# Community Housing Expansion of Austin

Regular Meeting of the Board of Directors

August 1, 2016

In attendance, constituting a quorum:

Genieva Croley - Chair

Joshua Sabik - Treasurer

Liz Hester - At-large

Abby Tetkow - Community Rep (via telephone, during Item 3)

Madeline Hillsmith - Secretary

#### Review of Minutes from July 11, 2016

The Board considers the minutes from July 11, 2016

**Motion to approve (Josh/Liz)**

Accepting: 4

Rejecting: 0

Abstaining 0:

The motion passes by consensus

#### Treasurer report

* Paid our bookkeeper and signed CHEA up for Mission Capital (fka Greenlights,) but have yet to pay them. There will be a finance committee meeting this month.

#### Agenda Item 1 - NASCO Hall of Fame

* CHEA can nominate as many people as it wants for the NASCO hall of fame. We discussed nominating Daniel.
* Josh clarifies that it was brought up in a discussion to nominate all of the CHEA founders.
* We aren’t entirely sure who all of the founders of CHEA are.
* Josh produces a paper with the original Board of Directors of CHEA. In an effort to find members that weren’t Board members, Genieva messages Daniel.

**Motion to nominate the founders of CHEA collectively for the NASCO Hall of Fame (Madeline/Liz)**

Accepting: 4

Rejecting: 0

Abstaining: 0

The motion passes by consensus.

* Word comes in from D. Miller regarding a founding Board member who left the organization.

**Motion to nominate Daniel Miller for the NASCO Hall of Fame (Josh/Genieva)**

Accepting: 4

Rejecting: 0

Abstaining: 0

The motion passes by consensus.

#### Agenda Item 2 - Board Retreat

* The idea of large scale co-op retreat is discussed. Budget concerns are brought up (paying a lawyer for employment docs, etc.) Large group camping is decided as both easy to plan and cost effective. A range of potential dates and locations are discussed and Liz volunteers to to conduct polls via the email list. Locations are fielded and Board members are asked to speak to their respective houses regarding the trip.

#### Agenda Item 3 - Job Description/Accountability for Part-Time Employee

The Board then considered the CHEA Staff member draft job description, attached as “Exhibit A.”

Abby calls in. The Board discusses further modifications to the large paragraph but agrees that the content is acceptable.

**Motion to approve the draft Job Description, pending edits for readability**

Accepting: 4

Rejecting: 0

Abstaining: 1

The motion passes.

#### Action Items

The Board assigned the following action items:

Genieva - Fill out NASCO Hall of Fame paperwork

Josh -

Liz - Conduct polls regarding email list

Abby - Edit Job description for readability

Madeline - Research HR concerns

#### Future Meeting Schedule and Agenda Items

The Board determined the following discussion items for the Working Meeting, which was agreed to take place at 8PM on August 15, 2016 at La Reunion:

-Timeline for Hiring Process

-Pros and Cons of collaboration with College Houses

- CHEA Retreat

The Board determined the following discussion items for the Voting Meeting, which was agreed to take place at 8pm on August 29, 2016 at Sasona:

-Review of August 1, 2016 Minutes

-Treasurer Update

-Approve nominations for NASCO Hall of Fame

-Approve timeline for hiring process

- Continue to discuss CHEA retreat

There being no further business to be brought before the Board, the meeting was adjourned at [TIME].

### EXHIBIT A

**Reports to: CHEA Board of Directors**

**The CHEA operations administrator board assistant will be instrumental in furthering the productivity of the nonprofit board, by completing a combination of administrative tasks to keep the organization functioning and long-term planning to expand the presence of cooperatives in the wider Austin community. The goal of having a compensated partner is to increase the capacity of one of the most thriving cooperatives in the city.**

**“Big Paragraph”:**

* Responsible for: Administering day-to-day affairs of the organization, assisting the Board of Directors with research and strategy, and responding to the needs and concerns of the cooperative’s members.
* Facilitate long-term planning for development and expansion; Represent CHEA to outside groups including, but not limited to: the Austin Co-op Business Association, elected officials, city staff, neighborhood associations, etc.; Generally carry out projects that the Board requests

**Hours: 15 hours per week at $15/hr**

**Specific Responsibilities**

* Research funding and grant opportunities for expansion and outreach
* Reach out to and maintain relationships with outside professionals as needed
* Attend all meetings of the Board (typically biweekly for roughly 2 hours)
* Attend two Sunday House meetings per month, alternating between houses (typically on the weeks the Board does not meet)
* Submit a quarterly informal report to the entire CHEA membership describing work accomplished, challenges faced, etc.

|  |  |
| --- | --- |
| **Required qualifications:**   * One year relevant experience * Clear commitment to the mission * Computer Literacy Skills * Strong communication and research skills * Comfortable expressing opinions * Self-motivated and a problem-solver * Can travel between North & South Austin | **Bonus qualifications:**   * Experience in any of the following: property management, non-profit administration, community organizing, volunteer coordination * Familiarity with co-ops * Bilingual (Spanish-English) * Grant writing experience |