**CHEA Board Meeting Minutes**

Tuesday, March 3, 2015, 8:45 p.m.

La Reunion Coop, 7910 Gault St., Austin, TX 78757

Board members present: Donny Goff, Board Chair, Clayton Matthews, Treasurer, Hannah Wright, Secretary, Abigail Tatkow, Community Representative, Corey Williams, Board Member at Large, of La Reunion.

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

Donny Goff called the meeting to order at 9:02 p.m.

|  |  |  |
| --- | --- | --- |
| **Agenda** | **Action** | **Comment** |
| Review previous meeting’s minutes. | Donny moves to approve, Corey seconds, minutes approved by consensus. |  |
| Treasurer update. | Discussion. | The search continues for a CHEA bookkeeper/accountant, who can get books ready, then file CHEA taxes...  Clayton talked to Esther (whose quote seemed high), Andi Shively (who is only interested in catching up books, thinks it will take 15 hours, would be interested in working with us, would help train us to do data entry, would reconcile account, and could give quarterly reports, $35/hr, would cost $500 to prepare QB file for CPA to file taxes, $1500 to get everything filed).  Right now, there is $1,659 in the CHEA account (+$323/month over what we pay to NASCO) (part of that $1,659 is La Reunion’s, maintenance that is still being held on to by CHEA).  Our Right Networks cloud-based subscription costs $55/month for full cloud access. Ryan says that QB online costs about $40 usually. Would be worth looking into, changing subscriptions. Then both houses could be on the same page and using QB together.  Clayton thinks Andi Shively is a good bet. We have about two months, until May, when taxes must be filed. CPAs are busy this time of year. The sooner we get on this, the better. Plus, we know that Andi is co-op friendly. She’s giving a $5/hr discount.  How quickly can we get off the Right Networks subscription? We can let Andi work off the RIght Networks, then we can switch to QB, and get everyone trained. Close out the fiscal year with the Right Networks, then move to QB.  **Action item for Clayton**: Talk to Andi. Tell her that CHEA is ready to work with her. Get books up to date. Get books ready for a CPA to file taxes.  Maintenance Committee Meeting - Sasona has succeeded in spending a lot of their remaining minor maintenance money. Evron just submitted another reimbursement request. Before that request, Sasona had $3,500 in minor maintenance. La Re has already spent allocated amount. Clayton expects that Evron probably spent another $1,000 of that. Sasona planning to redo a bathroom soon. Which is to say, Sasona will soon go through a lot more of the minor money. Need to spend all of minor maintenance money by April.  La Re looking at gutter projects right now, for major maintenance. Just got done with an extermination project.  **Setting up the next maintenance committee meeting: March 24, at Sasona, during dinner (8:00 p.m.).** |
| GMM planning--dates, agenda, etc. | Discussion. | **Need to designate a point person to do the income reporting / printing forms. Donny volunteers.**  Need to open up nominations for community board reps, Abigail’s term is up, she would like to run again. To make it fair, need nominees. Tell houses about it this week.  Could we bring a keg to Zilker? No glass… Google it!  It’s on a Saturday, so Sasona usually does brunch. Also, it would be great as a potluck, with both houses bring food.  **Meg is Event Coordinator at La Re. Need to connect the event co’s of the two houses for the GMM.**  Sasona needs committees, will tell La Re what to bring.  **Nominations for Community Board Rep will open, for both houses, from Sunday, March 8, to Sunday, March 22. Hannah of the South will collect nominations and make ballots for GMM.** |
| Co-op tour update. | Discussion. | Abigail met with Kim Penna again. Has a brainstorming list from the meeting. Kim thinks that ACBA might be interested in contributing financially, and putting their name on it: “ACBA presents…” Aligns well with what they’re trying to do, which is building presence and their name, bringing co-ops together. Kim suggested that Abigail draft a one-pager, to present to ACBA board meeting (next meeting is April 1, 2015). So far, there are ten stops planned. Thinking Black Star, La Reunion… Could start at new Wheatsville off South Lamar, about 10 miles between southernmost and northernmost stops. Thinking biking, October, which is co-op month. Good idea to keep doing dinners, discussion of the tour.  Good idea for CHEA to invite Marjorie Daw over to dinner, to return the favor, soon. |
| New co-ops? Marjorie Daw, Avalon Co-op, etc. | Discussion. | No word from Avalon yet. Probably busy. College and stuff.  Donny and Don Jon, of Marjorie Daw, have been talking, Don Jon still weighing options, for buying house, or for having the co-op as an independent business, etc. Still got a few legal, zoning issues to work out. Sidenote, Marjorie Daw is using SXSW as a fundraiser, renting out beds. Wow! Cool.  Abigail also talked to a resident of Rosewood, which is a rather high-functioning coop, and who have been thinking of joining / collaborating with CHEA (off San Bernard St., East Side). House dinners are on Wednesdays there. Could go for a dinner visit at Rosewood. Let’s do it!  Abigail heard about something called Amoysha House? It's a co-op in Austin, only Jewish people can live there, though. Abigail will meet with a contact from there, to find out more about them. |
| Part-time CHEA administrator position. | Discussion. | No updates from last two weeks, from Ryan. Still trying to set up a meeting with Brian Donovan. Extending invitation to meet with Brian,, could send invitation to board.  Since the last meeting that Ryan had, the position has been fleshed out a little more, now have position split into two positions. Have business plan a little more solid.  New idea: Andi Shively might be a good contact for thinking about growing a cooperative business administration organization. All co-ops need bookkeeping, etc. She has been talking about starting something like this for a while. Something to think about.  This position of CHEA administrator could largely be funded through existing sources, vacancy fund. Vacancy fund is almost full. Administrator would also help finish out developer position (dev. position could be funded by outside groups, local co-ops could invest in expansion of co-ops, College Houses in particular).  Hiring committee? Made up of people from both houses, plus board members. Idea submitted by Ruth.  Sam of Sasona is interested in PT CHEA administrator position. Ryan also heard from someone at Sunflower Co-op who would be interested in the position, too. Ryan of La Reunion interested, too. Competition!  PT CHEA administrator would give quarterly reports to houses, would speak at board meetings.  Get info about position to houses the week before GMM. Send out the week before. Could have an elevator pitch, then more details for whoever is interested in that--Ryan’s jurisdiction. |

**New Business**

La Re looking into getting an energy efficiency loan for this building! Through state of Texas. Still in planning stages. Property Assessed Clean Energy. Austin is (hopefully) weeks away, from implementation. Load adds to equity of building. Add extra to property tax. Roof, insulation, windows, A/C units--most cost-effective ways to improve building.

**Next meeting will be Tuesday, March 24, 2015, 8:45 p.m., at Sasona.**

Meeting adjourned at 10:21 p.m.

Hannah Wright, Secretary

\*\*\*

**Agenda for CHEA Board Meeting**

Tuesday, March 24, 2015, 8:45 p.m.

Sasona Co-op, 2604 Paramount Ave., Austin, TX

1. Treasurer update.
2. Co-op tour update.
3. New co-ops? Marjorie Daw, Avalon, etc.
4. Part-time CHEA administrator position--short version and long version for GMM.
5. GMM planning, agenda, etc.
6. Income polling finalized.

\*\*\*

**Agenda for General Membership Meeting**

Saturday, March 28, 2015

Sasona Co-op, 2604 Paramount Ave., Austin, TX 78704

1. Polling membership on income levels.
2. CHEA Part-Time Administrator position.
3. Community board representative election (1 year term is up).