

HOST House Board Agenda

Meeting #8

Date: 15 September 2021

Present: Norma Plaughter, Grace McCord, John McCord, Paula Obledo, Becky Campo, Mary Miranda, Rebekah Miranda

Absent: Saramaria Rangel

Meeting Start: 5:31pm

Meeting End: 6:22pm

- 1) Opening Prayer
- 2) Approval of August Minutes
 - a) Motion to approve: Grace McCord
 - b) Second: Becky Campo
- 3) Tax Updates - Becky
 - a) Met with city manager and Mayor McCord
 - i) Established HOST is the owner of HOST House
 - ii) HOST does have a mortgage but there is an understanding with the city that as long as host house is open, monthly payment is forgiven and treated as in-kind donation
 - iii) Not able to fundraise until 501c3 is reinstated
 - (1) There is money avail from Cares Program or CDBG Fund or through the state
 - iv) IRS is really behind and may not get a response for about month
 - v) Need an official Memorandum Of Understanding (MOU) between HOST and Cambridge to clarify responsibilities of both agencies. Nothing is legal, but there is a written MOU which NEEDS SIGNATURES from both sides to make it official. Still waiting for Cambridge to respond with their signatures to our letter which was sent a year ago

- (1) Norma will need to contact Cambridge to meet with us and discuss expectations
- (2) City manager, Ken Irwin, agreed to draft MOU to bring to our meeting with Cambridge. He will thoroughly make sure all necessary and essential points are addressed... no more gray area
- (3) Becky will forward to Ken Irwin the letters (unofficial MOUs) from both agencies for the draft. Mary will give a copy of letters to Becky.

4) Fundraising Update

- a) John spoke with Pastor Peter of Covenant Church and said if we have any projects done we can talk to him and he will help out with recruiting volunteers for us.
- b) We can potentially get involved with their Food Train which gives food to families once a week.
- c) Paula met with some of the churches and they are willing to help thru other means not just financial donations. They also plan to put Paula's letter in their bulletins.
- d) Drafting and sending out personal invitations to pastors of local churches asking for their involvement would be a good idea
- e) Can we get back our money from Lions Club?
 - i) Under the impression that we lost the money because previous administration never picked it up. John plans to attend the Club's meeting to ask for money back or reapply

5) Grant Writing

- a) Looking for someone to take on this responsibility
 - i) Paula will take on this role, but will step down from fundraising
- b) Mary finished up Laura's grant writing on EFSP Phase 36

- c) Current EFSP phase grant is being done by Cambridge which is why they are paying for our utilities. But we do not know how much grant money they receive
 - i) Another point to address in our meeting with Cambridge
 - d) Not hard, just time consuming (Took Mary ~6hrs... 2hours a day for three days to finish phase 36 grant) because it asks for demographics such as population, gender, etc.
- 6) Financial Report
- a) End of July balance: \$5,767.07
 - b) End of August balance: \$5,410.41
 - i) Deductions:
 - (1) Rat Traps
 - (2) Byrd Pest
 - (3) Water leak in HOST House
 - (4) Comcast
 - c) Becky suggests to use spreadsheets or something similar to quick books to show our finances
- 7) Website Update
- a) Made the suggested edits
 - i) Took out “Naomi’s House” as an accomplishment
 - ii) Updated statistics (source: Time in Point) of 78 homeless people in Patterson as of 2020
 - (1) No specific homeless demographics from Patterson
 - iii) Added our names and titles
 - (1) Did not put personal/work emails -- if anyone needs to contact us they can use the general email
 - (2) Added in a pdf of our minutes from our meetings since Jan 2021, I’ll be updating this page with each minutes
 - iv) Added in pdfs of our minutes

(1) Becky suggests we *should* be transparent and post our financial statement because we are a public entity

v) Partners: St. Vincent de Paul Society, Sacred Heart Church and will add TIJC Ministry flyer

vi) Where should Martin's memorandum go?

(1) Under Executive Board

8) Other Updates

a) We received a donation from Martin Salmon's family member and sent a thank you letter

9) Next Meeting

a) 20 October 2021 @ 5:30pm

10) Closing Prayer