to let it come up one issue at a time. Roland said that you can always create exceptions.

Holidays: The Executive Committee recommended the holidays as outlined in the packet. The Board of Directors by a voice vote approved the recommendation.

Inclement Weather Policy: The Executive Committee recommended the policy as laid out in the packet. Janice there is a question of how you get paid. Ellen said which school policy do you follow? Mimi said that the employees live in the county. Sharon said it lets the families know what the policy is for the office being open and the public to know. Roland said leave it up to the Executive Director. Dave said if you follow the policy you get paid. Bob wanted to know if you could have everyone notified on the radio. Rhonda said that she would add that to her list of things to do. Sharon said send the policy information with the mortgage receipts. Mimi said that should get paid if you take work home. Steve said that taking work home as hourly over 40 hours per week violates federal wage act. Mimi said I know how much Suzanne takes home. Janice said only if work was taken home with expectation of a snow day and then with Executive Director's approval. The inclement weather policy was approved with the addition of Augusta County.

Reimbursement For The Use of Personal Vehicles: The Executive Committee recommended it as presented in the packet. The Board of Directors approved it with the deletion of "rate of \$0.36 per mile".

Bereavement Policy: The Executive Committee recommended as sent in the packet. Craig said that three days won't settle an estate. Dave said those three days for a funeral or to be broken up and used at different times. He felt three days was a limiting factor for payment and days could be taken without pay if approved. The Bereavement Policy was approved by the Board of Directors on a voice vote.

Retirement Plan: The Executive Committee recommended as in the packet. The Board of Directors approved the plan on a voice vote.

Janice made the motion with Bob seconding that the two pages of benefits as amended be approved. The Board of Directors on a voice vote approved the package as amended.

Debbie made the motion and Irv seconded that the benefits be effective as of January 1, 2007. The Board of Directors approved this on a voice vote.

JOB DESCRIPTIONS:

Vista Program Support Specialist: The Executive Committee recommended as sent in the packet. Mimi wanted to know if the person was going to focus on just one thing. Rhonda said no that they would be assigned work as required by the organization. The motion was approved by a voice vote with the removal of the word "communication" before meetings and the removal of line 5 under communications.

Program Support: The Executive Committee recommended it as included in the packet. The Board of Directors approved this on a voice vote.

Administrative Assistant: The Executive Committee recommended as sent in the packet. Sharon wanted to know why the title was changed. It is on the website. Dave said that

Rhonda is the manager of the office and this person works for her. Sharon said we need to acknowledge the change of title reason and that the office manager title was determined due to the extensiveness of the bookkeeping, financial records, reconciliation and other duties when I looked at my records and this is why the office manager title. Janice said that administrative assistant is more accurate reflection of the duties. Dave said that she is an hourly employee and this position is proposed as an administrative assistant. It is the position she does. Janice said she performs liaison not supervision. Rhonda said she helps facilitate projects. Bob said that we need this due to problems. Debbie said that the employees had input into the descriptions of the jobs. Janice said that the title of administrative assistant takes in a lot of duties depending on the work environment. Dave said that the change in title is because it is an hourly job. Mimi said she has a problem with the change in title. Mimi said that Rhonda sets the direction of the office and establishes the work to be done. She felt it was a serious insult to Suzanne to change the title. Craig said she does not directly supervise employees. Sharon said that there is a history of where this title comes from. It has to do with the amount of duties. It's a varied position but it was not meant to be a conflict with the Executive Director. We are dealing with a 500 lb. gorilla in the room she said. Bob said it seems to me that we are moving forward. The name of the position seems less important. Dave said the purpose was to get away from a supervisory role which does not exist. The name change will disabuse the supervisory role. Bob said the Executive Director has the last word in the supervisor's role. Dave pointed out that supervisors have paid employees that they directly supervise. Roland said from a corporate viewpoint take the names of the employees out of this and takes the people out of it. It is a position not a person. Call it whatever. You just look at the job responsibilities and who that job reports to and take the names out of it. As a board just stay with the position. Bob said that it was his personal opinion that he thinks of Habitat as more like a church and his secretary is his manager. Dave said that the current job holder wants the job hourly. Dewey said he had a comment that it's a lot easier to handle paid versus volunteers. Mimi made a motion to call office manager instead of administrative assistant and accept the duties as changed. Fred seconded and the Board of Directors approved the motion with the following changes: under administrative duties change 4 to prioritize assigned work instead of prioritize work, under communications insert tasks between liaison and related, under bookkeeping add computerized books and records in front of financial and remove computer assistance programs that may be employed, under b add QuickBooks after system in both sentences, under c add on a daily basis after deposits, under e change to read prepare bimonthly payroll and related reporting, under j add the word Keystone after system and remove the g in front of deposits and change everything to have the correct corresponding letter after f.

Executive Director: The Executive Committee recommended it as presented in the packet. The Board of Directors approved the job description changed as follows: line two under position summary add at direction of instead of on behalf, line 5 remove and civil law, lines 6 and 7 remove from currently to administrative (entire sentence), under management remove the word of after supervise and remove in direct contact projects in line 5, under fundraising remove ensure effective and replace with facilitate on line 1, on line 2 change researches to research, change of to "to", line 3 remove on deadline and add in a timely manner, under communications change to read "Coordinate communications with the public and the affiliate.", under financial remove review chart of accounts and work towards non-profit and have it read instead Ensure financial accountability is maintained., under line seven correct spelling from I to E on ensure, under other remove line 4, renumber everything following 4, in new line 5 remove the word establishment after restore, in new line 8 remove the word events after fundraising, at final bullet change requested to directed and change of to or after committee.

Insurance Recommendation: The Executive Committee recommends as presented in the packet. Mimi stated that when Rhonda first started we put in the budget \$800 per month for purpose of covering insurance. As long as Rhonda is covered by her husband, we could pay this and revisit as our situation changes. Janice stated that it is unusual to cover 100% of an individual's insurance. The pay for the job is above and beyond the normal amount for this type job. Janice feels that it is a step beyond what other businesses do. Debbie said that no employer that she knows of pays the whole amount for insurance or even half. She said her husband's insurance changes every year and goes up every year for cost of insurance. Irv said mine has changed. Rhonda said that the original proposal for insurance under another company was around \$2000.00 per month. Dewey said he felt that paying hourly insurance was a start down a slippery slope. Janice stated that we are trying to be good stewards of the donations that we receive. The Board of Directors voted on a voice vote to approve the recommendation as in the packet with 2 members dissenting.

Handout: Final-Reg, 2006Fed, 6703, &1.105.2, Amounts Expended for Medical Care as handed out. Craig said he asked for information and Suzanne provided the requested accounting with receipts and signed a document as to its validity. As of today there is no immediate need to amend returns. Roland said that is if you can correct it retroactively. Mimi said that you are putting Suzanne between a rock and a hard place. Craig said that we will be providing more benefit with the insurance than the way we are currently doing it. Dave said that the point was to provide insurance to give her a way to keep her home if she has a catastrophic illness. Mimi said that Suzanne is looking at not being able to pay for her part insurance. Mimi said we have in effect taken money away from her. Dave said that it is up to the Board of Directors. Bob said that the vote has been taken and we can revisit it next year if necessary. Dave said it is costing her money but the point is we are concerned she's sitting there without insurance. Bob said move on. Janice stated the determination was made on how it affects the affiliate versus how it affects a person. Janice stated as a Board, we have to look at it from the business stand point and our responsibility is to the organization and not the person.

The motion was made by Debbie and seconded by Irv to table until the next meeting the following items: Committee Reports, Miscellaneous Old Business, Executive_Director's report and new business.

Dewey Fuerhelm closed the meeting with prayer.

Dave Driver adjourned at 9:45.

THE NEXT MEETING IS AT 6:30 on January 8, 2007.

Respectfully Submitted,

Debbie Shickel