

**Commonwealth Terrace Cooperative, Inc.  
Board of Directors  
Meeting Minutes  
July 17, 2013  
7:00pm – 8:30pm**

**Present:**

**Absent:**

<input checked="" type="checkbox"/>	Ryan Thompson	Board President	<input type="checkbox"/>
<input type="checkbox"/>	Bryan Runck	Board Vice President	<input checked="" 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"/>	Prabin Bajgain	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"/>	Shipi Kankane	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Katrina Cuffey	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"/>

**2 absences**

**Meeting came to order  
at 7:04PM**

**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: Ryan

Process Assistant: Mike

**House Keeping:**

1. **Select new 2013-2014 Executive committee and committee liaisons:**
  - a. Board President: Ryan Thompson
  - b. Vice President: Bryan Runck
  - c. Treasurer: Mike Billington
  - d. Secretary: Danielle Mahoehney
2. **Assign Terrace Times article for August-Due July 29<sup>th</sup>:** Ryan will write on the topic National Night Out Event

**Approve: Packet/Agenda/Consent Agenda**

*Danielle moves to approve the consent agenda. Seconded by Hina. 6 approve. 0 oppose. 0 abstain.*

**Scott Creer, UM Liaison; monthly update:**

- Submit waterproofing CPR – to complete project process.
- Heating system to be completed on schedule prior to heating season starting.

**Board involvement in the National Night Out.** Choose ward/s to represent from enclosed map.

- Board members should attend their ward area, but is encouraged to go around to visit with others.
- One board member will be assigned to one of the 7 location sites.
- Each board member will meet with the volunteers for each ward prior to event to answer any questions.
- CTC Staff will set up ice water and garbage/recycling in advance at picnic tables.
- Encourage to bring plates and cups and a dish to share with everyone.

- Ward 3-9- Tasneem, (Shipi, Ryan, Prabin)
- Ward 15- Hina, Shipi
- Ward 12-13- Danielle
- Ward 1-5- Mike, Toube
- Ward 6-7: Ryan
- Ward 10-11: Prabin
- Ward 4-8: Bryan

Name tags with lanyards for board members and sticky nametags for ward reps. Extra nametags for residents who attend the potluck.

**Discuss the annual planning that was done at the New Board Member orientation/social event in June with current board members and additional orientation with Donna Hanbery in July etc. Any questions.**

- Annual Planning:
  - Brain storming in small groups
  - Chris was compiling all notes

**By-Law Changes—meeting update (Katie Cuffey, Alexis Powell, Bran Runck, Prabin Bajgain**

- Push agenda item to August meeting. Nobody was able to report.
- Agenda will be posted monthly on the Website Friday before meeting.

**Landscape task force presentation of work for past year**

- Push agenda item to August meeting. Nobody able to report.
- May consider adding composting bins.
  - People don't know how to compost
  - Get people to compost properly
  - Involve CTC in the U of M Composting Collection?
    - Have Kris and Scott discuss this in a separate meeting to see if this is a feasible idea with costs and what time frame it would take to get this at CTC.

Ryan was asked to contact ISSS for ideas about better involving the Chinese population in the cooperative. Ryan will give report on this next meeting assuming his questions are answered in a timely manner.

Creative ways to enforce guest police will be added to next month agenda.

Scott will give updates/training on Management Agreement in monthly update.

Doodle event will be created to see possibilities of changing meeting time each month.

**Closure and Evaluation**

**Meeting adjourned at 8:07pm**