



**Board of Directors Meeting,  
March 22, 2022**

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Call to Order	Stephen Westbrook
Mission Moment	Abdi Guled – LaSaison Homebuyer
Minutes of January 25, 2022, Meeting	Pattye Taylor-Phillips
Treasurers Report	Rob Anderson
Strategic Topic	Board Engagement – ALL
Describe the best VOLUNTEER experience you have ever had? (With anyone) Why?	
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**

**Adjournment**

**MARK YOUR CALENDARS:**

*Upcoming Events*

Tuesday, April 26, 2022

**Board Meeting, 11:30 AM**

Tuesday, May 19, 2022

**Board Social Event – Tower Grove Park 3:00 PM**

~~Tuesday, May 24, 2022~~

~~**Board Meeting, 11:30 AM**~~

Tuesday, June 28, 2022

**Board Meeting, 11:30 AM**

“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)  
January 25, 2022

The following members of the Board of Directors and other interested parties participated in this Board meeting via conference call to avoid personal contact during the Covid-19 virus outbreak. Participants are listed below:

Stephen Westbrooks	Amy Berg	Pattye Taylor-Phillips
Rob Anderson	Kimberley Batteast Moore	Marisa Botta
Jared Boyd	Lance Cage	Jim Del Carmen
Todd Gibson	Matt Guymon	Tiffany Harvey-Horton
Malaika Horne	Abby Kepple	LaDawn Ostmann
Brian Pratt	Chris Roetheli	Steven Scott
Floyd Simms	Lauren Talley	Kevin Wilson
Paul Woodruff	Marc Hirshman	Linda Loewenstein
Nat Walsh	Kimberly McKinney	

Stephen Westbrooks called the meeting to order at 11:32 am.

Mission Moment: Paul Woodruff recently read the book **Caste**, written by Isabel Wilkerson. The focus of the book describes the history of African Americans. It discusses the importance of understanding others, and how to understand the experiences of someone else. In the process, we search for what we have in common, and it influences how we interact with others. The book encourages people to remain open to others and try to see ourselves in other people.

Minutes: A motion to approve the minutes from the November 30, 2021, Board of Directors meeting was made by Todd Gibson and seconded by Jim Del Carmen. The motion was approved.

Strategic Topic: Introduction of New Members / Why Habitat  
Welcome to our new Members of the Board of Directors for 2022. They introduced themselves to the Board and shared their response to “Why Habitat.”

Abby Kepple - Enterprise Bank & Trust, Brian Pratt – Ballast Commercial Real Estate, LLC and Kevin Wilson – Small Business Empowerment Center. Additionally, Jami Boyles – Lewis Rice, is returning to the Board. Jami previously served the board from 2014-2019 as Chief Administration Officer.

Current Board Members introduced themselves and shared why they support Habitat for Humanity Saint Louis. Our Board Members have skills in many different areas and support Habitat with their knowledge & expertise. A sampling of the responses to “Why Habitat” included:

- Home creates a feeling of stability for families.
- I want to create more affordable homes for local families.
- I have a passion for housing and urban renewal.
- I was introduced to Habitat by a Board Member.
- I work in the Real Estate business and share my expertise with Habitat.
- Interest in the organization may evolve over time.

### **Treasurer's Report:**

Rob Anderson provided an overview of the Habitat for Humanity Saint Louis Financial Dashboard as of November 30, 2021, and December 31, 2021. (Note: there was no board meeting in December). The 2022 budget was approved at the last Finance Meeting. Rob noted that Board Giving at the end of 2021 was 100% and totaled \$80,750, exceeding the plan. Thank you for your generosity!

Program: Five homes are under construction (not including API/API +2). Six homes closed in December 2021. The average cost of a closed home is \$239,924. 15 Future build sites are available in the following neighborhoods: 4 or 5 in LaSaison II, 6 in Lookaway, 2 in the Gate District, 2 in University City. At the end of 2021, there are more than 200+ applicants in the pipeline. As included in the 2022 budget, plans are to close on 13 homes this year.

Financials: In looking at performance over the last 4 years, we have improved. From the December 31, 2021, Financial Dashboard, Our Year/Year Change in Cash improved (an increase of \$138,735), our Year/Year Accounts Payable was reduced by \$435,632, our Year/Year Debt LT was reduced by \$26,299, and our Year/Year Debt ST is reduced by \$507,826. We are in a good financial position to manage through and get to pre-pandemic performance.

### **CEO Report:**

Kimberly reported the following information for January 2022:

#### **Strategic Topic/Board Governance**

The Board in numbers...

- Currently 28 people strong (not including Alumni members)
- Male 60% / Female 40%
- White 60% / Non-White 40%
- Affiliation: Business or Corporate 40%, Construction 18%, Community 18%, Finance 14%, HR/Legal 10%
- Member Length of Service: 3 years or less 42%, 4-6 years 40%, More than 6 years 18%

#### **Resource Development**

Harper Zielonko, Director of Resource Development has returned on a minimal basis (10 hours per week) and will return full time from maternity leave as of February 21<sup>st</sup>. The RD team is wrapping up plans for 2022 including timing of mailings / newsletters and a content calendar to keep information consistent.

Current third-party benefit events include:

- The Mid America Carpenters Regional Council is donating \$2 for every shot the St. Louis University Billikens (Men's and Women's Basketball) "nail" this season (Men's and Women's).
- The Chamberlin Group (financial/tax service) will be asking their 1500 clients who use tax services to round up for Habitat Saint Louis.

**State Allocation** - First draw submitted as of January 14, 2022.

#### **Program**

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

December closings included two LaSaison properties (1 remaining), three Gate District properties (2 remain under construction) along with the first Art Place Initiative closing. Closings are anticipated for Itaska (KMOV) and the last LaSaison property in February. Both Royal Banks of MO and First Bank renewed their commitment to the mortgage loan fund with a second one million dollars each.

*Lookaway Phase 2* – 7 homes, \$446,751: 1 of 7 houses is under construction. Excavation on remaining homes to being in approximately 30 days. The Lingard lawsuit has been assigned to Division 13 Judge Bruce F Hilton for hearing and determination.

*Art Place Initiative (API)*: As shared above, the first home has closed. House 2 and 3 (a three family) continues.

### *Future Builds:*

*Those listed below represent no change from the prior report(s):*

*University City Phase 3* – 3 homes, \$400,150: No change.

*Old North St. Louis Phase 3* – 3 homes, \$270,000. CDA has notified us of a possible sound issue related to the sites identified (and funded), awaiting their review. Site is immediately adjacent to homes built previously on Clinton.

Mortgage loan fund – Midland States has expressed interest in originating loans. At this time, it is unclear whether this would be beneficial, especially in consideration of the recent renewals by both Royal Banks and First Bank.

## **Management/General/Covid 19**

### **HFHI**

Work on Habitat 2.0 Financial Model continues – the intent is for continued modeling of how the investment fee is calculated during 2022, policy development in 2023 and implementation by June 2024 (when Stewardship and Organizational Sustainability Initiative sunsets). Based on current discussions, the investment fee will be mandatory; the collaboration on direct mail may not be – and the cost to fundraise has become a more frequently asked question.

Kimberly thanked Board Members for their flexibility, participating in the Board Meeting due to Covid-19. She also expressed thanks to the Board Members for their support of the family shopping event in December.

There being no further business for the entire board, the meeting adjourned at 12:01 pm. The motion was made by Nat Walsh and seconded by Rob Anderson. The motion was approved.

After the Board meeting, the Executive Committee was convened to discuss a personnel issue and to provide guidance to the CEO regarding said issue. Members of the Executive Committee participating in the discussion were: Stephen Westbrooks, Amy Berg, Matt Guymon, Pattye Taylor-Phillips, Rob Anderson, Malaika Horne, and LaDawn Ostmann, and Kimberly McKinney.

The next Board Meeting is Tuesday, March 22, 2022, at 11:30 am.

Respectfully submitted: Pattye Taylor-Phillips, Board Secretary

Habitat for Humanity Saint Louis Dashboard  
as of February 28 2022

RESOURCE DEVELOPMENT	February	YTD	Notes:		
New Donors	4	20			
New Keystone Benefit Members (\$1500+ Annually/Mission Support)	6	11			
Build Benefits Pledged	\$8,500	\$13,500			
Build Benefits Recd To Date	\$13,500	\$13,500	Not all groups go through pledge process		
Renewed Donors	14%				
BOD Funds Pledged	\$2,000	\$5,500			
BOD: Funds Received	\$250	\$4,000			
BOD % Giving	7%	15%			
BOD Meeting Attendance	NA				
<b>PROGRAM</b>					
Homes Under Construction	5		Not including API / API +2		
Homes Closed					
Average Cost / Closed Home					
Future Build Sites Available	15	4 or 5 LaSaisonII, 6 Lookaway, 2 Gate Dist., 2 UCity			
Applicants Pipeline	53	200+			
Mortgage Loan Fund Balance	\$4,090,610	Both Royal Banks and FirstBank renewed with a second \$1 mill each			
RESTORE	YTD Actual	YTD Budget	%	Annual Budget	Notes
Revenue RSS	\$ 76,991	\$ 80,000	96%	\$550,000	Sales Only
Revenue RDP	\$ 58,741	\$ 91,000	65%	\$ 615,000	
ReStore P/L	\$ 16,502	\$ 38,216	43%	\$ 483,241	
# of Donations	466	93 Pick Ups/Drop Offs: 80 RSS and 293 RDP			
FINANCIALS					
<b>Income:</b> Mission Support	\$ 130,772	\$ 108,815	120%	\$1,281,750	
Program	\$ 24,028	\$ 16,586	145%	\$3,949,303	
ReStore	\$ 331,865	\$ 402,696	82%	\$3,084,205	
Management General	\$ 43,770	\$ 39,096	112%	\$382,745	
Other					
<b>TOTAL INCOME</b>	\$ 530,435	\$ 567,193	94%	\$8,698,003	
<b>Expenses:</b> Home Construction	\$ 10,013	\$ 9,423	106%	\$3,187,635	CIP = \$728,447.00
Operating	\$ 345,282	\$ 357,953	96%	\$2,893,983	
ReStore	\$ 315,363	\$ 364,480	87%	\$2,600,964	
<b>TOTAL EXPENSES</b>	\$ 670,658	\$ 731,856	92%	\$8,682,582	
<b>Net Profit/Loss</b>	\$ (140,223)	\$ (164,663)	85%	\$15,421	
	YTD 2022	YTD 2021		Change	
Year/Year Change in Cash	\$ 220,958	\$ 181,611	\$	39,347	
Year/Year AP	\$ 331,737	\$ 771,543	\$	(439,806)	
Year/Year Debt LT	\$ 3,247,473	\$ 3,280,232	\$	(32,759)	
Year/Year Debt ST	\$ 544,049	\$ 1,176,338	\$	(632,289)	

Habitat for Humanity Saint Louis Dashboard  
as of January 31, 2022

RESOURCE DEVELOPMENT	January	YTD	Notes:		
New Donors	16	16			
New Keystone Benefit Members (\$1500+ Annually/Mission Support)	5	5			
Build Benefits Pledged	\$5,000	\$5,000			
Build Benefits Recd To Date	\$0	\$0	Not all groups go through pledge process		
Renewed Donors	11%				
BOD Funds Pledged	\$1,000	\$1,000			
BOD: Funds Received	\$1,250	\$1,250			
BOD % Giving	11%	<b>100%</b>			
BOD Meeting Attendance	79%				
PROGRAM					
Homes Under Construction	5		Not including API / API +2		
Homes Closed					
Average Cost / Closed Home					
Future Build Sites Available	15	4 or 5 LaSaisonII, 6 Lookaway, 2 Gate Dist., 2 UCity			
Applicants Pipeline	53	200+			
Mortgage Loan Fund Balance	\$4,090,610	Both Royal Banks and FirstBank renewed with a second \$1 mill each			
RESTORE	YTD Actual	YTD Budget	%	Annual Budget	Notes
Revenue RSS	\$ 52,439			\$550,000	Sales Only
Revenue RDP	\$ 31,755			\$ 615,000	
ReStore P/L	\$ 84,194				
# of Donations	NA				
FINANCIALS					
<b>Income:</b> Mission Support	\$ 79,340			\$1,281,750	
Program	\$ 10,173			\$3,949,303	
ReStore	\$ 198,589			\$3,084,205	
Management General	\$ 20,744			\$382,745	
Other					
<b>TOTAL INCOME</b>	<b>\$ 308,846</b>			<b>\$8,698,003</b>	
<b>Expenses:</b> Home Construction	\$ -			\$3,187,635	CIP = \$704,927.00
Operating	\$ 171,656			\$2,893,983	
ReStore	\$ 168,539			\$2,600,964	
<b>TOTAL EXPENSES</b>	<b>\$ 340,195</b>			<b>\$8,682,582</b>	
<b>Net Profit/Loss</b>	<b>\$ (31,349)</b>			<b>\$15,421</b>	
	YTD 2022	YTD 2021		Change	
Year/Year Change in Cash	\$ 148,243	\$ 288,964	\$	(140,721)	
Year/Year AP	\$ 310,115	\$ 749,379	\$	(439,264)	
Year/Year Debt LT	\$ 3,250,707	\$ 3,280,232	\$	(29,525)	
Year/Year Debt ST	\$ 402,575	\$ 1,173,409	\$	(770,834)	

**Habitat for Humanity Saint Louis Board of Directors Meeting  
Tuesday, March 22, 2022  
CEO Report**

**Strategic Topic/Board Engagement**

One on ones have been completed with 20 members (with a few more pending). Thank you for your time and input. As working notes, the feedback has been divided into three categories: Connected To Mission, Board Opportunities/Asks, and Connected to Each Other. Outcomes include (with more coming):

- More effort will be made to connect members to the mission by including homebuyers and others for Mission Moments or other presentations.
- Various asks or hot buttons will be a part of each month's meeting information (March: Executive Builds and Social Media)
- To allow members the opportunity to meet and network, an outdoor event has been scheduled for the afternoon of Thursday, May 19<sup>th</sup> at Tower Grove Park. This event will be in lieu of our May 24<sup>th</sup> Board Meeting. More details will be forthcoming.
- Assuming pandemic cases continue to decrease, the June Board Meeting (June 28, 2022) which includes our 2021 Audit presentation, will be in person (11:30 am).
- The development of board driven taskforces around various topics.

**Success and Shout Outs!**

**Resource Development**

Harper Zielonko, Director of Resource Development has returned full time.

RD is actively working with new and returning Keystone Partners to schedule build days.

The Spring Appeal (copy attached) is expected to hit mailboxes March 25<sup>th</sup>, a complimentary online version will follow.

**State Allocation**

Funds are still being processed for the draw submitted January 14<sup>th</sup>. The second draw is due April 10<sup>th</sup>.

**Program**

**Neighborhoods/ Home Construction/Homebuyers**

For homes that are not already sold, Family Service staff met with seven Tier 1 buyers to begin the process of selecting an address. 3 of the Tier One buyers have been approved by the mortgage loan fund committee and all have had a virtual home visit.

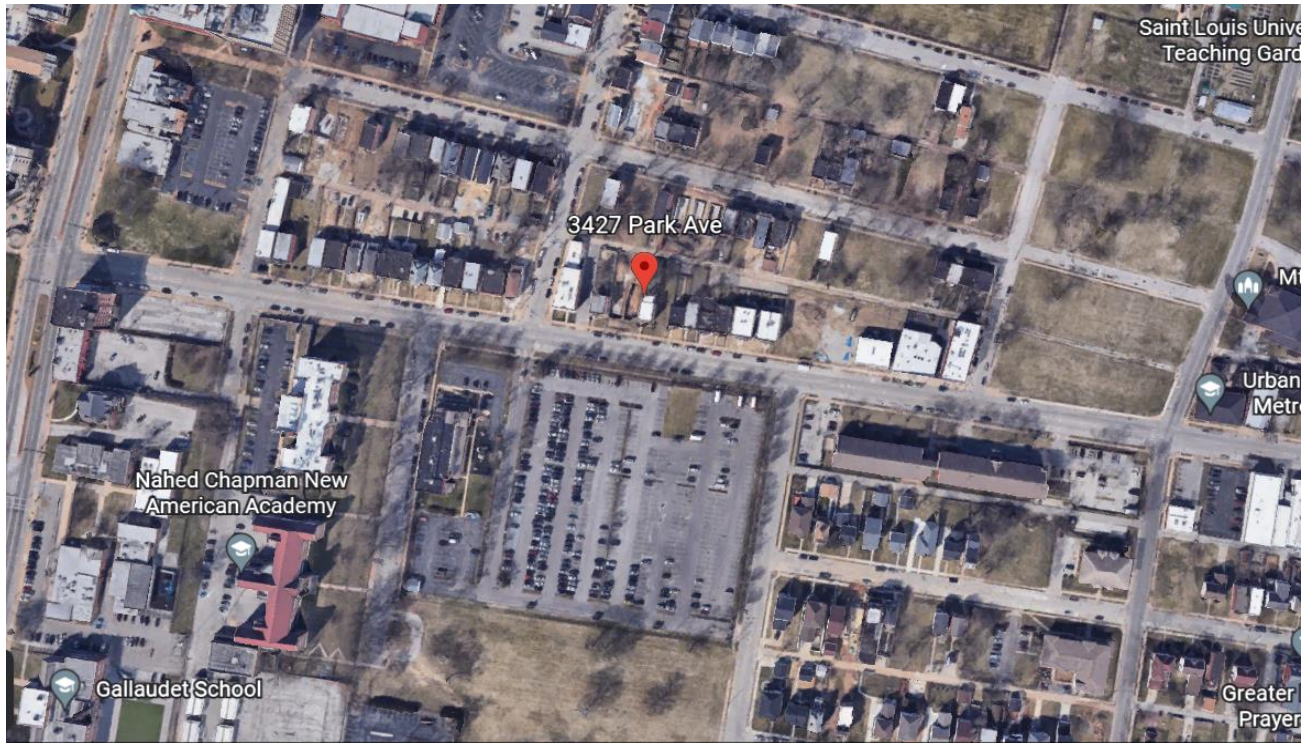
CDA = Community Development Administration, HOME funds.

AHTF = Affordable Housing Trust Fund

**Gate District –**

3427 Park Avenue, 63104 (as sample address, 1 of 5 / 3 homes closed in December) / 3 blocks east of Grand

\$69,860 in AHTF subsidy.



Lookaway Phase 2 –

711 Lookaway Court, 63137 (as a sample address, 1 of 7).

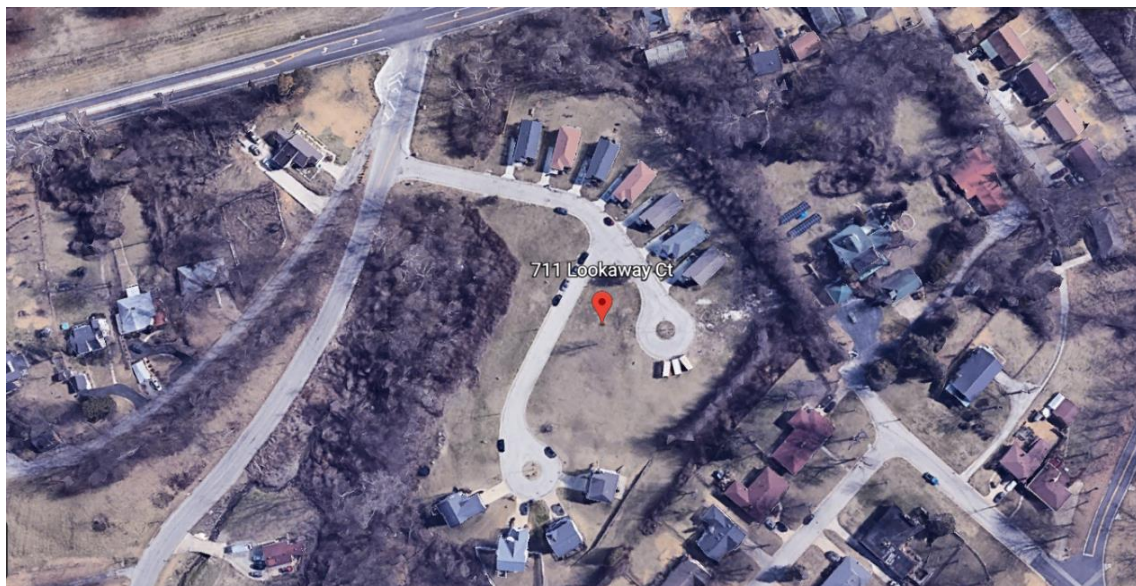
North St. Louis City across from Chain of Rocks park.

\$78,576/house subsidy (\$54,300 CDA / \$24,276 AHTF).

Basement floor is slated to be poured on Monday; volunteers will be engaged for framing.

House plans are being finalized with City for houses 2 – 7.

As an update to the Lingard lawsuit, the request for an award of attorney fees has been stricken. Discovery is ongoing.

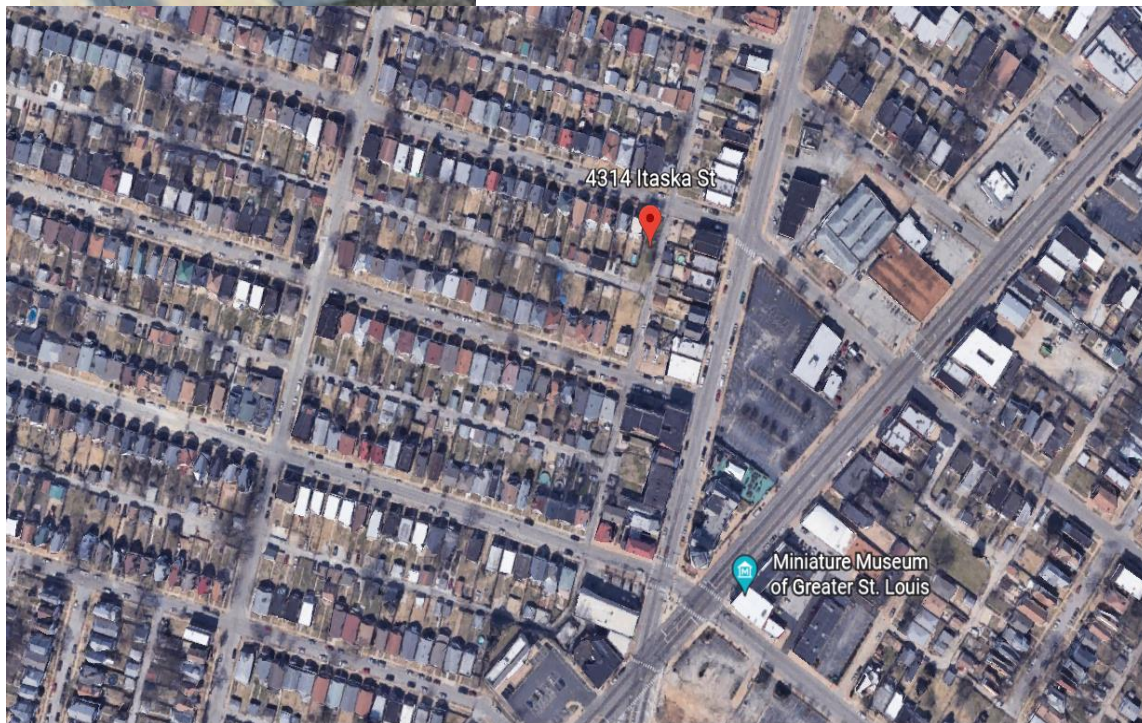




KMOV:

4314 Itaska, 63116 in the Bevo Mill neighborhood of St. Louis City.

\$57,900 in AHTF subsidy – awaiting completion of grant documents has delayed closing.



*Art Place Initiative (API):* Family Services staff working with API to qualify two additional buyers.

Future Builds:

*Those listed below represent no change from the prior report(s):*

University City Phase 3 – 3 homes, \$400,150: Documents for subsidy funds in process with St. Louis County, plan is for 1 of the 3 houses to be the 2022 KMOV build.

Old North St. Louis Phase 3 – 3 homes, \$270,000. CDA has determined that the sound issue related to the sites identified would prevent funding. Replacement sites being identified.

## **Management/General/Covid 19**

### **HFHI**

As a part of the Habitat 2.0 Financial Model and a transition to an investment fee, HFHI recently distributed a Transfer Summary (attached) that includes both affiliate specific and grouped information. Within the report, Habitat Saint Louis would be included in the Very Large grouping.

Prior to the HFHI conference in April, information is expected (from HFHI) that will include the projected investment fee based on four levers: population, % of revenue, production credit and area median income. Additionally, the data will provide an updated direct marketing report that cites the number of direct marketing donors in the St. Louis geographic service area and amount of funds raised. Information from the last time that this data was provided follows:

<u>FY</u>	<u>Number of Donors</u>	<u>Amount Raised</u>
2015	4198	\$489,162
2016	4327	\$472,349
2017	4570	\$528,529

Direct Marketing includes direct mail, media inserts, telemarketing, and online giving.

### **South Grand**

The Downtown Main Street, Dutchtown South Community Corporation, and City of St. Louis Planning and Urban Design Agency Office have been in discussion about the creation of a special use district along Virginia, Meramec, and S. Grand. The special use district pertains to land use regulations and zoning. A special use district may add conditions, or permit certain land uses that would aid in land use activities as prescribed within the plans. The special use district intent is to assist in the implementation of the Gravois Jefferson Historic Neighborhoods Plan and the large redevelopment plan which includes Meramec, S. Grand, Virginia, and the former Cleveland High School site. If implemented, it could impact the outparcel.

### **Staff**

Irena Dimitrova (HFHSL Finance Manager) is currently on unpaid leave for a yet to be defined period. During her leave, various duties have been reassigned to other existing staff (Brenda Pierce, Construction Administrator and George Leshkov, Accounting Coordinator. Additionally, Elana Stoilova has been hired to provide temporary assistance in the Finance department.

Dan Worth, HFHSL Project Manager, resigned from his position as of March 14<sup>th</sup> as he and his family plan to relocate to Cincinnati Ohio. Jenny Gudmestad, Site Assistant, will be transitioning into a Project Manager role. As a part of Dan's departure, the roles and responsibilities of Project Managers is being reevaluated. *Thank you to Lauren Talley, Amy Berg and Lance Cage for your assistance/discussion regarding.*

*If you have any questions not covered in above, please feel free to email me in advance of Tuesday's meeting and I will prepare for / add to our discussion. Thanks.*

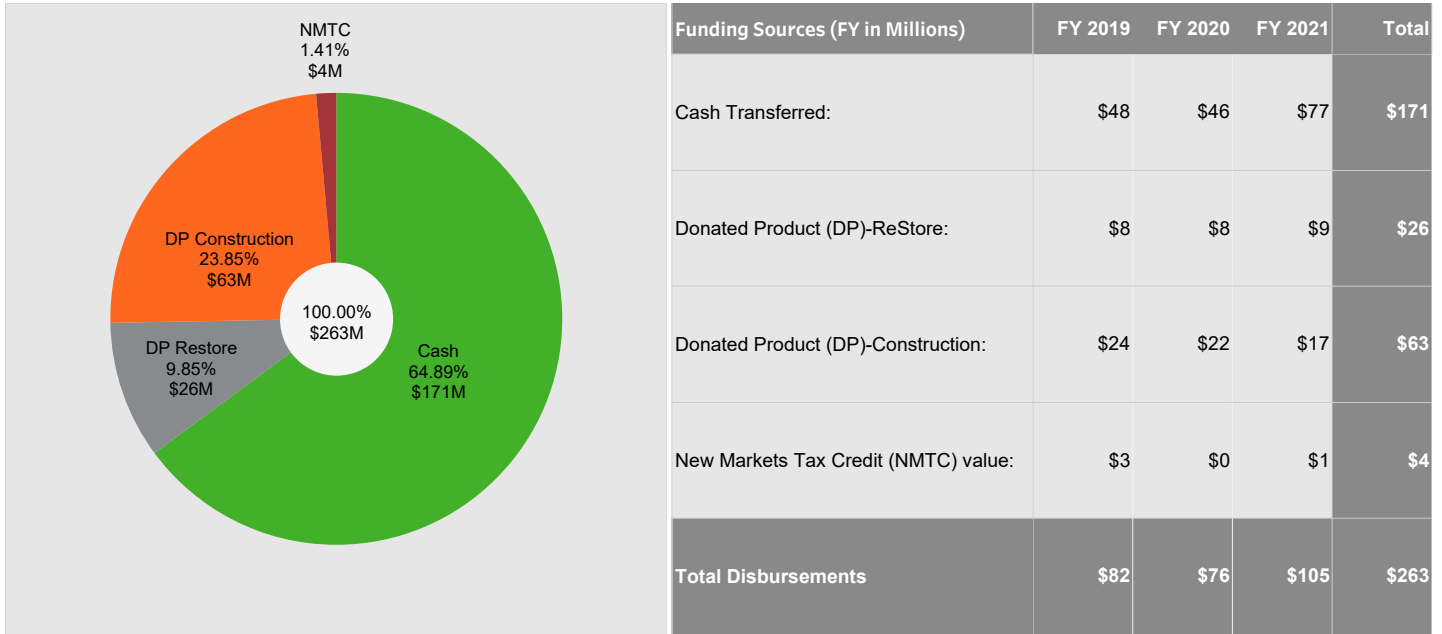


# Transfer Summary

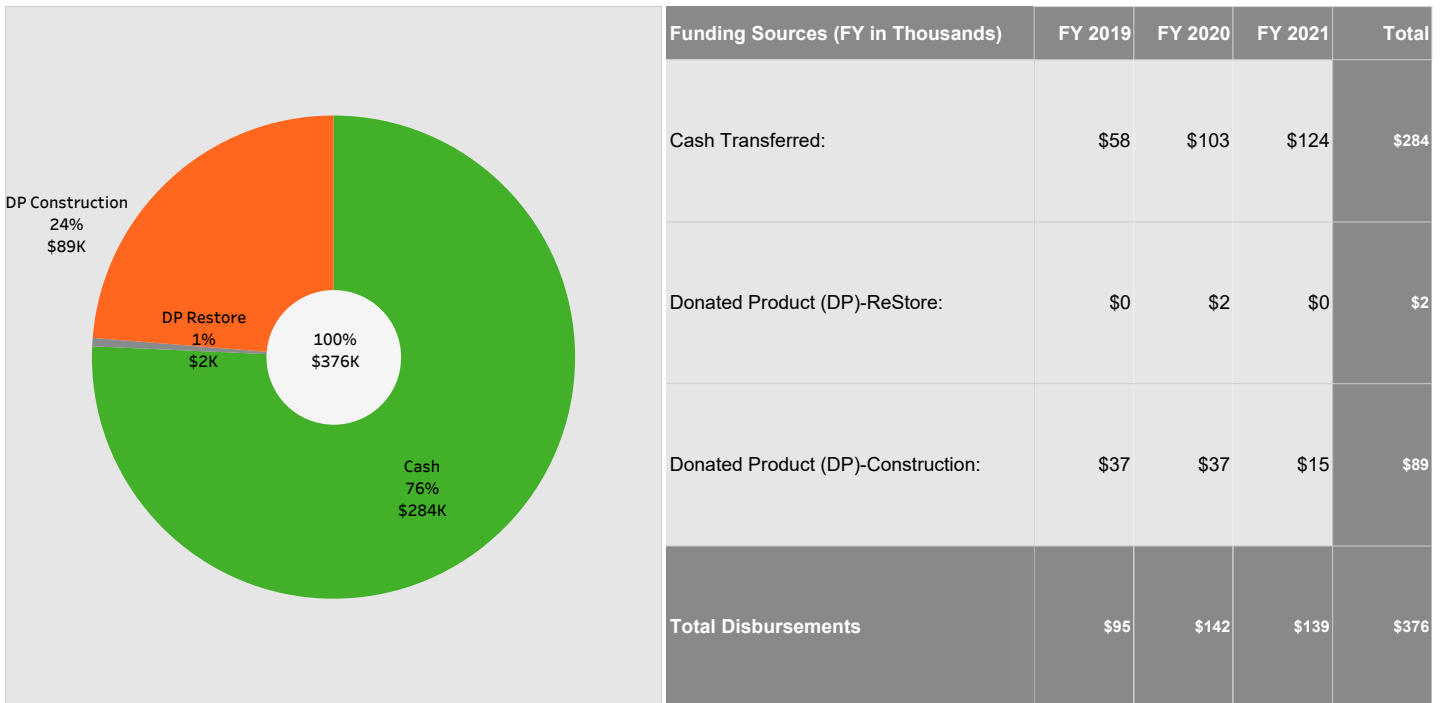
Saint Louis Habitat for Humanity (MO)

\$263 million: Value distributed by Habitat for Humanity International to US Affiliates and ASOs in fiscal years 2019-2021

## Overall transfers to US affiliates and Affiliate Support Organizations by funding sources



## Saint Louis Habitat for Humanity (MO)



285 Peachtree Center Ave. NE Suite 2700, Atlanta, GA 30303-1220  
 322 W. Lamar St. Americus, GA 31709-3543 USA  
[USSupportCenter@habitat.org](mailto:USSupportCenter@habitat.org) (877) 434-4435

## Transfer Summary

### Cash Transfers From HFHI to Affiliates

Affiliate	Program/Donor	FY 2019	FY 2020	FY 2021	Total
Saint Louis Habitat for Humanity (MO)	AmeriCorps	\$394	\$0	\$0	\$394
	Bank of America Foundation-House Building	\$15,000	\$10,000	\$10,000	\$35,000
	Cars for Homes	\$7,584	\$8,669	\$18,907	\$35,161
	Designated Donations to Affiliates	\$13,661	-\$16,332	\$12,863	\$10,191
	H&R Block	\$0	\$0	\$10,000	\$10,000
	Lowe's Corporation	\$0	\$5,000	\$0	\$5,000
	Marketing	\$1,227	\$0	\$0	\$1,227
	Simpson Strong Tie	\$0	\$0	\$2,000	\$2,000
	State Farm	\$2,000	\$0	\$0	\$2,000
	TD Ameritrade	\$0	\$67,500	\$7,500	\$75,000
	The Travelers Companies, Inc.	\$18,000	\$18,000	\$10,000	\$46,000
	Thrivent	\$0	\$0	\$7,500	\$7,500
	U.S. Bancorp (a/k/a U.S. Bank)	\$0	\$10,000	\$0	\$10,000
	Wells Fargo Foundation	\$0	\$0	\$45,000	\$45,000
<b>Total Disbursements</b>		<b>\$57,865</b>	<b>\$102,837</b>	<b>\$123,770</b>	<b>\$284,472</b>

Prior year cash transfer figures (FY2019 and FY2020) have been adjusted to include loans, which were not included in the 2021 transfer summary

For questions or clarification, contact the Affiliate Support Center:  
 Email: [USSupportCenter@Habitat.org](mailto:USSupportCenter@Habitat.org) | Phone: (877) 434-4435  
 Monday - Thursday 8am to 8pm; Friday 8am to 6pm

## Transfer Summary

### Donated Product ReStore

Affiliate	Program/Donor	FY 2019	FY 2020	FY 2021	Total
Saint Louis Habitat for Humanity (MO)	Lowe's Companies, Inc.	\$0	\$2,079	\$0	\$2,079
<b>Total Disbursements</b>		<b>\$0</b>	<b>\$2,079</b>	<b>\$0</b>	<b>\$2,079</b>

Donated product used for construction purposes is valued at the fair market value on the date of receipt.  
 Donations to be used in ReStores are valued at 30% of the fair market value.  
 HFHI Warehouse Donations could include Milwaukee Tools, Nest and Yale.  
 Prior year donated product figures (FY 2019 and FY2020) have been adjusted to include HFHI warehouse products, which were not included in the 2021 Transfer Summary

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## Transfer Summary

### Donated Product Construction

Affiliate	Program/Donor	FY 2019	FY 2020	FY 2021	Total
Saint Louis Habitat for Humanity (MO)	CREE, Inc.	\$224	\$0	\$42	\$266
	Donated product from HFHI Warehouse	\$4,554	\$3,737	\$651	\$8,942
	Dupont	\$0	\$1,428	\$0	\$1,428
	Levolor	\$6,325	\$12,320	\$0	\$18,645
	Lowe's Companies, Inc.	\$0	\$50	\$0	\$50
	Schneider Electric/Square D Company	\$0	\$11,451	\$1,815	\$13,265
	Simpson Strong-Tie Co., Inc.	\$3,089	\$0	\$0	\$3,089
	Valspar Corporation	\$14,438	\$0	\$7,941	\$22,378
	Whirlpool Corporation	\$8,244	\$8,201	\$4,645	\$21,090
<b>Total Disbursements</b>		<b>\$36,874</b>	<b>\$37,186</b>	<b>\$15,093</b>	<b>\$89,154</b>

Donated product used for construction purposes is valued at the fair market value on the date of receipt.

Donations to be used in ReStores are valued at 30% of the fair market value.

HFHI Warehouse Donations could include Milwaukee Tools, Nest and Yale.

Prior year donated product figures (FY 2019 and FY2020) have been adjusted to include HFHI warehouse products, which were not included in the 2021 Transfer Summary

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# Transfer Summary

## Top 5 Programs/Donors by GSA

Very Large (750,000 or greater)		Large (250,000 – 749,999)		Medium (100,000 – 249,999)	
Cars for Homes	\$9,297K	Thrivent	\$5,915K	Thrivent	\$5,214K
Thrivent	\$8,978K	Cars for Homes	\$4,509K	Designated Donations to Affiliates	\$3,525K
HMS Loan	\$8,060K	Designated Donations to Affiliates	\$4,364K	HUD Capacity Building Fund	\$2,827K
HUD SHOP Fund	\$6,145K	HUD Capacity Building Fund	\$3,278K	Cars for Homes	\$2,204K
Designated Donations to Affiliates	\$6,108K	HUD SHOP Fund	\$3,008K	Wells Fargo Foundation	\$2,162K

Intermediate (50,000 – 99,999)		Small (Less than 50,000)	
HMS Loan	\$2,595K	Designated Donations to Affiliates	\$2,168K
HUD Capacity Building Fund	\$1,520K	Thrivent	\$1,520K
Thrivent	\$1,288K	O. Dale Larson	\$1,000K
Designated Donations to Affiliates	\$752K	HUD Capacity Building Fund	\$969K
Lowes Corporation	\$721K	Wells Fargo Foundation	\$495K

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# Transfer Summary

## Top 5 Donated Product Donors by GSA Category

	Very Large (750,000 or greater)	Large (250,000 – 749,999)	Medium (100,000 – 249,999)
Wayfair LLC	\$7,085K	Whirlpool Corporation \$5,167K	Whirlpool Corporation \$3,701K
Valspar Corporation	\$5,644K	Valspar Corporation \$3,763K	Valspar Corporation \$2,699K
Whirlpool Corporation	\$4,503K	Schneider Electric/Square D Company \$2,465K	Schneider Electric/Square D Company \$1,832K
Schneider Electric/Square D Company	\$2,346K	MaxLite Corporation \$1,500K	MaxLite Corporation \$1,211K
Williams-Sonoma Inc.	\$2,248K	Donated product from HFHI Warehouse \$1,334K	IKEA \$1,170K

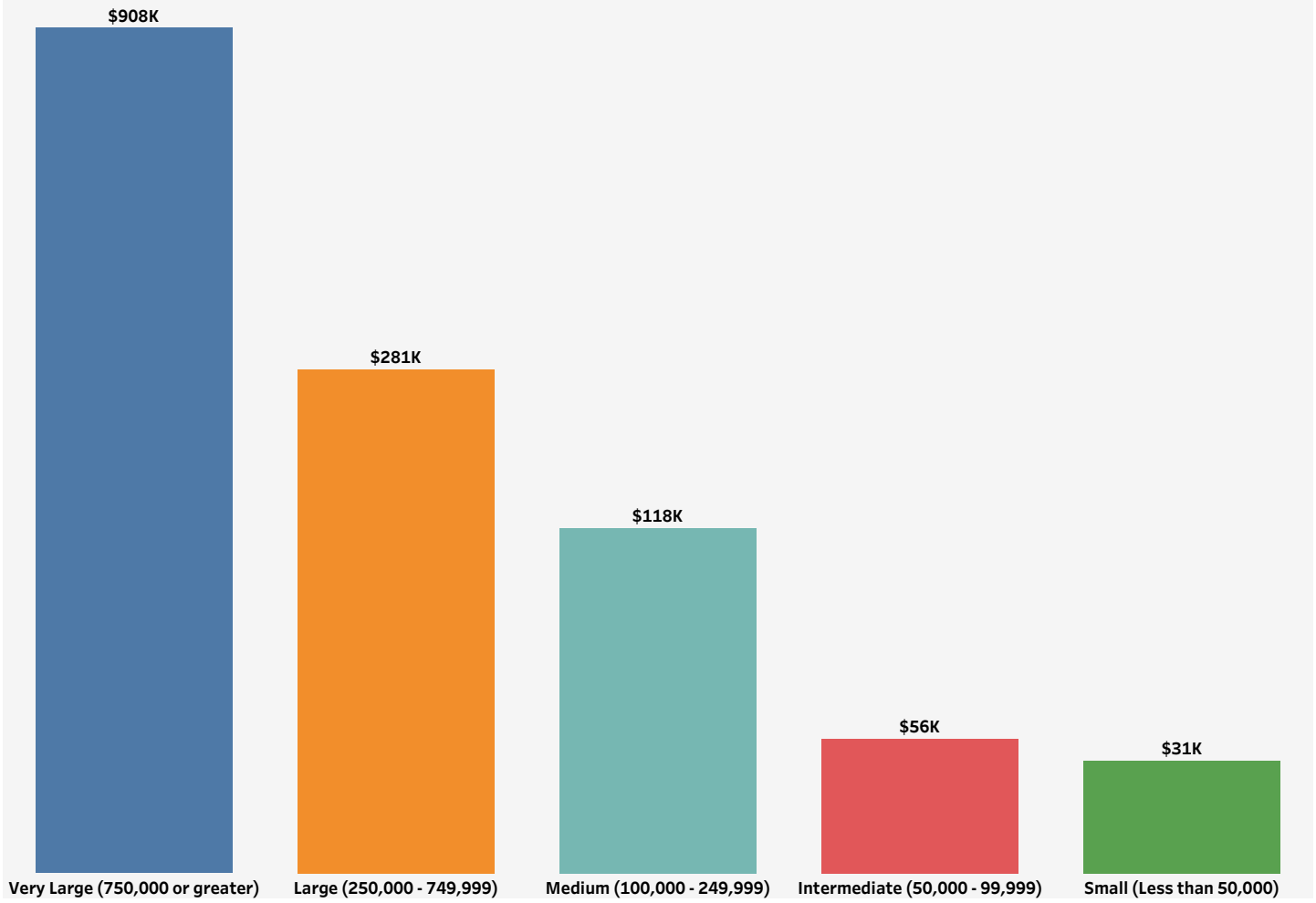
	Intermediate (50,000 – 99,999)	Small (Less than 50,000)
Whirlpool Corporation	\$1,549K	Whirlpool Corporation \$1,391K
Valspar Corporation	\$1,224K	Valspar Corporation \$965K
Donated product from HFHI Warehouse	\$577K	Donated product from HFHI Warehouse \$532K
MaxLite Corporation	\$560K	Schneider Electric/Square D Company \$461K
IKEA	\$548K	MaxLite Corporation \$443K

For questions or clarification, contact the Affiliate Support Center:  
 Email: [USSupportCenter@Habitat.org](mailto:USSupportCenter@Habitat.org) | Phone: (877) 434-4435  
 Monday – Thursday 8am to 8pm; Friday 8am to 6pm



## Transfer Summary

Average Cash Transfers by GSA Category from HFHI to Affiliate (FY19, FY20, and FY21)



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Monday - Thursday 8am to 8pm; Friday 8am to 6pm

## Transfer Summary

### Affiliate Payments to HFHI

Affiliate	Program/Donor	FY 2019	FY 2020	FY 2021	Total
Saint Louis Habitat for Humanity (MO)	Americorps	\$9,627	\$6,980	\$10,129	\$26,736
	Tithe	\$1,000	\$0	\$2,000	\$3,000
	US-SOSI	\$25,000	\$25,000	\$25,000	\$75,000
<b>Total Disbursements</b>		<b>\$35,627</b>	<b>\$31,980</b>	<b>\$37,129</b>	<b>\$104,736</b>

100% of tithe is sent to Habitat National Organizations.

For questions or clarification, contact the Affiliate Support Center:

Email: [USSupportCenter@Habitat.org](mailto:USSupportCenter@Habitat.org) | Phone: (877) 434-4435

Monday – Thursday 8am to 8pm; Friday 8am to 6pm

*Every nail, board and brick matters!  
Enclosed is my check made payable to  
Habitat for Humanity Saint Louis:*

- |  |  |
|--|--|
| <input type="checkbox"/> \$22 = ONE BOX OF NAILS               | <input type="checkbox"/> \$44 = ENOUGH NAILS TO FRAME A WALL       |
| <input type="checkbox"/> \$110 = ENOUGH NAILS FOR ONE ROOM     | <input type="checkbox"/> \$440 = NAILS FOR THE 1ST FLOOR OF A HOME |
| <input type="checkbox"/> \$880 = NAILS TO BUILD AN ENTIRE HOME | <input type="checkbox"/> OTHER AMOUNT                              |

John Q. Sample  
123 Anystreet  
Anytown, USA 00000  
0322-5000-AccountNumber



**Give online at [www.habitatSTL.org](http://www.habitatSTL.org)**  
If you need assistance making an online gift,  
please contact Ben Cohen at 314-371-0400 ext. 627

100% of your donation stays in St. Louis when you send your gift  
to our local affiliate at: 3830 South Grand Blvd., St. Louis, MO 63118



NONPROFIT ORG  
U.S. POSTAGE  
PAID  
ST. LOUIS, MO  
PERMIT NO. 5283

*It takes about 400 pounds of nails  
to hold a dream together!*

John Q. Sample  
123 Anystreet  
Anytown, USA 00000  
[BARCODE]

March 2022

Dear <<NAME>>,

If you ever find yourself volunteering or walking by a Habitat for Humanity Saint Louis build site, chances are good you will hear the sound of nails being hammered into place. In fact, every house we build contains about 40 ten-pound boxes of nails, with about 435 nails in each box. *That's 400 pounds of nails...or 174,000 nails total!*

**The trick to not getting overwhelmed by the sheer magnitude of such a huge undertaking is to concentrate on that one nail in front of you.** Then the next. Then the one after that. Before you know it, you and everyone else who's been working alongside you have hammered enough nails into boards to build a house that will become home to a deserving family in our own community.

**Nail by nail, board by board, Habitat for Humanity Saint Louis has built more than 400 homes** throughout Saint Louis City and County, which have provided a home purchasing opportunity for people who often don't qualify for traditional financing. Through our program – and their own sweat equity and determination – people working in low-paying fields can achieve the dream of homeownership.

## MONTHLY GIVING MAKES SENSE!

Joining our Brick by Brick monthly giving club is a great way to support Habitat for Humanity Saint Louis throughout the year, and comes with great benefits:

- ✓ Hassle-free donations taken directly out of debit or credit card each month
- ✓ Ability to change or discontinue donation at any time
- ✓ Discount card for our ReStore locations in South City and Des Peres
- ✓ No more appeal letters in the mail – more of your gift goes directly to building homes!

To learn more, visit  
[habitatstl.org/donate/brickbybrick/](https://habitatstl.org/donate/brickbybrick/)



*Every contribution — just like every nail — builds the dream of homeownership...*

**Nails cost about 5 cents each. Every house we build will have about \$880 worth of nails. We are planning to build 16 homes this year, which brings our cost in nails up to just a little more than \$14,000.**

Your gift today – combined with the contributions of others who share our vision – can help Habitat buy \$14,000 worth of nails as well as other goods needed to fulfil our mission. Every nail, brick, and board in a Habitat home builds a brighter future for low-income, hardworking families who just need a hand up to greater economic mobility.

Whether you are able to share enough to buy one box of nails or a whole house worth, every contribution – just like every nail – builds the dream of homeownership for people in our own community who simply want a decent, affordable, safe place for their families to live. Won't you give generously today and be part of their success stories?

**Your investment in Habitat for Humanity Saint Louis makes you as much a part of each home we build as the bricks and sticks – and nails.** Thank you for sharing our belief that everyone in St. Louis – regardless of income – deserves a safe, affordable place to live.

Sincerely,

A handwritten signature in black ink that reads "Kimberly McKinney".

Kimberly McKinney  
CEO

**P.S. Where you send your gift matters!** If you want 100% of your gift to build homes in St. Louis, please make sure to send it to our office at 3830 South Grand Blvd, St. Louis MO 63118. Thank you for supporting local families!



## Board of Directors Position Description and Statement of Commitment

The Habitat for Humanity Saint Louis (HFHSL) Board of Directors is a strategic, governance, and resource development board which meets up to ten times per year including a one-day retreat.

**Board members are expected to have commitment to and ownership of the mission, vision and plans of the organization and to demonstrate this by their personal giving (see statement below).**

To allow for recruitment periodically of new members and further expand involvement of the community, terms are limited to three years. A member may be invited to serve an additional term.

Board members are expected to discharge their responsibilities in a business-like manner. Further, members are also expected to;

- Recommend, approve and review HFHSL policies;
- Approve the annual budget and audit of HFHSL.
- Guide and approve the creation, evaluation and implementation of the strategic plan and objectives;
- Approve the employment of the Chief Executive Officer.

**Additionally, as a member of the Board, I personally make the following commitments;**

- I will attend regularly scheduled Board meetings including the Board Retreat, preparing beforehand by reviewing agendas, minutes and support materials.
- I will serve as a spokesperson, promoting HFHSL publicly and informing others about the mission and programs.
- I will follow conflict of interest and confidentiality policies.
- I will assist in identifying and recruiting other Board Members.
- **I will make an annual personal financial contribution at a level that reflects my personal means and strong commitment. 100% participation by the Board is required.** During this calendar year, I personally pledge a gift in the amount of \$\_\_\_\_\_ or more. I commit to making this gift no later than \_\_\_\_\_ (preferably by end of November).
- I will assist with identifying prospects and providing outreach as needed appropriate to the various opportunities (Keystone Community Partner, Individual Giving, Executive Build – as examples) to financially support HFHSL

Agreed to by: \_\_\_\_\_  
Board Member Signature

Date

## **CONFLICT OF INTEREST POLICY**

Habitat for Humanity St. Louis (HFHSTL) expects its officers, directors and management staff (herein referred to as "Members") to exercise good judgment with respect to their activities apart from their employment or involvement with HFHSTL.

HFHSTL does not wish to interfere with the use of "Members" own time. However, if the outside activities involve the use of HFHSTL time, equipment or information, detract from their job performance, are detrimental to HFHSTL's public relations or are otherwise prejudicial to its interest, such activities naturally become a matter of justifiable concern to HFHSTL. It is not intended that the foregoing shall preclude participation in community, religious and political affairs, but such activities should not be permitted to adversely affect the proper performance of a "Member's" board role/ job or create situations injurious to HFHSTL's public relations.

"Members" must not have any personal business or financial interests with individuals or concerns with which HFHSTL does business unless such interest is disclosed to the CEO and Board of Directors in writing. This policy strictly applies to "Members" who buy or sell or who have the authority to control or supervise the selection of individuals or concerns with which they do business on behalf of HFHSTL.

"Members" are urged to discuss actual or proposed outside activities with the CEO and/or Board of Directors whenever there may be doubt as to whether the activity might be considered contrary to the best interested of HFHSTL.

"Members" shall not accept gifts, entertainment or other favors from individuals or concerns with which HFHSTL does business other than those of a token nature or the common courtesies associated with generally accepted business practices.

The reference herein and in the attached "Conflict of Interest Statement; form to other 'Individuals or concerns with which HFHSTL does business'" includes, but is not limited to, close relatives, independent adjusting or auditing firms, attorneys, collection agencies, vendors, subcontractors, suppliers and consultants of all types.

The term "close relative," used herein and in the attached "Conflict of Interest Statement" form, means the spouse, parent, child, brother or sister.

**CONFLICT OF INTEREST STATEMENT**

TO: Habitat for Humanity St. Louis

FROM: \_\_\_\_\_ (print name)

**NOTE: IF NO EXCEPTION, MARK NONE, NOTHING OR NOT APPLICABLE.**

I have received and read the organization's policy concerning Conflicts of Interest in connection with my services to Habitat for Humanity St. Louis (HFHSTL). As one of HFHSTL's officers, directors or employees as referenced in such policy, the following statements are made to you.

1. My holdings or participation (in any manner whatsoever) in companies, firms, partnerships, corporations or other business enterprises other than: (a) corporations whose stock is quoted on public stock exchanges or publicly traded in over-the-counter markets; or (b) financial institutions such as banks and trust companies or savings and loan associations, which now are, or which may become, either suppliers, customers or a party to a contract with HFHSTL, are limited to the following:
  
2. I do not render a professional service or any other service for compensation to nor act as consultant to or participant in the management or operation of any enterprise which is now or which may become, either a supplier, a customer, a competitor or a party to a contract with HFHSTL, except:
  
3. I am not entitled to, nor will I enter into any arrangement, contract, understanding or practice by which I might become entitled to a fee, commission, or any consideration of any kind whatsoever as a result of my employment or involvement with HFHSTL, from an enterprise which is now, or which may become, a supplier, a customer, or a party to a contract with HFHSTL except:
  
4. I have no close relative, i.e., spouse, parent, child, brother or sister, who furnishes services, supplies or material to HFHSTL, nor who has an interest as officer, director, or substantial stockholder in any companies that furnish supplies, services or materials to HFHSTL, except:

In the event that a change in circumstances occurs which would alter the situations reported by the statement which I have made herein, I will advise you of such changed circumstances without undue delay.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Dated \_\_\_\_\_



(Must be signed each calendar year.)

## 2022 VOLUNTEER RELEASE AND WAIVER OF LIABILITY

The Volunteer and/or Guardian desire that the Volunteer participate in certain projects and other activities of Habitat for Humanity Saint Louis ("Habitat"). The Volunteer and/or Guardian understand that the activities may include constructing residential buildings, working in our ReStore or warehouse, being transported to and from work site locations, and consuming food provided for the work project ("Project").

**The Volunteer and/or Guardian recognizes that there are inherent risks and dangers in performing construction projects and that Habitat has the right to refuse to allow any Volunteer to participate in the project, for any reason and in the sole discretion, of Habitat, its agents, servants or employees.**

The Volunteer and/or Guardian do hereby freely, execute this Release under the following terms:

**1. Waiver and Release.** By signing this Release, Volunteer and/or Guardian hereby release and hold harmless Habitat and its successors and assigns, its directors, employees and staff, from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise as a result of Volunteer's participation in the Project.

Volunteer and/or Guardian understand that this Release discharges Habitat, its directors, employees and staff, from any liability or claim that the Volunteer may have against Habitat regarding any claim or demand that may result from Volunteer's participating in the Project. Volunteer and/or Guardian also understand that Habitat does not assume any responsibility for providing any assistance to Volunteer, including but not limited to medical, health, disability, or workman's compensation insurance.

**2. Medical Treatment.** Volunteer and/or Guardian release Habitat from any claim whatsoever which arises or may hereafter arise as a result of any first aid, treatment, or service rendered in connection with the Volunteer's participation in the Project, or with the decision by any representative of Habitat to exercise the power to consent to medical or dental treatment.

**3. Assumption of Risk.** The Volunteer and/or Guardian understand that the Project may include activities which may be hazardous to the Volunteer. In addition, any food and medical facilities which may be donated to and/or purchased by Habitat are beyond the control of Habitat. Therefore, the Volunteer and/or Guardian assumes any and all risk of any kind that may arise out of the Volunteer's participation in the Project.

**4. Insurance.** Habitat may elect, in its sole discretion, to provide group accident insurance and make it available to Project Volunteers, as well as liability insurance. Except to the extent it makes available, or has such group accident insurance, or other insurance, Habitat expressly disclaims any responsibility for providing any insurance for Volunteer, including, but not limited to health, medical, liability or workmen's compensation.

**EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO ARRIVE WITH MEDICAL OR HEALTH INSURANCE COVERAGE IN EFFECT.**

**5. Photographic Release.** By signing this Release, Volunteer and/or Guardian also transfer unto Habitat all right, title, and interest in any and all photographic images and video and audio recordings made by Habitat and/or third party including, but not limited to, any royalty benefits or other proceeds that could be received from such photographs or recordings.

**6. Volunteer Age Limitation.** Volunteer certifies that he/she is at least 16 years of age.

**7. Other.** Volunteer and/or Guardian expressly agree that this Release is permitted and governed by the laws of the State of Missouri. Further, the Volunteer and/or Guardian agree that in the event that any clause or provision of this Release shall be held to be invalid by a court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

**8. Privacy Policy.** All information given on this form is used by Habitat solely as a means of maintaining accurate volunteer records and conveying up-to-date information with all participants of our affiliate. All information is private and in no way will we disclose or sell it to any parties outside of Habitat.

**9. Parking Disclosure.** Habitat cannot be responsible for loss, theft, or damage in the event of an unfortunate occurrence. To ensure the safety of your vehicle, please do not leave any valuables of any kind in your car, not even under the seat. We recommend that you do not bring ANY valuables to the warehouse, ReStore, or build site. Habitat will not be responsible for any parking tickets.

**10. Smoking Policy.** Habitat strictly prohibits smoking in or on its build sites, administrative offices, warehouse, ReStore, and any other Habitat affiliated site, structure, or location. Individuals working and/or volunteering in or around a Habitat building or facility wishing to smoke may do so at a distance of at least 25 feet from any Habitat affiliated site, structure, or location. Individuals volunteering on the Habitat build site and wishing to smoke must do so on the street and away from any Habitat home under construction. Habitat reserves the right to ask any individual to leave the Habitat affiliated site, structure, or location if found smoking in violation of this policy.

**11. Dress Code.** Habitat requires that all individuals wear clothing considered to be appropriate for the types of work they might be assigned. Inappropriate clothing can be considered to be anything deemed to be either unsafe, or inappropriately revealing, including but not limited to: short shorts, sagging pants or shorts, halter tops and/or spaghetti straps. Individuals wearing clothing deemed to be inappropriate may be asked to change their clothes or leave for the day.

**12. Weapons Policy:** In order to ensure a safe environment for volunteers, clients, visitors, vendors, employees, or any other individuals, Habitat prohibits the possession, transport, storage, use or sale of weapons, including firearms, on its property, at work sites or work functions, or at any time. Habitat prohibits all persons from carrying a handgun, firearm, or other weapon of any kind onto its property, regardless of whether the person is licensed to carry the weapon or not—this is Habitat's right as an employer and property owner. The policy covers all property owned by or operated by Habitat, including buildings and surrounding areas such as sidewalks, walkways, driveways and parking areas under Habitat's ownership or control. Habitat reserves the right to conduct searches of any person or vehicle that enters Habitat property. This provision includes searches of clothing, lockers, purses, bags or briefcases, and vehicles on the property.

**13. Volunteer Confidentiality Agreement:** In the course of your volunteer services with Habitat, you may be granted access to information regarding Habitat's homeowners, applicants, donors, volunteers and Habitat work product which is deemed personal and confidential ("Confidential Information"). This Confidential Information may include, but it is not limited to, the homeowners', applicants', donors', volunteers', and Habitat work product; personal information; medical status or history; salary information; employment information; social security number or other personal identification; banking, credit, or other financial records; court records; donor identification; donation amounts; work product and materials related to grants, funding, future build sites, and financial information. It is Habitat's policy to use this information exclusively for the purposes for which it was provided and/or created, and to keep this information strictly confidential. By signing this agreement, you agree and acknowledge, both during and after your service, that you will hold such information strictly confidential; that you will not use or disclose such information except as necessary in the course of your service; and that you will not retain copies of any documents containing such information.



**ALL information MUST be completed & **SIGNED****

**Volunteer Signature of Release and Waiver of Liability**

IN WITNESS WHEREOF, Volunteer and/or Guardian have executed this Release as of the day and year written below.

\_\_\_\_\_  
Signature of Volunteer – Must be signed

\_\_\_\_\_  
Signature of Parent/Guardian (if volunteer is 16 –17 years of age)

Date \_\_\_\_\_ 2021

**Volunteer Info - Please PRINT all information LEGIBLY**

Please circle one: Mr. / Mrs. / Ms.

\_\_\_\_\_  
First Name MI Last Name Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Are you volunteering with a group or organization?  Yes or  No

If yes, Organization Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Medical Allergies: YES  NO   
Name If yes, please list: \_\_\_\_\_

Relationship

Phone

**Would you like to stay in touch with Habitat Saint Louis? Fill out the fields below!**

- I would like to receive the printed HFHSL newsletter in the mail.
- I would like to receive email updates from HFHSL (sent approximately 1/month)

***Thank you for volunteering! YOU are helping to  
build homes and hope in St. Louis!***