



## Steering Committee Meeting

March 17, 2009

[www.phphabitat.org](http://www.phphabitat.org)

In Attendance: Bob Bendeich Gary Dittmer Lance Erickson Tom Flood Tom Gates  
Dave Hansen Joan McInnes Guest - Connie Kitzinger - HFHNFV Volunteer  
Coordinator

Dave Hansen chaired the meeting. The February minutes were approved as submitted.

**Financial Report** - Tom reported that we received a \$1600 donation from Grief Bros., a \$1030 donation from United Methodist Church-Geneva, a \$1000 donation from St. Patrick Church, a \$1000 donation from St. Charles Episcopal Church, and a \$300 donation from Harris Bank. The only withdrawal was \$2049.56 for our HFH 4<sup>th</sup> Quarter Tithe. The Harris Bank balance as of 3/17/09 is \$7,194.22. Since House 10 is designated a Thrivent sponsored house, future bills will be paid by HFHNFV.

### Committee Reports

**Building Report** - House 10 - Dave reported that this Saturday, March 21, we will sheathe the roof. The following Saturday we will start the roof shingling. Dave also will meet this week with the St. Charles Electrical Dept. to discuss the electrical drop to the house.

**Site Selection** - No Report.

**Fund Raising** - No Report.

**Publicity** - No Report.

**Special Events** - No Report.

**Nurturing** - Joan explained that it is difficult to communicate with Mr. Jurgelanas due to the language barrier. Hopefully, this will improve when Mrs. Jurgelanas returns the end of March.

**Special Report** - Connie Kitzinger informed our partnership that the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of the month, starting March 21, would have Thrivent volunteers working on house #10. For the other 2 Saturdays we will need our own volunteers. Each Thrivent Saturday will start with a short orientation meeting for the Thrivent volunteers to explain safety concerns, fill out special forms, hand out T-shirts, and go over work instructions. Some PHP volunteers will be needed to instruct and supervise the construction work. Connie is requesting volunteers from PHP attend an Orientation Training Meeting on April 4 and 11, so she doesn't have to do the Thrivent Orientation each Saturday. Contact Connie if you can help (847-836-1432).

Connie needs the sweat equity hours reported on a monthly basis. Joan will report them to her. Also, volunteer construction hours need to be reported weekly or monthly to Connie. Don Radtke will report them.

The ReStore Shop is planning a Shop-n-Share day twice each year. Five percent of the day's proceeds will be shared with PHP. Coupons will be distributed in advance.

HFHNFV will be sponsoring classes for partner families to help them with finances, budgeting, home maintenance, etc.

An electronic Newsletter is being published by HFHNFV. Contact Connie to receive the e-mail Newsletter - [connie.kitzinger@hfhnfv.org](mailto:connie.kitzinger@hfhnfv.org)

**New Business** - Joan reported on her attendance at the special meeting of HFHNFV. The group finalized the new model for Church Partnerships (see attachment). The ReStore Shop made \$872,000 last year and is expecting more dollars this year.

**Old Business** - None

The meeting adjourned at 8:30 PM. The next meeting will be the **third Tuesday in April, April 21, 2009, at 7:30 PM at Bethlehem Lutheran Church.**

Respectfully submitted,

Bob Bendeich, secretary pro tem  
Errors & Omissions, 630.584.1190

**Habitat for Humanity of Northern Fox Valley**  
**Proposed New Model for our Church Partnerships**

**FOR BOARD APPROVAL**

**Rationale**

The greatest achievements of our organization arise when a spirit of partnership is fully experienced by everyone involved. Collaboration is essential to our continued growth and success.

The affiliate recognizes that fund raising has become increasingly challenging for the partnerships. Often this means, partnerships build homes every other year. In the off year, they focus on fund raising, sometimes losing volunteers and momentum.

**Guiding Principles**

The church partnerships, volunteers and donors are assets of the ministry and integral to our mission. We will demonstrate trust and a willingness to share resources and information.

We agree that our mission and vision have no boundaries. We will choose to celebrate success locally and globally through our tithe, recognizing that each house, regardless of where it is built, advances Habitat's work.

We will provide ample patience and grace to each other, while holding each other accountable to the agreed-upon principles.

**Goals and Objectives**

1. We will sustain and grow the church partnership structure. Working as partners, we will increase opportunities to engage churches and other donors and deepen their relationship with the organization.
2. We will respect our church partners and donors and treat them fairly and to the best of our ability to retain them as partners.
3. We will promote organizational unity. We are one organization. We share one mission and the name of Habitat for Humanity of Northern Fox Valley. Our approach to house building and fund raising should reflect seamlessness.
4. We will manage church and donor expectations through effective communication. Churches and other donors expect to know and understand the programs and accomplishments of the organization. We will promote communication and education to that end.

**Partnership's Responsibilities**

**A) Budget and Funding**

Draft budget for the project which is approved by the affiliate Board of Directors. Meet budget within 10% and agree to fund costs that go over 10% of the budget. Raise a flat amount of money for materials – \$35,000 for new construction – and – 50% of the budget for rehabs up to \$35,000. To encourage in-kind donations, the difference between the budget and the actual amount will be deducted from the amount the partnership is responsible for their next project.

Funding should be obtained prior to beginning the project and come primarily from partnership churches, individuals, and special events. Clarification on other sources of funding should be obtained from the affiliate as the affiliate may have a grant request in at a local foundation or corporation and another request from a partnership may be confusing. The partnerships portion of the funding will be withdrawn from their account and moved into the affiliate's account to ease check writing. Invoices will continue to be paid after they are approved and coded by the partnership's project director. Copies of deposits and summary forms should be sent to the affiliate as bank deposits are made. Thank you letters to financial contributors and in-kind donors.

B) Construction and Volunteers

Draft schedule for the project and complete project no later than 30 days after proposed completion date. Host 1 affiliate weekday group a month. Ensure every volunteer signs a waiver of liability form. Track volunteer hours and submit hours monthly to the affiliate Volunteer and Family Services Coordinator. Provide volunteers with on-site safety talk. Provide a family support volunteer (volunteer to be trained by the affiliate's Volunteer & Family Services Coordinator) and monitor sweat equity hours. Report sweat equity hours to Volunteer & Family Services Coordinator monthly. Plan all celebrations such as groundbreaking and house blessings and invite the affiliate Board of Directors and staff as well as members of the Family Selection Committee. Follow safety manual. Participate in quarterly construction meetings to establish construction guidelines, provide input for upcoming projects, review building plans and make suggestions prior to submitting for permit and formalize a list of preferred subcontractors.

C) Capacity Building

One partnership member serves on the affiliate's Board of Directors. Sustain and strengthen church membership and participation by mobilizing volunteers from the churches, by adding one new church per year to the partnership or revitalizing a lapsed relationship with a church, expanding the geographic area of the partnership. Participate in the planning, marketing and execution of affiliate events. Sign the annual agreement between the affiliate and partnership and get signatures on the annual agreement between the partnership and member churches. Agree to adhere to Habitat for Humanity International's logo usage policy. Tithe (10% of unrestricted contributions) to Habitat for Humanity International to fund the construction of houses in other countries.

Affiliate's Responsibilities:

A) Funding

Secure and fund 100% of land acquisition, house (for rehab) acquisition, real estate taxes while under construction, permit fees, road impact fees, architecture costs, engineering fees, surveys, topos, excavating, foundations and retaining walls. Funding of the materials for the projects above the agreed upon partnership amount.

B) Other

Sign annual covenant agreement with HFHI and complete all reports and filings to remain an affiliate in good standing. Selection of partner family within HFHI Family Selection criteria. Payment of approved invoices, accounting and monthly reports to the partnerships. Homeowner closings. Mortgage payment processing and tracking. Annual escrow analysis and adjustment. Builder's Risk Insurance. Annual financial audit by an independent source.

Adopted 03-16-2009.