**CHEA Board Meeting Minutes**

Tuesday, July 7, 2015, @ 8:45pm

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

Board Members present:

* Hannah Wright – Board Chair
* Corey Williams – Secretary
* Andy Goolsby – Treasurer
* Genieva Croley – Member at Large

Also present:

* Clayton Matthews – Sasona
* Richard Simoes – La Reunion
* Donny Goff – La Reunion

Hannah Wright called the meeting to order at 9:02pm.

**Review of Minutes**

Andy moves we approve the previous meeting's minutes. Hannah seconds. *Minutes approved via consensus.*

**Item 1 – Treasurer Update**

Andy:

Went to velocity and got all the signors switched over on all the bank accounts. Should be a bunch of new debit cards coming in the mail.

Talked with Daniel Miller. We've over-payed on the lease a small amount. We will be paying ~$300 less this month to account for that.

Clayton deposited the overflow check from the vacancy reserve into the bank.

Talked with Daniel Miller on possibly refinancing our NASCO loan. Currently the loan should be paid off in ~8 years. Daniel expressed concern that refinancing may lengthen the term of our loan.  
  
LaRe has been working on doing data entry in QuickBooks to get our books up to date. Getting close to done.

Hannah:

Hasn't been able to work on doing more data entry since we all got together at our last QuickBooks party. Shooting for having everything up to date by the end of the month.

Asks if Andy has everything he needs for Treasurer.

Andy:

Says he's got everything he needs. Feels confident moving forward. All the bills are getting paid, etc.

Corey:

Available to help Sasona get QuickBooks configured, teach folks how to do different tasks in QuickBooks, and help with Data entry. Suggests we schedule another QuickBooks party as that seemed to be very helpful.

Andy:

Also down to help with data entry, etc.

**Item 2 – QuickBooks Training Debriefing**

General:

Wasn't really a QuickBooks Training per se, more of a general accounting and best practices training. Was still helpful, but there's a lot of intricacies to QuickBooks that takes time to learn.

Andy:

Does Andi Shively offer QuickBooks training? Should maybe look into that.

Genieva:

Parts of the training might have been a bit repetitive, something more to the point might have been helpful, but repetition is also good to have.

Hannah:

Training helped her learn some best practices bookkeepers should be doing to ensure things are clear and easier for future bookkeepers looking back.

**Item 3 – Co-op tour update**

*Tabled due to Abby's absence, she should be back by next board meeting.*

**Item 4 – CHEA part-time position – Review of job description draft**

Hannah:

Worked with Ruth of Sasona to compile various iterations of this proposal and notes from working groups into a structured document that is more like a job description.

Changed position name to Operations Manager, sounds better and more reflective of what they'd be doing.

*Reviewing document. Suggesting various corrections to wording. We need to keep the language we use to refer to things consistent.*

Struggled a bit with some of the vaguer things we've talked about wanting this person to do, so some things may currently be a bit redundant.

General:

Are we requiring too much from a part-time position, do we need to scale things back?

Should maybe shift focus to be predominately on Legal, Membership Management, and Organizational Effectiveness.

Does financial management need to be such a big part? We can easily hire someone, as we've done in the past, to take care of those things if it's needed.

Concern that a “jack of all trades” won't really be interested in a part-time position. Don't need to be able to do everything, but willingness to learn will be crucial.

Suggestions to strike “Serve as the contact for tax filing information” and “Ensure compliance with federal, state and local regulations” due to possible redundancy.

Suggestion to move “Assist Board and Houses in planning and execution major renovation / maintenance projects” to the Organizational Effectiveness section.

Suggestion to add “Serve as the Registered Agent for CHEA” under Legal Management.

Suggestion to possibly merge the Membership Management and Organizational Effectiveness sections.

Suggestion to add language about helping to poll the member base on income levels as part of ensuring we're meeting the IRS standards.

Back and forth over how many meetings this person should attend:

* + 2 Board meetings, and 1 House meeting at each house per month
  + 2 Board meetings, and 1 House meeting per month. Switch Houses each month.

Bracketed section below Experience and Requirements seems mostly redundant and could be removed. The language in point 2, detailing what is expected in terms of written reports is probably worth saving and integrating.

Hannah:

Going to work on the Google Doc some more over the next few weeks.

**Item 5 – CHEA part-time position – Working Group 3 – CHEA-House-Employee Relationships**

Need for a Member review type of process for the position. Do “Performance Reviews” 3 months after hiring, 6 months after hiring, 1 year after hiring, then 1 a year every year they hold the position.

How does this person interact with the board and the house?

Have the members of the house periodically fill out evaluation surveys pertaining to the performance of anyone holding the position?

Need to have a policy to deal with harassment (of all kinds) for this position, and maybe CHEA-wide in general. Also probably need to write general employment policies if we're going to start having staff.

Conflict of interest discussion

Possibly limit house officership from applying to position.

House neutrality is going to be needed, being a resident at either place may conflict with that.

“Can't be a voting member at any CHEA house.”?

Workload being brought up again.

Position isn't going to be actively doing everything listed everyday.

They'll get faster at doing things, as they get more familiar. They may also find more things they need to do as they dig deeper into familiarizing themselves.

They need to be “A real go-getter”, self motivated, etc

Hiring committee

Consist of board members and specific house officerships?

Why limit ourselves, there are people at the houses who aren't officers, but might like to be a part of a hiring committee and have valuable contributions.

Maybe have at least 2 hiring committees. Split the stack of applications in half, hand each half to a different committee to interview. If you pass the interview, get interviewed by the opposite committee for second interview. Basically do a double blind elimination.

Maybe have nominations for the hiring committee at each house, much like how we do officer elections.

Committee construction idea.

* Committee 1: 1-2 LaRe Board Reps + 1-3 Sasona members
* Committee A: 1-2 Sasona Board Reps + 1-3 LaRe members

How do they get info from Houses and what do they need to be aware of?

Should they be at member reviews and membership acceptance to make sure the houses aren't violating fair housing law?

Could be a lot to ask, Is just reviewing both houses' minutes good enough?

Could respond to situations that might be potential legal issues. Get information from those involved and report back to the board.

Maybe field complaints from folks who feel wronged by the houses, act as a meta-level mediator?

Almost sounds like a Human Resources job.

Well humans are one of our biggest resources.

**Item 6 – Clarifying NASCO-CHEA-House relationships – subcommittee update**

Genieva:

Worked on talking with folks at Sasona about the CHEA-House relationships. Bribed people with cookies, meeting was well attended.

Group reviewed the CHEA bylaws and fielded questions. Things seemed to be understood easily.

General:

Do we need to make some things more specific?

Genieva:

Group liked that the Bylaws were broad, leaves us room to be flexible.

Clayton:

Some parts seem to refer to useless things. Example Bylaws referring to themselves as the definition for something, but never actually defining that in the bylaws.

Hannah:

Standing rules are where we hash out the specifics.

Genieva:

Some folks didn't understand the need for CHEA.

General:

We keep things legal, organized, and up to date (as best as we can) so the houses don't have to deal with that stuff. What we do, how we do it, and why it matters, may not be very clear, and we should work on articulating that.

Bylaws “Need more semicolons”

**New Buisness**

Andy:

La Reunion passed a proposal to ask the Board if it could compensate each unit at La Reunion $50 from the Vacancy Reserve for the 3 weeks they didn't have hot water.

Idea came from talks with Daniel Miller, as hot water is an amenity we are required to provide, and is listed as such in our contracts.

Maybe we should come up with a standing rule for using the vacancy reserve for compensating amenity loss.

*Some confusion over if this is proposed to come from the Vacancy Reserve overflow. Clarification* This is meant to come from the vacancy reserve itself as if it were a vacancy.

Daniel sees this as an acceptable use of the vacancy reserve.

*Will be on the agenda for next meeting (7-28-15)*

**Next meeting will be Tuesday, July 28th 2015 @ 8:45pm @ Sasona Coop**

Meeting adjourned at 10:30pm

Corey Williams, Secretary

**Agenda for CHEA Board Meeting**

Tuesday, July 28th 2015 @ 8:45pm

Sasona Coop, 2604 Paramount Ave. Austin, TX 78704

1. Treasurer update
2. QuickBooks data entry update
3. Co-op tour update
4. Proposal to allow La Reunion to use the vacancy reserve to credit residents $50 per bedroom ($2000) in August as compensation for 3 weeks without hot water in June as recommended by Daniel Miller of NASCO.
5. CHEA part-time position – review of current draft
6. CHEA part-time position – Working Group 4 – Job Requirements
7. Clarifying NASCO-CHEA-House relationships – subcommittee update