



COMMONWEALTH TERRACE

COOPERATIVE STUDENT HOUSING

Commonwealth Terrace Cooperative

Board Meeting Zoom Meeting – March 9, 2023 (Rescheduled February Meeting)

Meeting was called to order at 6:44 PM - Via Zoom

Directors Present:

Amer Al-Homoud
Brad Walker
Ryan Johnson (Chair)
Munkh-Erdene (Muugii) Bayarsaikhan
Manlin Cui
Taiwo Aremu

Directors Absent:

Jovin Lasway

Also Present:

Shanea Amundson, CTC Executive Director
Lindy Wirth, CTC Communication & Community Outreach Manager

Timekeeper: Lindy
Process Assistant: Ryan

Welcome, Timekeeper (minute taker) and Process Assistant (Chair)

Approve: Packet / Agenda / Consent Agenda

Amer makes the motion to approve the packet, agenda, and consent agenda. Muugii seconds the motion. All four (4) vote in favor. Zero (0) opposed. Packet, agenda, and consent agenda is approved.

UMN Housing and Residential Life / University Project Updates

- None

Community Voices (2 minutes each)

- No attending community members and no community voices formally received.

Annual Members Meeting - (Discussion/Action)



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- Live stream: Ryan and Amer will be out of town, in which all four presenters will present from their own remote locations
- Topics and presenters are recommended based on positions from previous year.
 - Residents will submit questions ahead of time.
 - No question will be submitted live.
 - Residents can submit questions/comments to host during webinar, yet presenter should say during the opening that “the chat will not be monitored.”
 - Use transitions to ease listener’s understanding and slide progression.
 - Next, [name] will talk about [topic]
 - I’ll now turn it over to [name] who will talk about [topic]
 - About 5 minutes per speaker
- Presenter’s Topics:
 - Gather Ideas: Refer to previous meetings’ agenda items/meeting minutes, or previous year’s slides/presentation (RentCafe), refer to CTC’s mission and values.
 - Annual Meeting:
 - No voting for new directors.
 - Focus: July 1, 2021-June 30, 2022 (FY 2021-2022)
 - Keep it concise, encourage residents to get involved or participate, new management era.
 - Open Remarks:
 - Thank you for joining, emphasize FY dates, briefly introduce executive committee board members who are presenting, overview of agenda.
 - Financial Report of Cooperative:
 - Financials loss of \$100K, why we had the loss (maintenance, old buildings, supply shortages, inflation),
 - Rent increases were only 2% (much lower than surrounding area). Much more economical than other rental properties.
 - Vacancy loss, emphasizing the positive outlook in comparison to industry standards (since it is lower than industry standards).
 - Rental rates include utilities which usually are not included in previous years

Taiwo enters the meeting

- Expression of Co-ops Mission & Importance of Volunteer Work
 - Get involved!
 - Slides: Fun photos (Clean-up, National Night Out, anything volunteering)
 - Highlight savings thanks to CTC members volunteering efforts [CTC Management to provide the cost saving number]
 - Membership number records [CTC Management to provide the number]
 - Not much volunteer participation in the past fiscal year. Encourage members to watch out for and attend events, join the committees, join the board.
 - Volunteer with and without a role (such as helping monitor cars in parking lots)
 - Everyone is welcome to provide insight, reshape the community according to what they think is important.



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- Future of Co-op
 - Sustainable goals of the community: water conservation and environmental protection
 - Waste management in an efficient way with a potential to reduce operation cost. By reducing the operating costs, this helps the environment but also helps mitigate costs for the co-op, which helps keep rental rates low.
 - Side Note: Seeds for pollinators for butterflies and bees need to freeze to help germinate. If too far into spring, they will not grow.
 - Join the Operations Committee to set up programs/help initiatives such as compost, environmental protection, water conservation, etc.
 - The University of Minnesota's plans for redevelopment
 - Rental rates are increasing due to these plans/construction costs.
 - Highlight continued legacy for CTC, same families, even international. Cultural legacy.
 - CTC is 53 years old.
 - Plans are pending.
 - Upcoming events/projects
 - Capital projects: playgrounds, phase iv storm doors.
 - Slowly removing items throughout property strategically while pending costs/unknowns,
 - Avoid using specific dates in case there's a chance for product delay/manufacturing.
- Community Voices (Q&A)
 - Not taking live questions. Note these are submitted questions.
 - CTC will do a follow-up if needed after the meeting.
- Closing Remarks
 - Encourage applications to the board (due March 31) and voting (May 25).
 - Inform community of the benefits of joining the board, especially for CV/resumes building.
 - Spring Clean-up Date: [CTC Management to provide the date]
 - We are looking forward to making changes to improving this annual members' meeting.
 - Help plan by joining the board.

Topic Notes

- Shanea will send everything in Google doc for review and add notes
- Shanea/Lindy will send presentation by March 21 for review
- Lindy will create intro slideshow (5 min)

Next Fiscal Year Calendar Adjustments

- Goal for next year is for the board to finish the audit in October and the Annual Member Meeting would occur in November. Possibly enhance this event: rsvp, catering, fun, harness co-op mentality and interested members.
- While needing to build co-op mentality, volunteerism, etc., enhancing the meeting into a fun, formal, bigger event would be a great opportunity.
 - Doesn't need to be required by all; we would only need quorum, so it could be more intimate.
 - Format/Place:



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- UMN Auditorium in 2022 worked well. We could use this space and make it more engaging.
- Otherwise, it would be nice to have a format that encourages discussion, such as sitting at round tables with one leader at each table and reporting back on, team building/fun activities/ice breaking.
 - CSCC provided buses (transportation) to attend the meeting. Make it possible for every member to attend.
 - Serve food/dinner.
 - In previous years, CTC used the St. Paul Ballroom with tables and served food, and the board presented from the stage. However, it was difficult to hear. We could adjust this, such as with board members interacting on the floor vs. on stage.

Informal discussion – Executive committee – updates/suggested future agenda items – policies, future issues, events, community concerns etc.

- Board Member Walkthrough
 - Amer is resigning in April 2023.
 - Brad and Muugii plan to apply again for 2023-2025.
 - Submit new statements for election

House Keeping:

- April Executive Meeting:
 - Looking at Investment Policy statements (IPS)
 - Cadence of meetings: discuss adjusting meeting schedule (monthly).
 - Monthly: good participation, otherwise it slips off peoples' calendars
 - If less than once per month, can always call emergency/urgent meetings.
 - How can we increase participation for residents to join meetings?
 - Board meetings and social events are in-person and virtual to encourage flexibility
 - Consistent meeting schedules for adequate advertising, plus not overlap one another.
 - Increasing communication for co-op understanding and community/participation focus
 - New Resident Orientation
 - What is a Co-op
 - Board of Directors
 - Importance of Community Involvement
- Committee Liaison Updates:
 - Operations/Manlin:
 - Last month, talked about water conservation. Designed questionnaire about day-to-day water-saving actions. Ward Reps will send out surveys. Results will be organized. New signage and water key spigot water conservation.
 - Water waste issue; no enforcement.



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- Any rebate in discount of water usage? Not currently any incentive in place.
- Low input turf management for landcare.
- Energy conservation issue. Encourage residents to conserve electricity, possibly use/implement solar panels. As a larger project, this would be something to advocate for (and other environmentally friendly designs) in the University's plans for redevelopment
 - We can discuss this in April's executive meeting.
 - You can send to Shanea and she will send them to Daniel Elliot to start the conversation once the design teams are involved.
 - The University may not be willing to invest in solar panels.
 - Yet, there could be other options/smaller actions, such as security lights could be powered by solar power.
 - Government rebates on solar panels.
 - By 2040, Xcel claims all energy must be renewable.
 - Lighting: Flickering lightbulbs? Once the ballasts are burnt out, replaced by LED.

Taiwo motions to adjourn the meeting. Muugii seconds. No objections. Meeting adjourned at 8:09 pm.