Minutes of 04.10.14 Meeting of the CHEA Board of Directors

Held at Sasona Coop, 2604 Paramount Ave, Austin, TX 78704

Donny Goff called the meeting to order at 8:51 p.m. Board members present: Donny Goff, Board Chair, Clayton Matthews, Treasurer, Hannah Wright, Secretary, Ruth Sullivan, Sasona Maintenance Coordinator

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| **Agenda** | **Action** | **Comment** |
| Approval of 04.03.14 minutes | Donny moves to approve; Clayton seconds. Minutes approved by consensus. | Side discussion: Clayton went to Cooperative Business Summit last weekend. Austin Cooperative Business Association (ACBA) seems cool, lots of interesting cooperative connections springing up all over the city--Blackstar, Moontower Farming Cooperative. ACBA could be a good connection for CHEA in the future. |
| Hashing out the details of the maintenance allocation system--and getting a handle on how the maintenance account works now. | Discussion. To be continued at next week’s meeting. | Basic question: how does money get into the maintenance account to begin with, if the expenses are eventually reimbursed by NP?  Halp! Ruth!  Ruth explains that all maintenance money, major and minor, is reimbursed by Nasco Properties. NP does it that way to make sure coops respect properties, and that, in the words of Ruth, money from the maintenance budget does not get converted into food money, or some such other pressing need.  This way of doing business is messy with two houses in the mix, because there is no system to make sure that the houses are seeding the maintenance accounts, prior to spending the money, and prior to reimbursement.  Right now, it’s the Wild West. No one is in charge of tracking what goes in and what comes out of the shared maintenance account.  Here’s one solution: each house has their own maintenance account, and CHEA’s maintenance account stays the same.  Having separate house accounts would be easier to keep track of.  Might also cut down on the card being declined, because houses will know exactly how much is in the account.  Thanks, Ruth! |
| Treasurer update. | Discussion. | Clayton changed all the account passwords, and made the hand-off to Sasona accountants. Taxes shall be done!  Donny brought the forms from La Reunion, and Clayton can now take completed forms to Velocity to add Ryan and Ruth to Maintenance Account.  Ryan has reported that the maintenance card regularly gets declined--in light of the conversation with Ruth, the declined card situation comes about when both houses spend from the account without first making sure there is enough money in it, prior to NP reimbursement.  House treasurers are responsible for transferring money into the maintenance account, but with two houses, that system gets muddled.  Otherwise, Clayton reports that Sasona is paying rent in a much more timely fashion, and he will soon be able to make payment to NP. |
| Mission statement update. | Discussion. | What questions to include in the Mission Statement Survey?  1) What do you like about community housing in Austin?  2) What would our mission be?  3) Have you visited the CHEA.coop website?  **Action item for Hannah**: create and send out survey to facilitate group-brainstorm for CHEA mission statement. |

New Business:

Maintenance Allocation and Maintenance Bank Accounts

Should we have three maintenance accounts? CHEA, La Reunion, and Sasona? Each house can seed the account, and keep track of what money is coming and going.

Next week’s meeting will be all about Maintenance, how it’s working, how it should work, how to hash out the details of a complete Maintenance Fund Allocation System.

Let’s get the key stakeholders in the room at the same time.

**Action item for Clayton**: get together with Ruth and Nicole to talk about Maintenance at Sasona.

**Action item for Clayton and Hannah**: invite Ruth and Nicole to join the CHEA meeting next week, or at least offer their opinions and insights prior to the meeting, to be shared with the group, if they are unable to come to the meeting.

**Action item for Donny**: invite Ryan to CHEA meeting next week. Make sure Gatlin can come, too.

Next meeting: Thursday, April 17, 2014, 8:45 p.m. @ La Reunion

Meeting adjourned at 9:52 p.m.

Hannah Wright, Secretary