

ICC Board of Directors Meeting—Wednesday, July 18, 2007 7:45pm @ Eden Co-op

Brian Donovan: General Administrator

Start	End	Agenda Item	Presenter
7:45	7:50	Agenda Review	Ms. Lacy Shawn
7:50	8:00	Approval of June Minutes p. 4-6	Ms. Lacy Shawn
8:00	8:10	Member Time <i>du coord</i>	Members-at-large
8:10	8:40	GA Report p. 7-9	Mr. Brian Donovan
8:40	8:50	Proposal: ICC Support Proposal p. 10	Ms. Natasha Merklein
8:50	9:00	Payment Plan Discussion p. 11	Ms. Christa Kimmel
9:00	9:15	Proposal: Royal Plumbing Repair / Replacement p.12	Mr. Tyler Creighton
9:15	9:25	Proposal: New Guild Front Door p. 13	Mr. Tyler Creighton
9:25	9:40	Break	Smurfette and Danger Mouse
9:40	9:55	House Representative Reports	Board Representatives
9:55	10:00	Facilities Report p. 16	Mr. Brian Donovan
10:00	10:15	Proposal: Mold Reimbursement Proposal p. 14-15	Mr. Phil Jacobsen and Mr. McAllen Halsey
10:15	10:20	ECC Reports p. 17	The Executive Coordinating Committee
10:20	10:35	Discussion: On Lee Lau's Contract Proposal p. 18-19	Ms. On Lee Lau
10:35	10:40	Task Listing	Ms. Natasha Merklein
10:40	10:55	Closing	Board Members

ICC's Board of Directors (elected by the membership)

House Representatives to the Board	1. Mr. Myles Symcock of House of Commons Co-op, hoc-boardrep@iccaustin.coop 2. Ms. Annie Yang of Seneca Board Rep of Seneca Falls Co-op, seneca-boardrep@iccaustin.coop 3. Mr. Neshtikin Byram of Avalon Co-op, avalon-boardrep@iccaustin.coop 4. Mr. Michael Jurkash of Royal Co-op, royal-boardrep@iccaustin.coop 5. Ms. Julia Benbenek-Price of Helios Co-op, helios-boardrep@iccaustin.coop 6. Mr. Andrew Turner of New Guild Co-op, newguild-boardrep@iccaustin.coop 7. Ms. John Huang of Arrakis Co-op, arrakis-boardrep@iccaustin.coop 8. Ms. Barbara Varian of the Ernest M. Eden Co-op, eden-boardrep@iccaustin.coop 9. Mr. Will Stovall of French House Co-op, french-boardrep@iccaustin.coop
ICC-wide officers	10. Ms. Lacy Shawn, Board Coordinator, boardcoordinator@iccaustin.coop 11. Ms. Natasha Merklein, Committee Coordinator, committeecoordinator@iccaustin.coop 12. Currently Unassigned, Education Coordinator, educationcoordinator@iccaustin.coop 13. Mr. Tony Foye, Facilities Coordinator, facilitiescoordinator@iccaustin.coop 14. Ms. Christa Kimmel, Financial Coordinator, financialcoordinator@iccaustin.coop 15. Ms. Chris Severen, Membership Coordinator membershipcoordinator@iccaustin.coop 16. Mr. Tyler Creighton, Future Asset Development Coordinator fadcoordinator@iccaustin.coop
Community Trustees	17. Ms. Casey Baker, kcgadfly@mail.utexas.edu 18. Ms. Franke Smith, Frankelsmith@mail.utexas.edu

ICC's Kick-Ass Staff

Billy Thogersen: Facilities Administrator	billy@iccaustin.coop
Jenn Northern: Member Services Administrator	jennnorthern@iccaustin.coop
Brian Donovan: General Administrator	brian@iccaustin.coop
Gail Tully: Accounting Administrator	gail@iccaustin.coop

ICC Office & Internet

Office: 2305 Nueces Street • Austin, Texas 78705 Hours: M-Th 9-5, F 9-4
 Phone: (512) 476-1957 Fax: (512) 476-3904 Website: <http://www.iccaustin.coop>

*Rep - PPlan
 ECC/Staff - Mold procedures
 Brian - Bd retreat, onlee proposal*

Important Board Meeting Facts and How to Speak and Be Heard at a Meeting- Advice from the Standing Rules:

3.1 Board Meeting Agenda: Meeting agendas shall be distributed to all Board members before each meeting. The Board Coordinator will write the agendas for Board meetings. Any member of ICC or the General Administrator may put an item on a Board meeting agenda by informing the Chair at least five days before the meeting.

3.1a Board Meeting Place: The Board of Directors will hold its meetings at a meeting place decided upon by the chair. The meeting place must be announced 72 hours before the meeting is to take place. - passed on 01-24-05

3.3 Adoption procedure of Minutes and Agenda:

1. Minutes, which are put into the Board packet, shall be voted on. Corrections to the minutes will be noted in the current minutes.

2. The published agenda shall be reviewed. Suggested changes, additions, and deletions will be adopted if there are no objections. Otherwise, they must be approved by a vote of the Board.

3. All Board Representatives, ECC Coordinators, and staff present shall give a report on the activities and state of his/her house and/or his/her current activities related to ICC.

3.4 General Proposal Procedures:

1. When discussing a specific proposal, the following structure shall be used:

a. The sponsor of the proposal presents it briefly.

b. Clarifying Questions. These are factual questions only. No opinions allowed! The chair, who recognizes people with questions, calls on an appropriate person to answer. The person who answers the question can only answer the question; he/she cannot offer any additional unsolicited information.

c. Discussion is only allowed on friendly amendments.

d. During discussion, debate the issue and give opinions.

e. Vote.

f. People who voted in opposition may state objections or concerns for the minutes.

2. During any item indicated as "discussion" on the agenda, no motions may be made other than a request that the item be tabled.

3. Stack and Discussion:

a. Before and during the discussion, any person may be placed on the stack by indicating this desire to the chair or other designee.

b. The chair or other designee shall call on people in the order they were added.

c. A person, acknowledged by stack keeper, shall be allowed to speak as long as he/she has something relevant to add to the discussion.

d. After the allotted time for an agenda item expires, no one else may be added to the stack and no motions may be introduced. The Board may vote to extend time for an issue.

4. Motions

a. No motion may be offered if there is one currently under consideration.

b. Any Board member who has been acknowledged by the chair shall be permitted to make a motion that is relevant to the current agenda item. All motions must have a second from another Board member to be considered.

c. Any Board member who has the floor may suggest an amendment to the motion under consideration. If both the sponsor and the second of the motion accept the amendment, it is incorporated into the motion (friendly amendment). If the amendment is not accepted, it may be called to a vote and incorporated into the motion if approved by a majority vote.

d. The sponsor of a motion may withdraw it at any time.

e. When the last person on the stack has spoken, the motion under consideration shall be brought to a vote. The motion shall be read and a vote taken and recorded. All voting members present must indicate for, against, or abstaining.

5. Special Actions

- a. Any ICC member present may request that a roll call vote, which requires each vote to be individually recorded.
- b. Any Board member with the floor may request that the current discussion item or motion be tabled to a specified committee for a recommendation or to a specified later meeting. This action requires a second and is voted upon immediately, without discussion.
- c. A Board member may interrupt at any time to call attention to a deviation from the accepted Board meeting procedures and ask that the rules be enforced (point of order).
- d. A Board member may interrupt at any time to correct false information that is personally damaging or to ask that some aspect of the physical environment be changed to make it more conducive to a productive meeting (point of personal privilege).
- e. A Board member may interrupt at any time to ask for a clarification of something that the speaker said (point of clarification).
- f. A Board member may interrupt the speaker to request that the current agenda item be conducted under executive session. If executive session is approved, minutes will not be published for that agenda item. This action is reserved for extremely sensitive issues.

Board Process:

3.6 All persons at a Board meeting are expected to show respect for one another and to refrain from personal insults.

3.7 Any aspect of the rules may be changed for the duration of the meeting upon a majority vote of the voting Board members present. A request to alter the meeting procedure may be made by any Board member with the floor. Any permanent change in Board rules may be made under the same restrictions as any other motion.

3.8 Duties and Powers of the Chair:

1. The chair of the meeting shall have the responsibility for implementing the meeting procedure rules, and may, when appropriate, allow deviations. However, if any Board member so requests, the chair must enforce the rules.
 2. The chair of the meeting shall have the right to interrupt at any time to implement board rules and to facilitate productive discussion.
 3. The chair of the meeting shall have the right and the responsibility to reprimand or expel anyone present who is disrupting the progress of the meeting.
 4. Any person expelled by the chair may appeal immediately to the Board. A vote will be taken immediately of all voting Board members present on whether or not to reverse the expulsion.
 5. The chair of the meeting shall be responsible for notifying houses of any absences.
- 3.9 The Board of directors will hold its regular meeting at a location set by the chair. Membership shall be notified of the location at least 72 hours in advance of the meeting. (passed on 1-25-05)

June Board Meeting: (06.20.07) Held at Avalon

Present:

Lacy – French, Board Coordinator

*Will– French

Brian – ICC

*John – Arrakis

*Barbara – Eden

*Keith – sub for Annie at Seneca [but not voted in by house, so cant vote at todays meeting]

Katie –

Lorraine - *Trevino*

*Julia- Helios

*Myles – HOC

Natasha – Seneca

*Neshtikin – Avalon

Phoebe – Royal

Christa – French

*Andrew - New Guild

Tara – French *Mather*

*Phillipe – Royal *Swartz*

Frankie – French, community rep

Josh – HOC

Casey – community rep

-
- **The May minutes are approved with minor grammatical changes and a slight rewording of the room switch fee policy issue.**
-

Member Time:

1. Myles is here to represent **Phil Jacobson** who is proposing monetary compensation for a leak from the bathroom above his room which caused water damage and mold to form. He is asking for \$80/month since he began making Maintenance requests concerning the issue, 15 months, or \$1200. **Board proposes to table this issue to FiCom and ECC. Proposal passes** (9 support, 0 oppose, 4 abstain).
2. Two new members, **Matt and Sarah** from Kansas, recently left and are asking for cancellation of their contract and the refund of their deposits and membership fees. The issue address the larger issue of deciding whether this practice of returning membership fees on canceled contracts should continue to happen with this case. **The proposal is to refund Matt and Sarah everything including membership fees. Proposal does not pass** (5 favor, 1 oppose, 7 abstain) Board decides to talk to ECC about this larger issue.
3. **Lorraine** is asking for reimbursement for her room switch fee. The board discusses the fact that they have been too lenient lately on refunding room switch fee and that the switch seemed to happen purely as convenience. **Proposal does not pass.** (6 favor, 3 opposed, 4 abstain)
4. **Frankie** is currently a member of French house but also a community board representative. **The board proposes that Frankie be allowed to vote on board meetings. Proposal passes** (9 favor, 1 opposed, 3 abstain).
5. **Frankie** brings the issue of compensating French House for several days during which 4 members could not access their rooms during the day due to construction in the annex. Construction dates were unknown until the last minute, and therefore the members were not able to know or plan for it. **Their proposal is to reimburse these members for the dates they were not able to use their room. Proposal passes** (10 favor, 0 oppose, 4 abstain).

Christa discusses Financial Training

The Budget is current until the end of next May. Highlights in the budget are recent rent changes, food allotment changes, the addition of a third savings account, and the new payment plan policy. We budget to lose money during summer months because of lower occupancy. If anyone has any questions later about the budget ask Christa

[Brian reads GA report]

- ICC is switching to Quickbooks and Property Boss
- The groundbreaking for Laurel House is on June 22 at Noon
- Austin COOP Fest is October 20 at Sholtz Beer Garden. An intern is needed with help on this.
- There is a move to accelerate the start of the new parking policy to this fall
- Our current insurance policy has been canceled, and we are currently shopping for a new policy, perhaps joining with other coop organizations
- Brian has been helping out a lot with Sasona's permitting issues and now sees the need to be compensated for his time
- Since it is illegal to hold deposits for more than 2 years, ICC has chosen to donate these funds to a local rural Texas Hispanic nonprofit organization. *no question this was answering*
- The net gain went down from March to April because signing in March is a peak in new fees, and we wrote off some money in April.

Q&A
need the Q
Why did we earn less in April than March.

** why does fee
Hispanic Schol. Consort*

Brian brings a proposal concerning the loan taken out for Sasona. This loan currently needs to be refinanced and there are two options that we could take. 1] we could ~~keep~~ *have* the ~~currently lower interest yet rising balloon rate~~ *all another* loan but the bank would need us to put a house up for collateral to agree to it, or 2] we could refinance the loan to a fixed ~~yet higher~~ rate loan and not have to put up any more of our houses. **Brian proposes we refinance the Sasona loan at a fixed rate. Proposal passes** [11 favor, 0 oppose, 3 abstain] *either way the value will go up. Burt*

Katie brings a proposal to accept the updates to the standing rules 1.1 to 1.5 made by ManCom as is written in the board packet. **Proposal passes.** [10 favor, 0 oppose, 4 abstain]

[5 year Budget Discussion]

Ficom wants to start budgeting 5 years in advance as part of policy, happening during regular budgeting during Ficom and Board Committee meetings. We need to start thinking about what we want for the next 5 years now. We will talk to College Houses about any issues they have come across when they were doing this. Preliminary drafts will be emailed out.

Brian discussed the Facilities Report. The board is saving money overall, but is going over budget on some items like the HoC fire alarm.

Lacy brings a discussion of starting a historical committee. There are a lot of ICC archival materials that need to be organized and given to city archival organizations to help in promoting co-ops as a prominent force in Austin. Will take care in making progress on this issue.

Task List

- Membership - Room Switch fee, Standing Rules Description
- Education - Standing Rules Description
- Finance - Phil at HoC - leak in room
- Standing Rules Description
- CBC - College Houses
- Lacy - review voting policies for Board
- Will/Franke - Assess interest in History/Historian
- Natasha - Committee Assignments
- ECC - Decision on Kansas contract, precedent, voting policy, ICC support, meetings at different houses, minutes of meetings, minutes/board packet online

Financial report for FY 06

Fiscal year 06 was a very good year. We achieved budgeted occupancy for last summer despite New Guild being closed. We exceeded budgeted occupancy for the fall and spring. I expect that we will have a cash surplus of \$80,000 compared to budget. About \$20,000 is tied up in savings and house accounts or allocated to be spent. I expect the board will have \$60,000 to allocate once we are audited. Our CPA, Montemayor and Associates, will start reviewing our accounts on July 23. Montemayor will also file our tax return with the IRS. We have to file our taxes by October 1. How to spend the surplus will be decided by the board in October or November. See the financial printouts for details. The spreadsheet I sent out has even more info on last year's finances.

Software transition

This summer marks the end of using Yardi for our accounting software. Yardi was able to handle all of our accounting needs. It maintained ledgers for all of our members, vendors, and all of our corporate reporting. It would cost ICC approximately \$20,000 to upgrade to the new version. Yardi has gone with the server farm model where they house our data at their location. The cost and remote data led me to seek alternatives. We are going to Quickbooks for this year for our general ledger and corporate reporting. To handle member transactions we are using software called Property Boss. Together the new software cost ICC \$9000. PBoss allows members to check your balance with ICC online. You should check it out in the member resource center of the new website. You have to set up a password for yourself. Let me know if you have any problems.

One negative side effect of the transition is that there are several errors on member ledgers. We have caught many, but I am sure there are more to discover and fix. Please let Gail or I know if your ledger is not what you expect. Please help members understand that we need everyone to help make sure our accounting of room & board, late fees, deposits and prepayments are right. We appreciate you bearing with us as we learn the new system.

Financial Outlook for FY 07

This year looks even better than last year! Hooray! We have nearly 80% occupancy for the summer. We budgeted 69%. For the fall we are full! We have deposits on the last two doubles at HOC! There are still some folks seeking to be replaced for next year, but we are getting applications every day so I think everyone who wants out will be able to be replaced. Anyone who wants out for the fall should let Jenn know.

Sasona loan

Last Wednesday I signed the paperwork to adjust our loan used to finance NASCO Properties S. Austin co-op, Sasona. ICC has two loans on HOC. We bought it back from NASCO Properties in 2004. Bank of America has that loan and first lien on HOC. ICC took out a second loan for \$277,000 in 2004 to help buy Sasona. Bank of America also has that loan and a second lien on HOC. We set up a 3 year balloon loan at 5.65% that required payoff on June 30 2007. The paper work I signed last week adjusted the loan to pay off the rest over 12 years at 7.75%. Too bad we did the balloon. If we paid the loan off over 15 years in the first place we could still have that killer rate! Sasona room & board will have to go up over the next few years as a result. ICC has the first lien on Sasona, at 2604 Paramount in the Zilker neighborhood. ICC Ann Arbor has a second lien on Sasona.

Austin Co-op Fest

I hired Lizzie Chen of Taos and Amber Loftis of Seneca Falls as interns for co-op fest this summer. One of them will be visiting your house soon to talk about our plan for this year's Austin Co-op Fest. We are going to have a talent contest this year with a cash prize for the winner and second place. Everyone who comes to co-op

fest will be able to vote to determine the winner. Lizzie, Amber and I will be recruiting talent to participate as well as looking for sponsors to fund the fun. We will have prizes for attendees and houses with the best attendance. We have reserved Sholtz Beer Garten (at 17th and San Jacinto) for Saturday October 20. Mark your calendars. Please come and we will need volunteers to help on the day. Volunteers will get a T-shirt and get in for free! Please help Amber or Lizzie when they are scheduling time to come talk to your house.

Board Retreat

The fall board will go on a retreat to set goals for the year and be trained on the responsibilities of the board. Last year we used a place at Point Venture on the north shore of Lake Travis. I have been working on getting a place for this fall. Most of the places out at the lake have age limits and frankly are scared of us. An over night group of students worries them. The person who has rented to ICC previously understands that we clean up after ourselves! Unfortunately the earliest we could reserve her place is Sept 22 (Yom Kippur). I would prefer Sept 8, but that is booked. I want to go for the 29th. What do you think? We need to book soon.

Brian's Key goals for the year

Centralized/Decentralized balance

ICC is centralized financially. The rest of ICC's rules are made and enforced at house level. There are a few areas where we can improve in my opinion.

Room assignments - We could look at allowing free room switching for the first couple of months of signing. This will give control for room assignments to the houses. Our current process is complex with house and central approval. One idea would be not fixing room assignments until May 1. On May 1 each house submits a list of who is in what room. Switch fees would apply after that.

House Rules (contract) - We need to make sure that new members understand the rules of the house they are joining. We ask members to sign house rules but need to make sure they are up to date. Many house rules we have at the office are not correct. House manuals also need to be kept updated and made available to prospective members.

Parking Rules - We are now required by the state to have members sign parking rules as part of the lease. HOC and Arrakis have come up with parking rules for this year. No one has signed the parking rules at this point. Every house will need to define their parking rules and make sure everyone living there signs them.

No Insurance Claims (safety)

My worst fear is if any of you die. Please don't. ICC has six years in a row without an insurance claim. I want to keep it that way. That means staying OFF the roof and not encouraging underage drinking. You are my bosses, but I am probably most like your parents in this respect. I really want you all to grow into the person you want to be, but I will settle for survival.

5 Year Budgeting

Christa, ICC's financial coordinator, has initiated a 5 year planning process this year. Planning over 5 years will help ICC accommodate expansion and renovation. This means we will have more to do as a board this year than last year. It also means ICC boards in the future will inherit a more complete plan for our future. The way co-ops have survived and thrived over the years is by members laying the groundwork for future members. That is our responsibility too.

Improve communication

ICC's fundamental problem is communication. How does staff communicate effectively with members? How do houses communicate with staff? How does the board communicate among ourselves? How are board decisions communicated to the general membership? Staff is taking a few steps to improve this situation now.

Website - We have the new website running. It already has improved navigation. We can improve it more. Please let us know what else you would like to be able to do online.

Spam reduction - We are going to change all of ICC's committee and forum email addresses and take

steps to reduce the ability of spammers to get the addresses. Trustees are the moderators for house group addresses. Please make sure your trustee understands this responsibility.

Alumni event - I want ICC to have an annual alumni event for former ICC'ers to get together with current members for fun and understanding. I still have a lot to learn about ICC's past. Connecting in person is fun and informative. I have not pulled this off in two years so I may need some help.

Brian's Pet projects:

Reform federal funding for housing: I want to organize co-ops around the country to lobby congress for HUD funding changes. HUD affordable housing money has excluded co-operative ownership since 1973. It is time for that to change. Non-profits like ICC are much more stable buyers than most in the sub prime housing market our economy depends on now. We can help stabilize the housing market and get federal funds to redevelop our properties. This will be an 18-24 month project.

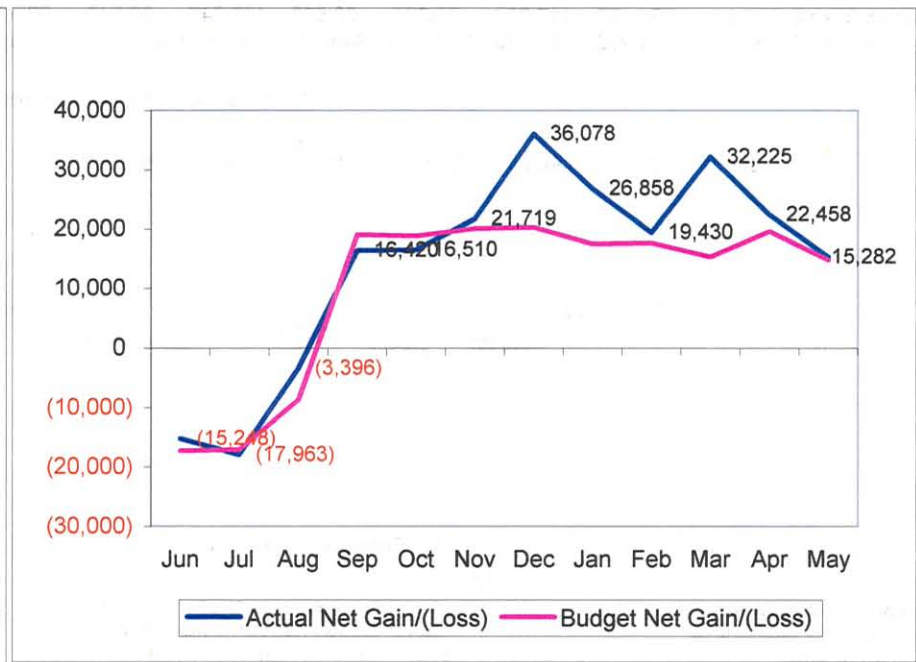
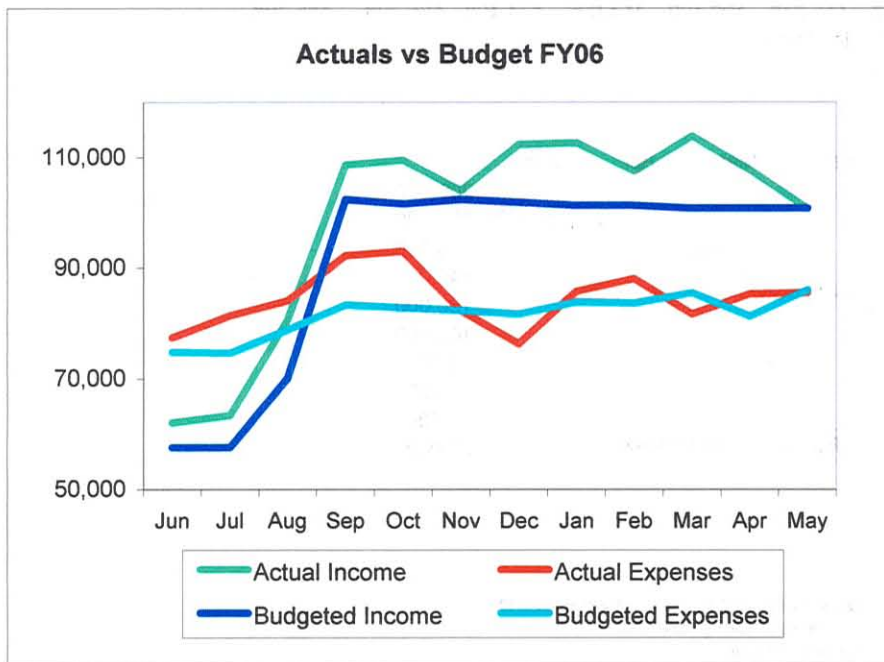
Connecting ICC to the rest of Austin: I am involved in several non- profits: Vice Chair of Liveable City, Treasurer of Austin Carshare, and Secretary of Nasco Development Services. I am a big believer in Democracy especially at a local level. ICC can and should have a voice in what happens in our neighborhood, city, state, and beyond. Obviously, I have my own agenda, but this world will be yours after it is mine. I want to help you advance your agenda for ICC, your college, your city, your world. I hope I can.

Profit and Loss Statement

Profit and Loss Worksheet

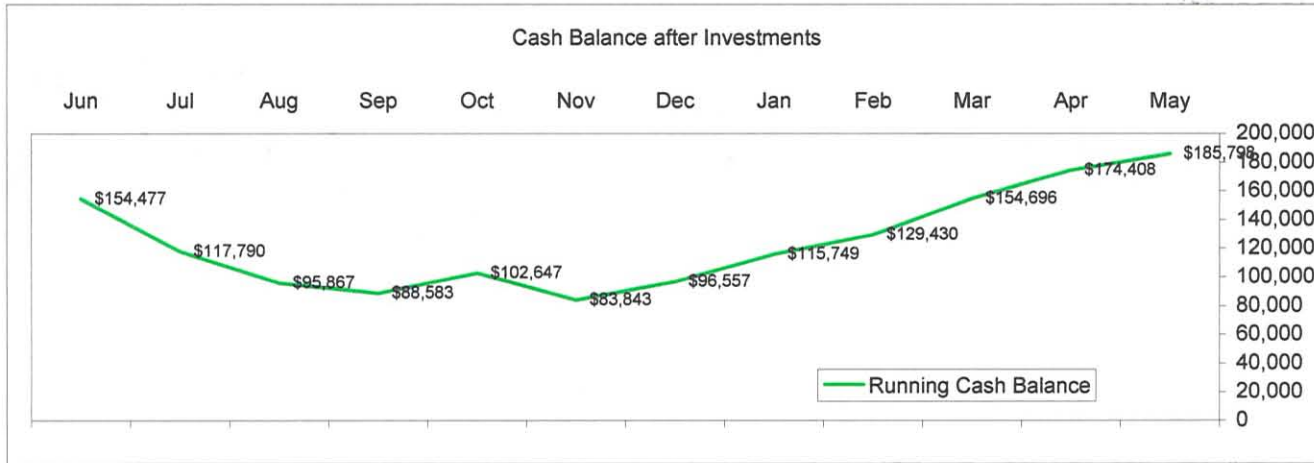
Account Name	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Annual
Actual Income	62,123	63,378	80,683	108,671	109,591	104,017	112,372	112,674	107,529	113,883	107,770	100,785	\$1,183,476
Actual Expenses	77,371	81,341	84,079	92,251	93,081	82,298	76,294	85,816	88,099	81,658	85,312	85,503	\$1,013,103
Budgeted Income	57,569	57,569	70,176	102,469	101,668	102,469	101,968	101,361	101,361	100,860	100,860	100,860	\$1,099,190
Budgeted Expenses	74,876	74,674	78,841	83,344	82,794	82,344	81,644	83,834	83,634	85,534	81,234	86,039	\$978,797

Account Name	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FY06 YTD
Actual Net Gain/(Loss)	(15,248)	(17,963)	(3,396)	16,420	16,510	21,719	36,078	26,858	19,430	32,225	22,458	15,282	\$170,373
Budget Net Gain/(Loss)	(17,307)	(17,105)	(8,665)	19,125	18,874	20,125	20,324	17,527	17,727	15,326	19,626	14,821	\$120,393



CASH FLOW WORKSHEET

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FY06 Profit
Operating Gain/(Loss)	(\$15,248)	(\$17,963)	(\$3,396)	\$16,420	\$16,510	\$21,719	\$36,078	\$26,858	\$19,430	\$32,225	\$22,458	\$15,282	170,373
INVESTMENTS													
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FY06 Investments
Emergency Savings	\$893	\$957	\$1,136	\$1,584	\$1,589	\$21,707	\$21,707	\$0	\$0	\$0	\$0	\$0	\$49,573
Renovation Savings	-\$39,107	\$957	\$1,136	\$1,584	\$1,589	\$18,499	\$3,146	\$3,149	\$3,168	\$3,153	\$3,107	\$3,146	\$3,528
Expansion Savings	\$1,225	-\$825	\$1,425	\$200	\$601	\$25	\$100	\$2,800	\$0	\$4,575	\$1,300	\$2,000	\$13,426
Wheatsville Investment	\$0	\$0	\$0	\$0	\$0	\$0	-\$222	\$0	\$0	\$0	\$0	\$0	-\$222
Deficit repayment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditure	\$35,796	\$20,463	\$16,887	\$22,347	\$261	\$2,205	\$133	\$3,531	\$4,000	\$25	\$0	\$0	\$105,648
Loan Principal Payment	7,539	7,915	8,684	8,731	9,148	8,829	\$9,243	8,928	9,323	9,947	9,081	9,488	\$106,855
Depreciation Expense	-10,753	-10,743	-10,742	-10,742	-10,742	-10,742	-10,742	-10,742	-10,742	-10,742	-10,742	-10,742	-\$128,916
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FY 06
Cash Net	-\$10,840	-\$36,687	-\$21,922	-\$7,284	\$14,064	-\$18,804	\$12,714	\$19,192	\$13,681	\$25,266	\$19,712	\$11,390	\$82,393
Starting Spendable Cash	59,112												CASH NET
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Cash June 1 FY07
Running Cash Balance	154,477	117,790	95,867	88,583	102,647	83,843	96,557	115,749	129,430	154,696	174,408	185,798	185,798
Last Month's R&B held	44,292	61,913	FY05 Cash Surplus put in Emer and Renov savings (Nov-Dec)										



Central Fund balance on 6/1/07

\$139,235

These are all cash adjustments to reconcile the CF balance to our overall cash balance.

- \$8,262 Receivables from Members 5/28/07
- \$5,447 due from Hisp Scholarship Consortium
- \$19,647 House checking accounts 5/31/2007
- \$45,063 Renovation Savings
- \$9,609 LMR Change from June 1 2006
- \$29,387 Prepaid Insurance
- \$12,235 House Savings

\$178,759 Adjusted Cash Balance

- Does not include \$6k in old debt written off in May
- They are still holding our cash
- Up from last year
- Held in CF
- Holding less last month's rent
- We pay in one check but expense 1 month at a time
- Down from last year

LMR June 1 2007 Change
34683 -9,609

Removal of "ICC Support" from Standing Rules

7-1-5

Brought by: Natasha Merklein

Date of creation: 07/10/2007

I bring a proposal to: Remove references to "ICC Support" in the Standing Rules.

Effective Date or Implementation Deadline: Update of the Standing Rules after July 2007 Board Meeting.

Background

ICC Support has been a difficult concept to successfully implement. The intent was for ICC members to "support" the office by doing tasks such as filing, copying, etc. However, the added steps of training people, scheduling people to come in, tracking work done, and relaying this to house officers makes this unsuccessful. "ICC Support" has been defunct for the past few years, and this proposal brings our Standing Rules closer to our actual behavior as an organization.

Reference to Current Policy:

Specific Duties (of Committee Coordinator)

5. Coordinate the ICC Support system.

4.8 ICC Support (revised 12/04)

1. Starting in spring 2003, every house is required to contribute two hours per week of "ICC Support" to assist in the running of ICC. Houses that fail to do so will be fined \$5 for every hour missed.

2. ICC Support must fulfill the following jobs:

1. Office assistant (filing, etc.)

2. Office grounds keeper

3. House mail person

4. Minutes taker for the Executive Coordinating Committee

5. Board packet assembly person

6. Marketing support person (tabling, flyers, etc)

1. 3. When the labor is available, three additional people will be appointed to jobs to be assigned by the Committee Coordinator, so long as the task is easily measured for progress, and benefits the organization as a whole.

Pros: Why is your proposal an improvement?

1. It is important that ICC follow its Standing Rules as closely as possible. This section has not been and shows no sign of being revived. The ICC Support idea is great on paper, but poor in operation.

Objections, Issues of Consideration, or Tradeoffs:

1. But this is a good ideal

Responses to Objections: (Optional)

1. I think so too, but after 3+ years of this not working, I'd like to see energy put to better use.

Source of funding: No funding is necessary.

Responsible Party: Committee Coordinator – Update of the Standing Rules if proposal is passed.

work study for the 10-OP

ICC Payment Plan Policy

1. If a payment plan is set up by the 5th of the first month's missed rent, all late fees will be waived. Otherwise, late fees will be assessed as per policy.
2. Without a payment plan, the eviction process will begin in accordance with this timeline:
 - a. By the 7th of the month after the first missed rent a notice of debt to ICC will be released.
 - b. If the member has not set up a payment plan by the 21st, a notice to vacate will be issued.
 - c. The member has 72 hours from receipt of the notice to vacate to either vacate or establish an acceptable payment plan with the office.
3. Approval of payment plan is dependent upon:
 - a. Demonstrated source of income.
 - b. A plan that reduces debt by 50% after 6 weeks, and by 100% (to \$0) after 3 months.
 - i. Rent that will be accrued throughout the duration of the Payment Plan must also be included when the plan is created.
 - ii. If the member's contract ends before 3 months, this timeline will be adjusted accordingly.
4. Deviations from payment plan:
 - a. If a member defaults on their payment plan without notifying the General Administrator, a notice to vacate will be sent.
 - b. GA discretion may be used for minor changes, except those that violate 3.b.
 - c. The following guidelines will be used for unapproved deviations:
 - i. 1st change: \$30 fine
 - ii. 2nd change: notice to vacate
5. Regardless of changes made, the payment plan may not extend beyond 3 months except under authority of FiCom or the Board.

June was stoppy.

Royal Plumbing Repair and Replacement

brought by: Future Asset Development Committee

sponsored by: Tyler Creighton

date of creation: July 12th, 2007

We propose that:

In the summer of 2008 Royal House's plumbing be repaired for no more than \$60,000.

Effective Date or Implementation Deadline: Planning to start immediately, construction begins Summer 2008.

Background:

Royal House was originally scheduled for renovation in 2003 but then Arrakis burnt down and any ideas about renovation were postponed. Since then two major developments have occurred at Royal; the plumbing has severely deteriorated, and the current population would rather preserve the atmosphere of Royal than renovate the first floor. Because of unpredictable city requirements, the project will be limited to \$60,000.

Pros:

- 1) Royal House will no longer suffer from leakages and the damages caused by them.
- 2) The plumbing repair will not dramatically hinder future development or expansion because of the limited price tag.

Objections, Issues of Consideration, or Tradeoffs:

- 1) Why not renovate the entire first floor?
- 2) This project does not seem to allow for repairs in the downstairs community bathroom.

Responses to Objections:

- 1) The current population of Royal does not wish to drastically alter the first floor. The funds necessary to take on such a project as well as the closing of Royal for summer and fall semesters were the main deterrents of such a decision.
- 2) An expedited repair of that bathroom will take place before the plumbing repair along the same lines of the recent Eden House bathroom repair.

Source of Funding: Facilities Renovation Fund and/or 2006-2007 budget surplus.

Reponsible Party: Facilities Administrator

1st fl. bathroom repair

13-0-0

New Guild Front Door Replacement Fund Expansion

brought by: New Guild Co-op
sponsored by: Tyler Creighton
date of creation: July 11th, 2007

We propose that:

The funds to replace the New Guild front door be expanded from \$4,000 to \$8,000.

Effective Date or Implementation Deadline: Immediately

Background:

When the Facilities Budget for the 2007-2008 year was approved it included \$4,000 to replace the New Guild front door. Since then, because of the odd size and shape of the doorway, it has become apparent that the custom work necessary and the custom order of the door will result in a significant rise in cost to ICC. In order not to merely replace and repair but to improve the front door at New Guild the estimated costs range from \$5,200 to \$7,700. This combined with the unused funds for the Helios project and the extensive surplus that is already needed for facilities improvement usage creates a ripe opportunity to improve the face of ICC's largest house and home to the ICC Office.

Pros:

- 3) The New Guild front door is one of the more visible faces of ICC, because of its proximity to the office.
- 4) The current door has lasted for many decades and a good custom job and solid door would enable the new one to last just as long.

Objections, Issues of Consideration, or Tradeoffs:

- 3) \$4,000 additional dollars is a lot of money!
- 4) New Guild just received some renovations last summer, why should they get more?
- 5) Why didn't we consider this before the final facilities budget was approved?

Responses to Objections:

- 3) Yes, it is a lot of money, but because the door frame is not of standard dimensions it takes more labor/time/money to fill the spaces that won't be covered by the new door.
- 4) The door is a security issue. It can be pushed open right now because of severe cracks and aging wood and frame. It doesn't close correctly right now either.
- 5) The estimate on the door and construction didn't include the building out of the spaces around the new door and the labor costs associated with that.

Source of Funding: Facilities contingency, Helios surplus, and/or budget surplus

Responsible Party: Facilities Administrator

9-4

Room 17 Reimbursements

Proposal Name: Proposal to Reimburse Occupants of HOC Room 17

Brought by: FiCom

Proposed Sponsor: Christa Kimmel

Date of creation: July 11, 2007

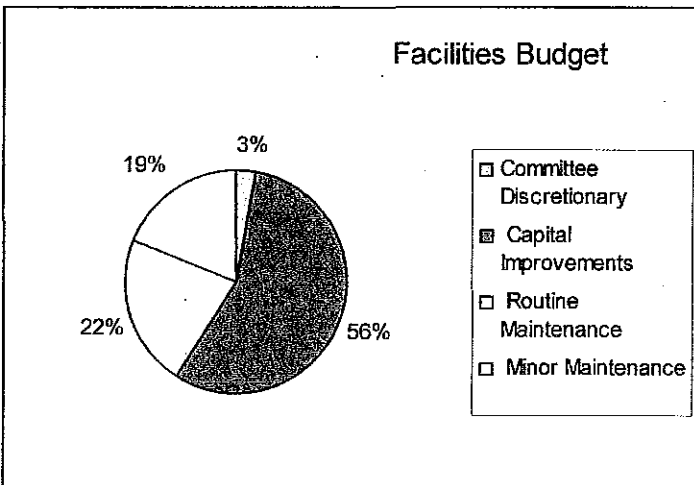
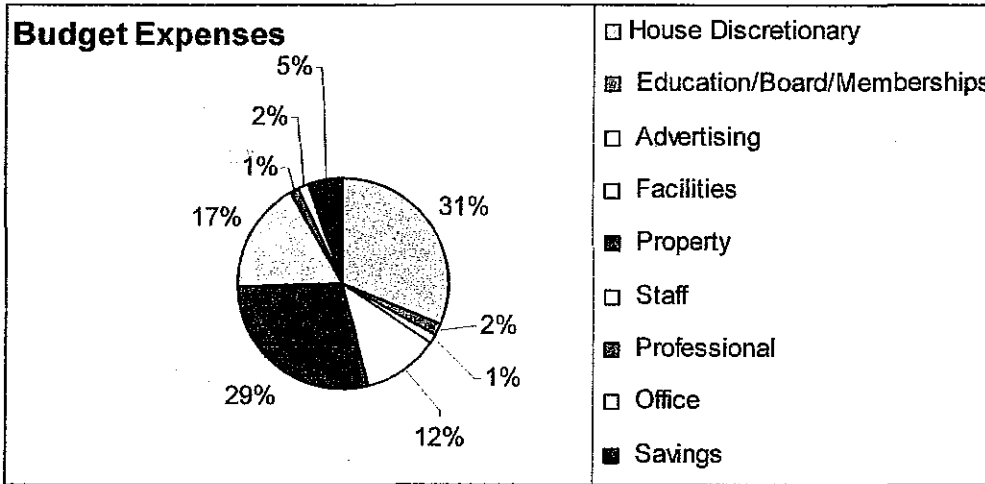
Michael said June 2006

I (we) bring a proposal to: Reimburse Phil Jacobsen and McAllen Halsey 2.28% of paid rent from December 2006 through May 2007. This amount will be calculated from rent due – late fees or other miscellaneous fees will not be reimbursed.

McAllen too.

Effective Date or Implementation Deadline: Immediate

Background: A proposal was brought to the June board meeting by Phil to reimburse him \$80/month he lived in room 17 at HOC for a persistent leak in the ceiling. The board rejected this, but agreed that mold and the disruptive construction was a more serious problem. FiCom was tasked with creating a fair proposal to reimburse both Phil and his roommate at the time for the failure of ICC to address the mold in a timely manner. It was agreed there should be some reimbursement for the documented time in the room when mold was a problem and went so long untreated. A percentage reimbursement was calculated based upon the part of the FY2007/2008 operating budget that should have been spent on repairing this problem.



Reference to Current Policy:

Nothing in standing rules about this, though there is a mold addendum in the current contract that both members signed releasing ICC from any liability regarding mold.

Pros:

1) A fair solution to reimburse Phil and McAllen for a genuine problem that ICC– despite efforts – was unable to prevent.

Objections, Issues of Consideration, or Tradeoffs:

- 1) The mold and construction isn't such a big deal.
- 2) ICC member's should be more proactive about fixing things themselves.

Responses to Objections:

- 1) Mold is a health concern, and the immediate construction required to remove the mold made the room basically unlivable for both roommates.
- 2) Phil made several complaints to ICC about the leak, which Billy attempted to fix in several ways without being able to know the actual cause.

Source of funding: Since we're returning room and board income, this money should be deducted from the applicable months' room and board income. (surplus)

Responsible Party: General Administrator – Brian Donovan

**Facilities Report
July 2007**

Capital Improvements are nearing completion. The savings from the Helios back porch basically offsets the overages in the House of Commons fire alarm installation and the French House annex deck/stair repair. The Board-approved renovation savings allocation of up to \$6500 for Helios was not used and returns to the savings. Minor maintenance expenses are relatively high (see below). ICC budgets about \$2000/month. It's been higher (around \$2500-3000) for June and July.

The door opener for Arrakis cost about \$6000. This has been installed to make the house more wheelchair friendly. ICC may need to install another on the front door depending on member needs. The cost of the door opener has taken a large chunk out of the \$9000 facilities contingency fund. It's very likely that the budget will be exceeded by \$4000-6000 for capital contingency expenses.

June/July Maintenance Activity (over \$50):

- Arrakis – 1st floor toilet repair - \$121 (to be paid by house per ICC drain policy)
- Arrakis – handicap parking space striping - \$350
- Arrakis – automatic door opener for handicap parking entrance - \$6000
- Arrakis – 2nd floor bathroom shower valve repair – billing in process
- Helios – 2nd-3rd floor hvac repair – \$143
- Helios – freezer repair - \$380
- HoC – kitchen lighting replacement – \$300
- HoC – room 15 ceiling fan replacement - \$65
- New Guild – room 7 roof leak repair – \$850
- Jew Guild – room 6 window unit a/c replacement - \$150
- Royal – 2nd floor bathtub drain clearing - \$117 (to be paid by house per ICC drain policy)
- Seneca – 2nd floor hvac blower fan repair – \$322

Summer 2008 Project Cost Summary (6/15/07)

House	Project	Budget	Current Estimate	Bid Accepted	over (under)	Notes
Avalon	stove hood fire system upgrade	\$ 2,500	\$ 2,000	\$ 2,000	\$ (500)	work completed
French	annex staircase/deck repairs	\$ 4,500	\$ 5,500	\$ 5,500	\$ 1000	work completed (to be painted in 6 months)
Helios	Exterior repairs/paint	\$ 20,000	\$19,500	\$ 16,446	\$ (500)	work started, estimated completion July 31st
	electrical service upgrade	\$ 10,000	\$ 2,654	\$ 2,654	\$ (7,346)	work completed – meter moved/no trenching required
	back porch rebuild repairs	\$ 10,000	\$ 4,500	\$ 4,000	\$ (6,000)	per ECC decision 6/6/07, porch roof/stairs repairs only
HoC	fire alarm system	\$ 20,500	\$26,000	\$ 26,000	\$ 5,500	work underway, estimated completion July 31 st
New Guild	front door replacement	\$ 4,000	\$ 4,000		\$ -	waiting for door decision from house
					\$ (6,846)	Gross Under Budget
					\$ 6,500	Less unused renovation savings Helios
					\$ (346)	ESTMATED UNDER BUDGET

- 13,346

ECC REPORTS

Ms. Natasha Merklein: Committee Coordinator

In the past few weeks I've facilitated two ECC meetings, including a decision to release Matt and Sarah of Kansas from their contracts and reimburse their fees. I wrote a proposal to remove ICC Support from the Standing Rules. I also created a blog page that the ECC can use as a drawing board and discussion area for proposals and anything ICC-related, which we will use along with Google Calendar. In the wake of the Education Coordinator's resignation, I have been responding to inquiries about the position. Brian and I discussed the final edits and creation of a new Standing Rules part of the website with Marla.

Mr. Chris Severen: Education Coordinator

Not sent (out of town)

Ms. Lacy Shawn: Board Coordinator

During June I have collated, copied and distributed board packets, been trained by Katie, the former Board Coordinator, re-done the Board Representative Training Binder, helped organize Co-op Day with Jenn and Phoebe, trained the Board Reps at Co-op day, helped with NMO, performed 6 room checkouts, filled in check out forms in the office from late checkouts, set the summer ECC and Board Meeting Schedule with Tasha, created a ManCom agenda/information/training packet, worked on the Treasury training packet, met with Brian, Christa and Tasha to talk about the Sasona loan, dialogued with a future member about contract issues and attempted to collect signatures for 21st street Residential parking permits.

Mr. Tony Foye: Facilities Coordinator

Not sent (out of town)

Education Coordinator

Needs to be elected

Ms. Christa Kimmel: Financial Coordinator

This month I have continued work on the 5-year budget, including attending FadCom meetings on Royal renovations for next summer. I held June and July's FiCom meeting, both of which included several member time issues that required correspondence with various people. With the help of FiCom, I have written and brought two proposals to July's board meeting.

Mr. Tyler Creighton: Future Asset Development Coordinator

Since the last board meeting, that I was unable to attend unfortunately, I have held two Future Asset Development Committee meeting to determine the scope of the Royal renovation and attended an ECC meeting. I will be holding another FADCom meeting on July 24th in order to begin developing a detailed set of priorities that will coincide with FiCom's five year budget.

Proposal to relieve part of a summer contract

Brought by: On Lee Lau
Proposed Sponsor: *Nesh*
Date of creation: July 12, 2007

7-2-4

*June 19-26 relieved
w/ late fees*

I (we) bring a proposal to: Relieve On Lee of her summer contract between the period of June 19th to July 11th, 2007. This would include the late fees that was charged to her between that same period.

Effective Date or Implementation Deadline: retroactively/immediately

Background

On Lee was employed in a research project in Vancouver Island for the period of May 28th to June 26th. Her summer contract at Avalon started on June 19th, her original date of return until the professor (PI) requested that she stay until June 26th. She informed (emailed) Jenn Northern of this change/request on June 9th. At that time, On Lee was also recruited to help a friend dog sit for her dog and foster dog (difficult, sweet, sometimes unsociable dog that belongs to a non-profit animal rescue in Austin) until July 11th, when On Lee's friend would return from her wedding in California. The message that On Lee sent to Jenn (and Jenn in turn clarified) was that On Lee would not return to the co-ops until July 11th at the earliest and if there was a co-oper than wanted to take the reserved room from June 11th to July 11th they should go ahead and sign them. An earlier draft of this proposal was brought to the ECC on July 11th. All room and board and late fees were paid on July 12th and On Lee has moved into Avalon.

Reference to Current Policy:

I do not know of any standing rules relating to summer contract changes. (After a keyword search of "summer" in the most recent version of standing rules.) *contract is reference.*

Pros: Why is your proposal an improvement? Sorry, this proposal is more of an exception or a plea from a fellow co-oper not to charge rent for the time she wasn't moved in.

Objections, Issues of Consideration, or Tradeoffs:

- 1 This might be setting a precedent for members to get out of their summer contracts.
- 2 There was a deadline to summer contract changes that had passed since On Lee had contacted Jenn in July.
- 3 Why should we forgive poor planning?

Responses to Objections: (Optional)

- 1 If a member is willing to completely move out of their contracted summer room (because they have another professional, familial, educational, or public service obligation), and return the room to a state where a new or current member may use it, I think that it would be fair to relieve that moving member of rent for that time period to relieve members of a financial burden and for the summer house to receive more membership to fill up missing labor.

ICC has incredible flexibility in the summer and I had not intended to abuse this tradition. I do believe that contracts are amendable (much like standing rules or proposals). I contacted ICC as soon as any instance of a change came up and always kept Jenn and Brian informed. I recognize that the best thing I should have done was not sign the summer contract and wait until I returned from field work to determine what my housing situation would be. For me, signing early was a mistake, but hopefully one that won't cost me \$400. I had both work and (personal or) public service

obligations that kept me from moving back into ICC. I'm not trying to leave ICC, it's been my Austin home for over 2 years and I feel invested in the organization. It is not ideal that I left the office staff with such short notice to try to fill my spot for the time I would be absent, but if there was a co-oper knocking down the office door to get my reserved room, would this issue still have come up?

- 2 If if the first part of response #1 becomes a later proposal, I would also suggest that there be a fine placed on summer contract changes past the deadline (like a room switch fee). My response to that is the reiterate that summers are very flexible for ICC and ICC is doing very well for summer occupancy. ICC is not losing money by letting On Lee out of her contract for 3 weeks. She intends to live in ICC for the remainder of her tenure in Austin (July 12th to August 16th)
- 3 Because you are all very nice people and would like to help a fellow co-oper with her time of transition. I'm moving to Raleigh, NC for graduate school in Botany and I've been saving moving funds (I need to have saved about \$1200) for my one-way car rental, housing deposit, rent for all of August even though I won't be there for half the month and for my much reduced future salary as a TA. While the contract was a financial burden that I did put on myself back in March, I hope that the board will forgive me for that and leave me in a better financial situation for a big move.

Also, I have been a member in good standing since February 2005. I received excellent evaluations as board representative for Royal in 2005-2006. I have been a house officer in some capacity since summer 2005 and attended (and recruited people to attend) every GMM and to get members involved in the organization.

This is my first instance for making things more complicated than they are supposed to be. I feel like there should be consequences for poor planning, but also flexibility when resources allow it.

Source of funding: I paid my rent in full on July 12th, so the money that might come back to me would be in the form of a refund or a credit for August rent.

Responsible Party: Office staff... Brian and Jenn.

N6 working well. Round the world. - had been contingent.
FH TV's stolen. Milton fixed the roof. Hosteller. Washer/dryer
out tomorrow
RO - pet issue. people happy now. Dan + Yla
labor holiday last week.
HOC - Round the world. Fire alarm install dragging
Maintenance mess. New member is alien.
AR - tried to switch laundry service failed Gas vs. Electric
Av. - new members Drivers.
Senna - internet problems, want officer back
Eden - good karma. new toaster oven. 2 cats & dog.
Heltos - Andra.