

HABITAT FOR HUMANITY ST. LOUIS

TO: HFHSL Board of Directors

FROM: Kimberly McKinney

RE: Board of Directors Meeting

Tuesday, September 25th- 11:30 am

LUNCH IS AVAILABLE AT 11:15am

BOARD OF DIRECTORS MEETING

HABITAT FOR HUMANITY SAINT LOUIS ADMINISTRATIVE OFFICE

3830 South Grand Blvd.

Saint Louis, MO 63118

Enclosed please find an agenda with supporting documents for our meeting. Please note that reports are included for those committees with new information since our last meeting. Only those committees with action items will give oral reports. Of course, questions will be entertained of any committees.

So that we may have an accurate lunch count please RSVP to Zoe Sullivan at zoe@habitatstl.org. If we do not hear from you, food will be ordered and purchased as if you are attending!

Habitat for Humanity Saint Louis
Board of Directors Meeting
September 25, 2018

Call to Order	Linda Loewenstein
Mission Moment	Pattye Taylor-Phillips
Minutes of August 28 th , 2018 Meeting	Pattye Taylor-Phillips
Strategic Topics:	All Present – 5 of Anything
CEO Report	Kimberly McKinney

Committee Reports:
Discussion of any requiring Board action and/or questions regarding written reports.

Other/Open Business

Adjournment of Full Board

Executive Session **as needed*

Adjournment

MARK YOUR CALENDARS:

Upcoming Events

Tuesday, October 23, 2018
Sunday, October 28, 2018
Friday, December 7, 2018

Board Meeting, 11:30 AM, Tiffany Board Room
Volunteer Appreciation Event, 12:00-3:00 PM at AB Biergarten
Executive Build, 2nd build of 2

“A world where everyone has a decent place to live”

Minutes from the meeting of the Board of Directors of
Habitat for Humanity Saint Louis (HFHSL)
August 28, 2018

The following members of the Board of Directors and other interested parties were present:

Linda Loewenstein	Chris Roetheli	Stephen Westbrooks
Pattye Taylor-Phillips	Ed Alizadeh	Barb Anderson-Kerlin
Amy Berg	Natasha Das	Kay Gasen Thenhaus
Anna Hart	Marc Hirshman	Peggy Holly
Malaika Horne	Linda Moen	John Parker
Sarah Sise	Howard Smith	Nat Walsh
Bob West	Kimberly McKinney	

Linda Loewenstein called the meeting to order at 11:31 am. The mission moment was given by Nat Walsh.

Minutes: A motion to approve the minutes from the June 26, 2018 Board of Directors meeting was made by Amy Berg and seconded by Nat Walsh. The motion was approved.

Strategic Topics - FUNDamental Focus (Harper Zielonko): Harper thanked Board Members for sending the names of prospects who will receive UnGala invitations. This event creates an opportunity to introduce friends to Habitat-St. Louis. After the introduction, the development team cultivates the relationship. The first group of invitations (approximately 275) mailed last week resulted in early donations exceeding \$3000. Approximately 100 invitations will be hand delivered. During the meeting, Board Members were given an opportunity to personalize invitations sent to their friends or business contacts. Board Members who will personally deliver their invitations with a bottle of sparkling wine, picked up the card/wine packages after the board meeting. On 9/27/2018, from 7 to 9 pm, (the date/time of the UnGala event), social media activity is planned for UnGala participants to share what they are doing (instead of participating in a gala). Harper will setup a web link for UnGala day and send Board Members an "online giving link" with suggested language and hashtags to help publicize the event online. Work is underway with Carol Daniel to create various social media vignettes for the evening when there is not a gala.... Such as Kyle putting his kids to bed instead of going to a gala. Amy Berg and Barb Anderson-Kerlin both suggested that we publicize the UnGala with the professionals who will attend either the Missouri Growth Association Meeting or the American Institute of Architects events scheduled on the same night. Kimberly will work with both to what opportunity exists.

CEO Report (Kimberly McKinney): The Spire/400th House match challenge launched on June 1. To date over \$58k in donations have been received. By comparison, last year's match generated a total of \$40,467.50, representing a significant increase. The average gift has gone up every year of the Challenge Grant as the "ask" has also increased from a \$145 average gift amount in 2016, to \$152 last year and \$200 this year – a MAJOR jump in individual investment. Also worthy of note: Giving by donors lapsed 19-36 months increased 200%, with a giving total of \$3055 up from \$470 last year. First Time gifts also saw a gain by doubling the number of gifts and an increased total of \$2855 up from \$770 the previous year. ***Much thanks to Spire and Nick Popielski!***

Tiny House: Greg C from Bridgeton was the winner of the Tiny House. He and his wife have opted to donate the house to Sherwood Forest (our nonprofit partner in the event the winner did

not want to take possession). Over 300 tickets were sold. With consideration for expenses above the donations, the net revenue will be over \$20K while also exposing Habitat Saint Louis to a new audience, as most tickets were purchased by new donors.

Executive Build: Please continue to promote the remaining 2018 Executive Build Dates on September 21 and December 7. The September build has 4 participants confirmed. As the goal is 10 per event, there are 6 openings. Please send leads for Executive Build to Kimberly or Harper. Following the August Board meeting, Executive Build event details will be resent to Board Members along with messaging to forward to contacts. Leads from the Executive Build and 3rd party fundraisers build relationships with donors that grow into repeat events of support.

Board Governance: For 2019, 4-6 openings are anticipated. Please send suggestions to Kimberly or Linda. To assist in brainstorming candidates for consideration, the current board demographics are:

- Currently 31 members strong
- Male 40%/Female 60%
- White 70%/Non-White 30%
- Affiliation: Business or Corporate 24%, Construction 26%, Finance 14%, HR/Legal 16%, Community 17%
- Board Length of Service: Year 3 or less (50%), 4 to 6 years (33%), 6+ years (17%)
- Age of Board Members: 40 and under (23%), 41-59 (64%), 60+ (13%)

Relocation: HFHSL Headquarters Board Retreat Outcome 2014

ReStore: Sales continue to be strong at the Southside location as well as at ReStore Des Peres. Average monthly sales year to date, with four months of relocation data is \$123,000 vs. \$83,139 for the same period last year – a 47% increase. Des Peres sales continue to be strong.

Outparcel: Of 12 entities on the latest activity report, three are considered higher interest. The national real estate team for one (a fast food franchise) has reiterated that this fills a gap in the trade area, but they have not provided timing regarding a LOI, with another fast food franchise planning a site tour in September. A developer for a medical use has shown some preliminary interest in the site and per NGZ the demographics of the site are right for them and they do not currently have anything in the trade area.

Lease: The lease documents are complete, and all terms are agreed upon – waiting on approval from the Banking Commission.

Thanks to Mark Twain Financial Partners for hosting their quarterly meeting in August – it offers a great opportunity to expose those who are not familiar with Habitat to our mission and programs. The St. Louis Rehabbers Club is slated to meet in the Administrative and ReStore area on September 29th.

Mortgage Loan Fund: Board Retreat Outcome 2015

Unfortunately, all documents were finalized within days of a staff change (Director of Compliance) and an acquisition at Midland States. Per an email from David Noble on August 9th, the conclusion was made, and directive given that Midland staff needed to conduct an internal Risk Assessment Analysis documenting the process and receiving sign off by different key business process stakeholders. David views this as a formality that will take approximately two weeks but will not affect the documents. In better news, 4 of 5 families presented have been approved as the pilot group to be closed out of the MLF – these buyers represent future owners of Hazelwood and Lookaway.

Neighborhoods/Home Construction/Homebuyers

St. Louis City: Scattered South City Sites: Construction is in final phases. Two additional lots in Carondelet, 7806 and 7810 Virginia, are being held for the 2018 KMOV project (two houses beginning in November) which is officially “sold out”.

Tiffany Phase 2: Site underway with predominantly volunteers from TD Ameritrade who increased their earlier commitment from \$25K to \$140K.

La Saison (Previously noted as New City Build): As title issues that have prevented the transfer of the 10 parcels from the St. Louis Housing Authority (SLHA) to Habitat continue to be resolved, the Spire “blitz” scheduled for the week of August 20th transitioned to a second Habitat road show with interior and exterior walls being framed on a portion of the Peabody Elementary school lot. Through various community input meetings, the design drawings were approved, and construction drawings were provided just in time for this project to continue – a rendering was included in the board materials.

As the Master Development Agreement has been signed and a Notice to Proceed from SLHA received, SLHA is preparing a document that will allow site development, excavation and subfloor work to begin as the title resolution continues. Because SLHA money can be used for these early expenses, work will move forward simultaneously with the hope to complete five foundations/subfloors by year end.

Future Builds: Funding in the amount of \$400k for 10 additional houses in Lookaway (and 1 additional home in Tiffany @ \$50k subsidy) was awarded from the Affordable Housing Trust Fund. With an application deadline of August 24th, applications will be submitted for 7 Lookaway (leveraged with AHTF) and 3 Tiffany Phase 3 for a combined ask of over \$300k.

Conversations continue for a possible partnership with SLATE (St. Louis Association of Training and Employment) that would represent 10 houses as a “Youth Build True Dream Pilot Program” addressing the issue of homelessness as it relates to those entering the workforce upon completing the SLATE Youth Build program. A draft MOU is being circulated through various City departments. These homes would have 2 bedrooms, 1 bath, with an unfinished basement.

Citi: As shared in a brief note via the dashboard, Citi continued to write off mortgages including some buyers who had completed the “waterfall” modification plan that Citi previously offered. In early 2018, we received one list of buyers whose loans were being forgiven with three additional lists sent more recently. In a conference call with Fred Bader, he shared that he fully anticipates forgiveness of all Habitat borrowers as 100% of the mortgage value goes towards satisfying their consent order – and that Citi is applying this same process to non-Habitat borrowers (making two specific comments that included “borrowers from Arnold and Fenton” and “borrowers from rural Kentucky”). Affected homebuyers are receiving forgiveness documents and a “bump” to their credit rating as the mortgage is being reported as being paid. Through multiple conversations related to this process, assistance has been sought related to the possible IRS ramifications for buyers and, to date, it appears that a program known as “tax extenders” may prevent them from incurring an IRS tax liability. An excerpt of the information received via Senator Claire McCaskill’s Housing and Finance Legislative Counsel is below.

The mortgage forgiveness pieces of the tax code expired, but Congress extends it retroactively along with a few other provisions in the law. These are commonly known as the “tax extenders”

*just because it is this package of temporary pieces of the tax code that we just group together and pass in one big bill, often for one year on a retroactive basis, and sometimes with an extra year going forward. **I have no reason to believe that this will be any different for the 2018 tax year. We've done it every other time since this mortgage forgiveness piece of the code first expired a decade ago.** This is the guidance the IRS issued last year for taxpayers who wanted to use the mortgage forgiveness provisions when filing their 2016 taxes in April 2017. <https://www.irs.gov/pub/irs-pdf/p4681.pdf> .*

The Habitat team is building messaging about these events to address questions if / when they occur. As suggested by a Board Member, forgiveness of the home loan may create opportunities for homeowners to increase contributions to retirement savings and/or 529 savings plans for college (for their children).

Habitat for Humanity International (HFHI): As HFHI continues to work with affiliates on the collaborative operating model, field tests are in the planning phase now and are scheduled to begin in market next year. As such, HFHI will not be conducting a fall or holiday newspaper insert program for 2018. HFHI will revisit the insert program in Spring 2019 once the practice fields are underway.

Review of the Quality Assurance Checklist will return to the previous schedule of an October submittal so even though this information was presented to the Board for FY2018 in March, FY2019 are due in October and will be included for action at the September meeting.

In response to the comment period for SOSI (Stewardship and Organizational Sustainability Initiative), 53% of responding affiliates recommend the extension. Responses for or against included –

The majority of respondents who agreed said they wanted to “extend SOSI to give the Collaborative Operating Model (COM) time to develop well.” Respondents who disagreed expressed a variety of sentiments, including the belief that the “money would be better spent locally”, “HFHI benefits don’t justify the fee”, and that “there is a loss of trust and dysfunctional relationship between affiliates and HFHI.” The top recommendation made by survey respondents was to “reconsider the SOSI fee timing and to allow for payment plans.”

Advocacy: Routine communication with staff at Missouri Housing Development Commission (MHDC) as a Commission meeting and the release of the Affordable Housing Assistance Program (AHAP) application is still unknown. Mo Workforce Housing Association (MOWHA), of which Habitat is a member organization is also closely monitoring as federal credit awards (Low Income Housing Tax Credits, LIHTC, among others) are expected to be announced within the next six weeks.

Staff: Habitat Project Manager Kevin Rapp has resigned as of the end of August. Director of Construction, Kyle Hunsberger is evaluating the possibility of an internal candidate among the Site Assistants. The ReStore is hiring - with positions open for a driver and store associates.

All functions of Habitat will be closed on Wednesday, September 12th for an annual Summer Outing.

Thanks to US Bank CDC and Chris Roetheli, Kimberly McKinney will be out of the office August 28th – 31st to participate in the Jimmy Carter Work Project in South Bend, Indiana.

There being no further business, the meeting adjourned at time 12:35 pm. The motion was made by Bob West and seconded by Anna Hart. The motion was approved.

Respectfully submitted: Pattye Taylor-Phillips, Board Secretary

Habitat for Humanity of Saint Louis
Dashboard
as of August 2018

Income and Expenses				Annual Budget	Prior Year YTD		
	YTD Actual	YTD Budget	%				
Mission Support	\$867,561	\$676,484	128%	\$1,107,265	\$573,304		
Restricted Contributions	\$92,500	\$84,000	110%	\$100,000	\$88,786		
Total RD Revenue	\$960,061	\$762,484	126%	\$1,207,265	\$662,090		
Construction Grants	\$0	\$164,500		\$282,000	\$378,222		
Total Contributions	\$960,061	\$926,984	104%	\$1,489,265	\$1,040,312	Annual budget includes \$1,190,000 ReStore donated materials, \$636,772 AHAP check exchange and \$657,512 AHAH donations. POB 2011 unwound resulting in \$1,107,707	
Other Income	\$1,814,914	\$2,251,233	81%	\$4,033,873	\$1,196,617		
House Transfers	\$145,000	\$1,300,000	11%	\$1,950,000	\$920,000		
Construction In-kind	\$322,152	\$93,336	345%	\$140,000	\$20,150	\$322k of In Kind for 3830 within this line item.	
ReStore South Side (SS/FP) Revenue	\$301,423	\$367,504	82%	\$551,250	\$312,049		
ReStore Des Peres (DP) Revenue	\$520,134	\$454,440	114%	\$681,661	\$413,234	Recd \$194k in mgmt. and facility cost fees	
Total Income	\$4,063,684	\$5,393,497	75%	\$8,846,049	\$3,902,362		
Operating Expenditures	\$2,873,590	\$2,855,418	101%	\$6,892,656	\$2,305,970		
Home Construction	\$155,791	\$1,676,984	9%	\$1,078,593	\$1,234,285		
Total Expenditures	\$3,029,381	\$4,532,402	67%	\$7,971,249	\$3,540,255		
Net Profit (Loss)	\$1,034,303	\$861,095		\$874,800	\$362,107		
ReStore Forest Park Profit (Loss)	\$108,535	\$102,753	106%	\$147,145	\$46,295	Net revenue over budget RSS because of \$81k donated materials in mid year inventory/RDP mid year inventory negligible effect	
ReStore Des Peres Profit (Loss)	\$394,739	\$172,651	229%	\$ 253,922	\$178,210		
	Principal Bal	High Limit					
3830 South Grand / Royal TEBF	\$2,040,000	\$2,040,000	The full amount had to be booked in order to purchase tax exempt bonds.				
Royal Bank Construction Line of Credit	\$340,863	\$386,758					
Royal Bank LOC	\$800,000	\$800,000					
Peoples Bank LOC	\$893,230	\$1,056,000					
1st Mid Illinois (formerly Cloverleaf) LOC	\$0	\$76,500					
	YTD 2018	YTD 2017		Change			
Year/Year Change in Cash	\$19,658	\$50,465		(\$30,807)			
Year/Year AP	\$676,338	\$597,170		\$79,168			
Year/Year Change in Debt	\$1,735,230	\$1,492,183		\$243,037			
Mortgages	Actual	Benchmark					
Delinquent Mortgages (90+ days)	0						
Open Communication w Representative							
Total Mortgage Portfolio							
Delinquency Percentage							
Construction	Actual	Benchmark					
Housing Units Closed	1						
Housing Units Under Construction	19						
Construction In Progress	\$1,568,129						
Cost/Closed	\$185,439		Includes In Kind Amount of \$15,760				
Financial Donor Volunteer Days	13		13 of 13 possible build days, 0 ReStore groups				
Homeowner Applications Distributed	346		176 or 51% return rate. 89 Tier 2 / 12 Approved (5 from MLF)				
Lots Available	19		Ownership or Option				
Vacant Homes	0		No owned, any vacancies are pending title issue resolution/ Wellston (5) Vacant Lots				
ReStore	Actual	Benchmark					
Average Number of Transactions SS	1279		Per Month and Per Customer (not per item)/ + 25 from prior report; -244 from prior year.				
Average Number of Transactions DP	1622		Per Month and Customer, +36 from prior report, +131 from prior year				
Average Sales Per Square Foot SS	\$21.85	\$22.71	HFHI median of stores similar sqft (20.5k), open 18 months + / + 1.23 from prior report, +3.12 from prior year.				
Average Sales Per Square Foot DP	\$19.53	\$23.99	Benchmark (40k sqft as basis)/ +.28 from prior report; +4.07 from prior year.				
Total pickups/drop-offs this month	847		238 Pick-Ups/85 drop offs SS/524 drop-off DP. New Pick Up record!				
						COMMENTS	
Resource Development	Actual	Benchmark					
New Donors : Mission Support	N/A		Etapestry formula issue/resolve pending				
New Donors YTD -Contribution=/ > \$1200	14		Increase of 11 prior month / increase of 3 prior year				
Median GC Gift Amount	\$43		Decrease of \$7 from prior report / -\$5 from prior year				
Renewed Mission Support Donor %	44%	40%	Benchmark reflects a NFP Standard				
Renewed Keystone members/Specialty	58		Increase of 3 from prior report				
New Keystone members/Specialty Build	20		Increase of 3 from prior report				
						COMMENTS	
Board Engagement	Actual	Benchmark					
Board Meeting Attendance	58%	80%	80% Best Practice Recommendation				
Board Percentage (personal giving ytd %	65%	100%	Per HFHSL Statement of Commitment; Increase of 7% prior report , Decrease of 3% from prior year.				
Board Giving (Total \$ YTD)	\$27,596		Increase of \$2506 from prior report / decrease of \$7,339 from prior year				

Habitat for Humanity Saint Louis Board of Directors Meeting
Tuesday, September 25, 2018
CEO Report

Successes and Shout Outs!

Resource Development

Mission Support

Gifts continue to trickle in for the Spire / 400th House Match challenge launched as of June 1st. To date, \$61,410 in donations have been received.

To avoid competition in mailboxes with midterm election mailers, the holiday appeal will drop on November 9th. The annual holiday appeal traditionally accounts for approximately 50% of the donations we will receive from direct mail approaches during the calendar year, so it is crucial that timing and content for this appeal are the best of the year.

- Although we are sending to fewer addresses than in previous years, we have a higher response rate. As an example: In 2015, we sent 8465 appeal letters out and received back 236 responses for a total of roughly \$40,000 raised. The response rate was 2.79. In 2017, we sent out 5718 appeal letters and received back 307 responses totaling \$48,300 with a 5.37% response rate.
- Interestingly enough, the more money we have spent on our direct mail pieces, the more money they make. For example: In 2016, our Holiday Appeal cost 86 cents per piece and we had a net of \$34,760. In 2017, our piece cost \$1.11 per appeal letter and had a net of \$41,982. Both pieces had a cost of 13 cents per dollar raised, but the effect of a “flashier” piece of mail in 2017 was more donations. We will be testing the waters again this year with a piece that will be priced about the same as our 2017 piece.
- Attrition is a natural part of the donor cycle: people die, people move, people’s philanthropic interests change. To keep building a strong direct marketing program, a steady stream of self-identifying and carefully mined prospects must be part of a healthy donor database. Habitat works to ensure this by creating opportunities for potential new donors to self-identify (social media, tiny house raffle, volunteers) and using prospects provided by invested constituents (i.e. names for UnGala provided by BOD.)
- In addition to people who respond directly to our appeal letter, there are donors who will make their gift without providing evidence of motivations. Although many of these could be attributed to the direct mail appeal, we opt to only attribute donations which are returned with a reply device or appeal envelope to any given appeal to ensure that our data is as clean as possible which helps us to plan more accurately for future appeals.
- Although we have not seen a decrease of donations given in the 4th quarter as the result of a stronger summer strategy (Match Grant Appeal), there is a possibility that it might impact giving by some donors who opt to give their annual gift in the summer rather than the winter. We are carefully monitoring this possibility.

Executive Build

Much thanks to those who assisted with recruitment for the Executive Build on September 21st. Please continue to share the December 7th opportunity. A registration link can be found at - <https://www.habitatstl.org/executive-build-registration-now-open/>

UnGala

Next Thursday (September 27th) is the date that we are NOT having a Gala, the UnGala. Silly vignettes will be released via social media throughout the day. Board members are encouraged to send an email or text to Amy (Amy@habitatstl.org or 618-401-0892) and she will post during an appropriate time (so you can stage and send anytime between now and 9/27). If you wish to tweet on your own, please do so only during the hours we are **not** having an event (7 pm – 9 pm).

Photos and text should express (in a cheeky and sweet way – we don't want to offend those who hold events) – What you are doing instead of going to a Habitat Gala or Where you are instead of at a Habitat Gala? As an example, we hope to post a photo from the Missouri Growth Association event (Thanks Amy, Linda and Nat as well as Kathy Sorkin) noting that we are there networking instead of running around like mad as staff typically must do at Gala events. The hashtag will be #HabitatSTLUnGala.

As of September 17th, the UnGala has raised \$8,861.66.

Board Governance

For 2019, 4 – 6 openings are anticipated. Just a reminder to share possible candidates with either Linda or me. The 2019 Board Retreat will be held on February 2nd, location TBD, from 7:30 AM – Noon.

Upcoming Benefit Events (fliers attached – share with your friends!)

Fortune Teller: Tuesday, September 25th / 2635 Cherokee Street 63118

In the spirit of the Bavarians, The Fortune Teller Bar will reverberate with the sounds of accordions, the aromas of the world-class sausages of The Cut, and the flavors of delicious Lagerbier from several fine breweries in both Saint Louis & Bavaria. Lederhosen and dirndls encouraged! Dachshunds and Schnauzers welcome!

Oktoberfest will begin with a happy hour benefiting Habitat for Humanity Saint Louis. All sales from **6 pm - 8pm** will be donated to Habitat Saint Louis.

Hamburger Mary's: Tuesday, October 2nd / 400 Washington Avenue 63102

Bring your family and friends for the most fun you've ever had playing bingo! And for the record, this ain't your grandma's bingo - it's the famous Hamburger Mary's Charity Drag Bingo!

Win prizes, enjoy great drinks, great food and great fun. And it's all for a great cause: supporting affordable housing in our shared community! \$10 at the door donation to play bingo, with proceeds benefiting Habitat for Humanity Saint Louis! Bingo begins at **6 pm**.

Program

Volunteer Appreciation: Sunday, October 28th:

We simply could not envision a world where everyone has a decent place to live without the help of our dedicated and hardworking volunteers. You are the heart and soul, hands and feet of our efforts to eliminate substandard housing in the St. Louis area. Whether you wield a hammer, microphone, or keyboard, we want to show you how much we appreciate your efforts in helping us build a stronger and safer St. Louis.

Please join us for our Volunteer Appreciation Lunch on Sunday, October 28, 2018 at the Anheuser-Busch Biergarten from 12 pm – 3 pm. The Anheuser-Busch Biergarten is located at 1127 Pestalozzi Street, St. Louis, MO 63118.

Attendees can enjoy Anheuser-Busch's unique Biergarten which is fully equipped with a variety of beer and delicious food. **RSVP is required**, register at www.habitatstl.org/volunteerlunch

Relocation: HFHSL Headquarters: Board Retreat Outcome 2014

3830 will host the St. Louis Rehabbers Club on September 29th from 10 am until noon. More information can be found at - <http://rvstl.org/events/rehabbers-club-contractor-expo/>

And will host the October CREW Annual Meeting/Speed Networking on October 9th.

The ReStore program has been awarded \$30,000 through Jefferson Solid Waste Management District for the purchase of a new Ford F550 stake bed truck. This vehicle will replace our Isuzu stake bed that was decommissioned in January 2017. Stake beds, as opposed to box trucks, allow side-loading of palletized materials and are far more convenient for transporting larger corporate donations. The truck will have an upgraded GVWR of 19,500 lbs., roughly double the capacity of the Isuzu, providing a transportation solution for nearly every material we have encountered in the last 10 years (except for oversized stock).

Mortgage Loan Fund: Board Retreat Outcome 2015

Per the latest email from David Noble, there is very little review remaining. Documents will (hopefully) be signed by the end of next week.

Neighborhoods/ Home Construction/Homebuyers

St. Louis City:

Scattered South City Sites: Construction in final phases. Two additional lots in Carondelet, 7806 and 7810 Virginia as the KMOV houses, are being permitted.

Tiffany Phase 2: Construction continues.

La Saison: (previously noted as New City Build): As title issues that have prevented the transfer of the 10 parcels from the St. Louis Housing Authority (SLHA) to Habitat continue to be resolved, a license and access agreement has been signed by Habitat and is in circulation at SLHA. Permits will be applied for by the end of the month and a schedule determined for as much work as reasonable given other projects.

Future Builds: Funding announcement for HOME applications noted in August report is expected by the end of October.

Citi:

Family Services has compiled information on applicable second deeds/promissory notes and review is underway.

Management/General

HFHI (Action Needed)

Prior to October 31st, 2018, we must complete our FY2019 Affiliated Organization Covenant and Quality Assurance checklist (QAC) documents. Documents reflect an approval by the Board as well as an indication of members in attendance. The agreement follows;

Preface: Habitat for Humanity International and Habitat for Humanity U.S. affiliated organizations work to create decent, affordable housing in partnership with those in need and to make shelter a matter of conscience with people everywhere. This Covenant outlines the relationship between Habitat for Humanity International and its affiliated organizations in the United States.

Mission vision: A world where everyone has a decent place to live.

Mission statement: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Agreement to covenant: In recognition of the Principles stated in this Covenant, **Habitat for Humanity International** and **Saint Louis, HFH** covenant as follows.

Habitat for Humanity International covenants:

- To support the work of Habitat for Humanity affiliated organizations through program development, communication, learning opportunities, advocacy, and protecting and promoting the good name of Habitat for Humanity;
- To coordinate global fundraising efforts;
- To create a global movement around the need for decent and affordable housing;
- To administer tithe funds contributed by affiliates in support of the efforts of Habitat for Humanity national organizations and affiliates.

Saint Louis, HFH covenants:

- To support the work of Habitat for Humanity affiliated organizations through program development, communication, learning opportunities, advocacy, and protecting and promoting the good name of Habitat for Humanity;
- To comply with the minimum operational standards contained in an annual certification process;
- To conduct its operations within its defined service area;
- To tithe for Habitat for Humanity's housing work outside the United States;

- To reject any support that is conditioned on deviating from the Mission Principles or other approved policies and practices;
- To conduct its operations in a manner that protects and promotes the good name of Habitat for Humanity and contributes to the growth of the Habitat for Humanity movement and is in the best interests of other affiliates and of Habitat for Humanity International, including, but not limited to, actions that are specified in this covenant and in Habitat for Humanity policies.

The document was recently revised by the Policy Committee and approved by US Council with the following changes. The QAC is 29 questions now divided into two sections with a required response of either Yes, No - Policy/procedure in this area is in progress or pending board resolution or No -We understand we are not adhering to the standard and there are no plans to change. The QAC contains standards and practices that are expected of each affiliate. As required by the US Affiliation Agreement, affiliates must exercise their best efforts to comply with each of the standards. Failure to meet these standards can potentially affect good standing and result in other disciplinary action. The two sections are as noted.

Section 1: Core Requirements demonstrate sound professional business practices and are also essential to one or more of the following; (a) protection and stewardship of the Habitat for Humanity brand and national reputation; (b) preservation of Habitat for Humanity's reputation and credibility with national, state and local government funders; 9c) demonstration of practices that are considered critical by insurers; and (d) demonstration of compliance with core Habitat for Humanity policies or other legal requirements binding on affiliates. While all of the QAC requirements are critical, non-compliance with a Core Requirement poses a potentially greater risk on the Habitat for Humanity network as a whole.

Section 2: Other Essential Practices demonstrate sound, professional business practices and also demonstrate compliance with core Habitat for Humanity policies or other legal requirement binding on affiliates.

A full copy of all QAC questions will be circulated during the meeting and/or is available upon request. Of the 29 questions, our response will be yes to all 29 requirements.

Advocacy

The latest we are hearing regarding MO Housing Development Commission is that Governor Parsons will be adding two Commissioners (of the six vacancies) very soon and that will give enough for a quorum with the intent that the MHDC Commission will meet soon thereafter. Governor Parsons is under a lot of pressure to get the group together as related to release of Federal LIHTC and hopefully (fingers crossed!), the NOFA for AHAP will occur at this meeting as well.

Staff

Peggy Fletcher has been promoted to the Assistant Manager position for ReStore South Side.

I will be out of the office September 28th – October 8th and will be out of town for most of the time (but I do plan on attending the Hamburger Mary event on Oct 2nd!)

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*Nina
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TUES., OCT. 2, 2018 • 6 P.M.

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Saint Louis

SUNDAY, OCTOBER 28TH

ANHEUSER-BUSCH BIERGARTEN

12 PM - 3 PM

RSVP at HABITATSTL.ORG/VOLUNTEERLUNCH



Account Name	Keystone Giving Circle Levels	Committed Donation Amount	2018 Donor Notes	Natural Partner
TD Ameritrade	Contractors Circle	\$ 140,000.00	HFHI partnership	
Anheuser Busch Foundation	Developers Circle	\$ 100,000.00	Onsite, plus extra engagement events	Kimverly McKinney, Harper Zielonko, Marisa Botta
Wells Fargo Advisors	Architects Circle	\$ 80,000.00	75,000 From Advisers- possible extra funding	
KMOV TV Home 4 the Holidays	Builders Circle	\$ 60,000.00	Brown & Crouppen, Butler Supply, Carpenters Union, Clayco, Koch Air, Imos, Mastercard (2), Regions Bank, TDK Technologoies, Vatterott Education	Kimberly McKinney, Harper Zielonko
Spire	Builders Circle	\$ 50,000.00	400th home sponsor, match challenge partnership absolved. Church is giving alone	Kimberly McKinney, Harper Zielonko
Manchester UMC	Carpenters Circle	\$ 40,000.00		Harper Zielonko
The Bank of Edwardsville	Carpenters Circle	\$ 20,000.00		Kimberly McKinney
ArcBest	Carpenters Circle	\$ 20,000.00	ABF Freight - new donor	Harper Zielonko
Travelers Insurance	Carpenters Circle	\$ 18,000.00	HFHI partnership	Harper Zielonko
Altisource	Carpenters Circle	\$ 15,000.00	HFHI partnership	Harper Zielonko
US Bank	Carpenters Circle	\$ 15,000.00		
Homebuilders Charitable foundation	Carpenters Circle	\$ 15,000.00		
Simmons Charitable Foundaion	Carpenters Circle	\$ 15,000.00		
Ladue Chapel	Carpenters Circle	\$ 12,500.00		Harper Zielonko
John Giger	Carpenters Circle	\$ 12,246.00		
Bonhomme Presbyterian Church	Carpenters Circle	\$ 10,625.00		
Ashinger Electric Company	Carpenters Circle	\$ 10,000.00	AHAP	Kimberly McKinney, Deirdre Schaneman
Employees Community Fund of Boeing	Carpenters Circle	\$ 10,000.00		
The Itegra Group, Inc	Carpenters Circle	\$ 10,000.00	returning group from the fall	Harper Zielonko
The Moneta Group	Carpenters Circle	\$ 7,500.00	returning group from the fall	Harper Zielonko
General Growth Properties ESCO	Framers Circle	\$ 7,275.00		Kimberly McKinney
	Framers Circle	\$ 7,275.00		
Carraden Group	Framers Circle	\$ 6,000.00	monthly giving- Greg Meyer	
Ameren Foundation	Framers Circle	\$ 5,000.00		
Bob & Kathy West	Framers Circle	\$ 5,000.00	2018 Board Commitment	Kimberly McKinney
Karen & James Keeven	Framers Circle	\$ 5,000.00		
Bodine Aluminum	Framers Circle	\$ 5,000.00	grant application	Deirdre Schaneman
Diann Cage Design Co	Framers Circle	\$ 5,000.00	2018 Board Commitment	Kimberly McKinney
Ladue High School	Framers Circle	\$ 5,000.00	Chapus Chapter fundraising	Harper Zielonko
Nidec	Framers Circle	\$ 5,000.00		Kimberly McKinney
Martha Kratzer	Framers Circle	\$ 5,000.00		
			Working a half day for their KC and STL office	Harper Zielonko
Opus Foundation	Framers Circle	\$ 5,000.00		
Linda Loewenstein	Crew Member	\$ 3,300.00	2018 Board Commitment	Kimberly McKinney
Washington University Campus Chapter	Crew Member	\$ 5,000.00		
St. Louis University Campus Chapter	Crew Member	\$ 3,000.00		
Kimberly & Kevin McKinney	Crew Member	\$ 2,500.00		
Amy Berg	Crew Member	\$ 2,500.00	2018 Board Commitment	Kimberly McKinney
Karen Strobach	crew member	\$ 2,500.00		
Rick & Mary Anne Roberts	Crew Member	\$ 2,500.00	AHAP	Deirdre Schaneman & Harper Zielonko
Peggy Holly	Crew Member	\$ 2,400.00	2018 Board Commitment	
Jeffrey St. Omer	Crew Member	\$ 2,000.00	2018 Board Commitment	Kimberly McKinney
Peggy Holly	Crew member	\$ 2,000.00	2018 Board Commitment	
Todd Smith	Crew Member	\$ 2,000.00		
Webster Groves Presbyterian	Crew Member	\$ 2,000.00		
Shirley Dowdy	Crew Member	\$ 2,000.00		Deirdre Schaneman
Pattye Taylor Phillips	Crew Member	\$ 1,900.00	2018 Board Commitment	Kimberly McKinney
Kimberly & Kevin McKinney	Crew Member	\$ 1,790.00		
Roger & Susan Brown	Crew Member	\$ 1,600.00	2018 Board Commitment	
Boeing	Crew Member	\$ 1,538.00	individual matches	Deirdre Schaneman
Linda Mohen	Crew Member	\$ 1,500.00	2018 Board Commitment	
Anna Hart	Crew Member	\$ 1,500.00	2018 Board Commitment	
Ed & Brenda Alizadeh	Crew Member	\$ 1,500.00	2018 Board Commitment	
Marc Hirshman	Crew Member	\$ 1,500.00	2018 Board Commitment	
Ruth Siteman	Crew Member	\$ 1,500.00	Individual donor	Deirdre Schaneman & Harper Zielonko

BUILDERS CLUB TEAMS				
Towers Watson	Builders Club Team	\$ 4,000.00		
Brad & Heather Strahorn	Builders Club Team	\$ 3,000.00	2 Builders Club teams- new donor	Harper Zielonko
Crawford Butz	Builders Club Team	\$ 2,500.00	New donor	Harper Zielonko
Abstract Marketing	Builders Club Teams	\$ 2,000.00		
Medco tool	Builders Club Team	\$ 2,000.00		
Whelan Security	Builders Club Team	\$ 2,000.00		
RedKey Realtory	Builders Club Team	\$ 2,000.00		
Genworth Mortgage	Builders Club Team	\$ 2,000.00		
Country Financial	Builders Club Team	\$ 2,000.00		
Interfaith Community Partnership	Builders Club Team	\$ 2,000.00	TwoStory Builders Club Team	Harper Zielonko
Renewal by Anderson	Builders Club Team	\$ 2,000.00	TwoStory Builders Club Team - New donor	Harper Zielonko
Wallis Companies	Builders Club Team	\$ 2,000.00	TwoStory Builders Club Team- New Donor	Harper Zielonko



Development Council Meeting Minutes

Date & Time: September 11th 2018

Location: St. Louis Title, LLC. 7701 Forsyth Blvd Suite 200, Clayton MO 63105

Parking: St. Louis Title can validate both outdoor parking available off Hanley, garage parking available of Forsyth

In attendance: Nat Walsh, Kimberly McKinney, Jacqueline Horton, Glenda Jehle, Kathy Sorkin, Tom Murphy, John Short, & Harper Zielonko

- **Welcome and Introduction**

Nat Walsh- Development Council Chair

- **Habitat for Humanity Saint Louis 2018 Construction Update and Year Ahead**

Kimberly McKinney –CEO Habitat for Humanity Saint Louis

- **Update on 2018 builds**

- 3 houses finishing in South City, should close in 2018.
 - 3 additional South City houses have been stalled briefly over a sewer line issue, but are in the final construction stages.
 - 2 of 3 houses in stage 2 of the Tiffany build have begun and are underroof. House 3 is expected to begin within the month.
 - The 5 homes in stage 2 of La Saison (including the 400th home) should be breaking ground within the next 60 days. We have been working through some title issues and design concerns. We expect to excavate and pour the foundations this year and then cover the foundations and wait for the weather to break in the spring. All ten homes in this neighborhood will be under construction early next year.

- **2018 Development Council Projects**

Harper Zielonko- Resource Development Relationship Manager

- Executive Build- \$500 donation per person. Sept 21st, & December 7th. We will make room for anyone interested, but both dates now 6-8 confirmed RSVP's. If you have anyone interested please introduce them to me or send along this [link](#) for registration.
 - Details for the September 21st build will go out Friday September 14th. I will make sure the entire DC also gets an event invite in case you would like to drop by to say hello to anyone.
 - Tiny House Project – Congrats to Greg C Bridgeton! Greg has graciously donated the house to the Sherwood Forest Camp. Over \$20,000 was raised with this project and roughly 95% of people who bought tickets were new Habitat donors

- New members – Please encourage new contacts to come to a DC meeting and try it out. We would love to see new faces and industries around the table.
- Next meetings November 6th

Habitat Events:

- UnGala event September 27th
 - Since we are not an organization with an established gala, we decided to take a different approach to a gala type event. We would like to cordially un invite all of you not attend our un-gala on September 27th. We won't have a sit down dinner and auction and no one has to wear uncomfortable clothes or find a baby sitter. For more information follow the link [here](#).
 - **We have been hand delivering our un-invitations along with a bottle of prosecco. If you have anyone you think would be interested in a personal hand delivered invitation from you, let me know and I can bring you invites and a few bottles.**
- KMOV Home 4 the Holidays November 1-16 Dedication on the 19th This is our 4th year with this project and we are sold out with 12 participating partners in addition to KMOV Channel 4.

“A world where everyone has a decent place to live.”



Finance Committee Minutes August 21, 2018

Mission Statement: The objective of the Finance committee is to support long-term growth and stability through effective stewardship of all financial affairs. This stewardship will include recommendations and counsel to the board and staff related to: current financial situation; financing and mortgage policies, procedures and practices; accounting and control policies, procedures and practices; annual and long-term financial plans.

Facilitator(s): Dan Cierpiot, Julia Hart
Scribe: Sabrina Stahl
Attendees: Stephen Westbrooks, Bob West, Judy Cromer, Mike Giger, Rick Sullivan, Lisa Blamy, and Rob Anderson

Approval of Minutes

- Judy Cromer moved to approve the minutes of June 19, 2018. Lisa Blamy seconded.
- All in attendance approved and there were no objections or abstentions.

Construction updates

- Building in the second phase in the Tiffany neighborhood is underway.
- A question about budgets for the Tiffany project was raised, Dan informed them that budgets were in place and should be included to the board next meeting.
- We will start the 400th home soon in the La Saison neighborhood project.
- The final designs for the La Saison project are currently being reviewed by the housing authority for approval. Meetings on this project will be set up weekly at the request of the housing authority.
- La Saison will begin once titling issues have been cleared up by the housing authority.

Other updates

- The 2017 audit has been finalized and the 990 is close to completion.
- In July, Spire matched donations received, the total reached was \$50,000.
- Habitat made a change in title companies recently to process grant and loan payments, this change was made due to pricing and more easily accessible information.
- The mortgage loan fund is moving forward. Documents are currently at Midland States Bank for final approval. Approval is expected by the end of August, with documents signed at the beginning of September.
- A question was asked about average time frame for vendor payments. It was discussed that payments are prioritized by need and relationship with vendors and figured out on a case by case basis.

ReStore Updates

- Over the previous three months Habitat for Humanity ReStore has been averaging 806 donations per month, up 10% from previous time periods.



- The ReStore is currently averaging sales of \$123,000 per month and this is up 43% compared to this time last year.
- They are currently on track to make \$130,000 for August.
- Habitat ReStore was awarded a grant from Jefferson Solid Waste to purchase a much-needed new truck, the order should be placed soon.

July 2018 Results

- Julia reported a surplus of \$1,150,413 at July 31. Fundraising is at 132% of budgeted revenue, ReStore South Side is at 78% and ReStore Des Peres is at 113% of budget.
- The 2011 New Market Tax Credit deal unwound June 19 which resulted in GAAP net revenue of \$965k and Cash revenue of \$0 (all cash was received in 2011).
- Build out of 3830 South Grand wrapped up in June so all CIP was capitalized as an asset (\$2,078k) along with in kind donations from SM Wilson (\$144k) Cushman Wakefield (\$41k), HOK (\$60k), and The Lawrence Group (\$6k).
- One home has been sold through July 31, but the GAAP and Cash projections reflect 13 homes sold by year end (8 carry forward and 5 new builds).
- The Trending report projects a net surplus of \$180k at year end vs. \$874,948 budgeted.

Announcement and Adjournment

- Volunteer Appreciation will be held on Sunday October 28 from 12p-3p at the A.B. Biergarten

Next Meeting: September 18, 2018 – Habitat for Humanity Saint Louis
Topics to be covered: August 2018 financial Statements



Leading Edge Committee Meeting Minutes

To: Leading Edge Committee Members and HFHSL Board of Directors
From: Joe Fetter, HFHSL Volunteer Services Manager
Date: August 22, 2018 @ HFHSL Boardroom
Attendees: Bob Miller, Bob Fayman, Bill Schwartz, Kathy Ryan, Bob Frank, Kevin Rapp (HFHSL PM), Joe Fetter (HFHSL VSM)
Absent: Brandon Meinert, Paul Tohl, Erica Flanagan, John Beaury

I. Welcome – 6:00pm

Joe Fetter, HFHSL Volunteer Services Manager

II. Approved July 2018 Minutes

- a. July 2018 minutes reviewed.
- b. In section III.a.ii, add “5. Bob Frank to randomly assign mentees/mentors and submit to Kevin Rapp”.
- c. Bill Schwartz moves to accept the minutes as edited. Kathy Ryan seconds.
- d. July 2018 minutes are approved.

III. Sub-Committee 2018 Updates

a. Leadership Recruitment & Retention (R&R) Subcommittee

- i. Review of CLT 2018 numbers and statistics (see meeting agenda)
- ii. Mentorship Program Updates
 1. Bob Frank list of mentee-mentor pairings is approved by Habitat staff. Bob will email mentees/mentors to inform them.
 2. Bob will continue to add mentees to the program, as they become active. He will look at the quarterly list of CLT activities, and if there are any CLTs in these reports that do not yet have a mentor, Bob will assign them one.

b. Leadership Training Sub-Committee

- i. August 11th Interior Door and Closet Shelves Training Review
 1. Overall, leaders felt like it went well and everyone was engaged.
- ii. Future of the training program
 1. Since Kevin Rapp is leaving, and no other PMs are willing to run CLT training sessions, the trainings are temporarily on hold.
 2. Committee members will brainstorm ideas on how to proceed with trainings and bring those ideas to the next meeting.
 3. Bob Miller suggests we could also use this time to revisit the creation/revision of job aids.

IV. Upcoming LE Committee Meetings

- a. **Leading Edge Committee:** Pending approval of rest of the committee, the Leading Edge will now meet on the third Thursday of each month.

V. Meeting Adjourned – 7:00pm