**The CHEA Board Meeting on May 1st, 2018 took place at Sasona at 6pm.**

**Agenda:**

D&O Insurance Update

ARNL Update

CDC Recommendations (UT Law School)

Community Board Rep Position

Maintenance at La Reunion

Staff Update

**New Business:**

Sasona’s Operating License

**Update**: Sasona Steward Matt Dietrichson and Board rep Trip to fix it.

**Attendees**:

Natalie San Luis, Staff

Indya Flanagan, Secretary of the Board

Matt “Trip” Maker, HR of the Board

Matt Dietrichson, NASCO Board Rep

Barak Bullock, Chair of the Board

Gatlin Johnson, Treasurer of the Board

Evron Barber, Sasona Resident

Ruth Sullivan, Sasona Resident

**Barak moves to ratify last time’s minutes, Gatlin seconded.**

*D&O Insurance Update*

**Indya**: Christine sent out documents, the proposal seems reasonable. It would be about $1,000 for the year for D&O.

**Barak**: assuming that what the documents are are exactly what we need. Comfortable with moving forward with it. We ought to sign it sooner rather than later, but should review documents closely. Between now and our next non-ARNL CHEA meeting we should complete these documents.

**Indya**: emailed Christine saying that we would send the completed signed documents by May 16th, cc’ed the Board.

*ARNL Update*

**Barak**: The last thing that happened was a conference call last Monday with most of the Board and Daniel from NASCO. We got the idea to divide the project between us, and work on a memorandum of understanding with NASCO. Some people will work on outreach and research. Any thoughts on where to go from here? We ought to have meetings about ARNL where this is the only thing discussed.

**Matt D:** We were all on that phone call. Took it very seriously but is very busy with school, hasn’t done a ton. As far as reaching out, has sent some emails to relevant people who have business acumen. The main contact was Brayden the staffer for Greg Casar who did the original organizing with ARNL. The reason that ROC USA was interested in the first place. Emailed Brayden an hour ago, also asked if the Austin Small Business Association would like to help. Connects at the Co Op Business Association who may want to help. Matt’s ideal timeframe for a round table is this weekend.

**Natalie**: Would prefer doing a roundtable the weekend of the 25th, 26th, 27th. The point of a round table is less about getting help with the application, and more for getting help once we get going.

**Matt D:** The big hurdle right now is the business plan and our lack of experience doing that. Priority right now has been reaching out to people who might be able to help. How much outreach has been done at La Reunion? Have you reached out to the former Board Chair?

**Barak**: No, because no concrete steps on what we need help with yet. Thinks that starting on the business plan is a good one, thinks the CHEA Board should schedule an extra meeting to execute the ROC USA network application. Thinks that would be a good way to get everyone motivated to work on it together rather than delegate to one person to work on it by themselves. The business plan would be good to get started on, as would an itinerary of steps to complete the application by the deadline in June. Would give us time during our regular CHEA meetings to discuss other stuff.

**Gatlin**: Agrees, notes that Mary laid out steps for us to follow at our last meeting. The big one is to come up with a budget for how we would allocate funds and how we would scale and manage liabilities. We don’t necessarily have to have funding secured. We really need to play around with the numbers and review last time’s minutes more closely. We should meet next week because we have exactly 1 month to get it done.

**Matt D:** this is a serious, hundred-hour project. We need as many hands on deck as possible. Happy to reach out to people he knows to help us at our next working group meeting.

**Natalie**: will take a stab at a rough draft of the business plan before that meeting.

Trip: Natalie, are you able to do 15 hours per week right now?

**Natalie**: yes, most of it would be devoted to ARNL.

**Barak**: if anyone can’t make the meeting, send your opinions to another member to bring it to the Board.

**Trip**: found some recent links for grants, will send to email list.

*CDC Recommendations (UT Law School)*

Tabled.

*Community Board Rep Position*

**Matt D:** What’s the process?

**Natalie**: reads bylaw. Last year we had a GMM in early April and invited people to come speak, sent out ballots after that. We could put a GMM on the books.

**Matt D**: How quickly would a GMM happen?

**Barak**: 2-3 weeks, the soonest would be the third week of May. The GMM can be whatever we want it to be, could have work groups for all of the different officers at the houses. An opportunity for the CHEA Board to explain in a face-to-face meeting with the members our agenda items. We still don’t have a candidate.

**Matt D:** agrees that the CHEA Board is 80% white men, we should be more representative.

**Natalie**: can work on outreach this weekend, sure that there are people in organizations who may want to participate in the Board position.

**Gatlin**: to clear some things up, the community representative has to be elected by the membership of CHEA (not necessarily at the GMM). An organization like ours needs to have a GMM every year so we do need to schedule it. Agrees it is a very convenient time to get an election by the membership. Since we’re going hard on ARNL, we might want to schedule GMM for early June to give us time to breathe a bit after the ARNL thing and find good candidates.

**Natalie**: tentatively second week of June

**Barak**: ok, but we may want to push it back to the 3rd or 4th week of June. Drafting an agenda for the GMM is a good idea. Including tentative dates on the GMM with an editable agenda should be something we include in our officer reports. As far as an actual candidate, we are no closer to finding someone than we were before.

**Gatlin**: we could amend our by-laws so we don’t need a community board rep.

*Maintenance at La Reunion*

**Gatlin**: maintenance is functioning, but the same concerns exist.

**Barak**: hoping another member will step up to the position. We have many new members moving in, we can see whether they have the capacity to take on coordinator positions.

**Indya**: reiterates that La Reunion has the money to fix its problems, needs to find someone there who can effectively organize the situation and hire good contractors.

**Gatlin**: current maintenance coordinator has 2 other officer positions and is overworked.

**Barak**: status quo looks absurd but things have been going smoothly. Keep this creaky boat rocking along until we find a good candidate for maintenance

**Trip**: who is making sure that the routine things happen?

**Gatlin**: we do have a maintenance coordinator who does the list of requirements, he just doesn’t have the bandwidth to tackle backlogged projects.

**Barak**: Richard doing a serviceable job but not aggressively seeking solutions to problems. He is handling problems as they arise, which is understandable as he does have 2 officer positions. The problem is we don’t have someone who can focus on this in a singular fashion.

*Staff Update*

**Natalie**: doesn’t have anything formal. Most of us were on the call last Tuesday and got the spreadsheet for the CTAP application. Thinks that this could be a useful tool to make sure we have all our bases covered and every piece of the application belongs to someone. We worked out a bit of it during the call.

**Barak**: thinks the document is awesome, asks if she can edit it so we have a concrete list of objectives to complete by the end of our working session on Tuesday.

**Natalie**: ok. For the round table will email 4th Tap and Wheatsville to see if they can let us use their space for a few hours, and solicit some donations in the form of food and/or drink. The program could be CHEA and Andy from BASTA discussing where we are at in the process and what we need to move forward, from help with the application to funding. Will work with Matt D on that. Emailed Gatlin awhile back about getting paid - the time sheet that she had been using before was given to us by NASCO and was confusing. There were many ways to categorize the work whereas she only needed one or 2 ways. Has just started tracking time, who should I send it to?

**Trip**: minimum is a spreadsheet of what I do and when, x number of hours.

Barak: wants to clarify that Natalie will continue as employee for next few months.

Natalie: yes!

**Trip** is moving on from the CHEA Board, Natalie Morgan from Sasona will be on the Board.

**The CHEA Board’s ARNL working meeting will take place at 6pm on Tuesday May 8th at either the new library or at Sasona.**

**The next regular CHEA meeting will take place at La Reunion at 6pm on Tuesday May 15th.**