

VII. Appendices

Appendix #1: Required phases to apply for and attain the Habitat for Humanity International Affiliation and 501C3 status:

- Develop a diverse steering committee, obtain the Affiliate Operations Manuals, complete a needs assessment form and obtain approval of name and service area from Habitat for Humanity International (HFHI).
- Create, approve and file articles of incorporation
- Create and approve bylaws, appoint Board of Trustees and committees.
- Establish Fiscal safeguards, financial policies, a short term plan for the twenty four months after affiliation and Family Selection policies, procedures and formal paperwork.
- Develop the Family Support Policies, procedures and formal paperwork as well as the draft a Development plan to identify how the affiliate will raise funds. The post affiliation 24-month budget and Public Relations plan are included in the Development Plan. Additionally, the drafts of a Site Selection Plan and a Building/Construction Plan are required in this phase.
- Send drafts of items completed in phase 5 to the Regional Habitat for Humanity Affiliate for review and approval. Then HHHC can begin to solicit funds.
- Compile, revise and wait for approval of the application and committee plans for national affiliation.
- Complete any further revisions requested by HFHI.
- Meet with the Mid America Regional Center (Habitat for Humanity's Regional office).
- Receive formal approval and acceptance as a Habitat Affiliate from the Habitat International Board of Directors. Select the first partner family after the meeting has been held with the regional office and acceptance has been received.

Appendix #2: Project Implementation Gantt Chart

Habitat for Humanity of Hocking County Ohio, Inc. 17-Month Implementation Plan

C marks a completion of that activity. S indicates activity started. O signifies an ongoing activity after key milestones are achieved. **M designates major milestones in a specific category and are shown in bold.**

The goals, objectives, timelines, monitoring indicators and accountabilities are included within this implementation plan.

Accountability indicators

B: Board	FC: Finance Committee
DC: Development Committee	FSEL: Family Selection Committee
FS: Family Support Committee	SS: Site Selection Committee
BC: Building Committee	O: Other to be determined

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Appendix #3: Status Report Example

***Monthly Status Report
Habitat For Humanity
Hocking County Ohio
(HHHC)
As Of: February 17, 2003***

Summary of accomplishments for period ending: February 17, 2003

- Completed 2 hours of Microsoft Project Overview Training.
- Held Spaghetti Dinner Fundraiser resulting in \$492 of additional income.
- Attended Annual Ground Hog Chamber of Commerce Breakfast resulting in first request to come and speak to the Kiwanis Club.
- Conducted Board Meeting February 10 resulting in agreement of new minutes and agenda formats.
- Confirmed attendance of Board members for Strategic Planning Session February 22, 2003.
- Conferred with Regional managers about specifics on the completion of the affiliate application for National Habitat Affiliation Status.
- Scheduled planning meeting with HFHHC Vice President to develop a comprehensive agenda and handouts for the Strategic Planning Session.

Planned activities through March 2, 2003

- Hold planning meeting with HFHHC Vice President to develop a comprehensive agenda and handouts for the February 22, 2003 Strategic Planning Session.
- Spend appropriate preparatory time assembling and obtaining materials for the Strategic Planning Meeting.
- Hold Strategic Planning Session February 22, 2003 from 10:00am. To 5:00 pm. Outcomes expected include:
 - Review, revision, approval and rough draft of the Affiliation Application for National Habitat for Humanity Status. The group has been working on this since August 2001 without success.
 - Review, revise if applicable and approve as necessary the By-Laws and any changes thereto.
 - Identify, document and approve Goals and Objectives
 - Identify, document and approve a 24-month strategic plan.
 - Identify, document and approve a 24-month budget for the affiliate.
 - Other new business that surfaces
- Revise the Project Plan
- Order Microsoft Project
- Continue to work on incomplete Project Proposal components

Comments / Open items / Issues

- No issues noted at present.

***Prepared by: Peggy O'Dell
February 17, 2003***

Appendix #4: President's Report

*Habitat For Humanity Hocking County
Board Meeting
September & October 2003
President's Report*

- **October 15, 2003** tentative meeting with Rosemary Koly has been **postponed**.
- Dan Stoh's has a hearing with Judge Mong for available funds from the **O'Neill Allen Trust** set for October 20, 2003. There are **\$16,000 funds available**. It is possible there may be some restrictions associated with it.
- I have been reviewing and **revising our project plan**. It is imperative we get a comprehensive plan established for each of our committees and begin aggressively working it. I would like each committee chair to get with me to get the tasks identified, accountability assigned and start working it. **Please contact me as soon as you can with a possible date**. I will be back in town October 23, 2003, maybe before.
- **Ohio University's Campus Habitat Chapter** has contacted us to help build and/or fundraise. I am following up.
- **Property Pipeline Report** has been updated to include August, September & October information and is being distributed at the October board meeting.
- BJ King has invited us to provide the food as a fundraiser event for an **Ice Carving Contest** he is hosting January 18, 2004 at the Georgian Manner. Hocking College's culinary department is involved as well.
- BJ King has offered to give us a **kit car** he has to be used **as a fundraiser**. It is fully assembled and operable.
- I have been trying to contact someone I met earlier this summer regarding **assistance in grant writing**. I will continue to follow up. He expressed an interest in helping us.
- One of the affiliates up north is celebrating their 50th house building early in December. Millard and Linda Fuller will be attending the dedication. The Vista their thought it could be a great idea for us to come **join them and pull off some sort of connection to their 50th house and our 1st**. I need input on where to pursue this or not.
- Ministerial Association Meeting October 9th had 5 of us attending. Next steps on the **Church bulletin** is to complete it, get copies and call each church asking how many they would like to have. The idea would be for us to all take some and deliver thus forming contacts and relationships.
- **Inkjet Printer Recycling**. I made a contact and am in process of following up on recycling printer cartridges and possibly copier cartridges. They have tried to track me down but we have been missing each other. They have a fundraising program and are anxious to partner with us.
- I volunteered for the Historical Society to host one of the rooms in the Georgian Manner on the Historical Society Tour. They estimated that 400 folks came through. I suggest we take Ric's earlier advice and **schedule some kind of fundraiser dinner** out there. It can make some well deserved and needed funding.
- In a brief conversation recently with Roger Shaw I asked him if he had any buildings he knew of, specifically to donate a garage space at the Flea Market. He said that was just a short period of time but he has some **space available for storage across from the Police station**, either the Shamrock or near it. It is available **for about a year** until he tears it down. I'd like to consider this or finding another location to accept some donations perhaps of furniture, as a collection point for a possible yard sale/flea market event. I'm asking the board to review this and consider it for discussion.

- The **Habitat MidAmerica October 10, 2003 Toolbox** has arrived and is available for viewing tonight. I will send it via email. If you don't have email you can review it tonight at the meeting.
- Habitat Mid America **Regional Conference** held in Dayton October 2-4 was excellent. Doree and I attended and brought back much great information, contact names etc. Of major importance are the following things the board needs to provide input & decision on:
 - There was a session I attended that surveyed us in terms of our board's involvement and commitment. **Ours is clearly a working board and needs to transition as quickly as possible to a governing board to prevent burn out.** Additionally, it is strongly suggested we secure staff as soon as feasible for this same reason. There is a capacity grant of \$80,000 stretched over 3 years available to fund an executive director. The theory is they would by then be able to have tapped into other sources to fund themselves and support our local affiliate. Grant recipients must demonstrate a 15% increase in house production and match funds 3 to 1 during the term of the grant. Only affiliates who are intentional about expanding their Habitat ministry need apply. If approved, funding will begin on July 1, 2004. **Capacity Grant is due by October 30th, 2003;** with this resource can be coupled **an AmeriCorp Vista volunteer** of which our affiliate would have to fund an up front cost of \$4000. This can be spread out over a few months. The purpose of a Vista could be to do the research, preparation and recommendation to hire an executive director. I'm not sure if we could use some of the grant money to fund the \$4,000 but plan to investigate it. It was strongly suggested that to provide the board with data needed to support such a decision as adding staff could be enhanced if they each read the Mt. Diabolo study provided by an accounting firm some years ago. It is rather large and I have not printed it. It's available on PartnerNet for your review.
 - We should **select our Partner Family** as soon as possible so as to involve them in all of the activities required to get our affiliate up and running. It is a great opportunity to have them become an integral part of the organization.
 - The Youth ministry sector of Habitat International approached me at the conference. They would like to get involved with us by sending a group over spring break and asked that we **consider a youth sector in our ministry.** They have information starting kids' involvement at age 5. I would like to include this immediately.
 - Cincinnati Habitat provided a comprehensive **Coalition Project Workbook Manual** I am bringing to the October meeting. He has since sent me the electronic version. Additionally, there are companion books for Family Selection & Nurture and Construction. I have requested them as well to help us jump ahead of the game a bit.

Motions requested for:

1. Applying for a Vista Volunteer, next enrollment is for February 2004.
2. Applying for the Capacity Building Grant to fund an executive director.
3. Provide the food as a fundraiser event for us on January 18, 2004 at the Georgian Manner.
4. Accepting a kit car BJ King has offered to us for a fundraiser event.
5. Pursuing the invitation to join the northern affiliate in their 50th house celebration involving Millard and Linda Fuller.
6. Adding a Youth sector to our Ministry
7. Organizing a Nominating Committee for adding to the board

Submitted to Habitat of Hocking County of Ohio, Inc.'s Board of Directors
At the October 13, 2003 Board meeting by:

Peggy O'Dell
President of the Board

Appendix #5: Property Pipeline Report

Habitat for Humanity of Hocking County Ohio, Inc.
Property Pipeline Report
August, September & October 2003 Update

Property	Date	Status	Comments
162 Freisner Ave.	5/13/03	Closed Reopened October '03	Condemned property is being purchased by someone. There was a BoCA meeting in early October. Chuck attended, gave Peggy contact info. She followed up. We could possibly get property for \$5000 but would have to assume the estimated \$10,000 to demolish. Dan Mahaffey said he would steer away from this one. Board needs to discuss. Meanwhile, Peggy & Chuck investigated possible donated demolition labor. No one interested so far. Still waiting to hear from Jim Killbarger but assume he is not interested since it has been several days since asking him for assistance.
Corner Front and Linton Rd. or Smead Rd.	7/14/03	Open	Structure torn down last year. Corner Lot. Need to find owner and make contact. Informed by Officer Gadrim.
61 Gallagher	7/14/03	Open	Officer Gadrim said this was torn down last year. Need to find owner and make contact. It is located between an Auto Body Shop and Cameo Bar towards the back.
145 Gallagher Lot #732	5/13/03 October 2003	Open	Talked with Mayor Paula Tucker. Lot not currently available. Maybe in the future. Excellent building lot. Is in Flood Plain. Service director is trying to get FEMA to change flood plain. October made formal request in writing to Mayor. She is taking it to City Council October 14, 2003 and would like one of our board to be present. We must sign in to be able to talk.
548 Henrietta	5/13/03	Closed	Chuck, Larry & Peggy drove by. Nice empty house. No further action taken.
298 Hunter St.	4/25/03	Closed	Talked to owner Ken Howard who is not interested in donating this property but may other on Washington Street in sisters names of Beverly Howard & Hester Young.
184,185,186, 187 Kansas Ave.	6/10/02	Closed	Too many trees to take out., much excavation and purchase price of \$24,600. Recommend to pass it up.
242 Kansas Ave.	5/3/02	Closed	Flood Plain. City owns it. It is a buildable lot but would require lot of fill and build up.
624-632 Main St.	5/12/03	Closed	By railroad. Was listed. Now sold.
630 E. Main St.	7/14/03	Possibility	Officer Gadrim mentioned this was torn down last year. Owner is Donald Shahan at P.O. box 26, Bremen Oh 43107. His company, name on taxes record is "Owe No One." Need a follow up. May be same as one above this one.
74 Scout Road	6/03	Open	5 acre plot offered by Larry Gershner if we build first Habitat House on it. Peggy made contact with LG. He was checking with a partner to see if they could donate a property in Walnut Hills and/or we buy his partner's half. Peggy following up with LG. His offer is still standing on the 5 acre Scout road property
241-241 ½ E. Second St. Lot #147	6/10/03	Closed	Carla VanBibber has been notified she can donate to HFHHC. She currently prefers to demolish which is around \$8,000. She has 25 days to give city a plan from contractor or appeal. If not appeal received we can possibly assume for the cost of deomolishing. Ric Wallar to follow up with CV. September: Ms. VanBibber has had the property torn down
28026 Starr Route Rd.	6/10/03	Closed	This is Larry Kormmiller's brother's property. Per Larry the lot is too small and several repairs needed.
2823-24 Utah	6/10/03	Closed	\$15,00 purchase, can't split the two lots. Good building site. Expensive. Recommend to pass.
548-550 Vine St.	6/10/03	Closed	Larry, Chuck, Peggy walked the property which was way up a hill. Each lot is \$6,500 each. Suggested by Alice Montgomery Realtor. Poor

			access. Recommend to pass.
29-555 Washington Ave.	5/13/03	Open	Chuck, Larry & Peggy looked and saw potential. It is outside city limits, close to water hook-up has an abandoned mobile home on it. Lower lot has potential. Others are on hillside. Must follow up with owners who supposedly are not in good standing with brother Ken Howard.
156 Zanesville	7/14/03	Open	Vacant property for sale. Neighbor filing complaint to get condemned. If no appeal we could possibly get it for the cost of demolishing.
220 Zanesville	4/25/03	Closed	Vacant Property for sale. Neighbors filing complaint to get condemned. If no appeal received we could possibly get it for cost of demolishing. Update: Called Realtor and made verbal \$1000 offer. She said property is worth more than that and she knows they would not accept it. Made no formal offer in writing.

Prepared July 14, 2003 by Peggy O'Dell

Contact Information:

Mayor Paula Tucker 385-8310

Dan Mahaffy Service Director 385-4060

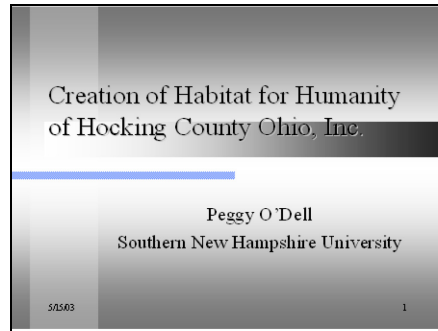
Condemnation Officer to be announced: contact Service Director interinly

Logan Police Department 385 6866

Hocking County Maps and Drafting for tax records and plat maps 385-8546

Appendix #6: Project PowerPoint presentation

Slide 1



Slide 2



Slide 3



Slide 4

Community Role

- Partnership building is the foundation of this project
- HFHHC: an organization created by, run by and is for the community
- A Nonprofit Christian Housing Ministry focused on promoting worldwide Christian Unity and cooperation
- Elimination of Poverty Housing & homelessness by providing decent shelter is a matter of conscience & action

5/15/03 4

Slide 5

Community Needs

- 2000 U.S. Census Data
 - Population was 28,241
 - Total Households were 10,816
 - Median Income was \$34,261
 - HFHHC target: 30% to 50% of median income
 - Or \$10,278 to \$17,130
 - 12.6% (1,359 Households) Income <than \$10,000
 - 7.0% (758 Households) \$10,000 to \$14,999

5/15/03 5

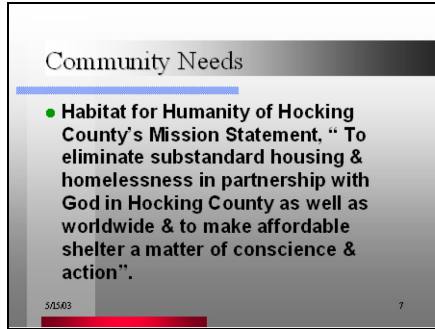
Slide 6

Community Needs

- 2000 U.S. Census Data - continued
 - Median Monthly Contract Rent \$386
 - 5,501 Households , over 50%, have an annual income of \$35,000 or less
 - 98.5% white race

5/15/03 6

Slide 7



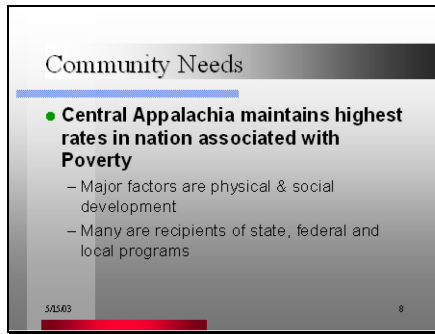
Community Needs

- **Habitat for Humanity of Hocking County's Mission Statement.** " To eliminate substandard housing & homelessness in partnership with God in Hocking County as well as worldwide & to make affordable shelter a matter of conscience & action".

5/15/03 7

This slide features a title bar at the top with the text "Community Needs". Below the title bar is a blue horizontal line. The main content area contains a single bullet point with a green circular marker. At the bottom left, there is a date "5/15/03" and a red progress bar. At the bottom right, there is a slide number "7".

Slide 8



Community Needs

- **Central Appalachia maintains highest rates in nation associated with Poverty**
 - Major factors are physical & social development
 - Many are recipients of state, federal and local programs

5/15/03 8

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Slide 9



The Team

- **Board of Directors**
- **Partner Families**
- **Habitat Volunteers**
- **Habitat International**
- **Habitat Affiliates**
- **Individual Partners**

5/15/03 9

This slide features a title bar at the top with the text "The Team". Below the title bar is a blue horizontal line. The main content area contains a list of six items, each preceded by a green circular bullet point. At the bottom left, there is a date "5/15/03" and a red progress bar. At the bottom right, there is a slide number "9".

Slide 10

Project Budget

- **First Year Target: \$35,000**
 - One house initially
- **Second Year Target: \$70,000**
 - At least two houses second year forward
- **Major Anticipated Donors**
 - Individual Giving
 - Church Pledge
 - Civic Clubs
 - Local Business

5/15/03 10

Slide 11

Reporting

- **The Management Information System will be Microsoft Project**
- **Monthly Status Reports for Progress**

5/15/03 11

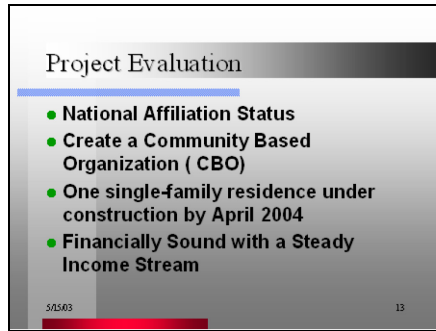
Slide 12

Project Assessment

- **Series of interviews for feedback**
 - Partner Families
 - Donor Partners
 - Volunteers
 - Affiliate Support Manager
 - Habitat for Humanity International

5/15/03 12

Slide 13



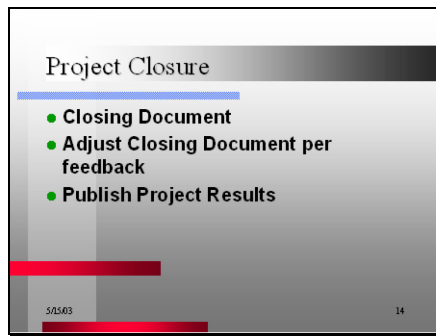
Project Evaluation

- National Affiliation Status
- Create a Community Based Organization (CBO)
- One single-family residence under construction by April 2004
- Financially Sound with a Steady Income Stream

5/15/03 13

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Slide 14



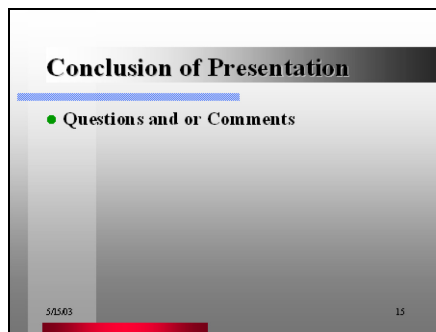
Project Closure

- Closing Document
- Adjust Closing Document per feedback
- Publish Project Results

5/15/03 14

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Slide 15



Conclusion of Presentation

- Questions and or Comments

5/15/03 15

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Appendix #7: February 2004 Planning Session Agenda & Minutes

Habitat For Humanity Hocking County February 7th, 2004 Strategic Planning Meeting Agenda 9:00 am – 4:00 pm A Georgian Manner

Desired Annual Meeting Outcome:

- Conduct normal business meeting
- Review and 2004 signing of Covenant
- Election of Officers and New Board Members
- Two Year Strategic Plan

9:00 Opening Blessing & Welcome

Continental Breakfast
Agenda Review

9:30 Acceptance of January 6th, 2004 Meeting Minutes

Treasurer's Report
Construction Committee Report
Development Committee Report
Family Selection / Support Committee Report
Site Selection Committee Report
Nominating Committee Report
President's Report & opportunities for opening meetings with the blessings

10:45 Break

11:00 Review and revise By-Laws

Present Nominations for Board
Hold Elections for Board

12:30 Lunch

1:00 Mission Statement Review, Changes, Approval as Needed

2004 Review of Covenant; Board of Directors sign for current year

1:15 Two Year Plan: Identify Top Five Goals in each Category – see companion sheet

Administration (includes Financial)
Church Relations
Public Relations
Family Selection & Support
Site Selection
Construction/Building
Development
Youth Ministry
Nominating Committee

2:30 Break

2:45 Implementation Plan for achieving 2-year goals

- Goals & strategies
- Accountabilities and timelines
- Monitoring, review & evaluation of plans
- Sustainability of Affiliate

3:45 Wrap Up Comments & Meeting Closure

SWOT: Strengths, Weaknesses, Opportunities, Threats

Next Meeting: March 2, 2004 (Tuesday) 7:00 pm at St. Matthew's Lutheran Church

**Habitat For Humanity Hocking County Ohio
February 7, 2004 Strategic Planning Meeting Minutes
At The Georgian Manner**

Time & Location of Board Meeting:

February 7, 2004. 9am at The Georgian Manner

Opening Blessing shared by: Peggy O'Dell

Attending:

Rick Waller, Jane McAdow, Doree Ireton, Lisa Frasure, Kirsten Carr, Janice Gault, Peggy O'Dell, Chuck Eaton,

Board Members unable to attend:

Rev. Paul Elhard, Sue Sharb, Charlie Foster, Larry Kornmiller,

Guest joining the afternoon session: BJ King

Acceptance of Last Month's Meeting Minutes:

- It was moved by Jane McAdow and seconded by Lisa Frasure that the January 6th, 2004 minutes be accepted as emailed. Motion carried.

Treasurer's Report:

- None

Construction Committee Report:

- Peggy O'Dell reported that the construction is charged with the responsibility of identifying 3 house plans and detail of associated materials for each.

Development Committee Report:

- Committee met February 3 to discuss Appalachian Auction. **Each board member is requested to bring 2 or 3 food items to the Youth Building at the Fairgrounds on Friday evening after 7pm.** Set up will be Friday evening (3/12/04) at 7pm at the Fairgrounds where it was last year. **If you can not get the food items or donations there then call Lisa at 385 7243 to make arrangements. If at all possible you are requested to arrange to get items taken to the Fairgrounds as it is difficult to have one person responsible to haul and coordinate it all. Ten volunteers are needed for the auction on Saturday. Bake sale items are also requested from all Board members.** The Kit car will be on display at the Auction as well as a silent auction for the 1988 Toyota Corolla that has been donated to Habitat from Bill Yates.
- All newsletters will be emailed to those with an email address. Snail mail will be secondary distribution. **Lisa Frasure wants a paragraph from each committee head for the Newsletter by February 16, 2004.**
- Lisa Frasure wants 2003 items and pictures for the memory book. She is also looking for a volunteer to keep the memory book current.
- **Peggy O'Dell is to contact Jason Gadrin regarding updating & maintaining the web site that is currently under his domain.** Also about adding pictures to it. **Peggy is also going to contact John Matuszkiewicz about establishing and maintaining our own site independent of Jason.**
- **Lisa Frasure is to write Thank you's to Janie Hutchison, Sue Sharb and Charlie Foster.**
- Janice Gault introduced the Habitat for Humanity Home Interiors Candle of which a certain percentage goes to Habitat International. Motion made by Lisa Frasure and seconded by Doree Ireton for **Janice to buy approximately 50 candles to sell as a supplement to our existing merchandise.**
- Janice Gault announced that Gary Ballinger wanted to donate two large jars of pennies totally around \$400. Decision made to consider raffling pennies next year as one of our funding stream projects.
- The Good Neighbor Gift Market outcome was \$675.
- 44 individual names were added to the mailing list from the Ice Carving Festival.
- Lisa Frasure also added 13 new organizations and 100 businesses to the mailing list.

Family Selection & Support Committee Report:

- Jane McAdow announced that committee has been meeting weekly and is putting together the paper process for family selection. Target date for family selection is by April 1, 2004.

- Motion was made by Doree Ireton and seconded by Rick Wallar that **Peggy O'Dell ask Will Kern to be our attorney for 2004 and obtain his fee schedule.** Attorney service is to be evaluated at each annual meeting or as deemed necessary.
- **Peggy O'Dell will hand carry a personal letter of thanks to Mr. Kern from Habitat for services rendered the past few years.**

Site Selection Committee Report:

- Charlie Foster's board term ended and he elected to move from chair of the site committee to a committee member. Rick Wallar agreed to act as chair.
- West Street: 3 lots 40' x 120' each located just outside the city limits. Sewer is available but water tap may be \$650. The original sheriff sale was canceled. The minimum to be expected at the sale is \$4000 with an appraised value of \$6000. **Rick Wallar is to talk to Mr. Paulson** who has bought a property across the street and is to try to negotiate a deal of some kind to get him not to bid on the property or have another donated to us if we back off of the West property.
- Freisner Ave: Motion was made by Jane McAdow seconded by Doree Ireton that we would assume the property from Pam Swackhammer if the city council and mayor would back us, give us support with the neighbors and 180 days to demolish the property. **Rick Wallar to follow up with the Shirley Chapman and give update.**
- Gallagher Ave.: **Rick Wallar is to follow up with Bob Lilly, City Attorney, regarding the procedure required to transfer the property to Habitat or any other interested party.**
- Second Street: **Rick Wallar is waiting on an appraisal from Larry Beal on Second Street** before negotiating with Mrs. VanBibber regarding a possible life estate in her own house by letting us get a variance to build beside her property.
- Scout Road: **Peggy O'Dell to send Larry Gerstner a letter of thanks for considering the offer of Scout Road Property for our first or second build.** We have decided that the first house should be in the city and will get in touch with Larry regarding availability of the said property at the time of our second build upon assessment of the next location..
- Chuck Eaton reported Orchard Street & Second Street foreclosure possibilities. Another on 3rd & Wood had delinquent tax and is for sale by realtor. No follow up accountability was established. He found the information on Foreclosure.com.
- Colleen Sparks of Columbus Habitat contacted HHHC regarding six deconstruction opportunities available to our affiliate. **The site committee will investigate and report back at the March meeting.**

Nominating Committee Report:

- The following people were recommended for two year board terms:
 - Sarah Grace Weed
 - Gary Ballinger
 - Fred Walter
 - BJ King
 - Dan Stohs
 - Jim Rogers
 - Doree Ireton
 - Rick Wallar
 - Charles Eaton
 - Janice Gault
 - Fred James
 - Marsha James
 - Curt Garner

All were accepted except Fred James, Marsha James & Curt Garner who will be presented for acceptance at the March meeting due to additional information needed.

12 Board Members were approved as of the beginning of the planning meeting.

Janie Hutchison, Rev. Paul Elhard and Charlie Foster's terms were over or they chose not to continue on the board. 4 members **with one year terms expiring** were re-elected, Doree Ireton, Rick Wallar, Chuck Eaton and Janice Galt. 6 new members were added for a new total of 16 Board Members. The minimum number for this board is 12; the maximum is 24.

The slate of officers presented were as follows:

President	Peggy O'Dell
Vice President	Doree Ireton
Treasurer	Dan Stohs
Secretary	Open

No nominations were received from the floor. It was moved by Janice and seconded by Lisa that the nominations be accepted.

Peggy is to contact HFHI regarding a nominating process to determine how or if background checks are appropriate for new Board members. For the time being the board nominations are to be personally recommended by one of the existing board members.

There was a recommendation that next year the nominations be presented in October providing the nominees ample time to attend meetings and us to get to know them a bit.

Recommended By-Law Changes

Recommended changes to existing by-laws are listed below. These change require a 7-day advance notice to the trustees of the board and a 2/3 affirmative vote of all board members. A separate email has been sent in the event members are unable to attend the March meeting.

Suggested Revision to Article III Section 3.2 from 2/7/04 Meeting:
Delete: " Trustees must be individual residents of the State of Ohio."

Suggested Revision to Article IV Section 4.2 from 2/7/04 Meeting:
Delete " at St. Matthews Lutheran Church on the second Monday of "
Insert word "in".

Suggested Revision to Article IV Section 4.3 from 2/7/04 Meeting:
Delete " at St. Matthews Lutheran Church on the second Monday of each month during the year"
Insert word "monthly."

Car Raffle

Kirsten Carr took a picture of the kit car and is getting 10 laminated 4 x 6 copies for distribution to board and/or interested parties to show while individually selling raffle tickets. **Board members interested in getting tickets to sell see Peggy O'Dell.**

Peggy O'Dell is to contact Karen Marshong to determine the schedule of events for displaying the raffle car for board members to sign up and volunteer in necessary time slots.

Mission Statement Review

Mission statement was reviewed. A motion was made by Lisa Frasure and seconded by Kirsten Carr that no changes were to be made.

The Affiliate Covenant

A review and sign off of the Affiliate Covenant was completed by the attending board members. **Peggy O'Dell will follow up with the same for the newly elected members.**

The Quarterly Tithe Country Designation

There was discussion regarding revisiting our decision about selecting a specific country to receive our quarterly tithe. **Peggy O'Dell is to follow up to see if there is one country that would benefit more from our support and report back to the board.**

2004 Committees and Chairpersons

Administration	Doree Ireton and Peggy O'Dell
Church Relations	Chuck Eaton
Public Relations	Lisa Frasure
Family Selection & Support:	Jane McAdow
Site Selection	Rick Wallar
Building/construction	Larry Kornmiller
Development	Peggy O'Dell & Doree Ireton
Youth Ministry	Sarah Grace Weed
Nominating	BJ King

The importance of stepping up the commitment of the committees by increased structure and meeting times was discussed. Therefore, **each committee chair was asked to send top five goals, timelines and accountabilities for their committee to Peggy O'Dell by February 16, 2004.**

The groundbreaking ceremony is hoped to be scheduled on April 1, 2004, the first anniversary of HHHC. The following goals will need to be attained to accomplish this.

- **Building site obtained**
- **Family Selected**
- **House Plans & take offs completed**
- **Volunteer coordination scheduled**
- **Liability insurance established**

Development Committee Major Fundraising Decisions for 2004

- Ice Carving Festival (January)
- Appalachian Auction (March)
- Sailboat Regatta (May)
- HabiFest (October)

The Gift Market and Santa Breakfast activities will be considered if volunteers are available to continue the effort each year.

The Washboard Festival, Santa Parade, Bowen House & Hocking County Fair have been placed under Public Relations.

The potential of having a **Habitat Barn at Hocking Hills Market** is still being investigated and **Peggy O'Dell will report at the next meeting.**

Grant Writing

Chuck Eaton provided an update on the Thrivent Lutheran Church Grant that has a potential yield of \$20,000. The deadline for first round is 3/1/04. **Peggy O'Dell needs to send Chuck the 5013C status documentation. All board members are to give Chuck their resume' or Bio by next meeting. He is to email each of us a form or description of the need.**

Chuck is reading a book on grants and looking for other opportunities. He has volunteered to spend 16-18 hours a week at the Habitat office in the mornings. He will be getting volunteers entered into the computer by interest/skill. Opportunities may be available through the State Support Organization as noted by Doree Ireton and Peggy O'Dell.

Paid Staff

Capacity Grant and VISTA employee were discussed. Chuck Eaton made a motion and seconded by Jane McAdow to wait until we are more stable to proceed with paid staff. Motion carried 8 to 1.

Action items:

- See items printed in bold.

Next meeting 7:00 pm March 2, 2003, St. Matthew's Lutheran Church

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