

**Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
January 21, 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 checked="" type="checkbox"/>	Touba Khurshid Malmi	Board Director	<input 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 6:37PM**

0 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: Prabin

Process Assistant: Prabin

House Keeping:

1. Potential Annual Meeting Date, Tuesday, April 22nd: Confirmed
2. Assign Terrace Times article for February- Due January 31st: Danielle- Adult Task force events Karaoke event and others
3. Introduction to Dipti Karki, Approve her as new board member, Fill in for Bryan Runck
 - i. **Hina motions to approve Dipti as the new board member. Prabin Seconded. 7 approve. 0 oppose. 0 abstain.**

Approve: Packet/Agenda/Consent Agenda

- Updated changes of the bylaws were sent out in additional email from the packet.
- Redline version in WORD to be done by CTC Lawyer which will be given to University Liaison.
- Management Report suggestion: Add building numbers for large maintenance projects so the board can correlate where they projects are being completed. What buildings are affected on major products. Also a table for projects showing completion dates.
- Security cameras have been ordered and working on an installation date by mid February. Finalizing the details of the access system and motion censor lighting.
- Special needs/handicap option to be added to the room reservation form so a special key to be available to access the back door when the daycare wall gets put up.
- Likes the block schedule option for room reservations.
- Room cancellation fee was added to the form- need to cancel within 24 hours to cancel.

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

2014-2015 Operating Budget approval:

- Finance committee met 1/20/2014.
- Nothing major was pointed out with Pat, accountant.
- Board had initiated the cold water laundry machines. One member would like to look at the impact it has.
- GM called the Gas company to see what it costs in gas to heat the water. She received numbers of the total for the year of what a washer costs to heat.
 - Haven't seen a large impact of negative comments from residents.
 - Sign will be put in laundry room to leave washer door open to avoid mildew. It will also be put a small article in the Terrace Times.
- Finance committee approved the budget.

Michael move to approve the 2014-2015 operating budget. Seconded by Hina. 8 approve, 0 oppose. 0 abstain.

General manager's Report: Policy Enforcement philosophy (policies are all in the CTC Handbook)

Objective: a time for the board to get to know the GM, ask questions and learn about the position of General Manger.

- Explanation of how the management staff educates residents through enforcement with fines.
- We inform everyone with the resident handbook and new resident orientation so that all residents are well informed. Those that choose not to read or go to these things, then they are not informed, but we gave all avenues to inform them.
- Less problems with residents and fines through the last few years.

Scott Creer, UM Liaison; Monthly update:

Project update:

- Waterproofing project is complete.
- 1 one bedroom building was not waterproofed, because it was not leaking, we get to close insurance claim that has been open for 2 years.
- Streets and storm water redesign is in focus of Fifield Street north of the Community Center and will be upcoming Summer 2014. Site survey has been done.
- Storm water management is a part of the project and will drain into Sarita wetland
- CSCC will be getting University internet installed this year.

- When the current Comcast contract ends, it will be something for us to look at and see how it has worked and then CTC can consider the change again.
- University is moving towards a smoke free campus and that would include CTC property.

Approve the Bylaw changes:

- Inform resident 60 days prior to a meeting that the bylaws are going to be changed.
- Written copies can be given, but after University has final written approval.

New changes in last month that haven't already been approved earlier-

1. Conciliation committee is now going to be an ad hoc committee from the board of directors and will not be the residents.
2. Have the opportunity ask anyone to leave, University Liaison, General manager or other CTC staff.

This year's annual meeting will run from old Bylaws because they haven't been approved yet.

Discuss board participation in upcoming board recruitment events: Last year the board managed the Bingo game at the Casino night and did a great job. In addition this year the Karaoke night is planned. This year we need to throw some recruitment into the mix. Ideas please.

- Last year's Casino night did go well being run by Board of Directors.
- Have something designed ahead of time to tell them- given extra tickets if they turn in the application.
- Karaoke- 3-4 times the board talks about recruitment.
- Karaoke- Ryan, Hina, Danielle, Mike, Shipi
- Casino- Ryan, Mike

Additional comments:

- Would like to shut hot water off all washing machines.
- Safety alert emails from University are now open to everyone now.
- Add shipi to Adult task force emails.

Closure and Evaluation

Meeting adjourned at 7:50pm