

**Commonwealth Terrace Cooperative, Inc.  
Board of Directors  
Meeting Minutes  
June 17, 2014  
6:00pm – 7:00pm**

**Present:**

**Absent:**

<input type="checkbox"/>	Ryan Thompson	Board President	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Prabin Bajgain	Board Vice President	<input type="checkbox"/>
<input type="checkbox"/>	Michael Billington	Board Treasurer	<input checked="" 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 type="checkbox"/>	Touba Khurshid Malmi	Board Director	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dipti Karki	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Radhikaa Vernekar	Future Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Divya Bhaskaran	Future Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lisiane Pruinelli	Future Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Fahad Kidwai	Future 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 6:00PM**

**4 absences**

**Introduction****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: Danielle

Process Assistant: Danielle

**House Keeping:**

1. Welcome New CTC Board members to board:
  - i. Set a Date and Time for New Board Orientation in July. The 15<sup>th</sup> is the Board Meeting 6:00pm.
  - ii. Preferred Orientation 7:00pm-8:30pm on 7/15/14
2. Discuss the Spring Celebration what worked, what didn't, Child Care participation
  - i. Different than last year(rain/in community center 2013): very open, felt that people enjoyed it this year.
  - ii. Food back up. Positive or negative?
  - iii. Best out of the 3 years she has attended.
  - iv. Very organized with combination of CCCC
  - v. Healthy food choice would be better – comments from some residents.
3. Board Activities:
  - i. Dinner for out going and new members mixed to get to know each other and for out going board member to acquaint new board members with the rules and expectations June 17<sup>th</sup> 7:00pm after June board meeting.
4. Assign Terrace Times article--- Introduce new board members—Due June 30<sup>th</sup>
  - i. Take pictures of board
  - ii. Answer a few questions about yourself.
  - iii. Check out board in hallway
  - iv. This month will be done by Staff.

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

*Danielle moves to approve the consent agenda. Seconded by Hina. 5 approve. 0 oppose. 0 abstain.*

**General manager's report:** Board and Staff Responsibilities, what the manager is responsible for. *Objective: A time for the board to get to know the GM, ask questions and learn about the position of the General Manger.*

- How the board works with the management office.
- Understand that the board can listen to residents, but if it's not something a board member should handle, send them to the management office
- The general managers office is always open to communicate
- It's important that everyone works together as a group and build trust.

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

- Sometime after July 1<sup>st</sup> Fifield street North of the community center will be ripped up. Should take 6 weeks until completion.
- After that, other streets will be looked at for designed.

**Current board members:** Discuss the current Mission and Goals of the board of Directors and Cooperative

- This was completed in 2009 through a lot of strategic planning.
- Vision, mission, values have been established by that board. Values may be different and you could add goals. Recommended to revisit this and see if this is the direction the board wants to continue with.
- Look through this and inform the general manager if you would like to see things change.

**New Executive Committee selection:** Select the new board officers for the coming year.

President, Vice President, Treasurer, Secretary.

- President: Mike Billington
  - *Prabin moves to elect Mike as the President for the new board. Shipi Seconded. All 9 in favor.*
- Vice President: Tasneem
  - *Prabin moves to elect Tasneem as the Vice President for the new Board. Hina Seconded. All 9 in favor.*
- Treasurer: Lisiane Pruinelli
  - *Prabin moves to elect Lisiane as the Treasurer for the new Board. Danielle Seconded. All 9 in favor.*

Secretary: Touba Khurshid Malmi

- *Prabin moves to elect Touba as the Secretary for the new Board. Tasneem Seconded. All 9 in favor.*

**Closure and Evaluation**

**Meeting adjourned at 7:00pm**