



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting Zoom Meeting – June 24, 2021,
Meeting was called to order at 6:33PM - Via Zoom

Directors Present:

Tanner Deeds
Wei Li
Amer Al Homoud
Kari Li
Sofia Simeto
Laura Eckhardt
Tamara Walsky
Senanur Avci Tosun

Directors Absent:

Mounisha Gorle

Also Present were:

Hadley Adkins, General Manager
Shanea Schmelling, Operations Manager
Jeff Ciesynski, Facilities Manager
Scott Creer, HRL University Liaison
Erica Torkelson, Accounting
Lindy Wirth, Marketing & Customer Support Coordinator

Timekeeper: Lindy

Process Assistant: Tanner

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

Approve: Packet / Agenda / Consent Agenda

Senanur makes the motion to approve the packet, agenda, and consent agenda. Tammy seconds. All seven (7) vote in favor. Zero (0) opposed. Motion passes.

Scott Creer/HRL- University Updates/Capital Planning Process

- Fiscal year 2022 is light for capital plan, with no major projects. With a light 2021 budget, we were able to successfully complete projects such as the security cameras.



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- The University of Minnesota will not require COVID-19 vaccination for students, faculty, and staff before returning in the fall.
- CTC will be reopening following the UMN Sunrise Plan. The office in-person, public-access hours will likely be a hybrid, only open a couple days a week to start. Announcements coming soon.

Community Voices

- Email regarding the Raise in Water Consumption: Some residents are thinking that water kiddie pools are not allowed due to this email. Reports of the email also coming across as a bit condescending, in which that it did not consider how water is used more in the summer than in the winter. The office will send further communication to clarify kiddie pools (how to use, empty them) and water use.
- The spike in water use the co-op is seeing currently is an abnormal jump compared to previous years at this time. The email was to ensure there was not a leak or that hoses were left running unattended.
- While we are currently in a drought - especially dry compared to last year – it is important to still be mindful of water consumption and avoid walking on/using the yellow grass when possible.

Elect Executive Leadership Committee FY21-22

- Chair:
 - *Amer nominates Tanner for Chair. Sofia seconds. All seven (7) in favor. Zero (0) opposed. Motion passes.*
- Vice Chair:
 - *Amer nominates Tammy. Senanur seconds. All seven (7) in favor. Zero (0) opposed. Motion passes.*
 - Tammy plans to move out in August/Sept. yet offers to hold the position until then.
- Secretary:
 - *Senanur nominates Sofia. Amer seconds. All seven(7) in favor. Zero (0) opposed. Motion passes.*
- Treasurer:
 - Senanur nominates Laura. Laura declines due to commitment to Operations Committee.
 - Tanner nominates Amer. Amer declines.
 - Tanner nominates Wei. Wei declines, moving out this summer.
 - Tanner nominates Kari. Kari declines, moving out this summer.
 - *Tanner nominates Senanur. Sofia seconds. All seven (7) in favor. Zero (0) opposed. Motion passes.*
 - Senanur accepts yet plans to only serve through September.



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Co-op Leadership Shift July 2021

- General Manager, Hadley Adkins, resigns after 15 years of service, effective July 9, 2021. Hadley recommends appointing Shanea, CTC Operations Manager, to fill in intermittently to minimize disruption. Further recommendation for the board to hire a new General Manager in the next 3-6 months (maximum 18 months) to keep the co-op advancing smoothly. Hadley offers consulting services as needed in the meantime.
- Shanea: Willing, able, and excited to step in the interim. Shanea has been working for CTC for 13 years and feels Hadley has prepared her well.
- Thank you, Hadley, for all your amazing service!!!! We wish you the best of luck!
- ***Amer makes the motion to approve Shanea to serve as GM in the interim. Senanur seconds. All seven (7) in favor. Zero (0) opposed. Motion passes.***
- The board and Shanea will work together for next steps/future plan for filling the position. Shanea will cover both positions for as long as needed, with the support of other management team members. CTC's office is currently automating and streamlining processes to reduce demand for current team members for certain functionalities.

Initial onboarding new Board Members

- Next month, we will review the Board Manual and overall board related materials, current projects, and board/meeting protocols and expectations. CTC Attorney Donna will attend to also bring insight to the legal aspects of being a board member. This most benefits our two new members Kari and Mounisha, yet the onboarding serves as a good reminder for all. Please come prepared by reviewing the packet and ask questions or add agenda items before the meeting.
- If not able to attend a meeting, please respond to email reminder to inform your fellow board members that you will not join the meeting.
- Words of wisdom from existing board members:
 - As a board member and a resident, you have a responsibility to best serve the entire community – current and future – without bias or self-serving. Look into things impartially from all angles and avoid rushing into anything.
 - Show empathy for community voices, always meet people where they are at despite not always being able to do something directly or immediately.
 - Remind community that if we take care of our shared spaces and resources collectively and try to foster an atmosphere and attitude of pitching in, it saves money and also makes it a nicer place to live.
 - The board's executive meetings are a really great space to talk more freely and propose new ideas and projects, versus the more official business at the board monthly meetings. Try to attend some executive meetings, especially if you have any new ideas to share.



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Informal Discussion

Future Agenda Items:

- How do we engage and reengage community members? Larger conversations of how to get the busy people involved and how to mend our connections and engagement after COVID. From youth to spouses to students: how can we connect with the different demographics in CTC and unify them/our community?
- Proposed Community Engagement Ideas:
 - o Board Walk Around: board members get together and walk around the community. Residents could come out and talk to us with questions, concerns, and get to know us in general. Increasing approachability, remind we are community members also.
 - o Organize an activity or event, that could increase numbers and engagement. Create an incentive, such as the popsicles/ice cream social or prizes.
 - o Restart ward activities/parties; different scales of events to help build connections beyond already known friends within the community.
 - o Community Celebration in the Fall
 - o Fall bonfires.
- Next meeting, we will further discuss and work through logistics regarding the suggested activities/events/etc. Send ideas to the shared google doc sent by Tanner. Start thinking about your availability for events/any restrictions.

House Keeping

1. Board Monthly Schedule and Format:
 - o For reporting and financials, it is opportune to meet the third or fourth week in the month on Wednesday or Thursday.
 - o Best to set now and not change in fiscal year for consistency for the community.
 - o ***Amer motions to keep meeting schedule as it is – fourth Thursday of the month (second for Executive) at 6:30 pm – Senanur seconds. All seven (7) in favor. Zero (0) opposed. Motion passes***
2. July Terrace Times Article
 - o Due July 2, 2021. Tammy and Laura volunteer.
 - o ***Tammy motions that Tammy and Laura will write the July 2021 article. Amer seconds. All seven (7) in favor. Zero (0) opposed. Motion passes***
3. Board Socially Distanced Social:
 - o Tanner offers to host at his house with his charcoal grill.
 - o CTC will reimburse expenses for the party. For any purchases, save and submit receipt to CTC's office.
 - o ***Senanur motions for the board social gathering to take place on Wednesday, July 21, 2021, at 6 pm. Tammy seconds. All seven (7) in favor. Zero (0) opposed. Motion passes.***

Senanur motions to adjourn the meeting. Amer seconds. No objections. Meeting adjourned at 8:13 pm.