

MINUTES

Nevada County Habitat for Humanity Board of Directors Meeting Tuesday, September 24, 2019

Grass Valley United Methodist Church, 236 South Church Street, Grass Valley, CA

Meeting Chair: Rick Ballantyne

Recorder: Katherine Hudson

Directors Present: Bill Croker, Rick Ballantyne, Andy Kramer, Dina Rubino

Directors Absent: Terry Lowell, SR Jones, Andy Owens

Staff Present: Lorraine Larson, Executive Director; Jim Phelps, Fund Development Manager

Rick called the meeting to order at 4:08 p.m.

- 1. Opening Prayer:** offered by Jim Phelps.
- 2. Consent Agenda:** Rick requested approval for the consent agenda, including the current meeting agenda and the minutes of the August meeting, as well as acknowledgment of the following reports previously distributed by email:
 - Finance: July and August 2019—Summary Actuals for Affiliate and ReStore
 - Mortgage Arrears Report
 - Executive Director's Summary Report
 - Fund Development Report
 - Construction Committee Report
 - ReStore Committee Report

Approval of the consent agenda was moved by Andy Kramer, seconded by Bill, and adopted by unanimous voice vote.

- 3. Mission Moments:** Bill reported that Mary Gill has made a good start at the ReStore, for example instituting regular vacuuming of the premises. Lorraine expressed her appreciation of the interviews with homeowner families that appear in the newsletter. With regard to the Park Place development, Andy Kramer mentioned that nearly every day two or three people stop by to say they are glad something is being done there.
- 4. Finance:** Lorraine referred the Directors to her monthly report and said she was pleased to be able to include August figures as well as those from July. Both months came in a bit over revenue projections, as did Affiliate expenses. ReStore expenses were about 2.5% over projections, due primarily to personnel costs—i.e., overlapping tenure of the managers and payment of the previous manager's vacation accrual. In addition, credit card processing costs were up; Mary will research this item with the new provider. The Affiliate's cash balance was up, with the proceeds of the Ivy Street house sale having gone directly to the Money Market account.

Regarding grant income reflected in the budget, Lorraine explained that \$150,000 represents the anticipated application to CalHome, although it may be deferred into next year because of the allocation of funds between infrastructure and construction costs.

Mortgage arrears are at about \$2,000, steadily going down. Report notations of 1 or 1.2 months in arrears are probably attributable to late payments (on which penalties are charged). Bill noted that the overall reduction of mortgage arrears is a positive result.

5. Fund Development: Jim reported that ticket sales for Street of Dreams are a bit lower than in 2018, a result he attributes in part to the Affiliate's presentation of five major fund-raising events in a relatively short period of time. He also emphasized that the real work of stewardship occurs after an event, not before it. On the other hand, Jim reported that sponsorships for Street of Dreams are up, with two new sponsors signing on and Diamond Pacific returning. He estimated the value of gifts for the auction at around \$32,000 to \$33,000; he also mentioned that someone had donated a football signed by Dwight Clark, of the San Francisco 49ers. And he once more offered kudos to Ellen for her efforts preparing for the event.

6. Construction Project Updates

- a. Heritage Oaks:** Andy Kramer reported that Heritage Oaks home #16 has been painted and passed its recent inspection. Lorraine reported on her taking a very unpleasant call from CalHome; she noted that completion of the home in the third week of October would be very helpful, as CalHome is under pressure to close out their remaining contracts. Andy suggested she talk with Frank and Ian, as lack of workers is not the problem.
- b. Park Place:** Andy advised that the project is going quickly, with the security fence installed and form work and plumbing soon to be inspected. A power pole is up and will be operational as soon as it is inspected. Andy also mentioned that several neighbors are worried about drainage in the area; he said Andy Cassano has been trying to work with the City on the issue and a neighbor will add his efforts.
- c. Eden Ranch:** A fence is still needed; the owner has applied to the Homeowners Association for a variance from their requirements.
- d. Joyce Drive 2:** Lorraine drew the Board's attention to Terry's recent report on the City's environmental review of the application and advised that Lance Lowe expects a public session before the City Planning Commission to occur November 19 or December 17.

7. Executive Committee

- a. Strategic Planning Session:** Lorraine confirmed that the Board will hold its next strategic planning session November 7. *note this date has now changed to December 13.
 - b. Meeting Dates:** The Board's meeting schedule has been changed with meetings to occur October 29 and December 18. The November meeting will be held on the usual fourth Tuesday, November 26.
 - c. ReStore Update:** As in August, this item was covered during discussion of Mission Moments and the Affiliate's financial status.
- 8. New Items:** Lorraine advised that the CC&Rs for Heritage Oaks must be accompanied by Bylaws, which in turn must be drafted by an attorney before the CC&Rs can be presented to the owners.

Andy Kramer asked about the selection of an owner for the first home at Park Place; Lorraine said the Selection Committee's recommendation would be presented at the October meeting.

9. **Closing Prayer:** offered by Andy Owens.
10. **Adjournment:** The meeting was adjourned by Rick at 5:11 p.m. The next meeting will be held November 25, 2019, at 4:00 p.m.

Respectfully submitted by Katherine Hudson, Recorder