

## PPFH Board of Directors

### Agenda

March 1, 2021

- 5:45 Opening Prayer & Greeting** (Ryan M.)
- Introduction
  - Mission Moment: Future homeowner, Dawn Courkamp, who is purchasing 201 W. Illinois at Micah's View will give a 5-minute introduction.
- 5:55 Opening Devotions** (Jay Carlson)
- 6:00 Approval of Minutes** (Ryan M.)
- February 1, 2020 Minutes (vote)
- 6:10 Finance Report**
- February Dashboard (Peter S., Stephanie C.)
- 6:15 ITEMS REQUIRING DISCUSSION &/OR VOTE**
- **Governance Committee Recommendation**
    - ½ Day Board Retreat July 17 or 24
    - Board Build Day is April 24 8:30-4:30, (812 Babcock Road – You will see PPHFH banner across the street at the build site.)
- 6:45 Executive Director & Staff Report**
- ED & Staff Report (Kris)
- 7:00 Committee Reports**
- ReStore (Ryan Panariso)
  - Governance (Ryan Teeples)

#### **6 Strategic Plan Goals (FY2019-FY2021)**

- #1 Open 2<sup>nd</sup> ReStore
- #2 Increase the number of families served through implementation of a Critical Home Repair program, growth in the Brush with Kindness program, and strengthening of homeowner services
- #3 Implement a Faith in Action Program
- #4 Stabilize annual home construction to 7-8 homes per year
- **#5 Strengthen Board Governance**
- #6 Grow Organizational Capacity

#### **Calendar:**

- March 1<sup>st</sup> PPHFH Board Meeting
- March 6<sup>th</sup> George Hammond Build Ground Blessing
- March 8-12<sup>th</sup> International Women's Week, PPHFH hosting in-person and virtual volunteer opportunities
- March 11-13<sup>th</sup> Women Build
- March 11<sup>th</sup> Thrivent Pastors' Virtual Breakfast
- March 12<sup>th</sup> PPHFH Board Thank-a-thon (details to come)
- March 21<sup>st</sup> Interfaith Build for Unity Ground Blessing
- April 2<sup>nd</sup> Good Friday – Business office Closed
- April 5<sup>th</sup> PPHFH Board Meeting
- April 22<sup>nd</sup> Earth Day
- April 24<sup>th</sup> PPHFH Board Build Day
- April 24<sup>th</sup> Thrivent Faith Build Ground Blessing (virtual)

# BOARD MINUTES

## PPHFH (virtual) Board Meeting Minutes

DATE: February 1, 2021

Board Members	Present?	Staff and Guests	Present?
Shannon Baumgartner	Y		
Jay Carlson	Y	Stephanie Campbell, <i>Director of Finance/HR</i>	Y
Joel Hamilton	Y	Greg Kovach, <i>Director of Operations</i>	Y
Peter Hilts	Y	Kris Medina, <i>Executive Director/CEO</i>	Y
Martha Johnson, Vice President	Y	Iain Probert, <i>Director of Strategic Partnerships</i>	Y
Ryan Mohling, President	Y	Janet Risley, <i>Director of Homeowner Services/Real Estate Acquisition</i>	Y
Janna Mulder	Y	Jeff White, <i>Chief Operations Officer</i>	Y
Ryan Panariso, Secretary	Y		
Peter Scanlon, Treasurer	N – excused		
Chuck Smith	N – excused		
Eric Stolp	Y		
Ryan Teeples	Y		
Laurel Thorstensen	Y		
Candy Vandenberg	Y		
Bill Wall	Y	<b>Guests:</b>	
		Rob Giunta, Finance Committee member	Y
		Sam Adams, Development Committee Chairperson	Y

**CALL TO ORDER** The (virtual) February 1, 2021 regular meeting of the PPHFH Board of Directors was called to order at 5:46 PM by Mr. Ryan Mohling, president.

**OPENING DEVOTIONS ~ INTRODUCTIONS ~ ANNOUNCEMENTS:**

Mr. Sam Adams, Development Committee chairman and former PPHFH board member was introduced by Mr. Probert and Mr. Mohling. Sam provided highlights of the year-end giving campaigns of GivingTuesday, Colorado Gives Day, the Gingerbread Home Build Event, 12 Days of Christmas, and the Year End Appeal Campaign. All exceeded their goals, with special thanks to board members Chuck Smith, who really excelled at bringing in new donors for the Gingerbread Event, as well as Janna Mulder who was a first time “builder sponsor” of a gingerbread home, and Eric Stolp whose family had their first family-created Thrivent Gingerbread Home. Also recognized were Ryan Panariso with ANB Bank for being the sponsor of matching funds for Colorado Gives day and Candy Vandenberg with Ent Credit Union for funding the wrapped repair trailer and sponsoring the GivingTuesday event matching grant. Iain reported that through these endeavors, of the 500 donors, 231 are new and 62 are re-engaged lapsed donors! Very successful calendar year-end push.

Mr. Ryan Teeples led the opening devotional with a story about service and that sacrifice with the right attitude as a group can make a significant difference.

**APPROVAL OF MINUTES:**

Motion made, seconded, and passed to approve the December 7, 2020 minutes as presented. No further discussion occurred.

**FINANCE REPORT**

Ms. Stephanie Campbell, PPHFH director of finance and human resources, summarized the December 2020 Financial Dashboard. There being no further discussion, the dashboard will be filed as presented.

**ITEMS REQUIRING DISCUSSION AND/OR VOTE:**

On behalf of the Governance Committee, Mr. Teeple presented Mr. Rob Giunta as a candidate to the PPHFH board of directors. Mr. Giunta left the virtual meeting while discussion and the vote took place, then rejoined the meeting to applaud and welcome as the newest PPHFH board member. Motion to accept Mr. Giunta to the board of directors was made, seconded, and passed.

**EXECUTIVE DIRECTOR and STAFF REPORTS:**

**Executive Director and Staff Report**

Being no questions from those in attendance regarding the report, Ms. Medina explained she would be attending Habitat on the Hill virtually February 9-11. This is an annual national advocacy event where HFHI, HFH affiliate staff and board members and homeowners, attend training sessions regarding latest federal legislative activity that impacts affordable housing. Then attendees meet with their state legislators to discuss affordable housing needs in their respective districts or states and are asked to support legislation.

Ms. Medina provided a brief update regarding the PPHFH Board Build status. All board members are requested to pledge to the Board Build in addition to their board giving as well as volunteer on the build site as they are able. Mr. Mohling requested an update on the Board Build be included in future monthly board reports.

**Executive Committee**

Mr. Mohling reported that the primary topic of the committee was Mr. Giunta's application to join the PPHFH board and to look at the dates submitted for the Board Build Dates and half-day virtual PPHFH board retreat.

**COMMITTEE REPORTS & RECOMMENDATIONS:**

**Governance Committee**

Mr. Teeple reminded the board about volunteering on the construction site, especially for the PPHFH Board Build. Suggested dates include March 26 or 27, April 23 or 24, May 7, 8, 14 or 15. A number of board members responded that Saturdays are better than Friday.

Mr. Teeple also asked board members to let Kris know if July 17 or 24 work for them for a ½ day virtual or in-person board retreat.

**Strategic Plan**

Goal #4 Stabilizing annual home construction. Kris stated that COVID-19 has caused issues for construction. Not only are volunteer numbers required to be down, construction cost has been skyrocketing. Lumber has increased 160% since September which adds considerable costs to the construction. Appliances are on backlog and Whirlpool is not able to donate the range and refrigerators at this time, adding cost and lag time to completing homes. Land remains at a premium, and though we have 30 lots to complete, we need to begin looking for land in the next year or so. The board, as part of its strategic planning and visioning, needs to consider what this affiliate's work may look like if we are not constructing new homes because of cost and lack of affordable and available land.

**OLD BUSINESS:**

**NEW BUSINESS:**

**COMING EVENTS:**

**MEETING ADJOURNED:**

Mr. Mohling adjourned the meeting at 6:52pm.

# FINANCIALS AND RELATED REPORTS

# FY 2021 Operations Dashboard

January 2021

Current Profit and Loss Highlights		
Current Net Income (Loss)	\$	15,244
YTD Income (Loss)	\$	564,949



Board of Directors

Balance Sheet Summary		
<b>ASSETS</b>		
Current Assets		
Checking/Savings	\$	1,040,149
Investment Cash/Equivalents		66,636
Investment Securities		1,210,339
Accounts Receivable		31,494
Other Current Assets		3,491,065
<b>Total Current Assets</b>	<b>\$</b>	<b>5,839,683</b>
Fixed Assets	\$	3,416,416
Other Assets		2,589,378
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>11,845,476</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Total Current Liabilities	\$	438,985
Long Term Liabilities		1,677,299
Total Liabilities	\$	2,116,284
Total Equity		9,729,192
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$</b>	<b>11,845,476</b>

**Finance Committee Notes**

*Current net income (loss):*

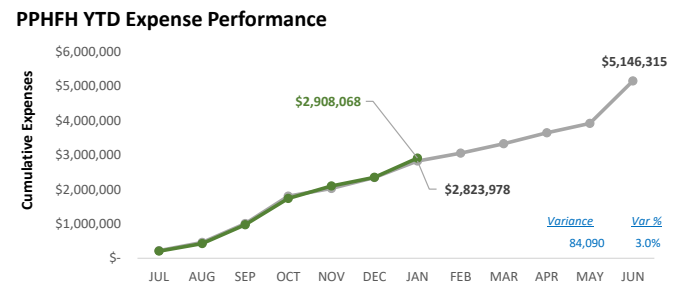
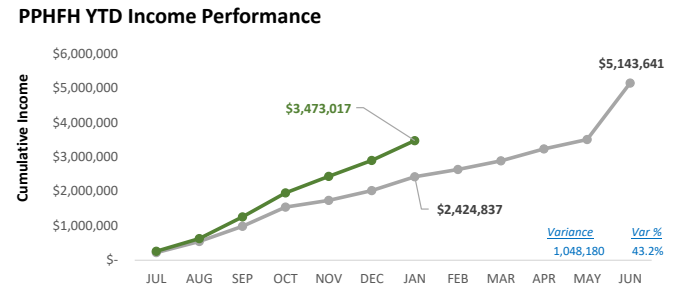
- January was a positive month
- Individual contributions remain strong
  - PPHFH has many generous supporters of affordable housing in El Paso County
- ReStore sales continue to exceed budget
- Slight market fluctuation

*YTD net income continues to remain solid*

Available Cash Balance		Pending Major Disbursements				
Operations	\$ 1,040,148	45%	Item	Feb-21	Mar-21	Apr-21
Short Term	\$ 66,636	3%				
Long Term	\$ 1,210,339	52%				
<b>Total</b>	<b>\$ 2,317,123</b>		<b>Total</b>			

→ Operations Target is 3-months of operating expenses [**\$939,031**] or 15%, whichever is greater.

→ Operations amount excludes the construction draw bank account.



## Development

**Current Donation Performance**

FY 2021	Actual	Budget	Variance	Var %
Indiv	\$ 18,196	\$ 16,717	\$ 1,479	9%
Bequest	\$ -	\$ -	\$ -	-
Corps	\$ 3,212	\$ 20,250	\$ (17,038)	-84%
Grants	\$ 2,917	\$ 2,900	\$ 17	1%
Other	\$ -	\$ 1,500	\$ (1,500)	-100%
<b>Total</b>	<b>\$ 24,324</b>	<b>\$ 41,367</b>	<b>\$ (17,043)</b>	<b>-41%</b>

FY 2020	Actual	Budget	Variance	Var %
FY 2020	\$ 30,927	\$ 34,950	\$ (4,023)	-12%
FY 2019	\$ 37,511	\$ 77,750	\$ (40,239)	-52%

**YTD Donation Performance**

Actual	Budget	Variance	Var %
\$ 261,830	\$ 161,239	\$ 100,592	62%
\$ 15,000	\$ -	\$ 15,000	
\$ 50,432	\$ 68,552	\$ (18,120)	-26%
\$ 88,500	\$ 47,400	\$ 41,100	87%
\$ 17,331	\$ 20,380	\$ (3,049)	-15%
<b>\$ 433,093</b>	<b>\$ 297,571</b>	<b>\$ 135,523</b>	<b>46%</b>

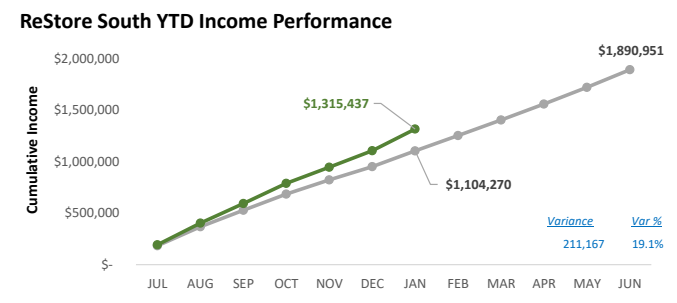
## ReStore South

**Monthly Donations**

Type	\$	#	Avg
Drop Offs	\$ 89,186	1432	\$ 62
Pick Ups	\$ 82,915	216	\$ 384

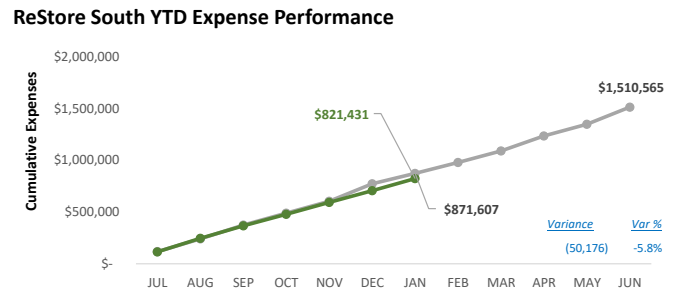
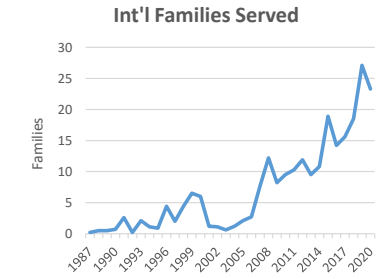
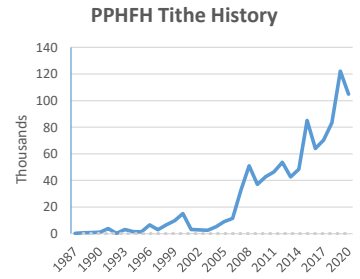
**Top 5 Sales Categories**

Class	Total	Qty	Avg
Furniture	\$ 38,553	976	\$ 40
Cabinets	\$ 19,212	721	\$ 27
Doors	\$ 15,682	409	\$ 38
Lighting	\$ 13,742	2132	\$ 6
Appliances	\$ 10,343	1139	\$ 9
<b>All Class Total</b>	<b>\$ 162,956</b>	<b>26,088</b>	<b>\$ 6</b>



## Affiliate Tithe Impact

Q2	Year	Amount	Fam Srv'd
	2021-CY	\$ 51,200	11.4
10-Year Tithe History	2020	104,875	23.3
	2019	122,125	27.1
	2018	83,378	18.5
	2017	70,310	15.6
	2016	64,000	14.2
	2015	85,025	18.9
	2014	48,484	10.8
	2013	42,597	9.5
	2012	53,581	11.9
	2011	46,471	10.3
<b>35-Yr Total</b>	<b>\$ 1,023,591</b>	<b>250.1</b>	

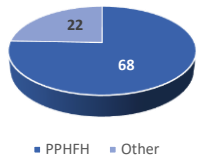


## Homeowner Services

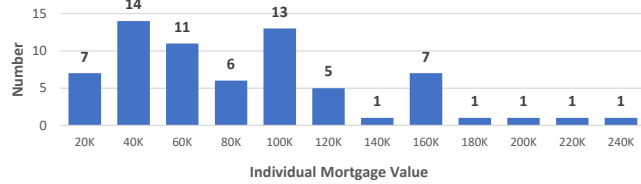
Total Active Mortgages: 90

Total Portfolio Value: \$5,262,044

90 Loans Serviced



68 Active PPHFH Mortgages



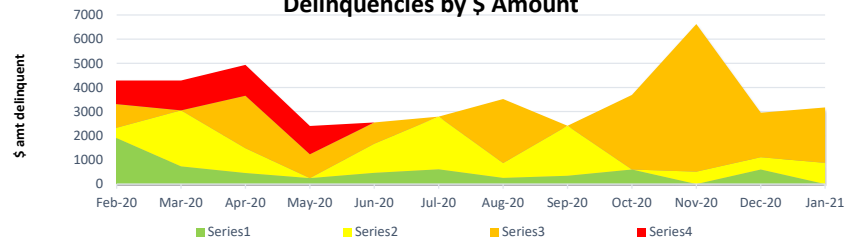
### Delinquency Report

Current Status ▲

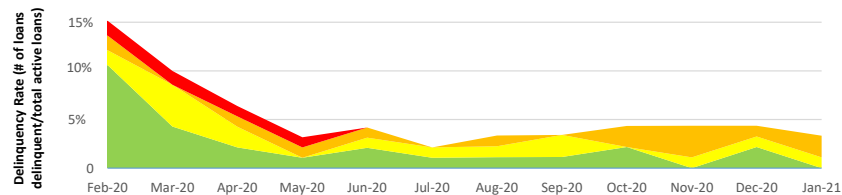
- ▲ Healthy
- ▲ Needs Attention
- ▲ Major Problem

MONTHS DELINQUENT	# Loans	\$Amt	% portfolio at risk
Less than 1 month behind	0	\$ -	0.00%
<i>Last month</i>	0	\$ -	0.00%
1 month behind	0	\$ -	0.00%
2 months behind	1	\$ 874.26	1.11%
3 months behind	2	\$ 2,299.25	2.22%
4+ months behind	0	\$ -	0.00%
<b>Total</b>	<b>3</b>	<b>\$ 3,173.51</b>	<b>3.33%</b>
<i>Last month</i>	4	\$ 2,953.64	4.35%
<i>January 2019</i>	8	\$ 3,323.89	10.67%

### Delinquencies by \$ Amount



### Delinquency Rate



## Construction

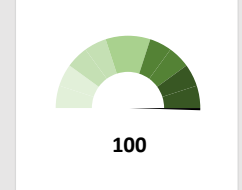
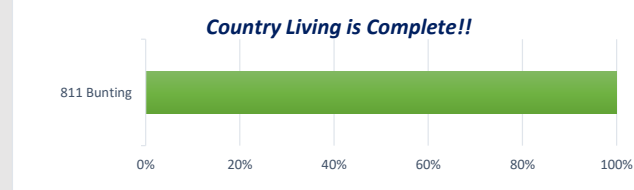
Active Building Progress

% Site Completion

Country Living

Fountain, CO

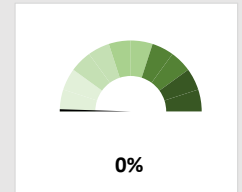
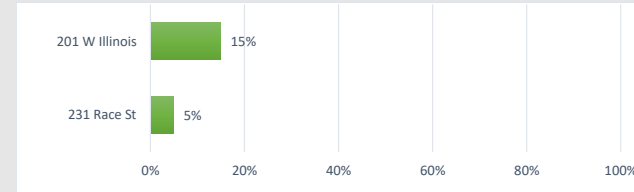
34 Home Site



Micah's View

Fountain, CO

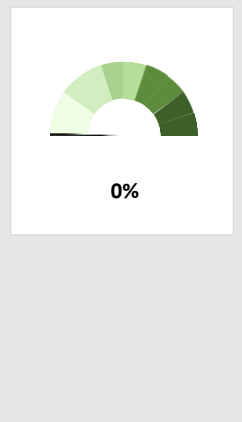
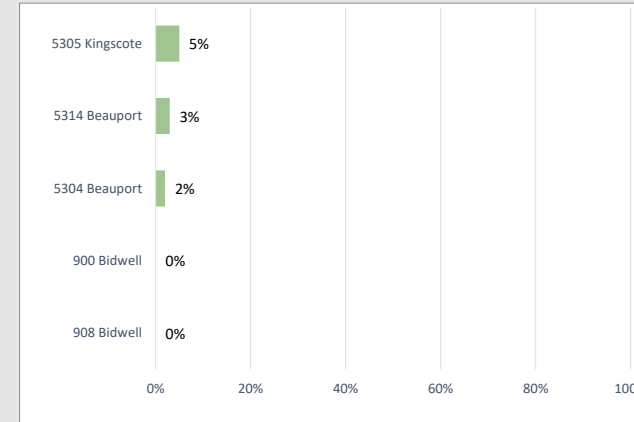
3 Home Site



The Ridge at Sand Creek

Colorado Springs, CO

30 Home Site



### Repair Program

Repair Category	Applicants Selected	In Process	Complete
Critical Home Repair	2	0	2
Home Preservation	5	0	5
Critical & Home Preservation	2	0	2
<b>Program Completed</b>			



# PRIORITY ITEMS FOR DISCUSSION/VOTE

EXECUTIVE DIRECTOR, STAFF  
& COMMITTEE REPORTS

## Executive Director, Staff, and Committee Report March 1, 2021

### FY19-FY21 Board Build Financial Status as of February 23, 2021

<u>Number of Board Members:</u>	16
<u>FY19 - FY21 Board Build Pledges Received:</u>	10
<u>Total Pledged:</u>	\$46,810.00
<u>Total Received to date:</u>	\$48,599.50

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### Development:

Grants recently awarded include:

- Travelers, \$5K for a roof for Lian and Zen's house
- Owens Corning and Total Roofing Co. are providing the roof (labor and material) for Monya's house
- The Home Depot Foundation, \$15K for Veterans Build
- The Home Depot Foundation, \$30k for Veteran Home Repair

Year End Appeal (mailer) finished mid-February; results are:

- Goal: \$9,000
- Realized: \$22,638

Various:

- New Thank You Card with PPHFH 35<sup>th</sup> Anniversary logo, cross-stitch design
- New process and marketing materials for Enterprise Zone donations (see attached guide)
- April 2nd: eNews
- April 12th: Spring Email Appeal
- April 12th – 30th: Home is the Key Solicitation Period

### Faith In Action Program:

- February e-newsletter sent to ~100 faith organizations
- Thrivent Faith Builds 2021 materials designed and printed
- Faith Relations Event Planning Sub-committee held for March 21st IBU Ground Blessing
- Planning and preparing for March 11th 9amThrivent Faith Build Faith Leader's Breakfast
- Open House, tentatively set for March 13th, from 10am to 4pm (welcoming guests to visit new Sand Creek Development)
- Dustin participated in Pikes Peak Christian Church's "Get Involved" volunteer day during their Sunday services
- Meeting held with Cross Fellowship Church staff members regarding partnership
- Faith call with HFHI COO, Patrick Canagasingham joined by Kris, Dustin and Faith Committee Members Rob Abraham, Pauli Hubbard, and Jeff Ader

### Homeowner Services:

- Staff is working on marketing and program materials for the Veteran Repair Program. PPHFH was awarded a \$30,000 grant from HFHI / The Home Depot Foundation – Veterans Initiative. This grant must be spent by August 31, 2021. Application cycle will start March 1, and end April 15, 2021. Staff must have selected applicants’ scope of work submitted to HFHI by May 31, 2021 for approval. Staff will reach out to Veteran agencies and Board members for referrals.

**Family Selection:**

- Staff will open an application cycle for future homeowners in July 2021, with an anticipated approval recommendation to the Board in October 2021.

**Volunteers:**

- The construction hardhats are reaching expiration, and Sarah Buchen, volunteer coordinator, was able to secure 60 new hardhats from W.W. Grainger and ten new hardhats from GE Johnson.
- The number of volunteers permitted on the construction site has increased from ten to 20 people, including staff, future homeowners, public and core volunteers. This is within the state and county COVID-19 “yellow” guidelines.

**Advocacy:**

Kris participated in the annual Habitat on the Hill. Though held virtually this year, the two days of training and one day of meeting virtually with federal legislators was productive. There are three key legislative pieces HFHI and affiliates are advocating passage. These include:

- Support the Neighborhood Homes Investment Act. This is a bipartisan legislation will revitalize distressed neighborhoods by using federal income tax credits to mobilize private investment to build and substantially rehabilitate homes for moderate-income homeowners.
- Support vital housing and community development federal programs in the fiscal year 2022 budget. By providing funding for proven federal programs that enable Habitat and other organizations to extend affordable housing opportunities, we can reach more families who need a decent, safe place to live.
- Invest in mortgage assistance for low-income homeowners at risk of foreclosure due to the pandemic, in any future recovery package. For families who do have access to forbearance, many will still need assistance getting current on their mortgages once forbearance expires, which could be as soon as April for many. To prevent foreclosures now, and after forbearance ends, we are asking legislators to support dedicated funding to help the most vulnerable homeowners with COVID-19 hardships bring their mortgage loans current through targeted mortgage payment and loan modification assistance.

**ReStore:**

- Sales for February were hampered by several snow days but overall did well.
- New Operations Manager starts this month, Steph has several years of experience with Habitat.
- Purchased a truck load of tile to supplement our flooring.
- ReStore Northeast update, block has been slowed by weather and low temperatures. We have been able to get most of the utilities to site despite the cold.

**Construction/Volunteer/Home Repairs:**

- **Micah’s View:**
  - 2 foundations complete. Truss installation occurring at 201 W Illinois with the target date on the completion of this home is June 2021.
  - 231 S Race is scheduled to be complete in Sept 2021.
- **The Ridge at Sand Creek:**

- Three foundation holes are dug. The first build at 5305 Kingscote Drive is at the decking phase. Target for the completion of this home is June 2021.
- The Veteran Build home foundation footer is poured and foundation wall forming in progress. Target completion date is October 2021.
- The two 2-bedroom homes (Thrivent and Interfaith Build for Unity) will start mid/late March with the first IBU volunteer opportunity scheduled April 1.
- PPHFH is working with CSU's Doug Bursnall, senior conservation specialist. He has introduced a new program to help low-income families explore alternative and safer energy sources. The attempt to be natural gas-free and the introduction of using mini splits has been explored by our Building Committee members for many months. The initial concern was adding new costs to the already complicated increasing costs in lumber, concrete etc. The use of the mini splits provides some tangible benefits: reduced HVAC installation costs due to the elimination of the majority of the heating duct work; cost avoidance by not running gas lines from the taps to each home; increased safety due to the removal of all CO2 from the home; and A/C is automatically a part of each unit which we normally do not install. There is an increased HVAC equipment cost; however, a recent CSU \$3K rebate per installation introduced specially for this program offsets that increase.
- **Repair Program:** Preparation has begun for our FY 2022 program. An exciting Home Depot Veteran Repair grant is restricted to serving veterans in our community. Depending on the cost of repairs needed, PPHFH should be able to help two to three veterans and their families. Homeowner Services, Construction, and Development teams are working together to review and meet the guidelines for this program. First repair tentatively will be completed in July 2021.

# MISCELLANEOUS

**Pikes Peak Habitat for Humanity**  
**Three-Year Strategic Plan**  
**Goal #5 -- Strengthen Board Governance**

**Year #1**

- a. Clarify Board's understanding of their governance role
  - (1) Board conducts self-assessment utilizing resources from CB grant
  - (2) Governance Committee (GC) reviews self-assessment results with consultant utilizing CB grant resources
  - (3) Board hears GC analysis and discusses self-assessment with consultant
  - (4) GC develops action step priorities from Board discussion and consultant analysis
- b. Prepare the Board for the affiliate's current and future governance and fundraising needs
  - (1) Board members participate in HFH-Colorado on-line Board member training (over 6 months) and de-brief at Board meetings
  - (3) GC develops recommendations as to key skills needed in new Board members
  - (4) Board reviews GC recommendation as to key skills
- c. Create web-based Board and committee portal
  - (1) Board discussion on needs for web-based Board and committee portal
  - (2) Staff explores options for web-based Board and committee portal
  - (3) Staff presents GC with recommendations for web-based Board and committee portal
  - (4) Staff begins implementation of web-based Board and committee portal
- d. Gauge progress on three-year plan
  - (1) Board establishes process and mechanics of annual strategic plan review
  - (2) Board reviews 2019 strategic plan outcomes, outputs and any needed adjustments

**Year #2**

- a. Recruit additional and replacement Board members with key skills identified in Year 1
  - (1) GC initiates process for recruitment (and orientation) of new Board members with identified key skills (each Board member to identify 1 candidate)
  - (2) GC / staff outreach and meeting with 4-6 potential candidates (6 months)
  - (3) GC makes decision on top candidates
  - (4) GC makes recommendation to the Board
- b. Strengthen engagement and productivity of governance and program committees
  - (1) Board reviews GC priorities from Board self-assessment and determines to take action on two per year
  - (2) GC develops plan for self-assessment action steps
  - (3) Board engages in action step #1
  - (4) Board evaluates action step #1 and engages in action step #2
- c. Engage with an Organizational Development Consultant (ODC) for governance review and Board training
  - (1) Staff begins discussion with ODC on Board development options
  - (2) GC engages with ODC on discussion of Board development options
  - (3) ODC visit to PPHFH, meeting with Board
  - (4) ODC develops recommendations for additional Board training
- d. Evaluate progress on three-year plan
  - (2) Board reviews 2020 strategic plan outcomes, outputs and any needed adjustments

**Year #3**

- a. Initiate a two-year effort to transition Board to governance with fundraising
  - (1) GC discusses ODC's recommendations for additional Board training and develops recommendations for Board
  - (2) Board discussion of how to (and training needed to) change to a governance and fundraising board
  - (3) Board training #1, as recommended by ODC

(4) GC evaluation of Board training #1

b. Renew planning process for new three-year strategic plan

(1) Strategic planning retreat with Board and key staff for development of new three-year strategic plan

(2) Staff draft new three-year strategic plan for EC and Board approval

(3) Staff begin implementation of new three-year strategic plan





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**Position Description: Gingerbread Home Build Event Planning Committee Member**

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**MISSION:**

**SEEKING TO PUT GOD’S LOVE INTO ACTION, PIKES PEAK HABITAT FOR HUMANITY BRINGS PEOPLE TOGETHER TO BUILD HOMES, COMMUNITIES, AND HOPE.**

*The Gingerbread Home Build gathers Habitat families and community partners together to build Christmas cheer, friendly competition, and a more connected El Paso County community, while raising funds to build a Habitat home for a Veteran family.*

**PURPOSE**

The purpose of this planning committee is to assist Pikes Peak Habitat for Humanity (PPHFH) staff with a Gingerbread Home Build event’s preorganization, sponsorship generation, marketing and communications, and post-event review in support of PPFH’s annual Veteran Build. Recruitment of long-term donors, sponsors, and other committee members is key to the longevity and effectiveness of this event and to making Habitat homes a reality for Veterans in El Paso County.

**STAFF ADVISOR**

Iain Probert  
Director of Strategic Partnerships  
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[iain@pikespeakhabitat.org](mailto:iain@pikespeakhabitat.org)

**STAFF ADVISOR**

Sarah Bunch  
Donor Relations Manager  
719.475.7800 Ext. 110  
[sarah@pikespeakhabitat.org](mailto:sarah@pikespeakhabitat.org)

**MEMBERS**

Committee Members (x5).

Support staff: Director of Strategic Partnerships, Donor Relations Manager, and Donor Relations Specialist

**FREQUENCY**

Meets the second Monday (March – August) and second and fourth Monday of every month (September – January\*) from 3:30 PM to 4:30 PM via Zoom conference

\* No fourth Monday meetings in December or January

**EVENT DATE**

Delivery of kits: November 29<sup>th</sup>, 2021

Voting: December 1<sup>st</sup> to 15<sup>th</sup>, 2021

**COMMITTEE MAJOR RESPONSIBILITIES**

- Drive a successful campaign through partnership with PPFH staff as necessary for special projects connected to the Gingerbread Home Build, problem-solving, and consultation
- Secure corporate, organization, and individual builders (sponsorships) to achieve/exceed budgeted revenue plan – individually and as a group asking potential participants to sign up, build a gingerbread house, and share their work and passion to raise funds
- Procure lead corporate event sponsorships
- In conjunction with staff work to maximize public communications by securing at least two major media sponsor/supporters with preference being a local TV station affiliate of a national broadcaster, and radio station
- Take part in surveying funders/supporters and follow up with any after event action items
- Recommend draft budget plan (income/expenses) for following year event



## ***Position Description: Gingerbread Home Build Event Planning Committee Member***

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- Assist with committee and event staffing for following years' event by recommending at least one potential recruit for consideration as committee member
  - Measured by personally recruited and nominated individual filling out and submitting [Volunteer Committee Application form](#) by January 21<sup>st</sup>, 2022

### **EXPECTATIONS**

- Have a passion for permanent, affordable, and decent housing
- Be able to articulate in a convincing and sincere manner the importance of honoring Veterans and why advocating for homeownership opportunities for separated and retired military service members and their families' is right and worthy
- Members shall be expected to make the appropriate time commitment to attend and participate in meetings as well as occasional communications with potential campaign participants from the community, reporting in advance of any planned absences
  - If unable to attend a meeting it is the expectation that the member will follow up without prompting, for a recap and any action items from event chair
- Actively participate in and contribute to meeting discussion/email exchanges by making ideas and feelings known
- Be good ambassadors for PPHFH and promote its mission
- Be willing to share PPHFH's story with others

### **QUALIFICATIONS**

- Friendliness, a positive attitude, and a willingness to work hard to help ensure the success of the event
- Background/enthusiasm to learn in event planning/fundraising and/or communication and marketing strategies
- Must be 18 years or over in age

### **TRAINING**

- Event orientation, construction site and ReStore walkthroughs when possible

### **BENEFITS TO THE COMMITTEE MEMBER**

- Work with other concerned and passionate members of the community to ensure El Paso County's low-income Veteran families have the opportunity of safe, permanent, decent, and affordable housing

### **RECRUITMENT**

- All persons interested in serving on the Gingerbread Home Build Event Planning Committee must submit a completed [Volunteer Committee Application form](#) to [Director of Strategic Partnerships](#)
  - Event Chair approved by Development Committee Chair and staff
  - Committee members approved by Development Committee Chair and staff



**Pikes Peak  
Habitat  
for Humanity®**

**board  
build**

## 2019-2021 Board Build

Name: \_\_\_\_\_

Please Print

Pledge Amount: \_\_\_\_\_

(total amount dedicated to Board Build)

To Be Paid:  Monthly

Date: \_\_\_\_\_  
MM / DD / YYYY

Amount: \_\_\_\_\_

Quarterly

Date: \_\_\_\_\_  
MM / DD / YYYY

Amount: \_\_\_\_\_

One Installment

Date: \_\_\_\_\_  
MM / DD / YYYY

### Payment(s) to be made by:

Check (Mail in)

Online at [pikespeakhabitat.org/donate](http://pikespeakhabitat.org/donate)

Credit Card

CC#: \_\_\_\_\_ Exp: \_\_\_\_\_ Sec Code: \_\_\_\_\_

Via a partner organization (i.e. PPUW, church, Enterprise Zone).

I will provide a copy of the paperwork for this donation for PPHFH's records, and realize outside organizations will deduct applicable processing fees from my donation before distributing it to PPHFH.

Pledge Payment(s) will Begin: \_\_\_\_\_ and End: \_\_\_\_\_

MM / DD / YYYY

MM / DD / YYYY

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MM / DD / YYYY

PPHFH Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MM / DD / YYYY

The 2019 - 2021 Pikes Peak Habitat for Humanity (PPHFH) Board Build was voted on by the Board of Directors as their project of choice in support of the PPHFH mission, and is intended to be a contribution in addition to your regularly scheduled donation(s). This contribution will be made on a payment schedule of your choosing, not to exceed the prescribed period of time annotated above. All funds raised from this Board Pledge will be designated in their entirety to the 2019 - 2021 Board Build. Excess funds, over and above the amount pledged or time frame allotted, will be designated to the General Fund until otherwise decided by the Board member. Board members are aware their gift(s) is tax deductible. If their personal circumstances change, and they desire to change their pledge, Board members will notify the PPHFH office on an individual basis.