**Minutes of 04.24.14 Meeting of the CHEA Board of Directors**

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

Donny Goff called the meeting to order at 8:28 p.m. Board members present: Donny Goff, Board Chair, Gatlin Johnson, Member at Large, Clayton Matthews, Treasurer, Hannah Wright, Secretary, Ruth Sullivan, Maintenance Coordinator of Sasona, and Alex Gray, member of Sasona.

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| **Agenda** | **Action** | **Comment** |
| Approval of last meeting’s minutes. | Donny moves to approve; Clayton seconds; approved by consensus. |  |
| Role of CHEA Treasurer. | Discussion. | The CHEA Treasurer role will be 1) to be cc’d on all major and minor maintenance reimbursement requests by both houses; 2) to maintain spreadsheet to track budget/spending, major/minor, of both houses; 3) to control the flow of money by reimbursing houses with checks from NP.  The Maintenance Allocation Committee Chair could be taken off the CHEA Treasurer plate. We could, instead, create a fourth member position, the Maintenance Committee Chair.  The Maintenance Committee Chair could be responsible for soliciting plans from houses, reviewing submitted plans with the Committee, deciding on which plans to fund, fostering harmony among house maintenance coordinators, and weighing in on emergency maintenance situations. The actual addition of another Board Chair to be decided upon at a later meeting.  In other treasury news, the accountants are still working on our taxes.  **Action item for Clayton:** contact accountants and make sure we are on track to complete taxes on time. |
| Formalizing Maintenance Allocation System. | Tabled. | **Action Item for Donny and Gatlin:** draft Maintenance Allocation System verbiage, to be reviewed and approved at next meeting. G’luck! |
| Mission Statement update. | Discussion. | The Mission Statement survey has received 5 responses.  Action item for Hannah: write preliminary survey report; put in Google doc; send to both houses; solicit survey responses one more time, if anyone has anything in addition to say, before we begin, again, the process of drafting the CHEA mission statement. |

New Business:

1. Maintenance Allocation System in bylaw form.

2. Treasurer update: accountants and taxes, and also, getting La Reunion a new maintenance account…

3. Mission Statement survey, part II.

We are taking a week off. so...

**Next meeting on Thursday, May 8, 8:45 p.m., at La Reunion.**

Meeting adjourned at 9:19 p.m.

Hannah Wright, Secretary