

**Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
January 13, 2008
7-9pm**

Present:	Absent:
<input checked="" type="checkbox"/> Nili Makovski	President <input type="checkbox"/>
<input type="checkbox"/> Pablo Olivera	Vice President <input checked="" type="checkbox"/>
<input type="checkbox"/> James Soukup	Treasurer <input checked="" type="checkbox"/>
<input type="checkbox"/> Kollin Steiner	Secretary <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Sylvia Davila	Programs Committee <input type="checkbox"/>
<input type="checkbox"/> Aysegul Kozak	C&E <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Haink Tu	Sustainability Committee <input type="checkbox"/>
<input checked="" type="checkbox"/> Scott Creer	Housing & Residential Life <input type="checkbox"/>
<input checked="" type="checkbox"/> Kris Graham	Manager <input type="checkbox"/>
<input type="checkbox"/> Hadley Adkins	Management Agent <input checked="" type="checkbox"/>
3 BOD Members Present	TOTAL 4 Absences

Meeting came to order at 7:12PM

Topic	Discussion
Rules	<ul style="list-style-type: none"> • Raise hand to speak • 2 minutes per turn • Hear from everyone who wants to speak before anyone has a second turn • Stay calm • Be respectful • Stay focused on topic • Stay in the meeting even if you're upset • Step up; step back
Membership Issues	<ul style="list-style-type: none"> • Mandate that all members either do laundry or serve as Ward Rep—because both save CTC money. Fall & spring clean-ups will also be mandatory because they save CTC lots of money. <p>BOD considered the possibility of mandating committee involvement the first year and then opening up the option of laundry duty subsequent years.</p> <p>PROS:</p> <ul style="list-style-type: none"> a) members doing laundry saves CTC more than \$100,000 per year; b) membership advantage was calculated to make it worth the savings that would be incurred at around one year; c) monitoring 100 households would be easier than monitoring 450; d) under the current policy, C&E is difficult and also the fines, etc. set up a negative vibe; e) Como requires both laundry and committee participation. <p>CONS:</p> <ul style="list-style-type: none"> a) would people at CTC be willing to do laundry and work on a committee? b) those that come for just one year have a very intensive year with many trips scheduled; c) dividing residents among first years versus other years would also require some monitoring; d) what about rewarding positive behavior and deciding policy based on need rather than <i>a priori</i>? e) Como has a different resident profile and also has a full-time programming staff; f) the people newest to the community would ironically be influencing it most in terms of programming and policy. <p>REBUTTALS:</p> <ul style="list-style-type: none"> a) if everyone had to do laundry duty, it would only be about twice a year; b) those that come for just one year may be nonmembers (maybe 5% of CTC are not members); c) committees would have to follow procedures—keep attendance, minutes, etc. Those that don't do laundry duty even though they signed up for it would have their membership revoked. (Now one entire ward is not cleaning their laundry room and since CTC has to pay someone to do it, everyone in that Ward has had their rent raised.); d) Kris wants similarly to have a full-time Community Development staff at CTC; e) those who are interested could still be involved beyond that first year.

Topic	Discussion
BOD Structure & Operations	<ul style="list-style-type: none"> • The Nominating Committee is appointed by the BOD and includes a Management representative (e.g., Community Development staff person) as well as 3 member-residents who may or may not be BOD or Executive Committee members. • 5 BOD members will be elected on odd years+4 on even years=9. • Eliminate the 2 appointed BOD members. • Unexpected term vacancies are up to the BOD’s discretion. • In the event of an unexpected vacancy of a BOD seat, the existing BOD can fill it with any eligible member, including former BOD members (in other words, the person filling that seat would do so only for the remainder of the departing person’s term). <p>Considerations that BOD discussed:</p> <ol style="list-style-type: none"> a) Staggering years would ensure continuity but involve more work. Can’t be sure that will have 7 quality people at the same time every time, so elect every year. b) The provision of 2 appointees raised some concerns. It’s really only the 3 or 4 continuing/ more experienced members that will be choosing these 1 or 2 additional people, not necessarily during election time, though. Would like to see new people be encouraged and given the opportunity to lead rather than constantly relying on experienced people. c) President normally doesn’t vote but is the tiebreaker if there is an even number of BOD members. BOD members will no longer have to come from any particular Ward, further reducing the urgency for replacing a BOD member immediately. Call upon former BOD members can, however, if someone has to cut his or her term short. d) BOD members can only run for election once—for 2 consecutive years. If can’t find 5 good people, BOD would treat that as an unexpected vacated seat. Talk to Donna about how to phrase it exactly.

Topic	Discussion
<p style="text-align: center;">General Management</p>	<ul style="list-style-type: none"> • Severance pay is only if termination of Manager is a result of interpersonal issues rather than professional performance. Under such an arrangement, BOD is less likely to terminate someone for trivial reasons. • BOD needs to evaluate Manager on written and agreed upon goals (co-developed with Manager). • Customer Service is addressed internally. For e.g., residents report any grievance to their Ward Rep, then to the BOD. The U is their last resort. • BOD will choose 2 members to work with U and a Consultant to evaluate Manager’s performance. U is careful not to suggest that it is supervising the Manager, however. • U wants to encourage CTC to report to the U anything Student-Affairs-related (health, well-being, mental status of students). It wants to make sure that information is communicated and that the issue is addressed appropriately. For e.g., the U would want to make sure that resources such as the police were utilized in a crime incident. Refer to the incident call-down sheet. • Management will handle staff issues utilizing an HR professional through the U or Stanton Group, etc.
<p style="text-align: center;">Committee Structure</p>	<ul style="list-style-type: none"> • 4 standing committees listed. • U cannot be CTC’s appeals system but can participate in it. Scott himself might not be appropriate but a third party can. • Appeals body cannot extend someone’s stay past student eligibility. U sets eligibility for living here. BOD sets parameters within that framework. • Appeals process wouldn’t report to BOD; it would be a separate entity that would communicate with Management. • Finance is educational committee, but can still provide feedback to BOD. Management, F&O, and BOD will all be in direct contact with each other.
<p style="text-align: center;">Ward Reps</p>	<ul style="list-style-type: none"> • Ward Reps can receive nominal compensation at end of term, but that carrot won’t be dangled in front of them.

Topic	Discussion
<p style="text-align: center;">BOD Officers</p>	<ul style="list-style-type: none"> • Officers elected annually by BOD.
<p style="text-align: center;">Timeline</p>	<ul style="list-style-type: none"> • January 13, 2009 Structural Changes meeting • January 14?, 2009 Hank send to Pablo and Donna what happened tonight; Pablo will provide feedback as necessary; she will turn it around in about a week • January 21?, 2009 Get summary ready for community. Don't send out much—just letter explaining purpose behind the changes and include brief summary of changes: 9 elected, 5-4 staggered 2-year terms; 4 standing committee • January 28, 2009 Community feedback meeting (Vidhya will take minutes) with at least Haink & Pablo + Scott and as many other BOD as possible • February 4, 2009 Hank will incorporate those changes and provide to BOD • February 10, 2009 Exec Meeting; tentatively use to approve changes • February 11, 2009 Get any changes to Donna • February 19, 2009 Donna gets changes done • March 4, 2009 Community Meeting
	<p>Meeting adjourned at 9:08pm</p>

Submitted by Vidhya Shanker