**Minutes of CHEA Board of Directors Meeting, August 12, 2014**

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

Members present: ABigail Tatkow, Community Representative, Georgette REid, Board Member, Clayton Matthews, Treasurer, Hannah Wright, Secretary, and Donny Goff, Board Chair.

Donny Goff called the meeting to order at 8:52 p.m.

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| **Agenda** | **Action** | **Commentary** |
| Review of previous meeting’s minutes. | Donny moves to approve, Clayton seconds, minutes approved by consensus. |  |
| Progress report from membership subcommittee. |  | Prioritized tasks that need to be addressed by MemCo / Steward Summit.  Two weeks to read over google docs, for each houses, membership policies on wikis, to see what has not been covered.  Meeting culmination:  -- training checklist, with actual detailed descriptors, because there is no guarantee that memco’s will train the next generation  -- recruitment (communication, email, phone, meetings, advertisement)  -- interviewing / educating residents  -- entering / exiting contracts  -- the contract itself and legality thereof  -- maintaining waitlists  -- section 8  -- mediation  -- pitfalls / worse case scenarios (maybe guest writers, former memcos, interviews)  Hannah Frankel’s action item to appraoch Javier, Lawyer, to have him look at the leases. Will there be a fee? Unknown.  Recommendations will go to each house. Making a CHEA-wide strong membership culture.  Week from Thursday, will have comments on both documents. Abigail will remind the subcommittee. Might just be an online document, with a deadline for edits. Have somewhat unified policies for both houses.  Abigail will update us. |
| Treasurer report. |  | Clayton and Nicole met today, Nicole has done some good work on creating a spreadsheet for the maintenance allocation system. Is still in the development stages.  Clayton has two checks that are going to La Re tomorrow, almost $3,000 for maintenance.  Clayton just got a new credit card, paying the $55 per month for the cloud-based services, QuikBooks for both houses.  Ryan got his computer on the cloud, so did Nicole, they both have access, they are both trying to get the accounts up to date. So it’s working!!!  About the ACBA, Clayton brought it up at Sasona’s house meeting. Did La Re vote to join? No. Neither did Sasona. Can of worms we might not have to open--wait to pay La Re back from CHEA’s coffers, when it builds up. Told Sasona we joined the ACBA, is sort of Sasona’s responsiblility to pay half of this, but really, it was CHEA that joined, and CHEA will pay La Re back.  Rent has not been paid, it will be soon. Daniel is ok with rent being two days late. Nicole and Ryan will put money into CHEA account soon.  Donny’s question about the cloud-based services: both houses are using the system--is CHEA using it? Clayton will get with Nicole to learn how to use cloud-based service. CHEA’s amount of transactions will not take long to catch up.  **Action item for Clayton:** update CHEA’s books in cloud by next meeting.  Might be a good idea to make some checklists, best practices, for treasurer positions, future idea, like the memco / steward summit. |
| Joining the ABCA, continued. | Tabled. | CHEA will pay back La Re’s prepayment for the ACBA membership. |

**New Business:**

Picture Perfect Cooperative Living - good resource for people looking for a room to rent, who may have criminal history

Meeting Thursday, Cooperative Meeting at Brodie Oaks, to talk with ACBA.

Maintenance Allocation System--timeline of project proposals. April, to make sure we spend all of our minor maintenance by the end of the fiscal year.

The MAS per head system versus the per room system. Number of beds, ⅓ for Sasona and ⅔. Number of bedrooms could be a good indicator. Something to consider, maybe modify, easier to know the ratio between the houses.

Another GMM for houses to get together. ABGB could be a party site? Coop meetup?

Next meeting will be August 26, 2014, at La Reunion Coop

1709 Gault St., Austin, TX

Meeting adjourned at 9:39 p.m.

Hannah Wright, Secretary

**Agenda for CHEA Board of Directors Meeting, August 26, 2014, 8:45 p.m.**

1709 Gault St., Austin, TX

1. Report on Thursday meeting at Brodie Oaks.

2. Maintenance Allocation System - modifying the ratios between the houses, solidifying the timeline of the project proposal system.

3. Subcommittee update on Memco / Steward Summit.

4. Party planning for both houses, for coops across Austin.