**CHEA Board Meeting Minutes**

Sunday, June 21, 2015, @ 2:00 p.m.

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

Board members present: Genieva Croley, Board Member at Large, Clayton Matthews, Treasurer, Corey Williams, Board Member at Large, Andy Goolsby, Board Member at Large, Hannah Wright, Secretary.

Also present: Sam Bean, of Sasona, Ruth Sullivan, of Sasona.

Corey Williams, serving as board chair, called the meeting to order at 2:10 p.m.

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| **Agenda** | **Action** | **Comment** |
| Review of previous meeting’s minutes. | Corey moves to approve the previous meeting’s minutes, Clayton seconds, minutes approved by consensus. |  |
| CHEA part-time position -- Working Group #2, Job Description. | Discussion. | [The group reviews what was written in the first working group, about scope of work. The group reviews previously written job descriptions for this position. The group decides that the scope of work document can be used to create a job description. The group decides to work on editing the scope of work document into a job description, as a smaller group. Hannah will take the lead on editing the document, and Ruth volunteers to work on that process, too. Hannah will start a Google doc of job description and will share with everyone.]  The next working group will be a combination of ideas #3 and #4 -- board-employee interactions and house interactions. See below for the full list of working group ideas, from the board meeting on April 21.   1. scope of work 2. job descriptions 3. board-employee interactions 4. house interactions 5. job requirements 6. hiring process 7. accountability |
| Set standing rule for meeting time notices. | Corey motions to adopt this standing rule; Hannah seconds, no objections, standing rule passed by consensus:  “The agenda, time, and location of board members will be announced at a minimum of 72 hours in advance of the meeting.  Emergency cancellations or postponements must be scheduled at least 48 hours after the regularly scheduled meeting.” | We have been doing 72 hours advance notice for board meetings, as an informal convention, but it hasn’t been written down anywhere…  Time for a standing rule! |
| Clarifying NASCO-CHEA-House relationships -- building inter-house cooperation. | Discussion. | This item has been on the agenda for several weeks now, and it is a big topic. The first part of of this issue is clarifying the relationships between NASCO, CHEA, and the houses.  Clayton: some of the descriptions of these relationships (NASCO-CHEA-houses) should be in our bylaws...  Sam: has previously mentioned the accountability issue, would like to emphasize that both houses should be able to understand what things mean.  Hannah: Maybe we could have a subcommittee to start answering some of these questions and addressing these issues.  Corey: could ask past board members to add to something like this.  Clayton: Donny is a wealth of information for this. Might also be good for new board members, too.  Corey: new board members could write down what is unclear now, and ask about it, so that we can start unpacking this knowledge.  Andy: could also ask current house members what they would like to know, what people have questions about. Could have an inter-house Q + A.  Who wants to lead this subcommittee? Genieva volunteers! Yay, Genieva!  We will revisit about this topic at the next meeting. |
| CHEA.coop wiki update. | Discussion. | Corey: talked with La Re’s tech coordinator and Gatlin, and they should be able to move the CHEA wiki onto shared server space with La Re’s wiki, at no cost, and it is in a stable location. Gatlin was more than happy to help move it. It is not moved yet, but it will be moved soon.  Clayton: do we have a dedicated wiki updater?  Hannah: as secretary, has been doing that, updating standing rules and adding minutes to the wiki. Also, the Maintenance Allocation System page needs to be rescinded. Will work on that. |
| Co-op tour update. | Tabled. |  |
| Treasurer update. | Discussion. | QuickBooks online training is on Tuesday, at La Reunion, 6-9 p.m.! Woohoo! Make sure you bring a laptop!  La Re is still holding their bookkeeper elections, but they will know the results by tonight.  All bills are paid! |
| What to do with the vacancy reserve fund? Pay it toward the loan? | Clayton proposes that we put the most recent vacancy reserve refund toward the loan, Genieva seconds, no opposed, motion passes by consensus. | Clayton: The first check from the vacancy reserve fund came in. We talked about putting it toward the loan. Asked Daniel if we could get those checks quarterly, instead of every month, and he said it would be okay. Idea of putting all future vacancy reserve refund checks toward paying off the loan?  Andy: something could come up, so shouldn’t we do this on a case by case basis?  Hannah: we could do it quarterly, check in about it at a board meeting and see if either house has any ideas for other ways to use the refund.  Agreement to do this on a case by case basis, for now, will use first refund check to go toward paying off the loan. |

**New Business**

Official welcome to Andy and Genieva, new board members!

Time to pass some torches! Might make sense to pass the torches across the houses, so to speak, so that both houses get an equal share at the board positions.

These members are approved for the following board positions:

Hannah Wright, Board Chair

Corey Williams, Secretary

Andy Goolsby, Treasurer

On the Main CHEA Account (914177), both Clayton Matthews and Hannah Wright should be removed from signers on the account. Andy Goolsby, newly appointed Treasurer, and Corey Williams, newly appointed Secretary, are authorized to conduct banking business on the Main CHEA Account (914177).

For Accounts 907191 and 918780, Clayton Matthews needs to be removed as a signer, and Andy Goolsby, Treasurer, is authorized to conduct banking business on both of these accounts and will be co-signer.

On Accounts 874966 and 880585 and 880584, Nicole Clonts needs to be removed as co-signer, and Andy Goolsby, Treasurer, is authorized to conduct banking business on these accounts and will be co-signer.

Clayton and Andy will coordinate going to the bank next week.

Next meeting will be Tuesday, July 7, 2015, @ 8:45 p.m., @ La Reunion Coop.

Meeting adjourned at 3:30 p.m.

Hannah Wright, Secretary

**Agenda for CHEA Board Meeting**

Tuesday, July 7, 2015, @ 8:45 p.m.

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

1. Treasurer update.
2. Quickbooks training debriefing.
3. Co-op tour update.
4. CHEA part-time position -- review of job description draft.
5. CHEA part-time position -- Working Group #3 -- CHEA-House-Employee Relationships
6. Clarifying NASCO-CHEA-house relationships -- subcommittee update.