

**BOARD OF DIRECTORS
MSU STUDENT HOUSING CORPORATION**

Agenda

Monday, November 5, 2007

7:00 PM

328 Student Services

Call to Order

Attendance

Agenda Approval

Minutes Approval

Reports

Officer Reports

Staff Reports

Board Members

Committees

Presentations

Member Time*

Business

Old Business

New Business

Finance Proposals

Presidential Accountability

Discussion Items

Phoenix's Roof

Hedrick Deck

Announcements

Adjournment

Next Meeting:

Monday, November 19, 2007

7:00pm

328 Student Services

* Member time is a time set aside for members to voice any concerns about anything that they want the Board of Directors to hear.

Board Report from the President
Chris Matus
November 5, 2007

Hello, hello.

This last weekend was NASCO Institute down in Ann Arbor. It was good times, filled with networking and education. We sang old co-op songs over dinner, listened to folk music in a fantastic ICC co-op, and generally shared our experiences and skills. The ICC (Ann Arbor's Inter Cooperative Council), wants to come up and visit us some time. Details soon; I'm waiting on their email.

The Code Revision Committee met last week, at least Maureen and I did. We had some suggestions for the Board. House keeping items like changing house names in the code and updating our parking and party policies. Unfortunately, I need to learn how to write a good proposal (I've never actually written one) so you'll see them in two weeks.

The Visionary Committee is meeting this Tuesday, 6pm at the Peanut Barrel. Members have been notified, but everyone is welcome to come. In fact, I encourage everyone. We're going to be talking about our community co-op in Lansing, which impacts all of you.

That's that.

Education Report to the Board
Jennifer Segal
November 5, 2007

Hey Board!

Well the education committee is pretty busy...hopefully.

The Halloween Issue of the Pine Press went out last week hope you all enjoyed it! We also set an editorial policy for articles in the pine press, get ready for those in the next issue. Just a reminder our service project is November 18, 2007 1pm at Hedrick where will be making curtains for Haven House. I also started my committee on there next fun assignment of making a scrap book that they will be working on with there membership officer. Finally, the pine press will be on the website and sent in e-mails for the next issue so look out for that!

That's all,
Jen

EVP Report
11/1/07
Paul Kelly

Hi everybody,

Monday morning I'm scheduled to meet with Mike to begin our Capitol Improvement Schedule planning. This has been long overdue and I have finally gotten off my butt and am following through. Also, when I'm done writing this report I'm on my way to the Collingwood houses to see how they fair in the Article X inspections. I'll let you know at the Board Meeting. The Hedrick patio project looks very promising and Phoenix may finally get a better roof. We'll talk about those later in the meeting. Lastly, P.D. grants have been coming in. Make sure that your house keeps the receipts for any expenditures. Your P.D. officers know this, but perhaps your other members don't. Hopefully I can end this report with some wonderful comments about NASCO Institute.

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Paul Kelly
Executive Vice President
MSU Student Housing Cooperative

Report to the Board of Directors
November 5, 2007
Angela Fortin, Corporate Treasurer

The Finance Committee met at Miles Cooperative on Monday, October 29. The only absence was Vesta's representative. The Committee discussed flyering activities aimed at membership recruitment. They have decided to, rather than flyering the dorms (quarter-sheet flyers under each dorm room door), flyer bathroom stall doors in campus buildings. The Committee also went over their individual house budgets and compared them with their actual spending in the months of August and September. At the end of the meeting the Committee filled out evaluations of me. The next Finance meeting will take place on Monday, November 12 at 8pm at Vlach-Bower (127 Whitehills).

The "Nude" Calendar project is moving along. It is my hope that by the time you're reading this, the calendar will be completed and sent to the printers. Once the calendars have been sold, the Finance Committee will discuss how to use the money.

I hope those who went to NASCO Institute enjoyed the weekend!

MSU Student Housing Cooperative, Inc.

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Executive Director's Report

Meeting Date: 11.05.07

Office

Howdy folks. I have NASCO Development Services Board Meeting today which may very well keep me from attending our own board meeting. If this is being read for me, I apologize for my absence.

I have an unfortunate retraction to make. In the last board meeting I announced that *all* of our houses were responsibly doing their work in the office and that the commitment was really paying off in terms of recruitment and efficiency. One house, however, has never appointed a member to office labor (or has, and that person has never reported). Avalon house is deeply missed. We'd much rather see you than fine you. Please send us some love.

Finance

The auditors came, saw, and audited. They've still got a bit of work to do off site, but we should get a report from them before the semester ends.

Financial reports are going to have to wait for a non-NASCO week. Sorry, folks. We'll talk in two weeks.

Staffing

All is well.

Community Relations

The CRC and other community groups have been making an effort to get us involved in activities that they are coordinating. I've been posting announcements to the listserv. If you'd like to get these and haven't been, please visit the "library" section of our website, and get signed up for the mailing list.

Motion 38.01.13

Committee Absence Fines

Submitted by Angela Fortin, Corporate Treasurer

Background

The Executive Committee, who each chair committees, have been fining representatives who miss committee meetings (unexcused absences only) monetary amounts that each chair feels is reasonable to dissuade representatives from regularly skipping meetings; these monetary amounts usually exceed \$10.00. It has recently come to light that this practice is not in line with the Code of Operations. It is proposed that the Code be brought in line with our practice.

Motion

Be it resolved that section 3.01.04 of the Code of Operations will read as follows:

3.01.04

b) Houses from which members of committees come, may be fined a monetary amount not to exceed \$25.00 for an unexcused missing of a regularly announced committee meeting.

Comparison Code

The current wording of the relevant section of the Code reads:

3.01.04 Committee Attendance

b) Houses from which members of committees come, may be fined \$10.00 for an unexcused missing of a regularly announced committee meeting.

Enactment

This motion shall take effect immediately.

Motion Number XX.XX.XX

Timely Release of Board Packs

Presented by Aaron Mosier (At-Large)

Representatives to the Board of Directors need Board Packs in a timely manner so that they can inform the members of their Houses of what will be discussed at the coming meeting and solicit their input on such matters. This is especially important for Representatives who missed the previous meeting, which is ¼ of the Board in the case of the October 22nd meeting. Also, At-Large Representatives are not required to attend each meeting, but might like to send in their thoughts to the Executive Committee and/or the Board of Directors before the next meeting.

Since Board Packs have not been released to the Board of Directors in a timely manner by the President for quite some time, and since such inaction does not have any consequences currently associated with it, an addition of consequences might cause some action on this issue. I am proposing language for such consequences in 4.02.01(d), in the responsibilities of the President.

It has been stated in the past that among the reasons for delayed Board Packs is the tardy nature of reports from other Officers. To ensure that the responsibility for complete and timely Board Packs does not rest solely on the President, I offer up a revision to 4.01.02(b) which discusses the Board Report responsibilities of each Executive Officer.

I selected the value for the fine as equivalent to the charge for an unexcused absence for a Board Representative. I opted for the doubling scheme to emphasize the importance of getting the information in a timely manner.

It should be noted that while 4.01.02(b) and 4.02.01(d) are being revised, their subparts (contents of reports to the Board and contents of Board Packs, respectively) are not being changed.

Be it resolved that the following revisions to 4.01.02(b) and 4.02.01(d) go into effect immediately (additions emphasized, deletions struck-out):

- 4.01.02(b) Submitting a report to the ~~Board of Directors on a bi-weekly basis~~, ***President (in electronic or paper form) at least 48 hours prior to the next Board of Directors meeting. If this report is delivered to the President between 24 and 48 hours prior to the next Board of Directors meeting, the Officer will be fined \$10. If the report is delivered to the President between 1 and 24 hours prior to the meeting, the Officer will be fined \$20. If the report is delivered to the President at most one hour prior to the next Board meeting, the Officer will be fined \$40.*** ~~‡The content of the report which should describe the status of:~~
- 4.02.01(d) Ensuring that the Board Packs are delivered (***in paper or electronic form***) to the Board of Directors at least 48 hours prior to the next scheduled Board of Directors meeting. ***If the Board Pack is delivered to the Board of Directors between 24 and 48 hours prior to the meeting, the President will be fined \$10. If the Board Pack is delivered between 1 and 24 hours prior to the meeting, the President will be fined \$20. If the Board Pack is delivered to the entire Board at most one hour before the meeting, the President will be fined \$40.*** These Board Packs shall contain:

MSU SHC Board of Directors Meeting
7:00 PM, October 22nd, 2007
328 Student Services Building

Minutes of the MSU SHC Board of Directors
October 22th, 2007

Althing – ABSENT
Avalon – Claire Kafer
David Bowie Memorial – Lindsay Robillard
Hedrick – Chris McTaggart
Miles – Danielle Krasman (Late, 7:58)
Lothlorien – Maureen Dowdle
Orion – Katie Kata
Phoenix – Charles Roltsch
Raft Hill – Kate Walquist
Vesta – Jacob Knoblauch

Vlach-Bower – ABSENT
Zolton Ferency – ABSENT
President – Chris Matus
Executive Vice President – ABSENT
Vice President of Education – Jen Segal
Vice President of Membership – Danielle Berry
Corporate Treasurer – Angela Fortin
Executive Director – Adrien Vlach
Member At-Large – Laurel Koenig
Member At-Large – Aaron Mosier

Call to Order – 7:16 PM

Minutes Approval

MOTION: Minutes approved with typographical modifications. (Phx/Loth).

Agenda Approval

MOTION: Agenda approved with the following modification:
Grievance Committee added to Old Business
(DBM/Phx)

Officer Reports

President – Contracts are being signed. Nude calendar photos are due tomorrow. NASCO Institute is two weeks away. Alex from Phoenix is setting up a bike trip. Please organize those car pools; there is a message board at the website.

Corporate Treasurer – Committee met Monday, with Vesta as the only absence. We are proposing Adrien's discussion item tonight. Finance committee working with Membership committee on recruitment efforts. Next meeting is Monday at Miles at 8 PM.

Vice President of Education – Education Committee met last week. Service project will be November 18th, at Hedrick. Need donations of sewing machines. Halloween issue of the Pine Press out this week. Next project: working on scrapbooks for each house.

Vice President of Membership – This Saturday is the co-op trip to the Cider Mill, will send out an e-mail with more information. Meeting at Althing/Lothlorien at 11 AM. Co-op prom will be held at Phoenix, with a Dance-off at 11 PM with a trophy. FAMPO is November 10th, with tickets coming in house mailboxes. Concern from a Membership perspective: changing names, some of which seem to be jokes. It is every house's right to change names, but changing names erases reputations. Sometimes it is disrespectful to past donors. Prospective members might have a specific house in mind, but not be able to find it with a new name. Jokes may also be off-putting.

Executive Vice President – Work weekend went well. 20 people went to Vesta and Althing. Vesta has new bike racks, Althing has a new coat of paint. Avalon and Lothlorien are doing good independent

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improvements. See your Maintenance Officer about grant money. Will be doing inspections of common areas soon.

Staff Reports

Member Services Coordinator – New people are coming in, signing contracts. Prospective members do come in and tell us about their perceptions of their houses. If you are interested in that, let us know.

Executive Director – Everything is fine in the office. Office labor is doing an outstanding job. Contracts are being signed. Third-party accounting firm (Polk & Associates) coming in to go over our books to correct any errors and ensure there is no embezzlement or mismanagement happening, as usual. There is a forum for Alumni on the website now.

Board Member Reports

None given.

Committee Reports

None given.

Presentations

None given.

Member Time

Maureen Dowdle from Lothlorien has some concerns about parking arrangements with Althing. Some member(s) from Althing have left nasty notes on Lothlorien's cars and threatened to tow them. Code section 1.20 was referred to, and there was discussion about opening up a dialog with the members of Althing to set up a no-tow list or have tags/sticker IDs for the cars. Probably no ill-intentions, but lack of communication.

Danielle Berry charged maintenance fee for a broken window. Window was broken before she moved in. She was reimbursed before the meeting.

There are general concerns about house name changes. For previous members, it is kind of sad. There is a degree of bureaucratic waste associate with name changes: updating the website, Tenant Pro, recycling and reprinting flyers with house names, etc. It was expressed that the decision is in the hands of the house, but some thought that the house should know of any historical significance of the name before making a change. Hedrick changed its name to Hendrix for a time until a member became very upset, told the house of the historical significance, and it was changed back. Some are very sad that houses with long history are changing, like Elsworth and New Community. Pressure not to change names may not be appropriate. Orion has not changed its name; the office has no position on this issue.

September 24, 2007 Minutes Approval

MOTION: Minutes approved with typographical amendments. (Phx/DBM)

Contract State Date Code Revision

Two plans: Adrien and Aaron. Neither specify the exact number of days between end of the Summer semester and beginning of Fall semester. Each delineate two of three quantities: move-out, interim, and move-in. Aaron's plan specifies 3 days after the end of the semester for move out, 3 days for interim, and the rest for move-in. Adrien specified 3 days after the end of the semester for move out, 3 days before the semester beings for move in, and the rest are interim. **Straw poll: Who favors Adrien's proposal versus**

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Aaron's proposal? (Mostly in favor of Adrien's proposal) There was some discussion about if a shorter or a longer interim was preferable. General belief seems to be that the interim period is going to be hectic no matter if an extra day is available or not. Interim period is paid for by the exiting parties. There is some concern about enforcement of the interim period to be discussed at a later time.

MOTION: (DBM/Phx) 38.01.10
Motion passes (8/1/0)

Comment [ATM1]: Insert motion language.

Grievance Committee

A proposal was brought in to get some feedback from the Board. Many changes were made in the last two weeks to Code sections 1.17 and 3.08. Raft Hill and David Bowie Memorial reviewed changes with the Board, in order to send the issue back to the houses. Major changes were to make the committee mediation process explicit, making the training requirements explicit and delineating the need for safe spaces. There was a discussion about the meaning of a "standing committee". Some thought it was a committee that met bi-weekly, Aaron thought that it was one that existed in the By-Laws. There were some legal concerns about Board Representatives on the committee filling out a non-disclosure agreement. There was also a discussion about disputes involving Board Representatives, which would be a situation in which the Board member would abstain due to conflict-of-interest if the decision came to the Board. It was asked if an All Member Meeting would be appropriate to discuss this, since the idea was member motivated.

MOTION: (DBM/Miles) To table this motion for two weeks.
Motion passes.

Accepting Credit/Debit Cards

Adrien sent this idea to the Finance Committee; Finance Committee sent this to the Board. Finance Committee recommends that we give him the power to choose a service provider. Cost would be taken from the accounting budget. There was some discussion about an \$8 surcharge. This issue has come up in the past, and has been voted down for two reasons: (1) not wanting to contribute to the current credit epidemic for college students and (2) questions of legality of surcharges. This was brought up because some other cooperatives are accepting credit/debit cards. There were questions about paying rent online (no) and anecdotal evidence of surcharges being okay. To balance this, we could hold workshops about responsible use of credit cards.

MOTION: (DBM/Phx)
Role call:

Avalon – yea	Orion – yea
David Bowie Memorial – nay	Phoenix – yea
Hedrick – yea	Raft Hill – yea
Miles – yea	Vesta – yea
Lothlorien – yea	

Motion passes (8/1/0)

Comment [ATM2]: insert motion language.

Vacancy Reserves

Adrien recommended this idea to the Finance Committee; the Finance Committee sent it to the Board. Each house should be credited for one year of vacancy reserve payments to catch them up to where they should be, with the money coming out of SHC's reserves. Rent will not be raised for this. This should just make it easier for houses to pay checks.

MOTION: (Hedrick/DBM)

Role call:

Avalon – yea	Hedrick – yea
David Bowie Memorial - yea	Lothlorien – yea

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Miles – yea
Orion – yea
Phoenix – yea
Motion passes (9/0/0)

Raft Hill – yea
Vesta – yea

- i) Miles – want to pressure Adrien. Had this picture he used...**
- ii) ED – confusing where it is coming from. Just wanted me to draw pigs on the board.**

Announcements

Co-op prom at Phoenix on November 10th.
Sustainability committee meeting on October 29th at 9 PM.
Orion House thanks everyone for silverware.
Vesta appreciates pranks, but not ones that impact daily life.
Accountability information is due on November 8th.
Cider Mill this weekend.
David Bowie Memorial Cooperative cleaned out their storage. If anyone needs bed frames, let them know.

Meeting Adjourned at 9:00 PM

**NEXT BOARD MEETING:
7:00 PM, November 5th, 2007
328 Student Services**