**Minutes for CHEA Board of Directors Meeting, Tuesday, July 15, 2014**

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

Donny Goff called the meeting to order at 8:45 p.m.

Board Members present: Donny Goff, Board Chair, Georgette Reid, Member, Abigail Tatkow, Community Representative, Clayton Matthews, Treasurer, and Hannah Wright, Secretary. Also present, Ryan Nill, Member of La Reunion, and Ruth Sullivan, Member of Sasona.

|  |  |  |
| --- | --- | --- |
| **Agenda** | **Action** | **Comment** |
| Approval of last meeting’s minutes. | Donny moves to approve; Abigail seconds; minutes approved by consensus. |  |
| House input on CHEA Mission Statement. | Tabled. | Donny reports that because he did not make the house meeting last Sunday, it was tabled at the La Reunion house meeting. Agenda item tabled until La Reunion can offer feedback.  **Action item for Donny**: bring CHEA Mission Statement to La Reunion meeting next week. |
| Treasurer update. | Discussion | Clayton finally got an instruction manual for the cloud-based QuickBooks, from the accountants. It is very long! Clayton will dig into the instruction manual tomorrow.  Clayton also went to the bank and got a new CHEA card to replace the interloping food shopper card.  In other treasurer news, Clayton got Sasona to approve his putting maintenance labor toward treasurer work, as long as he holds the Treasurer position and has maintenance labor, until the end of the year.  Everything is falling into place for Clayton to go ahead with the cloud-based maintenance allocation system. He has the tools he needs to get us up and running.  The mysterious $700 was from Eric skipping on rent. That money came from La Reunion to CHEA, and the money needs to then go to NP.  **Action item for Clayton:** remind Daniel to take the $700 out of reserve fund.  Clayton will let house treasurers know when the system is up and running. |
| Having CHEA Join the Austin Cooperative Business Association (ACBA). | Donny motions that CHEA join the ACBA ASAP. Financial details to follow. Clayton seconds. Motion passes by consensus. | Ryan says the time is now to join the ACBA. Was at the recent ACBA stakeholder meeting. City council passed a resolution that the city has to support coop development. Will have a meeting with key staff members in August. Important to show the city there is a grassroots coop movement.  Brian Donovan, ACBA Executive Director, is working to outline what the city can do to support coops. Brian's emphasis has always been on housing, having managed ICC for eight years. It's $1,000 to join. .    HACA has a lot of money to put toward creating affordable housing, and Brian is working to ensure that some of that housing will be cooperative.    Coops are supposed to support coops, principle 6 of the cooperative Roschdale principles. ACBA is such a start up right now. CHEA is in the position to support ACBA.    It is a $1,000 annual membership for an organization. There has not been resistance to this idea, we just need to figure out how to come up with the money. CHEA alone does not have extra funds for this. Would have to get money from houses.    Ryan said that La Reunion is open to the idea, so long as Sasona pays their fair share.    **Action item for Clayton and Hannah:** bring the idea of joining ACBA to house meeting, $500.  Ruth interjects, and cautions,, that we should not assume that it is in the bag. People might resist.    Hopefully CHEA can pay for it in the future. There has been planning to that CHEA has a little extra money, but so far, that money has been going toward getting accounts in order.    Ryan says it will take long-term planning.    Clayton still needs to talk to Nicole about the house budget. Clayton will consult Nicole, and will set up QB, then will ask the house. Once we have the hard numbers.    The board could pass a motion, creating an obligation. The finances could follow. La Reunion is ready to pay now.    Membership is how ACBA fundraises, funds Brian Donovan to be the coop lobbyist, helped Sasona A LOT in the past. Would help us build a structure for coops cooperating. |
| Policy improvements for handling member leases. | Clayton motions that we table this, make a new agenda item to talk about best practices. | Donny wants CHEA to make a recommendation to the houses..The issue was the inappropriate lease transaction that was dropped--the two names on one contract.  The issue was that the contract was filled out in one person's name, then another person was added, but the first person did not sign the addendum. The mistake was a missing signature.    If the situation comes up, so that someone is being added to a new lease, the old lease is torn up, the new lease supercedes, and both leases sign the new contract.    Donny would like this policy recommendation to get on the wikis, to help the coops not be open to lawsuits.    Reactionary rule making is not a good idea, says Ryan. Too many rules mean that people won't read them. You end up weeding through them. There are many rules that are reactionary and useful only one time. Lawyers could review contracts and see if our contracts are still good. An ounce of prevention?    Could add this expectation to MemCo culture.    This happened when Donny was at Sasona, just happened at La Reunion, and could have opened us to a lawsuit.    Ryan says there was a verbal contract made... There was no risk of liability for us.    Policy recommendation could be added to job description, an educational resource.    Donny wants this lesson to live in the house culture. Does not want this lesson to be lost.    Clayton points out that MemCo's duties are very closely tied to CHEA, making sure the houses are full and paying.    Steward, Treasurer, and Membership Coordinators are the legally responsible entities.    Find leasing practices and post as a resource. Could help fill that leasing experience gap.    Could be a CHEA board project, to make standard procedures, or a training manual, standard practices.    We could invite MemCo's to have a 15 minute summit, to form a taskforce to get together best practices. Get stewards involved, too. Action item for Donny, get together agenda item.    **Action item for Clayton, Hannah, and Donny:** Invite MemCo's and Stewards from both houses. |

**Next meeting will be at La Reunion, Tuesday, July 22, 2014, at 8:45 p.m.**

7910 Gault St. Austin, TX 78757

Meeting adjourned at 9:55 p.m.

Hannah Wright, Secretary

**Agenda for CHEA Board of Directors Meeting, Tuesday, July 22, 2014, at 8:45 p.m.**

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

1. MemCo and Steward Summit, to talk about legal responsibilities and best practices.

2. Treasurer update.

3. House input on CHEA Mission Statement.

4. Joining the ACBA, continued.