

**Commonwealth Terrace Cooperative, Inc.  
Board of Directors  
Meeting Minutes  
July 27, 2016  
6:30pm – 8:30pm**

**Present:**

**Absent:**

<input checked="" type="checkbox"/>	Kimberly Weaver Olson	Board President	<input type="checkbox"/>
<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 type="checkbox"/>	Lacee Clark	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Robert Andrade	Future Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Paul Bigwood	Future Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Grace Bell	Future Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rong Han	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"/>	Hadley Adkins	Operations Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Minute Taker	<input type="checkbox"/>

**Total: 8 Present, 1 absent**

## 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

Time Keeper: Chris Crosby

Process Assistant: Robert Andrade

## Introduction

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

### House Keeping:

1. Welcome to new board members
  - Guests: Sarah Herrmann
  - Correct email: Guisheng Zhang – [gshzhangjy@gmail.com](mailto:gshzhangjy@gmail.com) and phone number 612-805-3227
2. Board vote to accept Michael Herrmann to the BOD to replace Joshua Motz
  - **Chris moves to induct Michael to the board of directors. Paul seconded. All (6) approve. 0 opposed.**
3. Select new Board officers, President, Vice President, Treasurer, and Secretary
  - President: Kimberly Weaver Olson
  - Vice President: Michael Herrmann
  - Treasurer: Guisheng Zhang
  - Secretary: Chris Crosby
  - **Grace moves to approve those nominated for the executive board. Robert Second. All (7) approve. 0 opposed.**
4. Assign Terrace Times article – Due July 29<sup>th</sup>
  - Kimberly- Road construction reminders/ open parking
5. National Night out-
  - Encourage your neighbors to come, helping if the ward doesn't have a volunteer.
  - 6pm, 5/28/16, volunteer training
6. Date for August board meeting/ Board Training Attorney has the 24<sup>th</sup> on hold for our training.
  - Confirm board training for 6pm, August 24<sup>th</sup>
  - Continue with 4<sup>th</sup> Wednesday each month for future meetings.

### 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.*

**Grace moves to approve the board package, agenda and consent agenda with the change of the management agreement addendum location in the agenda to be moved ahead of the General Manager update. Robert second. All (7) approve. 0 opposed.**

**Scott Creer, University liaison:** Updates and University News

- Knapp Street construction is currently about 1 week behind schedule.
- Doors project is continuing. \$1,000,000 project to replace doors and storm doors of the two bedroom splits.
  - Board member asks: How do you choose contractors? Goes out as a public bid process for compliance. Request For Proposal (RFP) for design services or bills come in. Evaluators get to evaluate contractors based on contractors' experience. The University alone is in charge of the decisions of the physical infrastructure of the property.

**Management Agreement Addendum approval:**

Propose to listen to Scott to describe what was written for the management agreement addendum and ask Scott questions about the written addendum.

The speakers of the following comments are as indicated:

*Scott expressed his understanding of the process that should occur when new contractual agreements are written between CTC and the University:* CTC pays attorney to review a document, who then is expected to contact the University attorney with any changes instead of / before bringing it back to CTC board or management.

Scott: The addendum provides clarity to who CTC can offer units too. Previously it was ambiguous to postdoctoral and medical residents, but it did not specific job codes or order of eligibility. Postdoctoral or professionals in training do not pay a tuition fee so are eligible behind graduate students. They do receive an income, but they are not paying tuition like a graduate student. The Priority should be grad students for affordable housing.

1. Scott: Board member would like to clarify the 999 status and if they are eligible to stay at CTC. Each 999 status will need to be handled on a case by case basis, because some 999 are not actually enrolled or actively working on research. Some 999 students are not actually doing anything with the University.
2. Scott: Thesis credit status is different 999 statuses. Thesis credit is eligible.
3. Board: CTC Management feel that families should be a priority. Such that a family with a postdoctoral status should be over a single graduate student.
  - a. Scott: A graduate student is a student paying tuition rather than a post doc who is getting a salary.
4. Scott: "Actively enrolled" as described by Scott is receiving credit. Postdoctoral are on a different clarification under professionals in training.

Board: The board is not ready to vote for approval at tonight's meeting and would like to have a deeper discussion and bring it back to the University before approving.

Scott: The University states that they will not add the language of the research associates being grandfathered in that CTC's attorney has sent forward. The University will also not be adding it to the rental addendum because those individuals have been addressed already and feels that it does not need to be in this addendum.

Scott: The University would like to know if the board is not willing to accepting the addendum now, what is the current process of offering units.

- Board: CTC is currently only offering units to Graduate students, Professionals in training as discussed after the Research Scholars meeting were grandfathered.

Board: A brief summary is described to all new board members about why this is a discussion today and the purpose of the Management Agreement Addendum that is being brought forth.

Board: The University presented their versions of the update, but CTC feels that additional language is needed.

Board: CTC board would like to include language in the Management Agreement Addendum about the current residents and the grandfathered residents that the University agreed to allow to stay for their 7 years, and add details of 999 statuses as to the criteria to be taken into account in determining residency eligibility as they are handled on a case by case basis.

Board: Every resident who has been grandfathered under an umbrella letter from the University (provided on May 11, 2016) has a copy of that letter documented in their residents' file. All residents should be fine, but without it in the management agreement, we cannot guarantee that it will hold.

Board: More language is needed in the rental addendum. Even if the language is simple enough to say 'Case by Case'. The letter given to the grandfathered residents should be added as an addendum as a legal document.

Board: Would like to follow up with google doc to hash out the details between the board to make sure certain areas are added. This will be given to CTC management to follow up with the attorney.

#### **General Manager update: Resume and discussion on succession planning**

- General Manger, Kris, is retiring and has a succession plan proposal for the Board of Directors. She encourage you to read and learn more about the Board's role in hiring the new general manager to get through this process. There is a consultant that is working with Kris on the recommendations to this process.
- This information and details will be included in the next board meeting.

#### **Comcast Internet Contract approval**

- Removed from agenda as the contract is not ready. Comcast wants the University involved and a signatory on the contract. Comcast needs to know that the contract should only be between Commonwealth and Comcast, not the University.
- The board has previously decided that the approval of the Comcast contract can be done by email. Kris will send it to the board by email when available.

#### **Transfer funds form unsuccessful picnic shelter project to tennis court project.**

Management is looking at contractors to resurface the Tennis court to do pickle ball, tennis court, basketball and adjustable nets for badminton. Hopscotch, 4 corners and other games still be available.

***Michael motions to transfer the funds that were designated to the unsuccessful shelter project to the new tennis court resurfacing. Chris second. All (7) approve. 0 opposed***

#### **Recommend/ Discuss Future Agenda items:**

**Informal Evaluation—Recap of assignments, recommend Future Agenda Ideas:**

- none

***Meeting closed at 8:34pm***