**Minutes for the CHEA Board Meeting on November 28th, 2017 at La Reunion at 6pm.**

**We’re still missing a chair, so the group will chair themselves for tonight’s meeting. Meeting started at 6:40 PM. Meeting adjourned at 7:55 PM.**

**Final agenda for November 28th, 2017:**

Check-ins

Approve Minutes from Last Time

Webinar for staff evaluation training by Daniel Miller

CHEA website upgrade

Bookkeeping training for staff member

D&O Insurance

Review our policy changes

Mission Statement Revamp

Grievance Policy Recap

Officer election(s)

Staff Report

**In Attendance:**

**Gatlin Johnson - Treasurer**

**Matt “Trip” Maker - HR**

**Natalie San Luis - Staff**

**Indya Flanagan - Secretary**

**Barak Bullock - Board Rep At Large**

**Natasha Madison - Community Representative**

Approve Minutes from Last Time

Indya motions to approve the minutes from November 8th, 2017, Trip seconds. Motion passes.

**In favor: 3**

**Opposed: 0**

**Abstaining: 1**

Webinar for staff evaluation training by Daniel Miller

Might be a useful thing to schedule for the next Board meeting or the one after it.

CHEA Website Upgrade

**Trip**: Make the CHEA website more public-facing and informative for the general public rather than internal. Would be good marketing, could link to pages of La Reunion and Sasona.

**Gatlin**: Thinks it would be a good idea, but thinks we should come up with a concrete plan.

**Natalie**: Can work on writing copy and brainstorming layout of the website. A description of what CHEA is and the houses, plus the application process would help. Can send out copy digitally for collaboration, for discussion at the next board meeting.

Bookkeeping training for staff member

We had talked about having Natalie train with our paid bookkeepers so that house officers could go through Natalie instead of the bookkeepers.

**Natalie**: Andy suggested a paid online accounting course. Through Natalie’s other job, she has free access to that course. Thinking that would be a good place to start if they have a comprehensive bookkeeping course. Training directly with Andy would be a bit pricy.

**Trip**: In light of reduced hours, is this still something we want to pursue?

**Indya**: Sasona having the bookkeepers out on Monday December 4th to help, Natalie welcome to join if she can. Might make sense to ask Natalie and the Board first, before going through paid bookkeepers.

#### D&O Insurance

**Trip** is working on it, but nothing to share yet. Needs the copy of the original form.

#### Review our policy changes

**Indya**: Sasona voted to extend the time for membership review from 48 hours from the posting to 7 days. Sasona also took out references to the NASCO dues that are no longer collected.

Double check the heading “Who gets the room?” on the Sasona wiki to make sure we changed what the CDC wanted us to change.

**Gatlin**: La Reunion didn’t change anything yet, hasn’t brought it to the house yet.

#### Mission Statement Recap

Have brainstormed changes to CHEA’s mission statement. We had a document going around with ideas for a new mission statement.

**Natalie** will dig up where we were and bring it to the next Board meeting.

#### Grievance Policy Recap

We do have one, see no reason to change it. We might want to make it more accessible online. The majority of our membership may not know that there is a grievance policy.

**Barak**: would be good to introduce policies in a more formal way to make sure everyone understands the policies and resources available to them. Ensuring every member has a physical copy of the community’s by-laws would be a good step.

**Trip**: Sasona has an Orientation Coordinator, but is a labor of love.

Officer Elections

Nominations for Board Chair:

Indya (nominated by Trip) declines nomination.

Barak (nominated by Trip) accepts nomination.

Trip (nominated by Indya) accepts nomination, stipulates that it his second preference.

We have 5 voting members present. **Natasha** requested that Barak and Trip explain why they want to take on role of Chairperson of the Board.

**Barak**: has lived in co ops for several years. At Helios, served as labor czar for the majority of his time there. Not a stranger to fulfilling elected positions at co ops. Oversaw significant changes at Helios, would take responsibility of chair of the board very seriously.

**Trip**: prepared to perform chairperson of the board duties. Steward off and on for several years at Sasona, where he has lived for 13 years. Also performed mediation. Tends to step back and only step in to perform role when there isn’t other interest. Strongly believes even new members should have opportunity to take on leadership roles. Chair a very important role, directs flow of meetings and ensures effective work.

**Votes for Barak: 5 Votes for Trip: 4**

**Barak** is our new Board Chair.

Staff Report

**Credit Card System**: concerns over confidentiality of information. Trip would be in favor of testing it for them as a favor.

**NASCO Rep Ballots**: once Natalie gets everyone’s bio she can send out the ballots to the houses. Guessing we can leave ballots out for a week after distributed.

**ROC USA**: tabled for next board meeting

**CBAR**: Referred the CDC clinic to us. Should we email back and say we enjoyed working with the CDC clinic? Natalie will reach out. There was interest on the Board of forming a sub-committee to delve into bylaws.

Staff Report from November 28th, 2017:

I’ve been working significantly reduced hours for the past few weeks, and there doesn’t seem to be much going on at the board level that requires assistance, hence the light report.

* Credit card system
  + A while ago, we were talking with a startup in New York that wants to give us co-op property management software. The main perk for us would be that we would have an online rent system that takes credit cards. They went dark for a while but recently contacted me again. If we want to, I can reach out and figure out if this is still a system that would work for us.
* NP Rep ballots
  + I’ve been collecting nominations and nominees’ statements. I can create a ballot as soon as I have the last two candidates’ statements. We should decide on election times and ballot distribution tonight.
* ROC USA conversation
  + Andy has reached out to me again. We should spend some time during this meeting discussing what bandwidth we have to contribute to ARNL’s work.
* Things that should be on our radar
  + CBAR: Linda from CBAR emailed the board about a case status for the review of our corporate documents.
  + NASCO Board meeting in Austin: Daniel emailed us about this. Can Sasona and La Re accommodate visiting NASCO reps?

**New Business:**

Discuss hosting other NP board members and guests for summer NP board meeting

Board will bring the idea to each house and ask if it’s okay. We will communicate with Daniel that it’s okay with the Board, pending house approval.

Do we want to schedule board meetings on a fixed day of the month?

Barak would prefer Mondays, Tuesdays, or Wednesdays. Gatlin hates Tuesdays.

Action Items:

* Trip to ask Daniel Miller if he can do a training webinar with us at an upcoming board meeting
* Ask house bookkeepers and treasurers to go through the Board and/or Natalie first with bookkeeping or treasury questions.
* Look into “Who gets the room?” page on Sasona wiki to make sure we changed what the law students thought we should change.
* What are the list of policies that every member should know?
* Trip and Gatlin will ask houses if we can host NP board members this summer

Agenda for Next Time:

Check-Ins

Review Minutes from Last Time

CHEA Website Upgrade

CHEA’s Mission Statement

Compiling Policies that Every Member Should Have

ROC USA Updates

Staff Report

**The next Meeting of the Board will take place on Wednesday Dec. 13th at Sasona at 6pm.**