

**Commonwealth Terrace Cooperative, Inc.
Board of Directors
Meeting Minutes
September 28, 2016
6:30pm – 8:00pm**

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 checked="" type="checkbox"/>
<input type="checkbox"/>	Robert Andrade	Board Director	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Paul Bigwood	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Grace Bell	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rong Han	Board Director	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Scott Creer	Housing & Residential Life	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Kris Graham	Manager	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Hadley Adkins	Operations Manager	<input type="checkbox"/>
<input type="checkbox"/>	Shanea Schmelling	Minute Taker	<input checked="" type="checkbox"/>

Total: 7 Present, 2 absent, 1 resident visitor

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

6:30-6:31 Welcome, Choose Time Keeper and Process Assistant

Timekeeper: Grace Bell

Process assistant: Kimberly Weaver Olson

6:31-7:10**Visitor Locke expressed concern re: parenting responsibilities**

Resident **Locke** has witnessed 3 instances of violence resulting in significant wounds, perpetrated by a resident child (boy A) against another resident child. In each case, an attempt to reach boy A's parents by knocking on their apartment door was unsuccessful, and the child (boy A) remained outdoors after at least one of the incidents.

Locke contacted the police to discuss situations such as this. They advised that in cases involving violence, if no parents are able to be readily located, the correct thing to do is to call the police. The police are willing to come talk to CTC about this.

Bottom line: CTC needs to:

- 1) reiterate that residents know their responsibilities as parents
- 2) clarify the responsibilities of adults who witness inappropriate behavior
- 3) reiterate to parents that children must know who is watching them if the parents are not home.

Locke: review resident handbook? Hadley: already in it

Kim: review lease language?

Locke: can have UMPD come to give presentation

Hadley: open a "see it, report it" campaign during bonfire?

Rong: different cultures have different parenting style – maybe phone parent first?

Scott: can help

Kim: 2 groups to communicate with: parents & kids

Decision: **Locke** will contact the police and have them to come talk to CTC residents on the 14th.

In light of legal and cultural differences re: child-rearing practices, he will also contact UMN International Students & Scholars Svces Dept. to assist in seeing that international students are aware of their obligations here. Meantime, we'll pass out flyers at bonfire. (**Locke** will see if cops will make flyer.)

7:10 – 7:27**Scott Creer:** University project updates

- eligibility verification is being in progress
- resident satisfaction survey will go out within ~1 wk
- Knapp resurfacing is done
- By the end of this week Raleigh & Ray done w/construction, will then only need striping
- may need to wait until F/Y 2018 to resurface Fifield Place
- next: replace electrical system summer of 2017, will coordinate with Jeff on it
- this fall UMN housing will assess the cost of keeping CTC running for next 15 years, CTC will be informed of the results, probably sometime in October.
- responsibility for the unfinished grass restoration along Gibbs (after last year's road resurfacing) is in limbo between the contractor & UMN landcare
- Mpls. Is regulating 50% of waste must go to recycling/composting, expect St. Paul to also do so

- 7:27 – 7:29** **House Keeping:**
- The next Board meeting is scheduled for Wednesday Oct. 26, 6:00 pm.
 - Grace will do Terrace Times article (due September 30th)
 - We may need to assign a board member to attend Operations Committee meetings. Kris will follow up with Paul – he’s asking to step down from chair of the Operations Committee.
- 7:29- 7:30** **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.
- Michael moves to approve; Lacey seconds; unanimous approval
- 7:30 – 7:40** **Discuss time and process for the BOD and Arlene Vernon, Succession Planning consultant**
Please look at calendars for October 6,13 or the 20th.
- This will be folded into the next executive meeting, on Thursday Oct. 13. The executive meeting, with Kris, will run from 5:30 to ~ 6:00 pm. After that, the complete board is asked to attend a meeting with Arlene to begin ~6:00 pm.
- 7:40 – 8:00** **Board Discussion**
- We have a new bench at Peace Garden, given in memory of an ex-CTC resident, by the resident’s mother.
 - Grace will get a thank you card for the mother of the ex-resident, as well as one for our retiring maintenance worker, Greg.
 - Kim witnessed a little girl being hit by a bicyclist driving by a stopped school bus: CTC to remind bikers that they are obligated to follow rules of the road.
 - Slight change to the agenda format: a “board discussion” section for non-housing-related topics will be scheduled as the last item before the end of the board meetings.
- 8:00** **End of meeting**

Upcoming event: Autumn Bonfire, October 7th, 7-8 pm Peace Garden