



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting – February 26, 2020

Meeting was called to order at 6:35PM at the CTC Community Center Building, Meeting Room

Directors Present:

Do Yeon Hwang
Amer Al Homoud
Brook Demissie
Sofía Simeto

Directors Absent:

Tamara Walsky
Byju Govindan
Antony Maikur

Hadley Adkins, General Manager
Scott Creer, HRL University Liaison

Also Present were:

Shanea Schmelling, Operations Manager
Lindy Wirth, Marketing and Customer Support Coordinator
Pat Larson, Accountant

Senanur, a resident that joined the meeting

Timekeeper: Sofía Simeto
Process Assistant: Amer Al Homoud

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

Approve: Packet / Agenda / Consent Agenda

Agenda for today's meeting is modified due to the absence of Scott. University updates will be pushed for March meeting.

Also, the Board has not enough quorum so decision that need voting can be taken tonight. That includes approval of January BOD meeting minutes.

Brook makes the motion to modify today's agenda and to approve the consent agenda. Sofía Second. All four (4) vote in favor. Zero (0) opposed. Motion passes.



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

University Updates: Scott Creer –HRL

- Adjustment to Agenda as Scott Creer could not attend.

Resident Voices

- Senanur, a resident joined the meeting without specific topics to present, just to see how BOD works.
- Suggestions received to do future snow removal starting from South part and then moving North rather than North to South. Management will proceed like that in case if another plow is needed.
- Regarding the past and latest icing conditions, some days the applied salt was perhaps not enough because many walkways were still slippery. Perhaps it was also because of the fast melting of the snow during the day and rapid drop of temperature during the afternoon and night.
- Use of shovels at parking lots to remove snow and some residents leaving those shovels there which were covered with new snow so the tools were “lost” until snow melts. Ward reps should send email notify that shovels should be return to their unit or to ward common areas.
- Some sidewalks have some holes or depressions that make water to accumulate as ponds for quite long segments that making it really difficult to walk when those are freeze but also when it rains and water accumulates. Specially near the three-bedroom buildings and near the new playground is (behind building 57). This will be checked to look for potential solutions to be implemented in the summer.
- We need to continue to remind people not to leave valuable objects in their cars to avoid thieves to want to return here because they succeed in their robberies here.
- What happened to the cameras? The last report from Scott was that the cameras are being tested. The UMNPD was also contacted to see if the mobile camera can be placed at CTC again but it is being occupied in Minneapolis.

Replacement/Recruitment Open Board Seats

We need to fill 5 positions for the board. Tammy is going to reapply for a 2-year term because she is actually finishing a previous board member position. Are Brook and Do Yeon interested in re apply? Other than that, there is only one resident that has shown interest. Deadline for applications is April 1st.



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Annual Members Meeting Logistics

- Last year Annual Meeting agenda is used as a guide. There are two topics in addition to the actual agenda to discuss: prizes and volunteer recognition.
- Ward rep recognition? Some sort of recognition to show appreciation but also to get to know them. Last week Lindy and Shanea started with regular quarterly meetings with the ward reps so they get the chance to know each other, and get help to improve their positions, etc.
- How to present the Ward reps? With a poster with photos and names or making them stand up during the meeting?
- Nomination of “best/favorite Ward rep” based on voting? Acknowledging everyone of them but giving the “most voted” some prize? Idea finally dismissed.
- Is that different from volunteer’s appreciation done last year?
- The final idea is to have one appreciation for the volunteers (as last year) and an additional acknowledgment of the ward reps. Last year the entire community was asked to nominate neighbors that should be acknowledge for their volunteering and they received a certificate and a gift card.
- To clarify again that the Board members that were appreciated as volunteer last year were nominated by other residents and not by the board perhaps is easier if we specifically ask not to nominate board members for the volunteer appreciation.
- How are we going to do the volunteer appreciation? As last year we should read their contribution.
- Regarding the ward reps recognition just acknowledge all of them without voting anyone and call them to come to the stage and give them gift cards and certificate.
- Somehow promote the “benefits” of being a Ward rep. (ward rep dinner, small gift card, exempt of some duties, etc.) to enhance more people to want to be ward rep.
- Signing in: as last year because it worked very well.
- Although it was very well explained in the ballot and by one of the board members. Clarify again that people can vote for as many candidates as positions available and explain that candidates are not running against each other. Also, explain again that the voting has to do with our bylaws and that we must vote even if there are as many candidates as positions to cover.
- We will keep the same agenda.
- Prizes: keep the same as last year whenever possible.
- Kids room: some activities for them? Contact GRASP to see if they can help with anything.
- T-shirt design voting during the Annual Meeting, how to do that? Stickers to vote on a wall for the design you want? Additional ballot (or the same paper as the board member voting ballot?), possibility of live voting during the meeting (with some pull app or something similar)? We have also to consider the non-members possibility of voting (at the office, with a tracking sheet etc.).



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

- Need of a big screen to post photos or the T-shirt design or a presentation to make the transitions during the annual meeting? Shanea will check on the possibility of getting a screen and the adjustments needed.
- Agenda assignments:
 - + Early bird drawing: **Amer**
 - + Opening remarks: **Amer**
 - + Financial report: **Brook**. We will have to explain again why we didn't have a rebate back. Pat will help by writing a summary of the report in simple terms.
 - + Expression of co-ops mission & Importance of volunteer work: **Antony**
 - + Volunteer appreciation: **Tammy**
 - + Introduction of the board nominees: **Sofia**
 - + Voting and counting the Ballots/ Member clean up reminders:
 - + Recognition and welcome of new board members: **Byju**
 - + Grand prize drawing: **Do Yeon & Sofia**

Informal Discussion

- Resident's cars registration update: good advances on that, moving ward to ward. Almost 50% done now. Some fee had to be assigned (after several notifications).
- Car on Gibbs Ave (in front of Hourcar parking) that has not been moved for almost a year. Jeff will check on that.
- Asphalt on Fifield ave already showing cracks. Jeff will check on that.

House Keeping

- Assign Terrace Times article- quarterly
 - Amer and Tammy
 - Due March 30, 2020 or earlier
- Revised SMS Text for Urgent Updates. Modifications had to be done because some alerts are only allowed to be done by UMN. So the text messages will be only for internal communications within CTC (snow clearing, fire extinguisher annual change, etc.)

Meeting adjourned at 8: 04PM