**Meeting of the CHEA Board: February 7th 2018 at 6pm at Sasona.**

**Agenda:**

D&O Insurance

ARNL Update

CDC Recommendations (letter that we received)

Community Board Rep Position Opening

Maintenance at La Reunion

**In Attendance:**

Indya Flanagan - Secretary

Sam Bean - Sasona Resident

Barak Bulock - Chair

Gatlin Johnson - Treasurer

David Matuschak - Maintenance Coordinator at La Reunion

Matt “Trip” Maker - HR

Meeting called to order at 6:10pm.

**Approving CHEA Board Minutes from January 17th, 2018**

Barak moves to approve the minutes from January 17th, 2018, Indya seconded. Minutes approved.

**D&O Insurance**

Daniel and Christine updated us and answered most of our questions. Do we need to attach details for our member peer review and disciplinary action? Let’s attach article VII and article II sections III and IV to the application.

**Indya** is going to fill out the remainder of the D&O application and email it to Christine by the next meeting. Also ask Christine a follow up question to make sure that we are not a community association, we don’t want to miss out on a potential good thing that they offer.

**ARNL Update**

We need to get specifics of what’s being asked of us when being a CTAP so we can know how much money we need and how much the salary would be so we can go out and get things done.

We need to understand the terms of the agreement with ROC USA and get ARNL in on the discussions, as far as we know they aren’t even aware that we’re trying to help them. We should also talk to BASTA as well. We’re still lacking all these details, **Barak** volunteers to take up thread on this project. Will try to contact every single one of these interested parties and tell them where CHEA stands on it by the next board meeting.

**CDC Recommendations (letter that we received)**

No updates from Trip.

**Barak**: not super urgent but would be nice to have something to vote on or discuss by next board meeting.

**Community Board Rep Position Opening**

**Indya** emailed both houses with description of Community Board Rep position opening asking for recommendations if anyone knows someone who is interested.

**Maintenance at La Reunion**

**David** will not be the maintenance person at La Reunion much longer because he’s moving. David did some research on the payscale. The description of what we’re looking for has a scale of $11 to $18 an hour. On some actual ads in Austin the pay scale was $15 to $19 an hour. A lot of these ads were for full-time positions and offered benefits as well.

**Nolan’s** recap (by David): ICC has a maintenance person tasked with maintenance and managerial skills., response to ad was very low so hired a former maintenance coordinator. ICC was looking for a different skill set, might be easier for us if we’re only looking for maintenance. We could have the maintenance coordinator at La Reunion handle the managerial part, we would just need a maintenance person.

**David**: is leaving, La Reunion may have a hard time replacing him, still have a huge need for maintenance person. We may not need a full time person but if we hire part time we should pay at the upper end of the payscale to compensate for that.

**Trip** agrees that we should make it worth their while if they are part time. Not sure what the rules are for part time vs. full time employees.

**Gatlin** thinks that some of the issues at La Reunion are communication amongst the maintenance team. If for some reason an officer can’t talk to the crew, we need to hammer out how to proceed. In general may be hard to find people who have flexible and unconventional work hours. May be better to just use contractors.

**Barak** starting to agree that process of finding employee is onerous especially if ICC had a hard time to find someone to fill the position. We can’t offer benefits, at the best we could do part time hours with a relatively high hourly rate, but what person with the skill set we require would accept that offer when they could get a full time job somewhere else and work as a contractor? Thinks it’s too little too late, we should probably just start to put La Reunion’s maintenance problems on the table and start budgeting and planning to get them finished immediately.

**Gatlin**: what are the outstanding big things that have to happen right away?

**David**: Replacing some of the older pilot lit stoves is important but wants to gather estimates on upcoming maintenance that would cost a lot of money before leaving. Contractors can get expensive but if we plan correctly then we might be able to continue using contractors. Need to replace some AC units, probably different for a handyman to do anyway, probably requires contractor anyways. What might be super helpful is to have a dialed list of dependable contractors that do things at a decent rate and call the right contractor for the right things.

**Barak**: time is a factor and La Reunion’s maintenance problems need to be fixed, don’t have time to look for a maintenance employee and it would probably be too hard anyways to find someone without full time benefits.

**David**: has a detailed spreadsheet of issues and will email to the Board.

**Barak**: If the Board can study the document we can come up with a plan at the next Board meeting for prioritizing issues.

**David**: not ready to send out spreadsheet but will send out to Board ASAP. Everything is there it’s just super detailed. Ramping up routine maintenance system as well.

**Barak**: before you move out everyone on the Board should have access to your documents. The Board will have to fill that void once you leave until La Reunion finds a maintenance coordinator, preferable to having a maintenance coordinator that doesn’t know what to do.

**David**: action items would be to reach out to find who to talk to about contractors

**Barak**: new direction is to abandon idea of hiring maintenance coordinator and focus on organizing contract work effectively. CHEA board will step in in the interim to help, communicate with contractors until new maintenance coordinator gets up and running. CHEA membership just does not have the expertise needed right now.

**Barak**: David has done a great job of making sense of the La Reunion maintenance coordinator position and organizing skill sets. A labor survey might be a good thing to institute.

**Indya**: Sasona uses contractors too but maintenance coordinators seem to have a good grasp of what needs to be done and who to call.

**David**: hard to get people at La Reunion to sign up for maintenance coordinator. A lot of single candidate elections. Thinks being maintenance coordinator at La Reunion played a role in getting job he got recently! To do the maintenance coordinator position right you have to put in more than 3 hours a week, need to find someone who wants to take it on. Creating a system that’s easily transferable and marketing it as good experience for jobs in the future.

**Indya**: might want to bump up hours for maintenance coordinator position at La Reunion

**Barak**: thinks it’s better for position to go unfilled because there’s not a good candidate to fill the position, may be a good idea for the Board to intercede.

**Trip**: part of being an officer at the house is learning how to do it.

**Barak**: practical experience has shown that doesn’t happen at La Reunion, several maintenance coordinators have burned out.

**Trip**: maybe CHEA can take over contractor stuff for now and have maintenance coordinator electee work with the members for basic maintenance.

**Barak**: Whoever gets the position will need to work closely with the CHEA Board.

**David**: thinks that’s good, but we shouldn’t just not have a maintenance coordinator.

**Gatlin**: it is called Maintenance Coordinator, responsible for coordinating maintenance, not doing it all. Having realistic expectations prevents burnout. Might be a good idea to have maintenance-specific meetings for maintenance persons at La Reunion. Think about ways to make communication with and among maintenance team easier, incentivize people.

**Trip**: likes the idea of maintenance coordinator going and talking to each person on the maintenance team, especially at La Reunion since the structure is more spread-out.

**Indya**: recommends talking to Sasona’s most recent maintenance coordinators, they do contract out a lot of work and might have some insight into organizing easy vs. hard stuff and getting things going.

**David**: has done most of the things on his own, main goal is to take action on maintenance and routine maintenance check-ups. Needs a list of good reliable contractors recommended by Sasona, ICC, etc.

**Trip**: wants to be clear that maintenance get done through a maintenance coordinator even if the Board does most of the stuff.

**Barak**: agrees, but wants maintenance coordinator to come to board meetings at the beginning of their tenure so that we can help them.

**Before leaving CHEA David will make a list of trustworthy contractors, make a list of projects that need to happen, and transfer information to the CHEA board.**

**New Business**

*CHEA Board Rep Bios for NASCO*

Everyone should do this on their own.

*Sam’s Scholarship Fund*

Sounds like it’s on the Board’s backburner. Has been emailing the house, had to be explicit about limited time and energy. Discussion of increasing everyone’s rent by a couple of dollars morphed into discussion on accessing nonviolent communication. Sasona Steward Matt Dietrichson said he would look into it. Sam scheduled consensus training at Sasona at the end of March. Seems like house interest is less around funding people to go out of town to learn and more having people coming to the community to teach. Okay with taking scholarship fund idea off of list, wants to bring it back one day.

*David and Maintenance Budget*

Doesn’t actually have a clear picture of what our budget is through NASCO.

**Action Items:**

**Indya** to fill out rest of D&O Insurance form and submit it via email to Christine by the next board meeting. Will also work on Community Rep nominees.

**Barak** will take the initiative on the ARNL project.

**Trip** will work on CDC recommendations.

**David** will compile a list of trustworthy contractors, make a list of urgent projects outside of La Reunion’s membership expertise, and give that information to CHEA.

**Gatlin** or **Barak** will initiate election for new maintenance coordinator at La Reunion.

**Agenda for Next Time**

D&O Insurance Update

ARNL Update

CDC Recommendations (UT Law School)

Community Board Rep Position

CHEA Board Rep Bios to NASCO

Maintenance at La Reunion