

PPHFH Board Retreat

Saturday, September 25, 2021

Ent Headquarters, 11550 Ent Parkway, Colorado Springs, CO, 80921

8:30 a.m. – 1:00 p.m.

AGENDA

Set-Up (8:00AM - 8:15AM)

Arrival & Check-In (8:15AM - 8:30AM)

Socializing (8:30AM - 8:45AM)

Welcome & Housekeeping - Kris (8:45AM - 9:00AM)

Topics (Chris Bibbo, Habitat for Humanity of Colorado, to facilitate)

- **Strategy—Full Group Discussion (9:00AM - 10:15AM)**
(Kris to Set Stage...where we are, where do we go from here)
 - Three-Year Plan Review (High Level)
 - Organizational Sustainability
 - Revenue Diversification (Funding)
 - ReStore III
 - Expand Major Donor Development
 - Cost (Time, Resources, Effort) vs. Reward
 - Planned Giving (Denver has a Program)

Break & Snacks (10:15AM - 10:30AM)

- **Increase the Number of Families Served (10:30AM - 11:30AM)**
Discuss the How and Why in Groups
 - Housing Models (Types of Home...Townhome vs. Single family)
 - Expanding Repairs / Neighborhood Revitalization
 - Aging in Place (Help seniors stay in the home)

Break & Pick Up Lunch (11:30AM - 11:45AM)

- **Board Assessment / Conflict of Interest / Board Commitment (11:45AM - 12:45PM)**
 - Distribution of Documents:
 - Self-Evaluation Form
 - Conflict of Interest Form
 - Board Commitment Form
 - Current PPHFH Contact List & Org Chart

Closing and Wrap Up & Clean-Up (12:45PM - 1:00PM)



PPHFH

Board-Executive Director/CEO Partnership

Activity	Board of Directors	Executive Director	Share
<i>Relationship Building</i>			
1. Build and Sustain organization culture			Share
2. Board team building	Lead	Support	
3. Board meeting management	Lead	Support	
4. Board recruitment & orientation	Lead	Support	
5. Board development & assessment	Lead	Support	
6. Hire, assess, and remove Executive Director	Lead	Support	
7. Hire staff and volunteers		Lead	
8. Staff development and assessment	Support	Lead	
9. Staff and volunteer team building	Support	Lead	
10. Staff and volunteer recognition	Support	Lead	
<i>Community Building</i>			
1. Build community partnerships	Support	Lead	Share Share Share
2. Raise organizational visibility			
3. Ensure board representation			
4. Build a culturally competent organization			
<i>Visioning and Planning</i>			
1. Ensure mission-based decisions	Lead	Support	Share
2. Create organizational vision	Support	Lead	
3. Establish organization priorities			
4. Develop operations policies	Support	Lead	
5. Monitor strategic plan's accomplishments	Lead	Support	
6. Develop and assess programs	Support	Lead	
<i>Resource Development</i>			
1. Create fundraising plans			Share
2. Cultivate and ask major donors	Support	Lead	
3. Develop and analyze annual funds	Support	Lead	Share
4. Build funder relationships			
5. Develop annual budgets	Support	Lead	
6. Prepare financial reports	Support	Lead	Share
7. Monitor budgets and finances			
8. Educate Board regarding fundraising roles	Support	Lead	
<i>Change Agent</i>			
1. Develop and manage organization change processes	Support	Lead	
2. Create and manage executive transition process	Lead	Support	
Note: Lead = Overall responsibility and accountability; makes sure the job gets done Share = Agreed-upon leadership responsibilities and accountability for each Support = Provide information, expertise, and assistance to get the job done			



PPHFH Board of Directors Annual Self Evaluation

Full Name: _____

Company Name: _____

Place an X on activities you have participated in as a PPHFH Board member:

- I continue to be committed to the mission and goals of PPHFH.
 - I still have the time and passion to continue my commitment to PPHFH.
 - I attended the annual retreat/strategic planning session my first year. *
 - I attended the annual retreat/strategic planning session my second year. *
 - I have served on at least one Board standing committee my first year. *
 - I have served on at least one Board standing committee my second year. *
 - I attended at least 7 of 9 Board meetings during my first year of service. *
 - I attended at least 7 of 9 Board meetings during my second year of service. *
- *Use a rolling 12-month period for your 1st and 2nd year from the time you became a Board member through the anniversary date of Board service.
- I met an annual financial commitment to PPHFH.
 - I met the Board Pledge financial commitment (if applicable).
 - I attended at least one Ground Blessing in the past year.
 - I attended at least one Home Dedication in the past year.
 - I read, agreed to, and signed the annual Conflict of Interest form.
 - I read, agreed to, and signed the annual Board Commitment form.

Circle the response that best reflects your opinion. The rating scale for each statement is:
Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

- | | |
|---|-----------|
| 1. I am aware of what is expected of me as a Board member. | 1 2 3 4 5 |
| 2. I read the minutes, reports, and other materials in advance of Board meetings. | 1 2 3 4 5 |
| 3. I am familiar with PPHFH’s by-laws and governing policies. | 1 2 3 4 5 |
| 4. I am an active participant at Board meetings. | 1 2 3 4 5 |
| 5. I am an active participant on at least one committee. | 1 2 3 4 5 |
| 6. I follow through on what I say I will do. | 1 2 3 4 5 |
| 7. I maintain the confidentiality of all Board decisions. | 1 2 3 4 5 |
| 8. When I have a different opinion than the majority, I raise it. | 1 2 3 4 5 |
| 9. I support Board decisions even if I do not agree with them. | 1 2 3 4 5 |
| 10. I support and promote the Executive Director/CEO of PPHFH. | 1 2 3 4 5 |
| 11. I treat other members of the Board and PPHFH with respect. | 1 2 3 4 5 |

List the committees on which you have served, and any positions held, noting year and committee name.

First Year: _____

Second Year: _____

List ways you have supported the organization through such things as Board Builds, the Gingerbread House event, Ground Blessings, Dedications, or other:

First Year: _____

Second Year: _____

How have you used your skills and talents in establishing and implementing PPHFH goals and policies:

First Year: _____

Second Year: _____

Describe any other contributions you have made while serving on the Board of PPHFH. Attach additional sheets, as needed.

Are there any other things that you believe should be considered?

Board member signature

Date

CONFLICT OF INTEREST POLICY

BACKGROUND: In fulfilling the duties of the Board of Directors, each individual member of the Board has certain responsibilities. Specifically, each individual Director owes *a duty of care* and *a duty of loyalty*.

1. **A DUTY OF CARE** means that a Director (a) will keep him or herself reasonably informed of the activities of the affiliate and the Board; (b) will participate in making the decisions as a steward of the organization and a member of the Board; and (c) will do these things in good faith and with the care of an ordinarily prudent person.
2. **A DUTY OF LOYALTY** requires that each Director always act in the best interests of Pikes Peak Habitat for Humanity. This duty requires that each Director avoid conflicts of interest and that no Director take advantage of corporate opportunities. This duty also requires that each Director avoid the appearance of a conflict of interest that could undermine the interests of the affiliate and must act in the best interests of the organization.
3. **A DUTY OF OBEDIENCE** requires that the board members be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the organization's central goals.

POLICY: It is the policy of Pikes Peak Habitat for Humanity (PPHFH) to avoid all conflicts between the interests of PPFH and the interests of its Directors and employees. Its Directors and employees shall not engage in any activities or maintain any relationships that are in conflict with the duties and responsibilities of their role as Directors. Conflicts of interest, or potential conflicts of interest, shall include relationships and activities that impair or could impair the independence of judgment, or influence decisions in matters pertaining to PPFH. Further, a conflict of interest exists when the actions of the individual may result in improper personal gain or advantage to the Director or have an adverse effect on the interests of PPFH. Whenever a Director thinks such a conflict exists, he or she must first disclose the conflict before the Board takes any action on the matter. Such disclosure should be in writing and be recorded in the minutes. The Director who has the conflict should not participate in any discussion of the motion regarding the transaction, should abstain from voting on the matter, and should leave the meeting while the discussion is taking place. The Director's absence from the meeting and discussion, and his or her abstention from the vote shall be recorded in the minutes.

The Board of Directors, *April 2, 2018*, adopts this conflict of interest policy. It shall be **presented** to the Board **annually**.

Signed and accepted by:

_____ Date: _____
Member, Board of Directors

Printed Name

PPHFH Board Commitment Form

I, _____, understand that as a member of the Board of Directors of Pikes Peak Habitat for Humanity, I have the legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Board member: I will

- Attend a minimum of 75 percent of Board meetings, including retreats, special meetings, and committee meetings. I will attend at least two PPHFH special events per year and will serve on at least one Board standing committee.
- Consider fundraising to be a key responsibility in support of PPHFH's short- and long-term development goals. I will be responsible for an annual financial contribution that places PPHFH in the top three of my giving commitments and that each Board member must contribute.
- I realize there is no maximum contribution given by me, or solicited from others.
- Assist with creating and implementing a fundraising strategy.
- Participate in the Board development process and ensure the Board is self-perpetuating and efficient through identification of skills needed and recruitment; I will participate in a self-evaluation process regularly.
- Participate in the Executive Director's evaluation process as directed by the Executive Committee. I appreciate, understand, and am committed to the Board-Executive Director partnership and recognize its interdependence.
- Approve budgets recommended by the Finance Committee and review regular financial reports and ensure proper internal controls and that no inappropriate liabilities occur as overseen by the Finance Committee. I will review the audit and management letter recommended by the Finance Committee.
- Interpret PPHFH's work and values to the community and represent the organization in a positive manner. I will work in good faith with staff and other Board members as partners toward achievement of our goals.
- Speak with one voice when a Board decision is made and will maintain confidentiality on Board discussions.
- Act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
- Stay informed about what's going on in the organization. I will participate in and take responsibility for making decisions on issues, policies, and other Board matters.

If I don't fulfill these commitments to the organization, I will expect the Board President to call me and discuss my responsibilities with me.

In turn, PPHFH will be responsible to me in several ways:

- I will be given, without request, regular financial reports and an update of organizational activities that allow me to meet the "prudent person" section of the law.
- Opportunities will be offered to me to discuss with the Executive Director and the Board President the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
- The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a Board member.

- Board members and the Executive Director will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal and legal responsibilities to this organization.
- PPHFH will provide Directors and Officers Insurance

If the organization does not fulfill its commitments to me, I can call on the Board President and Executive Director to discuss these responsibilities.

Signed:

_____ Date: _____
Member, Board of Directors

_____ Date: _____
President, Board of Directors

BOARD OF DIRECTORS			
NAME	PRIMARY	SECONDARY	E. MAIL ADDRESS
Baumgartner, Shannon <i>Building Committee</i>	719.459.6209		shannon.k.baumgartner@gmail.com
Carlson, Jay <i>ReStore & Repair Committees</i>	719.520.9500	719.332.5882 - Cell	carlson@frontrangecommercial.com
Giunta, Rob <i>Treasurer, Finance Committee Chair</i>	516.263.5818		robert.giunta823@gmail.com
Hamilton, Joel <i>Family Selection Committee Chair</i>	571.419.1392		joelhamilton@ffc8.org ; joelhamilton@hotmail.com
Hilts, Peter <i>Exec. Committee, Development Comm.</i>	719.491.4380		philts@d49.org
Johnson, Martha	719.304.4320		marthasuejhn@gmail.com
Mohling, Ryan <i>Exec. Committee, Past President</i>	303.810.9418 - Cell		ryan.mohling@gmail.com
Mulder, Janna <i>Family Selection</i>	719.331.1256 - Cell		janna.m.mulder@gmail.com
Panariso, Ryan <i>President, ReStore Comm. Chair</i>	719.337.5806		ryan.panariso@anbbank.com
Smith, Chuck <i>Governance & Development Comm.</i>	719.238.2289 - Cell		chuck@forbushlegal.com
Stolp, Eric <i>Vice President, Faith Committee Chair</i>	719.466.3448		eric.stolp@thrivent.com
Teeples, Ryan <i>Governance Committee Chair</i>	719.325.6766		rkteeples@yahoo.com
Vandenberg, Candy <i>Governance Committee</i>	719.550.6382	719.314.8338 - Cell	cvandenberg@ent.com
Wall, Bill <i>ReStore Committee</i>	719.351.7747		wall5530@hotmail.com
BUSINESS OFFICE			
OFFICE • 2802 NORTH PROSPECT ST, COLORADO SPRINGS, CO 80907 • 719.475.7800 • FAX 719.473.3891 • pikespeakhabitat.org			
Bunch, Sarah Donor Relations Manager	x110	256.674.3093 - Cell	sarah@pikespeakhabitat.org
Campbell, Stephanie Director of Finance	x108	502.552.7124 - Cell	stephanie@pikespeakhabitat.org
Donor Relations Specialist	x113		
Henry, Chloe Faith Relations Program Manager	x115	719.440.2375 - Cell	chloe@pikespeakhabitat.org
Kovach, Greg Director of Operations	x107	719.352.1149 - Cell	greg@pikespeakhabitat.org
Lewis, Kris Executive Director, CEO	x104	303.656.3574 - Cell	kris@pikespeakhabitat.org
Probert, Iain Director of Strategic Partnerships	x105	719.494.9725 - Cell	iain@pikespeakhabitat.org
Probert, Karla Executive Assistant to the ED/CEO	x111	719.318.0567	karla@pikespeakhabitat.org
Risley, Janet Director of Homeowner Services	x103	719.338.2392 - Cell	janet@pikespeakhabitat.org
Stillabower, Crystal Assistant Accountant	x112	719.641.9867 - Cell	crystal@pikespeakhabitat.org
Williams-Parrish, Laura Community Relations Mgr	x106	719.209.7755 - Cell	laura@pikespeakhabitat.org
CONSTRUCTION			
Bennett, Trevor Construction Superintendent	719.291.4881 - Cell		trevor@pikespeakhabitat.org
Blake, Gary Construction Supervisor	719.491.9368 - Cell		gary@pikespeakhabitat.org
Buchen, Sarah Construction Volunteer Coordinator	719.290.1969 - Cell		volunteer@pikespeakhabitat.org
St Clair, Alex Construction Site Assistant	719.922.0257 - Cell		alex@pikespeakhabitat.org
RESTORE SOUTH • 411 S. WAHSATCH AVE, COLORADO SPRINGS, CO 80903 • 719.667.0840 • FAX 719.447.1303 •			
RESTORE NE • 6250 TUTT BLVD, COLORADO SPRINGS, CO 80923 •			
Haltom, Tony ReStore South Assistant Manager	719.290.6588 - Cell		sales@pikespeakhabitat.org
Hill, Kevin ReStore South Operations Manager			
Last, Dusty ReStore Volunteer Coordinator	719.213.5655		restorevolunteer@pikespeakhabitat.org
Ott, Sue ReStore NE Assistant Manager			
Vincent, Andria ReStore NE Operations Manager	720.335.9592 - Cell		andria@pikespeakhabitat.org
White, Jeff Chief Retail Officer	719.460.7907 - Cell		jeff@pikespeakhabitat.org
ADDITIONAL HABITAT CONTACT INFO			
HFH International	800.422.4828		
U.S. Support Center	877.HFHI.HELP		
HFH of Colorado	888.834.5830		303.454.8968
(Chris Bibbo, HFHC Deputy Director)	720.227.0445	303.818.3079 - cell	chris@HabitatColorado.org
(Karen Kallenberg, HFHC Executive Director)	303.454.8965		karen@HabitatColorado.org
Affiliate ID #0121-0567 • Affiliate Code #216160 • Tax ID #35-1640064 • CFC #58519			

NAICS #236115 "Low income single family housing & construction"

Updated: 23 September 2021

PPHFH Staff Org Chart

(as of 01 October 2021)

