

HABITAT FOR HUMANITY

TABLE OF CONTENTS 1993 MINUTES AND REPORTS

Normal order of documents: Agenda, Board Minutes, Committee Reports, Exec. Minutes

Meeting Dates:

Jan. 8

Feb. 6 Title of McPherson property okayed

Mar. 5

Apr. 2 Community Block Grant for McPherson St. sent to State

May 6 Piano concert by Frank Weins (fundraiser)

June 11

July 9

Aug. 6 Community Development Block Grant turned down

Sept. 10

Oct. 1

Dec. 10

Letter at back: To Monsignor Thomas Keys for purchase of 2 lots owned by Catholic Church (Mepa St)

minutes. Habitat for Humanity of the Mendocino Coast
The regular meeting of the Board of Directors of Habitat Mendocino Coast was
called to order on December 10, 1993 at two short sales by president,
Bill Mertle. Susan McNeill offered the prayer. A quorum was present.
Gloria Penneria, liaison to the Hispanic Community was introduced. Peggy
Daniels was introduced. The board voted to seat Gloria as a permanent
board member. Peggy Daniels will serve as an adviser to the board, in the
capacity as grant writer.

The minutes of the November meeting were approved as printed.
The treasurer, Sherri Cox presented the financial statement. It was
approved. Statement date 11/1-11/93.....

cash in.....\$6,814.36

cash out.....2,775.37

total cash, bank of America and money market:
\$38,623.30

outstanding: property taxes...\$843.86 (due in April, 1994)

Additional benefit dinner income 12/93 deposit \$171.50

net income from benefit dinner.....\$3,316.25

The board accepted a 1949 Chevrolet to be raffled at a later date.
Susan McNeill reported from the family selection committee. The finalists,
2 families for the next build, were accepted unanimously by the Board.
Michelle Matterson and 3 sons and Debbie Brownlow and 2 children were the
applicants chosen from the 44 who applied.

Bill Mertle reported that the arrangements for the property were being
made, but nothing final yet.

Architect, Bob Schlosser, presented 5 site plans. The board voted that
plan #4 was the best use of the land, being able to house 5 families if
a variance is obtainable from the city of Ft. Bragg.

The coupon books had been distributed. They sell for \$20. Some money
has been turned in already. Habitat realizes \$10 for each one sold.
Sherri distributed 3 Habitat for Humanity manuals to help board members
carry out their work. Manuals received from Habitat International.

The 1994 pick-off potluck dinner is scheduled for January 15 at the First
Presbyterian Church, Ft. Bragg. Hank Mahon, Gloria Penneria and Colleen
Cleary will organize the event. Volunteers from the last 2 builds will
be invited to participate also.

The next meeting will be January 7 at two short sales office at noon.
There was no further business. The meeting was closed at 1:05 p.m. with
prayer.

Respectfully submitted,
Colleen Cleary, sett.

Habitat for Humanity

Meeting Agenda

October 1, 1993

1. Opening Prayer
2. Reading of the minutes
3. Treasurers Report
4. Old business
 - a. Family Selection Committee
 - b. Results of Mailer
 - c. Catholic Church Property
 - d. McPhearson Street Property
 - e. Mexican Dinner
 - f. Potluck Dinner
 - g. Winesong Clean-up
 - i. Yearly Tithe
3. New Business
 - a. Habitat Cookbook
 - b. Volunteer Training Workshop
 - c. Design Comittee
 - d. Frank Reins

**Habitat for Humanity
Meeting Agenda
September 10, 1993**

1. Opening Prayer

2. Reading of the minutes

3. Treasurers Report

4. Old business

- a. Family Selection Committee
- b. Results of Mailer
- c. Catholic Church Property
- d. McPhearson Street Property
- e. Mexican Dinner
- f. Potluck Dinner
- g. Winesong Clean-up

3. New Business

- a. Yearly Tithe
- b. World day of Prayer
- c. Donations to build Americus HQ.
- d. Sonoma County get together

4. Closing Prayer

Water

FAMILY NUTURING
BLITZ VS NO-BLITZ
Frank Morris

read immediately, contains some changes of dates.
minutes....WPH of Mendocino Coast...August 6, 1993

The regular meeting of the board of directors of WPH was held on August 6, 1993 at two short sales office. President Bill Mertle presided. A quorum was not present. Colleen Cleary opened with prayer.

The minutes of the July 9th meeting were approved as printed.

Property acquisition: The application to Community Development Block Grant program was turned down. The option on the McPherson St. property is still valid. Four options were suggested to obtain the property as presented by Bill Mertle and Bud DiArenzo: 1. Redevelopment Funds from the City of Ft. Bragg 2. Obtain a loan; 3; Put up certificates of deposit as collateral and 4. Appeal to the general public for emergency funds. A sample letter to the public was circulated.

Property belonging to the Catholic Church is vacant. Bill and Max will talk to the Bishop in Santa Rosa about purchasing it.

Financial report: none available. Financial secretary position is in transition from Penny Woner to Sherri Cox.

Newsletter: expect to publish in September.

Fund raisers: The Hospital Foundation has offered WPH \$750 to clean up after their fund raiser at the Botanical Gardens on September 11. (Winesong)

Colleen will attempt to write a grant; a golf tournament was suggested. A drawing on a mini-quilt. Tickets to be distributed on Sept. 17 Potluck.

Family selection committee reported: Applications will be received for the next build up until August 15.

The meeting was closed with prayer by Susan McNeill at 12:45 P.M.

NOTICE: I WAS NOT ABLE TO GET THE DATE OF SEPTEMBER 17 FOR THE POTLUCK. WE WILL HAVE TO CHOOSE ANOTHER DATE AT THE SEPTEMBER MEETING....WHICH IS ON SEPTEMBER 10, because of the Labor Day holiday.

Be sure to mark these date changes on your calendar;

Respectfully submitted,
Colleen Cleary, Sect.

habitat for humanity minutes
July 9, 1993

The regular meeting of the board of directors of the Mendocino Coast affiliate of habitat for humanity was called to order by President Bill Mertle on July 9, 1993 at noon at the short sales office. A quorum was present. A prayer of petition was offered.

The minutes of the May 6th and June 11th meetings were approved as printed.

Old business: the cabinets purchased from Sears will be stored in Sherri Cox's garage.

Community development block grant application: we should know in about a week if grant was awarded.

Oak street project: there are still some unfinished items, especially the concrete work for the parking pad. Max and Bill will follow through to see that the work is completed.

Treasurer's report: Penny Woner, financial secretary reported a balance of \$12,800. +

Penny further asked for a figure for the county assessor who needs a value set on the oak street property...for property tax purposes.

Newsletter: the response from the last mailing suggested that the extra number of copies sent out was justified. Next newsletter in September.

Family selection committee reported that applications are beginning to come in. More media coverage is needed emphasizing the need for applicants to reapply if they had applied for the first 2 projects. Applications were mailed with welfare checks.

Fund raising: Max Mitchell, Sherri Cox and Colleen Cleary will bring ideas to the board at the next meeting for fundraising. A Mexican dinner was suggested by the board.

Architect working group: Elaine Tucker, Linda Barnett and Bill Mertle will work with the architect to incorporate habitat criteria in the next project. A potluck dinner-information-fellowship night will be scheduled for Sept. 17 at the Presbyterian church pending availability.

Vacancies on board: recognition for their contributions and expertise on behalf of the habitat projects and a vote of thanks for having served went to those board members who served on the board for the past 2 years. They are now advisory members. This includes the names of Paula Forsyth, Jesus Ybarra, Jeff Warner. Father George Priden will be replaced by the new Catholic priest.

The next regular board meeting will be August 6. Minutes will be mailed out prior to the meeting. The September meeting will be Sept. 10 because of the Labor Day holiday.

The meeting was closed with prayer by Susan McNeill at 1 P.M.

JUNE 11, 1993

Minutes.....HABITAT FOR HUMANITY OF THE MENDOCINO COAST

The regular meeting of the board of directors of Habitat for Humanity was called to order and opened with prayer on June 11, 1993 at two short sales office at noon. A quorum was present. President Bill Mertle, absent due to birth of twin grandchildren. Vice-president Max Mitchell presided.

Max reported: Sears will sell complete kitchen cabinet set-up, sink and oven for \$300. The board voted to purchase.

Financial secretary Penny Honer reported a balance of about \$12,000.

Fund raiser: Rummage sale total before expenses, \$3,204, Merrie Goodwin reported...via Max.

Sherri Cox will write thank-you notes. Colleen Cleary will acknowledge Merrie Goodwin with floral thanks.

Next meeting: Due to the July 4th holiday weekend the next meeting of the board will be July 9th....the board voted.

Conference in San Diego: Sherri Cox enthusiastically reported on the conference. She attended 4 seminars. The board suggested another social potluck get-together in early fall so that everyone can hear the report of the conference. Colleen Cleary will arrange a date and place.

Frank Mahon reported that there was still a saw and water heater available from the rummage sale.

Family selection committee: Susan McNeill reporting: Application for the next project have been completed and are being distributed. Notices have been posted at strategic locations. Media informed. A system of numerically weighting the value of each item of the application is being devised so that the information may be placed in computer to expedite selection....in the early process.

There was no further business. The meeting was adjourned with prayer by Susan McNeill at 1 P.M.

Respectfully submitted, Colleen Cleary, Sect.

Habitat for humanity minutes
May 6, 1993

The meeting of the board of directors of the Mendocino Coast affiliate of Habitat for Humanity was called to order by president Bill Mertle on May 6, 1993 at noon at two short sales. Colleen Cleary offered the prayer.

The minutes of the April 2, 1993 meeting were approved as printed.

Treasurer's report: Penny Honer financial secretary submitted the following report: balance on hand \$6,155. so far the piano concert has netted \$1,871; (Another \$220 is expected to be turned in). The newsletter response has been \$1,830 so far.

Habitat fundraiser... piano concert by Frank Wiens, University of Pacific, Conservatory of Music. Colleen Cleary reported that when all the ticket money is turned in, the total should be \$2,091. Over 100 people attended the event. Thank you's and in-kinds have been mailed out.

Correspondence: Bill Mertle reported the following: Letter about selling wreaths as a fund raiser; Fund raiser selling Habitat cookbooks, (the decision about this was tabled until the next meeting.); A phone call offering liquor concession at a guitar concert in Mendocino, (the board voted not to participate); A pamphlet on the international work of Habitat and a tape of Millard Fuller.

Meeting date: Because of conflicts with some members of the being able to attend meetings on the first Thursday as voted at the April meeting, the board voted to change the day back to the first Friday of the month as originally scheduled.

Opening on the board of directors: Father George Riden has been transferred. The board directed Bill Mertle to ask the new priest Father Tom. The new pastor at the Methodist church is interested in being on the board. Susan will be asked to follow through and ask him.

Family selection Application: Sherri Cox reported for the committee. Applications are being translated into Spanish... posters are being made to announce application dates, etc. Applications will be computerized.

Regional conference in San Diego: The board voted to fund up to \$300 for a board member to attend the conference May 21-22. Bill Mertle will try to attend.

Newsletter: Max reported that 3700 copies of the newsletter were mailed out. More help is needed the next collation time. Cost to mail \$357. Sherri Cox will work on the data base.... try to eliminate duplicate mailings.

Rummage sale: June 5th. A mailing will go out to the Habitat list asking for good rummage and as a means of advertising the sale.

Property report: City Hall says it looks good for the community development block grant. The Grace Community Church is interested in selling Habitat their property.

The board voiced a vote of thanks to Colleen for organizing the piano concert. The meeting was closed with prayer at 1 P.M. by Scott Anderson.

Respectfully submitted,
Colleen Cleary, secretary

minutes: Habitat for Humanity of the Mendocino Coast
April 2, 1993

The meeting of the board of directors of the Mendocino Coast affiliate of Habitat for Humanity was called to order by president Bill Mertle on April 2, 1993 at noon at two short sales. Colleen Cleary offered the prayer. The minutes of the March 5th, 1993 meeting were approved as printed.

A quorum was present.

Property Acquisition Update: All necessary preliminary paperwork has been completed for the Community Development Block Grant and has been sent to the state, except for the statement of evaluation which is being prepared.

Applications for the next project will be made available in May.

Fund Raiser: Elaine Tucker reported that the concert pianist will be staying at the Colonial Inn. Breakfasts are being provided by Salsa Express and the restaurant. Colleen Cleary reported on ticket sales.

The next fund raiser will be June 5 at Preston Hall in Mendocino. It is a rummage sale chaired by Merrie Goodwin.

Treasurer's report: Penny Honer reported that there is a balance of \$2,500.42

Outreach: Max Mitchell and Bill Mertle spoke at a meeting of interested persons who wanted to start a Habitat affiliate in the Pt. Arena area. Rather than being a part of our affiliate, the board felt it would be better if they began their own since Pt. Arena is 50 miles south.

Family Selection Committee report: The board voted to accept the report of the committee which worked on the application forms, with some revisions agreed to at the board meeting.

Change of Meeting Day: The board voted to meet the first Thursday of each month instead of the first Friday. Same place and time. The meeting was closed with prayer by Susan McNeill at 1 P.M.

Respectfully submitted:

Colleen Cleary, Sect.

Habitat for humanity of the Mendocino coast

minutes:

The regular meeting of the board of directors of habitat for humanity was called to order on March 5, 1993 at noon at "two short sales" by president, Bill Mertle, and opened with prayer by Susan McNeill. A quorum was present.

The minutes of the February 5, 1993 meeting were approved as printed. The family selection committee, Susan reporting, presented a working draft on the selection criteria. The committee will meet again and present a final draft to the board for approval.

It was suggested that applications for the next project be available by June.

Property acquisition report: Bill, Max and Elaine reported on the progress of acquiring the property on McPherson St. Paula will be contacted to help with the Community Block Grant Application process. Penny Woner, financial secretary, reported the following:

There is a balance of \$1200 in the account. The no interest loan, to pay off the balance of the Oak St. project, has been paid in full. Penny has a question about the issuance of a mortgage to the tenants of the Oak St. project so as to clear up the property tax segregation on the November 1993 bill. Clarification will be sought.

Colleen Cleary reported on the fundraiser scheduled for April 17.

The concert has been scheduled, the housing arranged; Sheri will arrange for the piano to be tuned. Tickets were distributed to all those present and will be sent to all board members not in attendance. A goal of \$2,000 has been set.

Bud D'Arrezzo is working on the next newsletter. Distribution should be during the first week of April.

There was no further business. The meeting was adjourned with prayer by Colleen Cleary at 12:50 P.M.

Respectfully submitted,

Colleen Cleary, sect.

minutes of

Habitat for Humanity of the Mendocino Coast...a quorum was present. The regular meeting of the Board of Directors of Habitat for Humanity of the Mendocino Coast was called to order by President Bill Mertle on Friday, Feb. 6, 1993 at 7:00 p.m. Susan McNeill offered the prayer. The minutes of the Jan. meeting were approved as printed.

Property report: Elaine reported that the title of the McPherson property came back OK. Authorization for release of the \$2,000 deposit was signed. The City of Ft. Bragg Housing Element Committee voted to approve the request for Community Development Block Grant Funds. Habitat has high priority. The next step is approval by the City Council. The architect has been working on the plans. October is the soonest to expect all applications, plans, permits, variances, etc. to be completed.

The Board again discussed the pros and cons of a rehab project this summer. Colleen Cleary reported on the piano concert fund raiser for April 17. She would like to publicize it in the next newsletter. Pub Narezzo will be getting a newsletter out soon.

Susan McNeill was appointed, with approval of the Board, as the new chairperson of the Family Selection Committee. By the March meeting she will have the criteria established for selection of family/families for the next project.

It was suggested that Board members with particular expertise, be titled advisers, instead of regular Board members. (Interpreters, expertise in specialties, i.e.)

The Board thanked Linda Barnett for the great job she did on putting the video together of the last build. Bill Mertle will have a copy for use to let the public know about what is happening locally with Habitat. The question was raised about the advisability of continuing to have a special phone for Habitat...is it used? No conclusion.

Also the question of insurance coverage at times other than during a build, was raised. No conclusion.

The meeting was closed at 1 p.m. with prayer by Scott Anderson.

Respectfully submitted,
Colleen Cleary, Sect.

Minutes of Habitat for Humanity

The regular meeting of the board of directors of Habitat for Humanity was held at "Two Short Sales" on January 8, 1993.

The meeting was called to order by president, Bill Mertle, and opened with prayer by Mark Hartman. There was a quorum present.

The minutes of the December meeting were approved as presented.

Update on property: Elaine Tucker reported that negotiations on the McPherson property are continuing. Glosser, architect, is considering plans, number of units, etc. for the site. The city of Ft. Bragg is ready to recommend that the site be considered under the Community Development Block Grant plan.

In the meantime, it was suggested that a rehab project be undertaken by the volunteers. Nothing definite was decided. Subject tabled until the February meeting.

Frank Mahon has been approached by Thanksgiving Coffee Company about making a blend called, "Habitat for Humanity", coffee. For use of the name, Habitat for Humanity, local, would realize a percentage of the profit and get public name recognition. It was decided to ask Penny Yoner to call the HPH headquarters in Americus and ask about the feasibility of the idea.

Colleen Cleary reported that nothing has been heard from Frank Wiens about the fund raiser in April..(concert).

A potluck, get-acquainted, talk-about-family-selection time will be January 18....at the Presbyterian Church. Habitat families will be invited to attend to offer their input on the selection process. Colleen Cleary will coordinate the evening.

There was no further business. The meeting was adjourned with prayer at 1 P.M.

Respectfully submitted;

Colleen Cleary, sect.

**Habitat for Humanity
International**

Mendocino Coast

P.O. Box 770

Fort Bragg, CA 95437



Building houses in partnership with God's people in need

1993

August 25, 1993

Monsignor Thomas Keys
Roman Catholic Diocese of Santa Rosa
P.O. Box 1297
Santa Rosa, Ca. 95402

Dear Monsignor:

Thank you for taking time to see Max Mitchell and me and listening to our proposal to build Habitat for Humanity homes on the two lots owned by Our Lady of Good Counsel Parish in Fort Bragg. We appreciated your support and understanding. We believe that together we can make homes for the working poor.

We have two proposals we would like to present for your consideration:

First, Habitat for Humanity of the Mendocino Coast, a California corporation, purchases the two lots for \$110,000 to \$120,000 on a Deed of Trust with no interest. We offer \$500 a month the first year, \$1000 per month the second year and then \$2000 a month until paid in full. We would make payments to whomever you designated. We would be happy to sign a covenant making the property usable only for low income housing.

Second, we lease the lots from the Church on a renewable, 99 year lease. Habitat offers \$500 a month plus Insurance and Taxes. We would sub-lease to the low income families and assume all responsibility for management, collections etc. We would be happy to sign a covenant as above. This proposal would be our preference since funds would be freed to build more homes.

The families picked to have one of the homes will have to work 500 hours on the project. They then have to pay for the cost of their home. We carry their note at no interest. We aren't interested in them unless they are willing to make a commitment. We do not give hand outs, rather a hand up.

Habitat for Humanity International

Mendocino Coast

P.O. Box 770

Fort Bragg, CA 95437



Building houses in partnership with God's people in need

We do have a proven track record here in Fort Bragg. We have raised money, purchased property, recruited labor and built homes for three families in three years. All three families were living in miserable conditions before moving into their Habitat home. Their children are all doing well in school. The families are together and we believe they will stay that way. I might mention again that all three families are active members of the Catholic Church.

Please let us know when we may talk over the two proposals with you. Call me at (707) 964-9118 if you have any questions. We plan on a two day BLITZ-BUILD the first part of June 1994. There is much to be done and we are excited about building together. We hope that you and possibly the Bishop could come on Sunday of our two day build for lunch and to bless the two homes. Of course, you would be welcome both days. We can always use another straw boss.

Best Regards,

William S. Mertle
President

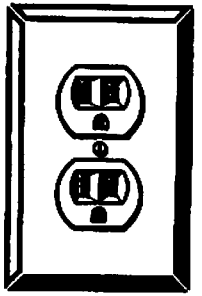
cc. Rev Thomas Diaz
Our Lady of Good Counsel

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August 24, 1993

Dear Max,

I like your letter, but I think that what the monsignor wanted was a proposal. One the purchase I think we should offer him \$110,000 to \$120,000 with payments of \$500. per month for a year, \$1000 for the next year and \$2000 a month till were done.

On the lease we should offer \$500 per month plus taxes and insurance.

Thanks

Bill

964-0835