

**Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
April 15, 2014
6:30pm – 8:00pm**

Present:

Absent:

<input checked="" type="checkbox"/>	Ryan Thompson	Board President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Prabin Bajgain	Board Vice President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Michael Billington	Board Treasurer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Danielle Mahoehney	Board Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Tasneem Anwar	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shipi Kankane	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Hina Mittal	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Touba Khurshid Malmi	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dipti Karki	Board Director	<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 checked="" type="checkbox"/>	Shanea Schmelling	Minute Taker	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Hadley Adkins	Operations Manager	<input type="checkbox"/>

**Meeting came to order
at 6:30PM**

1 absences

Introduction

Rules

- Raise hand to speak
- Two minutes per turn
- Give everyone a chance to participate
- Stay calm
- Be respectful
- Be Prepared and read Board Packet in advance
- Inform President or General manager if you are going to be gone or late

Time Keeper: Danielle

Process Assistant: Danielle

House Keeping:

1. Results of the Board of Directors email voting on Doors, Picnic Shelter and lighting for the record.
 - i. Doors and lighting: Move forward with building improvements. All (9) approve. (0) oppose. 0 abstain.
 - ii. Picnic Shelter: Move forward with rectangular shelter All (9) for shelter. (5-2 in favor of rectangular)
2. Annual Report assignment update:
 - i. Board of directors will write reports by Friday, April 18, 2014.
3. Assign Terrace Times article—Due April 28th
 - i. Topic: upcoming smoking change starting July 1, 2014
 - ii. Dipti will write article.

Approve: Packet/Agenda/Consent Agenda

- No changes or corrections

Danielle moves to approve the consent agenda. Seconded by Hina. 8 approve. 0 oppose. 0 abstain.

General manager's report: Mike Billington, CTC Treasurer and Kris will discuss recent billing deception by a long time vendor, the nature of this kind of fraudulence and what was done to correct and prevent it. *Objective: a time for the board to get to know the GM, ask questions and learn about the position of General Manger.*

- Individual claims that he was not aware that the over charging was being done until it was acknowledged.
- Accepted that we were overcharged and has said he is taking it very seriously and he will be on time with all monthly payments.
- If payments are not made, court matters will proceed.

- When the issue was found, he was immediately fired.

Scott Creer, UM Liaison; Monthly update:

- Only summer project coming up is Fifield Street behind Community Center building. Street and Storm water repairs. Curbs, gutters and street will all be ripped up.
- Is a quick (under 5 weeks) project.
- Soil boring found contaminated soil. This may cause more money, depending on the extra steps needed to proceed.
- More details will be given after soil results come about.
- Decision needs to be made if CTC is going to require the University to repaint the numbers on the curbs that are going to be torn.
- Visitor parking is having trouble enforcing. It is suggested to drop meters. If this decision is made, the University will pay for those locations that are on Fifield during the street repair.
- Decision on street painting needs to be made before project starts in July. Decision needs to be made at June meeting.

Annual Meeting: Review and Assign roles at the annual meeting.

- Ryan will be at 4pm lighting/digital meeting.
- Agenda will be given to board from Kris. Board will decide who is doing what.
- Speech about volunteer opportunities:
- Speech about thinking about joining board for next year
- Speech on how much time was spent in the last year on internet topic
- Vote 4 new members in: 5 applicants have been submitted.

Add Slides: exercise equipment and map, picnic shelter to come, grills and map, sustainability (mike b).

Pizza will be provided to board at 6pm. (ward reps).

Recommend Future Agenda items:

- Establishing a fine to enforce if caught smoking on CTC Grounds.
- Establish smoking locations- public city sidewalks- Cleveland and Como Ave
- Visitor parking
- Painting numbers for parking spots
- Spring celebration

Closure and Evaluation

Meeting adjourned at 7:25pm

General Manager's Performance review: Recommendations and approval