

**Commonwealth Terrace Cooperative  
Board of Directors Meeting Minutes  
January 15, 2008**

**Members present:**

Ward 3: Luis De Lima (Treasurer)  
Ward 4: Hyeun Bum Kim  
Ward 6: Charles Brown  
Ward 7: Melissa Hyatt (Vice President)  
Ward 10: Yuki Watabe  
Ward 11: Grace Hsu  
Ward 12: Avian Forde  
Ward 14: Shabnam Rahman

University Liaison: Fred Frogner  
CTC Attorney : Shaun Mc Elhatton  
Kris Graham

**Members Absent:**

Ward 1: Patrick Pithua (Secretary)  
Ward 5: Vacant  
Ward 8: Ilhan Isik (President)  
Ward 9: Vacant  
Ward 13: Vacant  
Ward 15: Nathalie Gaillot

The meeting was called to order by Melissa at 7:12 pm.

**1. Member Voice :**

No cases were presented.

**2. Approval of Agenda :** Passed unanimously ( Charles, Avian).

**3. Review of Dec 18 Meeting Minutes :**

Motion: (Charles, Kim): To table the approval of December 18 board minutes until the board receives a final copy of the minutes. Vote: Unanimously passed.

**4. Reports :** No reports were presented.

**5. New Business:**

**a. Management Candidate**

**1. Kris Graham**

Kris Graham was interviewed for the General Manager's position.

Michelle asked if she would be comfortable doing the operations side of the business. In reply, Kris said she is confident to learn and pick up things from the present manager (Eduardo).

Charles said that she would be the manager of the community, not a university employee. In response, Kris said that she had read the online policy book and

was aware that she would be an employee of the board/community. She also understood that board members are constantly changing; the board is always in a state of flux.

Grace asked what her goal would be as a manager. Kris said, being fully aware of how challenging a board members role can be, she would keep the board informed and active, and try to strengthen the board through training programs. She also added that she is well aware that the board would make policies and decide how to run the cooperative, whereas she as the manager would enforce those policies; it is up to the board to decide how they want the policies to be enforced.

Avian asked Kris if she had any specific ideas (regarding how to operate) if she is hired. Kris said, first she would have to know the place better; for this she would need to know the budget, who the vendors are, what the policies are etc.; she would also need to discuss these matters with the board.

Charles asked Kris, how she felt about the fact that the board represents the community and is the court of last resort. Kris said, all this makes sense to her. The policies are her job; how the board wants to enforce is up to the board to decide; she can work with the board and if the board does not want anything, she will abide by the board's decision.

Kim asked whether she would be able to work in such a diverse community as ours. Kris said she would be excited to work in such a diverse environment.

Charles asked what she would do to address finances. Kris said, Fred had talked about the audit and would help her understand the present situation. She would then work towards solving the issues at hand; she would be particularly concerned with the checks and balances i.e. who signs checks etc.

Charles then asked Fred about the Audit. Fred said it is almost ready, only signatures needed.

## **2. Contract from temporary service**

Melissa mentioned that the present contract with the manager would be for 6 months. Shaun (CTC attorney) would help draft the contract.

Motion: (Charles, Avian). To hire Kris as CTC's interim manager through Dennhardt & Associates for 6 months pursuant to all of the contractual suggestions as per our legal counsel and that Melissa (Vice President) be authorized to sign the necessary documents to officiate this agreement.

Vote: 7 in favor, 1 against, 0 abstain.

The open session ended at 7:45 pm

Respectfully submitted by Shabnam Rahman