

Community Housing Expansion of Austin

Regular Meeting of the Board of Directors

Wednesday, April 17th

In attendance, constituting a quorum:

Matt Dietrich - Human Resources

Natalie San Luis – Staff

Barak Bullock – Chair

Gatlin Cheyenne Johnson – Secretary

Jax Freasier — Community Board Rep

Hannah Frankel — member

Tripp Maker — Secretary

Agenda

Approve minutes (5 minutes. Action: Vote to approve.)

Staff report (5 minutes. Action: Listen, questions.)

D&O Insurance (10 minutes. Action: Vote on renewing D&O.)

Finalizing GMM agenda (10 minutes. Action: Finalize agenda)

CTAP Update (15 minutes. Action: Discuss ROC checklist, assign next action items.)

Hiring/transition process (15 minutes. Action: Determine next steps for hiring and training new staff member.)

Community agreements

1. A meeting facilitator will be selected at the beginning of each meeting by the members present. Although the facilitator will be primarily responsible for guiding the conversation, all members are responsible for adhering to community agreements.

2. One Diva, One Mic: One person speaks at a time. When there are multiple people who want to speak on a topic, a volunteer will keep stack.
3. Move Up, Move Up: Please be cognizant of when you are speaking a lot and when you aren't contributing much. If you are speaking a lot, try to "move up" into the role of listening more.
4. Board members are encouraged to actively make the meeting a comfortable, productive space. Feel free to take care of yourself during meetings. Board members are welcome to suggest taking a short break, getting food, stretching and moving around, and a change in the style of discussion (i.e. break-out groups) as they see fit.
5. Time limit and desired outcome: When proposing an agenda item, please include a time estimate for the discussion and a desired outcome (i.e., discuss, vote). If the conversation goes over the allotted time, the group will vote on a time extension.
6. Garden: When new ideas or suggestions come up during meetings that aren't on the agenda but should be discussed in the future, they will be added to the "Garden list" (also known as a Parking Lot). The Board secretary will keep the list and the group can decide at the end of the meeting how these new ideas should be addressed.

Barak is facilitating.

Approve minutes (5 minutes. Action: Vote to approve.)

Board reviews minutes. Matt moves to approve the minutes.

Staff report

From Natalie's email:

ROC

- I revised the job description based on the job descriptions from other CTAPs that Mary had passed along. I sent the updated job description to the Board. Please let me know if you have feedback.
- We had a call on the 9th and we have a call on the 23rd. I can only stay for the first half hour of these calls; we discussed some new ROC related media. Haven't heard back regarding additional action items to add to the CTAP megathread
- CBR bylaws provision: Spoke to Daniel; sent y'all an email. I think we should do some more brainstorming at this meeting about ballot language and then set something in stone since GMM is a month away.

□ GMM

- Solicited Black Star for a keg donation. Their keg guy emailed back to say that he's out of town but will check the back room when he gets back to see if he can accommodate the request. Will keep y'all in the loop!

- I also made the Facebook event but it's saved as a draft until we can finalize the agenda tonight.
- Etc./Other action items
 - Connected Gatlin and Trip to Hana for house-level culture conversations
 - Began putting together staff transition guide and job posting. I know of one person interested in the position who currently lives at Concordia.
 - Insurance/fire extinguisher thing: Longhorn Fire & Safety will be coming to La Re tomorrow morning. Someone with keys to each unit should be there to let them in if necessary, although members should place fire extinguishers outside their doors for inspection. The baseline cost for inspection is \$139 + tax, but it will go up if any of the fire extinguishers need to be recharged or serviced. They will need a check tomorrow morning.
 - D&O Insurance: Insurance auto-renewed (as of May 11) and the premium went up by \$48. To ensure we're covered, Barak will have to sign and send in the form they sent us.

D&O Insurance (10 minutes. Action: Vote on renewing D&O.)

Barak: Last year we got D&O insurance for the Board. It's a no-brainer to renew it.

Matt: How much?

NSL: \$1,048

Matt: Of all the years to renew, this is a good one.

Tripp: Is there any reason why we wouldn't want it?

Barak moves to renew the D&O insurance for another year. Tripp seconds. 5-0 Passes.

Finalizing GMM agenda (10 minutes. Action: Finalize agenda)

Barak: The date has not been officially announced. We need to email everyone to announce the date of the GMM. Has Mary committed to the date?

Hannah: Yes.

Matt: We can include the Facebook event.

Barak: Agenda of the GMM. We should talk about the CTAP first.

Hannah: Explicit vote on CTAP and second expansion vote.

Barak: Then third ballot, which is the election for the CBRs.

Matt: Has two CBR candidates lined up.

Hannah: Also has some ideas for two people to reach out to as potential candidates.

Shoshanna offered to reach out to HousingWorks people to see if they're interested. Mary wants us to reach out to people to expand our network/support base.

Time extended by 10 minutes.

Gatlin: It's weird to ask candidates to show up to a GMM when we haven't yet voted on whether we're even moving forward with this process.

Everyone generally agrees that we should only vote on the CTAP item and the bylaws change at the GMM; candidates can send statements prior to the election via email.

Barak: We should have a list of candidates prepared, though.

Matt: Recruiting CBR candidates is the number one thing I will work on for the next month. Also, should we streamline the CTAP vote by making it one ballot item?

NSL: Some members are in favor of the CTAP but not necessarily in favor of the bylaw rewrite.

Tripp agrees, says he might be one of those people.

Matt: Asks Tripp if he will expound on potential opposition to Board expansion.

Tripp: As a member, I would just want to be asked the questions separately, and I'm not sure about the bylaw change yet.

NSL: The new bylaw is a fundamental change the structure of the Board, requested not by the membership but by an outside party. We're doing it to achieve an end but we wouldn't be making that decision otherwise. We shouldn't assume that members want to bring in non-member board directors just because they're in favor of CTAP expansion.

Tripp: I'm tremendously in favor of getting CTAP certification, and I'm willing to expand the Board for the purpose of the project. Also, CHEA has bought two houses and has been defrauded both times. We need to help our members make an informed decision. Some co-ops do a pros/cons information sheet. In favor of voting for candidates later.

Hannah: Likes the idea of sequential, separated items, for clarity and readability's sake. Also, wrapped into the vote about our CTAP, we should include language about how we're using some amount of general funds as start-up funds. We need to figure out soon what amount of funds we're willing to put up.

Matt: We could also do a Kickstarter. Other things to do at GMM: State of the co-op, where we can present the strategic plan. Thanking Natalie for staff member service and reminding everyone that we're looking for a new staff member; brainstorming session to ask people what they want to see out of their staff member. Fellowship and merrymaking.

Barak: We should introduce anti-oppression. We can speak to the membership about the Board undergoing this anti-racism/anti-oppression training and talk to the membership about having more conversations about it.

Matt: That could be part of presenting the strategic plan.

Gatlin: We should emphasize for the house culture/anti-oppression conversation that people should feel comfortable and encouraged to speak up, even if they do not normally speak up.

NSL: I think anti-oppression should be a separate agenda item, not part of the strategic plan. No one is super interested in the strategic plan, and we're not prioritizing anti-oppression because it's in the strategic plan.

Matt: We should divvy up responsibilities for GMM.

- State of the Co-Op
- Strategic planning
- Anti-Oppression
- Recognizing staff/brainstorming new staff
- ROC Talk

Tripp: Somewhere during our anti-oppression conversation, we should mention the things that the Board does in support of anti-oppression (i.e. grievance policy)

Brief discussion about the committee that never formed that would help members make and achieve disability accommodations at their house. General agreement that we should actually form this committee.

Matt moves to approve GMM agenda. Barak seconds. 5-0 Passes.

CTAP Update (15 minutes. Action: Discuss ROC checklist, assign next action items.)

Matt: We are pushing forward with recruiting Board members. Asks Gatlin to recruit at DSA.

Barak: Skill sets?

Hannah: People who know how to navigate affordable housing applications.

Natalie: I will write the bylaw language but I need to know the CBR safeguards. Are we good with: Majority of carrying votes need to be members?

Jax: Alongside any restrictions to put on the CBR, emphasize the recourse that the membership has to the Board.

Hannah: I'm really concerned about paying a CTAP staff person \$40k/year. \$50k is the minimum we should do. This will be a hard job and we will not be able to retain someone at \$40k.

Barak: Would be great if Mary gave that kind of direct feedback.

Barak moves to expand CTAP update by 5 minutes.

Gatlin: We came up with the salary based on the models Mary sent.

Hannah: Will work with Gatlin to change the budgeted salary. Will also go through bylaws to see what needs to be added or changed.

Hiring/transition process (15 minutes. Action: Determine next steps for hiring and training new staff member.)

Matt: I was reminded at NP that part of our contract with NP includes that we have a staff member. This was an issue during Natalie's interim.

Hannah: Will encourage Rebecca to apply.

Matt: Members can apply?

Hannah: It was controversial but it's possible.

NSL: I will continue to work on the staff transition document and make a job posting that we can put online.

The Garden (it's where we park things on our rickety bike rack):

- General Membership meeting
- Nasco institute in Austin
- New member orientation
- Inter-Co-Op Jamboree
- Outreach influenced by strategic plan.
- Offering an org chart tree of Nasco family organizational structure
- "A board retreat" to discuss the strategic plan - Matt D????
- Institutional memory
- Onboarding packet for new members
- Employee Evaluations
- New as of 4/3
- Items on membership survey besides income data.
- New as of 4/17
- Exploring property management software to automate some labor
- Revamp of chea.coop website and logo
- Group.me or text-based community-wide communication system
- Conflict support teams

- Document explaining where members' money goes and what goes to NASCO/what happens with that money
- Master list of all the things that the Board should review periodically
- A list of policies that Board members should be aware of and perhaps sign
- Document storage and retention policy for each house and for the organization

New Business:

Future Agenda Items:

Approve minutes (5 minutes. Action: Vote to approve.)

Staff report (5 minutes. Action: Listen, questions.)

D&O Insurance (10 minutes. Action: Vote on renewing D&O.)

Next meeting time:

May 1st, 7 PM, Sasona