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

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

Donny Goff, board chair, calls meeting to order at 9:15 p.m.

Board members present: Donny Goff, Chair, Corey Williams, Member at Large, Clayton, Treasurer, Hannah Wright, Secretary.

Also present: Ryan Nill, of La Reunion, and Sam Bean, of Sasona.

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| **Agenda** | **Action** | **Comment** |
| Review of previous meeting’s minutes. | Donny moves to approve previous meeting’s minutes, after amendment, moving a consensus-based decision from the ‘comment’ column, to the ‘action’ column. Amended minutes approved by consensus. |  |
| Treasurer update. |  | Clayton has been talking with Andi and Marla, bookkeeper and CPA, and we are on track to get taxes filed by Friday, the final deadline. Clayton sent in the last pieces of information today. Ryan also sent in info that Andi was asking for on Monday morning. So, taxes should be squared away. Andi is also trying to help us figure out what has been going on with what each house has been paying to NASCO. Total, we will probably end up paying her $1,000. CPA's rate was $1,000, too. And, we should be able to pay that from CHEA account.    Once taxes are in order, we will switch to QuickBooks online.    Once the budget is in order, Clayton will step down as treasurer, so that others at Sasona can get involved. Clayton will help get names on all accounts.    Once the new board member is in place, we should do the bookkeeper training on QuickBooks. Training in mid-June. Which will be good timing, because before we know it (fiscal year June 2015), there will be another round of taxes to file. Next year, it could be cheaper, if everyone is already trained on keeping up books. Hopefully by the end of the summer, we will be ready to file taxes again. Woohoo!    The Quick Books Training will help us develop our in-house competence, to make sure that we aren't behind on taxes. The training could even be a significant part of the data entry that needs to be done. Could throw labor at it, also.    Need to set a date that both houses bookkeepers and treasurers could make it. Could be a recommendation made by the board, that house fiscal officers make the training. Could bring it to both houses, as agenda items. Could also ask houses for labor credit for it. Incentivize it! |
| Maintenance budget discussion. | Consensus decision: in light of maintenance allocation system parameters, passed and set in June of 2014, the final maintenance reimbursement will be split 65/35 between La Re and Sasona, instead of 60/40, because 65/35 is the approximate ratio of members in both houses. | We are in the last month of the maintenance budget for the fiscal year. Last month was the month to spend all the money, which we did, and we submitted receipts, too.    Ryan: Right now, the amount of maintenance money allocated to each house is based on each houses' lease. The problem with that, is that La Re is cheap, but it needs a lot of maintenance. Sasona is in an expensive neighborhood, so the lease is more expensive. But, La Re needs more maintenance. The maintenance split was based on value of lease payments, which comes out to about 60/40. But, the lease payment method seems unfair, since Sasona is a nicer house, in a nicer neighborhood, whereas La Re is cheaper, slummier, and needs more work, and yet gets less money.Ryan thinks we should switch from 60/40 to per member. Basing it on the capital investment doesn't work, since La Re needs more maintenance.    Donny: Could we come up with a formula for how much maintenance each house needs?  Ryan: We could make a capital assets list, which is a list of replacement value on assets on property. That would require capital assets inventory, which would be complex and time-consuming.    We also need to talk about reallocating the major/minor split, since La Re was over on minor and under on major, and Sasona was under on minor.    Donny: for context, La Re's needs started out at emergency levels -- carbon monoxide, exploding ovens. But it's getting better.    How would the per head allocation work out, number-wise? About 65/35 (actually closer to 64% and 36%)    Donny: Is that too much? That would mean about a 12.5% decrease in maintenance money for Sasona. Another question, will Sasona be getting those long-term projects done?    Clayton: speaking as newly-elected maintenance coordinator at Sasona, we will for sure go through with fixing the bathroom, hopefully this summer. Which will eat through major maintenance money really quickly. $3,000-$5,000, approximately.    Where's Sasona at on minor maintenance money? Spent most of it. About 2,000 off.    There's two things we negotiate on each year -- the split of the money between the houses, and the project-savings plan.  Ryan: If CHEA is going to do long-term savings, needs to be a separate line item. That would be easier, just split the money by the agreed amount. We did not use the maintenance allocation system for emergencies or project proposals in the first year we implemented it, so it may have been too complicated... Good idea, but too complicated with major and minor maintenance to figure out.    Still a very good idea for CHEA to have an emergency maintenance budget.    Corey looks up the Maintenance Allocation System on the wiki, and it was figured out by a per head split, which comes out to about 65/35, La Re, Sasona.    Donny: We need to go by the by-laws, the MAS proposal we passed. We should go by that, unless we want to change it.    We need to keep talking about this on agenda, and we need to implement the MAS we already passed.    Donny: Does this new info change what was passed last week, about dividing the final maintenance reimbursement between the houses?    Yes, it does. For this final payment coming back from NASCO, there will be a 65/35 split, in which La Re gets back 65% of what was spent, and Sasona gets back 35% of what was not yet spent. Decided by consensus, which is a correction to what was passed at the last meeting (60/40 split).    So, last year, we went with 60/40 split, based on lease-payment percentage, when we had actually passed 65/35. So, we need to go with 65/35 moving forward, unless we want to change it. Per head.    Here’s a clue, as to why the split of maintenance money was 60/40, instead of 65/35. The Maintenance Allocation System was passed on June 3, 2014, which was *after* setting the budget.... So, it may be that we said we would try 60/40 this year, then the MAS in the next year. Or, the deadline for using it may have been missed, because it was passed too late to inform coming budget year.  Ryan raises the point that CHEA maybe have not fulfilled its duty to get full $20,000 in maintenance. Because of complicated major/minor split. Ryan presents option that La Re needs whole payment of $3,000    For now, we need to the reorganize split of major/minor, as well as the exact allocation of maintenance money for each house.  Will need to ask NASCO for a different split of major/minor, and ask for more minor, because we've been doing a lot by ourselves. Need to discuss the major/minor split. Was set at roughly 50/50. La Re spent about 1/3 and 2/3. Sasona was also higher on minor maintenance, too. Need to increase minor for both houses. We could set a percent at 60/40. Daniel won't mind shifting in that direction, since major maintenance money rolls over. Would it be okay for Sasona, with the big bathroom project coming up? Clayton thinks so.  Will continue discussion of Maintenance Allocation System next meeting. |
| Coop tour update. | Tabled. | Tabled until after the next ACBA board meeting, which will be in the first of June. |
| Locate CHEA’s 501(c)3 letter. | Discussion. | Tom Page of Sasona located the CHEA 501(c)3 letter. Hurray! Thank you, Tom! |
| Discuss CHEA formalizing CHEA-wide budgeting schedule and process. | Discussion. | Because of some of the confusion at Sasona, La Re, and CHEA meetings, we should go ahead have both houses and CHEA do their budgets on one schedule. For example, say that CHEA gets done with budget in March, houses get done in April, and fiscal year starts in May.  Everyone is in favor of getting a schedule.  NASCO comes out with budget beginning of April. We could do it as a cascade, from NASCO, to CHEA, to houses. Could ask houses to present budgets to board at start of June, setting a hard deadline, fostering discussion between treasurers. Make budget cycle calendar official. Line up duties.    Clayton: Relatedly, we need to talk about the actual relationships between the houses and CHEA.  Our bylaws don't really go into detail about those financial relationships.    Donny: Legally, CHEA decides how CHEA runs itself.    We need to clarify financial relationships between houses.Daniel could help, too.    If there is confusion, we need to have clearer processes.    Table this, talk about it next week. Getting clear the relationships between the houses. |
| Working Group -- CHEA part-time administrator position -- 'scope of work.' | Discussion. | Might be a couple of years before a development position is fleshed out... For now, time to talk about admin position.  We could call the position an administrative assistant, instead of a CHEA administrator. Names are hard, can work on that later.  First working group: Scope of Work.  Next working group: Job Description.  Donny: Wants to see both houses vote for this.  NASCO will pay for this position, so this is free labor!  Both houses will vote after funding stream from NASCO is secured.  Please see the [Google doc](https://docs.google.com/document/d/13NUBWBGZCz6JpaUN5dLuDk2qDBt1s0liHDdOi0QLc6s/edit?usp=sharing), for summary of working group discussion. Please feel free to add comments!! |

**New Business**

Donny and Clayton will be leaving the board very soon.

Sam expresses interest in CHEA part-time position. Donny says that now, Ryan is not as interested in the position, as he is quite busy with other work. Other coopers would be interested in working for coops.

**Next meeting will be Tuesday, May 19, 2015, at Sasona, 8:45 p.m.**

Meeting adjourned at 10:25 p.m.

Hannah Wright, Board Secretary

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**Agenda for CHEA Board of Directors Meeting**

Tuesday, May 19, 2015, @ 8:45 p.m.

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

1. Treasurer update.
2. Discussion of Maintenance Allocation System.
3. Formalizing schedule for CHEA budgets.
4. Clarifying NASCO-CHEA-House relationships; building inter-house cooperation.
5. CHEA part-time position: Working Group #2 -- Job Description