

Executive Director Report BOD Meeting June 1, 2023

Facilities:

- A. Nothing new to report

Administrative:

- A. Current mortgage issues: Discussed in closed session
- B. ReStore business covered in ReStore Report
- C. I am attending the Rotary Club in Greenville meetings Tuesdays at noon.
- D. I am attending the Montcalm Human Services Coalition meetings. Those meetings are the first Wednesday of the month at 9:00 am in Stanton.
- E. I participate in the Montcalm County Veterans Affairs meetings in Stanton.
- F. I am also attending the COGG meetings in Greenville
- G. I am also participating in 2 to 3 virtual meeting per month with Habitat leadership state wide.
- H. I gave a virtual presentation to the staff of 8-CAP about the Habitat programs and ReStore
- I. Our transition to the new software provider for our donor database management and fundraising is complete. DonorView is our new software. I am still doing a lot of their training for the new software.
 - a. The golf outing is now live in the software, and it seems to be working well with a lot of new features.
 - b. Our donation links and partner family quiz have been updated on the website
- J. Our big event with the county leaders took place on April 26, prior to our board meeting.
- K. The MNA grant that is distributing ARPA funds to nonprofits was submitted.
 - a. We are applying for the max amount of \$25,000.
 - b. There were several hoops to jump through with this application.
 - c. We have cleared up several years of confusion with the state concerning our need to register as solicitors with the Attorney Generals office.
- L. I presented our Habitat history and program to the Leadership Montcalm co-hort.
- M. The time I spent disputing our insurance premium increase with Lockton Insurance only reduced our premium by about \$2700.
 - a. Our property insurance increased from approximately \$5K per year to \$13K per year.
 - b. Our overall insurance package has doubled in price this year, to nearly 22K
- N. Lori is no longer working her as the office assistant. She was a great help in the beginning updating our files according to our records retention requirements.

- a. She also put together an office assistant manual for new people coming into the position explaining the duties of the job.
- b. The skill needed in the office at this point are beyond her knowledge base. We both talked it over and in the end she was ready to concentrate her time on other personal projects
- c. I am anticipating a student Rotary club member to begin working in the office with the skills Lori was lacking.
- d. We had an appreciation cook out for her this week.

Training:

- A. Lots of training still happening now with the software transition.
- B. I am attending the Habitat International Executive Leadership Summit in Chicago near the end of the month. It is a 3 day conference and will have me out of the office June 26 - 28.

Construction/Family update:

I have heard rumors that the Greenville High School Construction program has been cut due to their budget shortfall. The teacher stopped responding to me about the playhouse project. I am going to reach out to other schools in the county to see if they have a program that would like to partner with us on this project.

We do officially have a family for this years build. The family loves the lot on State Street in Greenville. We have applied for permits with the city and we are planning to be able to have a ground breaking ceremony in the next week or two.

The family has a copy of our house plan and will be meeting with Ken Bloom and I to discuss the final lot layout and which version of the plan they prefer for the lot.

I have also been contacted by a Grad Student in the county that is hoping for a project management volunteer opportunity as her Masters Degree Capstone Project. I am still working out details. However, if it works out, I will have her project manage the build this year. That will be a big help to both Ken and I.

The plan would be to have her mostly doing volunteer management and scheduling for material deliveries and sub-contractors.