



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting Zoom Meeting – June 23, 2022

Meeting was called to order at 6:33 PM – Hybrid modality: in-person and via Zoom

Directors Present:

Tanner Deeds
Amer Al -Homoud
Sofía Simeto
Ryan Johnson
Munkh-Erdene (Muugii) Bayarsaikhan
May An

Future FY 22-23 Directors Present:

Manlin Cui
Jyoti Sanini Sharma

Directors Absent:

Ever Mykoni
Taiwo Aremu

Also Present:

Shanea Amundson, CTC Executive Director
Patrick Broderick, CTC Operations Manager (online)
Erica Torkelson, CTC Accountant (online)

Timekeeper: Sofía

Process Assistant: Tanner

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

Approve: Packet / Agenda / Consent Agenda

Amer makes the motion to approve the packet, agenda, and consent agenda. Ryan seconds the motion. All seven (7) vote in favor. Zero (0) opposed. Packet, agenda, and consent agenda is approved.



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Brief round of presentation of the Board members

University Project Updates

Phase IV laundry room improvements (part of the capital plan), still details to finalize but moving through that process.

Landscaping updates: concrete sidewalks repair that will continue throughout the property, new plantings, and proper trimming of trees to allow grass to grow.

Community voices

A resident that is moving out failed to give a proper 60 day notice and wants to sublease the apartment for the 7 remaining days. CTC management rejected the petition (sublease petition can be rejected according to lease) and the residents wants clarification on that.

Comments: review written communication on specifics of when a sublease would be declined.

Regarding the moving out situation the one-week sublease situation would require approval of sublease and administrative paperwork in such a short period which is inefficient. Internal policy is consistent in not to accept sublease at the end of a lease. CTC is not a day-to-day rental, the amount of paperwork that takes to approve a sublease does not make sense for a 7 day sublease.

Unfortunate as it is for this resident, all are in agreement that rejecting the sublease petition was correct and according to the policy. Management will follow up with the resident and cc the secretary.

Catalytic converters thefts

Today UMPD hosted an event at CTC to promote a new catalytic converter identification code program. Did not leave any with management because an explanation should be given on how the installation is but if residents are interested in getting an identification code, they can ask management who can redirect them to UMPD contact.

Also, the UMPD mobile camera is coming back to CTC. Usually, we have not been largely targeted but seems that we are being discovered. UMPD is also doing rounds at later hours on bikes without uniform and on unmarked cars as well. Follow up email will be sent to the community with all the UMPD recommendation and info on the past event and asking residents to report if cars sitting in the middle of the road. UMPD is currently understaffed and having to deal with a lot of issues on Minneapolis campus.



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

On our crime reporting page there are links that shows exact how to report to the UMPD and reports of reported crimes can be access through the UMPD site.

Other community voices topics?

Mail problems. Difficulties to access mailbox and constant wrong delivery of packages.

Management has been in contact with USPS and is waiting for a call back as they said they were going to check all parcels. Wrongly delivered mail should be brought to the main office.

Election of Executive Committee and Liaisons

Brief round of explanation of the roles.

Chair:

Muggi nominates Ryan, Ryan accepts the nomination.

7 votes in favor, zero against. Motion passes

Vice chair:

Ryan nominates Muggi, Muggi accepts.

7 votes in favor, zero against. Motion passes

Treasurer:

Muggi nominates Ever for treasurer in her absence,

Tanner nominates Jyoti, Jyoti accepts

2 votes in favor of Muggi as treasurer

5 votes in favor of Jyoti as treasurer

Muggi had to leave before the Secretary voting

Secretary:

Tanner nominates Taiwo in his absence,

6 votes in favor. Motion passes.

Liaisons

Finance committee - typically the treasurer but not necessary

Jyoti in this case.

Operations committee

Amer nominates himself. All 6 votes in favor, zero against. Motion passes.

Amer steps down from the operation liaison and



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Manlin will be the liaison and Amer will still attend meetings with her.

Amer makes the motion for Amer to step down from the operation committee liaison position and Manlin to step in that position. All in favor, zero oppose. Motion passes.

Program committee

Amer nominates himself. **All 6 votes in favor, zero against. Motion passes.**

Ward rep committee

Quarterly meeting. Do we need someone attending regularly? Or just at specific moments?

Amer makes the motion to recognize the Ward rep committee as an *ad hoc* committee, Ryan seconds. All 6 in favor, motion passes.

Tanner nominates Ryan as liaison, *all 6 in favor, motion passes.*

Confirm Monthly Board Meeting Schedule + Format

Currently, second Thursday of the month for the Executive meeting, and the fourth Thursday of the month for the Board meetings.

For management is ideal to keep this scheme, and 6:30 works for most people.

Jyoti makes the motion to keep the meeting as the second and four Thursday at 6:30 pm, Manlin seconds. All 6 in favor, zero opposes. Motion passes.

Initial onboarding of new Board Members: Roberta's Rules of order

Overview:

- If it is pretty evident the vote will be unanimous, you can ask if no one opposes/objects and then you can move to a consent vote (all the present Board members but the chair).
- If debate is happening, the chair act as moderator, writing down the order in which each Board member will speak (based on the time they raised their hand) and being timekeeper (2 minutes).
- There must be a motion to approve the package agenda before the meeting can start. Motions to amend the agenda (an incorporate a new item) needs to be done before the agenda is voted.
- If no one seconds a motion, the motion dies.
- A failed motion will not be debated.
- You cannot object after a motion has been put to a vote. The time to object would be before someone seconds.
- Once the motion has been called for votes, you cannot object.



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

- Examples of how to place an objection, etc.
- Objective of this rules is to makes things move smoothly

Informal Discussion – Updates/Suggested Future Agenda Items

Suggestions for future agenda items

Need to update the pet policy. We usually don't write policy, committees do. But we can have further discussion on that during the July meeting and send that to the appropriate committee.

Ryan makes the motion to add pet policy discussion during next July meeting, Jyoti seconds, 6 in favor, zero.

Battery smoke detectors, suggestion to go back to the ones on batteries? Apparently, we got a bad batch.

Fire extinguishers: do all community members know how to use it? Maybe it is a good idea to have a training. We can have a live training for the fire safety month (October). Anyway, we do have a training video on our website. Also, tutorial on how to put an alarm off if false alarm.

Will CTC have any saying on the construction in terms of ventilation, noise isolation, etc.) when the University starts building? The idea is to aim to have a voice.

Board corner – Terrace times

Brief explanation of what it is.

Ryan and Sofia will write next issue. Due date by Thursday 4 of July weekend.

Amer makes the motion Jyoti seconds, 6 votes in favor, zero objection. Motion passes.

Amer motions to adjourn the meeting, Jyoti seconds. No objections. Meeting adjourned at 8:00pm.