

Commonwealth Terrace Cooperative, Inc.  
 Board of Directors  
 Meeting Minutes  
 January 25, 2017  
 6:30pm – 8:00pm

**Present:**

**Absent:**

<input checked="" type="checkbox"/>	Kimberly Weaver Olson	Board President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Michael Herrmann	Board Vice President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Guisheng Zhang	Board Treasurer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chris Crosby	Board Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lacee Clark	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Paul Bigwood	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Grace Bell	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rong Han	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Javi Monardez	Visitor	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Scott Creer	Housing & Residential Life	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Kris Graham	Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Hadley Adkins	Operations Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Minute Taker	<input type="checkbox"/>

**Total: 7 Present, 1 absent**

**Meeting Rules**

1. Raise hand to speak
2. Two minutes per person
3. Give everyone a chance to participate
4. Stay calm, be respectful and do not get personal
5. Stay at the meeting (even if you get upset)

**Meeting Preparation**

1. Please read all documents in board packet in advance
2. Please let the group know in advance if you will be late or cannot make it to the meeting

**6:30 - 6:33 Welcome, Choose Time Keeper and Process Assistant**

Timekeeper: Mike Herrmann

Process assistant: Lacey Clark

**6:33 - 7:08 Scott Creer: University project updates**

- Have the go on design for electrical infrastructure project to be done in hopes of summer 2017
- We're trying to keep capital project expenses light during Summer 2017
- Coyotes have been seen in CTC from the Sarita Wetlands. The Facilities management responsible for Sarita wetland have been contacted.
- Child Care Center lost the student fee funding. This money offsets student daycare costs, so this may affect CTC graduate students with children attending CCCC.
- UMN is contracting with a third party to gather data on off campus rental market rates, to see how CTC rental rates compares with surrounding rates. 30,000 beds close to families.
- The University doesn't collect information as to which students have families and/or children, so we don't know what percent of students with families/children are living at CTC, but we do know that CSCC and CTC does make up the majority of international graduate students.
- Additionally, UMN data re: graduate students include students that are in the School of Continuing Education who may be professionals and already own homes and are not who we are targeting as potential CTC renters.
- Re: Cleveland Ave. curve along west side of property – a search is being done on how to get better guard rails and barriers. Ramsey County owns the road and reconstruction is in plan. Has contacted a planner to see if a better barrier can be put up. Do not have a repair scheduled for the current barriers.
- HRL needs the final Audit.

**7:09 – 7:12 House Keeping:**

- Terrace Times article: Grace- Board member requirement for Spring, coyotes, Fire extinguisher. Due by January 31, 2017

**7:12 – 7:15 Approve: Packet / Agenda / Consent Agenda**

*-this is an add or drop time only leading to an up or down vote. Any concerns or questions with the packet should be attended to during monthly reading of the packet prior to the meeting. (Financial, Management Report, Meeting Minutes, Committee Minutes, etc.) Address questions to Exec Committee or GM.*

- **Lacey moves to approve the consent agenda, agenda and packet minus approval of board minutes from November Meeting; Grace seconds; 6 approve, 0 opposed.**

**7:15 – 7:27 Meet potential new board member**

- Brief description and recap about application submitted by Javi
- Currently a Ward Rep and has volunteered for various events within CTC
- **Michael moves to approve Javi to replace Robert and continue the rest of his term. Seconded by Chris; 6 approve, 0 opposed.**
- *Next Meeting Wednesday, February 22, 2017. 6:30pm.*

**7:28 – 7:49 Recommendation from Finance Committee, Discuss and approve Budget**

- *What is under “Other Consulting” line item? Answer: Future consulting for new General Manager who needs assistance, other line items have been decreased and adjusted.*
- *3% is average increase per year.*
- *Board member has strong feelings about specific line items and costs.*
- *Board of directors should decide to approve this budget and leave a conversation to be related to this discussion about the future budget. Which would lay a foundation of future budgets.*
- *Can the investments be used to pull out the required U of M increase to keep rates competitive? Yes - this is valid and can be addressed for next year’s budget.*

***Grace makes a motion to approve the 2017-2018 budget; Chris Seconded; 5 approved, 1 opposed***

**7:49 – 8:00 Informal discussion – Policies, Future issues, events, community concerns etc.**

- For future budget please show previous year’s comparison.
- Place on February’s agenda a discussion of potentially questionable budget numbers for consideration in future budgets. Suggest that this be led by Michael. If additional information is needed, Hadley can direct staff to collect what is requested.
- Request that in the future, the fees schedule be separated from budget for separate votes by the BoD (vote on fees, vote on budget.)
- Need to address the nature of conversations between board members and staff. It is understood that individual board members do not interact with staff on behalf of the board without board guidance on the subject. Need to clarify appropriate communication lines and expectations in this regard. (how are we to distinguish between an issue to be addressed in a board-wide discussion and what is appropriate interaction/communication between an individual board member and staff member, and what is appropriate for discussion by executive group.
- Dog discussion to be on next agenda.

**8:04 Close board meeting**