



Commonwealth Terrace Cooperative

Board Meeting – July 24, 2018

Meeting was called to order at 6:08PM at the CTC Community Center Building, Fireplace Room

Directors Present:

Matthew Young
Javi Monardez Popelka
Louai Alarabi
Fabian Chamba
Do Yeon Hwang
Guisheng Zhang

Also Present were:

Hadley Adkins, General Manager
Shanea Schmelling, Operations Manager
Donna Hanbery, CTC Attorney

Directors Absent

Jaddy Yuhong
Paul Bigwood
Kate Sammons

Scott Creer, University of Minnesota HRL

Time Keeper: Shanea Schmelling

Process Assistant: Shanea Schmelling

Donna Hanbery, CTC Attorney (Board Training – legal perspective)

Introduction

- Follow the rules and respect each other's time.
- Donna's history with CTC.
- History of Coops
- BOD get a peek at property management as a profession that is not a general education. Rental is a more popular over owning a home.
- University is more involved than when the Co-op was started.



Legal Obligations of CTC

- Cooperative is a separate legal entity.
- Brief over bylaws and Articles of Incorporations
- Management coop, not an equity coop. Our rights as confined by the Management agreement. University has to approve changes such as lease.
- CTC is a Landlord- CTC has the duty to keep property in good repair and comply with unlawful activities.
- Board interacts with the General Manager, but is not directly associated with the hiring and discipling of employees. All interactions have to go through the General Manager.
- Membership Cooperative – follow bylaws
- CTC Controls Real property- expected to take care of real-estate.

Directors' Individual Responsibilities

- The collective working of the board is better than working individually. We want people who want to serve and the representative the cooperative.
- Duty is to show up
- Can take information in good faith from experts
- Decisions are made as a collective group, not individually
- Put the coops interest first, not individual interest first
- Keep matters confidential
- Monitor coop business, not micromanage

Consequences of illegal or improper action by CTC or Board Members

Nonprofit and cooperative board and committee service - Dos and Don'ts

Resident voices – Board will direct resident voice in appropriate direction

No residents attended meeting.

- Board member brings concerns towards winter parking and the issue of having to shovel multiple times a day. Thoughts of paying for first car parking to hold space.
- Communication feedback- specifically to the incident of the lock change. Give the option if there are more questions to contact a specific staff member.

House Keeping

1. Replacement Board Seat- approve candidate
 - a. *Matt motions to approve Do Yeon Hwang to replace Jyoti for a two-year term and confirm Paul's acceptance to continue to serve to fill in Dustin's remaining one-year term. Javi Seconded. All vote in favor. Motion Passes.*
 - b. Matthew Young will be stepping down after the June Meeting and will need a replacement for a one-year term.
 - c. One member is interest to replacement of Matthew's position.



2. Elect Executive Leadership committee – (FY18-19)
 - a. *Matthew motions to elect Javi to be Chair for the board of directors 2018-2019. Fabian seconded. All vote in favor. Motion passes.*
 - b. *Guisheng motions to elect Fabian to be the Vice Chair for the board of directors 2018-2019. Louai Seconded. All vote in favor. Motions passes.*
 - c. *Guisheng motions to elect Louai to be the Treasurer for the board of directors 2018-2019. Fabian Seconded. Four (4) votes in favor. One (1) abstains. Motion Passes.*
 - d. Will wait until August Meeting to open voting for Secretary position.
3. Confirm monthly Board Meeting date and time – (4th Tuesday 6pm)
 - a. August Executive 8/9, 6pm
 - b. August Board meeting 8/21, 6pm
 - c. All Executive meetings starting in September will be held the 1st Tuesday of the month at 6pm
 - d. All board meetings will be held the 3rd Tuesday of the month at 6pm.
4. Title Change/ Team Recognition – review/action
 - a. Table conversation for future
5. Assign Terrace Times article –due July 31st
 - a. Fabian will write and Javi edit and discuss the importance of coming out for National Night out and the collective workings of safety from the board and management.

General Manager – Welcoming intro onboarding

Packet / Agenda / Consent Agenda

Unable to vote for Packet, agenda, consent agenda, because Do Yeon was not a board member in June to receive information and chair is unable to vote which only gives four voting members.

Onboarding of new Board members – Logistics and functions of the Board

Will be dropping documents in OneNote

Walkthrough board manual.

Meeting adjourned at 8:44PM

Informal Discussion: Executive Committee – updates/suggestions future agenda items- polices, future issues, events, community concerns etc.