



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting Zoom Meeting – October 22, 2020

Meeting was called to order at 6:33PM - Via Zoom

Directors Present:

Brook Demissie
Tanner Deeds
Senanur Avcı Tosun
Sofia Simeto
Amer Al Homoud
Tamara Walsky
Laura Eckhardt
Wei Li

Directors Absent:

All in attendance

Also Present were:

Hadley Adkins, General Manager
Shanea Schmelling, Operations Manager
~~Jeff Ciesynski, Facilities Manager~~
Scott Creer, HRL University Liaison
Pat Larson, Accounting
Lindy Wirth, Marketing and customer support coordinator

Timekeeper: Shanea Schmelling
Process Assistant: Brook Demissie

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

Approve: Packet / Agenda / Consent Agenda

Tammy makes the motion to approve the packet, agenda and consent agenda. Senanur seconds. All eight (7) vote in favor. Zero (0) opposed. Motion passes.

Scott Creer/HRL- University Updates/Capital Planning Process

- Cameras: most are installed and running. One is not installed because they are waiting for a truck to get it lifted up.
- Capital plan history was attached to packet to review what was since spent back to 1977.



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- In the FY 20- security expenses of \$250,000 is listed in that year, but is also in current year. It did not get closed out in time, it will close out in FY21 and will close out in less than \$250,000. It might be close to \$125,000
- Separately has the reserve estimates does not match with the Capital expenditures history report. Scott would need to refer to accounting team.
- Capital projects on-hold FY21-22 due to low cash flow at the University.

Community Voices

- Send out a schedule for lawn care to have residents understand that moving lawn furniture is helpful to reduce Landcare costs. Management should send more notices.
- Someone posted on the FB Group about being new to MN and the cold and snow. They were asking about recommendations. The council of Graduate students has a “How to survive Minnesotan winters” talk that Tammy can link. Management has past winter newsletters we could gather and get out.
- Sofia contacted resident who is transferring due to piano noises, they are going to have a zoom meeting.
- There were 2 additional complaints about loud noises and those residents are communicating with their neighbours
- Halloween signs available at CTC, message posted on FB and will also be sent by email tomorrow.

Management Team Updates - (Review/discussion)

- New Office Coordinator Kashia Vang
- Actively looking to hire a new Tech to replace Brandon Sevedge
- Pat is retiring as of November 13, 2020
- Erica with “The Accountant House” will be our new contractor to cover accounting as Pat leaves. Daily tasks will be redistributed to other team members. Contracting is a cost saving vs hiring a new employee.
- When buildings start becoming decommissioned, we would discuss with the University what areas we no longer need to cover, such as the Landcare and maintenance of those areas being decommissioned.
- Slotted for FY23 for first 5 one-bedroom buildings to be decommissioned.
- In all areas, we need to look at the team members and evaluating duties and looking at contracting, such as the GM to have cost savings of potentially 35-45%.
- Knowing the unknown, we need to start looking and be strategic of the decommissioning and looking at it in advance.

Board Strategic Planning for co-op 2021- (Review/discussion)

What we know in the immediate:



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Navigating and adapting to unprecedented times of a worldwide pandemic – COVID - 19
Extracting what we have learned and continue to learn from COVID-19 – significant financial and social impact

University Capital expenditures frozen for the next two years – excluding the bare minimum

The University ceases to allocate any current or future capital funds into the 1-bedroom buildings and the two-bedroom split buildings – leaving all financial obligation of full maintenance/repairs/replacements to the co-op
Internally making operational adjustments for the most cost effective and efficient implementation for the co-op in the immediate and long term into future

Evaluating reorganizational structures for a best revised CTC version 2.0

Redistribution and classification of job duties – prioritizing management team time and resources

Maximization and deployment of advanced technology resources and digital platform tools for automation and streamlined systems

The questionable future of the St. Paul Campus Strategic Facilities Plan – what will the options for the Co-op be into the future – determining co-op's continued existence as a managing agent for the University?

Current Board/Management Team Projects in review:

Celebration and recognition of Co-op's 50 years of service (July 1, 1970 – July 1, 2020) – T-shirt contest and digital acknowledgement of CTC's foundation – **completed**

Security Surveillance Cameras - allocated capital mon Board approved (2019), University capital project of purchase and installation with surveillance monitoring through UMPD – **substantially completed (September/October 2020)**

Renewal of Management Contract with University (renewal July 2020) – **in progress**

Revamped the parking policy to reduce misuse of parking permits – collecting resident vehicle registration information – **completed**

Revised Community Values – updated community collective statement of values - **in progress**

Community engagement/building community - Task Force - **in progress**



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Continued projects and long-term needs of the co-op

1. Future of Co-op
 - i) Strategic Planning – how to move CTC forward
 - ii) Goals/Objectives next 1-5 years
 - iii) Necessary Bylaw changes
 - iv) Continued conversations with the University of future redevelopment
2. Volunteer engagement: Committees/Ward Reps – *have made substantial progress*
3. Policy Review - revamp policies/procedures
4. Creation of a Board Evaluation
5. Addressing the revolving Board member turn over – establishing consistency structure and onboarding systems
6. Electric Vehicle Charge stations (U grant) support of incorporating into coop

Immediate/Short Term objectives:

Maintaining best quality livability with the restricted parameters we are operating within:

- o Cost effective operational expenditures
- o Resident involvement/volunteers/youth programs
- o Energy savings: lights/recycling programs
- o Facilities infrastructure maintenance – most cost effective

Long Term objectives:

What are the feasible options for the co-op's future?

- o growth of assets – acquisition of real estate
- o reserve usage
- o longevity of the co-op's management of University facilities

Continuing to solidify a seat at the table with the University for any future feasibility studies – to be included at minimum CTC representation (Board member, Management Team, Resident member)

Engagement conversations and information relative to the future of co-op

Co-op conversations with University for the future of the cooperative housing (2018 – present)

1. Engaged co-op community to participate in the University St. Paul Campus Capital Planning process: survey and sharing input
2. Co-op engaged in market analysis study – of support for housing demand within the area and the idea of incorporating alumni senior (55+) housing
3. Attended University St. Paul Capital Planning Open House sessions/presentations
4. Co-op Board participated in conversations with University Admin VP Services, Mike Berthelsen in reference to the University's plans for the future of CTC.
5. University of Minnesota Board of Regents December 12th-13th 2019 - Finance and



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Operations Committee materials - Final St. Paul Campus Strategic Facilities Plan – Final
DRAFT (Pages 311-388) - **ON HOLD**

6. March 2020 - COVID – 19 worldwide pandemic – everything halted Management agreement is very close to being finalized. Main changes would be expansion of possible resident candidates and some costs were transferred to the University (e.g. part of the electrical expenditures, etc.)

House Keeping

1. November board Meeting (11/19) – (Action)
 - a. Pushes Executive Committee to 11/5
 - b. *Laura makes a motion to approve the updated dates. Tanner seconds. All (8) in favor.*
2. Community Safety Webinar UMPD (10/29) – (review)
3. Recruitment Open Board Seat (Review/discussion)

Meeting adjourned at 8:20PM