

**Commonwealth Terrace Cooperative, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
**June 28, 2017**  
**6:00pm – 7:15pm**

**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 checked="" type="checkbox"/>	Paul Bigwood	Board Director	<input type="checkbox"/>
<input type="checkbox"/>	Grace Bell	Board Director	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rong Han	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Javi Monardez	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: 8 Present, 1 absent**

**Guests Present:**

<input checked="" type="checkbox"/>	Dustin Chernick	Future Board Member
<input checked="" type="checkbox"/>	Jaddy Yuhong	Future Board Member
<input checked="" type="checkbox"/>	Kate Sammons	Future Board Member
<input checked="" type="checkbox"/>	Matthew Young	Future Board Member

**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

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

Timekeeper: Paul

Process assistant: Lacey

**6:05 - 6:10 Scott Creer, University project updates**

- Project starting FY17-18:
  - replacing gas lines between mechanical rooms.
  - Split two bedrooms study to start for FY18
- After cost of previous two is determined, they will decide if the road construction project will finish up on Fifield Place for this fiscal year or not.
- Office Space ceiling and lighting project is nearly completed.

**6:10-6:30 Resident Voices**

This is a time for residents who want to come to the meeting to express opinions to the Board.

- No residents attended the June meeting.
- Question about connection between ward reps and board members.
  - Coffee Hour 1<sup>st</sup> Friday of each month
  - National Night Out
  - Ward collaboration – Locke is a great Ward rep to connect with.
  - No official event is set up for ward reps and board members to express co-op discussion.
- Suggestion to send a separate email just about the announcement of resident voices to reinforce the Terrace Times announcement. There will be reminder signs at the two card readers.

**6:30 – 6:34 Housekeeping:**

- Terrace Times article: Due June 28, 2017
  - National Night Out- Chris Crosby
    - Terrace Times: water balloons need to pick up garbage. Wet sponges are a great substitute.
    - Additional Terrace Times Topic- Please watch children, as there has been some incidences of vandalism and misusing CTC property.
  - August Terrace Times- Welcoming incoming students/residents and building community – Matthew Young

**6:34 – 6:48 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.*

*Mike moves to approve the consent agenda, agenda and packet; Paul seconds; 7 approve, 0 opposed.*

- 6:48 – 7:15**      **Onboarding of new Board Members-** meeting procedures and current discussion topics.
- Official training will happen at the July meeting.
  - Today’s social will be a time to pick each other’s brain about personal perspective on the executive committee position or board role.
  - Grace wants to be a part of the Onboarding of new members to share input and education to new board members.
  - Agenda topic points for each meeting are coming from the executive committee meeting.
  - Eligibility is a large topic item that has happened in the last year.
  - Entertaining idea of opening up for pet policy to allow for dogs. The new board will form a task force moving forward.
  - For issues that require research, Have a task force look into issues that require research and bring the information to the board to decide what the next steps should be, possibly including surveying residents’ views on the topic.
  - Solar power is another potential topic
  - July 26<sup>th</sup> Next Board meeting 6:30pm- Agenda items
    - Electing committee members
    - Connecting schedule and meeting times.
    - Donna, CTC lawyer, will be on the agenda.
    - Board overview
    - Topics out of the shoot
      - Investment management oversight
      - Future discussion of 2 bedroom surveys and conversations about the future of CTC.
      - Review and revisions to resident handbook and policies.
- 7:00-7:20**      Informal discussion- **Executive committee updates and future agenda items-** policies, future issues, events, community concerns etc.
- Addressing next month’s agenda topics for agenda.
- 7:20**              **Close board meeting**