

Habitat for Humanity at U-M  
September 6, 2004  
Ginsberg Center, 7:00pm

## Minutes

### I. Attendance

Started at 7:14 pm

Katie and Stewart missing

### II. Miscellaneous Topics (Chris)

#### A. Selling/Telling/Sharing

Need to emphasize “opportunities to volunteer” not “we need you to volunteer” when trying to get our members to come out to things.

#### B. HFH at U-M; not UMHFH

Due to the Regent’s rules we are Habitat for Humanity at the University of Michigan—not UMHFH. We can get in trouble for this.

#### C. Ginsberg Center access; key to garage

Brittany and Mike need both.

#### D. Office space available Sept. 22<sup>nd</sup>; must have office hours

A list of availability to work in the office was passed around. If you didn’t sign up, contact Natalie when you have the hours you are available. If you have changes, contact Natalie.

#### E. Core (and volunteer) committee workings

##### 1. Monthly meetings

##### 2. Submit agenda and minutes to Vice President

##### 3. Create a binder for each committee

Core-You need to meet at least once a month. You should have an agenda and take minutes. These need to be turned into Natalie once a month. You should also have a binder that has all of your minutes and agendas.

Volunteer-You need a sign-in for membership points. You need agenda and minutes, no need for a binder.

#### F. Must do’s for every event

##### 1. Bring sign-in sheet

Every event must have a sign-in sheet for membership points sake. Turn these into Natalie after events.

##### 2. Submit event report to Vice President

Event report guideline will be put online.

#### G. Mass meeting plans

##### 1. Update your powerpoint slides

###### a. Keep slides brief

###### b. Approx. 7 words/7 lines per slide

##### 2. Preparation

###### a. Wear any Habitat T-shirt

###### b. Arrive at 7:00 pm

###### c. Come energized – keep it fun

Core needs to arrive at 7 to practice. Meeting will begin at 7:30. Wear any Habitat clothing, don't sit together. Mingle with out guests. We will raffle off jackets at each of our meetings

- H. Midwest Regional Conference; Oct. 7-9**  
Chris will get a schedule to Audrey.
  - I. Review mass meeting responsibilities**  
Sept. 15-Chris, Jake, Brittany, Katie  
Oct. 12-Pond room 7-9 (7:30 meeting time) Lynn, Corynn, AJ, Stewart, Audrey  
Nov. 9- Pendleton 7-9 (7:30 meeting) Natalie, Dave, Mike, Ali, Stephanie  
Core Retreat? We'd rather do dinner than a day trip.
- III. Round-robin to each core member**
- A. Webmaster (resource CD, website)**  
Jake handed out resource CD. Our website is changing a little. The system will be the same but will look different.
  - B. Fundraising (skydiving)**  
We have Oct. 2 and 3 reserved for sky diving. They can handle 40/50 people a day. It will be \$170 person and we'll get \$10-15 back per person. We'll have sign-up sheets at festifall. The silent Auction is being planned to be held at Briarwood. Chris will get back to AJ.
  - C. Volunteer Coordinator (build days for core, MI house mtg)**  
Build-Days will be as usual. We start this Saturday. There is a Michigan house kick-off meeting on Wed. September 8 at 6. Natalie, Chris, Mike, Dave, Ali, and AJ are meeting at the Ginsberg Center at 5:30. (AJ drive separate). Alie and Chris bring cars.
  - D. Publicity (info. fair sign-ups; chalking; publicity on N. Campus)**  
Sign-up to help with festifall, noth campus festifall, and Serve it Up!
  - E. On-Campus**  
Serve it Up is next Tuesday. We're trying to have a bakesale in Chem. Does Tuesday the 21<sup>st</sup> work for everyone? Yes. Chris will take care of Taste of Ann Arbor stuff.
  - F. Off-Campus**  
Homeless breakfasts are back only now we're at the new shelter. We'll need 8 people from 12-5 on 9/19, 10/17, 11/21, 1/16, 2/20, 3/20. Will need to e-mail robynas for transportation.  
Ali asked about stuff with MSU. Chris said nothing has gone on but they are meeing on 9/22 at 5 in Lansing.
  - G. Secretary (re-registration, newsletter)**  
Signature sheet signed by Natalie, Chris, AJ, Audrey, and Corynn. Katie will be working on a newsletter.
  - H. Treasurer (funding cycle)**  
BPC deadline is 9/22, CSC deadline is 9/24 and then there will be interviews. You need to let Audrey know if you buy something that could be funded. Need to save receipts. You need to give receipts to Audrey. Any event that you're having, let Audrey know what you need and how much! Specific events can be funded in LSA-SG

**I. CC Coordinator**

Collegiate Challenge is in the Spring. Dave's working on trying to reserve the vans through the U.

**IV. Final Announcements**

**A. JCWP update to be sent by email**

**B. Pass out sweatshirts (\$10 each)**