



# COMMONWEALTH TERRACE

## COOPERATIVE STUDENT HOUSING

### Commonwealth Terrace Cooperative

#### Board Meeting Zoom Meeting – March 24, 2022

Meeting was called to order at 6:31 PM - Via Zoom

#### Directors Present:

Tanner Deeds  
Laura Eckhardt  
Munkh-Erdene (Muugii) Bayarsaikhan  
May An  
Ryan Johnson  
Senanur Avci Tosun  
Amer Al -Homoud

#### Directors Absent:

Sofia Simeto

#### Also Present were:

Shanea Amundson, CTC Executive Director  
Patrick Broderick, CTC Operations Manager  
Erica Torkelson, CTC Accountant  
Lindy Wirth, CTC Marketing & Customer Support Coordinator  
Scott Creer, UMN Housing and Residential Life Co-op Liaison

Timekeeper: Lindy

Process Assistant: Tanner

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

**Approve: Packet / Agenda / Consent Agenda**

*Amer makes the motion to approve the packet, agenda, and consent agenda. Senanur seconds. All six (6) vote in favor. Zero (0) opposed. Motion passes.*

#### University Project Updates – Scott Creer, UMN Co-op Liaison

- Appliances, stove and refrigerators have been purchased in capital budget and completed the Phase IV laundry room designs. See designs in [Scott's report](#). Now working with contractors for implementation.
- New face mask protocol: masks are no longer required.



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### Community Voices

- Received a Community Voices form regarding the washing machines not cleaning clothes effectively. BDS rep looked at our service calls – only 39 service calls for 2021 and 6 in 2022; appears to be an underreporting of these issues (only reporting when machine is broken). We need reports to indicate what is happening for CTC and BDS's reporting.
  - Contract renews 2024
  - We must increase communication/education to residents to know when to report issues

### Reconnecting/Co-op Values

- We've been seeing a lack of volunteering/engagement from residents, likely a result from the pandemic
- Management report: strategic plan, needing to rebuild community values
- Currently a resident survey, we will review results after April 1, 2022, deadline
- Spring Clean-up: due to resident and ward rep feedback, there will be a meeting time for the ward to gather and encourage getting to know neighbors, and expressing communication such as with the laundry machines, along with other announcements.
- Salena, CTC's Office Coordinator, will help relaunch community events and the Programs Committee.
- Patrick, CTC's Operations Manager, is working closely with Ward Reps and laundry room overhaul. With current understaffing, some projects are pushed back to the summer.
- Looking for ward rep for ward 7
- Board Member Feedback:
  - Amer wants to volunteer and help get activities going, specifically soccer (or basketball or tennis, etc.) for the kids – good opportunity to get together, have fun, and share skills.
    - We also have the "Fun at CTC" Facebook group to post events or activities to, whether one or ongoing events
    - May's section ("Expression of Co-ops Mission & Importance of Volunteer Work") during the Annual Member Meeting can reemphasize this: the importance and what is needed, and their options.

### Annual Members Meeting – Revised Platform – April 28, 2022

- Official walk through/rehearsal on April 14 (executive meeting) if desired
- We currently only have one application for the board of directors, need five
- In-Person
  - Mask Requirement:
    - We will need to follow the university mandate for the setting. Otherwise, wearing a mask will be optional.
    - Masks are optional for presenters
  - Capacity limit: 324 (which is less than 1 person per household)
    - RSVP required for in-person attendance, capping at 300
    - No need to RSVP if attending online
- For future Annual Meetings, suggestion to avoid hosting the meeting during Ramadan. If attendance is mandatory, we would respect religious observation if not able to attend.



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- Scripts: The presenting member would write with the assistance of management. We can discuss the talking points for all sections.
- Assigning roles to the Meeting's Agenda (six present members; eight agenda items):
  - Opening Remarks:
    - Talking Points: Tanner will reference his letter
    - Board Member: Tanner agrees to present
  - Financial Report of Cooperative:
    - Talking Points: Financial overview. Erica could provide:
      - Expected at a deficit, yet got a slight gain
      - Patronage refund = our goal is to not have excess money. And that is how we budget.
    - Board Member: Ryan
  - Expression of Co-ops Mission & Importance of Volunteer Work (and Volunteer Appreciation?): May An
    - How long in length? Typically, presenters do not exceed 5 minutes
    - Stress importance of volunteer work
    - CTC is what you make it! What you start, how you engage, etc. We've lost a lot during covid
    - Show Tanner's letter (Shanea will send)
  - Volunteer Appreciation:
    - Talking Points: Recognize members of the community that are doing great work, deeds, and leadership; increase volunteering and community-oriented mindsets and initiatives; option for residents to submit neighbors' names as 'Memorable Volunteer Participant'; recognizing the everyday acts of kindness and good deeds (esp. since many programs were discontinued during the pandemic); building volunteering and rebuilding the co-op mentality; Could be merged with previous section if focusing on the importance of the volunteer work
      - Slide: shows the memorable volunteers names
      - Muugi has a neighbor that brings food to her family weekly
      - Food donations from Matthew and Kristin
      - Being kind, helping shovel, helping packages/cars,
      - Note that this isn't everyone who's helping/volunteering, but only some that we've heard of
    - Board Member: Amer
  - Future of Co-op (divide between two: University then social):
    - Talking Points: University Plans (5-10 years); ~~Reconnection of Community~~ + Co-op values, safety
    - Board Member: Sofia
  - Recognition and Welcome of New Board Members:
    - Format: Closing of board election ballot (electronic, emailed prior to meeting) prior to the meeting (contrary to previous years)
    - Talking Points: Typically, it is welcome and thank you; option to allow them speak?
    - Board Member: Sofia
  - Community Voices (Q & A):
    - Question Format:
      1. Submit beforehand: Use submission option with board election ballot (electronic, emailed prior to meeting) for questions.



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2. Ability to ask questions during the meeting for in-person attendees.-Answer Format:
  - 1) Address questions vocally during meeting
  - 2) Live responses to in-person attendee's 'voices' during meeting
  - Who will follow up with unanswered questions after the meeting?
- Board Member: Tanner and Amer
  - Group support to ensure correct answers and satisfactory answers. Suggestion to
- Closing Remarks:
  - Talking Points: Virtual concert, recognize volunteers?, prize winners will be contact after the meeting
  - Board Member: Tanner
- Send Lindy what you want to see on your slide, based on your script, if different from previous year.
- All members will help set-up, greet residents, help clean-up. Show up at 6 pm
  - Name tags for board members?
    - Name, board member, ward?
  - Name tags for residents?
    - Written?
    - Idea: Print name tag for all residents when they move in to wear to every event/meeting

### Informal Discussion – Updates/Suggested Future Agenda Items

#### Future Action/Agenda Items:

- Vice chair of Riverton reached out to Tanner. Suggestion: once a year we have a communication with Riverton in the future. Everyone goes to one place at once point to discuss major issues facing co-ops. This aligns with our mission as a co-op and it would benefit us collectively.
- CTC maintenance will continue wearing masks in residents homes, yet masks are no longer required in common areas (except for CCCC classrooms)

*Amer motions to adjourn the meeting. Ryan seconds. No objections. Meeting adjourned at 7:35 pm.*