**Minutes of 04.21.15 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 8:45 P.M.

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

Also present: Phil Wilson, of Sasona, Chris Baker, of Sasona, Ryan Nill, of La Reunion, Genieva, of Sasona, Oliver Markley, of Sasona.

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| **Agenda** | **Action** | **Comment** |
| Approval of previous meeting’s minutes | Donny moves to approve, minutes approved by consensus. |  |
| Treasurer update. | Discussion. | Clayton talked with Andi Shively, our bookkeeper, and sent answers to Marla, our CPA, to fill in the missing pieces. Andi and Marla will be meeting tomorrow. Andi believes she has everything she needs to hand over the books to Marla. Will fill in any missing blanks from there. Still have 3 ½ weeks to get taxes in. All should go well.  Clayton has been talking about getting a training session together with Daniel Miller. Specifically, a QuickBooks training session for house treasurers and bookkeepers (free training from NASCO!). Thinking about having a Skype session with Daniel to figure out what we actually need.  We will need to have as many people as are interested at the training, because we will have a lot of data to catch up, and it will be good to have a lot people with know-how to help plug away at data.  Have been paying $55/month for QB online service, and it seems to not be used very much. Andi says we can get a QB Pro subscription for $30/month, with five users. Will need to switch over to new account, then will do training. Andi can help with migration, maybe some advising.  QB might allow multiple companies to be set up on one account… Need to check with Andi about this division. It gets tricky to show actual profits and losses with multiple houses and accounts...  So, we need to change QuickBooks subscriptions -- it is month to month… Clayton thinks. Clayton will take care of checking into that. |
| CHEA budget. | CHEA budget set to increase payments by both houses by 3.5%.  2% goes to NASCO Properties, which raised rates by 2%.  1.5% goes to CHEA to cover operating costs.  Approved by board. | This past week, Clayton and Tom talked about CHEA and Sasona house budgets.  Currently, Sasona is still putting together/reviewing house budget.  Tom expressed worries about CHEA asking for 3% more than what NASCO asks.  We did not have a budget last year -- we had an estimate. That estimate was low, because right now, CHEA is almost insolvent.  Currently, every month, CHEA gets $377.97 above and beyond what is paid to NASCO.  Right now, there is $1,900 in the CHEA account (there was +$600 for La Re maintenance) -- making the total come to ~ $1,300. Paying bookkeeper and CPA to get taxes filed will probably wipe out account.  [Another strand of discussion, about maintenance reimbursement, enters here]  La Re is also expecting ~$5,000 in maintenance reimbursement, after turning into NASCO. Sent receipts in to NASCO, so that the minor maintenance money would not be lost.  La Reunion has already spent their allotment.  So, we need to figure out what to do with that money being reimbursed.  Donny: seems like we have built maintenance allocations system to answer this exact question.  Donny: did La Re go over allotted agreement with Sasona?  Clayton: yes. We submitted receipts to get money to CHEA, so that minor would not disappear.  Donny: there was an agreement over the 30%?  Clayton: no, that 30% is major maintenance, that is not what we are talking about.  Donny: how much has La Re gone over?  Clayton: ~$4,600.  Ryan: there is a misallocation -- La Re was allocated more major maintenance than minor maintenance, we are in budget, just went over on minor maintenance.  Side note: CHEA Treasurer needs to be submitting receipts to NASCO and seeing reimbursements come back in.  So, we need to figure out what to do with maintenance reimbursement money (minor). Sasona was not able to spend. La Re overspent.  Sasona has used ~$2,824 left in minor maintenance. Evron is going to submit $1,000 in receipts, and just had two visits from A/C repair and plumber (~$500?).  Originally, $7,920 allocated to Sasona in minor. $11,100 allocated to La Re in minor. (The split is about 60/40). There is more minor maintenance than major. They are roughly equal.  Maintenance budget cycle ends sooner than CHEA budget cycle. As long as money is spent by end of this month, it can be redeemed next month. Major maintenance money rolls over.  Figure out what to do with maintenance money coming back from NASCO:  CHEA major maintenance: $18,500.  Minor: $19,800.  Major maintenance rollover: $4,788.  Ryan’s numbers are off on La Re’s maintenance in bookkeeping. Decided on a 60/40 split last year. Ryan doesn’t see that as a fair split. Cannot change it now. But, could consider changing it for next year.  Corey suggested that once Sasona submits its last reimbursement, then just split the floating reimbursement money 60/40 like the rest of the money. Seems like a reasonable solution. La Re gets 60% of what they submitted receipts for. Sasona gets more money than originally spent.  Moving forward, can renegotiate the split.  Next meeting, we need to put maintenance budget on agenda.  [Discussion returns to CHEA budget].  So, paying for bookkeepers will wipe out CHEA budget for this fiscal year.  Now, we know we know that we have expenses. We need to create budget based off of that, so that CHEA can get through year with financial solvency.  As for CHEA budget, do we need to ask for more than the bare minimum? Ending the year at zero is scary.  This year, CHEA is ending at zero in the bank. There were times when CHEA’s accounts were empty. Need to have bank account to cover needs.  NP property payment is going up by 2% across the board. CHEA would need 1.5% increase from both houses to continue operating with fiscal solvency.  3.5% = 2% (NASCO) + 1.5% (CHEA operating budget)  Each house would owe 3.5% more (2% mandated by NASCO, 1.5% asked for by CHEA).  Kinds of things that CHEA pays for and/or has taken on as of this year:  -- NASCO loan, formerly held by Sasona  -- Tax prep and CPA  -- bookkeeping (QuickBooks subscription)  -- NASCO member dues  -- ACBA membership  Asking for an increase because last year we didn’t know how much we needed. Now we know.  Clayton will send out budget and breakdown. |
| Co-op tour. | Discussion. | Abigail created a one-pager proposal for the co-op tour. Will present at the next ACBA meeting, with some refinements.  Wants to connect growing bike and cooperative cultures. Demonstrate structure that is already in place for biking across the city. Take only bike paths to the destinations. Maybe get REI involved, since they are a co-op, too. Shoal Creek goes by REI, to Pease Park. Maybe could get APD involved to help close off roads as needed.  What about one of those multi-person biking/drinking wagons?! … Maybe not. But still a fun idea.  ACBA’s next board meeting has not been scheduled yet, so may not have an update for next time. Excitement’s mounting! |
| CHEA part-time position -- discussion, continued. | Discussion. | Meta discussion: what do we want to do with this proposal over the next few months. It will be a few months before funding streams are ok’ed by Daniel at NASCO.  Could table it, could get it down to the subcommittee level, to hash out conflict of interest, hiring guidelines, etc., chew it over at every meeting, etc.  We could carve out 30 minutes or so from each board meeting, tackle a section at a time, use it as working group time. Better to keep working on it, so that if and when NASCO has money to fund the position, there is something concrete for houses to vote on..  Split it into sections for next few board meetings.  \*brainstorming!\* What kinds of things could we talk about?  Hannah:  Conflict of interest policy  Hiring guidelines  Accountability measures  Reporting requirements  Duties  Donny:  hiring process  job requirements vs. nice-to-haves, req. skills + exp.  specific accountability procedures  house involvement plan  Corey:  accountability  hiring process  tasks given by board, what they don’t do  groups to reach out to, candidate pools  house involvement  Ryan:  scope of work  must-haves and can-dos  prioritizing tasks  different aspects of doing the job (maintenance long-term projects, financial aspects) -- desc. of job responsibilities  Clayton:  already said  Abigal:  breakdown of percentage of job tasks   1. scope of work 2. job descriptions 3. board-employee interactions 4. house interactions 5. job requirements 6. hiring process 7. accountability   House input:  Publish and publicize schedule of working groups to houses  Could also start a document to collect this -- instead of using minutes. When we decide stuff, needs to be in document.  Hannah will put in agenda, will send explicit email about working groups, will post at Sasona, will announce to house. |

**New Business**

Either Clayton or Hannah will be stepping down from the board soon, to make sure that positions from Sasona are staggered, since they were elected at the same time. Donny is also considering stepping down as board chair, need to have new blood coming in.

NASCO QB Training coming soon!

Next meeting will be Wednesday, May 6, 2015, 8:45 p.m., at La Reunion Co-op.

Meeting adjourned at 10:00 p.m.

Hannah Wright, Board Secretary

**Agenda for CHEA Meeting, Wednesday, May 6, 2015, 8:45 p.m.**

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

1. Treasurer update.
2. Maintenance budget discussion.
3. Co-op tour update.
4. CHEA part-time administrator position working group -- scope of work.