**PPHFH Board of Director Meeting Minutes – May 7, 2018**

 **Board Members, Staff and Guests Present**:

|  |  |
| --- | --- |
| **Board Members** | **Staff / Guests** |
| Sam Adams, *President* | Kris Medina, *Executive Director/CEO* |
| Joel Hamilton, *Vice President* | Stephanie Campbell, *Director of Finance* |
| Peter Scanlon, *Treasurer* | Iain Probert*, Director of Development* |
| Matt Manzione | Janet Risley, *Director of Homeowner Services* |
| Jeff Mawhirter | Linda Stahnke, *Executive Assistant* |
| Chuck Smith |  |
| Lauren Thorstensen | Lori Sorrels, guest |
| Tye Tutt |  |
|  |  |
| **Excused Absence** |  |
| Barb Treacy |  |
| Martha Johnson |  |
| Ryan Mohling |  |
| Dan Apricio |  |
| Victoria Selfridge |  |
| Dave Warner  |  |

**CALL TO ORDER**:

The May 7, 2018 PPHFH Board of Directors Meeting was called to order at 5:48 pm by Sam Adams, *President* at the ReStore.

**OPENING PRAYER ~ INTRODUCTIONS ~ ANNOUNCEMENTS**:

Mr. Hamilton shared a devotion.

Mr. Adams brought a newspaper article about Jaime’s home dedication.

**APPROVAL OF MINUTES:**

The minutes from the April 2, 2018 board meeting were presented for review and approval. A motion was made, seconded and unanimously approved to accept the minutes.

**FINANCE REPORT:**

Mr. Scanlon presented the financials for March 31, 2018. The Assets total $7.31MM net the Unamortized Mortgage Discount of $(2.29MM); Liabilities total $1.40MM, with Total Equity of $5.91MM. Cash in banks total $2.07MM (versus $2.28MM 6/30/17). The amount of the RLOC with ANB is $200,000, and as of 3/31/2018, the balance owed was $0.

Mr. Scanlon informed the Board that March was pretty solid, especially the ReStore. The ReStore has now surpassed the forecasted net income budget for March. The projection for the end of year net income is very positive. Individual contributions are a little off compared to the month prior. Mr. Scanlon remarked that he is confident Mr. Probert is working hard to close the year off strong. He added that cash balance will increase when we sell the donated house. It is expected to be on the market by the end of May. Projected sales price is $240,000.

In discussing investments, Mr. Scanlon reported that PPHFH is treading water as the bond and equity markets have been choppy. PPHFH investments are down about 1.8% for the year. The Finance Committee will dig into this more deeply. Mr. Scanlon also plans to compare the same months in previous years as he evaluates. He will have a more detailed report the next Board meeting.

Mr. Scanlon pointed out that the balance sheet (in cash and combined categories) is strong through the cash balance is reduced due to paying off the Country Living land loan.

Mr. Scanlon also mentioned that the Finance Committee has done the first review of the 2019 budget as proposed by the staff. Ms. Campbell’s summary has been very helpful for understanding the plan. The committee would welcome Board members’ attendance at the May committee meeting which will include a second review. This would help members be informed in advance of the June Board meeting when the budget will be presented for approval.

**EXECUTIVE DIRECTOR REPORT:**

Mr. Adams explained that the goal of including the minutes of the committee meetings in the Board packet is to move to a consent-type process and reduce the amount of time spent on committee reports and to allow for more forward thinking strategic discussions.

Ms. Medina directed the Board to the ED report. She explained that there are more Adopt-a-Days than previous years. Some companies have difficulty understanding the requested $2500 fee to cover the volunteers’ material costs. Staff are explaining the need to cover employees’ time and the building materials used. Adopt-a-days have been the entry level for corporate giving. There are new groups. Previously Thrivent and Bike and Build were continuous house sponsors. Losing those sponsorships has harmed corporate giving in comparing this year to previous years’ corporate giving activities.

Ms. Medina also mentioned the pending sale of a Woodmen Vistas home and approximate $28,000 sale proceeds from the forgivable second mortgage.

Other highlights of her report were that Hunter Elledge has completed his internship with the business office. A new temporary-to-hire employee will start in that position Wednesday. She also mentioned that she, Ms. Risley and Mr. White will attend Camp Colorado later in the week. Board member, Mr. Scanlon will also be attending.

**Mortgage Delinquency Report:**

The following delinquency data was presented for April 2018.

|  |  |  |  |
| --- | --- | --- | --- |
| Total # of active loans as of 3/28/18 |   |   | 68 |
|   |   |   |   |
| **LOANS LESS THAN 1 MONTH BEHIND** | # of Loans | $ Amt1 | % of portfolio at risk 2 |
| Less than 1 month behind | 1 | $          128.53 | 1.47% |
| *Last month* | *0* | *$0.00*  | *0.00%* |
|   |   |   |   |
| **LOANS MORE THAN 1 MONTH BEHIND** | # of Loans | $ Amt1 | % of portfolio at risk 2 |
| 1 month behind | 1 | $          194.39 | 1.47% |
| 2 months behind | 0 | $                   -   | 0.00% |
| 3 months behind | 0 | $                   -   | 0.00% |
| More than 4 months behind | 0 | $                   -   | 0.00% |
| **Total** | **1** | **$          194.39** | **1.47%** |
| *Last month* | *2* | $982.28  | *2.99%* |
| *April 2017* | 2 | *$512.10*  | *2.94%* |

1 Amounts reflect principal balances outstanding and do not include outstanding escrow and late fee balances.

2 Calculated against the total number of outstanding mortgages.

**Executive Committee:**

Ms. Medina pointed to the information in the packet regarding the Board’s prior approval of creating a Community Housing Development Organization (CHDO). Documents have been drafted by Ireland Stapleton, PPHFH’s attorneys, and are ready for the Board’s approval. She pointed out that the CHDO is created to support PPHFH and that the documents clearly state the CHDO is a Christian ministry. The CHDO is designed to promote and develop low income housing. Directors and staff are indemnified. Dissolution could only be decided upon by the PPHFH Board. Accounting records will have to be maintained for 15 years. She explained that the by-laws create the Board size and that one person could hold two officer roles. One-third of the CHDO Board must be persons of low income or someone who lives in a low income area. A Habitat homeowner will fill that position.

Following the Board’s approval of the legal documents, policies will need to be put in place. Ms. Risley will be the Executive Director (Ms. Medina cannot legally serve in this role). These policies will be based on what the PPHFH Board has already approved. In addition, there will be a new community awareness policy due to required participation by homeowners in decision-making for the community. Ms. Campbell will perform the accounting for the CHDO. Jan Plimpton will be the sole paid employee.

There was a motion to approve the documents presented. Mr. Manzione abstained as he had an email problem and had not received the documents and the proposed names for the CHDO Board. Mr. Warner had sent a written proxy to Mr. Adams for his vote. There was a second and the members voted to approve the documents.

Mr. Adams led a discussion about the Board Commitment form which was recently signed by all members. He encouraged any member who felt they needed to take time away from the Board, that it would be perfectly appropriate. He also stated that the form states that a person who is not upholding their commitment should expect a call from the Board President. Board members should hold one another accountable for their performance and consistent involvement.

**Family Selection & Services Committee:**

The Family Selection & Support Committee did not meet. Ms. Risley explained that the application process began today for homes to be built at the Dale Street property. Due to the HOME funds being utilized for this project, one of the four units must be owned by a veteran and all units will have an accessible ground level floor bedroom and bathroom. The committee will meet in June, July and August. Information sessions have been taking place over the last six weeks. Units can be 3, 4 or 5 bedrooms.

Mr. Manzione asked if the 5-bedroom design is completed or still in the concept phase. Mr. White responded that the concept is settled for adjusting the 4-bedroom plan. Timelines necessary to go through Regional Building Department for approvals should be on track to proceed with the August ground-breaking times as planned.

The Dale Street project will be two lots with a duplex on each. These units will not have yards; however, this is consistent with the existing units’ design.

**Development Committee:**

Mr. Probert reported that the committee met by phone and regular meetings will begin next month. He also said that two development positions will be posted this week. He is also working on agreements for sponsorship with several restaurants and breweries. An event with Bristol Brewery is planned for July 3, the day they have their largest receipts. Sept. 1 will be a Habitat Sky Sox day with Ms. Medina pre-recording a radio spot and Mr. Hamilton throwing out the first pitch.

**Site Selection Committee:**

Mr. Tutt referred members to the information in the packet about the purchase of property at 407 Race Street in Fountain. The Board extended thanks to Ms. Risley for finding this property. Members also discussed adjoining properties that are for sale. Mr. Tutt reviewed preliminary findings through discussion with officials in Fountain government offices. Habitat’s involvement would be deemed a service to the neighborhood, bringing higher values to the area. The committee will continue to perform needed due diligence. Additionally, there is adjoining property which could add to the scope of what could be done in that location. There was a motion and a second to give the Executive Director authority to pursue this purchase and that of adjacent property as advised by the Site Selection Committee. The vote for approval was unanimous.

**Building Committee**:

The committee did not meet.

**Faith Relations Committee:**

The committee minutes were included in the packet. There were no questions.

**Finance Committee:**

The committee minutes were included in the packet. There were no questions.

**ReStore Committee:**

The committee minutes were included in the packet. There were no questions.

Mr. White showed everyone the award given to the ReStore by Goodwill. PPHFH was one of five recipients.

The Board complimented Mr. White on improvements at the ReStore and in the controls he has put in place.

**NEW BUSINESS:**

**OLD BUSINESS:**

A copy of the electronic approval by the Board for the May and June sale of six Country Living homes was included in the packet.

**COMING EVENTS:**

The annual and next board meeting will be on June 4, 2018 at 5:45pm. Location will be at the ReStore.

Information on upcoming home dedications and ground blessings is included in the packet. Reminder that Jean & Nadia’s house is the Board Build.

**CLOSING PRAYER/ADJOURNMENT:**

Mr. Mawhirter moved for adjournment. The meeting ended at 7:15 pm.

Respectfully submitted,

Joel Hamilton, *Vice President*