**CHEA Board of Directors Meeting Minutes**

7910 Gault St., Austin, TX 78757

Tuesday, February 3, 2015, at 8:45 p.m.

Board members present: Donny Goff, Board Chair, Corey Williams, Board Member of La Reunion, Abigail Tatkow, Community Representative, and Hannah Wright, Secretary.

Also present: Andy Goolsby, of La Reunion, Ryan Nill, of La Reunion.

Donny Goff called the meeting to order at 8:49 p.m.

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| **Agenda** | **Action** | **Discussion** |
| Review of previous meeting’s minutes. | Donny moves to approve minutes; Abigail seconds; minutes approved by consensus. |  |
| Treasurer update. | Discussion. | Since Clayton is out of town this week, here is his emailed Treasurer Update:  *The lease payment for January is paid.*  *La Re is ahead of the game and has already paid their payment for February.*  *The Maintenance committee meeting actually happened and we agreed that La Re will continue to keep track of their minor maintenance expenses but will not send them in to NASCO until Sasona has had a chance to spend as much of their allotment as possible. We will be meeting again at the beginning of March to reassess the situation and to agree on a plan to spend the remainder of our minor maintenance money.*  *In the meantime, both houses should submit receipts and invoices for MAJOR maintenance projects as usual.*  *I am still talking with NASCO's Coop accountant and Nicole is sending her some accurate info from our quickbooks file so that the accountants can give us an accurate quote on how many hours it will take to do what we need (which is basically keep our quickbooks file up to date and ready for audit/tax time).*  *Thanks,*  *Clayton*  Other goings-on in Treasurer Land: Sasona has 6K left in minor maintenance. La Re is going to keep collecting receipts, even though they have already spent over their allotment (over $1,000 at this point).  CHEA as a whole should consider La Re gutters on the CHEA level (per Daniel of NP).  Maintenance Committee will meet at beginning of March, to see how much minor maintenance has been spent, and to start talking about proposals for major maintenance funds.    Clayton will look into the two accountant leads that Andy sent him. Will also look into what exactly the NASCO-vetted accountant *would* do, if the accountant would not be filing taxes. |
| GMM: date and details. | Discussion. | Hannah and Clayton will add this agenda item to Sasona’s next house meeting, to discuss ideas, dates, etc.  Once date is set, we could put up sign-up sheets for members to suggest items for a General Membership Meeting Agenda. More to come on that... |
| Co-op Tour update. | Discussion. | Abigail went to Big Medium (who put on EAST), set up a meeting with Jordan, for today, but today, she cancelled. However, Jordan’s co-worke,r Tiffany, said that she had collaborated with Kim Penna, who work(s)(ed) with College Houses. Turns out they have been thinking of planning a co-op tour of this nature, and have already started this conversation, figured it would be a year-long planning process. Abigail will meet with Kim, to talk more about the possibility of putting on a city-wide co-op tour.  Talk to houses about setting up committees for a co-op tour? Maybe once the tour has solidified more... |
| NP Rep. | Discussion. | Meg Seidel from La Re won--it was a very close race!  Donny will send out congratulatory email! Will also have Meg get in touch with Daniel of NP, to see what email list she needs to be on for the upcoming meeting. |
| Word from Avalon or Marjorie Daw? | Tabled, awaiting further news on this item. | Abigail reached out to both parties. Avalon: no word. Marjorie Daw: Don Jon put Abigail in touch with another member, about meeting for a dinner @ Marjorie Daw. We could rustle up a few people to go…  Ok, we are officially invited for dinner at Marjorie Daw, on Monday, February 9, 6:30 p.m., 1506 Concordia St., Austin, TX. Should we bring anything? Still waiting to hear about that...  Ryan talked with Andrew Brown from Avalon, they are busy with school, still interested in trying to start a non-student co-op… just not right this minute. |
| Discuss possible new role: part-time CHEA administrator. | Discussion. | Donny, Ryan, and Hannah Frankel met with Brian Donovan and housing policy professor at UT, and Ruby Roha, who does housing advocacy work. Asked for strategies on growing co-ops, accessing city resources.  They told them, you need a business plan, set up a company, get someone paid to do this. Volunteering will not provide enough bandwidth to do that. Maybe hiring a co-op developer?  Ryan hands out a draft of a job description, half developer, half administrator, to shore up CHEA roles, help with thinking about expansion, and thinking specifically about housing cooperative development (no one in Austin is getting paid to do this work, outside of College Houses).  Also hands out a ledger, showing that funding could come from vacancy fund, monthly allotment. Could budget about $750 and not see vacancy fund go down. Of course, we will have to continue to monitor growth rate.  Ryan says that La Re does not actually have 'vacancies,' they have people who don't pay and are then evicted. So, the ‘vacancy fund’ is where the money comes from when people don't pay rent and leave La Re.  Vacancy tends to grow at $800/month, so that money, could, in theory, be available for a PT CHEA administrator. Good info for the board, either way, to know how to budget vacancy fund monies.  Other multi house systems do have paid administrators, because at a certain size, you need a point-person across houses, to stay orderly. CHEA could be at the ratio to warrant a full-time staff person. About 1 staff person per 60 people, is the ratio College Houses is using.  Ryan is proposing two different ways to finance one part time person.    Walk through overview of job description. The position would also be filling in the gaps that the Board has been struggling to fill...    Such as, finishing the job to do the MemCo training. Making sure everyone understands fair housing law. Making sure new MemCos are trained.    This position could potentially help train treasurers, too, could be the trained CHEA-level bookkeeper.    Would this position replace an accountant to do books? Could be folded into part time position? Could at least help get books into a ready-to-go situation to deliver to a CPA at tax time.    The two biggest priorities for CHEA to look after are MEMBERSHIP and FINANCE--as both could be liability issues.    Additionally, it would be really hard to expand with the current board set up, as The City wants a designated point person to talk to about expansion, not whoever was elected last month... Want one person to talk to always… Paid-staffer would be important.    Abagail would be interested in talking with administrator at UKSHA in Kawrence, Kansas, to find out info on how they support a multi-house system.    Could also split into two positions--a cheap one, and another focused outward, on expanding and getting city funding. Also, ACBA is bidding on $60,000 from the city, on training coops in best practices. Perhaps there is money to be found, just need someone who is focused on finding it...    Will report this idea to both houses, as a potential idea, to get more feedback.    The development person could also be a consultant to other co-ops in Austin...    Could start out with cheapest funding option for the position, and then, 6 months later, evaluate, maybe grow from there.    Will talk with both houses, to get input. |
| Poll membership concerning income levels. | Discussion. | Poll membership about income levels--stats needed to maintain nonprofit status. We need to collect info--required to have a certain number percent of members below family median income level, since as have nonprofit status and pay no sales tax. Need statistics to say that we are a nonprofit providing affordable housing.  Ask co-opers to self-report, collate to give to IRS. Have info about self-reported income levels. Need to be able to prove that we are offering affordable housing.  Could try gather this information at GMM!!  Also something to add to membership process? Could add to contract, and when people resign it, they would have to self-declare income. The update would need to be on all contracts... Otherwise, we’d have to rely on the yearly-GMM hack.  Good idea to start talking to MemCos about this… Will talk to both MemCos before next meeting. Action item! |

**New Business**

Deposit for Frankie, formerly of La Re.

Frankie of La Re, who left, and who was also evicted, is asking for her deposit back. Donny hands out minutes from that meeting at La Re. Main thing to know, item 3 was done before item 2, in the minutes (breaking contract was done before membership review and eviction). Frankie asked for her deposit, then was membership reviewed. In the member review process, the normal procedure was decided for her. She wanted contract break fee, so she could leave, then Richard, who was running the meeting, threw more stipulations on it. Other stuff was added after…

Also, there was, a few weeks ago, an agenda item at the house, to overturn the eviction, and it was blocked, no consensus.

Next meeting will be on Tuesday, February 17, at Sasona Coop, around 8:45 p.m.

Meeting adjourned at 10:00 p.m.

Hannah Wright, Board Secretary

**Agenda for CHEA Board of Directors**

Tuesday, February 17, 2015, 8:45 p.m.

Sasona Coop, 2604 Paramount Ave., Austin, TX 78704

1. Deposit for Frankie, formerly of La Re.
2. Treasurer update.
3. GMM planning--dates, agenda, etc.
4. Co-op tour update.
5. New co-ops?
6. Part-time CHEA administrator position.
7. Polling houses on income levels to maintain nonprofit status.