Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
March 18, 2014
6:30pm – 8:00pm

Present:			Absent:
☒	Ryan Thompson	Board President	☐
☒	Prabin Bajgain	Board Vice President	☐
☒	Michael Billington	Board Treasurer	☐
☒	Danielle Mahoehney	Board Secretary	☐
☒	Tasneem Anwar	Board Director	☐
☐	Shipi Kankane	Board Director	☒
☐	Hina Mittal	Board Director	☒
☐	Touba Khurshid Malmi	Board Director	☒
☒	Dipti Karki	Board Director	☐
☒	Scott Creer	Housing & Residential Life	☐
☒	Kris Graham	Manager	☐
☒	Shanea Schmelling	Minute Taker	☐
☒	Hadley Adkins	Operations Manager	☐

Meeting came to order at 6:33PM

3 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. Evaluate Casino Night
    i. Good turn out.
    ii. Appreciation of staff in set up, through event and into clean up.
2. Assign Terrace Times Article—Due March 28th
    i. Ryan T. writing about neighborly courtesy, Noise, laundry, quiet hours (one bedroom).
    ii. Parking article – registering parking not using visitor parking.
3. Need to find at least 2 more new board members.
    i. Follow up with those that said they would submit applications.
4. Spring Celebration with Child Care's 40 Anniversary, May 22nd
    i. Change of date – May 21st
    ii. Charge for food?
        1. Agree with charging, to help with control and tracking.

Approve: Packet/Agenda/Consent Agenda

- Everything looks good

Prabin moves to approve the consent agenda. Seconded by Mike. 4 approve. 0 oppose. 0 abstain.

General manager's report: Discussion about how the stability of the board and manager relates to the large money saving over time. *Objective: a time for the board to get to know the GM, ask questions and learn about the position of General Manger.*

- This was brought to discus how important it is for the board and General Manager to communicate and get along.
- Prior to the Current Management, there were 6 managers in 3.5 years. This was a time when the board didn't understand their rolls and management was up and down.
- There are large expenses that go along with turmoil of a board. The lawyer's comments about changing the bylaws were because she had seen past turmoil.
- Commonwealth was taken over by Wilder Company and Unemployment rates were high. CTC was put on High-risk insurance at that time.
- The Charts show how much money was used to hire managers, board members and lawsuits.
- These charts also show the past few years of budgets since the current manager has done and how the healthy knowledge has lead to patronage refunds.
- Having a good manager is a critical piece of CTCs financial health.

Scott Creer, UM Liaison; Monthly update:
- University of Minnesota Campus will be entirely smoke free affective July 1, 2014.
- No longer can CTC residents smoke on property. Residents will have to go to Como Ave and Cleveland Ave sidewalks.
- This will put work on the General Manger to update policies for CTC.
- Board will decide a fine for those who do not follow the rules.

Xcel Energy Boiler Rebates
And energy efficient upgrades for community center, and community center door replacement along with Card System and lighting.
- Request of vote by email from board to have quorum.

Discussion about Picnic Shelters styles and prices (board project form 2013) Location to be determined:
- Request of vote by email from board to have quorum.

General Manager's Performance review: Timing of the review and who will be involved
- The executive committee will be meeting with the General Manager before the April board meeting.
- It is only required for the executive committee to meet, but the other board members are invited to come if they would like.

Closure and Evaluation
Meeting adjourned at 7:26pm