

Staunton-Augusta-Waynesboro Habitat for Humanity
Board of Directors MINUTES
02/27/2018 Chair: Jennie Hill

In attendance: Jennie Hill, Chair; Dennis Russell; Laurie Thompson, Treasurer; Sarah Crenshaw; Pamela Patrick; Salome Baugher; Lou Ella Hill; Andy Beasley; staff: Lance Barton, Exec. Dir., Tammy Rowzie, Finances, Anthony Whitehead, Family Partnerships.

Not in attendance with proxy votes: Charles Frankfort, Vice Chair (proxy); Alan Biskey, Secretary (proxy), Rev. Rod Ronneberg.

Meeting opened in prayer at 8pm following a planning session from at 6pm. Minutes from January Board Meeting were approved without discussion (LH/DR).

Reports:

Treasurer gave the **financial report**, staff and board continue to monitor wages as they are currently 15% high in the ReStore and 8% high in the affiliate. The reasoning is increased sales in the ReStore (15% above budget) and increased construction activity in the affiliate. **Audit Results and Management Letter** (LB, TR) were reviewed. The auditors were not able to make two previously scheduled meetings and another attempt will be made before the next board meeting. **Gala Results** (JH) ended with over \$88,000 for programs and an ROI of 294%, it was considered very successful.

Old Business:

Construction Update (JH) discussed that 130 Stafford is very close to “closed in” and the foundation is starting at 126 Stafford for work with the Caravanners beginning in March. 520 B Street is very close to completion, and work continues on 110 Stafford. **ReStore Update** (JH), a new assistant manager will start working on March 20. Sales continue to increase and Bill M thinks we could top 300k in sales by years’ end. Two **interns** will be working at SAWHHF during June and July, they will work with Lou Ella Hill as an assessment team to interview past homeowners and residents in the neighborhood we are working in. **Board Retreat** is scheduled for April 21.

New Business:

Anthony Whitehead presented two family partnership candidates as recommended by the **Family Partnership** Committee, both families were unanimously approved (LH/PP & LH/SC).

Vote on Policies and Board Resolutions:

- I. **Basement/Shed Policy**. This policy is a combination of two existing policies, no changes to either were made: Vote to combine policies accepted (LT/AB)
Unanimous
- II. **Criminal Background/Sex Offender Policy**: Vote to adopt as presented (DR/PP)
Unanimous, 1 Abstain (AB)

- III. **Garden Policy:** This policy is tabled to investigate donor intent for the property used as a community garden.
- IV. **Closed on Monday:** Vote to remove policy accepted (SB/SC) Unanimous
- V. **Home Cleanliness:** Vote to remove policy accepted (DR/SC) Unanimous
- VI. **20-year cap on mortgage:** Vote to remove policy accepted (LH/DR) Unanimous
- VII. **Homeowner Partner Selection:** Vote to adopt as presented accepted (DR/AB) Unanimous
- VIII. **Family Support Policy:** Vote to adopt as presented under the condition that it be reviewed and returned to the board within 90 days (PP/LT) Unanimous
- IX. **Management Safety Policy:** Vote to adopt as presented under the condition that it be reviewed and returned to the board within 90 days (PP/LT) Unanimous
- X. **Safety Plan:** Vote to adopt as presented under the condition that it be reviewed and returned to the board within 90 days (SB/AB) Unanimous

Habitat for Humanity Covenant: consensus agreement and signed by all board members present. **Quality Assurance Checklist:** unanimously approved by the board. **Anti-Money Laundering resolution:** accepted by unanimous vote and signed by the chairman of the board. Board Chair delegated the development of a “**land use/land bank policy**” to the Real Estate/Construction Committee, results to be brought back to the board at the next meeting. Board Chair delegated the development of a statement from the ReStore Committee of the “**purpose of the ReStore**” and the **profit percentage goals** for FY19. Create committee for **Deed Restrictions:** this was tabled until the next Board Meeting Board Chair delegated to Outreach Committee to **define annual Volunteer Awards** Board Chair delegated to the Finance committee to evaluate **Investment Policy** and return with findings and recommendations by the Board Retreat on April 21. Board Chair activated the **nomination committee** for potential new board member, this committee is chaired by Charles Frankfort (Vice Chair) and volunteers to serve for this nomination are Pamela Patrick and Dennis Russell. Board Chair called for an **ad-hoc committee to evaluate the safety policies** in place and present finding/recommendations at the next board meeting. A tally of **Board Members on Board Committees** was made: Real Estate/Construction is Charles Frankfort, Salome Baugher and Andy Beasley. Outreach Committee is Alan Biskey and Dennis Russell. Family Partnership is Lou Ella Hill and Jennie Hill (monitor). Finance Committee is Laurie Thompson (Treasurer) and Jennie Hill. ReStore Committee is Charles Frankfort and Laurie Thompson.

Meeting Closed