**Minutes for CHEA Board of Directors Meeting, Wednesday, July 30, 2014**

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

Present: Don John of Marjorie Daw, Hannah Frankel and Marilyn Vache of La Reunion, Thad Crouch and Alanna Stewart of Sasona, Donny Goff, Board Chair, Clayton Matthews, Treasurer, Abigail Tatkow, Community Representative, Hannah Wright, Secretary.

Donny Goff called the meeting to order at 8:40 p.m.

**Words from special guest, Don John of Marjorie Daw Coop**: Marjorie Daw lost their lease due to zoning codes, though it has been residential. Currently looking for a new place in September. Want to buy something, spoke to Daniel at NASCO. Meeting in October to approve proposal. Daniel suggested the possibility of joining with CHEA. Will lease a house for one year, will have a buy option, is for sale, located at 37th and Concordia, just east of I-35, is a large, rambling house. Would like to talk about participating in CHEA later. Have been in that house for three years, was thought to be zoned MF4, multiple-family, had a noise complaint. Was zoned NO, neighborhood office, has been 25 years, fraternity, sorority, coop. Can't go through zoning change. 15 people, ish. Moving with 8 or 9. Have a lot of people who want to move in with them. New house is for 15, $3600 / mo. $600,000 to buy. $30,000 a bed for NASCO, in Central Austin. Will communicate with Hannah Frankel about making proposal to CHEA.

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| **Agenda Item** | **Action** | **Commentary** |
| Review of last meeting’s minutes. | Donny moves to approve, Clayton seconds, approved by consensus. |  |
| Membership Coordinator and Steward Summit. | Formation of membership and steward subcommittee, comprised of Hannah Frankel, Alanna Stewart, Thad Crouch, Abigal Tatkow, Marilyn Vache.  Will report progress to board. | Membership, to some extent, is about making sure we don't get sued. There are gray areas in membership. Recently had an incident. Not sure how legally tight La Re's contracts are, were based on Sasona's, is over ten years old. May have never been reviewed by lawyers.    Looking for common best practices, to make membership watertight, so that MemCo culture does not get lost from generation to generation. CHEA-wide improvement to membership process.    Membership is a legal issue. The one place where we really have to play by legal rules and expectations.    Thad's ideas, the rent is x dollars, and x hours of labor, make it clear that labor is a part of rent. So that when someone is evicted for not doing labor, out butts would be covered, because the person was not paying rent.    Hannah's ideas, specifically, binding arbitration agreement, you will not sue us, you will pursue recourse through the mechanisms of the nonprofit. Does not include all rights, like code compliance, or 911, would protect us from petty acts going through the courts. Judge could say, we'll go through arbitration.    Has been talk about having a mediator swap, because mediators can get embroiled in politics of houses.    Hannah's other idea, what are we looking to get with the best practices? Document available to future MemCos? MemCo training? Training checklist does not mean you got trained. Is a good start, but... it does not say how to do it. It changes.    If we had a negligent MemCo, we need to make sure there are checks and balances, another person making sure you covered all the basis. Like having a bookkeeper and a treasurer. Single backstop instead of no backstop. Indoctrination of another MemCo. A training system. A checklist, procedure, checks and balances.    Delay of occupancy rule. If apartment is not ready, what are the obligations on both sides. Variable situations. Someone contesting eviction. If other person did not move out on time, or a unit having been trashed. How aggressively do we go after the people who leave a mess?  We need a lawyer to look over the contract. Javier Medina. Would give advice and charge a low fee, has worked with ICC, too.    Prevent lawsuits. to say that residency is contingent on membership, have to be a member to be a resident here, so if your membership is revoked, you are evicted. Tying membership to rite to stay in room.    Section 8 procedures?    We are here to insure that education continues, for example, if you run for position, you have to go through checklist, whether you win or not, you are educated about it. Would discourage people from running?    Knowing where to refer to is the key. We need to help membership not be so haphazard. Is hit or miss, need to be detail-oriented.    Hashing out a subcommittee. Also, two more long range ideas.  At GMM, we could drink and do business. Could ask to that all house coordinators meet with their counterparts, talk to the other person who's doing what you are doing. Link people directly. When you get elected, meet the person at the other house.    Elections could be staggered, 3 months Sasona, 3 months La Re, could help with training, line things up.    Hannah talked with Nicole at Blackstar, the source of our kegs, possibility of compensating some of our coordinators, could be a powerful, motivating factor, sliding scale rent system. 10% rent break, for MemCo, Steward, for those who really need to be on the ball, motivator.    See addendum for goals of subcommittee. |
| Treasurer update. | Tabled. | Clayton will email. |
| House input on CHEA mission statement. | Donny moves that we pass the mission statement, Abigail seconds, passes by consensus.  “Community Housing Expansion of Austin (CHEA) creates and sustains affordable cooperative housing communities.” | House input from La Re, caring communities, although cooperative already kind of covers that. Have to care about community.    After 4 months, we have an 8 word mission statement. Huzzah! |
| Joining the ACBA, continued. | Tabled. | Clayton will put on Sasona house meeting agenda, to discuss repayment of La Reunion. |

**New Business**:

Subcommittee Meeting next Thursday.

Don John of Marjorie Daw and the future of CHEA!

We will skip next week's CHEA meeting. Every other week is sustainable.

Next meeting is **August 12, Tuesday, 8:15 p.m., at Sasona.**

**Agenda for CHEA Board of Directors Meeting, Tuesday, August 12, 8:15 p.m.**

Sasona Coop, 2604 Paramount Ave., Austin, TX 78704

1. Progress report from membership subcommittee

2. Treasurer report.

3. Joining the ACBA.

Meeting adjourned at 9:45 p.m.

**Addendum:**

Draft of Goals for Membership and Steward Subcommittee

1. Orientation to new MemCo.
   1. Review checklist, line up between houses, make sure they are complete.
   2. Fill in the gaps.
2. Get our contracts reviewed by a lawyer, Javier.
3. Worse-case scenario document.
   1. In case of emergency read this.
   2. When someone stops doing labor, when someone vacates with stuff there, living history, what to do.
4. When there is a transition, what to do?
   1. What are responsibilities, in terms of mess, transitioning, room check, how to much to take out of deposit, scale?
   2. More standardized list so it does not seem arbitrary, not only up to MemCo.
   3. Checklist for beginnings and endings.
5. Moving in when the times are not certain, what to do.
   1. Lag time policy.
   2. Best practices?
6. Code of Conduct in contract.
   1. La Re has that. Violence, disturbing the peace, right of quiet enjoyment. Behavior clause. ...
   2. Community agreements? Going beyond the standard things, verbal abuse, etc.
   3. Setting up expectations for living in community.
   4. Go to mediation, or give a good reason why you won't.
   5. Community conduct. Is a cool idea, but needs to be passed through the houses directly.
7. Defining what is open membership
   1. when do we deny people, when do we not.
   2. The wiki said don't let people move in if they don't have a job or money.
   3. La Re asks, How will you pay rent?
   4. If you don't have job, have to pay deposit and first month's rent up front (?)
   5. Kindness versus safety
8. What are the reasons we have for nonrenewal in membership?
   1. "We are not required to renew the contract."
   2. We have no policy to do that.
   3. If we don't renew someone's contract, are our asses covered?