

Commonwealth Terrace Cooperative, Inc.  
 Board of Directors  
 Meeting Minutes  
 February 22, 2017  
 6:30pm – 8:00pm

**Present:**

**Absent:**

<input checked="" type="checkbox"/>	Kimberly Weaver	Board President	<input type="checkbox"/>
	Olson		
<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 type="checkbox"/>	Rong Han	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Javi Monardez	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lance Dillanberg	Visitor	<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"/>	Hadley Adkins	Operations Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Minute Taker	<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: Paul Bigwood

Process assistant: Michael Herrmann

**6:35 - 7:00 Scott Creer: University project updates**

- Electrical system- study and estimates have been received. The design phase of this project has been initiated and we are looking at proposals. This is about a \$3million dollar project. Of this total, the replacement/repair of the transformers will be about \$680,000, to be paid by HRL. The remaining is paid through Utilities to FM. The transformers for one bedrooms are not going to be invested in until it actually loses power.
- Child Care Center update: Fees will be set aside to use as grants that are available to all students through the Student Parent Help Center.
  - Javi- received an email that you have to be a resident to receive this grant and international students are not eligible for this grant. Javi will forward this to Scott and Kim.
- Guardrails on Cleveland: Ramsey county project manager who is in charge of the Cleveland reconstruction in 2020 said they would fix the current road design at that time.
  - Chevrons have not yet been installed.
- Housing and Residential Life has advocated to remove the Coyotes, but FM will not pay for the removal because it's \$10,000.

**7:00 – 7:10 House Keeping:**

- Terrace Times article: Javi – Board Recruitment topic
- Annual meeting Date: Thursday, April 20, 2017
  - Will change monthly cooking class date for April
- Discuss recruitment of new board members, at least 4 will be needed.
  - Michael has talked to Basma and Lance.
  - Having sign in office and laundry rooms. Chris will design.
  - Javi will talk to Luis or Valeska, Carlos
  - Internal staff can reach out to committee members and Ward Reps.
  - Homework- Each board member reaches out to their personal Ward Rep for them to share their personal email to reach out to their wards.
  - Shanea will send to all Ward reps because all won't be represented from the board emails above.

**7:10 – 7:11 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.*

- *Michael moves to approve the consent agenda, agenda and packet and November Minutes approval of board minutes; Grace seconds; 7 approve, 0 opposed.*

7:11 – 7:33

**Communication Protocol - Hadley**

- Our CTC attorney, Donna, provides the legal aspects of board communication and how to collectively work as a board.
- When information from CTC employees is requested, board members should discuss the issue and agree that requesting the information is warranted, then make the request to the General manager, who will direct staff to complete any tasks. The General manager will give the requested material to the board.
- The issue of intra-board communication was discussed: Board members can initiate discussion on issues of concern that come up between board meetings, by e-mail to fellow board members with the understanding that all board members weigh in on the issue by “reply all” in a timely manner (as requested in the e-mail.) The intent is to enable the board to discuss an issue and, when appropriate, request information from CTC through the GM (as described above.)
- Review the meeting rules at top of each agenda.
  - Raise hand to speak
  - Two minutes per person
  - Give everyone a chance to participate
  - Stay calm, be respectful and do not get personal
  - Stay at the meeting (even if you get upset)
- When submitting a request for information from CTC, be mindful of what the intentions are. Is it serving the mission of the coop?
- Email protocol; standard courtesy to reply within 24 hours. Reply All. Agree or disagree needs a reply.
- In a meeting in which additional discussion of a topic on the consent agenda is needed: Consent agendas can be modified. Items can be moved out of a current consent agenda and tabled to the following month’s consent agenda to allow continued discussion. Also, there is an informal discussion time to bring up new items for next agenda.

7:34 – 7:47

**Pet Policy Review - Michael**

- *Propose the idea to go through current pet policy and open up to dogs. This could include a specific location on property specifically for dogs.*
- *This policy does not have to go through the U of MN, this is a CTC policy.*
- *History when the current policy was created; the board of directors created this and it was a discussion to include dogs, but was not added.*
- *GM suggests creating a task force to gather information on the pros and cons of allowing dogs.*
  - *Can we get quantitative data about the change of increased TURN costs or land care?*

7:48 – 8:03

**CTC Hosted Diversity Event (Sponsored by Board & Programs) - Kim**

- The executive committee meeting discussed the idea of having an event on how people could get resources and where they go to give opinions or getting reassurance of how they are welcome in MN or USA.
- Build on the meeting in December with ISSS. They are a resource that we can use here at CTC and not just going to their ISSS office. Talk to them about the possibility of their coming here for office hours or special meetings.
- Maybe this brings the idea of changing the mission statement? Does it show inclusion?

- Adding different tables to the Community Celebration for diversity topics and resources.
- Kim's thought is to get information from ISSS about what they have done in the past.

**8:03 – 8:18**      **Informal discussion- Policy, Future issues, events, community concerns etc.**

- Eligibility
- Agenda for annual meeting will be on next months' agenda
- Terrace times adding cultural corner and other resources within the area
- Be involved early with giving input to future changes.

**8:19**

**Close board meeting**