



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting Zoom Meeting – August 25, 2022

Meeting was called to order at 6:44 PM

Directors Present:

Ryan Johnson (Chair)
Munkh-Erdene (Muugii) Bayarsaikhan (Vice Chair)
Jyoti Saini Sharma (Treasurer)
Taiwo Aremu (Secretary)
Sofía Simeto
Jovin Lasway

Directors Absent:

Amer Al-Homoud

Also Present:

Shanea Amundson, CTC Executive Director
~~Patrick Broderick, CTC Operations Manager~~
Lindy Wirth, CTC Marketing & Customer Support Coordinator
Scott Creer, UMN Housing and Residential Life Co-op Liaison
Brad Walker (Prospective Board Member)

Timekeeper: Lindy

Process Assistant: Ryan

Welcome, Timekeeper (minute taker) and Process Assistant (Chair)

Approve: Packet / Agenda / Consent Agenda

Muugii makes the motion to approve the packet, agenda, and consent agenda. Manlin seconds the motion. All four (4) present vote in favor. Zero (0) opposed. Packet, agenda, and consent agenda is approved.

Community Voices (2 minutes each)

- None formally submitted and no resident attendees.

House Keeping

- **Elect Board Replacement Candidate (Action)**
 - Brad is a current resident applying to the Board.



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- Brad Walker Gibbs Resident by the Rock Garden (beautiful, thanks to him!) Graduate student at the University. Likes contributing back to the community and cares about the community. Frustrating to see the disconnect among residents. Moved here in January.
- Wants to improve relationships and services to residents.
- ***Sofia makes the motion to approve Brad's application to join the board to fill the position for 2022-2024 term. Jyoti seconds. All four (4) present vote in favor. The motion is approved unanimously.***

University Project Updates + Introduction and Role – Scott Creer (UMN HRL Co-op Liaison)

- Scott's responsibility is to oversee the co-ops, west bank townhouses, and off-campus listing service, serving as the liaison between the university and off-campus housing. Understands and works to improve graduate housing, including increasing visibility
- Specific to CTC, Scott oversees the capital planning budget
 - 45% of resident rent money (co-op income) goes to the University
 - This money funds capital planning. Does all the capital planning (replace doors, windows, long term and for FY)
 - Every month, Scott provides a rolling report discussing different projects and the status, campus information (consistent link)
 - Replace storm doors for Phase IV buildings
 - Study Center boiler replacement
 - Future: playground replacements
 - Historical report (link in the report)
 - Phase IV Laundry Rooms renovations – start on Monday
 - Possibilities: Bike Track (instead of a playground) to create bike paths, safe space for kids to bike (not streets and sidewalks), structured dirt loop, with rollers and other features, like a rock garden or A-frame – not substantial -- designated one way. Serves as a learning opportunity for kids
 - Requires parents to supervise, especially for the one-way
 - Not notably expensive
 - Where? Looking into potential sites
 - Must engage parents and kids, now and in the future.
 - We cannot assume liability for children unattended.

Jovin Lasway joins the meeting, changing the vote count to a maximum of five.



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Executive Director – Welcome

- Shanea Amundson, Executive Director
 - History with CTC:
 - Graduated from the University of MN: Housing Studies, minor in architecture. In addition to other certificates and education, recently earned her CRM MMHA
 - Interned at CTC during senior year of college. Now 14 years later, serving nearly every position except maintenance. Recently was elected Executive Director last year.
 - Passionate to building team, as it affects the entire community
 - No previous board experience is necessary to serve on CTC’s Board. Shanea is always available to answer questions before or after meetings or schedule other times to have greater discussions.

Onboarding – Legal Perspective

- Donna Handberry is CTC’s Attorney, who prepared the informational packet board members received leading up to the meeting.
- As a board member, you serve the cooperative as an entity: we follow the Articles of Incorporation and Management Agreement with the University of MN. It’s important to understand these documents as guiding principles for our cooperation.
- Obligations and duties to CTC:
- Articles of Incorporation
 - The purpose of CTC is to provide affordable housing to UMN students, specific to job codes. Unique entity.
- MGMT Agreement. Resigned every 5 years. Board reviews contracts when it comes up. Most changes have been to match CTC and CSCC to follow similar contracts.
- UMN can limit CTC’s rights and responsibilities. Currently, we are facing uncertainty about what our property will become. Campus plan affects CTC as a whole and when:
 - This has been updated since the creation of the packet
 - Future of CTC is unknown. Pending plans are currently undetermined (time and renovations)
 - CTC’s Board needs to focus on a redevelopment plan
 - Place in good standing RFP (request proposals)
 - Buildings will be demolished once offline, which greatly affects the co-op’s income
 - Forefront: how to offset increasing expenses while income is projected to dwindle at any time
- Legal obligations:
 - CTC is the landlord of the residents.
 - CTC is an employer.
 - CTC must oblige to our contract with the University.



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- Board Members: if you have any concerns or disputes with employees, you can go through Shanea (Shanea is your direct day-to-day contact)
- Bylaws: Recently updated/approved bylaws at the Annual Member Meeting in April 2022.
- Board Member Expectations and Actions:
 - Board members serve, as a group, for collective gain and in the interests of the entire community. Board members are not to serve for personal gain or interest.
 - Conflict of interest was signed by all board members. If a topic comes up that you believe you have a conflict of interest, you can abstain from the topic by mentioning that to the Chair of Executive Director.
 - Confidentiality: understand the importance of what topics/matters can and cannot be shared with the greater community; always show respect to other board members during and after meetings.
 - Delegate tasks to committees, management, and hiring contractors if necessary.
 - Members are not to miss more than three meetings
 - Next meeting: Financial planner on September 22
 - Shanea is at the meeting at 6 pm to discuss, helping promote better understanding and thus you to make a better vote.
 - Read materials provided. It is important to be aware, come prepared, and ask questions as needed.
 - Shanea is the liaison between board and staff and handles the day-to-day operations of the co-op.
 - Respect other members, staff, practices, etc.
 - Be transparent. No judgment. It's okay to disagree but do it respectfully.
 - If board members are violating duties, there can be a liability as a co-op or individually. However, if you act in good faith and in the best interest of the community, and treat everyone fairly and justifiably, individual liability is less likely.
 - No lobbying to campaign for a certain topic outside board meetings with other boards of directors.

House Keeping (Part II)

- **Committee Liaison Update**
 - **Operations Committee Report for August**
 - Met on Monday (8/22), organizing the Pet/Animal Policy Task Force. Meeting in no more than two weeks, setting meeting schedule and project timeline. Explore legal and social impacts of CTC relaxing restrictions in allowing dogs. Also, suggestions to increase sustainability (next meeting), which will be passed to the board if necessary.
 - **Programs Committee Report for August**
 - Did not meet in August
- Board Corner Terrace Times – Due September 28 (Action)



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- Quarterly newsletter (October, January, April, July), in which one or two board members will write an article to provide updates to the community and work completed in the recent quarter.
- For October, topics could include: Welcome to board members, Pet/Animal Policy Task Force/updates, and National Night Out
- Jyoti and Ryan volunteer!

Informal Discussion

- Saturday, August 27, 7 pm – Nico’s Tacos. Social events to help to get to know each other.
 - Submit the reimbursement form and receipt to the office
- Thank you, Sofia, and goodbye and good luck!
- Sofia comments that it’s great and to keep doing social events periodically! Executive meetings are the places to brainstorm informally. Board meetings can be very structured and lack the format to discuss openly and creatively. Social events are great to talk
 - While topics/issues can get redundant/persistent – it is important to understand why it’s continuously important to the community and why it’s an issue
 - Rebuild community
 - Reach out to neighbors; tell them to reach out to the board; get involved; show initiative!! You don’t need to commit to positions; collaborate when you can (one activity, group, or interest). It doesn’t need to be a big or long-term commitment.
- Something for the kids: programming for kids to decorate; pumpkin decorations; costume party; trick-or-treating; create a spooky corridor
 - Programs Committee
 - Need to be done by residents with the support of staff.
 - It’s picking up!
- Driving: fair entrance – one is limited to VIP access, yet seemed to be a lot of confusion/frustration and traffic
- Resident reports: hose of building 57 leaks. MGMT will request maintenance.
- Big dumpster for move-out items: temporary and removed
 - Intended to benefit move-outs
 - Taken away since it appeared to be misused by the neighboring community (not residents) – numbers of move-outs and items -- which CTC thought it was not beneficial to pay for greater community’s garbage
- Outdoor electrical sockets: none work currently on the grounds. Discontinued... provide one outlet, possibly at the community center garages, for residents to use (e.g., vacuum your car).
 - Charging ports for electric cars is in discussion with the University

Muugii motions to adjourn the meeting. Jyoti motions. No objections. Meeting adjourned at 8:10 pm.