

**Commonwealth Terrace Cooperative, Inc.  
Board of Directors  
Meeting Minutes  
July 22, 2015  
6:30pm – 8:30pm**

**Present:**

**Absent:**

<input checked="" type="checkbox"/>	Kimberly Weaver Olson	Board President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Joshua Motz	Board Vice President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chris Crosby	Board Treasurer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lacee Clark	Board Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lisiane Pruinelli	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rong Han	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Divya Bhaskaran	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Fahad Kidwai	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dhondup Dorjee Shokta	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Scott Creer	Housing & Residential Life	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kris Graham	Manager	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Hadley Adkins	Operations Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Minute Taker	<input type="checkbox"/>

**Rules**

- Raise hand to speak
- Two minutes per turn
- Give everyone a chance to participate
- Stay calm, Be respectful and do not get personal
- Stay at the meeting (even if you get upset)
- Be Prepared and read Board Packet in advance
- Inform President or General manager if you are going to be gone or late

**Introduction****Welcome, Choose Time Keeper and Process Assistant**

Time Keeper: Kimberly

Process Assistant: Kimberly

Select new Executive Committee: Select the new board officers for the coming year. President, Vice President, Treasurer, Secretary.

*Interested in each position:*

**Secretary:** Lacey

**Treasurer:** Chris

**Vice President:** Josh

**President:** Kim

*Lisian moves the motion to approve Kimberly as President, Josh as Vice President, Chris as Treasurer and Lacey as Secretary. Divia Seconds. Approve (8). Opposed (0).*

**House Keeping:**

1. Introduce Board members
2. Assign Terrace Times article -- July 30th  
Lisiane – topic will be discussed with Hadley.
3. Board Orientation (official Board meeting) – August 26<sup>th</sup> (6:00pm). Dinner at 5:30pm.

**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 (Financial, Management Report, Meeting Minutes, Committee Minutes, etc.). Address questions to Exec Committee or GM.*

*Divya move to approve the agenda for July minutes after removing the University liaison discussion and moves to wait to approve/oppose the board package and consent agenda during the August meeting. Kimberly second. (8) approve. (0) opposed.*

- Remove University Liaison discussion because Scott is not present at meeting.

**Operations Manager:** Introduce CTC Team – Overview of job responsibilities operations manager

General manager- Kris Graham

Operations Manager – Hadley Adkins

Maintenance Manager- Jeff Ciesynski

Housing and Events Coordinator- Shanea Schmelling

Maintenance Technicians- Greg, Arthur, Tim

Front Desk Team- Kathy and Sarah

Accountant- Pat Larson

**Select the board members who will work with committees (Finance, Programs, and Operations)**

Chris (Treasurer) will work with Finance Committee.

Kim (President) will work with Operations Committee and be a point of Contact.

Fahad will work with Shanea and the Programs committee.

**National Night Out:** Tuesday, August 4—Discuss the event process, each board member to choose wards to coach for the event.

1 national night out coordination will be needed for each ward. This would then be 2 people per pot luck site.

Training will be held on 7/30/2015.

Ward 1 (W5): Chris and Dhondup Dorjee

Ward 3 (W9): Josh and Rong

Ward 10 (W11): Lisian

Ward 6 (W7): Kim

Ward 4 and 8: Lacey

Ward 12 and 13: Fahad

Ward 14 and 15: Diviya

**Close meeting 7:35pm**