

**Staunton-Augusta-Waynesboro Habitat for Humanity
Board of Directors Meeting MINUTES
Tuesday, May 22, 2018
Chair: Jennie Hill**

Action Item 1: The following policies were approved unanimously: Safety, Whistleblower, and Emergency Succession.

Action Item 2: ReStore Statement of Purpose and Profit Goals was accepted by the Board.

Action Item 3: The Board has decided not to sell the Kirby and C Street property in Waynesboro at this time.

Action Item 4: The Board agreed to release 75k from reserves for increased construction activity.

Action Item 5: The Board agreed to accept a rental option for 434 Richmond Road

Action Item 6: The Board requested staff research availability of the Big Lots building on West Beverly for potential use by SAWHFH.

Attended by: Jennie Hill, Chair; Charles Frankfort, Vice Chair; Laurie Thompson, Treasurer; Alan Biskey, Secretary (P); Salome Baugher, Pamela Patrick, Louella Hill, Andy Beasley.

Not present: Rev. Rod Ronneberg, Rev. Dennis Russell.

Minutes:

Meeting opened in prayer. **March and April minutes** were accepted as presented (LH/LT). **Financial report** was accepted (CF/LH) with a projection that the end of year expenses will run 6% high and that income will run 6.9% high.

Reports: The **ReStore** has hired an assistant manager who comes to the organization from the Habitat Store in Charlottesville. He also said they predict the ReStore will end the year about 50,000 above income goals. Space continues to be an issue and the staff is exploring options for the future. A customer loyalty program was started. **Family Partnerships** report there are currently 6 partner families in the program and it is expected to be 8 by the end of the fiscal year. FP will also be leading the work to be performed by 2 interns in June and July. This work will include interviewing the majority of past Partner Families to learn about their experience as homeowners and how changes in life have affected their housing needs. They will also be interviewing people in the neighborhood we are working in to see what critical home repairs are needed. Pamela P recommended that the questionnaire also look for opportunities to get past family partners involved in the organization's current activities. **Real Estate/Construction** report stated that 520 B is complete and is closing soon. The majority of current work is going towards 110 Stafford and it is 55%-60% complete. 126 and 130 Stafford is at dry-in and will have the siding put on in the next couple of weeks. The Care-A-Vanners were here during the entire month of April and the feedback from them was very positive. **Outreach** did not submit a report, but it

was noted that the ReStore will host an Open House on June 16th, a signup sheet was passed around for board members to choose 2 hour segments to volunteer and to bring a side dish.

The following policies and resolutions were presented:

Safety Policy with full activation by July 1, 2018 (PP/CF), unanimous; Whistleblower **Policy** (LH/PP), unanimous; **Unlawful Discrimination and Harassment Policy** is tabled until June; **Deed Restriction** is tabled until June meeting; **Emergency Succession Plan** (LH/PP) unanimous; **Family Support** was reviewed at the 90-day point and no changes were made, it now goes to annual review; a resolution was accepted regarding the **ReStore Statement of Purpose and Financial Goals**.

Jennie H told the Board that a verbal offer was made to “buy the property at **Kirby and C**” in Waynesboro but no amount was discussed. A decision by consensus was made by the Board that at this time the organization is not interested in selling this property at this time. Jennie H will notify the party in writing of this decision.

Construction activity is at a 17-year high and a **request to release 75k from our reserves** was accepted. Lance B explained an offer to rent the space at 434 Richmond Road as an option to our current arrangement. The financial impact of this arrangement was explained in a later discussion about the FY19 Budget Draft. The board agreed to release from **Right of First Refusal** the property at 905 Western Blvd. in Waynesboro.

The **FY19 Draft Budget** was presented to the Board. A few changes to the P&L were recommended to clarify the actual income and expenses of the Affiliate, Construction and the ReStore. The Board was also presented with options regarding Occupancy costs of the location at 434 Richmond Road. Option 1 was to not change the current arrangement of using NAP Credits, paying for rent on a portion of the current space and continuing to have a loan balance for improvements made in 2009. Option 2 would be to pay a flat rental rate for the entire space. Option 3 would pay the rental rate and also rent storage in the building allowing for more retail space. Option 4 would include all of Option 3 and use current assets to pay off loan balance for improvements. Option 5 would include all of Option 4 and also pay off property loan. The board **agreed to Option 3** (CF/SB), unanimous, and gave affiliate staff the permission to move forward with a lease agreement under condition that the board understand the terms of the lease and cost of improvements. They also asked that the record reflect an interest in Option 4 if a reasonable return for the sale of assets could be found. During a financial analysis in April it was found that the organization’s assets exceeded its liabilities by 3:1 and it was highly recommended that some of these assets be liquidated or leveraged to increase the organization’s construction capacity.

The **resignation** of Sarah Crenshaw from the Board of Directors was accepted. Sarah C expressed that her busy schedule did not allow her to commit the time to the organization that she feels it deserves. She also said that she will proudly continue to be an advocate for affordable housing through SAW Habitat for Humanity.

Salome B asked for research to be done on the Big Lots building on West Beverly as an option for SAWHFH’s future needs.

SAW Habitat for Humanity will celebrate its 25th year in operations and will be highlighting this in all marketing, events and communications in FY19.

Meeting Closed at 8:17

DRAFT