

Co-op Coalition Survey: Board Meetings and Committees

Thanks to the 9 members who provided information about who their co-op board meetings and committee structure. Following are the 2 original questions and the table of responses.

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 In a message dated: Mon, Sep 17, 2018 9:09 am, CooperativesDC.org wrote:

A Coalition member wants to know how often other co-op boards meet and committee structures. The questions follow, below. Please reply with your response by Friday, October 5. Thanks for helping one another!

I have two questions that would be helpful to get views from other coop associations.

1. *Do most coops have monthly Board of Directors' meetings, or do they typically meet less frequently like bi-monthly or quarterly?*
2. *Do these Boards have a committee structure such that all Board members are assigned to a Committee or chair a committee, like a Finance Committee, Governance, maybe Building Operations or the like?*

<50 units	Board meets at least once a month and more frequently when needed. Committees are formed when needed and may include owners not on the board.
<50 units	Our board meets monthly. We also have various shareholder committees that report to the board. Board members can be on committees but they do not lead the committees.
<50 units	1. Our board meets monthly, and if there's something pressing, we either vote via e-mail or have an additional meeting, so there are times when it's twice a month. 2. We have tried committees as a way to try to get more coop member-owners active in building management issues, but we have a hard enough time in a building of our size (32 units), keeping enough people on the Board for it to function, much less having additional people on committees. When there is a large issue, we have used an additional committee to help gather information, build consensus, and contribute to making a major decision.
<50 units	During the summer months we meet every other month. The rest of the year is every month. We have a president, Secretary and Treasurer. We don't have committee assignments outside of that.
<50 units	1. We have about 7 meetings a year. Used to have monthly meetings, but that was really more than we needed. 2. We have Finance, Beautification and Capital Improvements Committees; and we will establish ad hoc committees from time to time. Our preference is for them to be chaired by a Board member; but this is not an absolute requirement.
50 – 99 units	1. Our Board meets monthly and meetings are open to all shareholders. Minutes are taken and distributed to shareholders before the next meeting. We have a Special Shareholders meeting once a year to elect new Board members. 2. Yes, we have a Finance Committee, Property Committee, Landscape Committee, Nominations Committee (for recruiting new Board members) and Residents Committee (for interviewing and approving new shareholders). There is at least one Board member on each committee, and

	the Treasurer typically chairs the Finance Committee. Minutes are taken at each meeting and filed on our electronic Google Docs filing system. The committees are responsible for making recommendations to the Board.
100 – 199 units	1. Yes, 1/month 2. Yes.
200+ units	1. Monthly. If necessary, additional meetings are called. 2. Committee chairs and members are non-board members. Each committee—permanent and ad hoc—has a board member who serves as a board liaison to respond to committee concerns and to take any committee recommendations to the board.
200+ units	a) Monthly Board meetings (open to members) and monthly mid-month working sessions (not open). b) Have numerous committees: Finance, Property & Administration, Activities, Marketing, FitnessCtr/Pool. Former committees: SW Affairs, Leasing, Security, Committee on Committees (charged with staffing the other committees). A Board member usually volunteers to be liaison to a committee (or two) of interest. Typically, the Treasurer is liaison to the Finance Committee.