

**Hartford Area Habitat for Humanity  
Board of Directors**

Tuesday, February 5, 2019 5:00-7:30 PM  
CT Nonprofit Center 75 Charter Oak Avenue

- I. Cocktail, Mingle and Board Committee Designation** **5:00-5:30**  
Opportunity to meet Department Directors: Matt Boyne (ReStore Director), Kris McKelvie (Construction), Tracy Thomas (Family Services), Mike DeRoy (Finance) and April Hansley (Operations)
  
- II. Meeting Called to Order by Mark Vasington, Board Chair** **5:30-6:30**
  - a. Board Member/Staff Introductions
  - b. Consent Agenda-Anne Hamilton, Secretary
    - i. Resolution to Approve FY 18 Audit and 990- Luke Ebersold and Mike DeRoy
    - ii. Finance Dashboards
    - iii. Resolution to update Board Signers to reflect Chair, Secretary and Executive Director
  - c. Board Goal and Vision for 2019-Mark Vasington, Chair
  
- III. Break out section facilitated by Mark and Karraine** **6:30-7:15pm**
  - a. Board Committee Description
  - b. 2019 Events and Engagement Opportunities
  - c. Operations Report included in packet
  
- IV. Executive Session** **7:15-7:30pm**

The Board Packet includes a  
2019 Calendar, Board and  
Karraine's contact sheet

**BOARD OFFICERS**

**Mark D. Vasington**  
Board Chair  
First American Title  
Insurance  
Cell: (860) 214-0537  
[mvasington@firstam.com](mailto:mvasington@firstam.com)

**Bildade Augustin**  
Board Vice Chair  
Travelers  
Work: (860) 277-5112  
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[BAUGUST2@travelers.com](mailto:BAUGUST2@travelers.com)

**Luke Ebersold**  
Board Treasurer  
BlumShapiro  
Home: (860) 561-6854  
[lebersold@blumshapiro.com](mailto:lebersold@blumshapiro.com)

**Anne Hamilton**  
Board Secretary  
Freelance Writer  
Cell: (860) 916-3890  
[Ahamilton105@gmail.com](mailto:Ahamilton105@gmail.com)

**BOARD MEMBERS**

<b>Matthew Bjorkman, CPA</b> Talcott Resolution <a href="mailto:mabjorkman@gmail.com">mabjorkman@gmail.com</a>	<b>Eric C. Brown, LEED AP</b> Work: (860) 284-7458 Cell: (860) 250-3601 <a href="mailto:ebrown@kbebuilding.com">ebrown@kbebuilding.com</a>	<b>Jesse Carabase, CPA</b> Meritain Work: (860) 273-6009 <a href="mailto:jesse.carabase@meritain.com">jesse.carabase@meritain.com</a>
<b>Sharon Cheeks</b> State of Connecticut Cell: (860) 543-1483 <a href="mailto:sharoncheeks@aol.com">sharoncheeks@aol.com</a>	<b>Ben Daigle</b> Cell: (203) 843-3897 Home: (860) 788-7989 <a href="mailto:bdctus@gmail.com">bdctus@gmail.com</a>	<b>Abhist Dwivedi</b> UTC Work: (860) 654-5811 Cell: (860) 278-6482 <a href="mailto:Abhist.Dwivedi@collins.com">Abhist.Dwivedi@collins.com</a>
<b>Crystal Floyd</b> Fairview Capital Partners, Inc. Work: (860) 674-8066 ext. 227 <a href="mailto:cfloyd@fairviewcapital.com">cfloyd@fairviewcapital.com</a>	<b>Denise Harris</b> Bank of America Cell: (860) 558-8809 Work: (860) 244-4947 <a href="mailto:denise.m.harris@bankofamerica.com">denise.m.harris@bankofamerica.com</a>	<b>Steven Hernandez, Esq.</b> Connecticut Commission on Children Cell: (860) 904-0404 <a href="mailto:steven.hernandez@cga.ct.gov">steven.hernandez@cga.ct.gov</a>
<b>Ryan Jason</b> Adelbrook Cell: (860) 944-0803 <a href="mailto:rjason84@gmail.com">rjason84@gmail.com</a>	<b>Emily Rivera</b> Sheldon Oak Central, Inc. Cell: (860) 670-9400 <a href="mailto:erivera@sheldonoak.org">erivera@sheldonoak.org</a>	<b>Doris Sugarman</b> The Connecticut Forum Work: (860) 509-0909 ext.15 Cell: (860) 305-8354 <a href="mailto:dsugarman@ctforum.org">dsugarman@ctforum.org</a>
<b>David Symonette</b> United Health Group <a href="mailto:david.symonette@uhc.com">david.symonette@uhc.com</a>		

2019	Finance and Exe Com Meetings	Board of Directors Meetings	Development & Governance	Agenda/Comments
January		No Board Meeting		Beloved Community Concert-Sunday Jan20 /Day of Service January 21
February	3rd Tuesday	Tuesday, Feb 5		
March	3rd Tuesday			Habitat International Conference
April	3rd Tuesday	Tuesday, April 2		Youth Advocacy Month
May	3rd Tuesday			Committee Meetings & <b>Budget Discussion/</b> Women Build
June	3rd Tuesday	Tuesday, June 4		Budget Approval
July & August	3rd Tuesday	No Board Meeting		Golf Tournament August 26th
September	3rd Tuesday	Tuesday, September 3		Main Street Dedication in late September
October & November	3rd Tuesday			Tentative Global Village Build
December	No meeting	Tuesday, December 4		Year in Review/Holiday Gathering

# **CONSENT AGENDA**

## **EXHIBIT A**

### **RESOLUTIONS**

#### **HARTFORD AREA HABITAT FOR HUMANITY, INC.**

##### **Certificate of Adoption of Corporate Resolution**

I, Anne Hamilton, Secretary of Hartford Area Habitat for Humanity, Inc. ("Habitat") a Corporation duly organized and existing under the laws of the State of Connecticut, do hereby certify that at a meeting of the Board of Directors of Habitat, duly held on February 5 2019, at which a quorum for the transaction of business was present and acting throughout, the following resolution was duly adopted, has not been amended or repealed and is still in full force and effect:

**RESOLVED**, That the following officers of Habitat, Mark Vasington, Anne Hamilton, and Karraine Moody acting individually are authorized to do the following in accordance with Hartford Area Habitat for Humanity operating procedures:

1. Establish checking, savings, trusts or investment accounts in any national or state bank in the State of Connecticut, or with any investment manager or advisor, duly registered in the State of Connecticut.
2. Execute checks, wire transfers, drafts or withdrawals on any savings or checking or investment account.
3. Execute any and all contracts for the purchase, lease, assignment, transfer, or options to acquire or lease equipment, furniture, fixtures, motor vehicles, and any other tangible personal property.
4. Execute any and all contracts for the purchase, lease, sale, assignment, and/or transfer of real estate or real property.
5. Execute any contract creating a mortgage, or any other form of indebtedness related to the purchase, assignment, and/or transfer of real estate.

6. Perform any other acts or activities, execute and deliver any and all documents, pay all fees, costs and expenses that may, in the opinion of the officers so acting, be necessary, desirable or expedient to effectuate the purposes of this resolution, including, without limitation, reasonable costs of transactions, safeguarding and safekeeping, and advice, such necessity desirability or expediency to be conclusively evidenced by the taking of such action, the execution of documents, or the payment of fees, costs and /or expenses.
7. Prepare, execute, manage, and monitor any and all grant applications, funding requests, and investment relationships, including but not limited to EQ2s (Equity Equivalents), for the purpose of promoting the mission and programs of Habitat.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 5<sup>th</sup> day of February 2019.

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By: Anne Hamilton  
Title: Secretary

### SECRETARY'S CERTIFICATE

I, Anne Hamilton, do hereby certify that I am the Secretary of Hartford Area Habitat for Humanity, Inc., a Connecticut corporation (the "Company"), that I have been duly elected, appointed and qualified and am presently serving in the capacity of Secretary of the Company in accordance with the Company's articles of incorporation and by-laws, and that, as such, I am authorized to execute and deliver this Certificate on behalf of the Company. I hereby certify as follows:

1. Attached hereto as EXHIBIT A is a true, correct and complete copy of the resolutions duly adopted by the Board of Directors of the Company, which resolutions have not been amended, modified, superseded or rescinded, and remain in full force and effect on the date hereof.
2. The persons named below are now and have been duly qualified as acting officers of the Company, duly elected and/or appointed to the office as set forth opposite their respective names and the signatures set forth opposite their names and office is his respective genuine signatures:

<u>Name</u>	<u>Office</u>	<u>Signature</u>
Mark Vasington	Chair, Board of Directors	_____
Luke Ebersold	Treasurer, Board of Directors	_____
Karraine Moody	Executive Director	_____

In Witness Whereof the undersigned has executed this Certificate on behalf of the Company in her capacity as Secretary as of the 5<sup>th</sup> day of February 2019.

\_\_\_\_\_  
Anne Hamilton

The undersigned, Mark Vasington, Chair, Board of Directors of the Company, does hereby certify that Anne Hamilton is a duly elected, qualified and acting Secretary of the Company as of the date set forth below and that the signature set forth above is his genuine signature.

*Building More Than a House*

In Witness Whereof the undersigned has executed this Certificate on behalf of the

Company in her capacity as Board President of the Company as of the 5<sup>th</sup> day of February 2019.

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Mark Vasington

*Building More Than a House*



# **FINANCE DASHBOARDS**

Account Purpose		12/31/18
Current revenue, expenses and payroll		
Collection of mortgage payments	Checking - Windsor Federal & Sweets Acct.	533,639
Mobile Credit Card Processing for Everts	Checking - United Bank	799,071
Shop Loan- Immediate EFT to WFS upon receipt	Checking - Key Bank	18,952
Miscellaneous	Windsor Federal HUD/SHOP-9429	300
	Checking - Windsor	10,536
Current revenue, expenses and payroll and repayment to General Fund	Ridgely Operating Cash	117,364
		<b>1,449,962 Liquid Cash</b>
For Semi-Annual NRTC #1 Loan Servicing (Self reserved)		
For Semi-Annual NRTC #2 Loan Servicing (Self reserved)		
	NRTC Accounts	
	POB #1 - US Bank - Closed	0
	POB #2 - US Bank - #15231888209	11,588
Received for NRTC #1 Office Expenses		
Received for NRTC #2 Airfare Expenses	US Bank - POB #1 - Joint Edg Acct - #9634	15,488
Required Collateral for #955K Redstone Loan	US Bank - POB #2 - Joint Expense - #8068	16,021
	CD - Windsor Federal Redstone Collateral	265,472
	Total Cash & Cash Equivalents	<b>1,758,534</b>

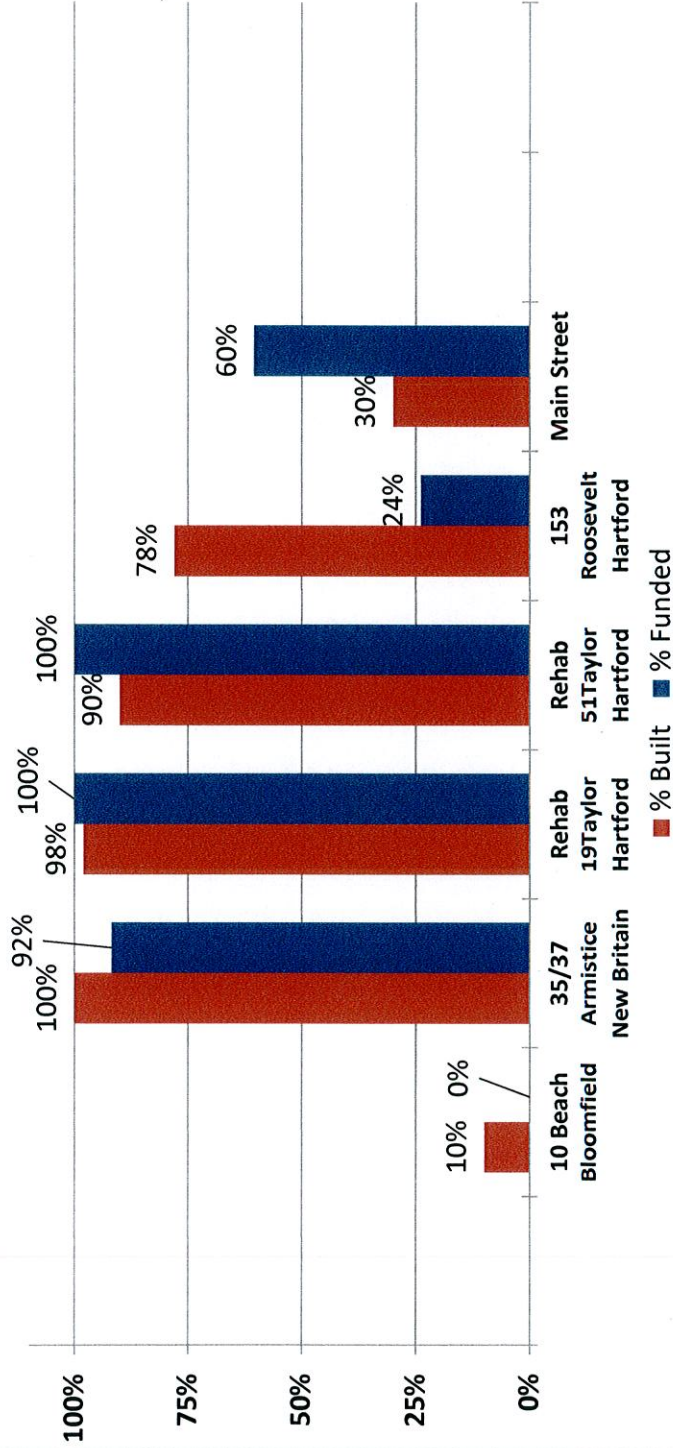
1,461,550  
(413,452) Temporarily Restricted Net Assets  
**1,048,098 Cash Available for non-building Operations (\$125,000 to \$150,000 is approx. one month of operations)**

Cash Available for non-building Operations:	
December 31, 2017	943,329
January 31, 2018	920,944
February 28, 2018	920,444
March 31, 2018	711,553
April 30, 2018	602,392
May 31, 2018	572,689
June 30, 2018	640,312
July 31, 2018	383,388
August 31, 2018	751,077
September 30, 2018	619,867
October 31, 2018	847,865
November 30, 2018	<b>735,463</b>

**Finance Committee Report**  
**Accrual Basis**  
**Key Indicators for the fiscal Period 7/1/18 to 6/30/19**

	YTD Actual	YTD Budget	YTD Variance	Total Budget
Development Income	\$ 1,066,634	\$ 744,091	\$ 322,543	\$ 1,520,000
Grant Income	\$ 29,175	\$ 100,000	\$ (70,825)	\$ 658,500
Restore Income	\$ 474,625	455,185	\$ 19,440	\$ 910,368
Cap Expenditures	\$ 741,781	731,802	\$ (9,979)	\$ 1,463,605
Operating Expenses	\$ 836,296	\$ 902,821	\$ 66,525	\$ 1,754,389
Restore Operating Expenses	\$ 405,070	398,959	\$ (6,111)	\$ 797,918
New Homes Closed	0	2	-2	5
Rehab Homes Closed	0	0	0	3
Recycle Homes Closed	1	1	0	3
Foreclosed/Taken Back	0	0	0	4
Rehabs Purchased	0	0	0	3
Lots Purchased/ Acquired	2	3	-1	3

## HABITAT HOMES: WORK-IN-PROGRESS BUILT AND FUNDED STATUS



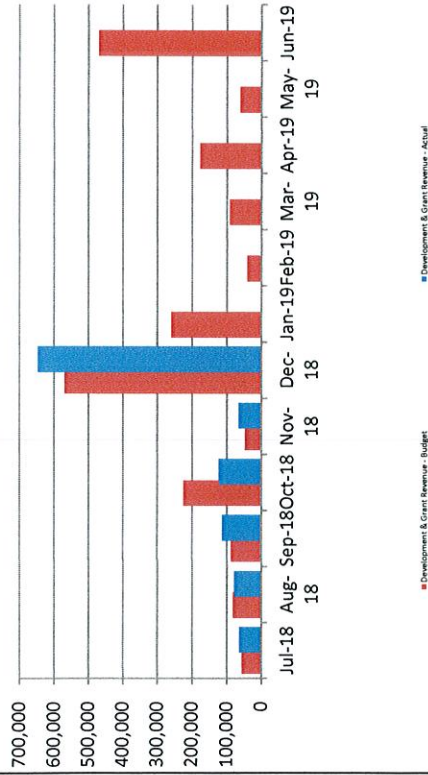
	Rehab 10 Beach	35/37 Armistice	Rehab 19 Taylor	Rehab 51 Taylor	153 Roosevelt	Main Street two S.F. two Duplex
Primary Sponsor		N.B. HOME, ASF, SHOP, Youth Build, 2018 Golf	Aetna	Aetna	Wells Fargo, SHOP, CNG	30th, Travellers BAT, W.B., Bank of A, CT Wealth, Thrivent
Amount Funded		\$247,786	\$50,000	\$50,000	\$43,058	\$580,156

Assumptions : \$140,000 Construction Costs + \$40,000 Construction and Family Services Program Overhead= \$180,000 Development Goal (\$300K per duplex)  
 This dashboard is a measurement of Construction Progress and Development Goals. It is not a financial statement or a budget document.

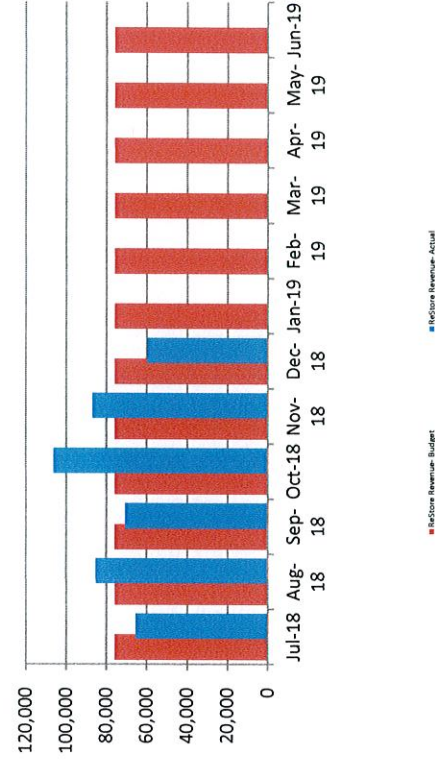


REVENUES AND EXPENDITURES

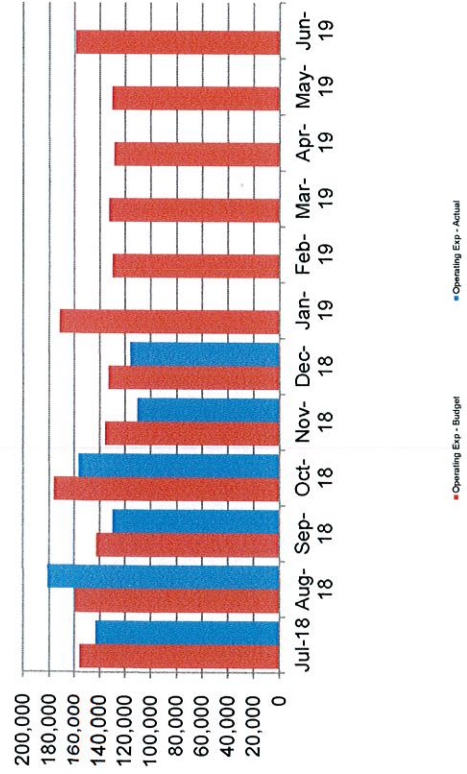
Development & Grant Revenue



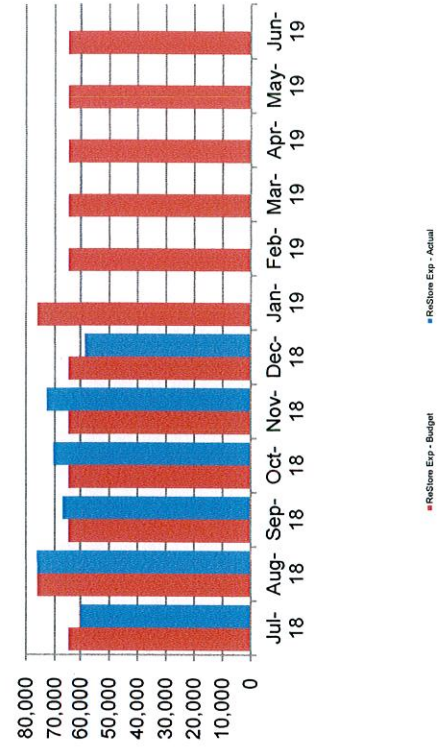
ReStore Revenue



Operating Expenditures (excl ReStore)



ReStore Expenditures





Minutes for Finance Committee January 23, 2019 8:00am at 75 Charter Oak Ave.

Attendees: Luke Ebersold, Mark Vasington, Bildade Augustin, Anne Hamilton, Karraine Moody, Mike DeRoy

Cash Report:

~\$1,049,098 Cash Available for Non-building Operations, the highest balance in the past twelve months, is the result of the early December receipt of Eversource tax credit grant of \$409,000.

~Temporarily Restricted Net Assets are funds designated by donors/house sponsors or us (BAT for example)

~United Bank account is used for the collection of homeowner mortgages. Typically, those funds are transferred to Windsor Federal checking account as often as needed, but recent transfers have not been necessary.

~The \$265K Windsor Federal CD is collateral required for the ReStore construction loan. The current loan balance is \$342K. The loan balance will equal the CD amount in June 2020. The loan interest rate is 2.825%. The CD only earns .15%, but it cannot be moved from Windsor Federal.

YTD Budget vs Actual and Key Indicators:

~In total, though we are favorably ahead of budget on Revenue, the unpredictability of timing large donations and sponsorships must be recognized. In fact, at this point we had budgeted \$100,000 in a Public Grant from the City of New Britain for this fiscal year. \$85,000 of that was accrued as FYE 6/30/18 Revenue creating a true unfavorable budget variance in that category this YTD.

~ReStore is ahead of budgeted Net Income. The other Department expenses are \$66,000 favorably below budget YTD.

~Construction Expenditures are on budget YTD, but it must be recognized that significant costly work remains on Main St. Building six homes at the same time, all at somewhat the same phase of construction, does strain our resources.

~We usually do not review the departmental budget vs actual reports line by line. In addition, the line by line is not included in the board packet. It is suggested that committee members ask budget vs actual questions with "reply to all" to the email that contains the monthly reports. The questions will either be addressed before (time permitting) or at the meeting.

"Green" Dashboard/ Building & Fundraising Progress:

~This report is a snapshot of home building progress (using consistent variables provided by the Construction Director for the phases of construction for each home project) and fundraising efforts (which assumes a typical home is \$140,000 of hard costs with \$40,000 of Family Services and Construction Overhead).

~If a home is not near 100% funded on this report (153 Roosevelt for example) it does not mean that we do not have the funds to complete. In this case, cash reserves or fall & spring appeal and unsolicited donations are applied.

Audit and IRS Form 990:

It is expected that the Board of Directors will approve the draft audit and 990 at the February 5<sup>th</sup> meeting, and then they will be finalized by Whittlesey & Hadley.

The meeting adjourned at 9:15 a.m.

**BREAK OUT SESSION**



### ***Governance Committee***

For 2019, the Governance Committee will tackle such core items as reviewing bylaws and monitoring progress under the strategic plan (metrics). "Board Outreach, Recruitment & Training" will be a subcommittee with its own chairperson to ensure consistent, year-round focus in these areas. "Board Stewardship" will be a focus area included in the aforementioned work of monitoring progress under the Strategic Plan. Ad hoc tasks may be assigned by the Board.

### **Finance Committee**

Ensures the fiscal health of the organization and works closely with the Executive Director and Director of Finance. The audit committee is a sub-committee of the finance committee and works closely with the annual audit. Monthly meetings are held the third Tuesday of each month from 8am to 8:45am.

### ***Development Committee***

The Development Committee ("Committee") is authorized by Section 5.1 of the Hartford Area Habitat for Humanity, Inc. ("Habitat") Bylaws. Generally, the Development Committee's role is in building and sustaining a Board culture conducive to resource development, and in coordinating Board support to the staff in their fundraising development goals and responsibilities.

## Development Committee Overview

Purpose: The Development Committee ("Committee") is authorized by Section 5.1 of the Hartford Area Habitat for Humanity, Inc. ("Habitat") Bylaws. Generally, the Development Committee's role is in building and sustaining a Board culture conducive to resource development, and in coordinating Board support to the staff in their fundraising development goals and responsibilities.

### Basic Responsibilities and Deliverables:

Develop and implement an ongoing process to support Staff in their development efforts, and leverage Board members connections, fundraising and development opportunities to enhance Habitat's overall fundraising and overall development opportunities.

This focus should not be self-limiting, in that each Board member brings their own unique skills, background and experience to Habitat. We rely on the collective effort of our Board members to help move the Chapter forward as it seeks to enhance the value we bring to the greater Hartford community. Therefore, the efforts of the Committee may take various forms, and may include focus on corporate, smaller business, individual support, or other.

One easy effort is to tap the Board members for key fundraising connections and opportunities they may have, e.g., provide 3 people/entities for staff to contact (board member too if preferred) for any development opportunities as a donor (investor). Grant Funding continues to be at risk, it is critical for our Board to continue seeking alternative sources of fundraising opportunities to support the organization.

In addition to fundraising and overall development efforts, the Committee also should actively participate and support the ED, and staff in fundraising and other Habitat events such as Women's Build, Golf Tournament, Build-a-thon, etc. This support may include but is not limited to participation at a key ceremony, or speaking briefly at a build about Habitat.

Also, the Committee seeks to develop and implement processes to more effectively enhance the knowledge, communication, and experience of the Board and its members. This may be as simple as providing fundraising training, or a spot on the Habitat website to relay information amongst the Board.

Another focus of the Committee is to review, examine and modify the Committee's Charter as needed, including support of the Strategic Plan, and other goals and objectives of the Committee and Habitat

The above is not meant to be limiting in the charge of the Committee. The goal is to find ways to enhance financial support of Habitat so we can do more for those in need.

Thank you for you efforts!

# 2019 Outlook for Hartford Habitat

Hartford Area Habitat for Humanity

Sun 1/6/2019 10:12 AM

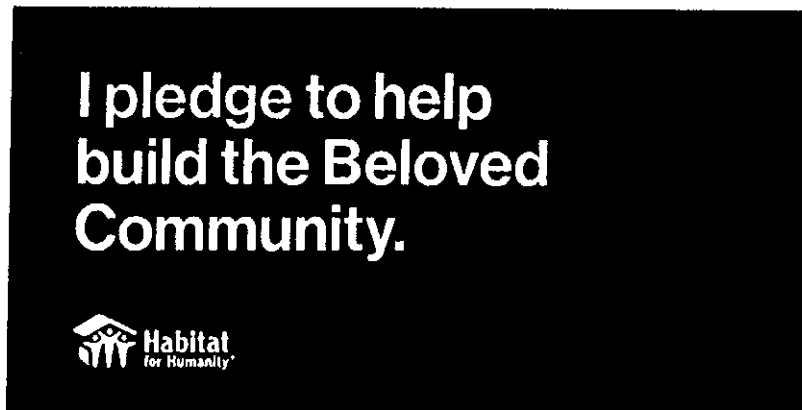
To: STAFF <staff@hartfordhabitat.org>;



## *2019 Outlook*

### **JANUARY 18-21: BELOVED COMMUNITY**

Hartford Habitat is pleased to honor Dr. Martin Luther King, Jr with an opportunity to build the Beloved Community. Join us on **January 18-21st** as we host a build on our new North Main Street Hartford development. Click on the banner to register!



On **January 20th**, we will celebrate in song with Margaret Beers, Cleveland Williams and Stacey Cahoon. All proceeds from the build and concert will benefit Hartford Habitat's House of Faith which will begin in April 2019. St. John's Episcopal Church, Farmington Avenue, West Hartford. Tickets are available on [Eventbrite](#).

You will learn to frame, install siding and windows. The Habitat staff will be on site!

Save the date for Info Night!

**Friends and Families:** Recruit your friends, sorority, church or civic group to come together for a worthy cause. Each team member must raise or donate \$100 to participate. Email Rose or call 860-541-2208 ext. 2205 for details.

HARTFORD AREA HABITAT FOR HUMANITY



**Girls play house, Women Build them!**  
[www.hartfordhabitat.org/women-build](http://www.hartfordhabitat.org/women-build)

## JUNE 6: AMBASSADOR TRAINING



Please join us in 2019 for one of our "Habitat Ambassador" workshops. This is an opportunity to partner with Hartford Habitat's team. Workshops will be hosted at the CT Non-Profit Center in Hartford at noon. Light lunch will be served. You will meet our leadership team and learn about the various ways to get involved, such as: becoming a family partner, crew leader, site host, internships, office support, ReStore volunteer and much more.

## AUGUST: STICKS FOR BRICKS GOLF AND COCKTAIL



Our Annual Sticks for Bricks Tournament is scheduled for **Monday, August 26th** at **Wampanoag Country Club of West Hartford**. Please contact Christina D'Amato for details on sponsorship.

## SEPTEMBER 28: ROCK THE BLOCK & DEDICATION

On Saturday, September 28th, Hartford Area Habitat for Humanity will dedicate six homes on Main Street in Hartford to conclude our 30th Anniversary, celebrating our mission that builds homes, community and hope. More details to come!



Please visit [HartfordHabitat.org](http://HartfordHabitat.org) for more information.