



**Board of Directors Meeting,
September 27, 2022**

Call to Order	Stephen Westbrooks
Mission Moment	Kimberley Batteast - Moore
Minutes of August 23, 2022, Meeting	Kimberley Batteast-Moore
Treasurers Report	Rob Anderson
Strategic Topic	Meet Your Peers / Everyone
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:	
<i>Upcoming Events</i>	
Tuesday, October 25, 2022	Board Meeting, 11:30 AM
Tuesday, November 22, 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)
August 23, 2022

The following members of the Board of Directors and other interested parties participated in this Board meeting via conference call and in person. Participants are listed below:

Stephen Westbrooks	Amy Berg	Pattye Taylor-Phillips
Floyd Simms	Kevin Wilson	Kimberley Batteast-Moore
Lance Cage	Jim Del Carmen	Matt Guymon
Jami Boyles	Rob Anderson	Subash Alias
Steven Scott	Todd Gibson	Lauren Talley
Brian Pratt	John Short	Marc Hirshman
Chris Roetheli	Bob West	Kimberly McKinney

Stephen Westbrooks called the meeting to order at 11:34 am

Mission Moment: Kevin Wilson from Small Business Empowerment provided the Mission Moment. He spoke about how this business thrives to help individuals with their imperfect credit scores and various things to help with striving toward homeownership. Making sure people connect with the right resources to be successful in society.

Minutes: A motion to approve the minutes from the August 23, 2022, Board of Directors meeting was made by Jim De Carmen and seconded by Lance Cage. The motion was approved.

Treasurer's Report: Rob Anderson provided the report noting that dashboards for both June and July 2022 were included in packets. His comments included: the ReStore remains profitable despite falling below budget projections. Staffing remains an issue but is being addressed. Mission support is slightly off but largely due to the challenge appeal being delayed from a summer challenge to mid-September (a result of a change in the challenge match partner). He also reminded members to make their 2022 gift if they had not done so already.

Strategic Moment: presented by Michael Powers, Real Estate Development Manager.

As part of his presentation on site development, Michael shared that the Gate homes (houses 4 and 5) are scheduled to close the week of September 26th. KMOV home may close this year however, that will be partially driven by the subsidy dollars (HOME) through St. Louis County Office of Community Development. Michael then provided deeper dive into real estate development including that there are currently 14 homes within 4 neighborhoods in predevelopment, representing approximately 3.4 million in construction (with \$1.2 million in subsidy). He walked through the various steps from review/analysis of project area to feasibility and funding.

Kimberly then provided an overview of her written CEO report that was included in the packet.

As part of the Success and Shout Outs, she thanked and congratulated Howard and Donna Smith, Smith, and Associates NMTC, for a recent article in the Washington Post that highlighted their use of New Market Tax Credits in creating affordable housing – including houses completed by Habitat Saint Louis. She also thanked John Smith for the referral to AAIM Employers Association, multiple positions have recently been posted on the AAIM job board and applicants are being received.

The Resource Development asks for August includes:

- Seeking blog posts: What brought you to Habitat and what keeps you with the mission? Would love to share your story for a blog post. Know anyone who used the Restore deconstruction process and wants to talk about it? Reach out to Harper.

- Our weekday crew challenge to match \$40,000 will drop in early September. Local investment is more important than ever, so please continue to share posts to ensure we meet our \$40,000 goal.
- Let's make connections! Is there a business contact you could invite to a worksite in the coming months for a tour and introduction? Not sure how to introduce someone to Habitat? Let us do some of the leg work, all you need to do is open the door. The KMOV Home 4 The Holidays build is right around the corner, and nothing highlights what we do better. Start making a list and coordinate with Harper to set up a time to make an onsite impression.

Documents for the Minor Home Repair were received the day of the board meeting. With the contract fully executed, staff roles can be formally posted.

Closing prep has started for Houses 4 and 5 within the Gate district with a projected date for closing 9/27 – pending the completion construction including flatwork (scheduled for 8/26). Application for permit pending for 1 of 2 Vista lots (Gate Phase 2).

The written discovery for the Lingard lawsuit in the form of interrogatories and request for production of documents on his counsel remains open (overdue).

2022 KMOV is confirmed for the weeks of October 24 – 28 and November 14 – 18 with dedication on November 21st. Based on recent flooding in the area, design modifications are underway.

2021: 4314 Itaska, 63116 in the Bevo Mill neighborhood of St. Louis City.
Closed (August 2nd)!

Art Place Initiative (API): Closing for the second single family property remains pending. Design underway for triplex as next build within project.

The letter to HFHI International Board of Directors and US Council that was approved for signature at the last board meeting was sent on July 28th with representation from just under 20% of Habitat affiliates. In an email update to those who had signed, Natalie Griffin (Habitat San Antonio) shared that the letter was delayed as more affiliates signed on but reached a point where it needed to be sent to be recognized in the official COM (Collaborative Operating Model) Executive Task Force discussion. The letter was submitted as an interim response and will be kept open for more affiliates to join in – she also shared that this has been a grass-roots initiative as organizers did not have the whole network's email addresses. HFHI's response, to date, is attached. 2022/2023 Collaborative Operating taskforces are being formed and I have reupped for another term. Materials received for the first meeting (8/18) reflect multiple questions about the four levers (population, revenue, production credit and median income adjustment) but nothing regarding the letter.

Irena Dimitrova's' (HFHSL Finance Manager) has returned from unpaid leave. The Accounting Assistant is posted with interviews pending now that Irena has returned.

Prospective Board member candidates are being considered for "Class of 2023" board membership. Seven openings are anticipated. If you know of someone you wish considered (either for 2023 or future), please share their name and information with either Stephen, Amy, or Kimberly. Currently the Board is 28 people strong (not including Alumni members) • Male 58% / Female 42% • White 64% / Non-White 36% • 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%.

Stephen shared that the September meeting would be in person at Green Street Real Estate Ventures. In addition to the normal business, it will also include an activity for members to get to know one another and, as such, he encouraged everyone to attend.

With no other business, at 12:43 pm, Amy Berg made a motion to adjourn, seconded by Chris Roetheli and approved unanimously.

Respectfully submitted Kimberley Batteast-Moore

Habitat for Humanity Saint Louis Dashboard
as of August 30, 2022

RESOURCE DEVELOPMENT	August	YTD	Notes:		
New Donors	1	44			
New Keystone Benefit Members (\$1500+ Annually/Mission Support)	1	31			
Build Benefits Pledged	\$3,000	\$153,000			
Build Benefits Recd To Date	\$52,325	\$164,440			
Renewed Donors	60%				
BOD Funds Pledged	\$0	\$30,800			
BOD: Funds Received	\$250	\$29,200			
BOD % Giving	7%	52%			
BOD Meeting Attendance	66%				
PROGRAM					
Homes Under Construction	5		Not including API / API +3		
Homes Closed	1				
Average Cost / Closed Home	n/a				
Future Build Sites Available	17	4 or 5 LaSaisonII, 6 Lookaway, 3 Gate Dist., 3 UCity			
Applicants Pipeline	15	+ 12 Active Tier 2 Families, 100+ in pipeline			
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	\$ 302,584	\$ 379,000	80%	\$550,000	Sales Only
Revenue RDP	\$ 296,518	\$ 421,000	70%	\$ 615,000	
ReStore P/L	\$ 119,308	\$ 231,908	51%	\$ 483,241	
# of Donations	503	147 Pick Ups/Drop Offs: 55 RSS and 301 RDP			
FINANCIALS					
Income: Mission Support	\$ 598,854	\$ 775,565	77%	\$1,281,750	
Program	\$ 559,016	\$ 924,201	60%	\$3,949,303	
ReStore	\$ 1,519,798	\$ 1,896,070	80%	\$3,084,205	
Management General	\$ 162,269	\$ 161,384	101%	\$382,745	
Other					
TOTAL INCOME	\$ 2,839,937	\$ 3,757,220	76%	\$8,698,003	
Expenses: Home Construction	\$ 274,161	\$ 573,690	48%	\$3,187,635	CIP = \$1,076,000
Operating	\$ 1,496,854	\$ 1,697,154	88%	\$2,893,983	
ReStore	\$ 1,400,490	\$ 1,664,162	84%	\$2,600,964	
TOTAL EXPENSES	\$ 3,171,505	\$ 3,935,006	81%	\$8,682,582	
Net Profit/Loss	\$ (331,568)	\$ (177,786)		\$15,421	
	YTD 2022	YTD 2021	Change		
Year/Year Change in Cash	\$ 114,202	\$ 176,947	\$	(62,745)	
Year/Year AP	\$ 282,227	\$ 750,764	\$	(468,537)	
Year/Year Debt LT	\$ 3,226,949	\$ 3,267,108	\$	(40,159)	
Year/Year Debt ST	\$ 699,641	\$ 705,834	\$	(6,243)	

Habitat for Humanity Saint Louis Board of Directors Meeting
Tuesday, September 27, 2022
CEO Report

Success and Shout Outs!

Resource Development

September Suggestions:

- Please promote our weekday crew match appeal- <https://www.habitatstl.org/weekdaycrewchallenge/>
- KMOV kicks off October 17th. This is a great time to invite someone to tour a site and see Habitat in action. Available from October 17-21st and November 14-18th. Please reach out to Harper.
- We are always accepting new weekday crew volunteers. Do you know someone who has time free during the week and wants to volunteer with Habitat? We would love to have them work with us! No prior experience needed. Please reach out to Harper.

Appeal Letter

The Fall Challenge letter hit most mailboxes between 9/15 and 9/19 and will run through 10/31. Verbiage of the letter is provided as a link above (please feel free to share). Learning that the challenge partner is the Weekday Crews, one individual has already stepped up with a \$10k gift pledge.

Gate Phase 1 Dedication: Sunday, September 25th @ Noon, 3429 Park Avenue St. Louis MO 63104.

Women Build to be relaunched later this year – more details (and invitations to participate for you to share) forthcoming.

Program

Neighborhoods/ Home Construction/Homebuyers

CDA = Community Development Administration, HOME funds.

AHTF = Affordable Housing Trust Fund

Family Services hosted a tour for 15 approved families who are at the address selection phase.

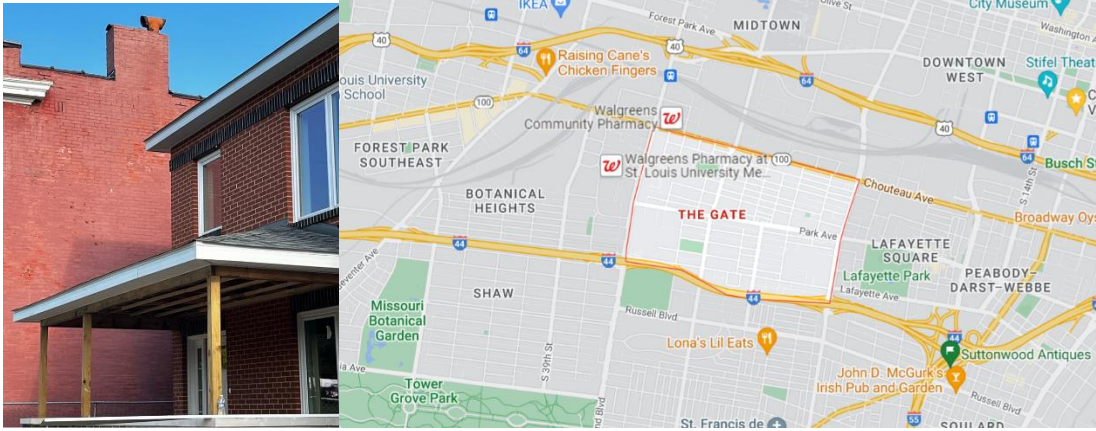
Minor Home Repair

Almost launched! Home Repair staff have been hired and will be onboarded beginning 9/20. Once the application is approved by the City, the program will go live via a new website link and home repair hotline.

Gate District –

3427 Park Avenue, 63104 (as sample address, 5 homes total in first phase/ 3 of 5 homes closed in December) / 3 blocks east of Grand (\$69,860/house in AHTF subsidy).

Closing is still planned for House 5 in Gate (3429 Park). Unfortunately, due to non-financial related issues with the buyer for House 4, there closing has been postponed (anticipate closing within next 30 – 45 days). Application for Vista permit (pending for 1 of 2) is pending universal design review.



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).

House 1 (711 Lookaway) is at drywall phase, 2022 closing date to be projected soon. The second house (715 Lookaway) has also been permitted, excavation to occur soon. The remaining five houses still have unresolved issue related to design (each border very close to the bluff), progress is being made. 4 of the homes are sold.

Lingard lawsuit: No update (written discovery in the form of interrogatories and request for production of documents on his counsel remains open from April 2022).



KMOV:

2022 KMOV: Coming Up! Build weeks are October 24 – 28 and November 14 – 18 with dedication on November 21st.

Art Place Initiative (API): Closing for the second single family property remains pending. Design underway for triplex as next build within project.

Future Builds:

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

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. Possible project similar to API being considered with Old North St. Louis Restoration Group.

Management/General

HFHI

A new fee structure will be rolled out to taskforce members sometime the week of 9/26. Unless there has been significant “behind the scenes” changes, it will continue to reflect the four levers: population, revenue, production credit, and adjustment for area median income.

HFHI Quality Assurance Checklist **Action Required**

Prior to September 30, 2022, we must complete our FY2023 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 QAC is divided into two sections.

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, (c) 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, noncompliance with a Core Requirement poses a potentially greater risk to 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 requirements binding on affiliates.

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.

Staff

As noted in program, home repair staff (Shane Ruble and Leon Brown Jr.) have been hired. Stephanie Klaeger has been hired as Resource Development Coordinator, replacing Ben Cohen. Joe Brenner has been hired as a Site Assistant. Candidates are being interviewed for ReStore Des Peres Assistant Manager as well as the Accounting Assistant.

Other

Employee Retention Tax Credit: Information has been submitted to IPS (payroll company) for assistance with the Employee Retention Tax Credit, amount pending. Much thanks to Amy Berg and John Short for their assistance!

ReStore Des Peres: A water break behind Sam's Club occurred on August 27th. Fortunately, Alan Rupp (store manager) had returned to the store after hours and heard/saw the "gurgling" water underneath the pavement (he was able to notify police who contacted MO American Water for water shut off). The leak was an 8" main that supplies all of Sam's as well as RDP. By Monday AM, the leak had created a massive sinkhole that because of its location prevented the store from opening until Thursday (three days closed). A business interruption claim has been filed.

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.