# Community Housing Expansion of Austin

Regular Meeting of the Board of Directors

January 31, 2017

Genieva Croley calls the meeting to order at 6:45 p.m.

In attendance, constituting a quorum:

Genieva Croley - Chair

Joshua Sabik - Treasurer

Patrick Connelly - At-large

Abby Tetkow - Community Rep

Madeline Hillsmith - Secretary

#### Operations Administrator Interviews

The Board conducted interviews with the following candidates:

Christy Kirkpatrick

Beth Aavang

Amit Sharma

Natalie San Luis

Samuel Bean

Corey Williams

Linda Silverstein

Each candidate was asked the following questions:

1. What would you foresee yourself focusing on in this position?
2. Describe a time you had to research a topic to present to decision makers.
3. Can you describe a time when you had to train somebody how to do a specific job?
4. Clarify schedule, When can start and if able to attend meetings
5. Tell me about a challenge you faced at work or in life, and how you overcame it
6. What would you hope to accomplish with your first 60 days of this position?

The Board discusses the interviewees’ answers and relevant experience, and narrows the choices down to Beth Aavang or Natalie San Luis. Abby agrees to check references on both candidates with the following questions:

1. Please tell me in what capacity you have worked with [Candidate]?
2. Can you give an example of how [Candidate] worked well independently?
3. Can you provide one strength/weakness of [Candidate]?
4. Would you rehire [Candidate]?
5. Is there anything else I should know?

The Board agrees to meet virtually on Slack to select the final candidate on February 13, 2017.

#### Proposed: Modify Article V, Section VII

The Board then considered the proposed changes to Article V, Section 7 of the CHEA bylaws attached as Exhibit A.

Madeline: We ran into a problem with regards to financial matters decided on in executive session on December 6, 2017. The house’s bookkeeper needs to see the minutes so they can authorize release of funds. It should be on rare and unique occasions that we compel house officers to act in a closed session, but when we do they should have the right to see the minutes of those proceedings.

**Motion to modify Article V, Section 7 of the CHEA bylaws as proposed in order to allow officer mandated to act in closed session access to minutes of the proceedings. [Madeline/Genieva]**

Accepting: 5 Rejecting: 0 Abstaining: 0

The motion passes by consensus.

#### Appeal - Garrett Mosley

The Board then considered the appeal of Garrett Mosley’s termination of residency.

**Motion to overturn Garrett Mosley’s termination of residence and reinstate him as a member of La Reunion [Madeline/Josh]**

Accepting: 0 Rejecting: 5 Abstaining: 0

The motion fails.

The remaining items were tabled until the next voting meeting of the Board.

#### Action Items

The Board assigned the following action items:

Josh - remain in contact with applicants as hiring process continues

Abby - check references on Operations Administrator applicants

#### Future Meeting Schedule and Agenda Items

The Board determined the following discussion items for the Working Meeting, which was agreed to take place at 7:30 p.m. on February 13, 2017 at La Reunion Cooperative:

* Staff Member Welcome and Training
* Create HR Officer position
* ADA Compliance Action Plan

The Board determined the following discussion items for the Voting Meeting, which was agreed to take place at 7:30 p.m. on February 27, 2017 at La Reunion Cooperative:

* Staff Update
* Proposed bylaw additions and changes: Article II, Section 5 (termination of membership); Article V, Sections 10 & ll (Human Resources Officer, Other Powers and Duties); Article VIII, Sections 7 & 8 (Employee Discipline Policy, Conflict of Interest Policy)
* Confirm date of GMM, begin planning and setting the agenda
* ADA Compliance Action Plan

There being no further business to be brought before the Board, the meeting was adjourned at 9:47 p.m.

**EXHIBIT A**

Proposal: Modify Article V, Section 7 of the bylaws to include text in bold.

The Secretary shall keep and maintain all records of the Corporation unless otherwise specified in these Bylaws; in the absence of the Chairperson, perform the duties of Chairperson of the Corporation; shall see that proper notice is given for all meetings of the Board; shall keep, or cause to be kept, accurate and true records of all proceedings of meetings of the Board; shall post all minutes within five (5) days after the meeting of the Board; shall ensure that minutes of the previous meeting(s) and all related documents are send to directors at least five (5) days prior to the next meeting; shall maintain and keep in confidence a duly protected archive of all minutes of the Board taken in executive session and shall make them available only on request to Board members, **house officers that are mandated to act by motion passed in the session**, and those represented as present in said minutes; and in general, shall exercise all powers usually pertaining to the Secretary of a corporation. All powers and duties of the Secretary shall be subject to the provisions of the Articles of Incorporation and these Bylaws, and to review and confirmation by the Board in such a manner as is from time to time determined by the Board.