

**Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
September 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 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"/>	Prabin Bajgain	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Hina Mittal	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Touba Khurshid Malmi	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shipi Kankane	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 7:00PM**

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. **What date and time works for 2013-2014 Board meetings**
 - a. Meeting will be on the 3rd Tuesdays at 6:30pm. – 6pm pre meeting.
 - b. Next meeting 10/15/13
2. **Assign Terrace times article for October- Due September 29th.**
 - a. Hina will write an article on the Guest Policy.
3. **Discuss the idea of Fall/early winter board social.**
 - a. October
 - b. Friday/Saturday early afternoon.
 - c. Catering choices can be coordinated by Shanea.
4. **Landscape Committee, sustainable development.**
 - a. Tabled until November.

Approve: Packet/Agenda/Consent Agenda

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

General manager's Review of Employee Positions and their Responsibilities as well as compensation levels.

Objective: a time for the board to get to know the GM, ask questions and learn about the position of General Manager.

- Goal is to allow the board to understand who is working at CTC and what they do.

- Staff is bare bones. Normal housing is 1 maintenance for 100 units and we have 3 maintenance technicians for 464 units
- Housing, operations, accountant are all necessary positions to help the General manager.
- CTC positions are very different from most housing complexes. The wage range worksheet was developed for positions in the area that have the same tasks and the range of salary from the bottom to the top and the median.
- Employees at CTC are long term and that is reassuring. When you have long term employees, you have good employees, but it does cost more as people age and insurance increases.
 - Request for this worksheet to the draft budget for board to compare in October meeting.

Scott Creer, UM Liaison; Monthly update: Who he is, what his role is to CTC.

- Responsibilities at the UM: Over see 877 apartment- Pillsbury, West Bank townhomes, CSCC, CTC, off campus listing services. Responsible for apartment standards, vacancy rates, rental prices, and Apartment legal services.
- Oversee capital plan for CSCC and CTC, long term planning of capital plan.
- Specific at CTC with accordance with what UM wants.
 - Oversee management agreement
 - Report from CTC to UM administration
- Responsible to share information with board members at board meetings on information from the University.
- Attend a variety of housing conferences

Project update:

- Heating is in testing phase
- Waterproofing has been submitted
- One roof needs to be replaced over mechanical room 32.

Review of the Current Bylaws- Review of—What is a Quorum- Board meetings, Annual/Special meetings.

- Nominating committees can be ad hoc committees.
- Excise that UM Liaison needs to be present for nominating Board members.
- 10% of the total number of members need to be present at special meetings will hold as a quorum. Doesn't believe this needs to be increased.
- Remove the "except that when the number of members exceeds 500, fifty(50) members present shall constitute a quorum."
- 1 vote per household. The issue comes up with roommates when they both want to vote. 1 vote per paid membership per household will stay.

**Discuss wish list items from August after official board meeting for proposed projects
Picnic Shelter, Community Center Lighting, add to reserves etc.**

- General manager met with the Auditor. We are \$200,000 under budget. To avoid paying taxes on that amount, it had to be given back to the residents.
- \$100,000 was chosen to give back at the end of the year.
- Suggested from GM to place \$30,000-40,000 in the utility reserve. This will help to not raise the rent each year to a high extent.
- Picnic shelter would be about \$40,000 depending on details.
 - Quotes can come from University or outside contractors.
 - Kris will email out examples and more details will be decided through winter and will hopefully be started in Spring 2014.
- Community center lighting- would like some LED lighting and some on timers.
 - Estimate about \$15,000.
 - University is changing out lights as well.

Discuss Possible questions for ISSS rep, (October BOD meeting) what do we need from them, what do we need for CTC.

- *What we can do to foster an environment to engage Chinese and other international students in this community?*
- CTC is having difficulties engaging Chinese students to be involved.
- Think about how we should engage the current involvement of our Chinese residents.
- Having statistics of the current diversity of CTC population is needed.
- Better communication and communication locations might help.
- Previous postings were in the windows that currently do not allow postings.
- Some people are not as comfortable using UMN email for person communication.
- What is the best way to communicate- postings, emails, reminders? Problem is communicating at a large scale.
- The placement of where advertisements can be posted in laundry rooms need to be discussed. There should be separate locations for advertisements and CTC information.
- Add pictures on advertisements to residents for better explanation.
- Encourage Students to use ISSS as a translation services to interpret CTC information. 3rd party services for students.
- Get an assessment on current engagement role from Chinese and other international residents in current volunteer roles.
- Need to get more representation of community. (all nationalities).
- There are households that have only one spouse that speaks English well and the other that doesn't and we need the stay out home spouse to be more engaging. How can we reach out to them?

- Having Janet work with the residents who are in the ESL classes.

Recommendations for Future Agenda Items:

- October- ISSS, draft budget

Need a replacement for new board member to replace Bryan Runck and new Vice President.

- Prabin – new VP

Closure and Evaluation

Meeting adjourned at 8:25pm