

Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
January 23, 2018
6:00 pm – 7:30 pm

Present:

Absent:

<input checked="" type="checkbox"/>	Grace Bell	Board President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Michael Herrmann	Board Vice President	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Paul Bigwood	Board Treasurer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Matthew Young	Board Secretary	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Jaddy Yuhong	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Guisheng Zhang	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dustin Chernick	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Kate Sammons	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Javi Monardez Popelka	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Scott Creer	Housing & Residential Life	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Hadley Adkins	General Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Shanea Schmelling	Operations Manager	<input type="checkbox"/>

Total: 12 Present, 0 absent

Guests Present (Focused on Resident Voices & Other Themes):

<input checked="" type="checkbox"/>	Louai AlArabi	Guest Resident, Prospective Board of Directors Candidate
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

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

5:30pm General Manager will be available to discuss any agenda item or call and set appointment if it works better

6:00 - 6:05 Welcome, Choose Time Keeper and Process Assistant

Timekeeper: Shanea Schmelling
Process Assistant: Grace Bell

6:05 - 6:15 Scott Creer, University project updates

- Loeffler Construction & Consulting may have management over all three major projects this summer which will allow for continuity between them.
 - Replace Gas Lines Between Buildings – \$350K – Pre-bid process- working on contract
 - Replace Electrical System – Estimated at \$700K -- Loeffler has been contracted for this project. Pre-Construction Phase.
 - Replace Phase IV Roofs - \$600K – Loeffler has been contracted. Pre-Design Phase.
- 2 Bedroom Split Building Study – \$75K – Contractor is finalizing report.
- Occupancy policy: Scott says HRL is in the process of reviewing if the current occupancy standard meets fair housing rules. HRL is reviewing if there is a separate policy for single students, as compared to families. Scott states that fair housing rules are intended to protect families and those residents with children.
- Scott mentions that the Gas Meter Station Building at the junction of Knapp and Cleveland will be demolished this summer in conjunction with the Electrical System Upgrades.
- Scott highlights that Super Bowl preparations are in full swing on campus. For the St. Paul Campus area, you will see more semi-truck activity. All receivable trucks for event deliveries will be screened by the National Guard at the State Fair Grounds, then escorted to the stadium via the transit way (for part of the way). With regards to events on the Minneapolis Campus during Super Bowl weekend, some academic buildings will be closed part of the time. Scott recommends to make sure to check if a building is fully open, should it be near an event.

6:15-6:25 Resident Voices – (2 minutes allotted for each resident)**No Residents Attend**

Resident requires about adding a recycling container to the site near Fifield Place and Fifield Avenue.

Shanea will follow up with Facilities Manager.

6:25-6:30 House Keeping:

1. Assign January Terrace Times Article-Due January 31st
 - a. Focus on the topic of financial accomplishments & goals at CTC – E.g. Fee scheduling, Morgan Stanley investments, budgeting, rental rates, etc.
 - b. Additional focus to encourage CTC residents to serve on board & commence recruitment efforts.
 - c. Volunteer- Guisheng will write the January Terrace Times article with content support from Grace and potentially other Board members.
2. Schedule Annual Membership Meeting- (Wednesday) April 18th or (Thursday) April 19th
 - a. After some discussion, the majority of Board members choose to have the Annual Membership Meeting take place from 6pm-8pm on Thursday April 19th.
 - b. Grace, Hadley, and others say they will look into availability & occupancy standards at the St. Paul Student Center theater.
 - c. Discussion is made about how to incorporate time during the April meeting in order for CTC resident-members to vote on changing CTC-Board of Director By-Laws around the future Annual Meeting structure (e.g. Changes in how Board candidates conduct pre-election presentations, in how resident-members attend and earn community recognition, etc.)
3. Landscape + Environmental Design Task Force
 - a. Discussion is made around allocating additional time and resources for reviewing of resident voices towards limiting chemical usage on CTC green spaces.
 - b. Suggestions for long-term moves towards prairie and urban gardens across CTC green spaces.
 - c. Thus, Grace requests and invites Board members to vote on creating a “Landscape + Environmental Design Task Force” allowing for work to establish chemical-free zones and resources (E.g. Bee Lab and Living Laboratory). This would provide excellent interpretation opportunities for CTC’s stewardship mission as a cooperative.
 - d. This task force may include Matthew, Courtney, Thomas and other interested Board members.

Matthew motions to approve the Landscape + Environmental Design Task Force. Dustin seconded. All (8) approved. 0 opposed.

4. Operations Committee Meeting (1/25) at 6pm
 - a. The Operations committee has done past projects such as Little Libraries, the expansion of garden plots, inspecting exterior lighting & resultant light pollution around CTC, etc.

6:30- 6:35 Approve: Packet / Agenda / Consent Agenda

-This is 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.

Dustin motions to approve the consent agenda, agenda and packet; Paul seconds. 8 approve, 0 opposed.

6:35- 7:10 Review/Approve- Draft Operating Budget and Fee Schedule (FY 18-19)

- CTC Accountant Pat Larson and Paul say that the Finance Committee recommended to approve the operating budget and fines & fees scheduled.
- Board members suggest to show the difference with changes. There was a request to adjust the format. “increase/decrease or +/- of \$\$”
- Rents are not going up this fiscal year.
- Explanation towards maintenance cost increases- Largely, they are due to the age of buildings and replacements of cabinets and materials. There are also increases in contracts for A/C and heating. CTC Management will take note of any additional fees which are added beyond the contract.
- Hadley adds that they will be rolling out a campaign for reporting maintenance work orders in a timely manner and helping make these reports account for maintenance time/ over time.
- Hadley notes that CTC has been short on maintenance help recently, and that extra daily tasks have taken on a lot of time from our maintenance team. Additionally, Hadley says that CTC is in need of a new hire for a maintenance lead with boiler certification and other HVAC experience, due to recent circumstances of a current team member’s ailing health.
- There had also been discussion around holding residents at move-out accountable for damages and cleaning in order to limit maintenance time and expenses.
- Kate and other members highlight how it could help to include specific number changes and \$\$ signs with descriptions, in order to better communicate to residents about nature of increases or decreases.
- The Child Care utility cost is going down with new budget, some Board members note.
- Salary increase is factored in on the standard HR report, Hadley adds.
- Cost savings could be brought up to Operations Committee.

Dustin motions to approve the FY18-19 budget and fee schedule; Javi seconds. 8 approve, 0 opposed.

**** January 27, 2018:**

CTC Management team would like to request an e-vote of approval to have the approved FY18-19 Fee Schedule *effective March 1, 2018*. With the effective date of ahead of the July 1st (18-19) fiscal year, it provides internal efficiency for streamlined compliance and enforcement of all fee assessments.

Grace Bell, Board President: ***As of January 28, 2018, all (8) eligible voting members of the board have confirmed support for the accelerated implementation of the FY18-19 fee schedule effective March 1, 2018.***

7:10- 7:30 Informal discussion – Executive Committee- Updates/Suggested future agenda items- policies, future issues, events, community concerns etc.

- Confirm February Terrace Times Board article about costs and rents.
- Formulation of subcommittee in reference to reorganization of annual meeting.
- Initiate discussion for “National Night Out” restructure
- Community/Board input for annual community celebration in May 2018.
- Grace and others highlight about working on an education piece and creating a sense of community – campaign to have exceptional volunteers for Amazing door prizes at annual meeting.
- Action planning for the co-op engagement with the University within the larger scale planning process of the future of the housing on the St. Paul Campus.
- Confirmation (Feb) Exec meeting date and invitation of non-executive Board members to participate in monthly executive committee meetings.

7:30 Close Board Meeting

Enclosures:

Draft Operating Budget (2018-2019)

Proposed Fee Schedule (2018-2019)

Proposed Landscape + Environmental Design Task Force