Agenda for September 26th, 2017:

The Board determined the following discussion items for the Voting Meeting, which was agreed to take place on Tuesday, September 26th, 2017 at 7:00 p.m. at La Reunion.

* Check-In
* Approve Minutes
* Staff Report
* NASCO’s role in CTAP partnership
* D&O Insurance
* Mission Statement
* UT Law Community Development Clinic
* Maintenance Budget Tracking
* General NASCO queries

*In Attendance:*

Natalie San Luis - Staff

Joshua Sabik - Chair

Gatlin Johnson - Treasurer

Indya Flanagan - Secretary (telecom)

Matt Maker - HR (telecom)

Daniel Miller - NASCO

Matt Dietrichson - Sasona Member

#### Review of Minutes from September 5th, 2017

**Indya motions to approve minutes from Sept. 5th, 2017, seconded by Gatlin.**

All in Favor: 4

All Abstaining: 0

All Opposed: 0

#### NASCO’s Role in CTAP Partnership

**Big Question:** is helping CHEA become CTAP something NASCO is interested in doing?

**Daniel**: gave brief overview to NASCO properties board, specific requirements for CTAP that make NASCO bad fit

* CHEA a better fit because it is Austin-specific, organizational mandate to work in Central TX
* Inevitably would be partnership between NASCO and CHEA if CHEA does decide to become CTAP - not sure what that would look like
* Precedent exists for NASCO working alongside CHEA on things
* One challenge is funding project, paying for staff for 3 years or so (start-up funding)
* Intentional barrier to entry
* Way ROC USA model set up, multiple staff doing work to make financially sustainable over time
* Organizations that do well with CTAP tend to hire more staff to acquire more properties
* Assumes people in these communities do not have organizing experience
* Our model differs because organizing work done internally by respective communities
* Hard to know what we don’t know about the process, murky

**Matt D**: Question over organizing work - what needs to be done?

* Meeting with Councilmember Cesar on Friday
* Can we just focus on the CTAP that we know of or would we have to acquire more?
* Answer: no, but it would make sense financially if we had more in the pipe

**Natalie**: ARNL our number one priority

* Organizing the community won’t be a problem, already organized for so long
* Would feel uncomfortable going into communities and organizing w/o genuine buy-in from the community
* ARNL has organized for years, putting pressure on the owner - will only sell to ROC USA
* Options for funding, still the missing link
* Looking at grants, networking, JP Morgan Chase Foundation wants to spend money on resident owned communities in TX
* Even if we work out relationship between NASCO and CHEA on this, we need to figure out funding
* There is another CTAP in the network that has done only one property
* If we acquire enough funding, we don’t have anything to lose if we decide we don’t want to do more than one CTAP
* Training/Certification process for staff is 3 months plus however long it takes to buy property and set it up
* Most of the work that a CTAP would be responsible for has already been done by the community, we are a technicality at this point
* We have a good narrative, all the dominoes set up - we really do just need funding

**Joshua**: BASTA is a good partner bc they do the organizing piece

* ROC USA model set up for multiple CTAP projects but we could just do the one
* Missing piece is how do we fund the initial expense of training program and staff costs?
* $32,000 in staff costs plus $15,000 in overhead
* JP Morgan Chase Foundation will do market analysis as well
* Along the lines of our mission and organization, we just don’t have the capacity at this point - good way to use a grant!

**Gatlin:** Set up a go fund me?

* We are a 501c3, would be tax deductible donations

**Trip:** How much does the property actually cost?

* We don’t know, not listed
* Likely a couple of millions of dollars

#### Staff Report (In Full)

* ROC USA
  + Meeting with Braden from CM Casar’s office: Braden, Hannah, Andy, and I had a call to catch CM Casar’s office up on the ROC USA/ARNL work. The purpose of the call was mainly to update them on the challenges we had faced so far and to see if they had any ideas for addressing those challenges (namely, $$$). The main outcome of the meeting was that Hannah connected us with Nikki, a CHEA alum who now works with the Southern Reparations Loan Fund. Nikki recently got back to us and said that they normally don’t fund staff time but this is a project they are interested in and to keep in touch.
  + Meeting with Mary O’Hara: Mary came down to Texas to meet with us, BASTA, the JP Morgan Chase Foundation, and the Pasadena ROC. Josh and I attended the meeting in Austin. We caught her up to speed and addressed the main challenges we faced. She emphasized that CTAP certification would mean that we would, ideally and eventually, be converting 2-3 manufactured home parks to ROCs every year. Next steps: Talk to Daniel/NASCO about what a partnership would look like, loop Mary into that conversation, and come up with an MOU.
  + Meeting with Community Development Clinic: More on the CDC later in the report, but it’s worth mentioning here that Frances, the professor who runs the clinic, was on the legal team that helped the Pasadena ROC purchase their property and put together a governance model. She was very interested to hear about ARNL!
  + Funding: Not too much to report. Hoping to work on the Meadows grant more in the next couple weeks. The JP Morgan Chase contact still expressed interest in seeing ROC work happen in Texas, but Mary did not indicate that receiving funds was a done deal.
* UT Law Community Development Clinic
  + I met with the law students and advisor from the UT Law Community Development Clinic. Last semester, they reviewed our leasing contract and policies and made recommendations. We have started using the new lease; I don’t believe any major changes have been made based on their recommendations for house policies.
  + I went over our recent work/aspirations with ROC USA and ARNL with them to bring them up to speed, and they may end up being a resource for us in that process. However, for the time being, they want to continue work on reviewing our policies, strengthening our Board governance, and reviewing our bylaws.
  + They asked about our Fair Housing case — no update from my end. Has anyone heard from the Fair Housing office or our attorney?
  + The two students working with us, Lewis and Stephanie, were planning to attend this meeting but will be attending a house meeting first.
* Bookkeeping
  + I had a call with Andi to talk about her training recommendations. She said that I should get a handle on accounting basics and then she would do a few QuickBooks training sessions with me, depending on my needs. She recommended an accounting book for me, which I purchased and have been working through.
* Other
  + I was out of the state last week but I’m mostly caught up now
  + Some of my freelance writing gigs are drying up so I’ll be looking for part-time jobs; might affect my ability to travel for NASCO

#### D&O Insurance

Josh hasn’t done much on it, it’s complicated - maybe Daniel can help fill out form.

Concerns over getting D&O now while we have open fair housing investigation.

#### Mission Statement

We have one on the website, but we didn’t know we had one - good reason to make a new one.

**Motion to table until next meeting by Josh, seconded by Gatlin**

All in Favor: 4

Abstaining: 0

Against: 0

#### UT Law Community Development Clinic

Natalie put this on here because she thought they would be here - they want to go over plans for semester.

They might be at a house meeting, accompanied by Natalie. They will look over our bylaws at some point.

#### Maintenance Budget Tracking

Natalie put this on here because Clayton the Maintenance Coordinator from Sasona brought it up. Currently no good way to track what maintenance money goes to Sasona vs. La Reunion. He wants a document in which to track major and minor maintenance expenses that get reimbursed to each house.

* If houses email CHEA Treasurer each month, he can keep track of it
* Daniel keeps track of which house in NASCO quickbooks - looking backwards he can tell us how the money was used by house
* Does not recommend that each house sends separate maintenance reimbursements - recommends sending reimbursements through CHEA Treasurer
* Suggests that co op peers created Google Docs sheet to track which house each expense was for for their own internal records, continuously deducted from the year’s maintenance budget total
* The people at the houses agreed to share that one document, then told Daniel what they spent and wanted reimbursed
* Important thing is having houses record what they do so the other house can see - **Gatlin** will take the initiative on this

#### General NASCO Queries

**Daniel**: thinks we can do this, but it usually takes a lot of time, happy to do it tomorrow or another time

* Evaluation survey form in the pipe
* Different people who interact with staff in different contexts will have a different view of how “staff” functioning in the co op (staff, board, house members, former members, contractors)
* Can show evaluation survey used on him and his job description
* You can get $1,100 in scholarships from Nasco Properties plus helping someone attend the big NASCO meeting, can have more people attend if you can pay for more people to attend using that money

**Josh:** do you have enough access to our finances?

**Daniel:** Yes, for now - on QB online

* Some co ops had NO structure to their finances at all, no organization, no bill collection etc.
* First step make sure all co ops have QB account for organizing finances
* QB support, webinar training this week - Two on Thursday, one at 1:30 pm, one at 6:30 pm, one on Saturday at 11 am
* Second step of co op finances is making sure categories match up across all the co ops in a way that makes sense
* Next, build analysis on where money is going across the co ops
* QB made it much easier to do taxes with an accountant, and to troubleshoot problems

The Board determined the following discussion items for the Voting Meeting, which was agreed to take place on Tuesday, October 10th, 2017 at 7:00 p.m. at Sasona.

Agenda for Next Time:

Check-In

Approve Meeting Minutes from Last Time

Staff Report

Chris Baker’s Appeal of Membership Review

Executive Session

Harassment and Grievance Policy Recap

NASCO Institute Planning

UT Law Community Development Clinic

Mission Statement