

# **HABITAT FOR HUMANITY ST. LOUIS**

TO: HFHSL Board of Directors

FROM: Kimberly McKinney

RE: Board of Directors Meeting

**Tuesday, September 24<sup>th</sup> - 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 Ben Robinson at [bennie@habitatstl.org](mailto:bennie@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 24, 2019**

Call to Order	Chris Roetheli
Mission Moment	Joe Fetter, Volunteer Services Manager
Minutes of August 27, 2019 Meeting	Pattye Taylor-Phillips
Strategic Topic	Resource Development/Endowment, Harper Zielonko Director of Resource Development
CEO Report	Kimberly McKinney
Treasurer's Report	Stephen Westbrook

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 22, 2019	<b>Board Meeting, 11:30 AM</b>
Tuesday, November 12, 2019	<b>November Finance Committee Meeting, 11:30 AM</b>
<b>Tuesday, November 19, 2019</b>	<b>Board Meeting, 11:30 AM</b>
Friday, December 6, 2019	<b>Executive Build, 3 of 3</b>

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

Habitat for Humanity Saint Louis  
Board of Directors Meeting Minutes  
August 27, 2019

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

Anna Hart	Malaika Horne	Marc Hirshman
Chris Roetheli	Nat Walsh	Bob West
Jami Boyles	Natasha Das	Howard Smith
Jared Boyd	Peggy Holly	Jamey Edgerton
John Parker	Rob Anderson	Linda Loewenstein
John Short	Sarah Sise	LaDawn Ostmann
Stephen Westbrooks	Kimberly McKinney	

The Mission Moment was given by Deirdre Schaneman, from the Resource Development department.

Chris Roetheli called the meeting to order at 11:32. A motion to approve the minutes from the June 25, 2019 Board of Directors meeting was made by Peggy Holly and seconded by Stephen Westbrooks.

**Treasurers Report:**

Stephen Westbrooks presented the highlights of the financials:

1. Mission Support is currently 92% of budget.
2. Restricted Contributions over budget, due to donation timing.
3. Construction Grants: is only 13% but this is due to the fact that we have only closed on three homes this year. This will increase as closings occur throughout the remainder of the year.
4. Other Income: over budget, related to two AHAP check exchanges with Cohn Reznick and Berkley Lumber.
5. ReStore Revenue: Just under budget in both locations due to a tough winter season along with aggressive 2019 projections.
6. Operating Expenditures: Facility budgets were conservative not having been in the new location for a full year.
7. Net/Net: we are very close to our projections.
8. Debt: \$2 Million on 3830 S. Grand; still another year of interest only payments;
9. Royal Bank line of credit - interest only at this point.
10. People's is construction lines of credit related to homes under construction.
11. Accounts Payable: This is up due to current number of homes under construction.
12. Debt down \$211,000 from last year.

Kimberly pointed out a few additional financial items on the dashboard:

As an update to the note within delinquent mortgages: we will continue to have a CitiMortgage contact through October. Multiple closings are now confirmed including Indiana (Wednesday, August 28<sup>th</sup>). Due to rain and the impact on completion of flatwork, Tiffany houses will now close on Sept 19<sup>th</sup>. Construction in progress currently indicates 11 homes under construction, closings for the year should be 13. Projections for year end will be updated at September's Finance Committee meeting. In response to a question about delays, Kimberly responded that while we celebrate the new partnerships which assist or provide subsidy dollars (SLHA,

Midtown Redevelopment) the pre-work, including community meetings, can be a challenge specifically related to scheduling.

The amount listed within the specific Board Giving line item does not include the Spire gifts. Responding to a question about the “state of” the fundraising world, Kimberly shared that her opinion is people are nervous about a recession and while we may see fewer donors (Summer Challenge), amounts have been increasing. Kimberly shared that the images being shown included a recent house warming party as well as landscaping day at the Build with Pride event.

### **CEO Report**

Kimberly reported the following:

As part of Collaborative Development, HFHI has proposed “bucketing” affiliates. Based on FY17, 90% of \$90 million in unrestricted funds was raised in the geographic service area of 25% of the affiliates including St. Louis. While conversation continue, HFHI remains aggressive in local fundraising with three emails slated around Thanksgiving as an example.

The Spire Summer Challenge match was met with donor information as follows:

#### **2019's totals:**

Total Gifts (excluding BOD): 202

Total Amount Received (excluding BOD): \$69,406

BOD Gifts: 24

BOD Total Amount Received: \$11,600

Spire Contribution: \$50,000

**TOTAL RECEIVED: \$131,006**

The September Executive Build currently has nine committed participants. The December Executive Build will be co-hosted by Jamey Edgerton and Alias. Please reach out to your contacts.

The Volunteer Appreciation Event will be held at the Anheuser Busch Biergarten on Sunday October 27th, 12-3 pm. Please try and be there as it means a lot to the volunteers to have board support.

KMOV “Home for the Holidays” will begin on October 28<sup>th</sup> at the second Indiana lot and is completely sold out.

As shared earlier, Tiffany will close on September 19<sup>th</sup>. LaSaison is under construction but continues to be a challenge in merging process with the St. Louis Housing Authority. As we await the City’s completion of an environmental review at Lookaway, the Gate District has been moved up. The build will represent 5 homes initially while we also respond to a recent RFP. The Ulena closing was cancelled due to issues with an applicant

Within HFHI, the ReStore policy requiring written approval related to moving or relocating is moving forward. During the comment period, there were a lot of affiliates who responded negatively to this decision. The details of the approval process have not been fully discussed. In response to a question regarding the balance of ReStore and Habitat, Kimberly shared that this has been a part of the discussion.

On Sept 23<sup>rd</sup> at 9:30am, there will be a brainstorming session to discuss possibilities at the outparcel that are viewed as a community benefit. Participants included to date: Equifax; Small Business Empowerment Center; Prosperity Connection; Dutchtown South. Shout out to

Natasha Das regarding an invoice to Family Dollar. This is reflective of the Restriction and Easement Agreement that was recorded by Desco prior to purchase of the property.

In a recent meeting with Ameren, their contribution increased this year and the discussion included a new program related to reduction of utility cost along with the potential for solar visibility shade structure in the parking lot and at our individual builds.

Thanks to Amy Berg, we will be hosting an Association of General Contractors Happy Hour on September 11<sup>th</sup> from 3 – 5 pm. Board members are welcome to attend.

In response to feedback from both board renewals and one on ones, those attending then participated in an activity to become better acquainted.

As a reminder, the November meeting date change moved to November 19<sup>th</sup> due to Thanksgiving holiday. The Finance Committee will meet on November 12<sup>th</sup> and those who wish a deeper dive into the 2020 budget are encouraged to attend.

### **Adjournment**

There being no further business, the meeting adjourned at time 12:34 PM. The motion was made by John Parker and seconded by Jamey Edgerton. The motion was approved.

Respectfully submitted: Linda Loewenstein  
on behalf of Pattye Taylor-Phillips, Board Secretary

# Habitat for Humanity of Saint Louis

## Dashboard

### as of August 2019

Income and Expenses							
	YTD Actual	YTD Budget	%	Annual Budget	Prior Year YTD		
Mission Support	\$761,888	\$902,100	84%	\$1,601,500	\$867,561		
Restricted Contributions	\$80,000	\$66,664	120%	\$100,000	\$92,500		
Total RD Revenue	\$841,888	\$968,764	87%	\$1,701,500	\$960,061		
Construction Grants	\$90,931	\$683,730	13%	\$1,367,460	\$0		
Total Contributions	\$932,819	\$1,652,494	56%	\$3,068,960	\$960,061		
Other Income	\$1,189,297	\$1,071,208	111%	\$2,816,291	\$1,814,914		
House Transfers	\$543,000	\$1,800,000	30%	\$3,600,000	\$145,000		
Construction In-kind	\$75,113	\$87,000	86%	\$174,000	\$322,152		
ReStore South Side (SS/FP) Revenue	\$388,451	\$440,000	88%	\$650,000	\$301,423		
ReStore Des Peres (DP) Revenue	\$436,234	\$522,264	84%	\$780,400	\$520,134		
Total Income	\$3,564,914	\$5,572,966	64%	\$11,089,651	\$4,063,684		
Operating Expenditures	\$2,554,028	\$3,185,350	80%	\$5,755,112	\$2,873,590		
Home Construction	\$630,065	\$1,882,886	33%	\$4,393,219	\$155,791		
Total Expenditures	\$3,184,093	\$5,068,236	63%	\$10,148,331	\$3,029,381		
Net Profit (Loss)	\$380,821	\$504,730	75%	\$941,320	\$1,034,303		
ReStore Forest Park Profit (Loss)	\$90,669	\$106,802	85%	\$145,767	\$108,535		
ReStore Des Peres Profit (Loss)	\$270,779	\$403,893	67%	\$582,986	\$394,739		
	Principal Bal	High Limit					
3830 South Grand / Royal TEBF	\$2,040,000	\$2,040,000					
Royal Bank Construction Line of Credit	\$378,225						
Royal Banks Truck Loan	\$43,924	\$48,950					
Royal Bank LOC	\$800,000	\$800,000					
Peoples Bank LOC	\$638,755	\$1,189,367					
	YTD 2019	YTD 2018	Change				
Year/Year Change in Cash	\$68,812	\$120,719	(\$51,907)				
Year/Year AP	\$1,014,056	\$708,676	\$305,380				
Year/Year Change in Debt	\$1,383,567	\$1,693,230	(\$309,663)				
Mortgages	Actual	Benchmark					
Delinquent Mortgages (90+ days)	2		CitMortgage shared that Cenlar Financial will return to policy of charge off's rather than write off' s. This will negatively effect the buyers credit for up to 7 years. We will NOT have a contact beyond Aug. 2019.				
Open Communication w Representative	0						
Construction	Actual	Benchmark					
Housing Units Closed	4						
Housing Units Under Construction	10						
Construction In Progress	\$1,237,740						
Cost/Closed	\$165,624		Includes In Kind Amount of \$19,620 (average per home)				
Financial Donor Volunteer Days	11		11 of 9 possible build days / 0 ReStore groups				
Homeowner Applications Distributed	150		150/220 or 68% return rate. 222 Tier 2 / 20 Approved. Applicants for Buddie, Gate District and maybe U-City will be going before the sub-committee the week of 10/1 for pre-approval. We will host an Open House of Ulena on 9/28 and 10/2				
Lots Available	26		Ownership or Option. One additional property has an accepted option contract that hasn't yet been				
Vacant Homes	0		No owned, any vacancies are pending title issue resolution/ Wellston (5) Vacant Lots				
ReStore	Actual	Benchmark					
Average Number of Transactions SS	1403		Per Month and Per Customer (not per item)/+41 from prior report; +124 from prior year.				
Average Number of Transactions DP	1559		Per Month and Customer, +25 from prior report, -63 from prior year				
Average Sales Per Square Foot SS	\$28.44	\$22.71	HFHl median of stores similar sqft (20k), -0.18 from prior report,+\$6.59 from prior year.				
Average Sales Per Square Foot DP	\$16.36	\$23.99	Benchmark (40k sqft as basis)/ +0.12 from prior report; -\$3.17 from prior year.				
Total pickups/drop-offs this month	922		258 Pick-Ups/113 drop offs SS/551 drop offs DP.				
COMMENTS							
Resource Development	Actual	Benchmark					
New Donors : Mission Support	N/A		Not reportable due to glitch with Etapestry, resolution pending				
New Donors YTD -Contribution= / > \$1200	18		Same as prior report / increase of 4 prior year				
Median GC Gift Amount	\$50		No change from prior report /increase of \$7 from prior year				
Renewed Mission Support Donor %	50%	40%	Benchmark reflects a NFP Standard				
Renewed Keystone members/Specialty	63		Increase of 4 from prior report / increase of 5 from prior year.				
New Keystone members/Specialty Buil	22		Increase of 2 from prior report / increase of 2 from prior year.				
COMMENTS							
Board Engagement	Actual	Benchmark					
Board Meeting Attendance	62%	80%	80% Best Practice Recommendation				
Board Percentage (personal giving ytd %)	67%	100%	Per HFHSL Statement of Commitment. Same as prior report and increase of 2% from prior year				
Board Giving (Total \$ YTD)	\$30,250		Increase of \$825 from prior month and \$2,654 from prior year				

**Habitat for Humanity Saint Louis Board of Directors Meeting  
Tuesday, September 24, 2019  
CEO Report**

**Successes and Shout Outs!**

**Resource Development**

**HFHI** (draft creative materials attached)

Through local contacts with US Bank, we learned of a campaign tied to various loan products that is launching and piloting in the St. Louis marketing over the month of October. The campaign will involve marketing materials via email, social media and web banners along with onsite bank branch materials for a \$100,000 donation to HFHI.

Much time and effort was given to address the misleading content (see attached marketing materials) as well as the funding but had to be balanced with respect for the local relationship (\$20k US Bank foundation grant 2018, \$30k grant pending for 2019).

To “counter” the donor confusion that will insue from this campain, we will be more aggressively promoting the need to give local to build local. The campaign will be shared with media under the auspices of World Habitat Day (October 7<sup>th</sup>) and without direct reference to the US Bank program. As plans continue to develop, the intent is that it will include social media, editorials, a previously committed ad within *St. Louis Business Journal*. Additionally, direct action steps that the Board can do to assist will be shared at the September meeting.

**Quality Assurance Checklist Action Required**

Prior to October 31<sup>st</sup>, 2019, we must complete our FY2019 Affiliated Organization Covenant and Quality Assurance checklist (QAC) documents. Documents reflect an approval of the covenant 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 U.S. Affiliated Organization Covenant (Covenant) is the foundational document between Habitat for Humanity International and U.S. affiliates. The Covenant continues to be our guiding spiritual and philosophical document. The yearly signing of the online Covenant ensures that, while affiliate leadership may change over time, the mission, mission principles and core tenets of Habitat for Humanity remain intact.*

*The Quality Assurance Checklist (QAC) contains standards and practices that are expected of each affiliate. As required by the U.S. 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.*

## **Endowment**

As shared previously, in late February, we were notified by the St. Louis Community Foundation that Ralph and Ruthie Deuser created an endowment fund “as a challenge to create or strengthen” our “organization’s unrestricted endowed resources.” Requirements and restrictions related to the endowment are as follows;

- The “Fund” was created as a challenge to create or strengthen Habitat’s unrestricted endowed resources.
- To receive the match of \$292,193.20, an equal amount for the “fund” must be raised by March 1, 2024.
- As soon as the match has been reached (which means it could be sooner than 3/1/24), the \$292,130.20 would be deposited into a “fund” and Habitat would begin to receive in perpetuity a distribution each March of approximately 4% (approximately \$24k on \$584,260.40 which is the amount of the “fund” once fully matched).
- If the gifts in the “fund” on March 1, 2024 total less than the full match, the “fund” will be equal to amount raised (Example: If \$100k is raised, then only \$100k of the \$292,193.20) would be deposited and the distribution would be based on that amount. Any amount may be added to the “fund” at any time to increase the value of the endowment and thus the annual distribution.
- A smaller remainder distribution from the Estate is expected and will be added to the “fund” (with no requirement to match or no credit as part of the match).
- Various gifts including mutual funds, publicly traded securities and testamentary gifts are accepted towards the match – but all donations/gifts must be deposited and would be held by the Community Foundation and, as such, would be an asset on their books, not ours.
- For the Community Foundation, this “fund” is one of over 600 component funds – there is no chance of altering the requirements.

At the time of notification with our Summer Challenge already planned and given the timeline of the Fund, we deferred further conversation – including whether participation would take place.



Harper Zielonko, Director of Resource Development, will be at the September meeting to discuss.

### **Executive Build:**

Much thanks to those who made referrals for the September Executive Build (9/27). Nine participants are expected to participate. The registration link for the December 6<sup>th</sup> event can be found at:

<https://www.habitatstl.org/executive-build-registration-now-open/>

### **Volunteer Appreciation Event**

Just a reminder that if you are able to attend our annual Volunteer Appreciation Event, Sunday October 27<sup>th</sup>, anytime between noon and 3 pm at the Anheuser Busch Biergarten to please register at [WWW.HABITATSTL.ORG/VOLUNTEERLUNCH](http://WWW.HABITATSTL.ORG/VOLUNTEERLUNCH)

### **Program**

#### **HFHSL Headquarters**

We hosted a September Association of General Contractors meeting and again heard from many of the 38 participants who represented various subcontractors that they were unaware of the ReStore. One immediate new relationship formed is with Bieg Plumbing Company who has connected to Damon Guthrie (ReStore General Manager) for donations of various plumbing materials.

Participation with the Ameren business initiative program for nonprofits has been confirmed. Over the next two- four weeks, through the grant funds, the following work will occur:

- Replace 52 - T5 Fluorescent fixtures with new LED Fixtures with Occupancy Sensors in Restore and warehouse area
- Retrofit - 14 - T8 Fluorescent fixtures with new Direct Wire LED tubes in the Tool Area

The New LED Tubes and fixtures have a 5-year warranty and represent a cost of \$23,106.

#### **Outparcel**

Communication continues with representatives of Family Dollar related to the Restriction and Easement Agreement (REA) and the \$62,948.58 invoice submitted.

An update on the September 23<sup>rd</sup> group brainstorming meeting and the recent activity report from our broker will be provided at the September board meeting.

#### **Mortgage Loan Fund: Board Retreat Outcome 2015**

Citizens National Bank remains pending as the possible fourth investor to the Fund. Their response is pending work with the representative from their bank examiner to hopefully receive credit for each individual loan as opposed to the one million \$ CRA investment. While their preference is to receive the loan credit – they have not ruled out participation if this is not the outcome.

#### **Neighborhoods/ Home Construction/Homebuyers**

*Scattered South City Sites:* The KMOV build schedule (at Indiana) will be as follows: October 28<sup>th</sup> kick off, KMOV build groups throughout that week and then returning the week of November 18<sup>th</sup>. Dedication to occur on air on November 25<sup>th</sup>. Closing expected early December.

*Tiffany Phase II.* Due to continued delays with completion of flatwork, closings scheduled for September 27<sup>th</sup>.

*La Saison: (previously noted as New City Build):* Build progressing. St. Louis Post Dispatch recently featured a photo of Wells Fargo at the build. Weather and SLHA document completion dependent, two of the first five homes are slated to close this year.

*Lookaway Phase 2 – 7 homes, \$446,751:* Start date continues to await the completion by CDA (Community Development Administration) of an environmental review.

*Gate District (across from Tiffany) - 5 homes, \$285,800:* Site development and excavation will occur within the next couple of months. Additionally, a response to the RFP for a second phase, 7 homes, has been submitted.

*Future Builds:*

*Tiffany Phase 3 – 3 homes, \$216,287:* Projected to start 2020.

*University City Phase 3 – 7 homes, \$425,000:* Property transfer and UC support (specifically for the application of AHAPs – a NOFA has been released) was delayed from the September 9<sup>th</sup> City Council meeting to September 23<sup>rd</sup> due to a delay by UC legal staff in completing documents. An update will be given at the September meeting.

**Management/General**

The employment of Tom Wohlfeil as Financial Manager ended on September 10<sup>th</sup>. Irena Dimitrova has been hired and will begin as of September 23<sup>rd</sup>. Irena comes to us from the financial management offices of Soft Surroundings. To complete as of August financials, Julia Hart will be returning during the week of September 16<sup>th</sup> – an update will be provided at the September meeting.



# Habitat for Humanity

Creative material review

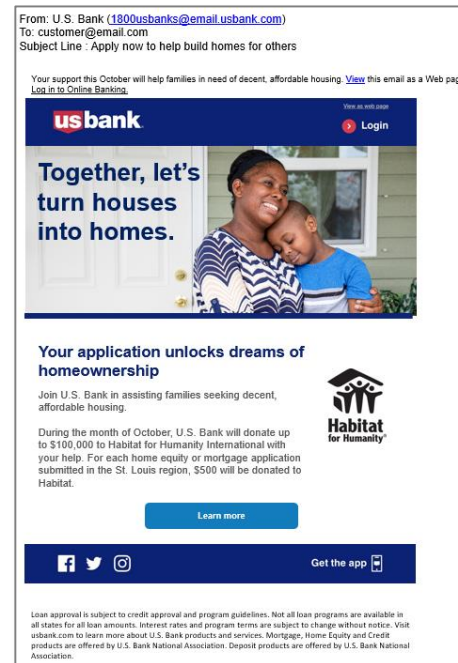
September 10, 2019

# Emails

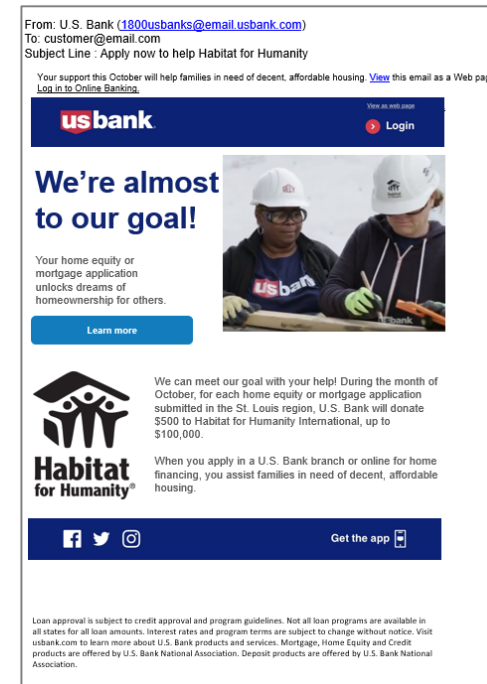
- Will be sent to all U.S. Bank customers who have opted into marketing emails with physical addresses in the St. Louis MSA



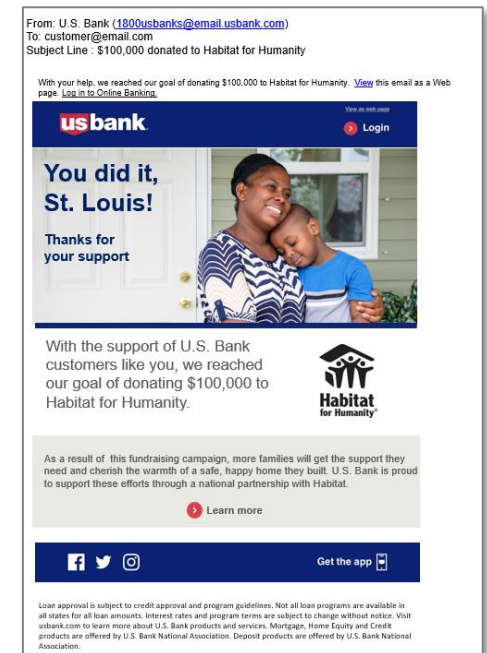
9/23



10/1



10/8

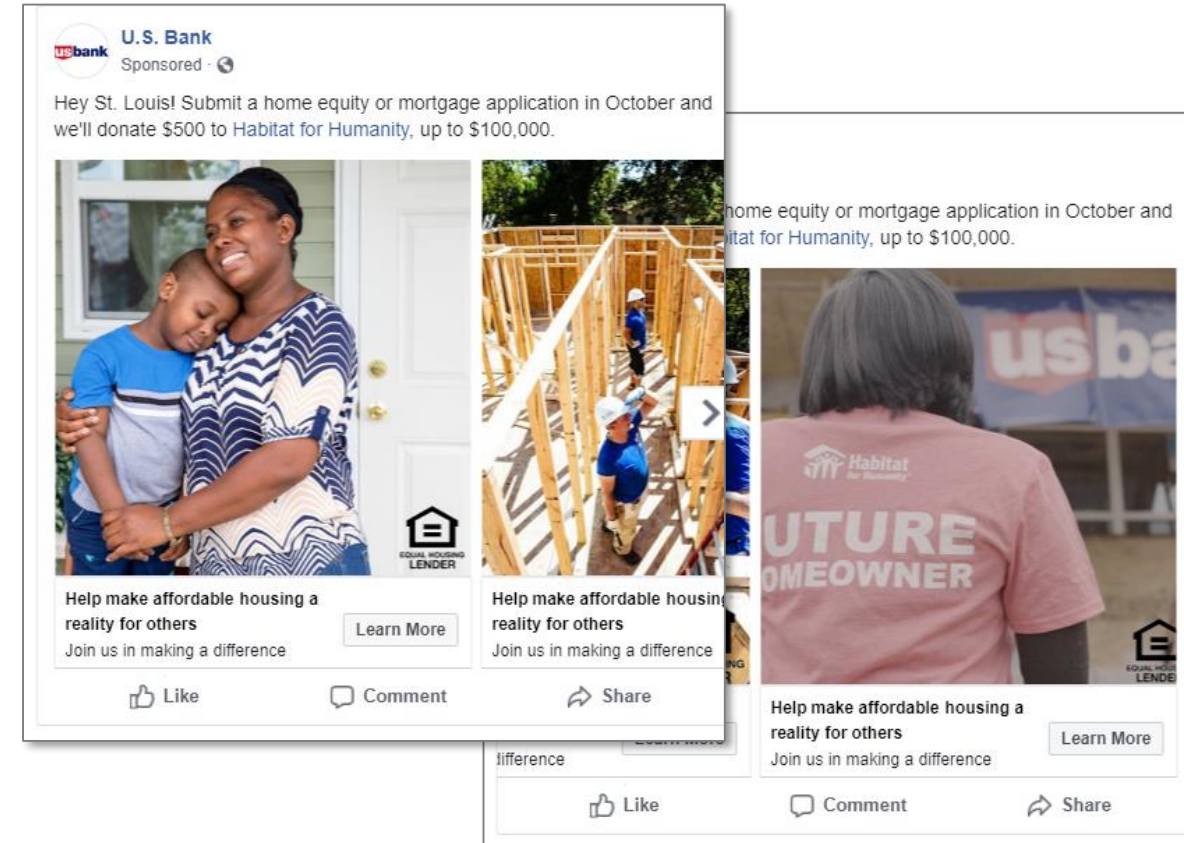
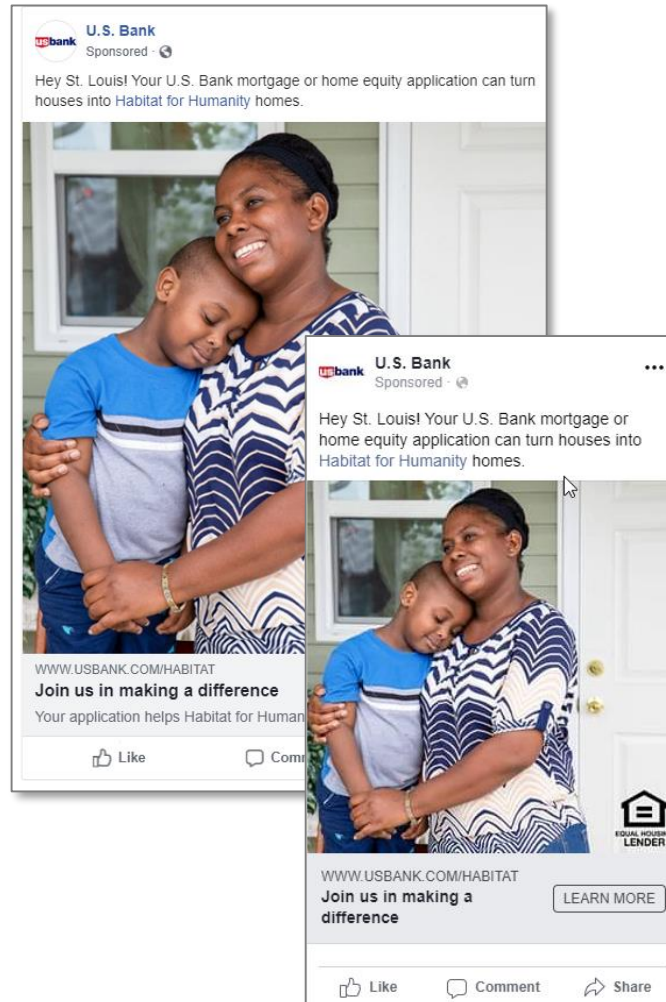


End of campaign



- Media plan: Standard and Carousel ads on both Facebook and Instagram

- Media plan: Standard and Carousel ads on both Facebook and Instagram



# Digital Display ads

- Three ad sizes will be created: 728x90, 300x250, 320x50
- Media plan: TBD

Scene 1



Copy 1 is static on screen. Image 1 zooms in slowly.

Scene 2



Image 2 is static on screen. Copy 2 animates in.

Scene 3



Final message animates in.  
End of animation.



# In branch

- All branches in St. Louis MSA will receive a kit with a user guide and the following material



Three table tents



Ten thank you cards

Dear <first name>,  
Thank you for choosing U.S. Bank for your <product>. Your application means even more this month as we donate \$500 for every home equity and mortgage application to Habitat for Humanity International. With the help of customers like you, we are close to reaching our goal to donate \$100,000 to Habitat!

If you have any questions about your <product>, please let me know. I'm happy to answer any questions you might have.

Sincerely,  
<Banker name>



Dry erase board message:

Together, let's turn houses into homes! Talk to a banker today to learn how your mortgage or home equity application could help support Habitat for Humanity International in the month of October.



PA message for in-store branches:

Greetings, <store name> shoppers! During the month of October, U.S. Bank will donate \$500 to Habitat for Humanity International for every qualifying mortgage or home equity application submitted, up to \$100,000. Visit the U.S. Bank branch located <describe in the store> to learn more.





# Webpage

## Copy

[H1]

**Together, let's turn houses into homes.**

[H2]

**Your home loan application helps support Habitat for Humanity.**

You can help make homeownership a reality for others by submitting a mortgage or home equity application during the month of October. U.S. Bank will donate \$500 to Habitat for Humanity, up to a \$100,000 donation, for every loan application submitted online or in a branch for properties in the St. Louis metro area.

[CTA carrots]

[Explore home equity options](#)

[Explore mortgage options](#)

### **Making homeownership possible**

Habitat for Humanity helps families and individuals seeking to build affordable housing. Stable homes help people find jobs, prepare children for school and connect families with their community. U.S. Bank is proud to support these efforts through our national partnership with Habitat.

### **[VIDEO COMPONENT]**

**Everyone deserves a safe and happy home.**

U.S. Bank believes in affordable housing for all. From grants and home loan programs, to partnerships with nonprofits like Habitat for Humanity – we're focused on making homeownership a reality. It's all part of our [Community Possible](#) program.

## Imagery







[illegible]

**BUILDERS CLUB TEAMS**



## Leading Edge Committee Meeting Minutes

**To:** Leading Edge Committee Members and HFHSL Board of Directors  
**From:** Joe Fetter, HFHSL Volunteer Services Manager  
**Date:** August 15, 2019 @ HFHSL Boardroom  
**Attendees:** Paul Tohl (LE Chair), Bob Miller, Bill Schwartz, Bob Fayman, John Beaury, Joe Fetter (HFHSL VSM)  
**Absent:** Bob Frank, Kathy Ryan

---

### I. Welcome – 6:00pm

*Paul Tohl*, Leading Edge Chair

### II. Approved July 2019 Minutes

- a. July 2019 minutes reviewed.
- b. Replace “Paul Tohl” with “Joe Fetter” in section I.
- c. Bill Schwartz moves to accept the minutes as edited. John Beaury seconds.
- d. July 2019 minutes are approved.

### III. Sub-Committee 2019 Updates

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

- i. Review of 2019 CLT numbers and statistics (see meeting agenda)
- ii. Six (6) potential new CLTs expressed interest at the August volunteer orientation.
  1. VSM will send out names and contact information.
- iii. VSM will start including CLT attendance stats in each meeting
  1. For example, who has attended trainings, build days, etc.

#### b. Leadership Training Sub-Committee

- i. Debrief of July Intro to Construction Leadership Training
  1. Overall, evaluations/feedback were positive.
  2. Evals did call for more hands-on exercises and less lecture.
  3. This is possible, but trainers will have to devise more exercises.
  4. Bob Miller asks if we can formalize and streamline the trainings so any CL can step in and lead it, in case Paul Tohl is unavailable
- ii. Wall Framing Training
  1. Wednesday, August 28<sup>th</sup>, 6:00pm-8:30pm, in the Warehouse
  2. Still need to confirm plans and materials with Kyle.
  3. Paul Tohl and Bob Miller will lead. VSM will ask Kathy Ryan if she is available.

**IV. Upcoming LE Committee Events**

- a. **Wall Framing Training:** Wednesday, Aug. 28<sup>th</sup>, 2019, 6:00pm-8:30pm at the construction warehouse
- b. **Leading Edge Committee Meeting:** Thursday, Sept. 19<sup>th</sup>, 2019, 6:00pm in the board room
- c. **Wall Framing Training:** Wednesday, Oct. 2<sup>nd</sup>, 2019, 6:00pm-8:30pm at the construction warehouse

**V. Meeting Adjourned – 7:15pm**