

## SAW Habitat for Humanity Board Minutes

January 9, 2012

Members of the Board Present: Vince Ennis, Treasurer; Charlie Frankfort, Vice-President; Councilman Ophie Kier; Frank Fletcher; David Sault; Rhonda Howdyshell, Executive Director; Fred Grunder, President; David Driver, Secretary; Peggy Reed; Vivian Jones; Minnie Stevenson; and Pastor Reed Hopkins.

Absent: Tom Montgomery; Pastor Jack Wilkers; Rita Wilson and Willie Jones.

Vince Ennis opened the meeting with prayer.

The agenda was approved with the exception that Lee Godfrey from the Real Estate Committee would like to be added to discuss property.

**Minutes:** The minutes for December were approved as presented.

**President's Items:** There is a Board Leadership Pledge that each Board member must sign, as well as an Informed Consent of Liability to complete. These need to be signed every year. The recommendations for changes to the by-laws were given out at the last Board meeting and sent out by e-mail for Board members to review. The Board approved the changes and additions. Fred Grunder spoke with Tom Montgomery about the investment policy changes and additions to bring before the Board. The Board discussed that if donors request Habitat to invest their money in a particular manner, they would have to sign a Hold Harmless document protecting Habitat, stating that Habitat would not be at fault if any investment loses money. The Board agreed that an attorney should look over any proposed agreement. The Board discussed the level of risk that Habitat is willing to take. David Driver strongly prefers that investments should be risk free and kept in FDIC insured vehicles. Mr. Driver is convinced that investment in anything else is essentially gambling. He recommends putting money into long-term, guaranteed CD's. Board members were polled and Peggy Reed thinks if Habitat uses a reliable firm for conservative investments that any risk is low. Charles Frankfort and Fred Grunder agree. Reed Hopkins said we should use the money to build houses. Mr. Grunder explained that the money we get from our regular fundraising goes for that, but the money we are trying to get from the Capital Campaign is for the long-term. Rev. Hopkins said his church invests in low-risk funds. Mrs. Howdyshell stated that when Habitat set up the Endowment Fund with a donation from Raymond Reed, it states that fund will be invested in low risk securities. Mr. Frankfort said there are two different investment policies already, and now there is a third one in the works. Rhonda affirmed if someone gives money to the Capital Campaign, they are able to select which project they would like the funds to go toward, as well as how the money is to be invested until it can be used. Contributions could go toward the Endowment Fund, the Kirby & C project in Waynesboro, to fixing up 400 homes in Staunton, or to building communities in Augusta County. David Sault said that everything in life is a gamble. Vivian Jones said there are always risks. Mrs. Stevenson thinks there has to be some level of risk and that it should be up to the donor where their money goes. Mr. Ennis said to amass the money that the donors have, they had to take some risks. Mr. Kier wonders why there are so many different funds, but also states he doesn't like the fact that a large sum

of money is only getting a quarter of a percent of interest. Mr. Kier agrees we should do what the donor wants us to do with it. Mr. Grunder noted that the Habitat International Affiliate Financial Policy guide recommends investing in appropriate investments with companies with similar interests as Habitat. HFHI has ranges it recommends. Mr. Driver said he could see the Endowment Fund being invested with some risk, but nothing else. He doesn't believe donors should be able to tell Habitat how to use the money they give us. Mrs. Reed made a motion that we amend the current policy to let people designate where they want their money to go. The Investment Committee should investigate policy for contributions. The donor could then specify which option they would like their money invested in. Mr. Driver said it should be taken to the Investment Committee to decide how to structure a policy for the capital campaign. The Board was in agreement.

**Treasurer's and General Financial Report:** Mr. Ennis stated that compared to last year, we have a significant amount of money in our checking account. Mrs. Howdyshell said she has been trying to get in touch with Mr. Fuller from the Virginia Baptist Foundation to try and get higher interest CD's, but hasn't heard from him. She will try again to reach him. The Board discussed the assets and liabilities.

**Financial Resource Board:** There was no report.

**Executive Director's Report:** Mrs. Reed said she would like to sit down with Mrs. Howdyshell to try and understand the reports. Mrs. Howdyshell explained that as part of Board Member orientation, she will invite Becky Koehler from the Community Foundation to explain how to read a balance sheet. All Board members are encouraged to attend that meeting. (Date: Saturday, January 28<sup>th</sup> from 9am-12noon. Snow make-up day – February 4<sup>th</sup> same times)

**Committee Reports:**

- **Community Relations:** No report. Rev. Hopkins said there should be a meeting on Thursday.
- **Construction Committee:** Per minutes mailed/e-mailed. This committee, along with the ReStore committee, recommends a Memo of Understanding for a partnership with Rebuilding Together Greater Augusta. We would be able to use their warehouse space in Verona for free if we get a truckload of items, and we would donate sinks, etc. that we have in the ReStore that they need for their repairs. Habitat would recommend people who don't meet our ABWK qualifications to them, and vice-versa. The Board passed the recommendation.
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- **Nominating Committee:** No report.
- (Adhoc) **Mortgage Portfolio:** The Board went into Executive session to discuss staffing assistance for this issue. Members for Waynesboro visits to delinquent homeowners are still needed for this committee.

- **Real Estate:** Lee Godfrey reported that we are not supposed to pay taxes on property in Staunton, Waynesboro or Augusta County. Mrs. Godfrey asked the Augusta County Service Authority for a reduction in fees for sewer and water hookups. She stated that Mrs. Howdyshell and a Board member need to go to a Service Authority Board meeting and also request a reduction in hookup fees. Mrs. Godfrey suggested getting on their agenda soon. She distributed some property information on A St. in Staunton. There are 12 lots (possibly 13) for \$96,000. She also distributed some information regarding properties on Greenville Avenue. The water line in front of the A street property is too small. If we bought the properties, we would have to replace the water line with a bigger one (back to Hickory Street closest main) at an approximate cost of \$400,000. Mrs. Godfrey stated that Sharon Angle said she would be willing to apply for a grant for \$500,000 to replace the water line and some other improvements. For the type of grant Ms. Angle was discussing, once you get the grant, you have to build five houses within 2 years. They sometimes extend that deadline, but in these economic times, there is no assurance that the city could even get the grant. Mrs. Godfrey said she would like to offer the owner \$30,000 since it can't be developed without significant infrastructure cost, but doesn't think the owner will take it. The Board asked if the city could apply for the grant before we purchased the property. Then, if the grant comes through, Habitat could buy it and start on the infrastructure. The property has to be owned by Habitat before the city can apply for the grant. Contingencies on the grant, having to abandon other projects to do five houses in two years, along with finding 10 qualified families are what the Board has to consider. There are also properties on Old Greenville Rd. that Mrs. Godfrey would like the Board to consider as well. These properties are in Augusta County, next to the route 262 beltway. It was originally 2 lots, but has been divided into 3. Charlie Frankfort walked the property. He thinks the lots are very nice. There is a big green space dividing the property and the highway. Mrs. Reed suggested that Board members look at the lots. If there is anything a Board member would like noted about either property, they should tell Mrs. Howdyshell or Mrs. Godfrey. They can then note the comment on a 3 page assessment form that gets filled out for each piece of property considered by Habitat.
- (Adhoc) **Investment Committee:** The committee will meet and discuss the investment ideas the Board discussed. Mr. Manfield will be present and Board members, if interested, should attend as well.
- **ReStore Committee:** Per minute's mailed/e-mailed. The same recommendation was made as the Construction committee. David Driver asked about the ReStore finances. The profits are down considerably. Mr. Driver asked Mr. Frankfort what he thinks about the long-term projections. Mr. Frankfort said he's not sure, since we rely on donations. Items in good condition are being received and December had better sales. Mrs. Howdyshell stated the ReStore has cut administrative costs way down, as well as reopening on Saturdays to increase sales.
- **Volunteer Coordination:** Per minute's mailed/e-mailed. Mrs. Jones reported the Health Fair Community party at Booker T. on December 10<sup>th</sup> went well.

**Old Business:** The Board agreed that the Volunteer/Donor recognition dinner on Sunday was very nice.

**New Business:** Mr. Grunder said that at the recent Financial Resources Board luncheon Mr. Manfield mentioned that as he is meeting with prospective donors, they are suggesting ideas that Habitat should consider. Mr. Grunder thinks we should listen to their thoughts as part of our strategic planning process, in case something is identified that would be beneficial to Habitat.

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Absent: Vivian Jones; Councilman Ophie Kier; Peggy Reed and Willie Jones.

Fred Grunder opened the meeting with prayer.

The agenda was approved with the Financial Resource Board being discussed first.

**Minutes:** The minutes for January were approved as presented.

**President's Items:** Mr. Grunder read a thank you letter from a homeowner that Habitat had worked with to reduce her mortgage during a difficult time. Changes to the Investment Policy are still an issue. Mr. Grunder read two options that could be selected.

1. *A reasonable risk investment policy for the Capital Campaign not as restrictive as the current investment policy should be developed that would allow donors the right to determine the investment restrictions that would accompany their gift.*
2. *A reasonable risk investment policy not as restrictive as the current investment policy should be developed and presented to the Board for approval for contributions to the Capital Campaign.*

Mr. Grunder is of the opinion that the second statement would be the best to approve. Mr. Sault stated he knows there are people who desire their donations to be invested in other than FDIC guaranteed instruments and people who want their money toward building homes. Habitat needs to accommodate both kinds of donors, without risking a huge loss. Mr. Montgomery said there are a number of reasonably safe investments that can be made. Mr. Grunder said a certain percentage of money could be invested in bonds, stocks, CDs and/or money market instruments. A qualified Financial Advisor would know how to balance each investment type to provide the optimum return with the least risk. Mr. Driver said Habitat's mission statement is about building houses, not building a bigger bank account. He is of the opinion that the first statement would be better to approve. It states that the donor tells us if they desire to place restrictions on the donations they give to Habitat. (Invest, buy land, etc.). The second option states that Habitat chooses to invest all donations given to the Capital Campaign. Mr.

Manfield said if we get a deferred account, (i.e. if the donor has investments the donor is using to live, and has it in his will that Habitat will receive it when the donor is deceased) then once Habitat receives the money, it no longer has restrictions and Habitat can do what we want with it. Rev. Wilkers reminded the Board that the adopted statement would just be an addendum to the Investment Policy - regarding the Capital Campaign only. This allows donors to specify where their money goes, but they can't reconsider or change their minds at a later time. Once the donor receives their tax deduction, the decision is irrevocable. Rev. Wilkers asked what would happen if this Habitat affiliate ceases to exist 20 years down the road, and there is money that can't be touched because it was restricted to operating expenses. Mr. Manfield stated that is taken care of in the language of the agreement, stating "that if this need no longer exists in the future, the Board has the right to use it for a similar need, or some other need that is consistent with the reasons the IRS granted us the 501 (c)(3) to begin with." Rev. Wilkers thinks that means it is up to the IRS. Mr. Manfield said it is up to the Board, as long as it is used for another charitable purpose. It could be given to another Habitat affiliate or another 501 (c) (3) with similar goals. Mr. Frankfort stressed that the main issue is what flexibility this affiliate has with regard to investing funds given to the affiliate to use in the local community to build houses. The Board needs to decide how best to invest the funds. There are a lot of good local investment foundations with an established track record, that over the long term show a reasonable return. Mr. Driver agreed that over the long haul, it is better to invest in mutual funds, but the affiliate doesn't know when the funds will be needed, and we would have to be able to access them when needed. Mr. Fletcher motioned to accept the first statement. Rev. Wilkers seconded. The Board approved the first statement and suggested that it be returned to the Investment Committee to develop the appropriate policy wording. Mr. Fletcher is afraid that the donor could restrict us into investing in something unacceptable to the affiliate. The Board agrees we would have the right to refuse the gift if some aspect of the gift is found to be objectionable. Mr. Frankfort said that he is worried about liabilities with properties like apartment buildings. Mr. Manfield said this issue is addressed in the Gift Acceptance Policy. Mr. Grunder said it will be a learning process based on the types of gifts that are received and we always obtain professional help. Rev. Wilkers said there are other organizations that have gone through major campaigns which might have some useful information. Rev. Wilkers made a motion that the Board extends its appreciation to the Investment committee and everyone involved for their hard work on the Capital Campaign. The Board approved the motion.

**Treasurer's and General Financial Reports:** The P&Ls were distributed and discussed. Mr. Frankfort showed that the ReStore's financials were adjusted with a credit of over

\$6,500, resulting from an adjustment of the billable amount of the financial audit to the ReStore only being 3%, rather than 50%. Mr. Driver asked about the homeowners behind on their mortgages. Mrs. Howdyshell stated she is working with the homeowners in-house to get caught up on their mortgages with their tax refunds. Mrs. Howdyshell will use the VHDA report that is expected later this week to see if there are any homeowners behind in payments to VHDA. If so, the Mortgage Portfolio committee members will contact them.

**Financial Resource Board:** Lynn White handed out donor participation forms for the Board members to fill out and return. Ms. White stated that during the Capital Campaign, it looks better if there is 100% Board participation. It is a gift pledge for 5 years. Carl Manfield stated that major donors like to hear that people working closely with Habitat are giving not only of their time, but of their money as well. Mr. Manfield reminded the Board that all donations are confidential. Mr. Manfield would also like to see the homeowners donate to this campaign. Mr. Manfield reminded Board members of planned giving. He stressed how important this is to the campaign. Mr. Frankfort asked about the IRS contribution that is stated on the donor form. Mr. Manfield said that was an IRA contribution that is no longer in effect. Mr. Manfield stated there will be a presentation at 8:00 am Tuesday, February 7<sup>th</sup> at the Habitat office about how to ask for donations. Anyone may attend. Mr. Montgomery reported that the Capital Campaign DVD is very impressive and the campaign will officially start in March. He said a lot of people still don't know what Habitat is about, or all that our affiliate has accomplished. The Financial Resource Board recommended participating in the Shakin at the Station event. It will be every Thursday evening in the summer for 15 weeks. Beer will be served. We would need 4 - 5 volunteers each night to be gatekeepers and sell tickets. We could then get a check for \$10,000 or more. Mrs. Howdyshell said if we are checking id's, then the liquor license would be in Habitat's name. The Board is worried about Habitat's reputation and possible liability issues. The Board appreciates the fact that we were asked to be involved, but rejected the recommendation to participate.

**Executive Director's Report:** Mrs. Howdyshell told the Board about the upcoming events. The Radiothon, Home Show and Affiliate Training are all next month. Sign-up sheets to work at each event were handed out and Board members are encouraged to help. Training sheets were handed out to choose which classes they might like to attend.

**Committee Reports:**

- **Community Relations:** No report.

- **Construction Committee:** Per minutes mailed/e-mailed. The committee will not be meeting this month, but Mrs. Howdyshell reported that Habitat has been offered a 3 bedroom house as a gift. She asked Irv Beadles and Frank Wagner to do an assessment. It is a modular home (not a trailer) in Waynesboro that would need to be moved. Mr. Montgomery said we might be able to get a local company to move it for us. We would need a lot to put it on.
- **Family Partnership:** Per minutes mailed/e-mailed. Three home visits have been scheduled.
- **Nominating Committee:** No report.
- (Adhoc) **Mortgage Portfolio:** No report.
- **Real Estate:** Per minutes mailed/e-mailed. Mr. Frankfort reminded the Board to look at the A St. and Greenville properties. The counter offer has been accepted on the Moffett Branch property. Habitat will receive 9.68% of the proceeds from the sale.
- (Adhoc) **Investment Committee:** As discussed above.
- **ReStore Committee:** Per minute's mailed/e-mailed.
- **Volunteer Coordination:** Per minute's mailed/e-mailed.

**Old Business:** Mrs. Howdyshell distributed a statement from our attorney explaining the terms of the lease and how they affect Habitat in case the building containing the offices and ReStore is sold.

**New Business:** Handouts were given on this year's events, committee goals and committee member's contact information. Mrs. Howdyshell thanked Mr. Frankfort for going with her to Paul Obaugh with a thank you to them for fixing a ReStore truck. Mr. Grunder commended the Board members on their work and thoughtful consideration with regards to the Investment Policy and Capital Campaign.

Rev. Wilkers closed the meeting with prayer.

The next regular meeting will be **Monday, March 5, 2012 at 6:30 pm.**

**SAW Habitat for Humanity Board Minutes**  
**March 7, 2012**

Members of the Board Present: Vince Ennis, Treasurer; Charlie Frankfort, Vice-President; Rita Wilson; Rhonda Howdyshell, Executive Director; David Driver, Secretary; Peggy Reed; Vivian Jones and Minnie Stevenson.

Absent: Tom Montgomery; Pastor Jack Wilkers; David Sault; Councilman Ophie Kier; Fred Grunder, President; Frank Fletcher; Pastor Reed Hopkins and Willie Jones.

David Driver opened the meeting with prayer.

The agenda was approved as presented, with the exception of an event being proposed.

**Minutes:** The minutes for February were approved as presented.

**President's Items:** The Board discussed a management letter from Norris & Associates about the audit. Habitat's administration costs are less than 25%, even with the Capital Campaign expenses. The auditors want us to have an internal committee that would check over the books at least quarterly to make sure everything is going well. It will help the auditors. The Audit Committee needs another member that knows about auditing. A CPA would be ideal. The Board will ask Norris & Associates about guidelines for Habitat's Audit Committee to use. The Investment & Gift Acceptance policies were discussed and approved. If people want us to invest their donations, they have to sign a document stating that if there are losses, Habitat won't be held responsible. Habitat's attorney will review and approve this document. The gift acceptance policy states that Habitat has the right to refuse a property if we feel that it isn't worth the effort needed to build on it or maintain it, etc.

**Treasurer's and General Financial Report:** Mrs. Howdyshell stated that our 2011 Annual Appeal brought in about \$400 more than the year before. Grants were discussed. Mr. Frankfort stated that the ReStore has had 3 positive months in a row.

**Financial Resource Board:** The progress report was distributed. Board and staff participation in the Capital Campaign is 100%. Over \$360,000 has been raised so far.

**Executive Director's Report:**

**Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed.
- **Construction Committee:** Per minutes mailed/e-mailed.
- **Family Partnership:** Per minutes mailed/e-mailed. A recommendation came from this committee for a new partnership approval. Family # 11.08.02 was approved by the Board.
- **Nominating Committee:** No report.
- **(Adhoc) Mortgage Portfolio:** The mortgage receivables aging report was distributed. Postcards were mailed to those families behind in their mortgage payments. One in-house homeowner is 90 days behind, one is 60 days behind and one is 30 days behind.

Another family that was 90 days behind, used their income tax check to make their mortgage current through June.

- **Real Estate:** Per minutes mailed/e-mailed. A recommendation to buy the A St. properties in Staunton for up to \$30,000 came from this committee. The \$400,000 for needed infrastructure would come from a grant applied for through the city. This would be a project for the future, due to the Kirby & C project currently in process and the Staunton rehabilitation focus. The Board discussed this issue and the worst-case scenario of not getting a grant. Mr. Driver asked why we should get involved with the offer at this time. Mrs. Howdyshell stated that we should try to get them while the land is priced low. Mrs. Stevenson and Mrs. Wilson both agreed. The Board approved the recommendation. Mrs. Howdyshell commended the Real Estate Committee for all of their hard work.
- (Adhoc) **Investment Committee:** Per discussion under President's Items.
- **ReStore Committee:** Per minutes mailed/e-mailed. Mrs. Reed asked about the youth who appear to just be sitting around in the store. Mr. Frankfort stated they are community service workers and at times, clients of the Office on Youth. Some aren't very motivated. If someone isn't prodding them constantly, they don't do much. Mr. Frankfort said the ReStore is thinking about a shed building project to keep the youth engaged. Sheds could be made and sold for a couple hundred dollars profit. The young men could learn some building skills as well. A prototype will hopefully be made by the Home Show. Adults would pre-cut the pieces and the youth ages 16-18 could use hammers and drills to put it together. If the shed does not sell, we could use it for a Habitat homeowner who needs a shed.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. Mrs. Jones said the ReStore needs volunteers to mentor the youth that are doing community service. Mrs. Reed said that if the young men are here at the same time, maybe Habitat could have a class for them. Mrs. Howdyshell said that they are told over and over what to do, they just need to be supervised constantly. They do carry out direct orders. Mr. Driver asked if they are more trouble than help. Both Mr. Frankfort and Mrs. Howdyshell stated they do service and have value - but just not up to expectations.
- (Adhoc) **Audit Committee:** Per discussion under President's Items.

**Old Business:** None was discussed.

**New Business:** A Livin' Local event will be at the Expo on Saturday April 7<sup>th</sup>. A recommendation for Habitat to participate in this event was approved by the Board. This inaugural year of Livin' Local hope to include 16 vendors from our local area. (No chain stores.) Expo will have their food booth open, and there will also be bbq and a bakery type vendor set up to offer food. Target attendees will be local families who want to enjoy an evening of food, fun and entertainment. There will be a mechanical bull, moon-bounces and Dixie Pony Rides starting at 4pm. Local bands of all genres will begin playing at 5:30. Two

local bands confirmed will be Hobo\*Jac, and Trees on Fire. Advance ticket sales would be available at the local vendor locations, as well as the ReStore. This is meant to drive traffic to local businesses supporting the event. The event is being coordinated by Nikd Enterprises, which is a relatively new local promotional materials company, based in Waynesboro. The co-sponsor is Chris Williams Video Production, who mainly focuses on local sporting events and videos for local bands. Nikd Enterprises would like to help support a local non-profit, and have approached us. We would receive part of the proceeds from the event (from t-shirt and 50/50 sales), as well as be invited to set up a booth to show our video, answer questions, and promote our vision to help our local area. The hours would be from 4 – 10 pm.

Mrs. Howdysshell closed the meeting with prayer.

**The next Board meeting will be Monday, April 2, 2012 at 6:30 pm.**

**SAW Habitat for Humanity Board Minutes**  
**April 2, 2012**

Members of the Board Present: Councilman Ophie Kier; Fred Grunder, President; Frank Fletcher; Vince Ennis, Treasurer; Charlie Frankfort, Vice-President; Rhonda Howdyshell, Executive Director; Rita Wilson; David Sault; Vivian Jones and Minnie Stevenson.

Absent: Tom Montgomery; Pastor Jack Wilkers; Peggy Reed; David Driver, Secretary; and Pastor Reed Hopkins.

Mr. Frankfort opened the meeting with prayer.

The agenda was approved as presented.

**Minutes:** The minutes for March were approved as presented.

**President's Items:** The Gift Policy was approved.

**Treasurer's and General Financial Report:** The reports were distributed. The ReStore is doing better. The mortgage receivables are up to 80% current. Mr. Kier stated that the people in arrears on their payments need to know that they can come to Habitat and explain their situation as to why they are behind. Habitat might have some suggestions or solutions to help them.

**Financial Resource Board:** The progress report was distributed. Mrs. Howdyshell stated that additional leaders are needed for the Financial Resource Board and requested Board members to recommend individuals who might be able to participate.

**Executive Director's Report:** Mrs. Howdyshell handed out a Radiothon report. It provides a comparison between totals from 2008 to the current year. Mrs. Howdyshell stated that she included the in-kind gift of radio time and the Presbyterian Build donations in her announcement on the radio this year. The actual Radiothon totals were much lower than in previous years – around \$8,500. She recommended that guests be booked for specific days and time slots – but not be required to stay an hour. The Home Show's totals are projected to be around \$1,700. The Habitat training in Charlottesville was informative. Mr. Grunder stated that he learned about a study in Tennessee that showed how every dollar that was donated to Habitat, worked out to about \$3.25 that went back into the community. Mrs. Howdyshell would like to see how they arrived at those figures so our affiliate could perform a similar economic study. That would make a great selling point to our community and more specifically to donors. Seminar and training materials are on the Virginia Habitat affiliate section of the website – login Habitat VA and password virginia.

**Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed. Over \$13,000 has been received so far for the Presbyterian Build. Mrs. Howdyshell told the Board that the Mission Madness Youth were a blessing to the Vickers Way area clean-up and garden. Funds (\$1,200) were requested to support the community garden project. The Board voted to authorize the funds.

- **Construction Committee:** Per minutes mailed/e-mailed. The ABWK program was discussed. Three projects have been completed and a fourth one is almost finished. The volunteer architect didn't do anything with the house plans for this year's build, so Mrs. Howdyshell changed them around to make it work for the lot that is available for building this year. She will give them to Frank Wagner tomorrow at the Construction meeting. He can then get the building permit and start the foundation which needs to be finished before the Care-a-Vanners get here at the end of the month. The Care-a-Vanner welcome dinner will be Sunday, April 29<sup>th</sup> at 6pm at the First Baptist Church in Waynesboro. The Wall-Raising (Blessing) ceremony will be Saturday, May 5<sup>th</sup> at 9am.
- **Family Partnership:** Per minutes mailed/e-mailed. A recommendation came from this committee for a new pre-qualification screening form. This form covers information areas needed to apply for grants, in addition to the usual information. The Board approved the new form. The Family Partnership Committee looked at other Habitat affiliate's qualifications and decided our Habitat will also consider families with a higher income, but no more than 80% of median. Such families could possibly qualify for a USDA 502 loan or a 0% equivalency loan. Our Habitat needs to consider new options in order to serve more families. The committee is discussing a "home ownership" club, as well - to work with families who don't quite qualify, but are close. Mr. Sault stated that in Chattanooga, TN, they had a full-time family caseworker who worked with families to ensure that those who were on the borderline kept their focus.
- **Nominating Committee:** No report.
- (Adhoc) **Mortgage Portfolio:** The mortgage receivables aging report was distributed. Mr. Kier explained to the Board how families who are delinquent are scared, embarrassed, ashamed, etc. and are sometimes afraid to discuss their circumstances. Habitat needs to make them feel comfortable in order for them to discuss their particular situation and how Habitat could possibly be of assistance. Mr. Kier suggested having a benevolent fund that could be used to help Habitat homeowners who are behind on their mortgages with VHDA. They would then pay a small amount back each month. Mrs. Howdyshell stated that sometimes the home insurance increases dramatically and the homeowner doesn't find out until they receive the bill. They are then behind in their escrow. The loan fund could possibly help with escrow arrearage, as well. The Board is very receptive to this idea. Mrs. Howdyshell asked the Board for a loan modification to provide a 6 month extension of the loan for a homeowner who has cancer. Her daughter has since moved in with her and is making the house payments, but is not in a position to make the 6 months of payments the homeowner is behind. The Board approved the extension for Rosa Lee Dalton.
- **Real Estate:** Per minutes mailed/e-mailed. A contract for the A Street properties was presented to the Board to review. The Board approved the contract, and Mr. Grunder signed it. The owner accepted the offer of \$25,000 for the 12 lots.
- (Adhoc) **Investment Committee:** Mr. Fletcher believes that the committee has achieved what they intended to accomplish. Mrs. Howdyshell stated that an updated waiver for donors is being reviewed by Habitat's attorneys.

- **ReStore Committee:** Per minutes mailed/e-mailed. Volunteers will be building an Eco-shed proto-type to determine interest.
- **Volunteer Coordination:** Per minutes mailed/e-mailed.
- (Adhoc) **Audit Committee:** Frank Fletcher has agreed to be on this committee.

**Strategic Plan/By-Laws:** Mr. Grunder stated he hasn't had time to revise the strategic plan. Mr. Grunder asked at the Habitat training how to get the Board involved in the strategic planning. He was told to make it interesting and bring in outside people. Mr. Grunder stated that several big projects Habitat is moving on are not currently included in the plan, and the plan badly needs to be updated. Mr. Grunder suggested a group of people should work on the strategic plan on an annual basis, due to the number of changes.

**Old Business:** None was discussed.

**New Business:** The Livin' Local event will be at the Expo on Saturday April 7<sup>th</sup>. Habitat will have a booth and receive part of the proceeds. Board members were asked to volunteer a time to work at the booth. An event proposal for a Christian concert at the Stuarts Draft High School was brought to the Board for approval. Habitat would have a booth and receive part of the proceeds. The Board approved Habitat participation in the event. Three newspaper articles regarding SAW Habitat's work and activities in the community were distributed.

Mr. Sault closed the meeting with prayer.

**The next Board meeting will be Monday, May 7, 2012 at 6:30 pm.**

## SAW Habitat for Humanity Board Minutes

May 7, 2012

Members of the Board Present: Fred Grunder, President; Vince Ennis, Treasurer; Charlie Frankfort, Vice-President; Pastor Jack Wilkers; Peggy Reed; David Driver, Secretary; Rhonda Howdyshell, Executive Director and Vivian Jones.

Absent: Tom Montgomery; Councilman Ophie Kier; Frank Fletcher; Rita Wilson; David Sault; Minnie Stevenson and Pastor Reed Hopkins.

Mr. Ennis opened the meeting with prayer.

The agenda was approved as presented.

**Minutes:** The minutes for April were approved as presented.

**President's Items:** Mrs. Howdyshell stated that attorney Phil Miller is still reviewing the investment waiver. Mrs. Howdyshell hasn't had a reply from Karla Pitsenbarger about the Audit Committee parameters – probably because of tax season. Fred Grunder's accountant, Kurt Knott is willing to serve as a member of the Audit Committee once we have more details.

**Treasurer's and General Financial Report:** The financial reports were distributed. The Board discussed bank accounts and limits of insured deposits on interest-bearing and non-interest bearing checking accounts. Mrs. Howdyshell stated that Habitat received the monies from the sale of the Moffett Branch farm and requested guidance on the best option on where to place the funds. It has been deposited in the checking account, but that brings the total over the FDIC insured amount for an interest-bearing account. The Board agreed to move it to the payroll account, which in non interest-bearing, until required for the Kirby & C project infrastructure work.

**Financial Resource Board:** A progress report was distributed. A campaign cultivation event is being planned for June 22<sup>nd</sup> from 6-10pm at the home of Mr. Tom Shields, Sr. Mr. Montgomery and Mrs. Howdyshell met with him earlier this week. Mr. Shields is donating 8 more lots near the Kirby & C property to Habitat. Four of the lots are buildable.

**Executive Director's Items:** Mr. Grunder stated that the Executive Committee discussed hiring a Family Services person, who would be working directly with the families and nurturers, teaching education classes, recruiting new partners, planning events and working with families behind on their mortgages. The Board went into executive session to discuss this issue. The Board noted only this issue was discussed in executive session, and directed that the position description be brought back to the Board and reviewed before advertising it to the public.

### **Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed.
- **Construction Committee:** Per minutes mailed/e-mailed. There were four ABWK projects recommended for approval. The Board discussed the cases. Family ID #'s 198,166, 23 & 743 were approved by members present. Mr. Fletcher and Mr.

Montgomery had told Mrs. Howdyshell verbally that they approve them as well. Mr. Grunder asked about Kirby & C. Mrs. Howdyshell stated that Danny Brown has been directed to seed it for erosion control. This has to be done before the next phase of the project can begin.

- **Family Partnership:** Per minutes mailed/e-mailed. A recommendation came from this committee to accept the four ABWK projects. They were approved as stated above.
- **Nominating Committee:** No report. Mrs. Howdyshell thinks Dave Metz would be a good person to ask to join the Board.
- (Adhoc) **Mortgage Portfolio:** The mortgage receivables aging report was distributed. Mrs. Howdyshell, Mr. Kier, Rev. Wilkers, Laura Knowles and Sarah Ferguson met and discussed the mortgages. A new postcard was made that sounds less threatening and more understanding.
- **Real Estate:** Per minutes mailed/e-mailed. The purchase of the A St. lots will be closed by June 3<sup>rd</sup>. Mr. Frankfort said the committee is looking at additional properties.
- (Adhoc) **Investment Committee:** Nothing was discussed.
- **ReStore Committee:** Per minutes mailed/e-mailed. Mr. Frankfort stated there have been four positive months in a row. Mrs. Howdyshell said Keith has been working hard to refurbish items that might be thrown away into something sellable. Garden benches have been built out of old headboards and footboards.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. Several Mary Baldwin girls have been working in the Community Garden. Mrs. Jones asked about the Stuart Hall girls. Mrs. Moon-Theado had been working with them. The Care-a-Vanner farewell dinner will be Friday, May 18<sup>th</sup> at 6pm at the North Park in Waynesboro.
- (Adhoc) **Audit Committee:** Mrs. Howdyshell is waiting to hear back from Karla Pitsenbarger.
- **Strategic Plan/By-Laws:** Mr. Grunder stated not much has been done. Mrs. Howdyshell said that each committee needs to step up and develop their part of the plan.

**Old Business:** Members of the Board acknowledged how nice the wall blessing ceremony was on Saturday.

**New Business:** A new person has moved into the old catering part of the building. He makes wooden picnic tables. Mrs. Howdyshell stated that she has been doing articles and working more with media relations. Newspaper articles were distributed to the Board. TV 3 coverage of the Care-a-Vanners was noted.

Rev. Wilkers closed the meeting with prayer.

The next Board meeting will be **Monday, June 4, 2012 at 6:30 pm.**

## SAW Habitat for Humanity Board Minutes

June 4, 2012

Members of the Board Present: Fred Grunder, President; Vince Ennis, Treasurer; Charlie Frankfort, Vice-President; David Driver, Secretary; Tom Montgomery; Councilman Ophie Kier; Frank Fletcher; Minnie Stevenson Rita Wilson; Pastor Reed Hopkins; Rhonda Howdysshell, Executive Director and Vivian Jones.

Absent: Pastor Jack Wilkers and Peggy Reed.

Mr. Ennis opened the meeting with prayer.

The agenda was approved as presented.

**Minutes:** The minutes for May were approved as presented.

**President's Items:** Tithing to Habitat International was discussed. SAW Habitat currently tithes \$4,500 per house that we build. \$250 was proposed as a tithe for each ABWK project. The tithe is used to build homes in countries selected by SAW Habitat. The Board approved this decision. Mr. Grunder mentioned the Moffett Branch property and money we had to pay to the department of agriculture. There was also a glitch with the A St. properties. There was more than 1 property with the title in contention. The amount we paid was reduced. The first lot where the title gets cleared will be sold to SAW Habitat. The other 11 lots were closed on. A draft budget for fiscal year 2012-2013 was distributed. The Board went into executive session to discuss the details of individual salaries. The Board approved the proposed budget.

**Treasurer's and General Financial Report:** The financial reports were distributed. The Board briefly discussed the mortgage receivables. Three families are substantially behind.

**Financial Resource Board:** A progress report was distributed. Mr. Montgomery stated that a substantial amount has been spent on the Capital Campaign but it has proven to be a worthwhile venture. A campaign cultivation event will be held June 22<sup>nd</sup> from 6-10pm at the home of Mr. Tom Shields, Sr. in Waynesboro. Mr. Montgomery strongly encouraged more support from the Board. Mr. Manfield will no longer be under contract after the end of the month. Mrs. Moon-Theado will be doing more in this area. Funding has been budgeted for her training.

**Executive Director's Items:**

**Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed. Mrs. Howdysshell said that over \$13,000 has been received so far for the Presbyterian build.
- **Construction Committee:** Per minutes mailed/e-mailed. Mrs. Howdysshell stated the issues regarding EarthCraft and Dow Thermax products are resolved for the Ash St. build. The erosion control measures needed at Kirby & C were accomplished. The Ashby house punch list issues of driveway, tree and deck repairs are underway.

- **Family Partnership:** Per minutes mailed/e-mailed. A recommendation came from this committee to approve a reduction in Kindra Washington's construction sweat equity hours from 100 to 60, and that her friends and family hours be raised from 60 to 100. Kindra just had a baby and has returned to work, so it is difficult for her to be on the construction site. Her family, friends and/or church members will be able to do more of these construction hours. The Board approved the changes.
- **Nominating Committee:** Mrs. Howdysshell contacted Dave Metz about serving on the Board and will follow up.
- (Adhoc) **Mortgage Portfolio:** The mortgage receivables aging report was distributed.
- **Real Estate:** Per minutes mailed/e-mailed. The committee requested that \$100,000 be included in the budget for possible land acquisitions. The Board agreed, with the stipulation that Board approval be required prior to any purchases.
- (Adhoc) **Investment Committee:** Nothing was discussed.
- **ReStore Committee:** Per minutes mailed/e-mailed.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. Mrs. Jones expressed gratitude to the Mary Baldwin students who helped with the Community Garden.
- (Adhoc) **Audit Committee:** A draft recommendation for the scope of the Audit committee was distributed. The Board approved the Audit committee's recommended scope.
- **Strategic Plan/By-Laws:** The audit committee by-laws were amended, to reflect the committee's makeup as recommended by the auditor of record. The Board approved the changes.

**Old Business:** Mrs. Howdysshell said there was confusion with the city of Waynesboro with some of the lots Mr. Shields wants to give us. The city thought Habitat already owned them, since we purchased some property near those lots. The issue has been resolved.

**New Business:** A window was broken in the ReStore and a police report has been filed. A sign-up sheet for help at the June campaign event was distributed. Mr. Montgomery noted that you can still bring your significant other and participate in the event while taking care of your responsibility.

During the meeting, the Board wished Mrs. Jones a Happy Birthday, which will be on Thursday. A card was presented to her.

Minnie Stevenson closed the meeting with prayer.

The next Board meeting will be **Monday, July 2, 2012 at 6:30 pm.**

**SAW Habitat for Humanity Board Minutes**  
**July 2, 2012**

Members of the Board Present: Fred Grunder, President; Charlie Frankfort, Vice-President; David Driver, Secretary; Tom Montgomery; Frank Fletcher; Pastor Reed Hopkins; Rhonda Howdyshell, Executive Director and Vivian Jones.

Absent: Vince Ennis, Treasurer; Councilman Ophie Kier; Minnie Stevenson; Rita Wilson; Pastor Jack Wilkers and Peggy Reed.

Pastor Hopkins opened the meeting with prayer.

The agenda was approved as presented, with the addition of a vista position under new business.

**Minutes:** The minutes for June were approved as presented.

**President's Items:**

**Treasurer's and General Financial Report:** The financial reports were distributed.

**Financial Resource Board:** A progress report was distributed. The rotary will be sponsoring a Habitat home in 2014. Mr. Montgomery stated that there are 2 people from Waynesboro that attended the June Showcase who are interested in being on the Financial Resources Board. Mr. Shields has offered to have another Habitat event at his home again next year.

**Executive Director's Items:** The annual review for the Executive Director was discussed. Assessment handouts were given to members present to fill out.

**Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed. The total received for the Presbyterian Build is over \$15,000 so far. There was a garden workout/cookout on Wednesday. Garden work evenings will be every Wednesday from 4-7pm. Another cookout is planned for July 25<sup>th</sup>. The Garden Festival will be August 4<sup>th</sup> from 11am – 9pm.
- **Construction Committee:** Per minutes mailed/e-mailed. Mrs. Howdyshell stated that some church groups had to be cancelled and need to be rescheduled. She also reported on the construction process and the basement wall issue being resolved. A recommendation to remove tree limbs from neighboring properties before construction begins that will hang on a home that will be built by Habitat was approved by the Board.
- **Family Partnership:** Per minutes mailed/e-mailed.
- **Nominating Committee:** Mrs. Howdyshell stated that Dr. Sue Burkholder would like to be on our Board. She hasn't heard back from Dave Metz yet.

- (Adhoc) **Mortgage Portfolio:** The mortgage receivables aging report was distributed. Some of those behind have high insurance premiums that Habitat encourages to try and find cheaper through ProSure. A few families have storm damage to their homes.
- **Real Estate:** Per minutes mailed/e-mailed. The A St. properties have been closed on. Mrs. Howdyshell and Laura Knowles went to training in Richmond about USDA low-interest loans for partners who want homes in Augusta County. Mrs. Howdyshell explained how Habitat could partner with USDA.
- (Adhoc) **Investment Committee:** Nothing was discussed.
- **ReStore Committee:** Per minutes mailed/e-mailed. Mr. Frankfort stated the ReStore has had 6 months of profit.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. Mrs. Jones commended all of the staff and volunteers that helped with the June Showcase.
- (Adhoc) **Audit Committee:** Mrs. Howdyshell said Mr. Norris could meet next Wednesday or Friday to discuss what he would need from this committee.
- **Strategic Plan/By-Laws:** These are on-going.

**Old Business:** The Daylily & Wine Festival is July 21<sup>st</sup> & 22<sup>nd</sup>. The Augusta County Fair is August 7<sup>th</sup> – 11<sup>th</sup>. Mrs. Howdyshell stated Habitat received NAP grant tax credits.

**New Business:** The Board approved Mr. Hutchens and Mrs. Howdyshell receiving compensation for the vacation hours they were unable to use, due to all of the events taking place and/or being short on help. Mrs. Howdyshell stated that there is now a Vista candidate available. Habitat's cost would be \$16,301 for the year. That equates to approximately \$7.85 an hour for a 40 hour work week. This was not in the budget, but the candidate would help with fundraising, grant writing and other program assistance as needed. The Board approved the hiring of the Vista candidate. She will start in mid-August.

Mrs. Jones closed the meeting with prayer.

The next Board meeting will be **Monday, August 6, 2012 at 6:30 pm.**

**SAW Habitat for Humanity Board Minutes**  
**August 6, 2012**

Members of the Board Present: Fred Grunder, President; Charlie Frankfort, Vice-President; David Driver, Secretary; Vince Ennis, Treasurer; Vivian Jones; Minnie Stevenson; Frank Fletcher; Pastor Jack Wilkers; Rita Wilson; Dr. Sue Burkholder and Rhonda Howdyshell, Executive Director.

Absent: Councilman Ophie Kier; Tom Montgomery; Pastor Reed Hopkins and Peggy Reed.

The meeting was opened with prayer.

The agenda was approved as presented.

**Minutes:** The minutes for July were approved as presented.

**President's Items:**

**Treasurer's and General Financial Report:** The financial reports were distributed. Mr. Grunder explained that fewer reports are now provided, since the auditor said the Board didn't need so much information. If anyone wants more detail, they may ask the Executive Committee and/or the Bookkeeper.

**Financial Resource Board:** A report on the June Showcase Income and Expenses was distributed.

**Executive Director's Items:** Filming for a new PBS series was being done at Habitat. Statements from Board members were taped on why they were involved with Habitat.

**Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed.
- **Construction Committee:** Per minutes mailed/e-mailed. An ABWK project recommendation came from this committee. The Board approved the recommendation.
- **Family Partnership:** Per minutes mailed/e-mailed. One partner, Paula Best, has been in her home for 3 years and has been inconsistent with her lease payments. She is currently unemployed and still not in a position to purchase the home. The Board had voted by email to start eviction proceedings. The partner stated that she would willingly move without having to go to court by the end of September. Mrs. Howdyshell met with Phil Miller and has papers for her to sign, agreeing to move out by September 30<sup>th</sup>. She now wants to have until the second week of October to move. Pastor Wilkers had agreed to meet with the family, since there are tensions between the partner and her mother, who recently left the home. A recommendation for an ABWK partnership came from this committee (jointly with the Construction committee, as stated above, for family # 28 – which was approved by the Board.)

- **Nominating Committee:** Dr. Burkholder introduced herself to the Board. The Board welcomed her as a new member in her “try-it” year on the Board.
- (Adhoc) **Mortgage Portfolio:** The mortgage receivables aging report was distributed. Mrs. Howdyshell stated that Habitat is working diligently to get the families who are behind to meet and speak with us.
- **Real Estate:** Per minutes mailed/e-mailed. Mrs. Stevenson has given Mrs. Howdyshell a list of all Augusta County property currently for sale. One of our partners wants to live in the county and has applied for a USDA loan. If she can find a USDA acceptable lot in the county, we would build her home, USDA would pay Habitat, and our partner would have a low-interest loan from them to pay back.
- (Adhoc) **Investment Committee:** Nothing was discussed.
- **ReStore Committee:** Per minutes mailed/e-mailed. Mr. Frankfort reported that the ReStore has made a profit for 7 months in a row. Mrs. Howdyshell stated that a person has been hired for the pickup coordinator position, and will be starting in 2 weeks.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. Mrs. Jones stated that there will be food and fellowship at the garden on Wednesday, August 22<sup>nd</sup> from 4-7pm and on Saturday, August 25<sup>th</sup> from 10am-1pm. Habitat provides the food and drinks for garden workers and neighbors who go to the garden on those days and times.
- (Adhoc) **Audit Committee:** The audit committee met and will meet at least twice a year. The by-laws need to be changed. A copy of the revisions was distributed and the Board approved the changes.
- **Strategic Plan/By-Laws:** These are on-going.

**Old Business:** None was discussed.

**New Business:** HFHI now requires an Anti-Money Laundering Policy for affiliates. A copy was distributed and discussed. Mrs. Howdyshell investigated a possible shorter version of the policy for affiliate use, but without success. Mr. Frankfort modified some wording. The Board approved the policy and changes. Mr. Driver suggested that the affiliate seek a banker, or a retired banker to serve as the compliance officer for the affiliate on this issue. Mrs. Howdyshell will ask if someone from Stellar One would be willing to serve in this capacity. Mrs. Howdyshell will be on vacation from August 7<sup>th</sup> - 19<sup>th</sup>.

Pastor Wilkers closed the meeting with prayer.

The next Board meeting will be **TUESDAY September 4, 2012 at 7:00 pm.**

**SAW Habitat for Humanity Board Minutes**  
**September 4, 2012**

Members of the Board Present: Fred Grunder, President; David Driver, Secretary; Peggy Reed; Pastor Jack Wilkers; Dr. Sue Burkholder; Vince Ennis, Treasurer; Pastor Reed Hopkins; Frank Fletcher; Rhonda Howdyshell, Executive Director and Liz Ross, Ameri-Corps worker.

Absent: Charlie Frankfort, Vice-President; Councilman Ophie Kier; Vivian Jones; Rita Wilson; Minnie Stevenson and Tom Montgomery.

Pastor Hopkins opened the meeting with prayer.

The agenda was approved as presented, with the exception of the next meeting time being 6:30pm, not 6pm.

**Minutes:** The minutes for August were approved as presented.

**President's Items:** Rita Wilson sent a letter of resignation from the Board, due to her relocating. The Board approved her resignation. The Board signed cards for both Mrs. Wilson and Dave Sault, who had also resigned from the Board, as he is moving out of the area. Liz Ross introduced herself. She is a VISTA Resource Developer, who does volunteer coordination, finds donors and in-kind resources, etc. for SAW. Miss Ross will be helping with improving the website and documenting available grants as well. Miss Ross has been to a Community Garden event and will be attending a Community Service Fair at Mary Baldwin next week.

**Treasurer's and General Financial Report:** The financial reports were distributed. The books have been closed and we are working with the auditor on the audit.

**Financial Resource Board:** A report was distributed. The Second Annual Hope for Homes Gala will be Saturday, January 26, 2013 at the Stonewall Jackson Hotel. The hotel will be a sponsor, and offer an in-kind donation of \$1,500. This reduces the event room rate by half. All services (servers, catering and clean-up) will be provided by the hotel staff. A \$1,500 deposit is needed. Mrs. Howdyshell had the contract for the president to sign. A special menu is desired, which would increase the cost. The contract will be held until pending a negotiated meal rate. Mrs. Reed suggested a tax-free gratuity.

**Executive Director's Items:** An Augusta County Board of Realtor's Benefit Dinner will be on Friday, September 14<sup>th</sup> from 6-9pm at the Barren Ridge Vineyards. Habitat will be one of the charities receiving proceeds from this event. Tickets are \$50 a person. Mrs. Howdyshell has tickets for sale. Mrs. Reed, Mrs. Howdyshell and Mr. & Mrs. Grunder will be attending. Mrs. Howdyshell said that Sarah Crenshaw couldn't be here tonight, but will be at the next Board meeting. The Board approved her as a "try-it year" member.

**Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed. Mrs. Howdyshell reported that there were dinners and lunches at the garden. Garden volunteers would like to have a closing event on Friday, September 28<sup>th</sup>.

- **Construction Committee:** Per minutes mailed/e-mailed. The Presbyterian churches have given over \$16,000 so far toward the Presbyterian Build on Ash St. in Waynesboro.
- **Family Partnership:** Per minutes mailed/e-mailed. An affiliate recommendation was brought from this committee to allow Kindra Washington's boyfriend to move into her Habitat home with her in order to keep the family together. Her boyfriend agreed to finish his 250 sweat equity hours. The Board approved the recommendation. Paula Best signed the agreement to move out of the Ashby St. home by October 8<sup>th</sup>.
- **Nominating Committee:** Mrs. Howdyshell talked with Lynn White. They are asking Board members about being officers. Mrs. Howdyshell spoke with Ms. White about Sarah Crenshaw and Dave Metz as candidates to the Board. Dave Metz sent a letter expressing regrets on joining the Board.
- **(Adhoc) Mortgage Portfolio:** The mortgage receivables aging report was distributed. Letters have been sent to the people that are behind requesting that they come into the office and work with us. One person has caught up on the \$600 she was behind on her escrow. Her house insurance had tripled when VHDA had the mortgage, so she had gotten behind. When the mortgage was brought in-house, we noticed the high insurance rate and worked with her to find lower cost insurance. One person only owes a little over \$2,000 on her house. We noticed she didn't have insurance. Habitat helped her get insurance. The recapture on this house is over \$10,000. The homeowner will need to pay that back if she sells the home before becoming current.\* She now has another home she inherited from her father. The homeowner is having a hard time with the economy and her son in college to become a doctor. Mrs. Howdyshell said that Habitat might be able to make an exception on the rule that Habitat homes can't be rented out. The Habitat homeowner will have to meet with the Mortgage Portfolio committee to discuss this situation. It would be a way for her to keep up with the rest of her mortgage and escrow payments.
- **Real Estate:** Per minutes mailed/e-mailed. There are two recommendations coming from this committee. Augusta County has property they would like to donate to us. There are possibly 11 lots. Predevelopment and engineering will need to be done on this property to see if the project is feasible. This will cost approximately \$5,000. The committee recommends going forward with the engineering study. The Board approved the recommendation. The second recommendation from the Real Estate committee is buying 3 lots from Tommy Shield's Jr. in Waynesboro, for up to \$22,500 for each lot. The water, sewer & gutters are already in place, so the lots are ready to build on. The Board approved the recommendation.
- **(Adhoc) Investment Committee:** Nothing was discussed.
- **ReStore Committee:** Per minutes mailed/e-mailed.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. A recommendation was brought from this committee to participate as a food vendor at the Second Annual Chamber of Commerce Agri-tourism Festival. It will be Sunday, October 21<sup>st</sup> from

1-5pm at Augusta Expoland. The cost is \$49. It is an opportunity to generate income, as well as make new contacts for potential volunteers. People are needed for prep, cooking, serving and selling the food. The Board approved the recommendation.

- (Adhoc) **Audit Committee:** Nothing was discussed.
- **Strategic Plan/By-Laws:** These are on-going.

**Old Business:** Pastor Hopkins asked about the result of the vote on the first right of refusal for the Henderson St. house. The Board decided they didn't want to buy the home back for \$56,000.

**New Business:** Mrs. Howdyshell told the Board that Barbi Moon-Theado has been accepted for Leadership Augusta. She will be attending training once a month now through May.

\*Mrs. Howdyshell consulted Phil Miller on recapture forgiveness and the result is that for loans prior to 2010, we need to catch up on recapture when a family becomes current. Those after 2010 must be repaid.

Pastor Wilkers closed the meeting with prayer.

The next Board meeting will be **Monday, October 1, 2012 at 6:30 pm.**

**SAW Habitat for Humanity Board Minutes**  
**October 1, 2012**

Members of the Board Present: Fred Grunder, President; David Driver, Secretary; Charlie Frankfort, Vice-President; Councilman Ophie Kier; Dr. Sue Burkholder; Vince Ennis, Treasurer; Pastor Reed Hopkins; Vivian Jones; Frank Fletcher and Rhonda Howdyshell, Executive Director.

Absent: Peggy Reed, Tom Montgomery, Pastor Jack Wilkers and Minnie Stevenson.

Mr. Driver opened the meeting with prayer.

The agenda was approved as presented, with the addition of going into an Executive Session under old business.

**Minutes:** The minutes for September were approved as presented.

**President's Items:** Mr. Grunder told the Board that the date for the Volunteer-Donor Recognition Dinner listed as December 9, 2012 in their Board books is incorrect. The date will be February 10, 2013 at Tinkling Spring Church. Mr. Grunder told the Board that Habitat received \$2,000 from the Board of Realtor's event last month.

**Treasurer's and General Financial Report:** The financial reports were distributed. The Board discussed a homeowner that is behind. She has a document stating that she will bring her mortgage current by March 15<sup>th</sup> with her income tax refund. She will continue to make monthly payments. The Board approved the homeowner's proposal. Mrs. Howdyshell stated that she spoke with another homeowner that is 3 months behind. Mrs. Howdyshell is trying to reach the homeowner that recently inherited another home and owes less than \$2,000 on her Habitat mortgage. Two other homeowners are very far behind. Letters have been going to them. Mrs. Howdyshell said that personal visits should be made. Mr. Kier asked about late payments being applied to back escrow before the principal balance. Mrs. Howdyshell and Mr. Driver explained why we do that. Mr. Grunder suggested explaining to the partners at the budgeting education classes about escrow and how payments are applied. Mrs. Howdyshell stated that she already includes that in the education classes. Mr. Kier suggested telling homeowners what their payment is; not telling them what amount goes to their principal and what amount goes toward escrow.

**Financial Resource Board:** The Second Annual Hope for Homes Gala will be Saturday, January 26, 2013 at the Stonewall Jackson Hotel. Mrs. Howdyshell told the Board that Mr. Montgomery is trying to get a well-known band called the Royal Virginians. They play Big Band-Era music.

**Executive Director's Items:** Habitat received a grant for the ABWK program from the Staunton Elks Club for \$1,000. Mrs. Howdyshell helped the city of Waynesboro receive a grant for \$400,000 from the EPA for green development of several old industrial properties.

## Committee Reports:

- **Community Relations:** Per minutes mailed/e-mailed. Mrs. Jones told the Board that the Community Garden closing event was held at the Booker T Community Center, due to rain. Boys and Girls Club members participated.
- **Construction Committee:** Per minutes mailed/e-mailed. Mrs. Howdyshell stated that the appliances haven't been delivered to the Ash St. home yet. There is a large ABWK project going on at this time. Mr. Grunder and Mr. Frankfort discussed the details. Mr. Driver said the homeowner's insurance might pay for the repair. Mrs. Howdyshell showed the Board the Habitat partner chart that shows the status of families seeking houses and ABWK projects. Mrs. Howdyshell stated that Habitat needs younger key construction people, as well as regular volunteers.
- **Family Partnership:** Per minutes mailed/e-mailed. Nothing was discussed.
- **Nominating Committee:** Board members are desperately needed. Some members resigned due to moving and a number of members' terms will be up at the end of the year. If Sarah Crenshaw joins, that will make 9 members left. The by-laws require that there must be no less than 12 members.
- **(Adhoc) Mortgage Portfolio:** The mortgage receivables aging report was distributed.
- **Real Estate:** Per minutes mailed/e-mailed. The recommendation for buying 3 lots from Tommy Shield's Jr. in Waynesboro, for up to \$21,500 for each lot was approved last month. Mr. Shields wants \$22,000 for each. The committee will consider bringing a recommendation for approval at its next meeting. After some discussion, Mr. Kier made a motion to purchase the properties for the \$22,000 each and Mr. Ennis seconded the motion. The Board approved the purchase of the land for a total of \$66,000.
- **(Adhoc) Investment Committee:** Nothing was discussed.
- **ReStore Committee:** Per minutes mailed/e-mailed. Mrs. Howdyshell stated that one truck may be sold.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. Some Mary Baldwin girls from their student Habitat chapter and the JMU Habitat chapter have helped at the garden and on ABWK projects. Mrs. Jones said that more volunteers are needed.
- **(Adhoc) Audit Committee:** Mr. Driver agreed to be a member of this committee.
- **Strategic Plan/By-Laws:** On-going.

**Old Business:** The Board went into executive session to discuss Mrs. Howdyshell's review and salary. The Board approved the Executive Committee's recommendation regarding this issue.

## New Business:

Pastor Hopkins closed the meeting with prayer.

The next Board meeting will be **Monday, November 5, 2012 at 6:30 pm.**

## SAW Habitat for Humanity Board Minutes

November 5, 2012

Members of the Board Present: Fred Grunder, President; David Driver, Secretary; Charlie Frankfort, Vice-President; Vince Ennis, Treasurer; Pastor Reed Hopkins; Vivian Jones; Rhonda Howdyshell, Executive Director; guests, Susan Fisher and Charles Leach.

Absent: Peggy Reed, Councilman Ophie Kier; Frank Fletcher; Dr. Sue Burkholder; Tom Montgomery, Pastor Jack Wilkers and Minnie Stevenson.

Mr. Driver opened the meeting with prayer.

The agenda was approved as presented.

**Minutes:** The minutes for October were approved as presented.

**President's Items:** Introduction of Board guests: Susan Fisher and Charles Leach.

**Treasurer's and General Financial Report:** The financial reports were distributed and discussed.

**Financial Resource Board:** A report was distributed.

**Executive Director's Items:** Nothing was brought for discussion.

### **Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed.
- **Construction Committee:** Per minutes mailed/e-mailed. The family moved in the Ash St. home the first of November. There are a number of ABWK projects currently in progress.
- **Family Partnership:** Per minutes mailed/e-mailed. The committee recommended that ABWK partner # 23 be terminated. They did not attend the required education class or respond to phone calls and letters. Board members present approved the committee recommendation.
- **Nominating Committee:** Additional board members are desperately needed. Frank Fletcher has agreed to be the treasurer next year. Officer positions need to be finalized so that a slate can be presented at the next meeting.
- **(Adhoc) Mortgage Portfolio:** The mortgage receivables aging report was distributed. There are a few families behind. Karen Brent would like a mortgage modification. Board members present approved the modification.\*<sup>1</sup>
- **Real Estate:** Per minutes mailed/e-mailed. There are properties in Augusta County that are under consideration.

- (Adhoc) **Investment Committee:** Nothing was discussed.
- **ReStore Committee:** Per minutes mailed/e-mailed. Federated Auto Parts gave a big donation of desks and other office supplies to the ReStore.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. Volunteer leaders are always needed at the ReStore and for construction projects.
- (Adhoc) **Audit Committee:** It was agreed that the committee should meet at the conclusion of the FY12 audit and 990 filing, which is expected by the end of December.
- **Strategic Plan/By-Laws:** On-going.

**Old Business:** Purchase of the Hillcrest Forest lots was completed and it includes Homeowner's Association (HOA) covenants. The planned Kirby and C development will also have an HOA. Homeowners will require counseling and education on Homeowner Associations and responsibilities.

**New Business:** One homeowner continues to have clutter in their yard. Mrs. Howdysshell asked Phil Miller what action Habitat can take in these situations.

Carolyn Shuey owes less than 10,000 on her mortgage and recapture. She would like an equity loan (less than \$15,000) to install energy-efficient windows, and make some other improvements. Dupont Community Credit Union will give her the loan if Habitat will subordinate our first right of refusal and the recapture agreement in second position. The Board agreed, as the total owed would represent less than 50% of the assessed value.\*<sup>1</sup>

Candice Barnack is relocating and has expressed desire to sell her home back to Habitat for \$20,000. The Executive committee wants her to meet with an independent real estate agent for advice before selling her home to Habitat for such a low price.

\*<sup>1</sup> As a quorum was not present – members absent were polled for their vote and a quorum was reached to ratify the Board actions taken.

Pastor Hopkins closed the meeting with prayer.

The next Board meeting will be **Monday, December 3, 2012 at 6:30 pm.**

**SAW Habitat for Humanity Board Minutes**  
**December 3, 2012**

Members of the Board Present: Fred Grunder, President; Pastor Reed Hopkins; Vivian Jones; Rhonda Howdyshell, Executive Director; Frank Fletcher; Dr. Sue Burkholder; Tom Montgomery, Pastor Jack Wilkers; Minnie Stevenson and guest, Ted Sabados.

Absent: Peggy Reed, Councilman Ophie Kier; Charlie Frankfort, Vice-President; David Driver, Secretary and Vince Ennis, Treasurer.

Pastor Hopkins opened the meeting with prayer.

The agenda was approved as presented.

**Minutes:** The minutes for the November meeting were approved as presented.

**President's Items:** Introduction of guest and new Board member candidate, Ted Sabados. The Board congratulated Mr. Montgomery on the award he received for being an outstanding philanthropist.

**Treasurer's and General Financial Report:** The financial reports were distributed. Mrs. Howdyshell explained that the reason for the large deduction from the ReStore was for the bills accrued for fiscal year 2011-12. Habitat pays various bills throughout the year and is then reimbursed by the ReStore at the end of the fiscal year.

**Financial Resource Board:** The gala will take place on January 26<sup>th</sup> from 6-9pm at the Stonewall Jackson Hotel. Mr. Montgomery stated what the donor expectations are from this event. Silent auction items are needed for the gala.

**Executive Director's Items:**

**Committee Reports:**

- **Community Relations:** Per minutes mailed/e-mailed. Pastor Hopkins told the Board that the Presbyterian churches donated a total of \$19,688.90 so far to the Presbyterian Build that was completed this year.
- **Construction Committee:** Per minutes mailed/e-mailed. There are a few critical repair - ABWK projects currently in process.
- **Family Partnership:** Per minutes mailed/e-mailed. Three new families are under consideration.
- **Nominating Committee:** A slate of officers and new board members for 2013 was distributed for approval. The Board approved the new officers. They approved the new members, pending the new members' acceptance.

- **(Adhoc) Mortgage Portfolio:** The mortgage receivables aging report was distributed. The Board discussed the families that are extremely behind, and what we can do to help them improve their payment situations. Pastor Wilkers will try to speak with one of the homeowners.
- **Real Estate:** Per minutes mailed/e-mailed. Mr. Grunder told the Board they may want to attend the meeting tomorrow. The Phase 1 study of the Verona property that is under consideration will be discussed.
- **(Adhoc) Investment Committee:** Nothing was discussed.
- **ReStore Committee:** Per minutes mailed/e-mailed. The ReStore is renting the room next to the conference room for storage. In the winter, donations will be received in that room to reduce the number of times the garage door needs to be opened and eliminate drastic temperature changes in the office area.
- **Volunteer Coordination:** Per minutes mailed/e-mailed. The Holiday Community Health Fair will be at Booker T on Saturday, December 15<sup>th</sup> from 2:30-5:30pm. A flier was distributed. Toys are needed for this event. Volunteers are needed to help wrap presents on Thursday, December 13<sup>th</sup> from 10am – 5pm in the Habitat conference room.
- **(Adhoc) Audit Committee:** A meeting will be scheduled when the 990's are closed.
- **Strategic Plan/By-Laws:** Mr. Grunder said the goals and plans should be updated. The plan for developing our properties needs to be done. Dr. Burkholder said she would be willing to help with this. Mrs. Howdyshell told the Board about the Kirby & C property and the upkeep that is needed to pass inspections until this property is developed.

**Old Business:** None was discussed.

**New Business:** Mrs. Howdyshell asked the Board to think about Service Awards for businesses and Distinguished Service awards for volunteers. They will be awarded at the Volunteer/Donor Recognition Dinner on Sunday, February 10<sup>th</sup> at 1:30pm at Tinkling Spring Presbyterian Church in Fishersville. Pastor Wilkers said Mr. Ennis's outgoing Board award needs to reflect the 20 - plus years he has worked with Habitat. Mrs. Howdyshell stated that Mr. Ennis did receive an award at the 2011 gala as a founding member of SAW Habitat.

Mr. Sabados closed the meeting with prayer.

The next Board meeting will be **Monday, January 7, 2013 at 6:30 pm.**

The Board discussed the level of risk we are willing to take. Members' comments are: David Driver doesn't agree with taking any risk. He thinks it is gambling. Mr. Driver suggests putting money in long-term CD's.

Peggy Reed thinks if Habitat invests in a reliable firm (like the Virginia Baptist Foundation) that has low risk investments - that would be fine.

Charles Frankfort and Fred Grunder agree.

Reed Hopkins said we should use the money to build houses. Mr. Grunder explained that the money we get from our regular fundraising goes for that, but the money we are trying to get from the Capital Campaign is for the long-term. Rev. Hopkins said his church invests in low-risk funds.

Mrs. Howdysshell stated that when Habitat set up the Endowment Fund with a donation from Raymond Reed, it states that fund will be invested in low risk securities. Mr. Frankfort said there are two different investment policies already, and now there is a third one in the works. Rhonda affirmed if someone gives money to the Capital Campaign, they have a choice of where that money goes. It could go in the Endowment Fund, to build the townhomes on Kirby & C in Waynesboro or to fixing up 400 homes in Staunton.

David Sault said everything in life is a gamble.

Vivian Jones said there are always risks.

Mrs. Stevenson thinks there has to be some level of risk. It should be up to the donor where their money goes.

Mr. Ennis said to amass the money that the donors have, they had to take some risks.

Mr. Kier states he doesn't like the fact that a large sum of money is only getting a quarter of a percent of interest. Mr. Kier agrees we should do what the donor wants us to do with it.

Mr. Grunder showed the Board that Habitat International recommends investing in appropriate investments with companies with similar interests as Habitat. HFHI has ranges it recommends.

Mr. Driver said he could see the Endowment Fund being invested with some risk, but nothing else. He doesn't think donors should tell us how to utilize the funds they give us. Mr. Driver said it should be taken to the Investment Committee to decide if that is what they want to do.