

**HABITAT FOR HUMANITY CITRUS COUNTY
GENERAL BOARD MINUTES 12/18/2008**

The general board meeting was called to order on December 18, 2008 at 9:00 am by Vice President Bruce Marston.

Meeting was attended by: Bruce Marston, VP, Ed Serra, Treas, Kevin Conway, Bill Metzendorf, James Andrews, Norm Peterson, Linda Powers, Terry Steel, EO, Rosann Strawn, John Thrumston, and Linda Daly, Secy. Roger Girson, Bldg. Committee member also attended.

James began our meeting with an opening prayer, and Bruce led us in the Pledge of Allegiance.

Secretary's Report: Norm motioned to accept; Kevin seconded, and report was accepted.

Treasurer's Report: Report was reviewed, motioned to accept by John T. seconded by Linda, and accepted as presented.

COMMITTEE REPORTS:

Building – Terry M. suggested he and Bruce M. work closely with this committee due to time line commitments. He would like to see the January 3rd wall raising postponed in order to finish houses already started. Our core workers are being spread thin. Norm P. stated we need 16 to 17 weeks from start to completion for each house. Further discussion determined the wall raisings could not be postponed due to completion date restrictions/commitments.

Our construction manager submitted his resignation; he will be missed. Advertising in the Chronicle for the position has produced 8 applications so far with more expected. Terry S. hopes to narrow the selection to a short list of 3 by December 22nd.

Site Selection – We currently have an inventory of 25 lots we can build on. John T. cautioned on purchasing available lots in Citrus Springs and DeRosa Village due to an impending \$2,600 water assessment being considered by the county. Norm asked if the cost would be justified with the elimination of the need for a well. Terry S. concluded that the assessed value of our current inventory of land is \$500,210.00.

Public Relations – The opportunity to use the billboard on SR 44 at Forest (adjacent to Brice Insurance and frontage near the Home Store). The billboard is being offered free to charities as long as a paying customer does not want to rent it. We will have to pay a one-time set up costs (around \$900), but that can move to another site, if need be. Norm suggested the Habitat logo be included, and discussion of an arrow pointing in the direction of the Home Store (removable if necessary).

Executive Report – Delinquencies are up slightly in December (typical for this time of year), but Terry is keeping in contact with these families, and the majority are working to catch up by end of the month.

This Saturday (12/20) is the scheduled wall raising for Littlefield home – a Rotary sponsored project.

Friday 12/19 at 3 PM is a small Christmas party at the Home Store. An invitation to attend was extended to all board members, along with wishes for a safe and joyous holiday season.

New Business - Bruce would like to see our website home page updated. Norm stated Bonnie P. is scheduled to update it by January 1st.

The Executive Board voted to recommend using our Brannen Bank LOC for cash flow relief only, and to hold off looking for a commercial building/land at this time. Terms are prime + 2%, no discount points, and no penalty for pre-payment. Kevin C. motioned to approve LOC, Bill M. seconded, and motion carried.

John T. motioned to approve our Home Store Lease renewal. Bill M. seconded. Motion passed.

Suggestion that our five year strategic plan should be reviewed quarterly was made. Norm reported that some of the decisions made previously cannot realistically be met. The document is in place and is a working document, and plans can be changed, reviewed or adjusted. But focus must always remain on the overall picture. The plan is based on anticipated growth, and current economic conditions have impacted our plan. Bill M. suggested a committee be assembled to review the plan relative to our 2008 timeline. Bruce, Bill, Roger, and Norm volunteered to be the committee.

Bruce expressed concern for recent loss of employees and hopes to implement conducting exit interviews. Our goal is satisfied, productive employees resulting in better employee retention. He suggested a three person committee to conduct interviews and a standard form the employee would fill out. Bill will research the Habitat International Handbook, and John T. offered to produce standard form our County uses.

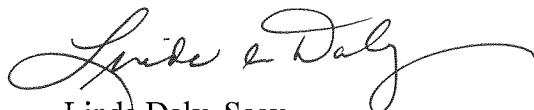
Salary increases that the Executive Board recommended were discussed and rejected. Terry M. motioned the general board approve a 4% cost of living raise for our employees exclusive of our executive director, and that position would be tabled and discussed at a separate meeting January 9th at 9 AM. – due to lengthiness of this meeting already. Motion was seconded by Ed and approved.

Ed motioned to bring our bookkeeper on full time as has been previously suggested.
Annual salary was set at \$27,040, or \$520 per week.

Next meeting is schedules for January 29, 2009 at 9:00 am.

Meeting was adjourned at 11:17 am.

Respectfully submitted,



Linda Daly, Secy.