

## SAW Habitat for Humanity ~ Board Minutes

January 4, 2016

### **Members Present:**

Minnie Stevenson, President; Charlie Frankfort, Vice-President; Alan Biskey, Secretary; Salome Baugher; Dr. Sue Burkholder; Frank Fletcher; Fred Grunder; Jennie Hill; Rev. Rod Ronneberg; Pastor Dennis Russell; Rhonda Howdyshell, Executive Director; DeeDee Koch, Development Communications Coordinator; Tammy Rowzie, Bookkeeper; and Andy Beasley.

### **Members Absent:**

Alisha Fisher and Tom Montgomery.

The meeting was opened in prayer by Mrs. Howdyshell.

### **Minutes:**

The December minutes were approved as presented.

### **President's Items:**

Mrs. Stevenson asked Mr. Grunder to explain to the Board the issues at hand. Mr. Grunder explained that the Executive Committee's first concern is updating the Strategic Plan, since the last one was overly ambitious. The second issue is the HfH International Capacity Grant, which we were awarded. It has a number of conditions, including the hiring of a Volunteer Coordinator. The third issue of concern is a succession plan for the position of Executive Director. Mrs. Howdyshell has expressed her intention of retiring in 3 years. The succession plan would entail the hiring of an Assistant Executive Director, to train with Mrs. Howdyshell to learn the responsibilities of her position. Mr. Grunder noted that the staff has been notified of the two positions, and if they would like to apply for either, to have their letter of intent and resume to Mrs. Stevenson by January 14<sup>th</sup>. Otherwise, the positions will be advertised to the public. There is also a third position needed – a Construction Supervisor. Mrs. Howdyshell has been doing many of the tasks needed for permits, inspections, bids, supply deliveries, etc., for the construction sites. This position can wait a few months, but right now, approval is needed (recommended by the Executive Committee) to staff the Volunteer Coordinator and Assistant Executive Director positions. The Board discussed the recommendation. Mr. Frankfort clarified that the Capacity Grant will pay for the Volunteer Coordinator position for the first year, as well as partial payments for two more years. Mrs. Howdyshell said all position descriptions will be reviewed, and some restructuring of employee duties will be done. The Board approved the recommendation.

### **Treasurer's and General Financial Report:**

Mrs. Howdyshell relayed that the Executive Committee has decided to no longer routinely include the detailed mortgage and CHR payment information in the Board packets. The Mortgage Portfolio Committee will do the detailed analysis and report as needed to the overall Board. Regarding the financial reports, Dr. Burkholder noted that the Treasurer and Executive Committee will continue to review the detailed financial reports and the Board will routinely be provided with only the summary reports. Any Board member desiring to see the detailed reports may get them by request.

Ms. Rowzie explained the financial reports for the period ending November 30. Dr. Burkholder asked about the status of the Gala proceeds. Mrs. Howdyshell said they are being counted as they come in. She encouraged Board members to get their Gala tickets soon, as they are going fast. Ms. Rowzie indicated that she will be able to have all of the figures within a day or two after the Gala. Mrs. Stevenson commented on the beautiful writing on the gala invitations, and she praised and thanked Mrs. Hill for her skill and for taking the time to hand-write all of them.

**Financial Advisory Council (FAC):**

Mrs. Howdyshell noted that the FAC met today. Ms Koch said that we are getting active involvement from the Council in engaging significant resources. Mr. Liskey found a Gala sponsor. Ms Koch contacted her, and she wants to be actively involved with SAW by being on committees and the Board. The Council is considering two separate events. One would be a Showcase Event, focusing on attracting known philanthropists who may potentially make large donations to Habitat. There will be one nice item for them to bid on, but that event will mainly be a forum for Habitat to tell a significant story, which will hopefully inspire them to get involved with our Affiliate. The second event would be a summertime "Habitat Hoedown," to gain wide community support for a proposed "Veteran's Build." It would be open to the public and held at the Expoland in Fishersville.

Another topic that was discussed is a new law recently passed for IRA's. If someone is over 70, they MUST take a distribution every year. If they donate it, they don't have to count it as income and thus won't have to pay taxes on it. Mrs. Howdyshell said one Gala sponsor in this category raised her \$5,000 sponsorship to \$10,000, and the check came from Charles Schwab. For those on the cusp of tax rate thresholds, this could be a great deal. This information needs to be advertised.

Ms Koch distributed her report on the businesses she has contacted. She said we are starting to build solid partnerships with several new companies this year. We have commitments from six businesses so far. Daiken and Target with both be doing volunteer team builds. Target will provide a donation in 2016 and has indicated that they will give more in 2017. A number of businesses gave end-of-year donations. Wal-Mart gave money in support of the Community Health Fair. WHSV has been great with covering our events and getting us on TV. Ms Koch will speak to Dominion Power & Columbia Gas, hoping to get them interested in volunteering and funding SAW.

Regarding the Memo of Understanding (MOU) proposed with Love, Inc., their Board had asked about our policy regarding non-discrimination. Ms Koch told her contact that we do not discriminate against any "protected" classes. The Love, Inc, Board will likely take action on the (MOU) in the near future.

Mrs. Howdyshell stated that she met with Valley Building Supply's owner, and VBS has committed to provide all the building supplies for our next house, at their cost, i.e., no mark-up, sales commission, etc. The next house will be the Augusta Home Builders Build. Members will provide their services (roofers, plumbers, electricians, builders, etc.) to construct the home. The house currently under roof in Waynesboro may be finished with a "Woman's Touch" Build. Mrs. Howdyshell would like this to be a stepping stone to a full Women's Build. She said Ms.

Koch has some good leads on where we could get funding for it. Ms. Koch replied that we could get a State Farm Insurance grant, matching funds which are raised through educational resources. Also, Mary Baldwin University has a women's group Ms. Koch hopes to get involved with fundraising and helping on a future "Women's Build."

### **Executive Director's Items:**

Mrs. Howdyshell reported that funds raised to date from our 2015 Annual Appeal amount to about 38% more than 2014's total.

### **Committee Reports:**

- **Family Partnership:**  
Per minutes e-mailed.
- **Construction Committee:**  
Per minutes e-mailed.
- **Nominating Committee:**  
Mr. Grunder asked that another Board member join him on this committee to help identify potential new members for the Board. Rev. Ronneberg volunteered to be on this committee. Mrs. Howdyshell noted that Mr. Tate has returned to Staunton and that she has approached him about re-joining the Board.
- **Real Estate:**  
Per minutes e-mailed. Mrs. Howdyshell said she will be looking at a property in Stuarts Draft for sale. Mrs. Stevenson explained how she found the property through a HUD foreclosure website. There is a small window of time during which non-profits can purchase properties before they are offered for sale to the general public. Mrs. Stevenson noted that there is a single-wide manufactured home on the lot, but that the main attraction is the lot. It is almost an acre and flat, with public water and sewer.
- **ReStore Committee:**  
Per minutes e-mailed.
- **Community Relations:**  
Per minutes e-mailed. Ms Koch reported on the Community Health Fair/Christmas Party.
- **Mortgage Portfolio Committee:**  
Per minutes e-mailed. Dr. Burkholder reported that one homeowner shown as 120+ days delinquent was foreclosed on. That house is being renovated. Another homeowner shown as 120+ days past due has obtained a mortgage end date extension. Both of those will now be removed from the delinquent list. One homeowner who is late on her mortgage has been asked to come in for a meeting. (A hardship waiver was recently granted to her due to late CHR payments.)
- **(Adhoc) Investment Committee:**  
Nothing was discussed.
- **(Adhoc) Audit Committee:**  
No report.

**Old Business:**

(Covered above.)

**Strategic Plan/By-Laws:**

The Board will get together in February or March for a work session to address needed changes to our Strategic Plan. This will likely be done on a Saturday.

**New Business:**

The Board approved unanimously the addition of Andy Beasley to the Board. Andy is an IT specialist at NIBCO.

**Upcoming Events:**

- Saturday, January 23<sup>rd</sup> – Habitat Gala at the Stonewall Jackson Hotel from 5:30 – 11 PM.
- Sunday, February 28<sup>th</sup> – Volunteer/Donor Recognition Dinner at Tinkling Spring Presbyterian Church in Fishersville from 1:30 – 3:00 PM. Mrs. Howdyshell provided a brief explanation of this event to the newer members of the Board.

The meeting was closed with prayer by Rev. Ronneberg.

The next Board meeting will be **Monday, February 1, 2016 at 6:30 PM**

## **SAW Habitat for Humanity ~ Board Minutes**

**February 1, 2016**

### **Members Present:**

Minnie Stevenson, President; Alan Biskey, Secretary; Salome Baugher; Dr. Sue Burkholder; Fred Grunder; Jennie Hill; Rev. Rod Ronneberg; Pastor Dennis Russell; Rhonda Howdyshell, Executive Director; DeeDee Koch, Development Communications Coordinator; Tammy Rowzie, Bookkeeper; Andy Beasley and guest, Sarah Crenshaw.

### **Members Absent:**

Charlie Frankfort, Vice-President; Alisha Fisher and Tom Montgomery.

The meeting was opened in prayer by Mrs. Howdyshell. The members welcomed Ms Crenshaw and introduced themselves.

### **Minutes:**

The January minutes were approved as presented.

### **President's Items:**

Mrs. Stevenson discussed the available positions and developing job descriptions. Mrs. Howdyshell noted there is a job description for a Construction Supervisor. The Board discussed where to advertise the jobs. The grant requires that the Volunteer Coordinator be hired by April. Two applications for the Assistant Director have been submitted. Dr. Burkholder said this is an interim training position. Ms Baugher asked if the Board could go into executive session to discuss this. (The Board went into executive session after the meeting was closed with prayer. It was certified that only personnel and transitional issues were discussed.)

### **Treasurer's and General Financial Report:**

Mrs. Howdyshell reported on large donations received in December. Ms Rowzie noted the 1099's and W-2's were mailed by the 31<sup>st</sup> of January.

### **Financial Advisory Council (FAC):**

Ms Koch reported she met with 15 businesses last month. Sauder made a commitment to SAW, stating they would donate scratch & dent or used furniture to us. Made for the People, by the People had a giving tree and donation jar for SAW, but the money was stolen. They still gave a small donation. State Farm sponsored a table at the gala for the silent auction. Ms Koch spoke at a church who dedicated the whole service to SAW. She also met with one minister who would like to support Habitat. Seven grants were applied for. United Way wants their logo on all of our letterheads and materials if we get funding from them. We partner with them in other ways, but don't want to go that far. Ms Koch attended the Mary Baldwin service fair with new volunteer Heather Walker. A number of students are interested in volunteering. A few new adult volunteers have joined SAW.

### **Executive Director's Items:**

Mrs. Howdyshell distributed an Executive Director report and discussed the capacity grant.

## Committee Reports:

- **Family Partnership:**  
Per minutes e-mailed. Mrs. Howdyshell reported on partner family statuses.
- **Construction Committee:**  
Per minutes e-mailed. The foreclosure home in Staunton (Augusta County) is being rehabbed. A volunteer youth group from Charlottesville (Youth International) is scheduled to paint next month. The Augusta Home Builders Association is sponsoring the home that the Care-a-Vanners will start in Waynesboro. A Woman's Touch group will finish the home that was put under roof last year in Waynesboro for the Edwards family.
- **Nominating Committee:**  
Mr. Grunder asked Carl Tate to come back to the Board. He said he is interested. Mr. Grunder also invited Ms Crenshaw and someone at the gala. A treasurer is needed. Mrs. Stevenson invited Andrea Oakes, who may join us later in the year.
- **Real Estate:**  
Per minutes e-mailed. Mrs. Stevenson reported the committee looked at a piece of property, but it didn't meet our needs. Mrs. Howdyshell noted that we are now available to receive funding through Habitat Virginia to purchase bankruptcy homes and fix them up for disabled people. The family only has to pay back 40% of the cost of the home. Mrs. Howdyshell thinks it would be good for any needy family, but especially a disabled veteran. Mrs. Stevenson noted that if HUD has a decent home in foreclosure, it goes on a special site for non-profits, where we would have the first chance to purchase it. The committee will continue to monitor this closely.
- **ReStore Committee:**  
Per minutes e-mailed. Mrs. Howdyshell said there was no profit in December, but overall sales are ahead. Ms Rowzie noted that the ReStore had to pay for their worker's comp and general liability insurance, which is why numbers were down in December.
- **Community Relations:**  
Per minutes e-mailed. Pastor Russell reported that the Holiday Health Fair went well, but it needs to be re-structured since the number of families attending the event has grown so much. The Volunteer/Donor Recognition dinner is being organized.
- **Mortgage Portfolio Committee:**  
Per minutes e-mailed. Dr. Burkholder reported that since we received one home back from foreclosure, and a VHDA modification went through, the 90+ day delinquencies will go away. Those that show 30 or 60 days delinquent are usually a matter of when the family makes their payments. Ms Rowzie noted that as of right now, VHDA-serviced mortgages are 100% current. Payments were received for all of the in-house mortgages last month. One CHR partner was very delinquent, but is now making regular payments.
- **(Adhoc) Investment Committee:**  
Nothing is new.

- **(Adhoc) Audit Committee:**

The audit is complete and there is a report for the Board. There are a few issues that need to be addressed. A meeting will be held with Frank Fletcher to discuss the items and if any changes need to be made.

**Old Business:**

Mrs. Howdyshell asked the Board to think of award nominees. She noted that Pete Lovegrove made 29 wooden house awards for us.

**Strategic Plan/By-Laws:**

The Board will get together in March for a work session to address needed changes to our Strategic Plan. This will likely be done on a Saturday.

**New Business:**

Mr. Grunder said if people bought auction items at the gala, they shouldn't have been charged a tax. Mrs. Howdyshell will ask the auditor to confirm the law on this issue. The auctioneer is calling all patrons who gave \$100 or more to the paddle appeal, as this was a donation and should not have been taxed. They are being asked if they want to include it as a donation to SAW or receive a refund for the tax charge. *(NOTE: We are following up with a letter to everyone who was inappropriately charged tax on their donation during the paddle appeal which will be mailed with their complimentary picture. A receipt will be included that totals both the donation and tax charged. They will be offered the option of getting the tax money back. If anyone requests a refund – we can send a corrected receipt with their refund check.)*

Mrs. Howdyshell informed the Board that Ms Fisher and her son have both been ill and asked for prayers.

Ms Crenshaw was approved as a member of the Board.

**Upcoming Events:**

- Sunday, February 28<sup>th</sup> – Volunteer/Donor Recognition Dinner at Tinkling Spring Presbyterian Church in Fishersville from 1:30 – 3:00 pm.
- Thursday, March 24<sup>th</sup> – Habitat BAH (Business after Hours) at the ReStore from 5:30 – 7:00 pm. Mrs. Howdyshell explained this event to the Board. Mrs. Hill volunteered to help decorate. Ms Rowzie noted cleaning the store starts a week before the event.

The meeting was closed with prayer by Pastor Russell.

The next Board meeting will be **Monday, March 7, 2016 at 6:30 PM**

## SAW Habitat for Humanity ~ Board Minutes

March 7, 2016

### **Members Present:**

Minnie Stevenson, President; Alan Biskey, Secretary; Salome Baugher; Dr. Sue Burkholder; Fred Grunder; Rev. Rod Ronneberg; Pastor Dennis Russell; Charlie Frankfort, Vice-President; Alisha Fisher; Jennie Hill; Rhonda Howdyshell, Executive Director; DeeDee Koch, Development Communications Coordinator; Tammy Rowzie, Bookkeeper; Andy Beasley and Sarah Crenshaw.

### **Members Absent:**

Tom Montgomery.

The meeting was opened in prayer by Mrs. Howdyshell.

### **Minutes:**

The February minutes were approved as presented.

### **President's Action Items:**

The Real Estate Committee has a recommendation to sell the lot on Ashby St. for \$10,000 that was just donated to SAW. The house needs to be torn down; and the new setbacks wouldn't allow a good lot for a new home. (The property is too steep.) It would cost SAW a significant amount of money to demolish the house. A neighbor would like to buy the property, tear down the house, and use the lot for parking. The Board approved the sale of the lot to the neighbor for \$10,000.

### **Treasurer's and General Financial Report:**

Mrs. Howdyshell reported the Gala deposits were over \$35,000. Ms Rowzie noted that since the report, the ReStore's monthly expense payment was made to the affiliate. Mrs. Howdyshell said that is usually around \$15,000. Dr. Burkholder asked which account the \$150,000 will come out of that is shown for construction obligations. Ms. Rowzie explained that is part of a CD. Mrs. Howdyshell said \$100,000 of the CD is to some extent designated for Hopewood, but we could ask about using it for current construction if it is needed.

### **Financial Advisory Council (FAC):**

Mrs. Howdyshell said the council met and the report will be e-mailed soon. Ms. Koch distributed her report and discussed it in depth. There are a number of opportunities with businesses and churches that have expressed interest in engaging with SAW Habitat. A grant for \$2,000 was received for the garden.

### **Executive Director's Items:**

Mrs. Howdyshell reported that she and Mr. Grunder had a phone interview with Tammy Page from HFHI to go over the expectations of the affiliate and to discuss her participation with the Board at the strategic planning meeting. The Volunteer Coordinator has to be hired very soon, because that person and Mrs. Howdyshell are required to attend a required training course in Atlanta the week of April 11<sup>th</sup>. HFHI is paying for it, as part of the grant.

### **Committee Reports:**

- **Family Partnership:**

Per minutes e-mailed. Mrs. Howdyshell reported there will be a meeting with all partner families on March 14<sup>th</sup> at 10 am to discuss their partnership issues.

- **Construction Committee:**  
Per minutes e-mailed. The Women's Touch build starts Monday, May 2<sup>nd</sup>. The Care-a-Vanners will start the Augusta Home Builders sponsored house on May 9<sup>th</sup>. The tree at 444 Kirby needs to be taken down, and the holes for the porch supports at 448 Kirby need to be dug. Inspection of the holes to make sure they meet building requirements must be done. Passing that inspection will re-activate our building permits, which are currently set to expire in April. The group that was scheduled to help paint the Breezewood home cancelled, so that still needs to be done.
- **Nominating Committee:**  
Rev. Ronneberg & Mr. Grunder met last week and discussed potential people to invite to join the Board.
- **Real Estate:**  
Per minutes e-mailed and as discussed under President's Action Items.
- **ReStore Committee:**  
Per minutes e-mailed. Mr. Frankfort reported the Business after Hours (BAH) event is being focused on at this time. Volunteers are needed to get the store clean and organized.
- **Community Relations:**  
Per minutes e-mailed. Pastor Russell said the Volunteer/Donor Recognition dinner went well. Mrs. Howdysshell noted 120 people attended and the music was spellbinding. Pastor Russell discussed plans for Habitat Week on WKDW. The guests are scheduled.
- **Mortgage Portfolio Committee:**  
Per minutes e-mailed. Dr. Burkholder noted that the VHDA portion of the report is still showing 2 mortgages at 90+ days delinquent – when they should show current. One had been modified and the other we foreclosed on. For in-house mortgages, the one shown as 90+ days delinquent has made a few large payments and is now making regular payments. Her escrow payments are current, and she is trying to get caught up on her principle payments. Dr. Burkholder would like another Board member to participate in this committee. Ms. Crenshaw agreed to join. Ms. Rowzie noted that a CHR partner passed away. Her daughter has been making the payment.
- (Adhoc) **Investment Committee:**  
Nothing is new.
- (Adhoc) **Audit Committee:**

### **Old Business:**

Dr. Burkholder asked about the Gala tax issue. Mrs. Howdysshell said we are obligated to charge sales tax on the auction items, but the auctioneer accidentally also charged tax on the paddle appeal cash donations. She discussed the actions taken to remedy the situation. Mrs. Howdysshell noted that in previous years, SAW paid all of the sales tax on the items that were sold.

### **Strategic Plan/By-Laws:**

The Board will get together on Saturday, April 23<sup>rd</sup> from 10 am – 3 pm to update the current plan. Mr. Grunder would like each committee to look at their part beforehand and determine what they realistically think they can do. Each committee will be asked to present their findings and

recommendations to the Board for consideration during the strategic planning session. The meeting place hasn't been decided yet.

**New Business:**

Nothing was discussed.

**Upcoming Events:**

- Thursday March 24<sup>th</sup> – Habitat BAH at the ReStore from 5:30 - 7:00 pm.
- Saturday, April 2<sup>nd</sup> & Sunday, April 3<sup>rd</sup> – Home Show at Expo in Fishersville. Hours are 9 am – 5 pm on Saturday and 10 am – 4 pm on Sunday. The Executive Committee recommends not doing this event since we won't receive any proceeds. The Board discussed the event and the time and effort that would be spent for maybe \$200 in sales from the booth. The Board agreed not to do the Home Show this year. Mrs. Howdyshell will speak to the Expo director and explain our reasons for not participating this year.
- Monday – Friday, April 11<sup>th</sup> – 15<sup>th</sup> – 8 – 9 am – Habitat Week on WKDW – Guests will speak about SAW Habitat and ask for pledges and volunteers.
- Monday, May 2<sup>nd</sup> – Women's Touch Kick-off – 9 am – 444 Kirby Ave, Waynesboro. Mr. Biskey asked if men are allowed on the site. Mrs. Howdyshell replied that they are welcome.
- Sunday, May 8<sup>th</sup> – Care-a-Vanner welcome dinner. Place & time TBD.
- Monday, May 9<sup>th</sup> – First Nail Ceremony – 9 am – 448 Kirby Ave, Waynesboro. This will take place before the Care-a-Vanners begin working that morning.
- Friday, May 20<sup>th</sup> – Care-a-Vanner farewell dinner. Place & time TBD.

The meeting was closed with prayer by Pastor Russell.

The next Board meeting will be **Monday, April 4, 2016 at 6:30 PM**

## SAW Habitat for Humanity ~ Board Minutes

April 4, 2016

### **Members Present:**

Minnie Stevenson, President; Salome Baugher; Dr. Sue Burkholder; Fred Grunder; Rev. Rod Ronneberg; Charlie Frankfort, Vice-President; Alan Biskey, Secretary; Rhonda Howdysshell, Executive Director; DeeDee Koch, Development Communications Coordinator; Tammy Rowzie, Bookkeeper; Jennie Hill; Andy Beasley; Sarah Crenshaw; and guest, Joe Arbaugh, licensed contractor.

### **Members Absent:**

Alisha Fisher; Pastor Dennis Russell and Tom Montgomery.

The Board welcomed Mr. Arbaugh and introduced themselves.

The meeting was opened in prayer by Mrs. Howdysshell.

### **Minutes:**

The March minutes were approved as presented, with the exception that Mrs. Hill was present. (*She hadn't signed the sign-in sheet.*)

The agenda was approved, with the exception that the next meeting date is May 2<sup>nd</sup>.

Mrs. Stevenson said the committee reports would be by-passed for this meeting, due to a number of important issues to be discussed.

### **President's Action Items:**

- The Family Partnership Committee has a recommendation for a family to be accepted as a conditional Habitat partner. Mr. Frankfort questioned the employment history. She worked at her current job for 3½ years. She worked there 2 years; quit for 6 months; then went back and has been working there for 1½ years. Dr. Burkholder asked what “conditional” meant in the recommendation. Some thought it could be because she has 2 medical debts she will start paying on. The Board tabled this until they find out more about the conditional partnership. (*“Conditional” means that the recommendation is contingent on the partner's ability to qualify and stay qualified for a USDA loan. This is now the new wording on all recommendations and in the acceptance letters.*)
- The Capacity Grant had been e-mailed to the Board. To receive the grant, a contract needs to be signed by Board members. This grant will pay 100% of the Volunteer Coordinator's salary for the first year; 50% the second year, and 25% the third year. Mrs. Howdysshell feels that since Ms. Koch is likely to become the Assistant Executive Director, Ms Koch should attend the training in Atlanta next week, along with the new Volunteer Coordinator. Ms Koch writes grants, and the training will provide detailed information regarding reporting requirements, as well as other necessary instruction. Mrs. Howdysshell said SAW will have to open another bank account, since the Capacity Grant requires a completely separate account for all grant-related deposits and expenditures. Ms Rowzie recommends a savings account instead of a checking account. Also, a work plan must be submitted that shows how the Affiliate plans to meet certain requirements of the grant. One such requirement is to build four units a year. Mr. Biskey noted that the grant definition of a unit includes new construction, re-habs, and CHR's over \$5,000, so four should be doable. Our work plan also reflects the hiring of a Construction Supervisor, to oversee all aspects of construction. Mr. Frankfort noted there are some fundraising requirements as well, which seem to be attainable. Mrs. Howdysshell said they could possibly ask for funds to be returned if we don't meet the objectives. We will be required to submit in writing any changes we would like to make to the written plan, if we have any – because they would need to approve the changes. Ms Koch asked about the specific requirements for the fundraising, i.e., what can we include. Mr. Frankfort replied it is not restricted to just donations, and Mrs. Howdysshell added that it also includes in-kinds. Mr. Frankfort noted we need to make sure we get all of the in-kind contractor estimates of the value of their contributions, in order to help meet the

objectives. Mrs. Howdysshell informed the Board that all members of the Affiliate staff are doing a write-up of the duties they are performing at this time, to identify duties that may need to be re-aligned to better fit the new positions being established. Mrs. Stevenson said we will learn more about the grant from Tami Page, from HFHI. Mr. Grunder stated that Ms Page will be at the strategic planning session on April 23<sup>rd</sup> to help us incorporate some of the requirements into our updated plan. The Executive Committee recommends approval to move forward with the grant. The Board approved the recommendation, and all Board members in attendance signed the contract. Members not present will be contacted to come in and sign it.

#### **Treasurer's and General Financial Reports:**

The reports were distributed and discussed. Ms Rowzie reported there weren't any significant changes; but there were a number of unique transactions this period, due to the gala and the annual audit. The temp that was hired for the ReStore was through Bradford Staffing. They had a change in staffing, so we were billed for 7 weeks of payroll at once. Even with that, the ReStore had a profit of \$1,602. The affiliate had a number of expenditures, so there was a loss of \$11, 082. Mr. Frankfort noted that nothing from the Capacity Grant has been received as of yet. Mrs. Howdysshell said we had been counting on monies from USDA for a family, but they didn't qualify. There is another family we are working with to try to get qualified; and another one is qualified, but we aren't sure if the funds will be received in this fiscal year.

#### **Financial Advisory Council (FAC):**

Nothing was discussed.

#### **Executive Director's Items:**

Nothing was discussed.

#### **Old Business:**

Nothing was discussed.

#### **Strategic Plan/By-Laws:**

As discussed under President's Items.

#### **New Business:**

Mrs. Stevenson said there were about 80 applications for the Assistant Executive Director position. A few were interviewed. The Executive Committee determined that, of the applicants, Ms. Koch was the best qualified, and the Committee recommends Board approval of Ms Koch for the position. SAW can't afford to hire another person from outside of the Affiliate, and Ms. Koch has been doing a great job and has demonstrated excellent qualifications for the position. Following a short period in executive session, the Board approved the hiring of Ms Koch for the position.

The Volunteer Coordinator, Mr. Kevin Fuller, has been hired. Mrs. Howdysshell described the selection process leading to this decision and explained that he is fully aware of the grant and duties associated with the job.

Mrs. Howdysshell noted that a new Federal regulation may be coming into play in May: If a salaried person makes less than \$50,000 a year and works more than 40 hours a week, they will need to be paid overtime.

Ms Koch mentioned that a reporter from WMRA radio came and interviewed her; along with volunteers at the re-hab site about why they volunteer. Ralph Billings did a great job, and Mr. Biskey also made an excellent commentary. The interview is expected to be aired on the radio in about 2 weeks. Ms Koch will e-mail the date and time to everyone when she obtains the information.

Ms Baugher thanked the Board for their time and effort for all the work they do for SAW Habitat.

#### **Upcoming Events:**

- Thursday March 24<sup>th</sup> – Habitat BAH at the ReStore from 5:30 - 7:00 pm.
- Monday – Friday, April 11<sup>th</sup> – 15<sup>th</sup> – 8 – 9 am – Habitat Week on WKDW – Guests will speak about SAW Habitat and ask for pledges and volunteers.

- Monday, May 2<sup>nd</sup> – Women’s Touch Kick-off – 9 am – 444 Kirby Ave, Waynesboro. Mr. Biskey asked if men will be allowed to participate in this effort. Mrs. Howdysshell replied that they are welcome.
- Sunday, May 8<sup>th</sup> – Care-a-Vanner welcome dinner – 6 pm at First Baptist Church in Waynesboro.
- Monday, May 9<sup>th</sup> – First Nail Ceremony – 9 am – 448 Kirby Ave, Waynesboro. This will take place before the Care-a-Vanners and other volunteers begin working that morning.
- Friday, May 20<sup>th</sup> – Care-a-Vanner farewell dinner. Place & time TBD. It will most likely be at the North Park in Waynesboro.

The meeting was closed in prayer by Reverend Ronneberg.

The next Board meeting will be **Monday, May 2, 2016 at 6:30 PM.**

## SAW Habitat for Humanity ~ Board Minutes

May 2, 2016

### **Members Present:**

Minnie Stevenson, President; Dr. Sue Burkholder; Fred Grunder; Rev. Rod Ronneberg; Charlie Frankfort, Vice-President; Alan Biskey, Secretary; Rhonda Howdyshell, Executive Director; DeeDee Koch, Assistant Executive Director; Jennie Hill; Tammy Rowzie, Bookkeeper and Kevin Fuller, new Habitat Volunteer Coordinator.

The meeting was opened in prayer by Mrs. Howdyshell.

The Board introduced themselves to Mr. Fuller.

### **Minutes:**

The April minutes were approved as presented.

The agenda was approved as presented; with the addition that Ms Koch has a grant proposal issue to discuss with the Board.

### **President's Action Items:**

- The Family Partnership Committee has 2 recommendations for families to be accepted as partners, contingent on them passing the CAVIRS background check and their ability to qualify and stay qualified for a USDA loan. One family had been recommended last month, but the Board felt the recommendation needed better clarification. Mrs. Howdyshell discussed the new HFHI mortgage calculator. Upon further discussion, the Board accepted both applicants.
- New Leadership Training is scheduled for June 7<sup>th</sup> – 9<sup>th</sup> in Atlanta. Mrs. Stevenson proposed that Ms Koch attend. It will cost \$175 for the training, plus mileage and food reimbursement. Ms Koch has a family member she plans to stay with, so hotel fees won't be needed. Ms Rowzie noted that since Mrs. Moon-Theado was scheduled for, but did not attend the CHC training, we were reimbursed for that fee, so the cost of this training shouldn't throw the budget off.
- The Family Partnership Committee is recommending moving forward on closing with the Thompson family. Ms Thompson is not working at this time, but Mr. White is. He makes enough money to afford the mortgage and all other bills. The recommendation includes having the loan in his name, but it would be deeded in joint tenancy. Ms Thompson is seeking employment at this time. They are planning on getting married later this year. The Board approved the recommendation of selling the home to the family with joint tenancy.

### **Treasurer's and General Financial Reports:**

The reports were distributed and discussed. The affiliate as a whole lost money in March. One report shows a loss of over \$18,000, while another shows a loss of over \$22,000. The Executive Committee had questions as to why the two reports don't match up. Ms Rowzie explained the reports. The detailed P & L includes the income received from mortgages. The QuickBooks P & L doesn't show those, because it has them as an asset since they aren't paid off. If you subtract the mortgage income from the detailed P & L, the two sheets will balance.

Dr. Burkholder reported that VHDA's mortgage report shows two people at 30 days delinquent, but that is a payment/report timing issue, so we are 100% current with those mortgages. There is

still one in-house homeowner 90+ days delinquent, but has been making large payments and will continue to try and get caught up. Her escrow is current. There are two mortgages showing 30 days delinquent. One is timing and the other is waiting on her insurance claim to get caught up. There were late letters mailed to three CHR homeowners. Mrs. Knowles calls the ones she has a rapport with as well. One then made a payment. The Mortgage Portfolio committee will discuss meeting with another homeowner if a payment hasn't been made by the next MP meeting. We may put a judgment on them. *(A payment has since been made on the third delinquent CHR)*

### **Financial Advisory Council (FAC):**

Per committee report. Mrs. Howdyshell reported the FAC is working on a Red, White & Blue Celebration event. It will be in the park gym. There is a veteran that is in consideration for the home program; and another in consideration for the CHR program. Ms Koch noted that Pamela Patrick may be able to find a group of Contra dancers to perform at the event.

### **Executive Director's Items:**

Mrs. Howdyshell will be filing mortgage satisfactions for all of the homeowners who have paid off their Habitat homes.

### **Committee Reports:**

- **Construction Committee:**

Per committee report. Mrs. Howdyshell said there is a lot of construction going on. Mrs. Hill stated the ceremony for the Women's Touch build was nice. The whole house received insulation and a coat of primer. Channel 29 News covered the event. The news lady was impressed and wants to volunteer. She also wants to know about all of SAW's events. The excess drywall needs to be removed from the living room.

- **Community Relations Committee:**

Per committee report. Mrs. Howdyshell reported the committee is taking care of the Care-a-Vanner lunches.

- **ReStore Committee:**

Per committee report. Mr. Frankfort reported that Mrs. Moon-Theado resigned from her position as ReStore Manager/CHR Program Manager. The 2<sup>nd</sup> pick-up person also left. We are looking for someone to take his place. Dr. Burkholder said she may know of someone. Mr. Frankfort told her to let Mr. Gill know. Donations are up, so we have a full pick-up schedule.

- **Real Estate Committee:**

Per committee report. Mrs. Stevenson said there is a meeting tomorrow evening. The neighbor that had indicated a desire to buy the house we received as a donation is now hesitant. The Board hopes he will purchase it because SAW doesn't want to have to tear it down. There is another home Mrs. Stevenson will check on to see if it may be something SAW would want to purchase.

- **Mortgage Portfolio Committee:**

Per committee report and as discussed under the Treasurer's report.

- **Ad-hoc Audit Committee:**

Nothing new.

### **Old Business:**

We are still looking for a Class A License Construction Field Operations Director. Mrs. Howdyshell spoke with two men about the position, but hasn't received replies. Mr. Biskey thinks we might be able to get away with a Class B License. We could hire them, but they would have to sit for the Class A. The affiliate should have a Class A License.

### **Strategic Plan/By-Laws:**

Mr. Grunder e-mailed the draft SP summary to the Board to check over. The Board approved the plan. The Board commended Mr. Grunder and Ms Bradley for their work on the strategic plan.

### **New Business:**

Mrs. Howdyshell offered an exit interview to Mrs. Moon-Theado. If she accepts it, Mrs. Howdyshell will let the Personnel Committee know when it will be.

Ms Koch discussed a grant she would like to apply for. If the funds are received, she would like to ask the high school students who are enrolled in the architectural classes to come in and learn how the skills they are learning in school are being practically applied at Habitat - from floor plans to construction. Ms Koch thinks it would be more productive if they attend the Construction committee meetings, rather than being at the construction sites. They could see the floor plans and ask questions. Teens from the High Schools, Governor's School and Vocational School could be invited. A program would need to be tailored specifically for them. There is no minimum or maximum number of students needed. This plan would need Board and Construction committee approval. Mrs. Hill suggested taking the program to them, by having someone go explain what we do and show them how we do it. She thinks we would reach them better, rather than seeing if they show up to a meeting in the evening. Dr. Burkholder said Ms Koch should discuss this with the guidance counselors at the schools to see how SAW could best interact with the students. This grant can't be applied for until September, but a program plan would need to be fleshed out before we apply. The Board would like more information before they approve it.

The Board went into Executive Session to discuss an employee issue. It was certified that only personnel issues were discussed.

### **Upcoming Events:**

- Sunday, May 8<sup>th</sup> – Care-a-Vanner welcome dinner – 6 pm at First Baptist Church in Waynesboro.
- Monday, May 9<sup>th</sup> – First Nail Ceremony – 9 am – 448 Kirby Ave, Waynesboro. This will take place before the Care-a-Vanners and other volunteers begin working that morning.
- Thursday, May 19<sup>th</sup> – Care-a-Vanner farewell dinner. 5 pm – North Park in Waynesboro.
- Friday, May 20<sup>th</sup> – Spring Tea – 3:30-4:30 pm – Community Garden in Staunton

The meeting was closed in prayer by Mrs. Howdyshell.

The next Board meeting will be **Monday, June 6, 2016 at 6:30 PM.**

## SAW Habitat for Humanity ~ Board Minutes

June 6, 2016

### **Members Present:**

Minnie Stevenson, President; Fred Grunder; Tom Montgomery; Charlie Frankfort, Vice-President; Alan Biskey, Secretary; Alisha Fisher; Pastor Dennis Russell; Andy Beasley; Sarah Crenshaw; Rhonda Howdysshell, Executive Director; Jennie Hill; and Kevin Fuller, Volunteer Coordinator.

The meeting was opened in prayer by Mrs. Howdysshell.

### **Minutes:**

The May minutes were approved with two corrections.

The agenda was approved as presented.

### **President's Action Items:**

It was explained that Mrs. Howdysshell will be retiring at the end of June. A discussion ensued on how she would still be available as needed, possibly in a role as Executive Director Emeritus. It was noted that Mrs. Howdysshell has brought SAW Habitat to where it is today and that her dedicated service is very much appreciated.

### **Treasurer's and General Financial Reports:**

The reports were distributed and discussed. The ReStore did especially well last month.

### **Financial Advisory Council (FAC):**

Per committee report.

### **Executive Director's Items:**

Tithing to HFHI was discussed. Ethiopia, Haiti, and Bangladesh are the countries SAW has designated to benefit from our tithe for the past couple of years, and the Executive Committee recommended staying with those. Following some discussion, the Board decided to replace Bangladesh with Nepal and continue supporting efforts in Ethiopia and Haiti. SAW also tithes \$4,500 for each house we complete, \$100 for each CHR, and \$500 for each rehab. \$6,200 also has to be paid for a SOSI fee.

Publicity of SAW events was discussed. Copies of recent newspaper articles were distributed.

A total of five Mortgage Satisfactions were recorded last month.

### **Committee Reports:**

- **Construction Committee:**

Per committee report. The details of the current builds and CHR were discussed. Mrs. Hill has been successful in getting volunteer groups to help on the builds and also to provide lunches.

- **Community Relations Committee:**

Per committee report. House build lunch donors continue to be sought. Volunteer hours were reported.

- **ReStore Committee:**  
Per committee report. Employee issues were discussed. A ReStore Manager is being sought.
- **Real Estate Committee:**  
Per committee report. Several properties are under consideration and are being examined.
- **Family Partnership Committee:**  
We are in a closed application period at this time.
- **Mortgage Portfolio Committee:**  
Per committee report, and as discussed under the Treasurer's report.
- **Ad-hoc Audit Committee:**  
The financial records and annual reports are being finalized to close out the FY on June 30<sup>th</sup>.
- **Nominating Committee:**  
A new person with a strong background in financial management has shown interest and may join the Board as Treasurer.

**Old Business:**

Nothing was discussed.

**Strategic Plan/By-Laws:**

The new committee tactics should be written up and e-mailed to Mr. Grunder.

**New Business:**

Purchasing a nice existing modular home for the Veteran's Build was discussed in-depth. The home would need to be dismantled, moved from Staunton to a Habitat-owned lot in Waynesboro, and refurbished.

**Upcoming Events:**

The meeting was closed in prayer by Pastor Russell.

The next Board meeting will be **Monday, July 11, 2016 at 6:30 PM.**

**SAW Habitat for Humanity  
Called Board of Directors Meeting Minutes**

**July 25, 2016 – 6:30 PM**

**Members Present:** Charlie Frankfort, Vice President; Alan Biskey, Secretary; Tom Montgomery; Fred Grunder; Sarah Crenshaw; Salome Baugher; Jenny Hill; and Sue Burkholder

**Members Absent:** Minnie Stevenson, President; Pastor Rod Ronneberg; Alisha Fisher; Pastor Dennis Russell; Andy Beasley

**Agenda:** The purpose of the called meeting was to accomplish the following:

- Vote on Personnel Committee's recommendation to hire Mr. Lance Barton as our new Executive Director (replacement for Ms. Deidre Koch)
- Distribute resumes for the following newly selected Affiliate staff members to members of the Board. (These personnel were hired by the outgoing Executive Director, with the direct assistance and approval of the Personnel Committee):
  - Virginia Parkinson – Volunteer Coordinator (replacement for Kevin Fuller)
  - Bill McKenna – ReStore Manager (New position)
  - Fred Burkholder – Construction Supervisor/Manager (New position)
- Consider a request for vacation pay for Ms. Koch upon her departure (resigned).
- Discuss meeting with Tami Page on July 26-27 to address questions regarding Capacity Grant requirements.

Note: All other normal items of business for the monthly Board of Directors meeting will be addressed during their next regularly scheduled meeting, on August 1, 2016.

**Action Items:**

- **Recommendation from Personnel Committee to hire Lance Barton as the new Executive Director of the SAW Affiliate.** Mr. Barton's resume was distributed. Following discussion, the Board approved the recommendation, pending Mr Barton's successful passing of the required criminal background check, drug testing, and references review.
- **Announcement of new staff hires:** Ms. Parkinson began work last week. Mr. McKenna will begin work on or about September 1. He will spend a week in August at the Affiliate before he begins his employment. Mr. Burkholder began work last week.
- **Request for vacation pay:** Tabled. A review of the terms of Ms. Koch's contract and any leave taken over the past year will be done, and a determination will be made as to how much, if any, unused leave may be paid out to Ms. Koch.
- **Visit from Tami Page on Capacity Grant:** Board and staff members who have questions regarding the requirements that must be met in order for our Affiliate to be in compliance with the terms of the grant are invited to attend meetings with Ms. Page on the afternoon and evening of July 26 and the morning of July 27.

**The next regular Board meeting will be Monday, August 1, 2016 at 6:30 PM.**

**SAW Habitat for Humanity  
Board of Directors Meeting Minutes**

**July 11, 2016 – 6:30 PM**

**Members Present:** Minnie Stevenson, President; Alan Biskey, Secretary; Pastor Dennis Russell; Andy Beasley; Sarah Crenshaw; Sue Burkholder; Tammy Rowzie; DeeDee Koch, Executive Director

**Members Absent:** Fred Grunder; Charlie Frankfort, Vice-President; Tom Montgomery; Jenny Hill; Pastor Rod Ronneberg; Alisha Fisher; Salome Baugher

**Guests:** Andrea Oakes, Staunton City Council. (Introductions were extended.)

**Opening Prayer:** The meeting was opened in prayer by Pastor Dennis Russell.

**Approval of Minutes:** The June minutes were accepted as written.

**Agenda Adjustments (if any):** None.

**President's Action Items:**

- Recommendation from Family Partnership Committee to waive the USDA loan approval requirement for the Veteran's Build. Approved as written.
- Request from homeowner to refinance mortgage. Referred back to Mortgage Portfolio Committee to explore options. Maybe a local bank could take this mortgage.

**Treasurer and General Financial Reports:**

Reports were distributed and discussed. The budget for next year must be completed before July 20. Several questions need to be resolved to finalize the budget:

- New position of Construction Supervisor (\$45K). Decision: Approved.
- Keep hourly Construction positions? Decision: Referred back to Personnel.
- Volunteer Coordinator (Apr-Apr year) at \$35K for remainder of FY: Approved.
- New position of ReStore Manager at \$36K: Approved. Also approved to keep position of Warehouse Manager and provide a 2% raise for all current employees.

**Financial Advisory Council (FAC):**

Per committee report. Red, White, and Blue Festival for this Fall has been scratched. Costs were estimated to exceed \$5K, and donations to support it would have conflicted with Gala donations. Working through the Chamber of Commerce (Linda Hershey), Leadership Greater Augusta has adopted our Veterans Build and will present a plan to us. Last year this group helped Camp Light. The event will be at Expo, in late May 2017.

**Executive Director's Items:**

- Urgent need for Board training on new regulations, mortgage loans, etc. Inquiries have replaced applications, and some wording has been changed on our brochures.
- Affiliate end-of-FY report is due and requires a lot of staff work to complete.
- Capacity Building Grant expert Tami will be here next week to answer questions.
- Board Evaluation Forms were distributed and need to be returned ASAP.

- Training at the next Board meeting should focus on Board member responsibilities.
- Signature cards need redoing, but need Board approval. Will be done electronically. Old resolution was done in 2011, according to Ms. Koch. Only two people can currently access the safety deposit box.

**Standing Committee Reports:**

- **Family Partnership Committee:**  
Per committee report. We are in a closed application period at this time.
- **Construction Committee:**  
Per committee report. Old CHR applications are being re-visited and evaluated, as well as two new ones. One CHR has been completed and counts as a “unit” for the Capacity Grant. A summary of progress on the current building projects was given.
- **Community Relations Committee:**  
Per committee report. Three events are in planning for the Fall: Wreath-making, Pumpkin Fest, and Community Health Fair.
- **ReStore Committee:**  
Per committee report. Starting this week, as a trial, the ReStore will be closed Saturdays, but will stay open an extra hour each weekday. This will enable pickups on Saturdays. A ReStore Manager is being sought by the Personnel Committee.
- **Real Estate Committee:**  
Per committee report. The Craigsville community (Mr. Fox, Mayor) is interested in Habitat. They have invited us to come do a town meeting.
- **Mortgage Portfolio Committee:**  
No meeting was held last month. The Affiliate is in excellent shape on existing VHDA loans. In-house loans are also in good standing.
- **Nominating Committee:**  
A new person with a strong background in financial management has shown interest and may join the Board as Treasurer.
- **Ad-hoc Audit Committee:**  
Financial records and annual reports are being finalized to close out the FY.

**Old Business:** Nothing was discussed.

**Strategic Plan/By-Laws:** The new committee tactics should be written up and e-mailed to Mr. Grunder for consolidation.

**New Business:**

- Acceptance of Andrea Oakes as a Board Member. She was given a packet. Tabled.
- Resignation letter from Ms. Koch as Executive Director. She has given two weeks notice; her last day will be July 22.
- Executive/Personnel committee will begin search for a new Executive Director.

**Upcoming Events:**

- Retirement Party for Mrs. Howdyshell on Wednesday, July 27<sup>th</sup> from 6-8 PM at the American Hotel, 125 S. Augusta Street, Staunton

**Closing Prayer:** The meeting was closed in prayer by Pastor Russell.

**The next regular Board meeting will be Monday, August 1, 2016 at 6:30 PM.**

**SAW Habitat for Humanity**  
**Board of Directors Meeting Minutes**  
**August 1, 2016 – 6:30 PM**

**Members Present:** Minnie Stevenson, President; Charlie Frankfort, Vice President; Alan Biskey, Secretary; Pastor Dennis Russell; Sarah Crenshaw; Dr. Sue Burkholder; Salome Baugher; Rev. Rod Ronneberg; Fred Grunder; Vickie Parkinson, Volunteer Coordinator; Fred Burkholder, Construction Supervisor; Tammy Rowzie, Bookkeeper

**Members Absent:** Tom Montgomery; Jenny Hill

**Guests:** None.

**Opening Prayer:** The meeting was opened in prayer by Pastor Dennis Russell.

**Approval of Minutes:** The July 11 regular Board meeting minutes and the special July 25 called Board meeting minutes were approved as written.

**Agenda Adjustments (if any):** Added two items of New Business, as reflected below.

**President's Action Items:**

- Request for vacation pay for exiting Executive Director: Request was for two weeks vacation pay. Following discussion, it was agreed to pay one week's vacation pay, due to confusing wording regarding leave policies in the Employee Handbook. (Note: Since the exiting ED resigned, Board could have denied any payment.)
- Recommendation from Family Partnership Committee to accept a new partner (a veteran): Application number is 16-03-01. Approved.
- Request from homeowner to refinance mortgage: Case has been reviewed. Partner has too much debt and insufficient income to qualify for refinancing. Bankruptcy may be the only option. Mortgage Portfolio Committee will try to help in any way possible, but Habitat cannot provide a new mortgage. Request was denied.

**Treasurer and General Financial Reports:**

Reports were distributed and discussed.

- 2016-2017 Budget review. Most Board members had not seen the proposed budget before tonight. Copies were distributed, and a vote will be taken via email.
- 2015-2016 Budget vs Actual: Some expected revenue sources did not materialize, but "in-kind" donations plus revenues amounted to about \$75K increase over projected income for the year.

**Financial Advisory Council (FAC):** Nothing new to report.

**Executive Director's Items:** None. (The newly-hired SAW Habitat Executive Director, Mr. Lance Barton, is expected to report to work on August 22.)

**Standing Committee Reports:**

- **Family Partnership Committee:**  
Per committee report.

- **Construction Committee:**  
Per committee report. The Board welcomed new Construction Supervisor Fred Burkholder, whose official full time start date is August 1. Fred has done assessments on four potential CHR projects and is working on estimates. Three will likely exceed \$5K. Work continues on Kirby Street house builds. Fred will review CHR contract guidelines to ensure compliance with the law and clarity regarding partner responsibilities for loan repayment and signoffs upon work completion.
- **Community Relations Committee:**  
Per committee report. The Board welcomed new Volunteer Coordinator Vickie Parkinson. The feasibility of doing a “recycled art” sale was discussed. Since the Habitat Business After Hours proved to be a money loser, the Committee will explore other possible venues (e.g., Earth Day or piggy-backing with a business.)
- **ReStore Committee:**  
Per committee report. An unanticipated expense has arisen: the air conditioning in the Affiliate/ReStore offices needs to be replaced. Cost is about \$5500. Work is expected to be done by the end of the week. ReStore will pay 1/3; the Affiliate, 2/3. ReStore closed early 2-3 times due to excessive heat and humidity. We will welcome a new ReStore Manager, Mr. Bill McKenna, who starts work September 1.
- **Real Estate Committee:**  
Per committee report.
- **Mortgage Portfolio Committee:**  
Per Committee report. The Affiliate is in excellent shape on existing VHDA loans. In-house loans (mortgages and CHR loans) are also in good standing.
- **Nominating Committee:**  
New Board members will be needed to replace those completing their terms. A new Treasurer is urgently needed.

**Ad-hoc Committees:**

- **Audit Committee:** Nothing new to report.
- **Strategic Plan/By-laws:** Nothing new to report.
- **Investments:** Nothing new to report.

**Old Business:** Nothing was discussed.

**New Business:**

- Request from homeowner to have an in-house Habitat loan instead of a USDA loan: Discussed. Board agreed to explore using a Habitat Virginia program specializing in USDA loans to handle the details, at a one-time cost of \$700 (per loan), to be added to the mortgage. Homeowner will be advised regarding this likely course of action.
- Community Relations Committee request for Board approval to explore having a second group of Care-A-Vanners come to SAW next year: Approval was granted.

**Upcoming Events:** Annual Gala, Saturday, Jan 21, 2017, Stonewall Jackson Hotel.

**Closing Prayer:** The meeting was closed in prayer by Reverend Rod Ronneberg.

**Next Meeting:** The next regular Board meeting will be **Tuesday, September 6, 2016, at 7 PM**, due to Monday, September 5 being Labor Day & 2 meetings before it on Tuesday.

**SAW Habitat for Humanity**  
**Board of Directors Meeting Minutes**  
**September 6, 2016 – 7:00 PM**

**Members Present:** Minnie Stevenson, President; Charlie Frankfort, Vice President; Alan Biskey, Secretary; Salome Baugher; Tom Montgomery; Jenny Hill; Fred Grunder; Andy Beasley; Lance Barton, Executive Director

**Members Absent:** Pastor Dennis Russell; Sarah Crenshaw; Dr. Sue Burkholder; Rev. Rod Ronneberg.

**Guests:** Bill McKenna, ReStore Manager.

**Opening Prayer:** The meeting was opened in prayer by Mr. Barton.

**Approval of Minutes:** Mr. Biskey noted that an adjusted P&L was distributed on Aug 11, reflecting that the net profit for the 2015-2016 fiscal year was actually \$41,306.23, instead of the approximately \$75K reported at the Aug 1 meeting. With that clarification, the August 1 Board meeting minutes were approved.

**Agenda Adjustments (if any):** None.

**President's Action Items:**

- Mrs. Stevenson introduced our new ReStore Manager, Mr. Bill McKenna, and welcomed him to the Affiliate. Mr. Barton commended the Board on his selection.

**Treasurer and General Financial Reports:** Reports were distributed and discussed.

- Mr. Barton expressed his desire to have 30 days to review the financial report formats and consult with a CFO friend and another non-profit financial person to develop a better way of reporting finances. The Board approved this approach.
- 2016-2017 Budget review. Mr. Barton requested that approval of the proposed budget be delayed until the October Board meeting, to give himself and Mr. McKenna ample time to review and propose recommended changes, as needed. The Board approved the request to delay.

**Financial Advisory Council (FAC):** Mr. Montgomery noted that planning for the Gala needs to begin ASAP. He expressed concern that the rather abrupt departure of Mrs. Howdyshell has raised questions in the community and that several past donors are waiting to see evidence that we are still on track. He reiterated the pivotal role Mrs. Howdyshell has played in Gala planning and fundraising over the past five years, with each year's Gala exceeding profits of the previous year. He suggested that the Board consider hiring Mrs. Howdyshell on a temporary basis, perhaps in a consulting role, to assist with Gala planning and other fundraising activities. (See new Business, below.)

**Standing Committee Reports:**

- **Family Partnership Committee:** Per committee report.
- **Construction Committee:** Per committee report. Also, it was reported that Mr. Michael Billings has resigned his position as on-site construction supervisor. No reason was offered.

- **Community Relations Committee:** Per committee report.
- **ReStore Committee:** Per committee report. Also, it has been decided to abandon the short-lived experiment to have the ReStore closed on Saturdays. The ReStore will resume Saturday hours of operation on September 10.
- **Real Estate Committee:** Per committee report.
- **Mortgage Portfolio Committee:** Per Committee report. It was noted that Mr. Phil Miller, who has assisted in mortgage closings for many years, has decided to step down. A new person, Ms. Angie Whitesell, has been approached to take his place.
- **Nominating Committee:** Nothing new to report.

#### **Ad-hoc Committee Reports:**

- **Audit Committee:** Nothing new to report.
- **Strategic Plan/By-laws:** Nothing new to report.
- **Investments:** Nothing new to report.

#### **Executive Director's Items:**

- Records retention and destruction policy: Mr. Barton requested Board action to approve a local policy in records retention and destruction, based on HI guidelines. Mr. Grunder is reviewing the proposed policy. It is expected that it will be distributed via email to Board members for comment/approval by the end of this week.
- Final settlement with Ms. Koch: Mr. Barton will meet with Ms. Koch this week to deliver a final paycheck to her. As her request for payment for travel expenses was not fully documented, the check will be treated as a severance pay. Ms. Koch will also be asked to sign a document releasing SAW Habitat from any further claims.
- ReStore Goals: Mr. Barton asked Mr. McKenna to share his initial thoughts on how the ReStore might be improved. Mr. McKenna cited the need for the ReStore to be more customer-friendly and more selective in accepting donations. He will be doing outreach to businesses, civic organizations, etc.

**Old Business:** Nothing was discussed.

#### **New Business:**

- Gala Planning: Discussion included consideration of asking Mrs. Howdyshell to come in, on a temporary basis, or hiring an event planner. Mrs. Hill offered to head a Gala committee. Mr. Montgomery expressed his concern that, over the past several years, Mrs. Howdyshell has done an outstanding job with the Gala and, further, that she has established excellent relationships with many of our affiliate's major donors. He expressed his opinion that an outsider would likely not have as good a result. A motion was made by Mr. Biskey to have Mr. Barton and Mr. Montgomery meet with Ms. Howdyshell to discuss the possibility of having her return, on a temporary basis, as a possible avenue of approach. The Board approved (five "Yes" votes, two "No" votes, and one "Abstain").

**Upcoming Events:** Annual Gala, Saturday, Jan 21, 2017, Stonewall Jackson Hotel.

**Closing Prayer:** The meeting was closed in prayer by Mrs. Stevenson.

**Next Meeting:** **Monday, October 3, 2016, at 6:30 PM.**

**SAW Habitat for Humanity**  
**Board of Directors Meeting Minutes**  
**October 3, 2016 – 6:30 PM**

**Members Present:** Minnie Stevenson, President; Alan Biskey, Secretary; Salome Baugher; Jenny Hill; Dr. Sue Burkholder; Rev. Rod Ronneberg; Fred Grunder; and Lance Barton, Executive Director.

**Members Absent:** Charlie Frankfort, Vice President; Pastor Dennis Russell; Sarah Crenshaw; Andy Beasley; and Tom Montgomery.

**Opening Prayer:** The meeting was opened in prayer by Reverend Ronneberg.

**Approval of Minutes:** Minutes of the September meeting were approved as written.

**Agenda Adjustments (if any):** None.

**President's Action Items:** None. Mrs. Stevenson asked Mr. Barton to lead the discussion on several items of concern.

**Treasurer and General Financial Reports:** Mr. Barton reported that he has met with a couple of CPAs in an effort to simplify our financial record-keeping and reporting. He distributed a notional simplified quarterly financial report which compared income and expense figures in various categories from 2015 and 2016. A decision was made to continue to use Quick Books Desk-top version rather than use the on-line version. QuickBooks Desk-top will be upgraded to the 2016 version. Mr. Barton requested another 30 days, at which time he expects to have a specific proposal for Board approval. The Board approved his request. Kris McMacken, a local CPA, will be assisting Ms. Rowzie in transitioning to a new system.

**Financial Advisory Council (FAC):** No report.

**Standing Committee Reports:** None. A meeting has been called for October 6 to discuss committee duties, responsibilities, and reporting procedures. Most of the regular committee meetings scheduled for September were cancelled.

**Ad-hoc Committee Reports:** None.

**Executive Director's Items:**

- By-Laws Review and Approval: By-Laws, with changes recommended by Mr. Grunder in June 2015 were formally approved by the Board. (Through an oversight, formal approval was not voted on last year.)
- Strategic Plan Review and Approval: Tabled.
- 30 day review of Financial Reports – As discussed above, in Treasurer's Report.
- 2016-2017 Budget Review and Approval: Tabled. (Mr. Barton and Mr. McKenna are reviewing the draft budget and will likely propose some recommended changes.)
- Gala Planning – Mr. Barton and Mr. Montgomery met with Mrs. Howdyshell and entered into a contract with her for her support in planning and conducting the

January 2017 Gala. She will work directly with the Gala Committee, chaired by Mrs. Hill, who provided an update on the Gala planning to date.

- Re-Store-- Saturday Operations: ReStore resumed Saturday sales in September.
- Records retention/destruction policy: Policy was distributed via email to Board members for comment/approval, and was approved in September. November 15 is the Affiliate's deadline for determining what must be kept and what can be discarded/destroyed.
- Final settlement with Ms. Koch: Mr. Barton met with Ms. Koch and delivered her final paycheck. Ms. Koch signed a document releasing SAW Habitat from any further claims.
- Class A contractor status: Tabled.
- Status of Loan Applications for 444 Kirby, 452 Kirby, and Breezewood properties. Mr. Barton met with the USDA office in Harrisonburg re: USDA loan applications.
  - 452 Kirby partners have been living in home for about 18 months, paying \$600/month. Their income is too high to qualify for a USDA loan. Board discussed and approved offering them an in-house loan for the appraised value minus the approximately \$9K they have already paid, with a plan not to exceed a \$600/month mortgage payment. Mr. Barton will research and make a recommendation to the Board regarding how to structure the loan.
  - 444 Kirby partner can only qualify for an \$85K USDA loan. Habitat would need to do a "silent second" or find a bank willing to support such a loan.
  - The Breezewood partner qualifies for a USDA loan for the full appraisal value. Every effort will be made to learn how to do a successful USDA loan application.

### **New Business:**

- Policy/Procedures Committee. Mr. Grunder agreed to head a new committee. The goal for completion of a review and revision of all Affiliate policies and procedures is March 31, 2017. Mr. Barton, Dr. Burkholder, and Mr. Biskey will work with Mr. Grunder on this committee.
- At Mr. Barton's request, a called meeting of the Board of Directors will be held October 6 with Mr. Barton to address the following:
  - Staff/Board/Committee expectations and responsibilities
  - Timeliness of Reporting
  - Lines of Communication
  - Consistency/fairness in loan structuring for all partners in our area.

### **Upcoming Events:**

- Oct 28 (Friday), 6:00–7:30 PM: Pumpkin Fest at Community Garden
- Dec 17 (Saturday): Health Fair at Booker T. Washington Community Center
- Jan 21, 2017 (Saturday): Annual Fundraising Gala at Stonewall Jackson Hotel
- Feb/Mar 2017 (Sunday): Volunteer Recognition Luncheon at Tinkling Spring Presbyterian
- May 2017: Augusta Leadership Committee "Veteran Build" Fundraiser at Expo
- May (& July?) 2017: Care-A-Vanners Support

**Closing Prayer:** The meeting was closed in prayer by Reverend Ronneberg.

**Next Meeting:** **Monday, November 7, 2016, at 6:30 PM.** (Note: The outcome of the October 6 meeting may impact future meeting dates/times).

**SAW Habitat for Humanity  
Board of Directors Meeting MINUTES**

November 7, 2016 – 6:30 PM

President – Minnie Stevenson

Members Present: Minnie Stevenson, President; Charlie Frankfort, Vice President; Alan Biskey, Secretary; Salome Baugher; Sarah Crenshaw; Fred Grunder; Jenny Hill; Rev. Rod Ronneberg; and Lance Barton, Executive Director.

Members Absent: Pastor Dennis Russell; Andy Beasley; and Tom Montgomery. (Note: Dr. Sue Burkholder and Alisha Fisher have resigned from the Board, leaving two vacancies.)

The meeting was opened in prayer by Reverend Ronneberg. Minutes from the October 3 meeting of the Board were approved, with the following change: The reference to Ms. Koch's final pay was changed to read "severance" pay.

President's Action Items: None.

Treasurer and General Financial Reports: Mr. Barton presented a proposal to use simplified reports to better reflect the income and expenses of the Affiliate. At the request of Ms. Baugher, Mr. Barton agreed to have expanded versions of the reports available at Board meetings should any Board member desire to see the figures in more detail. The Board agreed that it would like to see the Profit and Loss statements on a quarterly basis, as a minimum. The current balance sheet will be made available at the next Board meeting (December 2017).

Discussion: Equitable Mortgage Programs – Mr. Barton presented a proposal to structure all future mortgages in a fair and equitable way, such that each partner with SAW Habitat will make their mortgage payments with the same effective percentage loan, regardless of where they live (Staunton, Waynesboro, or Augusta County). The Board discussed the alternatives. Mr. Grunder made a motion that the Board approve the concept of providing fair and equitable loans for all Habitat partners, regardless of how the loan is structured. The Board approved the motion.

Report on Committee Efforts:

Discussion:

**Family Partnership Committee:**

Staff is creating a work-flow plan to improve communications between the Affiliate and its partner families. This will include establishment of firm deadlines for both parties, to ensure timeliness in the progression from approval as a partner, to home construction, to closing (home ownership). A notional form was distributed for review. Also, with the hiring of new staff positions over the past few months, the Affiliate is now able to take on more of the responsibilities previously done by committees. The staff is working on a single report that will track mortgages serviced by VHDA, in-house mortgages, and Critical Home Repairs. It was proposed that the Family Partnership and Mortgage Portfolio Committees be combined into a single committee. Ms. Hill made the motion. Following discussion, the merger of the two committees was approved.

**Construction Committee:**

Now that the Affiliate has hired a full-time Construction Manager, it is proposed that the Construction Committee and the Real Estate Committee be combined

into a single committee. Ms. Hill made the motion. Following discussion, the merger of the two committees was approved.

**ReStore Committee:** All of the ReStore vehicles (Box truck, pickup, and van) are in poor condition and need repairs. The decision is to fix them for now, for about \$2K, to buy time, but to begin thinking about purchasing one or more newer replacement vehicles in the near future. Estimated need: \$25-30K.

**Community Relations Committee:** A Pumpkin Fest was held at the Burress Memorial Garden on October 28. 70-80 people were in attendance. Also, with the recent hiring of a full-time Volunteer Coordinator, the Affiliate is considering modifications to the future responsibilities of this committee.

**Nominating Committee:** No report.

Ad Hoc Committees:

**Strategic Plan/By-Laws/Policies – Fred G**

Discussion: New policies are being written, with drafts out for review for policies on Conflicts of Interest, Workplace Harassment, and Finance. Discussion was tabled until next month.

**Investment Committee – Charlie F:** No changes to report.

Executive Director's Items:

**Staff Party and Holiday Schedule:** Mr. Barton proposed that a combined Thanksgiving and Christmas luncheon be held for the Affiliate staff on November 23, the Wednesday before Thanksgiving Day, with the Board of Directors providing the meal. The Board agreed to support this idea.

**Gala Planning:** Ms. Hill reported that the planning for the Gala is going very well, to include getting commitments for major sponsorships. So far, 18 sponsorships totaling \$38K have been lined up, with potential for several more.

Old Business: None

**New Business:** Request for approval of 3 Critical Home Repairs - The Construction Committee recommended that three CHRs totaling approximately \$13,500 be approved. The Board voted its approval.

Upcoming events:

- Nov 23 (Wednesday): Thanksgiving Luncheon. Board provides food for staff.
- Dec 17 (Saturday): Health Fair at Booker T. Washington Community Center
- Jan 21, 2017 (Saturday): Annual Fundraising Gala at Stonewall Jackson Hotel
- Feb/Mar 2017 (Sunday): Volunteer Recognition Luncheon at Tinkling Spring Presbyterian
- May 2017: Augusta Leadership Committee "Veteran Build" Fundraiser at Expo
- May (& July?) 2017: Care-A-Vanners Support

**Closing Prayer:** The meeting was closed in prayer by Mrs. Stevenson.

**Next Meeting:** Monday, December 5, 2016, at 6:30 PM

Staunton-Augusta-Waynesboro Habitat for Humanity

12/05/16 Board Meeting Minutes

Meeting called to order at 6:30

Minutes approved

Treasurer's Report:

Lance introduced new COA, stated that final layout for financials will be at the January Board meeting. Lance requested that moving forward in-kind donations be reflected on a third report rather than incorporated into the P&L. The new COA's use of classes will allow these reports to be generated. In response to the board's concerns, the staff will be responsible for supplying them with reports that do the following:

1. Reports that tell the "cost of doing business" for the ReStore
2. Reports that explain the in-kind donations regarding properties being worked on and any other types of in-kind donations used by this affiliate.
3. Cash flow statements
4. Project based cost analysis including progress of houses under construction
5. Ability to generate reports for the entire affiliate that breaks down percentages spent on administration, ReStore, fundraising, program, and management.

A report was given out on the status of our in-house mortgages and CHR home repairs. The staff is continuing to work on this status report to include VHDA. Lance said that at the January board meeting he will be asking for modifications on some loans that show as delinquent but that regular payments are being made. The board asked if any more mortgages could be sent to VHDA for servicing, Lance said there 2 new and 5 current mortgages that can be transferred in January. The board would like to see all loans be brought up to date and as many as possible sent to VHDA for servicing. A member of the board expressed concerns about our relationship with families after they become homeowners.

The board recognized new potential board members Tammy Lilly and Pamela Patrick.

Jennie gave an update on the Gala preparation saying we are on track.

Lance requested time and day changes for committee meetings. The board agreed. The new schedule will follow: ReStore Committee 9am on second Friday, Family Partnership 4:30 on second Wednesday, Executive Committee on third Monday 6pm and board meetings on fourth Monday 6pm, Construction & Real Estate meeting

Management evaluations with Charlie Frankfort and Anthony Whitehead will begin in December.

Staff Christmas bonuses to remain the same as last year. Lance stated that just 2 days would be given for Christmas break. **Correction: Staff was given 3 days off for the Christmas holiday in lieu of a party.**

**LB**

Board roster was reviewed. The board voted approval for officer positions: Charles Frankfort as Chair, Alan Biskey as Secretary, Minnie Stevenson as former Chair, Treasurer position TBD. New board members were recommended: Tom Montgomery recommended Sam Hammick, Fred G recommended

Homeowner Crystal Stinnett, Fred G agreed to visit her with Lance; Lance and Jennie H will get clarification on Alisha's participation on the board; Lance is researching 2 potential treasurers; the 2 guests Tammy Lilly and Pamela Patrick will be two of the candidates for board vote in January.

A brief discussion about the affiliate vehicles ended with Lance saying that he will look at our financial standing in light of the upcoming USDA closings and will make a decision by the end of December.

Fred said that the employee handbook is in the final stages.

Meeting closed at 8pm.

## **SAW Habitat for Humanity ~ Board Minutes**

**January 4, 2016**

### **Members Present:**

Minnie Stevenson, President; Charlie Frankfort, Vice-President; Alan Biskey, Secretary; Salome Baugher; Dr. Sue Burkholder; Frank Fletcher; Fred Grunder; Jennie Hill; Rev. Rod Ronneberg; Pastor Dennis Russell; Rhonda Howdyshell, Executive Director; DeeDee Koch, Development Communications Coordinator; Tammy Rowzie, Bookkeeper; and Andy Beasley.

### **Members Absent:**

Alisha Fisher and Tom Montgomery.

The meeting was opened in prayer by Mrs. Howdyshell.

### **Minutes:**

The December minutes were approved as presented.

### **President's Items:**

Mrs. Stevenson asked Mr. Grunder to explain to the Board the issues at hand. Mr. Grunder explained that the Executive Committee's first concern is updating the Strategic Plan, since the last one was overly ambitious. The second issue is the HfH International Capacity Grant, which we were awarded. It has a number of conditions, including the hiring of a Volunteer Coordinator. The third issue of concern is a succession plan for the position of Executive Director. Mrs. Howdyshell has expressed her intention of retiring in 3 years. The succession plan would entail the hiring of an Assistant Executive Director, to train with Mrs. Howdyshell to learn the responsibilities of her position. Mr. Grunder noted that the staff has been notified of the two positions, and if they would like to apply for either, to have their letter of intent and resume to Mrs. Stevenson by January 14<sup>th</sup>. Otherwise, the positions will be advertised to the public. There is also a third position needed – a Construction Supervisor. Mrs. Howdyshell has been doing many of the tasks needed for permits, inspections, bids, supply deliveries, etc., for the construction sites. This position can wait a few months, but right now, approval is needed (recommended by the Executive Committee) to staff the Volunteer Coordinator and Assistant Executive Director positions. The Board discussed the recommendation. Mr. Frankfort clarified that the Capacity Grant will pay for the Volunteer Coordinator position for the first year, as well as partial payments for two more years. Mrs. Howdyshell said all position descriptions will be reviewed, and some restructuring of employee duties will be done. The Board approved the recommendation.

### **Treasurer's and General Financial Report:**

Mrs. Howdyshell relayed that the Executive Committee has decided to no longer routinely include the detailed mortgage and CHR payment information in the Board packets. The Mortgage Portfolio Committee will do the detailed analysis and report as needed to the overall Board. Regarding the financial reports, Dr. Burkholder noted that the Treasurer and Executive Committee will continue to review the detailed financial reports and the Board will routinely be provided with only the summary reports. Any Board member desiring to see the detailed reports may get them by request. Ms. Rowzie explained the financial reports for the period ending November 30. Dr. Burkholder asked about the status of the Gala proceeds. Mrs. Howdyshell said they are being counted as they come in. She encouraged Board members to get their Gala tickets soon, as they are going fast. Ms. Rowzie indicated that she will be able to have all of the figures within a day or two after the Gala. Mrs. Stevenson commented on the beautiful writing on the gala invitations, and she praised and thanked Mrs. Hill for her skill and for taking the time to hand-write all of them.

### **Financial Advisory Council (FAC):**

Mrs. Howdysshell noted that the FAC met today. Ms Koch said that we are getting active involvement from the Council in engaging significant resources. Mr. Liskey found a Gala sponsor. Ms Koch contacted her, and she wants to be actively involved with SAW by being on committees and the Board. The Council is considering two separate events. One would be a Showcase Event, focusing on attracting known philanthropists who may potentially make large donations to Habitat. There will be one nice item for them to bid on, but that event will mainly be a forum for Habitat to tell a significant story, which will hopefully inspire them to get involved with our Affiliate. The second event would be a summertime "Habitat Hoedown," to gain wide community support for a proposed "Veteran's Build." It would be open to the public and held at the Expoland in Fishersville.

Another topic that was discussed is a new law recently passed for IRA's. If someone is over 70, they MUST take a distribution every year. If they donate it, they don't have to count it as income and thus won't have to pay taxes on it. Mrs. Howdysshell said one Gala sponsor in this category raised her \$5,000 sponsorship to \$10,000, and the check came from Charles Schwab. For those on the cusp of tax rate thresholds, this could be a great deal. This information needs to be advertised.

Ms Koch distributed her report on the businesses she has contacted. She said we are starting to build solid partnerships with several new companies this year. We have commitments from six businesses so far. Daiken and Target with both be doing volunteer team builds. Target will provide a donation in 2016 and has indicated that they will give more in 2017. A number of businesses gave end-of-year donations. Wal-Mart gave money in support of the Community Health Fair. WHSV has been great with covering our events and getting us on TV. Ms Koch will speak to Dominion Power & Columbia Gas, hoping to get them interested in volunteering and funding SAW.

Regarding the Memo of Understanding (MOU) proposed with Love, Inc., their Board had asked about our policy regarding non-discrimination. Ms Koch told her contact that we do not discriminate against any "protected" classes. The Love, Inc, Board will likely take action on the (MOU) in the near future.

Mrs. Howdysshell stated that she met with Valley Building Supply's owner, and VBS has committed to provide all the building supplies for our next house, at their cost, i.e., no mark-up, sales commission, etc. The next house will be the Augusta Home Builders Build. Members will provide their services (roofers, plumbers, electricians, builders, etc.) to construct the home. The house currently under roof in Waynesboro may be finished with a "Woman's Touch" Build. Mrs. Howdysshell would like this to be a stepping stone to a full Women's Build. She said Ms. Koch has some good leads on where we could get funding for it. Ms. Koch replied that we could get a State Farm Insurance grant, matching funds which are raised through educational resources. Also, Mary Baldwin University has a women's group Ms. Koch hopes to get involved with fundraising and helping on a future "Women's Build."

#### **Executive Director's Items:**

Mrs. Howdysshell reported that funds raised to date from our 2015 Annual Appeal amount to about 38% more than 2014's total.

#### **Committee Reports:**

- **Family Partnership:**

Per minutes e-mailed.

- **Construction Committee:**

Per minutes e-mailed.

- **Nominating Committee:**

Mr. Grunder asked that another Board member join him on this committee to help identify potential new members for the Board. Rev. Ronneberg volunteered to be on this committee. Mrs. Howdysshell noted that Mr. Tate has returned to Staunton and that she has approached him about re-joining the Board.

- **Real Estate:**

Per minutes e-mailed. Mrs. Howdysshell said she will be looking at a property in Stuarts Draft for sale. Mrs. Stevenson explained how she found the property through a HUD foreclosure website. There is a small window of time during which non-profits can purchase properties before they are offered for sale to the general public. Mrs. Stevenson noted that there is a single-wide manufactured home on the lot, but that the main attraction is the lot. It is almost an acre and flat, with public water and sewer.

- **ReStore Committee:**

Per minutes e-mailed.

- **Community Relations:**

Per minutes e-mailed. Ms Koch reported on the Community Health Fair/Christmas Party.

- **Mortgage Portfolio Committee:**

Per minutes e-mailed. Dr. Burkholder reported that one homeowner shown as 120+ days delinquent was foreclosed on. That house is being renovated. Another homeowner shown as 120+ days past due has obtained a mortgage end date extension. Both of those will now be removed from the delinquent list. One homeowner who is late on her mortgage has been asked to come in for a meeting. (A hardship waiver was recently granted to her due to late CHR payments.)

- **(Adhoc) Investment Committee:**

Nothing was discussed.

- **(Adhoc) Audit Committee:**

No report.

### **Old Business:**

(Covered above.)

### **Strategic Plan/By-Laws:**

The Board will get together in February or March for a work session to address needed changes to our Strategic Plan. This will likely be done on a Saturday.

### **New Business:**

The Board approved unanimously the addition of Andy Beasley to the Board. Andy is an IT specialist at NIBCO.

### **Upcoming Events:**

- Saturday, January 23<sup>rd</sup> – Habitat Gala at the Stonewall Jackson Hotel from 5:30 – 11 PM.
- Sunday, February 28<sup>th</sup> – Volunteer/Donor Recognition Dinner at Tinkling Spring Presbyterian Church in Fishersville from 1:30 – 3:00 PM. Mrs. Howdysshell provided a brief explanation of this event to the newer members of the Board.

The meeting was closed with prayer by Rev. Ronneberg.

The next Board meeting will be **Monday, February 1, 2016 at 6:30 PM**

## **SAW Habitat for Humanity ~ Board Minutes**

**February 1, 2016**

### **Members Present:**

Minnie Stevenson, President; Alan Biskey, Secretary; Salome Baugher; Dr. Sue Burkholder; Fred Grunder; Jennie Hill; Rev. Rod Ronneberg; Pastor Dennis Russell; Rhonda Howdyshell, Executive Director; DeeDee Koch, Development Communications Coordinator; Tammy Rowzie, Bookkeeper; Andy Beasley and guest, Sarah Crenshaw.

### **Members Absent:**

Charlie Frankfort, Vice-President; Alisha Fisher and Tom Montgomery.

The meeting was opened in prayer by Mrs. Howdyshell. The members welcomed Ms Crenshaw and introduced themselves.

### **Minutes:**

The January minutes were approved as presented.

### **President's Items:**

Mrs. Stevenson discussed the available positions and developing job descriptions. Mrs. Howdyshell noted there is a job description for a Construction Supervisor. The Board discussed where to advertise the jobs. The grant requires that the Volunteer Coordinator be hired by April. Two applications for the Assistant Director have been submitted. Dr. Burkholder said this is an interim training position. Ms Baugher asked if the Board could go into executive session to discuss this. (The Board went into executive session after the meeting was closed with prayer. It was certified that only personnel and transitional issues were discussed.)

### **Treasurer's and General Financial Report:**

Mrs. Howdyshell reported on large donations received in December. Ms Rowzie noted the 1099's and W-2's were mailed by the 31<sup>st</sup> of January.

### **Financial Advisory Council (FAC):**

Ms Koch reported she met with 15 businesses last month. Sauder made a commitment to SAW, stating they would donate scratch & dent or used furniture to us. Made for the People, by the People had a giving tree and donation jar for SAW, but the money was stolen. They still gave a small donation. State Farm sponsored a table at the gala for the silent auction. Ms Koch spoke at a church who dedicated the whole service to SAW. She also met with one minister who would like to support Habitat. Seven grants were applied for. United Way wants their logo on all of our letterheads and materials if we get funding from them. We partner with them in other ways, but don't want to go that far. Ms Koch attended the Mary Baldwin service fair with new volunteer Heather Walker. A number of students are interested in volunteering. A few new adult volunteers have joined SAW.

### **Executive Director's Items:**

Mrs. Howdyshell distributed an Executive Director report and discussed the capacity grant.

### **Committee Reports:**

- **Family Partnership:**

Per minutes e-mailed. Mrs. Howdyshell reported on partner family statuses.

- **Construction Committee:**

Per minutes e-mailed. The foreclosure home in Staunton (Augusta County) is being rehabbed. A volunteer youth group from Charlottesville (Youth International) is scheduled to paint next month. The Augusta Home Builders Association is sponsoring the home that the Care-a-Vanners will start in Waynesboro. A Woman's Touch group will finish the home that was put under roof last year in Waynesboro for the Edwards family.

- **Nominating Committee:**

Mr. Grunder asked Carl Tate to come back to the Board. He said he is interested. Mr. Grunder also invited Ms Crenshaw and someone at the gala. A treasurer is needed. Mrs. Stevenson invited Andrea Oakes, who may join us later in the year.

- **Real Estate:**

Per minutes e-mailed. Mrs. Stevenson reported the committee looked at a piece of property, but it didn't meet our needs. Mrs. Howdysshell noted that we are now available to receive funding through Habitat Virginia to purchase bankruptcy homes and fix them up for disabled people. The family only has to pay back 40% of the cost of the home. Mrs. Howdysshell thinks it would be good for any needy family, but especially a disabled veteran. Mrs. Stevenson noted that if HUD has a decent home in foreclosure, it goes on a special site for non-profits, where we would have the first chance to purchase it. The committee will continue to monitor this closely.

- **ReStore Committee:**

Per minutes e-mailed. Mrs. Howdysshell said there was no profit in December, but overall sales are ahead. Ms Rowzie noted that the ReStore had to pay for their worker's comp and general liability insurance, which is why numbers were down in December.

- **Community Relations:**

Per minutes e-mailed. Pastor Russell reported that the Holiday Health Fair went well, but it needs to be re-structured since the number of families attending the event has grown so much. The Volunteer/Donor Recognition dinner is being organized.

- **Mortgage Portfolio Committee:**

Per minutes e-mailed. Dr. Burkholder reported that since we received one home back from foreclosure, and a VHDA modification went through, the 90+ day delinquencies will go away. Those that show 30 or 60 days delinquent are usually a matter of when the family makes their payments. Ms Rowzie noted that as of right now, VHDA-serviced mortgages are 100% current. Payments were received for all of the in-house mortgages last month. One CHR partner was very delinquent, but is now making regular payments.

- **(Adhoc) Investment Committee:**

Nothing is new.

- **(Adhoc) Audit Committee:**

The audit is complete and there is a report for the Board. There are a few issues that need to be addressed. A meeting will be held with Frank Fletcher to discuss the items and if any changes need to be made.

**Old Business:**

Mrs. Howdysshell asked the Board to think of award nominees. She noted that Pete Lovegrove made 29 wooden house awards for us.

**Strategic Plan/By-Laws:**

The Board will get together in March for a work session to address needed changes to our Strategic Plan. This will likely be done on a Saturday.

**New Business:**

Mr. Grunder said if people bought auction items at the gala, they shouldn't have been charged a tax. Mrs. Howdysshell will ask the auditor to confirm the law on this issue. The auctioneer is calling all patrons who gave \$100 or more to the paddle appeal, as this was a donation and should not have been taxed. They are being asked if they want to include it as a donation to SAW or receive a refund for the tax charge. *(NOTE: We are following up with a letter to everyone who was inappropriately charged tax on their donation during the paddle appeal which will be mailed with their complimentary picture. A receipt will be included that totals both the donation and tax charged. They will be offered the option of getting the tax money back. If anyone requests a refund – we can send a corrected receipt with their refund check.)*

Mrs. Howdysshell informed the Board that Ms Fisher and her son have both been ill and asked for prayers.

Ms Crenshaw was approved as a member of the Board.

**Upcoming Events:**

- Sunday, February 28<sup>th</sup> – Volunteer/Donor Recognition Dinner at Tinkling Spring Presbyterian Church in Fishersville from 1:30 – 3:00 pm.
- Thursday, March 24<sup>th</sup> – Habitat BAH (Business after Hours) at the ReStore from 5:30 – 7:00 pm. Mrs. Howdysshell explained this event to the Board. Mrs. Hill volunteered to help decorate. Ms Rowzie noted cleaning the store starts a week before the event.

The meeting was closed with prayer by Pastor Russell.

**The next Board meeting will be Monday, March 7, 2016 at 6:30 PM**

## **SAW Habitat for Humanity ~ Board Minutes**

**March 7, 2016**

### **Members Present:**

Minnie Stevenson, President; Alan Biskey, Secretary; Salome Baugher; Dr. Sue Burkholder; Fred Grunder; Rev. Rod Ronneberg; Pastor Dennis Russell; Charlie Frankfort, Vice-President; Alisha Fisher; Jennie Hill; Rhonda Howdyshell, Executive Director; DeeDee Koch, Development Communications Coordinator; Tammy Rowzie, Bookkeeper; Andy Beasley and Sarah Crenshaw.

### **Members Absent:**

Tom Montgomery.

The meeting was opened in prayer by Mrs. Howdyshell.

### **Minutes:**

The February minutes were approved as presented.

### **President's Action Items:**

The Real Estate Committee has a recommendation to sell the lot on Ashby St. for \$10,000 that was just donated to SAW. The house needs to be torn down; and the new setbacks wouldn't allow a good lot for a new home. (The property is too steep.) It would cost SAW a significant amount of money to demolish the house. A neighbor would like to buy the property, tear down the house, and use the lot for parking. The Board approved the sale of the lot to the neighbor for \$10,000.

### **Treasurer's and General Financial Report:**

Mrs. Howdyshell reported the Gala deposits were over \$35,000. Ms Rowzie noted that since the report, the ReStore's monthly expense payment was made to the affiliate. Mrs. Howdyshell said that is usually around \$15,000. Dr. Burkholder asked which account the \$150,000 will come out of that is shown for construction obligations. Ms. Rowzie explained that is part of a CD. Mrs. Howdyshell said \$100,000 of the CD is to some extent designated for Hopewood, but we could ask about using it for current construction if it is needed.

### **Financial Advisory Council (FAC):**

Mrs. Howdyshell said the council met and the report will be e-mailed soon. Ms. Koch distributed her report and discussed it in depth. There are a number of opportunities with businesses and churches that have expressed interest in engaging with SAW Habitat. A grant for \$2,000 was received for the garden.

### **Executive Director's Items:**

Mrs. Howdyshell reported that she and Mr. Grunder had a phone interview with Tammy Page from HFHI to go over the expectations of the affiliate and to discuss her participation with the Board at the strategic planning meeting. The Volunteer Coordinator has to be hired very soon, because that person and Mrs. Howdyshell are required to attend a required training course in Atlanta the week of April 11<sup>th</sup>. HFHI is paying for it, as part of the grant.

### **Committee Reports:**

- **Family Partnership:**

Per minutes e-mailed. Mrs. Howdyshell reported there will be a meeting with all partner families on March 14<sup>th</sup> at 10 am to discuss their partnership issues.

- **Construction Committee:**

Per minutes e-mailed. The Women's Touch build starts Monday, May 2<sup>nd</sup>. The Care-a-Vanners will start the Augusta Home Builders sponsored house on May 9<sup>th</sup>. The tree at 444 Kirby needs to be taken down, and the holes for the porch supports at 448 Kirby need to be dug. Inspection of the holes to make sure they meet building requirements must be done. Passing that inspection will re-activate our building permits, which are currently set to expire in April. The group that was scheduled to help paint the Breezewood home cancelled, so that still needs to be done.

- **Nominating Committee:**

Rev. Ronneberg & Mr. Grunder met last week and discussed potential people to invite to join the Board.

- **Real Estate:**

Per minutes e-mailed and as discussed under President's Action Items.

- **ReStore Committee:**

Per minutes e-mailed. Mr. Frankfort reported the Business after Hours (BAH) event is being focused on at this time. Volunteers are needed to get the store clean and organized.

- **Community Relations:**

Per minutes e-mailed. Pastor Russell said the Volunteer/Donor Recognition dinner went well. Mrs. Howdysshell noted 120 people attended and the music was spellbinding. Pastor Russell discussed plans for Habitat Week on WKDW. The guests are scheduled.

- **Mortgage Portfolio Committee:**

Per minutes e-mailed. Dr. Burkholder noted that the VHDA portion of the report is still showing 2 mortgages at 90+ days delinquent – when they should show current. One had been modified and the other we foreclosed on. For in-house mortgages, the one shown as 90+ days delinquent has made a few large payments and is now making regular payments. Her escrow payments are current, and she is trying to get caught up on her principle payments. Dr. Burkholder would like another Board member to participate in this committee. Ms. Crenshaw agreed to join. Ms. Rowzie noted that a CHR partner passed away. Her daughter has been making the payment.

- (Adhoc) **Investment Committee:**

Nothing is new.

- (Adhoc) **Audit Committee:**

### **Old Business:**

Dr. Burkholder asked about the Gala tax issue. Mrs. Howdysshell said we are obligated to charge sales tax on the auction items, but the auctioneer accidentally also charged tax on the paddle appeal cash donations. She discussed the actions taken to remedy the situation. Mrs. Howdysshell noted that in previous years, SAW paid all of the sales tax on the items that were sold.

### **Strategic Plan/By-Laws:**

The Board will get together on Saturday, April 23<sup>rd</sup> from 10 am – 3 pm to update the current plan. Mr. Grunder would like each committee to look at their part beforehand and determine what they realistically think they can do. Each committee will be asked to present their findings and recommendations to the Board for consideration during the strategic planning session. The meeting place hasn't been decided yet.

### **New Business:**

Nothing was discussed.

### **Upcoming Events:**

- Thursday March 24<sup>th</sup> – Habitat BAH at the ReStore from 5:30 - 7:00 pm.
- Saturday, April 2<sup>nd</sup> & Sunday, April 3<sup>rd</sup> – Home Show at Expo in Fishersville. Hours are 9 am – 5 pm on Saturday and 10 am – 4 pm on Sunday. The Executive Committee recommends not doing this event since we won't receive any proceeds. The Board discussed the event and the time and effort that would be spent for maybe \$200 in sales from the booth. The Board agreed not to do the Home Show this year. Mrs. Howdysshell will speak to the Expo director and explain our reasons for not participating this year.
- Monday – Friday, April 11<sup>th</sup> – 15<sup>th</sup> – 8 – 9 am – Habitat Week on WKDW – Guests will speak about SAW Habitat and ask for pledges and volunteers.
- Monday, May 2<sup>nd</sup> – Women's Touch Kick-off – 9 am – 444 Kirby Ave, Waynesboro. Mr. Biskey asked if men are allowed on the site. Mrs. Howdysshell replied that they are welcome.
- Sunday, May 8<sup>th</sup> – Care-a-Vanner welcome dinner. Place & time TBD.
- Monday, May 9<sup>th</sup> – First Nail Ceremony – 9 am – 448 Kirby Ave, Waynesboro. This will take place before the Care-a-Vanners begin working that morning.
- Friday, May 20<sup>th</sup> – Care-a-Vanner farewell dinner. Place & time TBD.

The meeting was closed with prayer by Pastor Russell.

**The next Board meeting will be Monday, April 4, 2016 at 6:30 PM**

## **SAW Habitat for Humanity ~ Board Minutes**

**April 4, 2016**

### **Members Present:**

Minnie Stevenson, President; Salome Baugher; Dr. Sue Burkholder; Fred Grunder; Rev. Rod Ronneberg; Charlie Frankfort, Vice-President; Alan Biskey, Secretary; Rhonda Howdysshell, Executive Director; DeeDee Koch, Development Communications Coordinator; Tammy Rowzie, Bookkeeper; Jennie Hill; Andy Beasley; Sarah Crenshaw; and guest, Joe Arbaugh, licensed contractor.

### **Members Absent:**

Alisha Fisher; Pastor Dennis Russell and Tom Montgomery.

The Board welcomed Mr. Arbaugh and introduced themselves.

The meeting was opened in prayer by Mrs. Howdysshell.

### **Minutes:**

The March minutes were approved as presented, with the exception that Mrs. Hill was present. *(She hadn't signed the sign-in sheet.)*

The agenda was approved, with the exception that the next meeting date is May 2<sup>nd</sup>.

Mrs. Stevenson said the committee reports would be by-passed for this meeting, due to a number of important issues to be discussed.

### **President's Action Items:**

- The Family Partnership Committee has a recommendation for a family to be accepted as a conditional Habitat partner. Mr. Frankfort questioned the employment history. She worked at her current job for 3½ years. She worked there 2 years; quit for 6 months; then went back and has been working there for 1½ years. Dr. Burkholder asked what "conditional" meant in the recommendation. Some thought it could be because she has 2 medical debts she will start paying on. The Board tabled this until they find out more about the conditional partnership. *("Conditional" means that the recommendation is contingent on the partner's ability to qualify and stay qualified for a USDA loan. This is now the new wording on all recommendations and in the acceptance letters.)*

- The Capacity Grant had been e-mailed to the Board. To receive the grant, a contract needs to be signed by Board members. This grant will pay 100% of the Volunteer Coordinator's salary for the first year; 50% the second year, and 25% the third year. Mrs. Howdysshell feels that since Ms. Koch is likely to become the Assistant Executive Director, Ms Koch should attend the training in Atlanta next week, along with the new Volunteer Coordinator. Ms Koch writes grants, and the training will provide detailed information regarding reporting requirements, as well as other necessary instruction. Mrs. Howdysshell said SAW will have to open another bank account, since the Capacity Grant requires a completely separate account for all grant-related deposits and expenditures. Ms Rowzie recommends a savings account instead of a checking account. Also, a work plan must be submitted that shows how the Affiliate plans to meet certain requirements of the grant. One such requirement is to build four units a year. Mr. Biskey noted that the grant definition of a unit includes new construction, re-habs, and CHR's over \$5,000, so four should be doable. Our work plan also reflects the hiring of a Construction Supervisor, to oversee all aspects of construction. Mr. Frankfort noted there are some fundraising requirements as well, which seem to be attainable. Mrs. Howdysshell said they could possibly ask

for funds to be returned if we don't meet the objectives. We will be required to submit in writing any changes we would like to make to the written plan, if we have any – because they would need to approve the changes. Ms Koch asked about the specific requirements for the fundraising, i.e., what can we include. Mr. Frankfort replied it is not restricted to just donations, and Mrs. Howdyshell added that it also includes in-kinds. Mr. Frankfort noted we need to make sure we get all of the in-kind contractor estimates of the value of their contributions, in order to help meet the objectives. Mrs. Howdyshell informed the Board that all members of the Affiliate staff are doing a write-up of the duties they are performing at this time, to identify duties that may need to be re-aligned to better fit the new positions being established. Mrs. Stevenson said we will learn more about the grant from Tami Page, from HFHI. Mr. Grunder stated that Ms Page will be at the strategic planning session on April 23<sup>rd</sup> to help us incorporate some of the requirements into our updated plan. The Executive Committee recommends approval to move forward with the grant. The Board approved the recommendation, and all Board members in attendance signed the contract. Members not present will be contacted to come in and sign it.

#### **Treasurer's and General Financial Reports:**

The reports were distributed and discussed. Ms Rowzie reported there weren't any significant changes; but there were a number of unique transactions this period, due to the gala and the annual audit. The temp that was hired for the ReStore was through Bradford Staffing. They had a change in staffing, so we were billed for 7 weeks of payroll at once. Even with that, the ReStore had a profit of \$1,602. The affiliate had a number of expenditures, so there was a loss of \$11,082. Mr. Frankfort noted that nothing from the Capacity Grant has been received as of yet. Mrs. Howdyshell said we had been counting on monies from USDA for a family, but they didn't qualify. There is another family we are working with to try to get qualified; and another one is qualified, but we aren't sure if the funds will be received in this fiscal year.

#### **Financial Advisory Council (FAC):**

Nothing was discussed.

#### **Executive Director's Items:**

Nothing was discussed.

#### **Old Business:**

Nothing was discussed.

#### **Strategic Plan/By-Laws:**

As discussed under President's Items.

#### **New Business:**

Mrs. Stevenson said there were about 80 applications for the Assistant Executive Director position. A few were interviewed. The Executive Committee determined that, of the applicants, Ms. Koch was the best qualified, and the Committee recommends Board approval of Ms Koch for the position. SAW can't afford to hire another person from outside of the Affiliate, and Ms. Koch has been doing a great job and has demonstrated excellent qualifications for the position. Following a short period in executive session, the Board approved the hiring of Ms Koch for the position.

The Volunteer Coordinator, Mr. Kevin Fuller, has been hired. Mrs. Howdyshell described the selection process leading to this decision and explained that he is fully aware of the grant and duties associated with the job.

Mrs. Howdysshell noted that a new Federal regulation may be coming into play in May: If a salaried person makes less than \$50,000 a year and works more than 40 hours a week, they will need to be paid overtime.

Ms Koch mentioned that a reporter from WMRA radio came and interviewed her; along with volunteers at the re-hab site about why they volunteer. Ralph Billings did a great job, and Mr. Biskey also made an excellent commentary. The interview is expected to be aired on the radio in about 2 weeks. Ms Koch will e-mail the date and time to everyone when she obtains the information.

Ms Baugher thanked the Board for their time and effort for all the work they do for SAW Habitat.

**Upcoming Events:**

- Thursday March 24<sup>th</sup> – Habitat BAH at the ReStore from 5:30 - 7:00 pm.
- Monday – Friday, April 11<sup>th</sup> – 15<sup>th</sup> – 8 – 9 am – Habitat Week on WKDW – Guests will speak about SAW Habitat and ask for pledges and volunteers.
- Monday, May 2<sup>nd</sup> – Women’s Touch Kick-off – 9 am – 444 Kirby Ave, Waynesboro. Mr. Biskey asked if men will be allowed to participate in this effort. Mrs. Howdysshell replied that they are welcome.
- Sunday, May 8<sup>th</sup> – Care-a-Vanner welcome dinner – 6 pm at First Baptist Church in Waynesboro.
- Monday, May 9<sup>th</sup> – First Nail Ceremony – 9 am – 448 Kirby Ave, Waynesboro. This will take place before the Care-a-Vanners and other volunteers begin working that morning.
- Friday, May 20<sup>th</sup> – Care-a-Vanner farewell dinner. Place & time TBD. It will most likely be at the North Park in Waynesboro.

The meeting was closed in prayer by Reverend Ronneberg.

**The next Board meeting will be Monday, May 2, 2016 at 6:30 PM.**

## **SAW Habitat for Humanity ~ Board Minutes**

**May 2, 2016**

### **Members Present:**

Minnie Stevenson, President; Dr. Sue Burkholder; Fred Grunder; Rev. Rod Ronneberg; Charlie Frankfort, Vice-President; Alan Biskey, Secretary; Rhonda Howdyshell, Executive Director; DeeDee Koch, Assistant Executive Director; Jennie Hill; Tammy Rowzie, Bookkeeper and Kevin Fuller, new Habitat Volunteer Coordinator.

The meeting was opened in prayer by Mrs. Howdyshell.

The Board introduced themselves to Mr. Fuller.

### **Minutes:**

The April minutes were approved as presented.

The agenda was approved as presented; with the addition that Ms Koch has a grant proposal issue to discuss with the Board.

### **President's Action Items:**

- The Family Partnership Committee has 2 recommendations for families to be accepted as partners, contingent on them passing the CAVIRS background check and their ability to qualify and stay qualified for a USDA loan. One family had been recommended last month, but the Board felt the recommendation needed better clarification. Mrs. Howdyshell discussed the new HFHI mortgage calculator. Upon further discussion, the Board accepted both applicants.
- New Leadership Training is scheduled for June 7<sup>th</sup> – 9<sup>th</sup> in Atlanta. Mrs. Stevenson proposed that Ms Koch attend. It will cost \$175 for the training, plus mileage and food reimbursement. Ms Koch has a family member she plans to stay with, so hotel fees won't be needed. Ms Rowzie noted that since Mrs. Moon-Theado was scheduled for, but did not attend the CHC training, we were reimbursed for that fee, so the cost of this training shouldn't throw the budget off.
- The Family Partnership Committee is recommending moving forward on closing with the Thompson family. Ms Thompson is not working at this time, but Mr. White is. He makes enough money to afford the mortgage and all other bills. The recommendation includes having the loan in his name, but it would be deeded in joint tenancy. Ms Thompson is seeking employment at this time. They are planning on getting married later this year. The Board approved the recommendation of selling the home to the family with joint tenancy.

### **Treasurer's and General Financial Reports:**

The reports were distributed and discussed. The affiliate as a whole lost money in March. One report shows a loss of over \$18,000, while another shows a loss of over \$22,000. The Executive Committee had questions as to why the two reports don't match up. Ms Rowzie explained the reports. The detailed P & L includes the income received from mortgages. The QuickBooks P & L doesn't show those, because it has them as an asset since they aren't paid off. If you subtract the mortgage income from the detailed P & L, the two sheets will balance.

Dr. Burkholder reported that VHDA's mortgage report shows two people at 30 days delinquent, but that is a payment/report timing issue, so we are 100% current with those mortgages. There is still one in-house homeowner 90+ days delinquent, but has been making large payments and will continue to try and get caught up. Her escrow is current. There are two mortgages showing 30 days delinquent. One is timing and the other is waiting on her

insurance claim to get caught up. There were late letters mailed to three CHR homeowners. Mrs. Knowles calls the ones she has a rapport with as well. One then made a payment. The Mortgage Portfolio committee will discuss meeting with another homeowner if a payment hasn't been made by the next MP meeting. We may put a judgment on them. *(A payment has since been made on the third delinquent CHR)*

### **Financial Advisory Council (FAC):**

Per committee report. Mrs. Howdyshell reported the FAC is working on a Red, White & Blue Celebration event. It will be in the park gym. There is a veteran that is in consideration for the home program; and another in consideration for the CHR program. Ms Koch noted that Pamela Patrick may be able to find a group of Contra dancers to perform at the event.

### **Executive Director's Items:**

Mrs. Howdyshell will be filing mortgage satisfactions for all of the homeowners who have paid off their Habitat homes.

### **Committee Reports:**

- **Construction Committee:**

Per committee report. Mrs. Howdyshell said there is a lot of construction going on. Mrs. Hill stated the ceremony for the Women's Touch build was nice. The whole house received insulation and a coat of primer. Channel 29 News covered the event. The news lady was impressed and wants to volunteer. She also wants to know about all of SAW's events. The excess drywall needs to be removed from the living room.

- **Community Relations Committee:**

Per committee report. Mrs. Howdyshell reported the committee is taking care of the Care-a-Vanner lunches.

- **ReStore Committee:**

Per committee report. Mr. Frankfort reported that Mrs. Moon-Theado resigned from her position as ReStore Manager/CHR Program Manager. The 2<sup>nd</sup> pick-up person also left. We are looking for someone to take his place. Dr. Burkholder said she may know of someone. Mr. Frankfort told her to let Mr. Gill know. Donations are up, so we have a full pick-up schedule.

- **Real Estate Committee:**

Per committee report. Mrs. Stevenson said there is a meeting tomorrow evening. The neighbor that had indicated a desire to buy the house we received as a donation is now hesitant. The Board hopes he will purchase it because SAW doesn't want to have to tear it down. There is another home Mrs. Stevenson will check on to see if it may be something SAW would want to purchase.

- **Mortgage Portfolio Committee:**

Per committee report and as discussed under the Treasurer's report.

- **Ad-hoc Audit Committee:**

Nothing new.

### **Old Business:**

We are still looking for a Class A License Construction Field Operations Director. Mrs. Howdyshell spoke with two men about the position, but hasn't received replies. Mr. Biskey thinks we might be able to get away with a Class B License. We could hire them, but they would have to sit for the Class A. The affiliate should have a Class A License.

#### **Strategic Plan/By-Laws:**

Mr. Grunder e-mailed the draft SP summary to the Board to check over. The Board approved the plan. The Board commended Mr. Grunder and Ms Bradley for their work on the strategic plan.

#### **New Business:**

Mrs. Howdyshell offered an exit interview to Mrs. Moon-Theado. If she accepts it, Mrs. Howdyshell will let the Personnel Committee know when it will be.

Ms Koch discussed a grant she would like to apply for. If the funds are received, she would like to ask the high school students who are enrolled in the architectural classes to come in and learn how the skills they are learning in school are being practically applied at Habitat - from floor plans to construction. Ms Koch thinks it would be more productive if they attend the Construction committee meetings, rather than being at the construction sites. They could see the floor plans and ask questions. Teens from the High Schools, Governor's School and Vocational School could be invited. A program would need to be tailored specifically for them. There is no minimum or maximum number of students needed. This plan would need Board and Construction committee approval. Mrs. Hill suggested taking the program to them, by having someone go explain what we do and show them how we do it. She thinks we would reach them better, rather than seeing if they show up to a meeting in the evening. Dr. Burkholder said Ms Koch should discuss this with the guidance counselors at the schools to see how SAW could best interact with the students. This grant can't be applied for until September, but a program plan would need to be fleshed out before we apply. The Board would like more information before they approve it.

The Board went into Executive Session to discuss an employee issue. It was certified that only personnel issues were discussed.

#### **Upcoming Events:**

- Sunday, May 8<sup>th</sup> – Care-a-Vanner welcome dinner – 6 pm at First Baptist Church in Waynesboro.
- Monday, May 9<sup>th</sup> – First Nail Ceremony – 9 am – 448 Kirby Ave, Waynesboro. This will take place before the Care-a-Vanners and other volunteers begin working that morning.
- Thursday, May 19<sup>th</sup> – Care-a-Vanner farewell dinner. 5 pm – North Park in Waynesboro.
- Friday, May 20<sup>th</sup> – Spring Tea – 3:30-4:30 pm – Community Garden in Staunton

The meeting was closed in prayer by Mrs. Howdyshell.

**The next Board meeting will be Monday, June 6, 2016 at 6:30 PM.**

## **SAW Habitat for Humanity ~ Board Minutes**

**June 6, 2016**

### **Members Present:**

Minnie Stevenson, President; Fred Grunder; Tom Montgomery; Charlie Frankfort, Vice-President; Alan Biskey, Secretary; Alisha Fisher; Pastor Dennis Russell; Andy Beasley; Sarah Crenshaw; Rhonda Howdyshell, Executive Director; Jennie Hill; and Kevin Fuller, Volunteer Coordinator.

The meeting was opened in prayer by Mrs. Howdyshell.

### **Minutes:**

The May minutes were approved with two corrections.

The agenda was approved as presented.

### **President's Action Items:**

It was explained that Mrs. Howdyshell will be retiring at the end of June. A discussion ensued on how she would still be available as needed, possibly in a role as Executive Director Emeritus. It was noted that Mrs. Howdyshell has brought SAW Habitat to where it is today and that her dedicated service is very much appreciated.

### **Treasurer's and General Financial Reports:**

The reports were distributed and discussed. The ReStore did especially well last month.

### **Financial Advisory Council (FAC):**

Per committee report.

### **Executive Director's Items:**

Tithing to HFHI was discussed. Ethiopia, Haiti, and Bangladesh are the countries SAW has designated to benefit from our tithe for the past couple of years, and the Executive Committee recommended staying with those. Following some discussion, the Board decided to replace Bangladesh with Nepal and continue supporting efforts in Ethiopia and Haiti. SAW also tithes \$4,500 for each house we complete, \$100 for each CHR, and \$500 for each rehab. \$6,200 also has to be paid for a SOSI fee.

Publicity of SAW events was discussed. Copies of recent newspaper articles were distributed.

A total of five Mortgage Satisfactions were recorded last month.

### **Committee Reports:**

- **Construction Committee:**

Per committee report. The details of the current builds and CHR were discussed. Mrs. Hill has been successful in getting volunteer groups to help on the builds and also to provide lunches.

- **Community Relations Committee:**

Per committee report. House build lunch donors continue to be sought. Volunteer hours were reported.

- **ReStore Committee:**

Per committee report. Employee issues were discussed. A ReStore Manager is being sought.

- **Real Estate Committee:**

Per committee report. Several properties are under consideration and are being examined.

- **Family Partnership Committee:**

We are in a closed application period at this time.

- **Mortgage Portfolio Committee:**

Per committee report, and as discussed under the Treasurer's report.

- **Ad-hoc Audit Committee:**

The financial records and annual reports are being finalized to close out the FY on June 30<sup>th</sup>.

- **Nominating Committee:**

A new person with a strong background in financial management has shown interest and may join the Board as Treasurer.

**Old Business:**

Nothing was discussed.

**Strategic Plan/By-Laws:**

The new committee tactics should be written up and e-mailed to Mr. Grunder.

**New Business:**

Purchasing a nice existing modular home for the Veteran's Build was discussed in-depth. The home would need to be dismantled, moved from Staunton to a Habitat-owned lot in Waynesboro, and refurbished.

**Upcoming Events:**

The meeting was closed in prayer by Pastor Russell.

**The next Board meeting will be Monday, July 11, 2016 at 6:30 PM.**

## **SAW Habitat for Humanity**

### **Called Board of Directors Meeting Minutes**

**July 25, 2016 – 6:30 PM**

**Members Present:** Charlie Frankfort, Vice President; Alan Biskey, Secretary; Tom Montgomery; Fred Grunder; Sarah Crenshaw; Salome Baugher; Jenny Hill; and Sue Burkholder

**Members Absent:** Minnie Stevenson, President; Pastor Rod Ronneberg; Alisha Fisher; Pastor Dennis Russell; Andy Beasley

**Agenda:** The purpose of the called meeting was to accomplish the following:

- Vote on Personnel Committee's recommendation to hire Mr. Lance Barton as our new Executive Director (replacement for Ms. Deidre Koch)
- Distribute resumes for the following newly selected Affiliate staff members to members of the Board. (These personnel were hired by the outgoing Executive Director, with the direct assistance and approval of the Personnel Committee):
  - Virginia Parkinson – Volunteer Coordinator (replacement for Kevin Fuller)
  - Bill McKenna – ReStore Manager (New position)
  - Fred Burkholder – Construction Supervisor/Manager (New position)
- Consider a request for vacation pay for Ms. Koch upon her departure (resigned).
- Discuss meeting with Tami Page on July 26-27 to address questions regarding Capacity Grant requirements.

Note: All other normal items of business for the monthly Board of Directors meeting will be addressed during their next regularly scheduled meeting, on August 1, 2016.

### **Action Items:**

- **Recommendation from Personnel Committee to hire Lance Barton as the new Executive Director of the SAW Affiliate.** Mr. Barton's resume was distributed. Following discussion, the Board approved the recommendation, pending Mr Barton's successful passing of the required criminal background check, drug testing, and references review.
- **Announcement of new staff hires:** Ms. Parkinson began work last week. Mr. McKenna will begin work on or about September 1. He will spend a week in August at the Affiliate before he begins his employment. Mr. Burkholder began work last week.

- **Request for vacation pay:** Tabled. A review of the terms of Ms. Koch's contract and any leave taken over the past year will be done, and a determination will be made as to how much, if any, unused leave may be paid out to Ms. Koch.
- **Visit from Tami Page on Capacity Grant:** Board and staff members who have questions regarding the requirements that must be met in order for our Affiliate to be in compliance with the terms of the grant are invited to attend meetings with Ms. Page on the afternoon and evening of July 26 and the morning of July 27.

The next regular Board meeting will be Monday, August 1, 2016 at 6:30 PM.

## **SAW Habitat for Humanity**

### **Board of Directors Meeting Minutes**

**July 11, 2016 – 6:30 PM**

**Members Present:** Minnie Stevenson, President; Alan Biskey, Secretary; Pastor Dennis Russell; Andy Beasley; Sarah Crenshaw; Sue Burkholder; Tammy Rowzie; DeeDee Koch, Executive Director

**Members Absent:** Fred Grunder; Charlie Frankfort, Vice-President; Tom Montgomery; Jenny Hill; Pastor Rod Ronneberg; Alisha Fisher; Salome Baugher

**Guests:** Andrea Oakes, Staunton City Council. (Introductions were extended.)

**Opening Prayer:** The meeting was opened in prayer by Pastor Dennis Russell.

**Approval of Minutes:** The June minutes were accepted as written.

**Agenda Adjustments (if any):** None.

#### **President's Action Items:**

- Recommendation from Family Partnership Committee to waive the USDA loan approval requirement for the Veteran's Build. Approved as written.
- Request from homeowner to refinance mortgage. Referred back to Mortgage Portfolio Committee to explore options. Maybe a local bank could take this mortgage.

#### **Treasurer and General Financial Reports:**

Reports were distributed and discussed. The budget for next year must be completed before July 20. Several questions need to be resolved to finalize the budget:

- New position of Construction Supervisor (\$45K). Decision: Approved.
- Keep hourly Construction positions? Decision: Referred back to Personnel.
- Volunteer Coordinator (Apr-Apr year) at \$35K for remainder of FY: Approved.
- New position of ReStore Manager at \$36K: Approved. Also approved to keep position of Warehouse Manager and provide a 2% raise for all current employees.

### **Financial Advisory Council (FAC):**

Per committee report. Red, White, and Blue Festival for this Fall has been scratched. Costs were estimated to exceed \$5K, and donations to support it would have conflicted with Gala donations. Working through the Chamber of Commerce (Linda Hershey), Leadership Greater Augusta has adopted our Veterans Build and will present a plan to us. Last year this group helped Camp Light. The event will be at Expo, in late May 2017.

### **Executive Director's Items:**

- Urgent need for Board training on new regulations, mortgage loans, etc. Inquiries have replaced applications, and some wording has been changed on our brochures.
- Affiliate end-of-FY report is due and requires a lot of staff work to complete.
- Capacity Building Grant expert Tami will be here next week to answer questions.
- Board Evaluation Forms were distributed and need to be returned ASAP.
- Training at the next Board meeting should focus on Board member responsibilities.
- Signature cards need redoing, but need Board approval. Will be done electronically. Old resolution was done in 2011, according to Ms. Koch. Only two people can currently access the safety deposit box.

### **Standing Committee Reports:**

- **Family Partnership Committee:**

Per committee report. We are in a closed application period at this time.

- **Construction Committee:**

Per committee report. Old CHR applications are being re-visited and evaluated, as well as two new ones. One CHR has been completed and counts as a "unit" for the Capacity Grant. A summary of progress on the current building projects was given.

- **Community Relations Committee:**

Per committee report. Three events are in planning for the Fall: Wreath-making, Pumpkin Fest, and Community Health Fair.

- **ReStore Committee:**

Per committee report. Starting this week, as a trial, the ReStore will be closed Saturdays, but will stay open an extra hour each weekday. This will enable pickups on Saturdays. A ReStore Manager is being sought by the Personnel Committee.

- **Real Estate Committee:**

Per committee report. The Craigsville community (Mr. Fox, Mayor) is interested in Habitat. They have invited us to come do a town meeting.

- **Mortgage Portfolio Committee:**

No meeting was held last month. The Affiliate is in excellent shape on existing VHDA loans. In-house loans are also in good standing.

- **Nominating Committee:**

A new person with a strong background in financial management has shown interest and may join the Board as Treasurer.

- **Ad-hoc Audit Committee:**

Financial records and annual reports are being finalized to close out the FY.

**Old Business:** Nothing was discussed.

**Strategic Plan/By-Laws:** The new committee tactics should be written up and e-mailed to Mr. Grunder for consolidation.

**New Business:**

- Acceptance of Andrea Oakes as a Board Member. She was given a packet. Tabled.
- Resignation letter from Ms. Koch as Executive Director. She has given two weeks notice; her last day will be July 22.
- Executive/Personnel committee will begin search for a new Executive Director.

**Upcoming Events:**

- Retirement Party for Mrs. Howdyshell on Wednesday, July 27<sup>th</sup> from 6-8 PM at the American Hotel, 125 S. Augusta Street, Staunton

**Closing Prayer:** The meeting was closed in prayer by Pastor Russell.

**The next regular Board meeting will be Monday, August 1, 2016 at 6:30 PM.**

## **SAW Habitat for Humanity**

### **Board of Directors Meeting Minutes**

**August 1, 2016 – 6:30 PM**

**Members Present:** Minnie Stevenson, President; Charlie Frankfort, Vice President; Alan Biskey, Secretary; Pastor Dennis Russell; Sarah Crenshaw; Dr. Sue Burkholder; Salome Baugher; Rev. Rod Ronneberg; Fred Grunder; Vickie Parkinson, Volunteer Coordinator; Fred Burkholder, Construction Supervisor; Tammy Rowzie, Bookkeeper

**Members Absent:** Tom Montgomery; Jenny Hill

**Guests:** None.

**Opening Prayer:** The meeting was opened in prayer by Pastor Dennis Russell.

**Approval of Minutes:** The July 11 regular Board meeting minutes and the special July 25 called Board meeting minutes were approved as written.

**Agenda Adjustments (if any):** Added two items of New Business, as reflected below.

#### **President's Action Items:**

- Request for vacation pay for exiting Executive Director: Request was for two weeks vacation pay. Following discussion, it was agreed to pay one week's vacation pay, due to confusing wording regarding leave policies in the Employee Handbook. (Note: Since the exiting ED resigned, Board could have denied any payment.)
- Recommendation from Family Partnership Committee to accept a new partner (a veteran): Application number is 16-03-01. Approved.
- Request from homeowner to refinance mortgage: Case has been reviewed. Partner has too much debt and insufficient income to qualify for refinancing. Bankruptcy may be the only option. Mortgage Portfolio Committee will try to help in any way possible, but Habitat cannot provide a new mortgage. Request was denied.

#### **Treasurer and General Financial Reports:**

Reports were distributed and discussed.

- 2016-2017 Budget review. Most Board members had not seen the proposed budget before tonight. Copies were distributed, and a vote will be taken via email.

- 2015-2016 Budget vs Actual: Some expected revenue sources did not materialize, but “in-kind” donations plus revenues amounted to about \$75K increase over projected income for the year.

**Financial Advisory Council (FAC):** Nothing new to report.

**Executive Director’s Items:** None. (The newly-hired SAW Habitat Executive Director, Mr. Lance Barton, is expected to report to work on August 22.)

**Standing Committee Reports:**

- **Family Partnership Committee:**

Per committee report.

- **Construction Committee:**

Per committee report. The Board welcomed new Construction Supervisor Fred Burkholder, whose official full time start date is August 1. Fred has done assessments on four potential CHR projects and is working on estimates. Three will likely exceed \$5K. Work continues on Kirby Street house builds. Fred will review CHR contract guidelines to ensure compliance with the law and clarity regarding partner responsibilities for loan repayment and signoffs upon work completion.

- **Community Relations Committee:**

Per committee report. The Board welcomed new Volunteer Coordinator Vickie Parkinson. The feasibility of doing a “recycled art” sale was discussed. Since the Habitat Business After Hours proved to be a money loser, the Committee will explore other possible venues (e.g., Earth Day or piggy-backing with a business.)

- **ReStore Committee:**

Per committee report. An unanticipated expense has arisen: the air conditioning in the Affiliate/ReStore offices needs to be replaced. Cost is about \$5500. Work is expected to be done by the end of the week. ReStore will pay 1/3; the Affiliate, 2/3. ReStore closed early 2-3 times due to excessive heat and humidity. We will welcome a new ReStore Manager, Mr. Bill McKenna, who starts work September 1.

- **Real Estate Committee:**

Per committee report.

- **Mortgage Portfolio Committee:**

Per Committee report. The Affiliate is in excellent shape on existing VHDA loans. In-house loans (mortgages and CHR loans) are also in good standing.

- **Nominating Committee:**

New Board members will be needed to replace those completing their terms. A new Treasurer is urgently needed.

**Ad-hoc Committees:**

- **Audit Committee:** Nothing new to report.
- **Strategic Plan/By-laws:** Nothing new to report.
- **Investments:** Nothing new to report.

**Old Business:** Nothing was discussed.

**New Business:**

- Request from homeowner to have an in-house Habitat loan instead of a USDA loan: Discussed. Board agreed to explore using a Habitat Virginia program specializing in USDA loans to handle the details, at a one-time cost of \$700 (per loan), to be added to the mortgage. Homeowner will be advised regarding this likely course of action.
- Community Relations Committee request for Board approval to explore having a second group of Care-A-Vanners come to SAW next year: Approval was granted.

**Upcoming Events:** Annual Gala, Saturday, Jan 21, 2017, Stonewall Jackson Hotel.

**Closing Prayer:** The meeting was closed in prayer by Reverend Rod Ronneberg.

**Next Meeting:** The next regular Board meeting will be **Tuesday, September 6, 2016, at 7 PM**, due to Monday, September 5 being Labor Day & 2 meetings before it on Tuesday.

## **SAW Habitat for Humanity**

### **Board of Directors Meeting Minutes**

**September 6, 2016 – 7:00 PM**

**Members Present:** Minnie Stevenson, President; Charlie Frankfort, Vice President; Alan Biskey, Secretary; Salome Baugher; Tom Montgomery; Jenny Hill; Fred Grunder; Andy Beasley; Lance Barton, Executive Director

**Members Absent:** Pastor Dennis Russell; Sarah Crenshaw; Dr. Sue Burkholder; Rev. Rod Ronneberg.

**Guests:** Bill McKenna, ReStore Manager.

**Opening Prayer:** The meeting was opened in prayer by Mr. Barton.

**Approval of Minutes:** Mr. Biskey noted that an adjusted P&L was distributed on Aug 11, reflecting that the net profit for the 2015-2016 fiscal year was actually \$41,306.23, instead of the approximately \$75K reported at the Aug 1 meeting. With that clarification, the August 1 Board meeting minutes were approved.

**Agenda Adjustments (if any):** None.

#### **President's Action Items:**

- Mrs. Stevenson introduced our new ReStore Manager, Mr. Bill McKenna, and welcomed him to the Affiliate. Mr. Barton commended the Board on his selection.

#### **Treasurer and General Financial Reports:** Reports were distributed and discussed.

- Mr. Barton expressed his desire to have 30 days to review the financial report formats and consult with a CFO friend and another non-profit financial person to develop a better way of reporting finances. The Board approved this approach.
- 2016-2017 Budget review. Mr. Barton requested that approval of the proposed budget be delayed until the October Board meeting, to give himself and Mr. McKenna ample time to review and propose recommended changes, as needed. The Board approved the request to delay.

**Financial Advisory Council (FAC):** Mr. Montgomery noted that planning for the Gala needs to begin ASAP. He expressed concern that the rather abrupt departure of Mrs. Howdysell has raised questions in the community and that several past donors are waiting to see evidence that we are still on track. He reiterated the pivotal role Mrs.

Howdysshell has played in Gala planning and fundraising over the past five years, with each year's Gala exceeding profits of the previous year. He suggested that the Board consider hiring Mrs. Howdysshell on a temporary basis, perhaps in a consulting role, to assist with Gala planning and other fundraising activities. (See new Business, below.)

#### **Standing Committee Reports:**

- **Family Partnership Committee:** Per committee report.
- **Construction Committee:** Per committee report. Also, it was reported that Mr. Michael Billings has resigned his position as on-site construction supervisor. No reason was offered.
- **Community Relations Committee:** Per committee report.
- **ReStore Committee:** Per committee report. Also, it has been decided to abandon the short-lived experiment to have the ReStore closed on Saturdays. The ReStore will resume Saturday hours of operation on September 10.
- **Real Estate Committee:** Per committee report.
- **Mortgage Portfolio Committee:** Per Committee report. It was noted that Mr. Phil Miller, who has assisted in mortgage closings for many years, has decided to step down. A new person, Ms. Angie Whitesell, has been approached to take his place.
- **Nominating Committee:** Nothing new to report.

#### **Ad-hoc Committee Reports:**

- **Audit Committee:** Nothing new to report.
- **Strategic Plan/By-laws:** Nothing new to report.
- **Investments:** Nothing new to report.

#### **Executive Director's Items:**

- Records retention and destruction policy: Mr. Barton requested Board action to approve a local policy in records retention and destruction, based on HI guidelines. Mr. Grunder is reviewing the proposed policy. It is expected that it will be distributed via email to Board members for comment/approval by the end of this week.
- Final settlement with Ms. Koch: Mr. Barton will meet with Ms. Koch this week to deliver a final paycheck to her. As her request for payment for travel expenses was not fully documented, the check will be treated as a severance pay. Ms. Koch will also be asked to sign a document releasing SAW Habitat from any further claims.
- ReStore Goals: Mr. Barton asked Mr. McKenna to share his initial thoughts on how the ReStore might be improved. Mr. McKenna cited the need for the ReStore to be more customer-friendly and more selective in accepting donations. He will be doing outreach to businesses, civic organizations, etc.

**Old Business:** Nothing was discussed.

**New Business:**

- Gala Planning: Discussion included consideration of asking Mrs. Howdyshell to come in, on a temporary basis, or hiring an event planner. Mrs. Hill offered to head a Gala committee. Mr. Montgomery expressed his concern that, over the past several years, Mrs. Howdyshell has done an outstanding job with the Gala and, further, that she has established excellent relationships with many of our affiliate's major donors. He expressed his opinion that an outsider would likely not have as good a result. A motion was made by Mr. Biskey to have Mr. Barton and Mr. Montgomery meet with Ms. Howdyshell to discuss the possibility of having her return, on a temporary basis, as a possible avenue of approach. The Board approved (five "Yes" votes, two "No" votes, and one "Abstain").

**Upcoming Events:** Annual Gala, Saturday, Jan 21, 2017, Stonewall Jackson Hotel.

**Closing Prayer:** The meeting was closed in prayer by Mrs. Stevenson.

**Next Meeting:** **Monday, October 3, 2016, at 6:30 PM.**

## **SAW Habitat for Humanity**

### **Board of Directors Meeting Minutes**

**October 3, 2016 – 6:30 PM**

**Members Present:** Minnie Stevenson, President; Alan Biskey, Secretary; Salome Baugher; Jenny Hill; Dr. Sue Burkholder; Rev. Rod Ronneberg; Fred Grunder; and Lance Barton, Executive Director.

**Members Absent:** Charlie Frankfort, Vice President; Pastor Dennis Russell; Sarah Crenshaw; Andy Beasley; and Tom Montgomery.

**Opening Prayer:** The meeting was opened in prayer by Reverend Ronneberg.

**Approval of Minutes:** Minutes of the September meeting were approved as written.

**Agenda Adjustments (if any):** None.

**President's Action Items:** None. Mrs. Stevenson asked Mr. Barton to lead the discussion on several items of concern.

**Treasurer and General Financial Reports:** Mr. Barton reported that he has met with a couple of CPAs in an effort to simplify our financial record-keeping and reporting. He distributed a notional simplified quarterly financial report which compared income and expense figures in various categories from 2015 and 2016. A decision was made to continue to use Quick Books Desk-top version rather than use the on-line version. QuickBooks Desk-top will be upgraded to the 2016 version. Mr. Barton requested another 30 days, at which time he expects to have a specific proposal for Board approval. The Board approved his request. Kris McMacken, a local CPA, will be assisting Ms. Rowzie in transitioning to a new system.

**Financial Advisory Council (FAC):** No report.

**Standing Committee Reports:** None. A meeting has been called for October 6 to discuss committee duties, responsibilities, and reporting procedures. Most of the regular committee meetings scheduled for September were cancelled.

**Ad-hoc Committee Reports:** None.

### **Executive Director's Items:**

- By-Laws Review and Approval: By-Laws, with changes recommended by Mr. Grunder in June 2015 were formally approved by the Board. (Through an oversight, formal approval was not voted on last year.)
- Strategic Plan Review and Approval: Tabled.
- 30 day review of Financial Reports – As discussed above, in Treasurer's Report.
- 2016-2017 Budget Review and Approval: Tabled. (Mr. Barton and Mr. McKenna are reviewing the draft budget and will likely propose some recommended changes.)
- Gala Planning – Mr. Barton and Mr. Montgomery met with Mrs. Howdysshell and entered into a contract with her for her support in planning and conducting the January 2017 Gala. She will work directly with the Gala Committee, chaired by Mrs. Hill, who provided an update on the Gala planning to date.
- Re-Store-- Saturday Operations: ReStore resumed Saturday sales in September.
- Records retention/destruction policy: Policy was distributed via email to Board members for comment/approval, and was approved in September. November 15 is the Affiliate's deadline for determining what must be kept and what can be discarded/destroyed.
- Final settlement with Ms. Koch: Mr. Barton met with Ms. Koch and delivered her final paycheck. Ms. Koch signed a document releasing SAW Habitat from any further claims.
- Class A contractor status: Tabled.
- Status of Loan Applications for 444 Kirby, 452 Kirby, and Breezewood properties. Mr. Barton met with the USDA office in Harrisonburg re: USDA loan applications.
  - 452 Kirby partners have been living in home for about 18 months, paying \$600/month. Their income is too high to qualify for a USDA loan. Board discussed and approved offering them an in-house loan for the appraised value minus the approximately \$9K they have already paid, with a plan not to exceed a \$600/month mortgage payment. Mr. Barton will research and make a recommendation to the Board regarding how to structure the loan.
  - 444 Kirby partner can only qualify for an \$85K USDA loan. Habitat would need to do a "silent second" or find a bank willing to support such a loan.
  - The Breezewood partner qualifies for a USDA loan for the full appraisal value.

Every effort will be made to learn how to do a successful USDA loan application.

### **New Business:**

- Policy/Procedures Committee. Mr. Grunder agreed to head a new committee. The goal for completion of a review and revision of all Affiliate policies and procedures is March 31, 2017. Mr. Barton, Dr. Burkholder, and Mr. Biskey will work with Mr. Grunder on this committee.
- At Mr. Barton's request, a called meeting of the Board of Directors will be held October 6 with Mr. Barton to address the following:
  - Staff/Board/Committee expectations and responsibilities

- Timeliness of Reporting
- Lines of Communication
- Consistency/fairness in loan structuring for all partners in our area.

**Upcoming Events:**

- Oct 28 (Friday), 6:00–7:30 PM: Pumpkin Fest at Community Garden
- Dec 17 (Saturday): Health Fair at Booker T. Washington Community Center
- Jan 21, 2017 (Saturday): Annual Fundraising Gala at Stonewall Jackson Hotel
- Feb/Mar 2017 (Sunday): Volunteer Recognition Luncheon at Tinkling Spring Presbyterian
- May 2017: Augusta Leadership Committee “Veteran Build” Fundraiser at Expo
- May (& July?) 2017: Care-A-Vanners Support

**Closing Prayer:** The meeting was closed in prayer by Reverend Ronneberg.

**Next Meeting:** **Monday, November 7, 2016, at 6:30 PM.** (Note: The outcome of the October 6 meeting may impact future meeting dates/times).

## **SAW Habitat for Humanity**

### **Board of Directors Meeting MINUTES**

November 7, 2016 – 6:30 PM

President – Minnie Stevenson

Members Present: Minnie Stevenson, President; Charlie Frankfort, Vice President; Alan Biskey, Secretary; Salome Baugher; Sarah Crenshaw; Fred Grunder; Jenny Hill; Rev. Rod Ronneberg; and Lance Barton, Executive Director.

Members Absent: Pastor Dennis Russell; Andy Beasley; and Tom Montgomery. (Note: Dr. Sue Burkholder and Alisha Fisher have resigned from the Board, leaving two vacancies.)

The meeting was opened in prayer by Reverend Ronneberg. Minutes from the October 3 meeting of the Board were approved, with the following change: The reference to Ms. Koch's final pay was changed to read "severance" pay.

President's Action Items: None.

Treasurer and General Financial Reports: Mr. Barton presented a proposal to use simplified reports to better reflect the income and expenses of the Affiliate. At the request of Ms. Baugher, Mr. Barton agreed to have expanded versions of the reports available at Board meetings should any Board member desire to see the figures in more detail. The Board agreed that it would like to see the Profit and Loss statements on a quarterly basis, as a minimum. The current balance sheet will be made available at the next Board meeting (December 2017).

Discussion: Equitable Mortgage Programs – Mr. Barton presented a proposal to structure all future mortgages in a fair and equitable way, such that each partner with SAW Habitat will make their mortgage payments with the same effective percentage loan, regardless of where they live (Staunton, Waynesboro, or Augusta County). The Board discussed the alternatives. Mr. Grunder made a motion that the Board approve the concept of providing fair and equitable loans for all Habitat partners, regardless of how the loan is structured. The Board approved the motion.

Report on Committee Efforts:

Discussion:

#### **Family Partnership Committee:**

Staff is creating a work-flow plan to improve communications between the Affiliate and its partner families. This will include establishment of firm deadlines for both parties, to ensure timeliness in the progression from approval as a partner, to home construction, to closing (home ownership). A notional form was distributed for review. Also, with

the hiring of new staff positions over the past few months, the Affiliate is now able to take on more of the responsibilities previously done by committees. The staff is working on a single report that will track mortgages serviced by VHDA, in-house mortgages, and Critical Home Repairs. It was proposed that the Family Partnership and Mortgage Portfolio Committees be combined into a single committee. Ms. Hill made the motion. Following discussion, the merger of the two committees was approved.

**Construction Committee:**

Now that the Affiliate has hired a full-time Construction Manager, it is proposed that the Construction Committee and the Real Estate Committee be combined into a single committee. Ms. Hill made the motion. Following discussion, the merger of the two committees was approved.

**ReStore Committee:** All of the ReStore vehicles (Box truck, pickup, and van) are in poor condition and need repairs. The decision is to fix them for now, for about \$2K, to buy time, but to begin thinking about purchasing one or more newer replacement vehicles in the near future. Estimated need: \$25-30K.

**Community Relations Committee:** A Pumpkin Fest was held at the Burress Memorial Garden on October 28. 70-80 people were in attendance. Also, with the recent hiring of a full-time Volunteer Coordinator, the Affiliate is considering modifications to the future responsibilities of this committee.

**Nominating Committee:** No report.

Ad Hoc Committees:

**Strategic Plan/By-Laws/Policies – Fred G**

Discussion: New policies are being written, with drafts out for review for policies on Conflicts of Interest, Workplace Harassment, and Finance. Discussion was tabled until next month.

**Investment Committee – Charlie F:** No changes to report.

Executive Director's Items:

Staff Party and Holiday Schedule: Mr. Barton proposed that a combined Thanksgiving and Christmas luncheon be held for the Affiliate staff on November 23, the Wednesday before Thanksgiving Day, with the Board of Directors providing the meal. The Board agreed to support this idea.

Gala Planning: Ms. Hill reported that the planning for the Gala is going very well, to include getting commitments for major sponsorships. So far, 18 sponsorships totaling \$38K have been lined up, with potential for several more.

Old Business: None

New Business: Request for approval of 3 Critical Home Repairs - The Construction Committee recommended that three CHRs totaling approximately \$13,500 be approved. The Board voted its approval.

Upcoming events:

- Nov 23 (Wednesday): Thanksgiving Luncheon. Board provides food for staff.
- Dec 17 (Saturday): Health Fair at Booker T. Washington Community Center
- Jan 21, 2017 (Saturday): Annual Fundraising Gala at Stonewall Jackson Hotel

- Feb/Mar 2017 (Sunday): Volunteer Recognition Luncheon at Tinkling Spring Presbyterian
- May 2017: Augusta Leadership Committee “Veteran Build” Fundraiser at Expo
- May (& July?) 2017: Care-A-Vanners Support

Closing Prayer: The meeting was closed in prayer by Mrs. Stevenson.

Next Meeting: Monday, December 5, 2016,

## Staunton-Augusta-Waynesboro Habitat for Humanity

12/05/16 Board Meeting Minutes

Meeting called to order at 6:30

Minutes approved

Treasurer's Report:

Lance introduced new COA, stated that final layout for financials will be at the January Board meeting. Lance requested that moving forward in-kind donations be reflected on a third report rather than incorporated into the P&L. The new COA's use of classes will allow these reports to be generated. In response to the board's concerns, the staff will be responsible for supplying them with reports that do the following:

1. Reports that tell the "cost of doing business" for the ReStore
2. Reports that explain the in-kind donations regarding properties being worked on and any other types of in-kind donations used by this affiliate.
3. Cash flow statements
4. Project based cost analysis including progress of houses under construction
5. Ability to generate reports for the entire affiliate that breaks down percentages spent on administration, ReStore, fundraising, program, and management.

A report was given out on the status of our in-house mortgages and CHR home repairs. The staff is continuing to work on this status report to include VHDA. Lance said that at the January board meeting he will be asking for modifications on some loans that show as delinquent but that regular payments are being made. The board asked if any more mortgages could be sent to VHDA for servicing, Lance said there 2 new and 5 current mortgages that can be transferred in January. The board would like to see all loans be brought up to date and as many as possible sent to VHDA for servicing. A member of the board expressed concerns about our relationship with families after they become homeowners.

The board recognized new potential board members Tammy Lilly and Pamela Patrick.

Jennie gave an update on the Gala preparation saying we are on track.

Lance requested time and day changes for committee meetings. The board agreed. The new schedule will follow: ReStore Committee 9am on second Friday, Family Partnership 4:30 on second Wednesday, Executive Committee on third Monday 6pm and board meetings on fourth Monday 6pm, Construction & Real Estate meeting

Management evaluations with Charlie Frankfort and Anthony Whitehead will begin in December.

Staff Christmas bonuses to remain the same as last year. Lance stated that just 2 days would be given for Christmas break. **Correction: Staff was given 3 days off for the Christmas holiday in lieu of a party. LB**

Board roster was reviewed. The board voted approval for officer positions: Charles Frankfort as Chair, Alan Biskey as Secretary, Minnie Stevenson as former Chair, Treasurer position TBD. New board members were recommended: Tom Montgomery recommended Sam Hammick, Fred G recommended Homeowner Crystal Stinnett, Fred G agreed to visit her with Lance; Lance and Jennie H will get clarification on Alisha's participation on the board; Lance is researching 2 potential treasurers; the 2 guests Tammy Lilly and Pamela Patrick will be two of the candidates for board vote in January.

A brief discussion about the affiliate vehicles ended with Lance saying that he will look at our financial standing in light of the upcoming USDA closings and will make a decision by the end of December.

Fred said that the employee handbook is in the final stages.

Meeting closed at 8pm.