

Co-op Coalition Survey: Minutes

Thanks to the 19 members who responded (below). In a nutshell, 9 co-ops use "Action" minutes and only 2 use "Verbatim" minutes, with the balance having a combination of the two forms depending on the need.

Thanks for responding!

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In a message dated: Mon, Jul 8, 2019 4:22 pm

A Coalition member has questions concerning board Minutes:

1. Are your Board Minutes "action minutes" (i.e., limited to actions or votes taken by the Board) or are they "verbatim minutes" (i.e., in addition to votes, Minutes include debates, discussions, comments, and other information discussed at board meetings whether or not they are related to a motion and/or vote)?
2. Are your Board meetings open or closed to co-owners? (If closed, stop here; if open, continue)
3. Are resident comments at board meetings recorded (e.g., audio, video, written) or not recorded?
4. Are resident comments at board meetings included in the Minutes or not included in the Minutes?
5. If the resident comments are not made part of the Minutes, how, if at all, are they memorialized?

Please "Reply" by COB Friday, July 19. We will provide the results to everyone a few days later. Thanks for helping out one another!

DC Cooperative Housing Coalition
www.CoopsDC.org

Serving the District's cooperative housing community since 1984

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<25 units	<ol style="list-style-type: none"> 1. Board minutes really just take the form of notes that the Secretary deems important. Sometimes we just summarize our minutes of what was decided and other times we provide a little bit more context. In any case, we always ensure that any action items result in some form of documentation. 2. Board meetings are technically open to the Membership but we sometimes just take executive action to make decisions as a Board. Anything that will result in a substantive change to operations or anything that requires more than \$1,000 from our funds requires notification and approval from the Membership. The annual meeting is open to everyone (including resident non-owners) but only Members may vote. 3. Resident comments at board meetings are not recorded but we do try to summarize what was discussed. 4. Resident comments at board meetings are summarized in the minutes, if appropriate. 5. Because resident comments are summarized, we do not necessarily memorialize them in the form of recordings or through excess details of the discussions.
<25 units	<ol style="list-style-type: none"> 1) We record action minutes with some comments. 2) All our board meetings are open to shareholders, except if we need to go to executive session for an employee matter. 3) We do not video or audio record any comments or discussions at the board meetings. 4) Our agenda includes an item for shareholder comments. Generally we include a short comment or subject of the comment in our minutes. Occasionally we attach a specific written comment to the

	<p>minutes. If the shareholder comment is in relation to an item on the agenda, we ask the shareholder to wait until that item is discussed by the board to ask a question or make a comment.</p> <p>5) They are mentioned in the minutes but complete statements are not always included.</p>
<25 units	<ol style="list-style-type: none"> 1. Our minutes do not reflect all discussions but may, from time to time, include some discussion for information purposes. 2. We allow spouses/significant others who reside with a member to attend but they cannot vote. 3. Yes, we allow community input at the end of the meeting and those comments are recorded. 4. Yes 5. NA
<25 units	<ol style="list-style-type: none"> 1. Our minutes are "Action Minutes" plus updates on status of Board projects underway. 2. Our meetings are closed--Board members only.
25 – 49 units	<ol style="list-style-type: none"> 1. Ours are a hybrid: they include votes/actions and also brief summaries of discussions, comments, etc. They are distributed to the resident email chain along with the treasurer's and president's reports and also archived electronically. 2. Our meetings are open to co-owners and other residents (such as sublease tenants). 3. They are summarized in the minutes but not taped or written down word by word. 4. They are summarized and included in the minutes. 5. See 4
25 – 49 units	<ol style="list-style-type: none"> 1) We have summary minutes that capture discussions but not in detail. 2) Our meetings are open to residents except for any portion during which an issue relating to a particular resident is being discussed. 3-5) All discussions are noted in minutes.
25 – 49 units	<ol style="list-style-type: none"> 1. Our minutes are taken in a Robert's rules style and list the action items and new items introduced for discussion. Elaborate notes and details of discussions are deliberately excluded from the minutes with only the topic of the discussion and the action/decision taken (if any). We also include if a Board member has recused themselves from the discussion/vote due to a conflict of interest (such as an issue that is questioned to be a cooperative financial responsibility limited to their single unit). 2. They are open to co-owners 3. Only if a new topic/agenda is introduced. They are recorded as guests attending the meeting within the minutes and are able to participate in discussions but voting authority is limited to the Board itself. 4. Only if a new topic/agenda item is introduced to the Board for discussion and/or vote. 5. General comments/discussion made by the Board or guests of board meetings are recorded. However, if comments introduce a potential agenda item for the current meeting or a future meeting they are recorded as an action item for follow up.
25 – 49 units	<ol style="list-style-type: none"> 1. Our minutes are somewhere between 'Action' and 'Verbatim.' We include content of our discussions - which might lead to action, or further study, or a decision to take no action - but do not attempt to record word-by-word what is said by every participant. 2. Our regular monthly meetings are open to members. We provide our agenda in advance via email and encourage their participation. As above, we would include information if a salient point is made by a member. Their attendance at the meeting is noted in the minutes. Subcommittee meetings might or might not be open - recommendations from the subcommittees come to the monthly meetings for vote.
25 – 49 units	<ol style="list-style-type: none"> 1. "Verbatim". We don't include every single point of discussion; but we do include accounting of our discussions, and not just votes taken. 2. Open.

	<ol style="list-style-type: none"> 3. Not recorded. 4. Resident comments may be reflected in our minutes. 5. NA
25 – 49 units	<ol style="list-style-type: none"> 1. Action minutes 2. Open, though members rarely attend 3. Not recorded 4. Those made at the annual general meeting and any special meetings are paraphrased; they'd be included in Board minutes if they led to an action item. 5. N/A
50 – 74 units	<ol style="list-style-type: none"> 1. Action minutes. 2. Open, but as a practical matter almost never attended by non-board shareholders. 3. Not recorded. 4. Anonymously summarized (i.e. "an attending shareholder noted that..."). 5. Usually, shareholder comments or issues come to us via a dedicated email address for the Board and these emails (and internal discussion emails about the comment) are retained.
50 – 74 units	<ol style="list-style-type: none"> 1. Since we are a small building, our minutes are taken verbatim, with comments and discussions included to regular business items. 2. We hold meetings on a monthly basis and they are open to all members to attend. 3. The Secretary records all votes and comments at the meeting by either hand written notes or typing on laptop. 4. Most all of the resident comments/suggestions are included in the minutes. We use this as a tracking tool for follow up.
75 – 174 units	None
175 + units	<ol style="list-style-type: none"> 1. They are both, but I use them as action items for both the board and management. 2. Open, but the meeting is only for the Board. 3. Not usually, but depends on who and what the issue is. 4. Seems like the same question as 3. 5. They are not.
175 + units	<ol style="list-style-type: none"> 1. Our minutes are action minutes. 2. Our meetings are closer to the membership.
175 + units	<p>Our previous President brought in a professional parliamentarian and minute taker, that took care of all of the excess. I call them law and order! They come with a fee, but so well worth it, before their arrival, we spent half of our meetings debating minutes, bylaws, etc. It is money well spent.</p>
175 + units	<ol style="list-style-type: none"> 1. [unanswered] 2. Open 3. No 4. Not 5. They are not. <p>We use to record and include shareholder comments in the written minutes but recently changed our policy.</p>
175 + units	<ol style="list-style-type: none"> 1. We use action minutes 2. Open to owners and residents 3. We do audio recordings for the purpose of the minutes. Once the minutes are approved, that recording is destroyed as part of our records retention policy 4. We do list them, but in a limited way. We list the resident, their unit, and a short (1 to 2 sentence) description of the topic they talked about. (ex: Alice Smith, Unit #201, commented about the recent increase in bird poop on common area balconies) 5. We do list them in the minutes, but in a limited way. We list the resident, their unit, and a short (1 to 2 sentence) description of the topic they talked about. (ex: Alice Smith, Unit #201, commented about the recent increase in bird poop on common area balconies)

175 + units	<ol style="list-style-type: none">1. Action minutes2. Open3. Not recorded4. Not included5. Written down by the General Manager for his record, but not added to the minutes.
175 + units	[Our co-op's] board minutes report on actions taken. Board meetings are closed.