**Minutes of 04.17.14 Meeting of the CHEA Board of Directors**

Held at La Reunion Coop, 7910 Gault St, Austin, TX

Donny Goff called the meeting to order at 8:48 p.m. Board members present: Donny Goff, Board Chair, Gatlin Johnson, Member at Large, Abbie Tatkow, Community Representative, Clayton Matthews, Treasurer, and Hannah Wright, Secretary. Also present: Ruth Sullivan, Sasona Maintenance Coordinator, Ryan Nill, La Reunion Treasurer, Nicole Clounts, Sasona Treasurer.

|  |  |  |
| --- | --- | --- |
| **Agenda** | **Action** | **Comment** |
| Approval of last meeting’s minutes. | Donny moves to approve, Clayton seconds, approved by consensus. |  |
| Discussion of maintenance bank accounts. | Agreed by consensus that Sasona and La Reunion will have house level maintenance accounts.    CHEA will funnel maintenance reimbursements to houses through main CHEA account, Sasona will use current maintenance account as its own, and La Reunion will open a new maintenance account, by the start of the next fiscal year, in June.  The CHEA Treasurer will be responsible for track house maintenance budgeting and depositing reimbursements in the correct house accounts. | Gatlin: what are the pros and cons of house level maintenance accounts?  Ruth: the house level maintenance account at Sasona worked, at least episodically, like this: Sasona seeds house maintenance account with “floating” money, the maintenance coordinator (or whoever happens to be in possession of the card or checkbook) spends money, the treasurer and the maintenance coordinator send in receipts for reimbursement, and the reimbursement from NP refills the maintenance account, so that the near average of the account is around $1,000.  So, the pros of a house level maintenance account are that the houses can keep track of their funds more easily. That means more administrative overhead and more upfront work (cons), but in the end, it seems that having house level accounts will be worthwhile in the long run.  Clayton: how does the flow go, in the house level accounts scenario?  The CHEA Treasurer would need to be copied on all emails to Daniel at NP regarding reimbursement receipts. The CHEA Treasurer would then need to keep track of each houses reimbursement requests, and essentially police house consumption of the maintenance budget--both major and minor. The CHEA Treasurer would also be responsible for depositing the right reimbursement monies in the right house accounts. This flow would have more stop gaps and steps than the current system, or lack thereof, but in the long run, it is probably best to slow the flow and build accountability.  We are essentially building a structure to differentiate between houses, because there is only one flavor of money coming in to CHEA, from NP.  The direction of the conversation so far is adding a lot of tasks and responsibilities to the CHEA Treasurer position. We may need to reevaluate the Board positions and redistribute labor as it makes sense to do so.  So, we will have two house maintenance accounts and a CHEA maintenance account. The CHEA Treasurer will keep track of houses’ reimbursement requests, as they match up with house maintenance budgeting. |
| Discussion of maintenance allocation system. |  | The way the major maintenance reimbursement system is currently working is not feasible for the scale that La Reunion is operating on.  The way Sasona gets major maintenance reimbursement, the maintenance coordinator gets three bids for the project, and NP cuts the check.  The way La Reunion gets major maintenance reimbursement is after the fact--Ryan has been shelling out the money from the La Reunion main account, then waiting to get reimbursed by NP.  Might be worthwhile to ask Daniel how we can develop a maintenance allocation system that has the capacity to support a large coop, like La Reunion, because it’s not feasible to have each house come up with a huge seed for major maintenance.  Maybe the solution would be to have the houses send all major maintenance requests to CHEA Treasurer, who will track requests, compare to the budgets, and send along to NP, before receiving the large check and depositing it/handing it to the right person (contractor).  As for the 70/30 plan, it pertains to budgeting.  Diagrams were drawn to understand the 70/30 major/minor breakdown for each house. **See Appendix A.**  As for emergencies, the maintenance committee will be three-headed--composed of the CHEA Treasurer and the two house maintenance coordinators, for efficiency’s sake.  What is a house is requesting money for an emergency after they have already used up their maintenance allotment? That’s where cooperation comes in. Best to stay out writing standing rules for situations such as these.  As for a planned project, the CHEA Board will have the final say in passing recommendations from the Maintenance committee, as the Board is legally and financially responsible for those decisions.  Does the 70/30 plan allow for/encourage saving up for a large, multi-year project? Not really… It makes it harder for the houses to plan head. Which is hard to begin with.  We cannot open a maintenance “savings” account, because the money is not “real” until it is spent and reimbursed.  Long term planning would have to be done at the CHEA level.  It gets messy because house priorities for a long term project could morph over time.  Maybe an IOU project? Planning to plan?  The 70/30 idea will require good policing at the CHEA level.  The 30% will have to be major maintenance, so it can roll over to another year, providing that it has not been spent in an emergency, and providing that no one proposes a plan that year, or that the full amount does not get spent.  We have about a month and a half before wew will be writing house budgets. We need the numbers from Daniel, about how much maintenance money the houses will get back in the coming fiscal year.  We also need to see what all of this will look like in bylaw form, so we can vote on it next week.  **Action item for Gatlin**: spearhead the bylaw writing of the maintenance allocation system. |

**New business:**

1. CHEA Treasurer role needs to be codified, defined, and its responsibilities perhaps spread around more evenly.

2. Pass the Maintenance Allocation system in bylaw form.

3. Mission statement update.

**Next meeting on April 24, 2014, at Sasona, 2604 Paramount Ave, Austin, TX 78704, @ 8:30 p.m.**

Meeting adjourned at 10:15 p.m.

Hannah Wright, Secretary

**Appendix A**

Total Major and Minor Maintenance Money

Whole box = 100% of major and minor maintenance money

30% 70%

|  |  |  |
| --- | --- | --- |
| Major Maintenance | Remaining Major Maintenance | Minor Maintenance |
| For planned projects |  |  |
| Or emergencies |  | \*All of the surrounding 70% of the money is split per head between the two houses. |
| Or future projects |  |  |