



Steering Committee Meeting

May 19, 2009

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In Attendance: Bob Bendeich Gary Dittmer Lance Erickson Tom Flood Don Radtke
Dave Hansen Joan McInnes Jim Bachman Devin Dunn Juliana Hackel

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

Financial Report - No Report

Committee Reports

Building Report - House 10 - Dave reported that we need fill stone. He will be working this Thursday on installing the electric panel and wiring. Devin said he could work then also. Don will call others to help. We **will** be working this Saturday Dave said.

Devin mentioned that he was beginning to be concerned about finishing by August 1. The plumber should be done this week and the furnace is in. After the electric is installed, the insulation is next—then drywall. Dave said he had a bid of \$6528 on installing the drywall. He and Devin will invite other installers to bid on this work. Devin said we should ask for the rough inspection next week. Dave reminded us that a curb cut is needed for the driveway.

As insurance, Joan will suggest to the Jurgelanas' that they ask for a one month extension on their lease.

Site Selection - Joan reported that at the HFHNFV meeting Monday night, Barbara Beckman strongly suggested that PHP look for houses to rehab since building lots have gotten both scarce and expensive around here (a draft set of standards for rehabbing houses is attached).

Fund Raising - No Report.

Publicity - No Report.

Special Events - Joan said HFHNFV is inviting all their partners to join in this year's Jimmy Carter Building Project in Thailand. The dates are November 15 to 20. It includes meals and six nights in a hotel. Travelers are only responsible for their air fare. If anyone is interested, they should contact Barbara Beckman (847-836-1432, barb.beckman@hfhnfv.org) and get on the list to be considered if there are extra spaces.

Nurturing - Joan reported that the Jurgelanas' now will have a house full of decent furniture courtesy of the St Charles Congregational United Church of Christ when they move in. Stacy, Albertas' wife, is now working several hours each week so it appears they will get their required hours in before the house is finished, Joan said.

New Business - Juliana explained that there is a HUD grant available through the Downpayment Plus Program® administered by the Federal Home Loan Bank which will grant \$4000 toward the down payment of a HFH home. Harris Bank will act as the local member bank.

Old Business - None

The meeting adjourned at 8:06 PM. The next meeting will be the **third Tuesday in June, June 16, 2009, at 7:30 PM at Bethlehem Lutheran Church.**

Respectfully submitted,

Jim Bachman, secretary
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.