

PPHFH Board Meeting Minutes

DATE: October 7, 2019

Board Members	Present?	Staff and Guests	Present?
Jay Carlson	Y	Stephanie Campbell, <i>Director of Finance/HR</i>	Y
Joel Hamilton	Y	Dustin Alarid, <i>Faith Relations Manager</i>	Y
Martha Johnson, Vice President	Y	Kris Medina, <i>Executive Director/CEO</i>	Y
Ryan Mohling, President	Y	Iain Probert, <i>Director of Development</i>	Y
Ryan Panariso, Secretary	Y	Janet Risley, <i>Director of Homeowner Services</i>	Y
Peter Scanlon, Treasurer	Y	Jeff White, <i>Chief Operations Officer</i>	Y
Chuck Smith	Y	Sarah Bunch, <i>Donor Relations Specialist</i>	Y
Ryan Teeples	Y	Caitlin Daberkow, <i>Homeowner Services Manager</i>	Y
Laurel Thorstensen	Y	Joanna Harmon, <i>Reception Coordinator</i>	Y
Barb Treacy	Y		
Bill Wall	Y		
		Guests	
		Peter Hilts, <i>School District 49</i>	Y
		Eric Stolp, <i>Thrivent Community Engagement Leader</i>	Y
		Amy Boyden, <i>Thrivent Financial</i>	Y

CALL TO ORDER The regular meeting of the PPHFH Board of Directors was called to order at 5:45 PM by Mr. Ryan Mohling, president. The meeting was held at The ReStore, 411 S. Wahsatch.

OPENING DEVOTIONS ~ INTRODUCTIONS ~ ANNOUNCEMENTS:

Mr. Bill Wall led the opening devotion with a reflection about how obtaining affordable housing is a journey, and that along this journey, God provides many opportunities to touch hearts. Mr. Wall then opened the meeting with a prayer.

The Mission Moment segment of the meeting included Mr. Eric Stolp presenting a PowerPoint regarding the recent Thrivent/HFHI Global Village trip to Budapest, Hungary. Mr. Stolp, Pastor Tojy Thomas of Woodmen Valley Chapel, and Ms. Kris Medina participated in this trip with the group of 21 pastors, Thrivent community engagement leaders and three Habitat for Humanity executive directors from across the USA. The team rehabilitated two units in a 100+ year old government-owned building. One unit will house a family of six and the other a family of four.

The team enjoyed two days exploring cultural sites and three days of construction. Mr. Stolp ended the presentation with the announcement that Thrivent has just approved another full home sponsorship of \$80,000 for the 2020 Faith Build! This will mark the fifteenth home Thrivent and PPHFH have built together in El Paso County.

Continuing the *Mission Moment* segment of the agenda, Mr. Dustin Alarid, Faith in Action Program Manager, shared the history regarding World Habitat Day, which is October 7. Currently HFHI and US affiliates are promoting World Habitat Day actively throughout this year through the *Cost of Home* campaign, and that PPHFH is planning bigger events to recognize World Habitat Day next year.

Mr. Peter Hilt was introduced as a returning guest and prospective board member.

Ms. Medina introduced Mr. Eric Stolp and Ms. Amy Boyden from Thrivent Financial's Community Engagement team.

APPROVAL OF MINUTES:

Motion made and passed to approve the August 5, 2019 minutes as presented.

FINANCE REPORT (Affiliate)

Mr. Peter Scanlon, treasurer presented the August 2019 financial statements. Mr. Scanlon provided four noteworthy items. First, the ReStore has again had an excellent sales month exceeding the month and year-to-date budget. Second, a homeowner sold their home and proceeds from the second mortgage were received. Third, the investment portfolio is holding steady with no major negative swings at this point. Finally, he thanked the staff for continuing good expense management.

Ms. Janet Risley provided a recap of the September's mortgage delinquency report. Staff are reaching out to families who on the delinquency list.

ITEMS REQUIRING DISCUSSION AND VOTE:

In order to be respectful of attendees' time, the agenda has been slightly changed to put all items requiring board discussion and vote before staff and committee reports. This way, if the meeting runs long, board members have the option to end the meeting on time and move items to the next board meeting, or to extend the meeting to discuss the non-critical agenda items.

First item for discussion and vote: Ms. Risley presented a revised Homeowner Selection/Mortgage Origination Policy and reviewed the revisions that are driven by HFHI and regulatory compliance changes. The revisions combine several other PPHFH policies into one document as several policies are currently scattered in the finance, administration and mortgage

policies. Board members discussed that the policy format is a required HFHI format as well as required regulatory language or actions. Motion made, passed and approved to accept the revised Homeowner Selection/Mortgage Origination Policy and make “obsolete” the various policies that are now combined in this one document pending confirmation that record retention of disapproved mortgage applications in the policy is not in conflict with Colorado state statutes.

Second item for discussion and vote: Ms. Medina presented the annual HFHI Quality Assurance Agreement. This report is centered around assuring affiliates and HFHI are following good business practices, protecting the brand and preserving credibility and reputation. Some discussion ensued regarding the format being easier to follow than prior year reports. Motion made, seconded and passed to approve and submit the Quality Assurance Agreement to HFHI by the October 31, 2019 deadline.

Third item for discussion and vote: Ms. Martha Johnson, Governance Committee chairperson presented Ms. Shannon Baumgartner’s application to join the PPHFH board of directors. Discussion ensued regarding Ms. Baumgartner’s active participation on the Building Committee and attendance at dedication and ground blessings. Ms. Baumgartner is unable to attend the board meeting as she is in Washington DC receiving an award at the White House and Pentagon. Motion made, seconded and passed to accept Ms. Baumgartner to the board.

Ms. Johnson provided an overview of the Board Source Survey results and stated the results did not contain surprises. A poll was taken of board members being able to attend the Board Retreat January 25, 2020. One member states they are not able to participate that day. With majority being able to attend, the retreat will be January 25. Ms. Johnson also shared as a requirement of the Capacity Building Grant and to address some of the board survey results, all board members must complete the Colorado Secretary of State’s online Board Member Training by November 15. Two board members have already completed and submitted their certificates of completion. One other board member noted he is in process of completing the modules.

COMMITTEE and STAFF REPORTS:

Executive Committee Report:

Mr. Ryan Mohling addressed the committee’s review of the two- and three-bedroom policy and financial analysis of costs and sales prices between the two models. Given that construction costs currently exceed the variance of the resale value between two- and three-bedroom homes, that the potential increase in subsidizing families who qualify for a two-bedroom being considered for a three-bedroom, the committee’s decision is to continue building two-bedroom homes.

Mr. Mohling addressed concerns in the Board Survey about the affiliate having a succession plan as well as a communication plan. There is a written *Executive Director Success Plan* that was created when Ms. Medina's predecessor announced plans to retire. That plan is still in place and reviewed annually by Executive Committee. Also, in place is a written *Crisis Communication Plan* that states only the executive director, board president and director of development are the spokespersons for the affiliate and that all staff and board members are to defer any questions and responses regarding perceived crisis to these three persons. Should any board member wish to receive a copy of either document, they should reach out to Ms. Medina.

Executive Director

Ms. Medina asked if there were any questions regarding the report submitted in the board packet. There was brief discussion regarding the topics, though no additional or new updates to be reported.

Development

Mr. Iain Probert responded to a question regarding the on-going CFC and other community campaigns. Development staff are participating in CFC information tables at the various military installations.

Ms. Sarah Bunch and Mr. Dustin Alarid talked about the very strong community turnout for the COSILoveU volunteer rally points and at the ReStore and construction sites. Ms. Bunch provided an overview about the Gingerbread Home Build event to be held at the ReStore, and she thanked Mr. Chuck Smith for garnering the first sponsorship. Mr. Smith stated he has approached other community members and is looking forward to presenting more sponsor gifts for this event which supports The Veteran Build.

Ms. Barb Treacy inquired about the upcoming Lazy Dog Ribbon cutting and how this relationship developed. Mr. Probert explained this restaurant chain has a relationship with HFHI and PPHFH was approached by the restaurant management to attend the ribbon cutting as a community partner.

ReStore Committee

Mr. Ryan Panariso noted the committee will meet Tuesday, October 8 to discuss identified potential sites for Store #2.

Family Selection

Mr. Joel Hamilton reported the committee did not meet in September; however, there are key

outreach dates regarding the upcoming application cycle. There is a dual ground blessing to be held in Country Living October 19. Ms. Risley and Mr. Joel Hamilton have been doing outreach in School District 8 for potential program applicants and volunteers for Micah's View, which is across the street from Aragon Elementary. Mr. Hamilton stated the staff are "fired up!" around this project.

Building Committee

Ms. Laurel Thorstensen reported the committee met and discussed potential plan modifications.

Tithe Committee

Ms. Barb Treacy stated there is no report this month.

Site Selection

Ms. Medina reported the committee did not meet last month though Ms. Risley and she will continue to work towards acquiring additional lots as current land inventory is used to build homes.

OLD BUSINESS:

NEW BUSINESS:

COMING EVENTS:

CLOSING PRAYER:

MEETING ADJOURNED:

The meeting was adjourned by Mr. Mohling at 7:12 pm.