

**Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
April 26, 2017
6:30pm – 8:00pm**

Present:

Absent:

<input type="checkbox"/>	Kimberly Weaver Olson	Board President	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Michael Herrmann	Board Vice President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Guisheng Zhang	Board Treasurer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chris Crosby	Board Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lacee Clark	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Paul Bigwood	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Grace Bell	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rong Han	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Javi Monardez	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ben Campbell	Visitor	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Scott Creer	Housing & Residential Life	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Hadley Adkins	General Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Operations Manager	<input type="checkbox"/>

Total: 8 Present, 1 absent

Meeting Rules

1. Raise hand to speak
2. Two minutes per person
3. Give everyone a chance to participate
4. Stay calm, be respectful and do not get personal
5. Stay at the meeting (even if you get upset)

Meeting Preparation

1. Please read all documents in board packet in advance
2. Please let the group know in advance if you will be late or cannot make it to the meeting

6:30 - 6:33 Welcome, Choose Time Keeper and Process Assistant

Timekeeper: Lacey

Process assistant: Lacey

6:33 - 6:36 Resident Voice: Ben Campbell is voicing his concern on 9560 eligibility.

- As a result of the change of post-doctoral eligibility of professionals in training, the 9560 job code is no longer listed as eligible for CTC residency. The loophole is that an ineligible resident could take one credit and come up eligible during a semester roster check. Eligibility is not checked in summer, so classes only needed in Spring and Fall.

6:36 – 7:06**Scott Creer:** University project updates

- Facilities History- look at document that covers all capital projects from 1976 to now.
 - Boiler system replacement, mold rehab, streets and parking, waterproofing 1 bedrooms have been large capital projects, along with some smaller projects.
 - Another large project was taking down Thatcher Hall where staff and students co-mingled. This was taken down in 1980s.
- 2-bedroom split study from a third party will come in to complete this study. This is an FY18 project and the study will start July 1, 2017. The study will assess and compare the costs to: 1) renovate the facilities, 2) replace like for like, or 3) rebuild units in a high-density fashion.
 - Numbers are hoped to be available by November 2017.
 - Initial cost thought will be 32-40 million. 202 units.
 - The existing 2BR splits units only recently got new doors and new boiler systems.
 - \$240 per square foot estimate for University costs.
 - Question: Will we (CTC and board) be involved in discussion after survey and discussion? Answer: You will be informed, but it is above CTC as a facility.
 - CTC could not take on the cost of renovating the facilities, this is why the decision to demolishing the one bedrooms was decided by HRL. There was a quick comparison of the financial impact of CTC taking on the cost of renovating the 2BR splits versus the financial cost of folding the costs into our 'University Requirements' line item. A back-of-the-envelope calculation indicated that CTC taking on the costs would result in much higher rent costs. This is also given as the thinking behind why the decision to demolish the 1 BR buildings was made by HRL.
 - Demo costs should be under \$100K for building. Adding \$1M for demoing all as an estimate.
- CTC Management requests feedback/ results on University tour done April 13, 2017.
 - University administrators thought the property was clean and well kept for its age.

- Questions from University personnel were focused on market demand, market capture rate, and the 10 year and 25-year capital plans. HRL doesn't do a 25-year plan, only 10 years, taking into account the University 10-year plan. The 25-year plan for the St. Paul campus plan is changing through University regents and Master planning committee. There is ongoing discussion about downsizing St. Paul and which services will be needed. The St. Paul student center needs replacement.
- Mentioned possible interest in CTC residents wanting to use Baily hall UDS. Scott will confirm if Baily hall UDS is open to all and which currency is taken.
- Mumps and Measles are required for University student. Partners or family members are not required.
 - Encourage all CTC residents to follow University policy.
 - Campus has had outbreaks in mumps
 - University is still measles-free
 - Should we do education, vaccination clinics?
 - Scott will follow up with Boynton about vaccine requirements.
 - Scott is requesting the number of children on property in how many units.
- Other projects: There are only a few capital projects for FY18
- Fifield Place road will be moved to FY 19 (July 2018)
- Child Care money is to be reallocated to Parent Help Center, where student parents will be able to register for child care grants. Plans for this have not been fully finalized, and work proceeds to determine who will be eligible to apply for child care grants. Graduate students should get it.

7:06 – 7:14

House Keeping:

- Terrace Times article:
 - Grace- spring time clean up- yard sale
 - Add announcement to welcome new board members in Terrace Times
- Direction for Pet Policy Review
 - Changing legislation and an increasing number of support dogs indicates that CTC policy on pet dogs may need to be changed in the future. To prepare for this, the current board recommends that once the new board is seated, a task force be formed to look into the implications and concerns of a new pet policy allowing dogs. The intent is to help CTC be well prepared for this potential change. The task force mandate would be to consider the implications of such a change from the standpoint of both resident concerns and legal concerns, as well as logistical issues.

7:14 – 7:15

Approve: Packet / Agenda / Consent Agenda

-this is an add or drop time only leading to an up or down vote. Any concerns or questions with the packet should be attended to during monthly reading of the packet prior to the meeting. (Financial, Management Report, Meeting Minutes, Committee Minutes, etc.) Address questions to Exec Committee or GM.

- *Javi moves to approve the consent agenda, agenda and packet; Paul seconds; 7 approve, 0 opposed.*

7:15 – 8:00

Informal discussion- Policy, Future issues, events, community concerns etc.

- Future Board Social date options, are families invited and what type of gathering/ food choices will be needed.
- Scott will provide Monthly report prior to board meeting for the board to review. This will allow time for board members to read in advance and formulate questions.

8:00

Close board meeting