

LCA Board Meeting 09-13-2007
Meeting Minutes

LOCATION: "Shofam" (5023 Cedar Ave.)
7:15 pm Walk-thru inspection
7:30 pm Convened

PRESENT:

Malanie (4722),
Misia (Tree House),
Rob (Ailanthus),
Ada (Percolator),
Julie (Vortex)(departed early),
Theresa (sp?), Russel (Shofam)

The meeting adjourned around 9pm.

MINUTES PREPARED AND SUBMITTED BY: Robert Monk, LCA Secretary and Ailanthus Board Rep.

AGENDA & TABLE OF CONTENTS

I - Regular Agenda Items:

- A) ACTION: Walk-thru inspection **SEVERAL ITEMS NEED CORRECTION**
- B) SCHEDULING: Next Meeting = General Membership Meeting: **October 10th @ Tree House (906 S. 49th Street)**
- C) REPORT: Community Check-ins
- D) REPORT: Finance Report (from spotty memories)

II - Business Forwarded from August Meeting:

NONE (who was that awesome facilitator?)

III - New Business:

- A) DISCUSSION: Plan for September 23rd Progressive Dinner
- B) DISCUSSION: Plan for October 10th General Membership Meeting

IV - Tabled Items:

- A) Delegate organizers for OCTOBER BOARD TO-DO's (see Appendix A: "Secretary's Administrative Calendar").
- B) Secretary's report-back: Bob Massey's debt remains on books (never cancelled).
- C) Fancy House purchase?
- D) Ailanthus' Mission Statement

V - Announcements:

- A) Russel Shoatz (Shofam) will do small jobs at LCA houses free (you provide materials).
 - B) Percolator is having a party Friday night, September 14th.
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MINUTES

I - Regular Agenda Items:

A) ACTION: Walk-thru inspection SEVERAL ITEMS NEED CORRECTION

The walk-thru inspection identified several safety/insurance items needing correction:

1. Basement smoke detector could not be located.
2. Basement extinguisher certification expired August 2005.
3. Basement stair light bulb needs replacing - borderline stairway lighting.
4. 1st Floor extinguisher certification expired August 2005.
5. 2nd Floor extinguisher certification expired October 2005.
6. 3rd Floor extinguisher certification expired _?_ 2005.
7. 3rd Floor smoke detector needs mounting per code (where smoke will flow)
8. Attic extinguisher was not located.
9. Attic smoke detector needs new battery.

ACTION ITEM: Shofam correct inspection issues.

Miscellaneous maintenance items were also noted during the walk-thru, including

1. Major roofing issues.
2. Stairs pulling away from party wall.
3. High humidity in basement.

B) SCHEDULING: Next Meeting = General Membership Meeting, October 10th @ Tree House (906 S. 49th Street)

C) REPORT: Community Check-ins

- 1) Tree House (reported by Misia)
 - a. Have 3 quotes on roofing to be done -- will request grant imminently.
 - b. Working on back door repair.
 - c. Jamise (sp?) left and has been replaced by Valerie (sp?), who teaches French.
 - d. One room will be set aside as guest room.
 - e. Someone is or will be fixing up the attic.
 - f. Still working on washer/dryer repair.
 - g. Jennifer arrived after the meeting had adjourned and went over Tree House roofing repair quotes with Robert; they ranged around \$1000 for what would be spot repairs guaranteed 5 years. The companies recommend replacing the whole roof when we can.
- 2) Vortex (reported by Julie)
 - a. Hot water heater finally died - expected. Will replace per \$850 estimate for conventional, tank heater (not \$3500 on-demand heater)
 - b. Steve is considering working on stairs repair -- otherwise: out for bid.
 - c. Mice are terrible!
- 3) Percolator (reported by Ada)
 - a. Red will move out.
 - b. Red's subletter will likely move in.
 - c. Fire extinguishers have been serviced.
 - d. Percolator will likely return unspent balance from their \$4K maintenance budget for '06-'07.
 - e. Problems with coordinating maintenance contracts - getting waste material out of side alley and to dump or wherever.
 - g. Basement leaks - apparently not preventable by the drainage/pump installed by Basement Services
 - i. **ACTION ITEM: Percolator to verify dry basement work performs to specification/guarantee**
 - h. Party tomorrow night!
- 4) 4722 Association (reported by Melanie)
 - a. They met and talked about some maintenance priorities.
- 5) Ailanthus (reported by Robert)
 - a. Hot water heater at end of expected life; minor leaks; budgeting to replace this year.
 - b. Refrigerators door issues.
- 6) Shofam (reported by Russel and Theresa)
 - a. Roof problems worse than previously thought -- \$7-30K repairs estimates. Probably something like \$16K. Will request grant.
 - b. Doing misc. plumbing, electric work.
 - c. Theresa returning? -- Will she remodel back 'shed' area as she intends?

We hashed out a little of the question, which had Theresa pro and Russell apparently con. After some clarification of what the issue was, it was clear that the issue was for Shofam to resolve internally. Robert suggested that someone in the LCA could serve as a facilitator for discussions, if they want that.
- 7) Nyumbani (report via email after the meeting)
 - a. APPENDIX B "Nyumbani Check-in"

D) REPORT: Finance Report (from spotty memories)

The Board collectively remembered that there were no agenda items triggered by finances reported, and that the balance available for maintenance grants was around \$7K.

II - Business Forwarded from August Meeting:

NONE (who was that awesome facilitator?)

III - New Business:

A) DISCUSSION: Plan for September 23rd Progressive Dinner

- 1) ACTION ITEM: Misia and Ada will coordinate to provide a printable invitation and email an invitation to the LCA list-serve.
- 2) ACTION ITEM: Robert will print and distribute announcement/invitations to each house (or return to Misia to distribute).

B) DISCUSSION: Plan, and Propose the Agenda for General Membership Meeting

- 1) The Board approved a suggested agenda as follows:
 - a. Elect officers
 - i. To President, Secretary, Treasurer, VP/Facilitator and Keeper of Artifacts, we added:
Volunteer Coordinator, and
House Maintenance Rep's.
 - b. Approve 2007-2008 Budget.
 - c. Confirm \$50/month/community inflationary cost-share increase per presumption as of our last General Membership Meeting.
 - d. Establish committee to finalize and then maintain a Member Orientation Packet to include information for members and communities.

2) ACTION ITEM: Ada (or ?) volunteered to make up a printed announcement for the GMM, to be distributed at the Sept. 23rd Progressive Dinner.

The meeting adjourned around 9pm.

"Appendix A"

LCA Administrative Calendar

APRIL 2007

April 25, 2007

LCA Board Meeting

MAY

May 2:

* Community financial management skill-sharing, location TBD

May 16:

* Community financial management skill-sharing, at Tree House

May 31:

* **LCA Board Meeting**

JUNE

TBA

LCA Board Meeting

JULY

July 5:

LCA Board Meeting

AUGUST

8/2/07

LCA Board Meeting

* Schedule October General Membership Meeting

* Review Q3 Finance Reports

SEPTEMBER

9/13/07

LCA Board Meeting

REGULAR BUSINESS

*Schedule October GM meeting

*Schedule November Board meeting

*Delegate organizing responsibilities for 'OCTOBER BOARD TO-DO's' (see October).

*Agenda for October GMM meeting

NEW BUSINESS

*Progressive Dinner update

*Schedule Finance Mangers' Meeting for later this month

*Secretary's report: Bob Massey's debt was never cancelled (only Greyskull debt and Jubilee reports, Board monthly meeting 5/31/07)

TBA

Community Finance Managers' Annual 'Budgets-Review' Meeting

9/23/07

Progressive Dinner

* Nyumbani ap's

* Tree House main course

* Shofam dessert

OCTOBER

10/10/07

LCA General Membership Meeting

- REGULAR ITEMS:

- * Election of officers (add house Maintenance Rep's, Volunteer Coordinator)
- * Approve Budget
- * Ratify ~\$50 annual inflationary cost-share increase
- SPECIAL BUSINESS:
- * Recruit committee to finalize and then maintain a new member/new community information packet

OCTOBER BOARD TO-DO's:

- * Administrative Orientation/New Member Orientation on LCA Governance (Extra meeting, specifically open to all membership?)
 - Read the by-laws together and discuss for clarification (propose amendments?)
 - What's consensus? What are our rules of order, for difficult discussions when we actually will need them?
 - Where can you find information?
 - What are the tools, privileges and responsibilities of Board members and officers?
- * Transfer access authorization as appropriate, to all
 - Bank accounts
 - Safe deposit box(es)
 - Computer software/online account(s)

NOVEMBER

TBA

LCA Board Meeting

- * Review Q4 (year end) Finance Reports (Due [Oct. 31])
- * Discuss any budget issues that arose during discussions at Finance Managers' meeting

DECEMBER

NO LCA BOARD MEETING AND/OR RETREAT - ?

JANUARY 2008

TBA

LCA Board Meeting

FEBRUARY 2008

TBA

LCA Board Meeting

- *Schedule Finance Managers' meeting for March

MARCH 2008

TBA

LCA Board Meeting

TBA

Community Finance Managers' Annual 'Home Economics' Brainstorm Meeting

APPENDIX B "Nyumbani Check-in"

From: NBlack@afsc.org
Subject: RE: [LCA] MINUTES--LCA Board Meeting 9-13-07
Date: September 14, 2007 11:35:23 AM EDT
To: lca@lists.riseup.net, robmonk@banecorp.com

I am sooo sorry that I missed last nite. I completely forgot. My boss recently resigned and is moving to New Orleans and I was at her apt till after midnight helping her pack!!.

As an after update.

Nyumbani- Cam moved in!!!!. My daughter Mamie and Jabir are in Dubai and may stay there, so we are facing big decisions in the near future about our status.. move or seek new members of the community?

Finance- MO came and gave us estimates for sealing and insulating up the shed. High estimates but we were poised to have him start on the windows next week. But we now have a plumbing issue in the 3rd floor bathroom. A leak from a cracked pipe that effected the drop ceiling in the 2nd floor before we noticed it. A plumber is there today, so depending on how much that costs, we hope to move on the shed in another week or two. Crossing fingers.

Still trying to catch up on the \$300 behind in cost share. Maliks starting college has been a big financial challenge. Hope to be back in track again soon.

Really very sorry about last nite.

Peace

Naima Black
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Appendix C - "LCA Finance Report"

September 2007 Financial Report:

Who owes what:

Ailanthus -- All paid up

Nyumbani -- Owe \$52 (Aug'06 Cost Share) & \$300 from July & Sept. Cost Share, \$1384 unspent maintenance money, Q3 receipts

Percolator -- Owe Q3 financial report

Quilumbo Shofam -- Owe \$10 from July & Sept. Cost Share, Q4 (05-06) & Q3 Financial Report

Tree House -- Owe \$469.99 (Oct 05) Cost Share, Receipts from Q2&3, final 05-06 Financial Report & Q3 Financial Report

Vortex -- All paid up

4722 -- All paid up

Pentridge Children's Garden -- \$213 this year's property tax

Harmony House -- Owe Jun06, Jul06, Sept, Oct, Dec, Jan, Feb, April-Sept. loan installments (received a payment in 8/06, 11/06 & 3/07)

Harmony House -- \$10976 Debt from FY03-04 & 04-05 & 05-06 (Original Debt was \$7600 in Owed Cost Share + in \$5076 Owed Maintenance, so far they have paid \$1600)

Current Balance:

\$11550 in our general fund (This can be used for maintenance grants)

\$10,000 in our emergency fund (the goal is to have \$10,000 for emergency maintenance)

\$8400 set aside for our property taxes which are due in February (I am setting aside \$1200 a month)

\$5000 set aside for insurance down payment

Agenda Items:

Notes:

\$800 was sent to Garth Gill for furnace work at Percolator