

Living at Brooks Co-op



2005-2006

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Introduction

Welcome

Welcome to Gwendolyn Brooks Co-operative! We hope that you will enjoy your time with the co-op. There are a great many ways in which you will contribute to the life of Brooks Co-op, some of which will be explained later on in this handbook, and some of which you will discover for yourself.

The purpose of this handbook is to welcome you as a new member and also to help you get oriented by explaining our policies. Please take some time to read through it. This will help you learn how the co-op works, and why it works that way.

Once you have read the handbook, you should be ready to do the things expected of all members:

- Attend House Meetings (the more the better!)
- Cook House Dinners (the tastier the better!)
- Do your Chores (the cleaner the better!)
- Abide by House Rules (the abided-by the... nevermind)
- Help out with Minor Maintenance and Work Days
- Be a Fun and Cooperative Housemate
- Pay your Rent



The policies here are not perfect and should not be viewed as unchangeable. Once you know how things are working now, if you can see a better way to do something, suggest changes! The co-op belongs to you, not to the people who wrote this handbook.

Philosophy

Brooks Co-op has no specific philosophy, but we like some of what others have said about co-op housing. The COUCH Mission Statement says this about co-ops:

COUCH is formed for the purposes of:

- a) educating the community about the benefits of living in cooperative housing arrangements and about practical and theoretical aspects of cooperation;
- b) encouraging the development of cooperatives whose members are a community that shares the tasks of daily living, rather than merely being economic participants;
- c) management of low-cost, not-for-profit cooperative housing by and for member/owners;

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- d) assisting community members in developing new cooperative housing arrangements;
- e) providing training and other assistance to new or troubled cooperatives;
- f) participating in and linking local co-ops to the global cooperative movement;
- g) promoting member ownership and control of housing resources.

Property ownership is an economic justice issue. Students and other low and moderate income residents often pay an excessive portion of their income in rent, for the profit of property owners. A not-for-profit, member-owned housing organization can provide lower housing costs and guarantee more responsiveness to resident needs. Living in low-cost cooperative housing and sharing food, tools, equipment, and other resources raises members' standard of living.

Residential neighborhoods in Urbana-Champaign, especially those near the University of Illinois campus, are being destroyed by landlords whose philosophy is to fit as many units as they can onto small pieces of property, and who wastefully allow large, well-constructed historic houses to deteriorate to make way for cheap, tacky apartment complexes. Structures in which people can live in community and with family and share resources are replaced by structures in which each resident lives in a isolated unit and shares nothing.

Many people do not form permanent roots in their communities and neighborhoods, or even in their own homes, due to longer work days and the disappearance of free time to do the work that sustains life, such as gardening, cooking, preserving food, and maintaining one's own property. Instead, many of us pay money to distant, indifferent corporations to do that work for us, corporations in whose interest it is to move and manipulate employees without regard to community connections, and to encourage the breakdown of our communities and families into smaller and smaller consuming units to create demand for more and more goods and services. Cooperative living holds the potential of developing more human-oriented economies of scale, whose size and scope are optimized instead of maximized, for the benefit of people rather than institutions, to serve and strengthen our community instead of worsening our division and isolation.



Tears of Joy

One of life's rarest experiences. Unpredictable and hard to extract. Irrefutable. Find as many different ways as you can. Experience necessary, yet seemingly harder as you get older. Companionship? Music? Pictures? You decide.
PREMIER Mfg. Co., Dept. 9, Detroit, Michigan.

The Qumbya Co-op (Chicago, IL) says the following in their member handbook (somewhat abridged and modified):

What is co-operative living? The simplest answer is that it is people living together in a self-governing group so that everyone benefits from the group's success. This house is your house, and you contribute directly to its well-being, and thus to your own. Co-operation is not about restricting your individual freedom and self-expression. Instead, it gives you a direct relationship with your environment, and creates a meaningful context in which you can act. Feeling happy and want to share it? Bake cookies. Or repaint a bathroom. Or build a table.

The freedom to act within a community context is much more valuable than the "independence" which can be purchased by wealth or status in our society. In a co-operative, you work together with other

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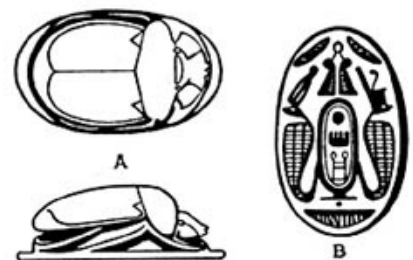
people toward common aims which at the same time make it easier for everyone to fulfill their personal goals. The moral of the story: do your part, we're all in this together.

When doing your part in the co-op, try to pick things which you really want to do, because there's no point in volunteering for a task you won't enjoy (or at least won't enjoy having completed). Part of working together effectively is having a division of labor that makes sense on a personal level, not just because the factory has to run such-and-such a way.

Part of self-determination is taking responsibility for your own actions, including little things like picking up after yourself. If you start something and don't finish it, make sure it's not in anyone's way.

A certain amount of conflict is natural. Capitalism obscures conflict by dealing with everything on a financial level -- everything has a price, and if you break the rules you pay a fine. We prefer to talk about our problems, and resolve them to benefit everyone. This means you have to be willing to listen, and accept that different people may have different ideas about how the common rooms should look, or what's an appropriate thing to cook.

Much of this handbook is about how our system works and functions well with the many other systems we live among (such as everyone's schedules of school or work). But much of co-op living is not about systems, but about the cultivation of the particular and unique relationships here and now. Both aspects -- systems and relationships -- are vital; both need to work together. We have a cooking system that ensures that there is dinner five times a week, and we have relationships that are strengthened by the shared food, and community, and labor. When considering policy for the co-op, we need to keep both these aspects in mind.



There are many points of view and things to be learned about cooperative living. Everyone has things to say and to learn about this. There are not many places in this society where we get such a chance. So we should take advantage of it to foster a lively, relevant and helpful dialogue about co-operation.

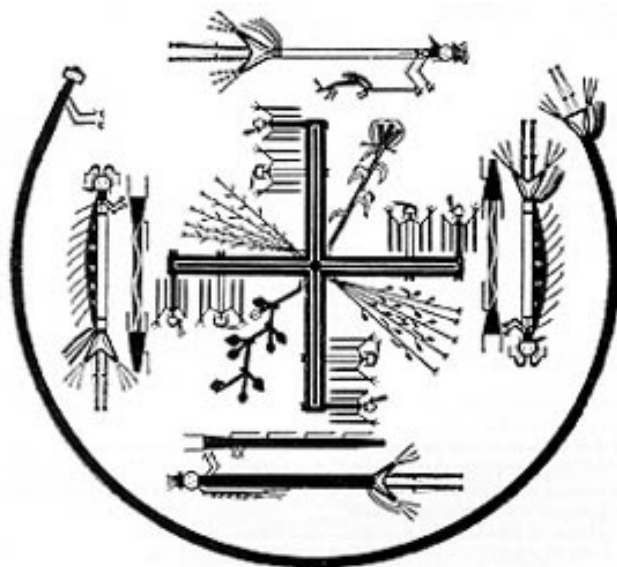
History

Our co-op is based in the historical cooperative movement which began in the 19th century. Today at least 600 million people in scores of countries are active in cooperative enterprises. Cooperatives include credit unions, food and consumer co-ops, agricultural co-ops, and child care co-ops. Modern cooperatives began in the 1840's and 1850's in France, Germany, and Great Britain. Most American cooperatives trace their roots to the Rochdale Society of Equitable Pioneers in England. The Rochdale pioneers were a group of 28 weavers, hard-hit by the industrial revolution, who opened a cooperative dry goods store. They established seven cooperative principles: open membership, democratic control, limited interest on capital investment, equitable distribution of economic surplus, continuing self-education, cooperation among co-ops, and neutrality in social conflict.

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There have been housing cooperatives in Champaign-Urbana for many decades. Their numbers have been shrinking in recent years, however, so in 1997 members of several local independent co-ops joined forces to create an umbrella organization to pool and organize their efforts, Community of Urbana-Champaign Cooperative Housing (COUCH). COUCH has been designed to strengthen the existing cooperatives, and to be a non-profit capable of running and eventually purchasing new cooperative houses.

For the first several years, COUCH worked on incorporation, and outreach for its associate co-ops (Green House, Avocado House, La Casa Grande Colectiva, and the Mothership). In 1999, COUCH signed a lease on a boarding house on Lincoln Avenue, called Nova Casa. Unfortunately, due to a short lead time and organizational mistakes, Nova Casa never really took off as a cooperative, and its lease expired in 2000. However, with the experience and near-success under its belt, the COUCH board started looking for new houses to rent or purchase. A fantastic old stucco house on University in Champaign was considered, but its need for extensive and immediate electrical and foundation work made it financially



impossible. Soon thereafter, in the spring of 2000, a boarding house called Halcyon House at 505 W. Green Street in Urbana was put up for sale. After quickly realizing that the purchase would be impossible without additional financial resources and experience, COUCH contacted NASCO Properties. NP is a subsidiary of NASCO, the North American Students of Cooperation, an organization of cooperatives across the United States and Canada. (For more on NASCO and NASCO Properties, and our relationship with them, see sections 8 and 9). NP and COUCH worked together on the purchase, with resulted in a loan of \$230,000, plus additional money for maintenance, financed by the National Cooperative Bank, the Kagawa Fund for Cooperative Development, and several housing co-op organizations. On June 1, 2000, NP purchased Halcyon House, with the agreement that COUCH board members would act as property managers for the boarding house until the existing leases ran out and the house could become a co-op. (The board learned all about credit checks and evictions!)

In September 2000, fliers were posted and friends were asked about formation of a core group to live in the house and set up its procedures, and in December 2000, seven future members of the co-op submitted a proposal to COUCH. Recruitment of the additional seven members was begun in January 2001, and Brooks Co-op officially opened on August 15, 2001!

In the Fall of 2000, NASCO Properties also purchased, at a steal, a boarding house at 702 W. Washington. There was enough money in NP' s budget to pay for a commercial property manager for two years, although work began on forming a core group for the house in Fall 2001. Harvest House, a COUCH-run co-op, opened in August of 2002 with 14 members. COUCH is currently hoping to expand over the next several years, so as to have a sufficiently large base of members to thrive into the future. Future goals include purchasing one or more houses without NP as an intermediary, possibly an existing Champaign-Urbana co-op.

Our Name, Gwendolyn Brooks Co-op



Gwendolyn Brooks (1917 -- 2000) was one of the most distinguished poets from Illinois. She won the Pulitzer Prize for poetry in 1950, the first African-American to do so, and is considered one of the greatest African-American writers of the 20th Century. Her work is read by every Chicago schoolchild, and continues to impress and inspire its readers. Here are some excerpts from Literature Online about her and her work:

The career of Gwendolyn Brooks is virtually without parallel in American literature. She achieved extraordinary success at an early age, winning the Pulitzer Prize for poetry with her second book when she was in her early thirties. Nearly twenty years later, she abandoned her position as an establishment author to undertake a socially oriented commitment, expressed both in a more direct and politically conscious style of writing and in tireless activities on behalf of her community. But, whatever differences there may be between her earlier works and her later ones, she has remained from first to last a disciplined and serious artist, and an affirmer of the highest standards both in her work and in her life.

...*A Street in Bronzeville*, Brooks' s first collection of poetry, was published in 1945... [T]he subject matter was drawn from the life of the black neighborhoods of Chicago, described from a seemingly objective viewpoint and expressed for the most part in traditional forms, including several sonnets. The perception of Brooks as not only a very talented poet but one whose work was in the mainstream was certified when Annie Allen (1949), her second collection, was awarded the Pulitzer Prize, the first time that an African-American poet had received this prestigious award.

...In 1967 occurred an event that would profoundly transform the shape and direction of Brooks' s literary career. Attending the Second Black Writers' Conference at Fisk University, she was struck by the passion and commitment of young poets at that gathering. ...Having written *about* the people in her earlier books for a larger, mostly white audience, she now decided to write *for* them.

In 1968, in the wake of Carl Sandburg' s death the previous year, Brooks was appointed Poet Laureate of Illinois, a post that she [held until her death in 2000]. Far from regarding it as a merely honorary post, she ...used this position to bring poetry not only to the schools and colleges of her state, but also to its hospitals and prisons, and ...encouraged many young poets, often through awards that she ...sponsored not only with her reputation and influence but with her own money as well.

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In her entry in Who's Who in America, she provide[d] the following as a statement of her personal philosophy: "To be clean of heart, clear of mind, and claiming of what is right and just." These are principles that she ...unswervingly embodied and honored both in her writing and in the the living of her life.

Many names were suggested for the co-op, from *Jim Jones House*, in recognition of the NASCO Properties Executive Director who was so instrumental in its purchase, to *Walnut House*, for the big black walnut tree in front of the house, to names like *The Cardamom Pod* and *Saffron House* to reflect the role of food in co-op life. The minimalist 505 even made the final cut! One goal that the core group had was to select a name with some sort of meaning or theme, that could help organize the house and give it some unity and purpose. Another goal was to recognize something local to Champaign-Urbana. Yet another was to reflect a spirit of cooperation, perhaps by recognizing a co-op leader. And yet another was to select a name to counteract the truly shocking number of physicists to be living in the house the first year! After a final voting process, Gwendolyn Brooks was selected as a name worthy of respect. Although compromise was necessary (as it always is in co-ops!), Brooks being neither a co-op figure nor local to Champaign-Urbana, it was felt that having poetry be reflected in the life of the house was a worthwhile goal.



Vittles

Meals

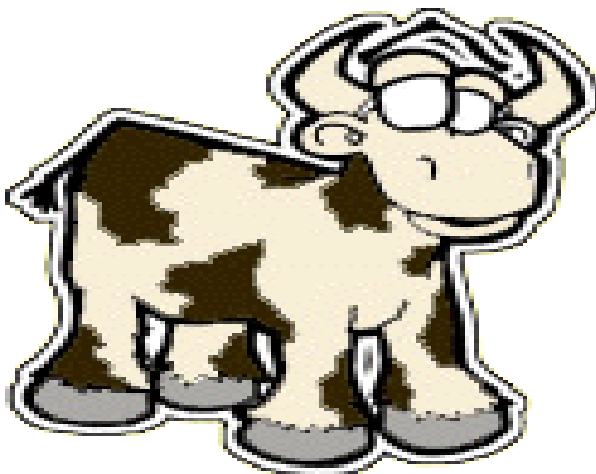


Eating together is a great way to build community and friendships. Cooking tasty meals for an appreciative audience is also a rewarding experience. So, to support our community with calories and camaraderie, we have four weekday dinners and a Saturday brunch. Sunday dinners tend to be a time when nearly all house members are present. On Sundays, we wait for (nearly) everyone to come to the kitchen for dinner and get their food. The cooks then offer a toast before the eating begins.

The house is not entirely vegetarian, but is certainly vegetarian-friendly. Vegetarians must be able to eat a yummy, complete and nutritious meal at each house meal. Our members also have varying tolerance for spicy food, so if you're making something spicy, try to make something milder too! Meals are prepared by two members; inexperienced cooks are sometimes paired with more experienced cooks to ensure that everybody will be able to participate in preparing food. Cleanup after the meals is handled by a team separate from the cooks.

You are welcome to cook for yourself and for others at times when no house meal is planned. If you use house ingredients to feed non-members (e.g. cookies for a potluck), please make extra for us!

Meat Handling Procedures



vanquished.

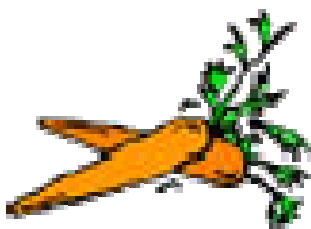
In addition to following good meat handling procedures, meat must be kept separate from vegetarian dishes. Treat dishes, utensils and surfaces that have been used with cooked meat as though they had been used with raw meat when you are going to use them on a vegetarian dish. Meat should be cut only on the red cutting boards, and other food items should not be cut on the red boards. One of the refrigerators in the dining room is specifically for meat to facilitate further segregation. Meat eaters and vegetarians are expected to live in harmony. Instances of intolerance by either camp will be settled by a fight to the death, with the victor either eating, or growing veggies in, the body of the

Cleaning

While some people may enjoy growing mushrooms, in general the kitchen should not be a fungus farm. Clean all your dishes promptly. People tend to forget if they don't do their dishes right away and.... one or two dirty dishes tend to breed others! Hot water and soap should always be used. Also, clean any surfaces you have dirtied while cooking. Following these practices should reduce the chances of plague decimating our house.

We do encourage use of the dishwasher, which is less work and is often more effective than hand-washing! Dishes, cups, and silverware should go in the dishwasher, which should be run as often as needed. Pots, pans, knives, wine glasses and anything containing wood should be hand-washed instead, promptly after use. Cutting boards should be thoroughly dried before being put away. Pointy things, like knives, should be stored pointy end-down to avoid blindness. Check to see if the dishwasher is full or nearly so before you start cooking a house meal – it can be frustrating for after-dinner cleaners to face 14 new dirty dishes plus a dishwasher full of dirty dishes, too! If you have a few minutes to spare, putting away clean dishes is always appreciated!

Scraps Scruples



We are often fortunate enough to have leftovers from our delicious dinners that we can save for later consumption. These should be labelled with the name of the dish and the date. Private food should be labelled with the owner's name and the date. Never leave only a small amount of a leftover in the container – we all know that this is just an excuse not to have to wash the tupperware!

In addition to having leftovers, we often have various bits of vegetable matter that can't be eaten (banana peels, old bread, carrot tops...). These should be composted. The white ceramic bin in or near the kitchen is for short-term storage, but vegetable scraps should be put into the big compost bin in the backyard as soon as possible. Various non-food items (cans, bottles, paper) can be recycled in the green bins in the kitchen hallway. Please rinse out bottles and cans before recycling them.

To Buy or Not to Buy

Most of the food we eat is bought by our house food buyers. Ideally, all members let the buyers know ahead of time what food items they will need for preparing house (and other) meals. Sometimes (often?) cooks will do some shopping themselves, however, so everyone needs to know what food can be bought on the house budget and what food cannot. It's also important to check that required items are truly missing before you buy!

At the time of writing, the following items are forbidden as house purchases: ice cream, soda pop, candy, lard, and beef and chicken stock. Other buying guidelines have also been established. Juice will be 100% pure juice (with the exception of Lemonade and Cranberry juice). Bread shall be of the healthy variety (e.g. Brownberry). Peanut butter shall be of two kinds: crunchy from Common Ground, and the smooth and cheap kind. Particularly in the off-season, frozen vegetables are preferred to fresh since they are less expensive. Overly processed foods are to be avoided.

Meat may be purchased for house meals or for other meals, but should be highlighted on the receipts given to the Finance Co-ordinator. To keep costs down, meat should be bought by the food buyers when at all possible. When meat is bought by other house members, it should be relatively inexpensive. The house has not set a maximum price per pound, so use your best judgment!

Please note that in order to prevent food shortages, it's best to add an item that you notice is running low to the shopping list posted on the fridge.



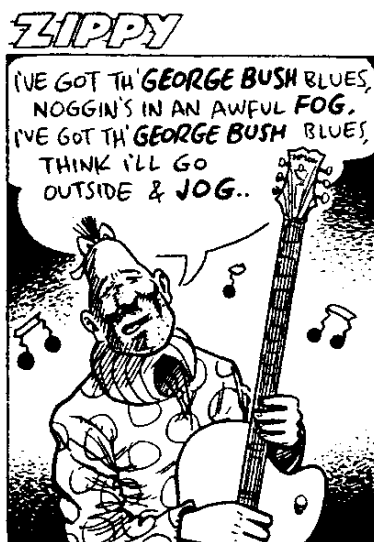
House Governance

Meetings

House meetings are held every other Sunday after dinner. Please make every effort to attend -- this is where the co-op not only makes decisions, but also where it resolves intra-group tensions, plans next week's party, and discusses ambitious long-term projects. Make your voice heard! Agenda items for the next meeting should be posted on the whiteboard in the dining room by Saturday night. Everyone is free to post issues. A day or so before the meeting, the Loose Ends Co-ordinator will send the agenda items out to the house in an email for those who didn't have a chance to look at the whiteboard. This gives everyone time to think about the posted issues. Issues that don't get posted, but are time-critical, can still be heard if the house agrees.

Group decisions are made by modified consensus (with the exception of new membership decisions, which require a simple majority – see below). In our version of modified consensus, if two or more house members don't agree to approve a proposal, it fails. The house should try to reach consensus decisions whenever possible, such that everyone's view is incorporated when solving house problems. On occasion, it may not initially be possible to reach an agreement on proposals concerning important topics. In such cases, the group may want to set up a committee to look into the subject further.

In the event you cannot make a meeting, you are allowed to empower an informed person to vote by proxy on your behalf; you should also make an effort to check out the recorded minutes for the meeting, which will be sent to the co-op mailing list (see page 31).



While meetings also serve as an opportunity to socialize, the business of the meeting should be conducted efficiently. To this end, every session has a facilitator, either the loose ends coordinator or someone trained by the loose ends coordinator. The facilitator guides everybody through the agenda, keeps order during discussions, steers things from general discussion towards a consensus, and generally keeps things moving along. It is important that the facilitator remain neutral, or temporarily defers to someone else if they cannot.

The meetings are generally organized as follows. After an opening poetry reading and a welcome to anyone new, house members should make any announcements (items not requiring discussion) they may have. Next, with input from house members, the facilitator should organize the agenda. Before going through the items on the agenda, house officers give updates of

what's been happening in the area they're responsible for. Someone will take official minutes for

every house meeting. This record will include a copy of the agenda, brief notes on the discussion, exact wording of formal proposals, outcomes of votes, and anything else that's pertinent.

It is sometimes necessary to have long, involved discussions during a meeting. However, this need not happen all the time. Keeping meetings no longer than needed is not solely the facilitator's responsibility; house members should avoid reiterating points made by other people. This is not to say that meetings should be all business and no fun, but please be sensitive to others' busy schedules!

Accepting New Members



It is important that everybody who joins Brooks Co-op has an understanding of what living in the co-op is like and what will be expected of them. To that end, we have a membership process designed to inform people interested in joining about Brooks, and to make sure that new members will have a reasonable chance of fitting in. Naturally, a tour of the house and reading this handbook are suggested ways to get an idea of what we're all about. A meeting with all of the current members, usually over dinner, is expected as well. People far away or in other countries will instead speak to several current members on the phone. Each potential new member will be asked a small number of "mandatory questions." Our goal is to avoid rejecting people to the extent possible -- it's always better if people self-select and realize that the co-op isn't for them. However, after the dinner and after everyone's questions have been answered, members should tell the membership coordinator if there are any objections or

concerns. If so, there will be a discussion at the next house meeting about the potential member, ending in a (majority) vote. Then, if the candidate is not rejected, the membership coordinator will ask them if they are interested in becoming a member, and will take care of the other details.

Rejection Guidelines

We believe the following points should be seriously considered when Brooks Co-op must decide whether or not to reject a potential member from membership. Although the stated policy of this co-op is openness to all interested, there will occasionally be a member whose presence in the co-op would not be in the best interests of the membership as a whole, or in the future of the co-op. In a situation where members aren't sure whether they want to accept or reject a new member, they should consider the following guidelines:

1. Financial Considerations. If a potential member is unable to convince the membership that s/he will be able to pay for room charges and other costs, Brooks Co-op retains the right to verify

Living at Brooks Co-op - House Governance

employment or other sources of income, and to require a credit check. If Brooks Co-op members are still unsatisfied, they may choose to reject a potential member because of financial considerations.

2. House Rule Violations. If failure to reject a potential member would violate another house rule, such as the policies on pets, or the gender balance guideline, members must vote to reject the person.
3. Poor Social Interactions. If a potential member is perceived to be a likely cause of severe household disharmony, this may be a reason to exclude a potential member from membership.
4. Unaddressable Special Needs. If a potential member has a disability, allergy, life condition, dietary requirement, etc. which would severely affect the functioning of the co-op, or would require house members to make unreasonable sacrifices, this may be a legitimate reason to exclude a potential member from membership. For potential members with special needs, accommodations need to be discussed in detail with house members prior to a membership decision being made. Brooks Co-op should make a reasonable effort to accommodate everyone with special needs, but exceptions are possible.
5. Hygiene Concerns. If a potential member threatens the sanitation or smell of the house, and is unwilling to address the perceived problem, members may decide to reject that person.

Note: Race, ethnicity, sexual orientation, political views, etc., shall not be used to discriminate against anyone! Diversity is strength!

Summer Sublease Policy

When a member wants to sublet for the summer, she or he should let the membership co-ordinator know as soon as possible. The membership co-ordinator will put that member's name on a list of people looking for sublets, and will respond to subletting inquiries.

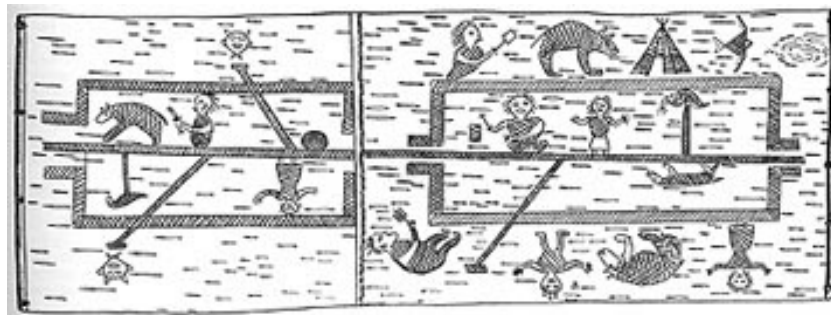
As subletters are found, members will be relieved of their room charges in the order that they signed onto the list. Note that the first sublettor may not be renting the room of the first member on the list! This means that the member is only guaranteed to be relieved of the portion of their room charges equal to the price of the smallest room in the house. As more rooms are subleased, every effort will be made to relieve members of the largest possible portion of their room charge (never to exceed their room charge). All subletters will have to go through the normal membership procedure.

To encourage members to find their own subletters (rather than just waiting for a sublettor to contact the membership co-ordinator), a member who finds his or her own sublettor may have their room charge relieved by that sublettor (regardless of the order they added themselves to the list).

Maintenance

How Our House Improves

One of the guiding principles of our co-op is self-sufficiency, and this extends to how we care for our building. If we fix up our house ourselves, we not only save quite a bit of money, but we also strengthen our community through working together. Some of the needed work is done by contractors, and much of it must be in compliance with Urbana building codes, but this leaves plenty that we can do. With enthusiasm and willingness, and appropriate outside help, we can manage to solve just about every problem, from remodeling to fixing broken furniture.



House maintenance gets done in various ways. The co-op has a Maintenance Coordinator, who arranges for needed work to be done. He or she does work herself or himself, is empowered to ask other members for help, and hires contractors for large projects. NASCO Properties holds the maintenance budgets and NP and COUCH help to coordinate major projects. Willing house members are encouraged to take on smaller projects, and every academic semester (including summer) we have a “work day” where everyone works together on maintenance and deep cleaning.

Work Days

The date of the work day, and decisions about what needs to be done, are decided on by the house. The Maintenance and Labor Coordinators organize the actual event, make sure needed supplies are on hand, etc. Each member puts in at least an afternoon's worth of labor. (If you can't make the actual event, talk to the Labor Secretary about making up the time either before or after the fact.) These weekends can be incredible fun, a great “bonding time” as members sweat and fix up the house together! We can order out for pizza after the work is done, or one work day task can be to

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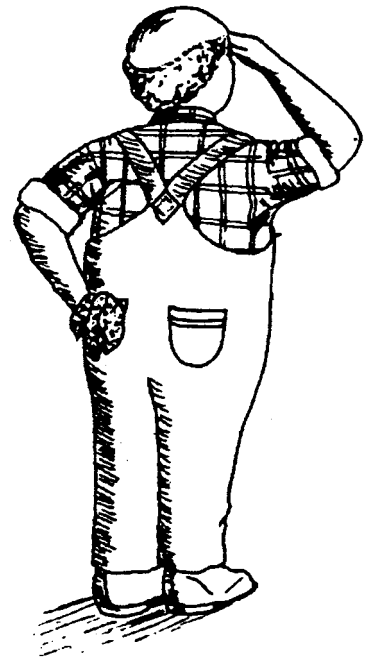
cook up a special meal afterwards!

Maintenance also needs to be considered on a daily basis. Notice when something needs to be fixed. Take responsibility for minor problems, especially to prevent damage. Some examples are: closing windows before large thunderstorms, noting leaks in the roof or plumbing, etc. If the problem is more serious than you can do yourself, ask the Maintenance Coordinator for help, and perhaps be willing to learn a new skill. For still more major problems, inform the Maintenance Coordinator who will arrange for more skilled members or a contractor to deal with the problem.

If you have an interest in learning carpentry or other skills, please get more involved. Living in a co-op is often a good opportunity to learn! Members can take the initiative for minor improvements to their rooms. If your room needs painting, the house can cover the cost of the paint. (Although if we think your color choice might make it harder to fill the room in the future, you might be asked to repaint it white before you leave.) You can also look around for other common areas that might need to be painted -- a freshly painted house makes everyone happier.

Always promptly return tools to where they belong in the basement workshop, and report any damaged tools to the Maintenance Coordinator. Please treat the tools well (note that some are lent to the house by members), and leave paint brushes, rollers, etc., clean when you are finished with them.

Please clear any maintenance purchase with the Maintenance Coordinator prior to purchase.



Work

There are several different types of work in our co-op: cooking and post-meal cleanup, general cleaning, and coordinator positions. People with coordinating responsibilities will have less responsibility for general cleaning, but their jobs are likely to take more time than the cleaning would. Altogether, house duties take 4 hours or so per week, including cooking. Please plan ahead and make time for your house work -- everyone will appreciate it!

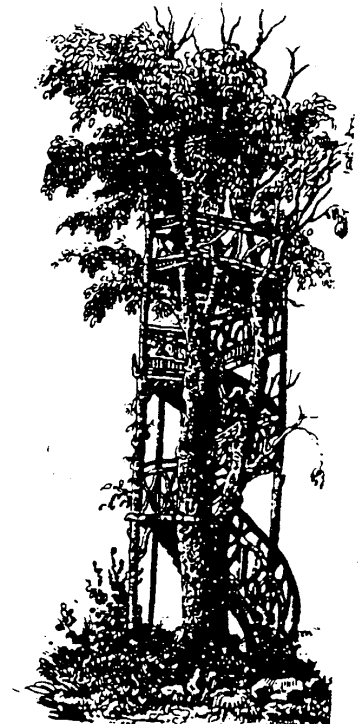
Cooking and Post-Meal Cleaning

Everyone cooks and everyone cleans up afterwards, but generally no one need do both on the same day (unless they want to). Each member should submit their scheduling constraints to the Labor Coordinator who will develop a schedule for a month at a time which ensures that everybody cooks an equal number of times and people get to cook with different people. After dinner kitchen cleaning works the same way, but cooking and cleaning are not typically assigned on the same day. Note that it's always a kind gesture to help with cleaning after every meal, but that those people scheduled to clean need to stick around to make sure that everything gets done.

After-dinner cleanup involves:

- washing dishes
- putting things away
- taking out compost
- sweeping the kitchen floor
- wiping down the stove, counters and tables
- and returning to put away the clean dishes.

Should conflicts arise with a day you're rescheduled to cook, please swap with someone else and note the change on the calendar!



The Cleaning Manifesto

One of our important responsibilities as fellow co-ops is to weekly seize upon mop, broom and sponge, and give some facet of our lovely house a little tender loving care. Bearing this in mind, here is a list of the weekly chores and precisely what is required of you. Check this list as needed, because it does tend to get a little confusing, now doesn' t it?

Chores are assigned by the Labor Coordinator in a manner that gives coordinators a reduced workload (fewer chores, and less-strenuous chores). The assignments are posted on the cork board in the dining room. Let the Labour Co-ordinator know if you' llbe out of town so that you are not scheduled to clean. Chores are to be completed by Monday at the latest. The “extreme shame” square shall be applied if the chore is still incomplete on Wednesday.

The chores, which shall be done weekly, are as follows:

● **Cleaning the bathrooms (5 of them)**

- Tidy up and put things away
- Clean tub/shower
- Sweep and mop floor
- Clean sink(s), toilet, mirrors
- Supply with toilet paper
- Empty wastebaskets

● **Cleaning the kitchen (except floor)**

- Tidy up and put things away
- Clean counters and walls (particularly near the garbage)
- Deep-clean stovetop and stove exterior
- Clean sink and dish drainer
- Take out trash



● **Cleaning the dining room (plus kitchen floor)**

- Tidy up and put things away
- Clean tables and dining room counters
- Cleaning inside and outside of microwave
- Sweep and mop floors from outside doorway to swinging door in hallway, including all of the kitchen floor

● **Cleaning the living rooms (including third floor kitchenette)**

- Tidy up and put things away
- Clean surfaces, desks, counters, etc.
- Sweep and mop first floor living room, mop third floor kitchenette, vacuum third floor living room

● **Cleaning floors in stairways and halls (bi-weekly)**

- Tidy up and put things away
- Sweep and mop first floor hallway, stairs to second floor, and second floor hallway
- Vacuum first floor carpet and stairs to third floor

● **Cleaning the fridges**

- Remove leftovers older than one week
- Wash out resulting containers
- Compost old vegetables
- Clean shelves

● **Doing outdoor work**

- During the summer, mow the lawns, pick up sticks, etc.
- Sweep front and back porches
- Turn compost
- During the winter, if it snows, shovel front steps and walkway, back ramp and steps, and fire escapes. Salt if necessary.
- Pick up trash around house.

● **Recycling and trash**

- Take out recycling on Wednesday nights for Thursday morning pickup.
- Take recycling bins back inside promptly.
- Clean up around outdoor trash bins

● **Washing kitchen and bathroom towels, and cleaning laundry area**

- Wash the white handtowels in each bathroom, and the crate of kitchen towels, and fold and return them to the appropriate locales.
- Wipe down washer and dryer
- Tidy up table and throw out empty boxes and bottles
- Sweep laundry area
- Take out trash

● **Kitchen tidy-up on non-dinner week days**

- Tidy up and put things away
- Load dishwasher and put away clean dishes
- Wipe down counter tops and tables
- Wipe down stove and sink
- Sweep kitchen and dining room floors

Coordinator Positions

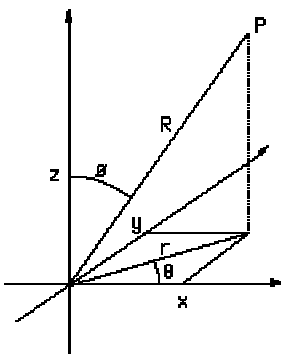
The Labor Secretary and/or Loose Ends Coordinator will recruit people to fill vacancies in the coordinator positions. These are positions of significant responsibility, and your good work is very much appreciated by everyone!

• **Buyer(s)**

- Shops for (and orders) food, as well as kitchen and house supplies
- Collects by any means necessary a list of ingredients from cooks in a timely manner
- Maintains a list of foods which should be generally available

• **Treasurer**

- Collects and disburses money
- Makes budgets for food, maintenance and so forth
- Keeps track of the house finances
- Regularly informs the membership about the state of the finances
- Works with the COUCH Treasurer on financial matters



• **Labor Secretary**

- Assigns jobs according to complex formulas
- Harasses and embarrasses people who failed to do their assigned work and praises those who have done their tasks
- Organizes work holidays
- Provides the buyer with a list of necessary cleaning and related supplies
- Makes sure that member labor may be used as efficiently as possible

• **Maintenance Coordinator**

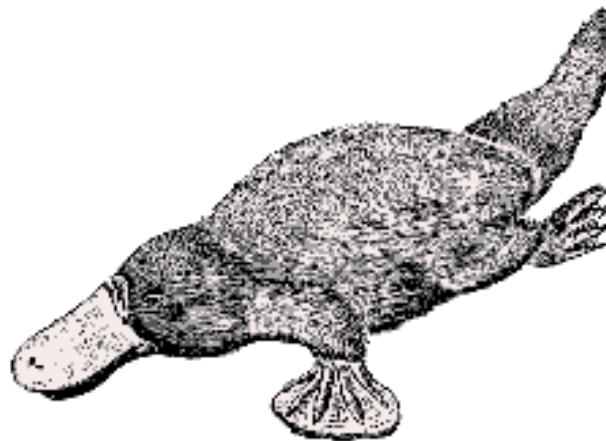
- Works with the Treasurer to budget for maintenance work and supplies
- Learns about minor maintenance, and performs it to the extent possible
- Supervises members and hires workers for other minor maintenance
- Oversees major maintenance as spelled out in the contract with NP
- Works with the Labor Secretary to organize work holidays

● **Membership/Education Coordinator**

- Supervises advertising for new members
- Acts as a contact person for new members
- Administers room assignment procedure
- Holds responsibility for key distribution
- Acts as hatchet person in cases of expulsion
- Makes sure that new members are acquired and assimilated
- Maintains educational materials (like this handbook)
- Arranges for entertaining educational events

● **Loose Ends Coordinator**

- Supervises Treasurer
- Assigns someone to write and post meeting agenda and minutes
- Chooses and trains effective meeting facilitators
- COUCH representative unless another is designated
- Picks up slack whenever necessary



IT'S THE PINKY SUTHERS SHOW

AND THIS IS A SNAKE. HI.

WELCOME TO
THE SHOW.

I CRAVE
SUSTENANCE.
WHAT IS THERE
TO EAT?



HORROR. I FIND
NOTHING IS THERE!



A MAMMOTH
DISASTER!
NOTHING TO
EAT. WHAT
SHALL WE DO
BUT STARVE?
...I BLAME YOU
FOR OUR SAD
PREDICAMENT.

A CONFRONTATION
IS BREWING.



OW.

TAKE THAT!

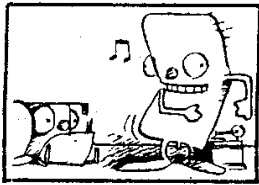


TA-DAH!



THIS NIBBLING BIT
HAS BEEN
INTENDED
TO ILLUSTRATE
THE DANGER OF
BLAME. KEEP A
WELL STOCKED
KITCHEN, AVOID
BLAME.
GOODDAY.

Social



Members

Living in Brooks is more than sharing rooms in a house; it's sharing a home. Many people are daunted by the idea of living with so many people. Unfortunately, it would be difficult to explain what it is like to share a home with 14 people in a couple of paragraphs, but rest assured, it's lots of fun. Our cooperative is about intentionally creating a community in which to live. Sharing in this community requires a genuine interest in your housemates and home. This means more than just paying your bills, doing your chores and not being an ass all the time. It means being considerate and taking into account how your actions will affect others. While we should all strive to interact sincerely and honestly, we recognize that we are not all George Bush (not that only George Bush is sincere and honest, nor that all George Bushes are so either). With so many people, you are likely to be closer to some than others, which is fine so long as you maintain healthy relationships with all your housemates.

Living with 13 (or 14 or 15) other people is much like living with an extended family. And like families, you will usually get along, but sometimes not. Disagreements and fights are likely to occur. In the case of full-blown conflict, the loose-ends coordinator will step in to begin conflict resolution, which is described in detail in the next section. In the case of half-blown conflict, the members are expected to deal with it in a mature and reasonable way. For those unsure how to do this, ask the loose ends coordinator.

Another aspect of cooperative living is helping one another out. If you think you can help someone with a project, please offer to help. This can be as complicated and involved as being the house's computer guru or as simple as getting a pie pan from the highest shelf. As a member, you should feel comfortable asking someone for help or asking questions about the house. Each of us has skills and talents that others in the co-op will envy and desire. Be willing to share your talents with your housemates. Offering your experience and help to new cooks will garner appreciation from the cooks and happiness from the group. Sometimes members of the house are learning a second (or third!) language, be it French, English, Japanese or Zulu. If we can, we should try to help. As housemates, we should be willing to listen to one another and open to helping others work through problems or issues.

This a unique social group - from the unique nature of cooperative living, to the simple fact that if you're reading this, you have a desire to live and interact with thirteen other people. The level of togetherness will vary, however.

Guests

As social people, we will likely have guests visit us. The introduction of fresh faces is a welcome respite from our housemates. Guests are welcome to stay in your room, the living room, or, with permission, in someone else's room. If you have a guest coming, out of consideration, please let people in the house know. If they are staying longer than seven days, then you will need to get verbal or written permission from everyone in the house. For every week that they stay, we recommend but do not require that guests (or their hosts) contribute one quarter of the house's food charge for the month, currently \$22.50. If your guest still feels beholden to the house they can be incorporated into the cleaning and/or cooking schedule during their visit. If there is a problem with a guest, please speak to their host about it. Guests are the financial responsibility of their hosts.

Dinner guests are also always welcome! Regular dinner guests should not be discouraged from lending a hand with cooking or offering dessert or wine. Dinner guests should not be invited when potential members are also over for dinner, however.

Conflict Resolution and Problem Members

Occasionally in co-ops there are interpersonal problems (personality conflicts, romantic disasters, etc.) that negatively affect the well-being of the house as a whole. In those cases, it is important for steps to be taken to deal with the problem and keep it from becoming worse. Brooks Co-op has adopted the following procedures to deal with conflict. Several overarching principles are reflected in this procedure. First, one person, usually the Loose-Ends Coordinator, needs to be responsible for managing the problem, making sure that all of the steps are done, and seeing the conflict through to a conclusion. Second, the participants in the conflict need to be identified. Third, participants in the conflict should not be able to obstruct the process. And fourth, our goal is to keep all members informed about the situation at all times, so that secrecy does not make things worse.

1. Like civilized adults, members who find themselves in a conflict should try to communicate with each other to solve the problem before it gets out of hand.
2. Should one-on-one negotiation be unsuccessful, and if the conflict is impacting the well-being of the house, a conflict manager (usually the Loose-Ends Coordinator, but someone else if he or she is involved in the conflict) needs to take responsibility. People involved in the conflict should ask the conflict manager to bring the matter before a house meeting so that the co-op as a whole can help solve the problem. In some cases, it may be necessary for the conflict manager to bring the matter before the house without being contacted by the members involved in the conflict.

3. At this stage, the conflict should be discussed with members of the house, so that our collective wisdom may be applied to the problem. Hopefully, a thoughtful, reasoned discussion will help to resolve the problem. Should the members in conflict not all attend the meeting, the discussion should be written up so that all members can be aware of the problem and of the discussion.
4. The conflict manager needs to evaluate whether the previous steps have succeeded in solving the problem. If not, he or she should ask the house at a meeting whether they want to require outside mediation of the conflict. (Mediation may be pursued through University service, or through COUCH members trained in conflict mediation, if available.) There are three possible outcomes of this step.
 - If the house decides not to require mediation at this time, the conflict manager should either let the matter drop, or return to step 3.
 - If mediation is successful, everyone is then happy!
 - If mediation is unsuccessful, for whatever reason, proceed to step 5.
5. For severe conflicts that threaten the ability of the co-op to function, it may be necessary to evict one or more members. Should the conflict manager establish that the previous steps have been followed, without success, there should be a vote at a house meeting. The fact that eviction will be discussed at the meeting needs to be communicated to the house directly, such as by email, in addition to adding the item to the meeting agenda. All members, including those involved in the conflict, should feel free to participate in the meeting and the discussion about the conflict. The ramifications (eg., financial) and process of eviction should be reviewed at the meeting. Once discussion has completed, there should be a vote to expel each member involved in the conflict. Only members not involved may vote, and the vote should either be by secret ballot, or should take place with the members who are involved in the conflict absent from the room. The vote shall be carried by the usual modified consensus (no more than two dissenting votes). If (modified) consensus should not be achievable, return to step 3.



Living at Brooks Co-op - Miscellaneous Policies

Miscellaneous Policies

In this section, you can read about various house policies that don't fit anywhere else! Enjoy!

- **Air Conditioning** -- The cost is \$20 per month if you use AC in your room.
- **Alcohol** -- Alcohol consumption is permitted. And occasionally encouraged.
- **Bathroom Behaviour** -- Toilet paper should be replaced by whoever uses it up! Shampoo and conditioner are generally private items. Hair catchers should be used and emptied after each bath or shower. Plungers are there for your plunging enjoyment – don't leave it to someone else!
- **Bikes** -- Bikes can be parked outside the house, in the basement, or in your room.
- **Brooms** -- Please store with bristles up.
- **Emergencies** -- The kitchen drawer is stocked with a first-aid kit and a supply of condoms.
- **Garden Hose** -- Please store in a circle.
- **Laundry Room Etiquette** -- Detergent is provided by the house. Quarters for the machines can be recycled – just open the change slots. Clean lint filter in the dryer after each use and refrain from washing or drying after midnight. If you want to use the washer or dryer but find someone else's clothes there, you can put the clothes in one of the house laundry baskets that are stored in the basement.
- **Nudity** -- At this point, the selection of appropriate attire is left up to individual members. However, we will suggest loose guidelines. At a minimum, a normal set of clothing should be worn while cooking, possibly including an apron and chef's hat. At the other end of the spectrum, complete nudity is suggested in the showers in order to facilitate cleaning. (It has been noted that the third floor fire escape is suitable for sunbathing naked.)
- **Parking** -- Some parking at the house is available at an additional cost (~\$20/month). Street parking is also available, and permits are available from the city.
- **Pets** -- Pets that are quiet and will live in some sort of container in your room (e.g., goldfish) are generally allowed. Please ask the house first if you'd like to bring in any other pet. Parrots and rabbits have lived here in the past.
- **Security** -- Front and back doors should always be locked (including deadbolt on back door). Windows should be secured at night.
- **Shoes** -- Muddy, wet or salty winter footwear is not to be worn inside. Please use shoe racks. Shoes are strictly forbidden on the third floor.

Living at Brooks Co-op - Miscellaneous Policies

- **Storage** -- Use the room at the back and on the right as you go down the basement stairs for storage. Be sure to label everything with your name.
- **Tobacco** -- The smoking of tobacco products is forbidden indoors.



Living at Brooks Co-op - Finances

Finances

In most U. S. Corporations, money talks -- the amount of control you have in a corporation (i.e., how many votes you get) is determined by how many shares you own. In contrast, cooperatives give each member one vote, regardless of the amount of money they have invested. A co-op is an economic democracy.

In our cooperative, we collectively decide what to spend our money on, when people should pay, how much each person should pay, etc. Although some aspects of our finances are outside our control (how much NASCO Properties pays towards our mortgage each month, for example), each



member has a voice in the various organizations that make decisions about your money. Within the co-op, all members directly vote on issues such as utilities options, food purchases, etc. At the COUCH level, each house has one or more Board representatives, and each member has a vote at Annual and Special meetings. Decisions about education and outreach, and also real-estate transactions and other major changes, are all made democratically at this level. And finally, NASCO Properties' Board is primarily made up of representatives of co-op systems that have NP houses, including COUCH.

Deposits

Each member, when they sign their house contract, pays a deposit equal to one month's rent to COUCH. By Urbana law, you get that amount, plus interest of 2% per year, back after you move out. Half of the deposits are held by COUCH, with the other half going to NP as a first payment toward our house. Much of the remaining money has been loaned back to our co-op to help with cash flow, utility deposits, etc.

Members also pay a one-time non-refundable membership fee to COUCH and NASCO, which goes for the various educational activities of those two organizations. If you've paid either fee at some point in the past, you don't have to pay again.

Monthly Payments

Each month, members pay for room, board, and food. One check is written to COUCH, for your room charge ("rent"). The other check is written to Brooks Co-op, for food, utilities, etc. The bills are posted by the Treasurer around the 25th of the month. You must pay your bill by the 1st of the month. If you cannot pay your entire bill, you should immediately talk with the house Treasurer and COUCH Treasurer to work out a payment plan. Note that the food budget is paid ahead, while other

bills are billed behind, meaning that new members pay for an estimated months' food (\$90) when they move in.

The money you pay takes a complicated path! The check written to the co-op pays for food, utility bills, and the Co-op Improvement Fund (CIF). (See below for information about the CIF.) The other check, a.k.a. "rent," goes to COUCH. COUCH deposits that money, then sends most of it up to NASCO Properties as a lease payment. 5% of the money that COUCH receives is kept as a vacancy reserve, and also helps pay for COUCH' sadvertising, educational programs and its minimal overhead. (COUCH receives some money from the associate houses for those expenses as well, so COUCH only budgets about 10% of the reserve money for these efforts.) The money that NASCO Properties receives is then used to pay property taxes, the mortgage, insurance, minor maintenance (regular upkeep) and capital improvements (major work or remodeling), and overhead.

Major Maintenance

NASCO Properties holds the money for major ("capital") improvements to the house. Whatever money is not spent rolls over to following years, which allows us to build up enough cash to pay for major expensive projects, such as replacing a roof.

The maintenance coordinator of the house, with the assistance of other members of the house and NASCO Properties, is responsible for evaluating major maintenance needs, setting up long-term schedules, asking for and collecting bids for work, etc. Payment is then made by NP directly to the appropriate contractor.

Minor Maintenance

Although NP holds the minor maintenance money as well, the procedures for this are rather different. Minor maintenance consists of supplies for wear-and-tear work, painting, projects undertaken by house members, and any other maintenance work that costs less than \$1000. In general, these items are paid for out of the house' account, then reimbursed by NASCO Properties. For bills of more than \$200, we may choose to ask NP to write a check directly, so as to minimize the impact on our cash flow.

Co-op Improvement Fund

Every month, each member contributes a small amount of money (\$5) to the "furniture" part of the CIF. This money is earmarked for replacing beds, desks, and other furniture in peoples' rooms and in living areas. In addition, \$15 of the \$20 parking fee goes to the "non-furniture" part of the CIF. (The other \$5 goes to the Party Fund!) This money pays for other non-food, non-maintenance expenses,

Living at Brooks Co-op - Finances

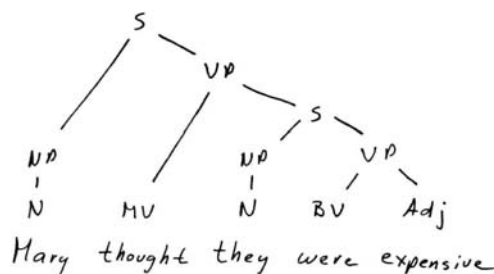
mostly things that make our co-op a great place to live! We pay for kitchen supplies, educational materials, *objets d'art*, and similar items from the CIF. If you have a suggestion for something you think the co-op should buy, bring it up at a house meeting. Remember that garage sales are great places to find cool, eclectic items to liven up the house!

Vacancies

As mentioned earlier, COUCH holds on to 5% of the rent that we pay in case of a shortfall in receipts. Rooms may be empty for three reasons. In case of a gap in house contracts (which should be avoided!), this vacancy reserve will be used to make up the difference until a new housemate can be found. Another possibility is that someone could owe COUCH money and would refuse, or be unable, to pay. In that case, the vacancy reserve would be used to cover the debt until it is repaid. (See also the Owing Money section below.) In the third case, we could decide to evict someone for non-financial reasons. For such vacancies, the current members of the co-op will be responsible for covering the shortfall until a new member can be found. This is a good reason to pay attention when recruiting new members, and also to find constructive ways to solve problems in the house before they require letting someone out of their contract.

Internal Expenses

Internal expenses, meaning utilities, food, and the CIF, are paid into and out of a checking account with "Brooks Co-op" on the checks. The house treasurer and loose ends coordinator have signature authority on those checks. Everyone else should coordinate with the most appropriate such person to get checks written, or in the case of food purchases should submit their receipts to get reimbursed (in the folder by the mailboxes in the front hall).



Your food bill for the month is determined by how many weeks you were absent. For each calendar month, add up the number of days (1 day = 24 hours) you were absent, then round down to the nearest week.

Brooks Co-op has a loan of \$1300 from COUCH to our CIF. \$300 of this went to Illinois Power for our deposit with them, \$500 was for start-up costs, and \$500 is a permanent loan to help with our cash flow. We pay COUCH 1% annual interest on this loan, and repay it at the rate of \$300/year.

Brooks shall reimburse all money owed to its members on the first of the month if the value exceeds \$50. If the amount is less than \$50, members can still get the money back right away if they ask for it.

Brooks will NOT be involved in writing any rent checks to COUCH.

Owing Money

Owing money to the co-op is bad. It makes it difficult for us to pay our bills on time, and enough people behind on their rent could put the whole co-op at risk, if we failed to make our lease payments to NASCO Properties. However, no one at COUCH or NP is an evil landlord, and we understand that unusual situations can come up.

For relatively small amounts of money, a good faith effort by you and the house and COUCH Treasurers to set up a payment plan will suffice. However, should the amount owed not be paid back according to plan, or if it continues to increase, COUCH can evict you. (This is the only time the COUCH Board, separate from the house, can make a decision about our membership.) See the house contract for more details on that process, should it come up!



COUCH and the COUCH Board

This section talks about the relationship between our co-op and COUCH, overviews the work of the COUCH Board of Directors, and discusses your rights and responsibilities as a member of COUCH, including participating in elections and membership meetings. It is technical, but is actually very central to the running of the co-op. For more information on COUCH, please see the COUCH Bylaws and Policies and Procedures, or talk to a member of the Board.

COUCH Overview

COUCH is a non-profit corporation with 501(c)(7) tax exempt status ("Social Club," the same as fraternities have!), whose stated goal is to facilitate the running of existing housing co-ops, and help to form new ones. All members of COUCH-owned or COUCH-rented houses are full-fledged members of COUCH, with representation on the Board of Directors, and a vote at Annual and Special Meetings. COUCH is your organization, and if you have ideas on better ways to do things, you should attend a board meeting, or run for Co-op Representative or a COUCH Officer-ship. Volunteers are always needed, and work on a non-profit board always looks great on a resumé!



COUCH as an organization would prefer to remain as separated from the day-to-day running of our co-op as possible. As an umbrella organization, it would rather spend its resources on outreach, education, and new ventures, letting its member co-ops be as free to run their own affairs as independently as they can. This means that decisions on membership, policies, and to a large extent finances and maintenance are made by us, the members of the co-op.

Co-op Representatives and the COUCH Board

The President of COUCH is elected by the membership at the Annual Meeting, held during the Spring. The other official Board positions – Secretary, Treasurer, and any Vice-Presidents -- are appointed by the President. The remaining members of the Board are the official Co-op Representatives from each house. (Co-op Reps can be Secretary or Treasurer, but a non-rep must be the President.) Once we have three COUCH houses, only Co-op Reps will have votes, but until then, all Board members may vote.

Our co-op selects two representatives every year to serve as our voice on the Board. The representatives attend Board meetings, and do additional work for COUCH as necessary. They also

Living at Brooks Co-op - COUCH and the COUCH Board

inform members of the co-op what COUCH is up to, and communicate with the Board any concerns of the house.

In addition to representatives from our house and the other COUCH-owned and -rented houses, members of COUCH-associated co-ops, which are independent co-ops that have joined COUCH in order to improve their outreach efforts and to support the Champaign-Urbana co-op movement, also have representation on the board.

Meetings and Elections

COUCH Board meetings are held bi-weekly, and are open to all COUCH members. The agenda and location will be published beforehand, so if there's a topic you'd like to discuss, please attend!

In addition, there are Annual Meetings of all COUCH members, held in the Spring, and Special Meetings. At the Annual Meetings, annual reports are given by the President and Treasurer, the new President is voted on and is installed, and any open issues are discussed and voted on.



Special Meetings may be called for various reasons, such as to approve purchase or rental of new houses, approve changes to the bylaws, or for discussion and votes on other topics where the voice of the entire membership may be required. These meetings may be called by the board, or by a petition from members.

All meetings will be announced to the membership beforehand, so please keep an eye out! Your voice is important!

Mailing Lists

COUCH has two mailing lists with Prairienet, a community network project. The first, couch-b@prairienet.org is for members of the board, and is used for internal communication. As a member of COUCH, you have the right to see these messages, although you typically won't be subscribed to the list unless you become a board member. The other list, couch-l@prairienet.org is for all members of COUCH. You should have been subscribed when you move in -- ask around if not! The COUCH board will post minutes and agendas of meetings, notices, etc. It's also a good place to send notices of social events, or whatever. It's probably not a great place for in-depth discussions, however, nor is it a particularly good place for notices that are only relevant to our co-op.

Brooks Co-op has its own mailing list, brookscoop@groups.yahoo.com. The membership coordinator should add you to the list when you join the co-op.

Living at Brooks Co-op - Contact Information

Contact Information

You can reach the COUCH website at <http://www.couch.coop/>. It contains not only contact information, but also an up-to-date copy of the COUCH bylaws and other interesting documents. Currently, the member houses are:



Gwendolyn Brooks Co-op	505 W. Green, Urbana	531-0553
La Casa Grande Colectiva	906 S. Maple, Urbana	344-0300
Harvest House Co-op	702 West Washington, Urbana	239-2015
Phoenix House	508 S. Elm, Champaign	351-7662

NASCO Properties

This national organization helped us (amongst others across the country) get started. They can be reached at <http://www.umich.edu/~nasco/> on the Wiggly Wobbly Web (WWW). Their general manager, Jim Jones, can be reached at (877) 465-4041.

Living at Brooks Co-op - Acknowledgments

Acknowledgments



We cheerfully acknowledge the excellent work the Qumbya Co-op (Chicago, IL) did in preparing their handbook, which we have drawn on frequently in the preparation of this document. Plagiarism is the sincerest form of flattery, right?

We also thank the following for use and/or theft of their graphics: Dylan Graham (<http://www.pinkey.com>), The Philosophical Research Society (<http://www.prs.org/line.htm>), Robert Savannah at the U. S. Fish and Wildlife Service (<http://www.fws.gov/r9extaff/drawings/drawing.html>), and others that we may have forgotten.

Finally, thank you' to Jim Jones at NASCO Properties for helping us decide what we need to decide, to the members of the COUCH Board for their initiative and assistance, and to the members of the Brooks Co-op core group: Harlan Harris, Richard Hasty, Andrea Mills, Shashank Misra, Jaime Morales, Aki Palanisami, and Greg Spyreas.