

**Commonwealth Terrace Cooperative, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
**May 24, 2017**  
**6:30pm – 8:00pm**

**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 type="checkbox"/>	Guisheng Zhang	Board Treasurer	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Chris Crosby	Board Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lacee Clark	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Paul Bigwood	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Grace Bell	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rong Han	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Javi Monardez	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Scott Creer	Housing & Residential Life	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Hadley Adkins	General Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Operations Manager	<input type="checkbox"/>

**Total: 9 Present, 3 absent**

**Guests Present:**

<input type="checkbox"/>	Resident Guest
<input type="checkbox"/>	Resident Guest
<input type="checkbox"/>	Resident Guest
<input type="checkbox"/>	Resident Guest

**Meeting Rules**

1. Raise hand to speak
2. Two minutes per person
3. Give everyone a chance to participate
4. Stay calm, be respectful and do not get personal
5. Stay at the meeting (even if you get upset)

**Meeting Preparation**

1. Please read all documents in board packet in advance
2. Please let the group know in advance if you will be late or cannot make it to the meeting

**6:35 - 6:37 Welcome, Choose Time Keeper and Process Assistant**

Timekeeper: Michael Herrmann

Process assistant: Javi Monardez

**6:37 - 6:39 Scott Creer, University project updates**

- Unable to attend meeting.
- Sent CTC University Report in packet
- Discussion on how this new time frame will be each meeting

**6:39-7:36 Resident Voices**

The executive committee has suggested that time be set aside in BoD meetings to hear concerns from residents (2 minutes per resident.) The board discussed how this may be publicized: General announcement and education communication to be sent out to community to explain how suggestions and compliments can be given by residents. We can also publicize it by adding it to the monthly newsletter, discuss it at new resident orientation. Residents can express concerns by attending a Board meeting, or Email, stop in office, fill out form, or approach a board member,

There were no outside residents present this month, but Javi relayed two concerns that residents have brought to her:

- Issue #1: Unrelated roommates in a two bedroom:
  - **The concern:** The situation has developed into a roommate disagreement. One roommate wants to move out, the other roommate doesn't want her to move out and leave her with responsibility for the lease.
  - **CTC response: Roommate policies are being reviewed and is a work in progress by the management team.**
  - **Recommended further action:** When a resident concern involves a CTC policy the board should be aware of and review the policy in an upcoming meeting. Addressing the issue with suggestions, or identifying additional concerns ideally would reduce upcoming residents' concerns.
- Issue #2: The newly installed sport court surface is cracking.
  - **The concern:** The surface is unsafe for playing on.
  - **CTC response:** Management is working on scheduling warranted repair.

Discussion of the issues brought by Javi used more time than expected. So the Board discussed how the new resident voices section in the agenda will be handled in future meetings. How can this section be controlled to keep the meeting from running long? Should the time for hearing resident voices be after approving the packet, agenda and consent agenda? After discussion, it was decided to try one more month in same time slot to see if it takes up too much time again.

Salient points raised:

- Having it at the beginning of the meeting will give board member time to think about thoughts and responses, and discussion can be moved to 'Informal Discussion' section of the Board meeting.

- Items can be pushed to future agenda item same meeting, future meeting or at that exact time if it is a quick response.
- 2 minutes- establish the concern/voice from resident in a few sentences- repeat back and state back that we understand their concern.
- The board president, General manager and process assistant to keep people in line and to two minutes.
- Residents also have time between 6:00-6:30pm every board meeting to come and talk to board members and General Manager.

In any event, the Board should direct resident's concern in appropriate directions.

7:36 – 7:52

**Housekeeping:**

- Terrace Times article: Due May 31, 2017
  - Paul volunteers
  - Discussion about how to share resident voices
  - Summer Crime increase
  - Road construction near Como Ave
- June 28<sup>th</sup> Board meeting social details
  - Plan a shorter board meeting in June with retiring board members and future board members in attendance.
  - After meeting have just board members stay/leave for food and gathering.
    - Catering and delivery
    - The Black Sea- Turkish food- Lacey and Kim- plan week of 6/5/17
  - At that time, everyone can adjust schedules to have a future gathering with families invited.

7:52 – 7:55

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

*Paul moves to approve the consent agenda, agenda and packet, excluding Scotts CTC University Report; Lacey seconds; 6 approve, 0 opposed.*

7:55 – 8:03

**Onboarding of new Board Members-** meeting procedures and current discussion topics.

- During June 28<sup>th</sup> meeting, get new board members up to speed with topics that have been covered in past and general meeting procedures and protocol.
- Get everyone up to speed.
- Grace would like to do additional information outside of board meetings
- Meeting start at 6pm, June 28, 2017

8:03

Informal discussion- **Executive committee updates and future agenda items-** policies, future issues, events, community concerns etc.

- As noted above, discussion occurred throughout meeting.

8:03

**Close board meeting**