



ICC Austin Board of Directors Meeting

Thursday, April 11, 2019, 6:00-8:00 PM
 Location: Mezes Hall (MEZ) 0.302 (UT Campus)

Time	Page	Item	Facilitator / Presenter	Action
6:00 (5 min)		1. ENDS POLICY READING, COMMUNITY AGREEMENTS READING & DIRECTOR QUALIFICATIONS CHECK	Lain	LISTEN
6:05 (10 min)		2. MEMBER OPEN TIME	Lain	LISTEN
6:15 (5 min)		3. HOUSE UPDATES	Lain	SHARE
6:20 (5 min)	6 15 19 17	4. CONSENT AGENDA March 28 th Meeting Minutes GMM Minutes Core Values ECC March Timesheets	Lain	VOTE
6:25 (0 min)		5. COMMITTEE REPORTS ECC / GMM / NomCom / Charter Drafting		READ
6:25 (25 min)	21	6. STRATEGIC LEARNING 2019-2023 Budget Discussion, Part 2	Ashleigh	LEARN / DISCUSS
6:50 (5 min)		7. BREAK		ENJOY!
6:55 (35 min)	25	8. STRATEGIC DISCUSSION New Committee Charters	Lain	DISCUSS
7:30 (5 min) (20 min)	32 34	9. GOVERNANCE NASCO Housing Proposal ED Evaluation, Part 1	Lain JT	LEARN DISCUSS
7:55 (5 min)		10. MEETING SUMMARY	Lain	SHARE
8:00		11. ADJOURN	Lain	

ICC Austin Board Community Agreements

Agreements toward generative discussions consistent with cooperative values.

Act cooperatively and collaboratively.

Engage in inquiry before judgment.

Speak your truth kindly.

Acknowledge intention while recognizing impact.

Speak and act respectfully toward everyone.

Think systematically and structurally.

Be aware of your privilege and how it shows up; don't use it to make a point or dominate space.

Listen with curiosity and openness.

Don't interrupt; respect the stack.

Move up; move back.

Use a racial and social equity lens: Avoid weaponizing oppressions, assuming identities or experiences, comparing oppressions, and silencing techniques.





ICC AUSTIN
COOPERATIVE HOUSING FOR STUDENTS • NOT FOR PROFIT

Ends Policy

(revised and approved 8/3/17)

The purpose of ICC Austin, a Texas non-profit corporation, is to create a mutually beneficial, diverse, and inclusive community so as to promote the transformation of society toward cooperation, justice, and non-exploitation. To achieve this vision, ICC Austin provides affordable housing to students, primarily those who might otherwise be unable to secure higher education, on a cooperative basis, in an environment that enhances member education, encourages the formation of long lasting communities, and fosters responsible citizenship.

Identity Affirmation

(Confirmed by the Board in March 2018)

ICC Austin provides affordable housing to students and exists as an anti-racist organization that applies a social justice and equity lens to its structures, policies, language, and strategic plan.

Distilled Ends (Mission / Vision)

Our **mission** is to provide quality, affordable, and healthy cooperative housing for students with financial need.

Our **vision** is to promote the transformation of society towards cooperation, justice, and non-exploitation.

Packet Notes

READ THIS FIRST

to get the big-picture view of the meeting and other useful information!

Items in bold labeled “meeting preparation” indicate new tasks that Board Directors should work on prior to the meeting.

1. ENDS POLICY, COMMUNITY AGREEMENTS READING, & DIRECTOR QUALIFICATIONS CHECK

2. MEMBER OPEN TIME

During Member Open Time, ICC Austin members and others are invited to speak briefly to the Board on any matter that is important to them.

Member input during Member Open Time serves to provide the Board with useful feedback and ideas for future meetings. If you can't make it to the meeting in person, there are many other avenues available including talking to your house Board Rep, having someone else attend on your behalf, emailing the ECC (ecc@iccaustin.coop), emailing the entire Board (board@iccaustin.coop), attending an ECC meeting, etc.

All comments made during Member Open Time will be addressed by the ECC in their written and/or verbal committee report at the following Board meeting. Member Open Time will rarely change the Board agenda.

3. HOUSE UPDATES & OPENING ROUND ROBIN(S)

Briefly share house updates that would enrich the knowledge and function of other houses, e.g. how the house successfully mediated a conflict, or how two houses cooperated to start purchasing food in bulk. We may go around the room twice so that all questions can be answered. **Outcome:** General information sharing and loosening up for meeting conversation

Please be prepared to discuss these question(s): How did your house feel about GMM?

4. CONSENT AGENDA

As always, please attempt to have any clarifying questions resolved prior to the Board meeting by contacting the Executive Coordinating Committee (ecc@iccaustin.coop) and/or your ED (ashleigh@iccaustin.coop). However, any item may be pulled from the Consent Agenda if you believe substantive discussion is required. Otherwise, the items on the Consent Agenda will be passed as a group without discussion so that the Board can spend their time on more important matters. **Outcome:** The Board efficiently approves material not needing discussion.

5. COMMITTEES

ECC has provided a written report.

Meeting Preparation: None. **Outcome:** Board is updated on committee work.

April ECC Report

March was a busy month for ECC! Most notably, the Spring GMM went smoothly and members found it to be a positive experience. Although attendance was lower than that of the fall GMM, members who attended enjoyed having thoughtful conversations with folks from the other houses. It was great to see relationships being developed between houses at this event.

Packet Notes

ECC also worked with the staff and Nom Com to put together a qualified slate of ECC candidates. Over the past few weeks, we were in contact with around 30 current members providing information about ECC and answering questions. Six promising candidates, from a variety of houses, backgrounds, and studies, are running for the upcoming three ECC position vacancies. We're eagerly waiting for the results of the election.

The ad hoc ComCom drafted charters for each of the new committees/work groups/teams that are included in this board packet. We planned a 35 minute discussion around these new committees, their role in ICC, and how they will interact with the board. Our goal is to approve the charters and thereby forming these committees, and dissolve any other standing or ad hoc committees this meeting. We also planned for a large chunk of meeting time to be dedicated to helping affirm the identities of each new committee and form their first semester of work by coming up with potential short-term goals and projects for each of them so these brand new committees have a little bit of guidance come fall. We will talk a little bit about recruiting for these committees.

We also wanted to mention the request of a Board member to have the conversation about board turnover that was planned for the 2/7 board meeting but ultimately canceled in favor of a different topic. Due to several large, time-sensitive topics requiring the board's attention last month, we have not been able to include this discussion in any board meetings. However, ECC reached out to this board member about their goals for this discussion to hopefully plan an abbreviated version for the 4/26 board meeting.

As always, ECC meetings are open to any member that wishes to attend. Furthermore, we welcome feedback by emailing ecc@iccaustin.coop.

Cooperatively,
ECC
Ben, Noreen, Lain, Monze

6. STRATEGIC LEARNING

Staff compiled data of house spending and house account balances for the last five years. The Board will engage in conversation about the need for additional house funding. This will also be the final opportunity for the Board to have any outstanding questions answered prior to the final budget conversation later this month. The goal is for the Board to accept the budget and rate/fee approval by April 25th.

Meeting Preparation: Review the information provided. **Outcome:** The Board has an opportunity to discuss house funding.

7. BREAK!

8. STRATEGIC DISCUSSION

This semester the Board has been reviewing ICC Austin's governance structure. This is a strategic plan strategy under the goal bucket "Improve Organizational Stability". The stated goal is: improve Board governance structure and processes to reduce the organizational vulnerability created by regular and significant Board turnover". Only the Board can achieve this goal.

P a c k e t N o t e s

At the March 7th meeting, the board discussed new committee ideas. The charter drafting committee met and prepared draft committee charters. The Board will review and finalize the committee charters and establish an initial set of goals for the committees to start with in the fall.

Meeting Preparation: Review proposed committee charters. **Outcome:** Board adopts new committees.

7. GOVERNANCE

NASCO Housing Proposal

Lain will present the NASCO housing proposal. **Meeting Preparation:** Read the proposal. **Outcome:** Board considers hosting NASCO institute participants in the fall.

ED Evaluation, part 1

This is the first of two conversations about Ashleigh's performance as Executive Director. At March 28th meeting, she was tasked with preparing a self-evaluation which is included in the packet. The Board will have an opportunity to have a Q&A with Ashleigh about her self-evaluation. **Meeting Preparation:** Review Ashleigh's self-evaluation come prepared with questions. **Outcome:** Board begins ED evaluation process.

ICC Austin Board of Directors Meeting
Thursday, March 28, 2019, 6:00-8:00 PM
Location: 208 Parlin Hall (UT Campus)

Time	Page	Item	Presenter	Action
6:01 (3 min.)		1. ENDS POLICY & DIRECTOR QUALIFICATIONS CHECK	Noreen	LISTEN
6:01 (0 min.)		2. MEMBER OPEN TIME	ALL	SHARE/LISTEN
6:04 (6 min.)		3. HOUSE UPDATES	ALL	SHARE/LISTEN
6:10 (1 min.)	5 14 17	4. CONSENT AGENDA March 7th Meeting Minutes March Occupancy Report B2 Policy Change	Noreen	VOTE
6:11 (10 min.) (1 min.) (1 min.)		5.COMMITTEE REPORTS GMM NomCom Charter Drafting	Lain Ben Noreen	LISTEN
6:23 (79 min.)	End	6. STRATEGIC LEARNING 2019-2023 Budget Presentation, Part 1	Ashleigh	LISTEN
7:36 (5 min.)		7. BREAK		ENJOY!
7:42 (26 min.)	20 27	8. GOVERNANCE March Operations Report ED Evaluation Learning, Part 1	Ashleigh JT	VOTE DISCUSS
8:08 (5 min.)		9. MEETING SUMMARY	Noreen	SHARE
8:13		10. ADJOURN	Noreen	

Board Directors present:

ECC Officers:

- Lain Jackson- President, left at 7:02
- Ben Ayik, Vice-President
- Monze Diaz Treasurer
- Noreen Husain- Secretary

House Representatives:

- Will Hoinoski- Arrakis
- Tristan Heinen- Avalon arrived at 6:04
- Maria Hernandez- Eden
- Jac Alford- Seneca
- Khristian Mendez-- arrived at 6:05

Community Trustee:

J.T. Harechmak

Board Directors absent with communication:

Mekenna Marak- HOC

Claire Morrison- Royal

Olivia Speed- New Guild

Mary Pistorious - Helios

ICC Austin Staff:

Ashleigh R. Lassiter, Executive Director

Laura J. Khalil, Co-operative Experience Director

Other Guests:

Laura Marshall- Minutes

Kason Kebaso- Eden

Nina Rivala - HoC, (left at 7:02)

******Noreen called meeting to order at 6:01******

1. ENDS POLICY READING, COMMUNITY AGREEMENTS READING & DIRECTOR QUALIFICATIONS CHECK

Time allotted 5 mins/ Time spent 2 mins

6:02

2. MEMBER OPEN TIME

6:04

Time allotted 10 mins/time spent 6 mins

No members came forward

House Updates- Round Robin discussion:

1) **How are you promoting GMM to your house?**

2) **Is GMM attendance required?**

Lain: GMM is required at Royal. I made a post about it and have mentioned it. I want to all walk over together

Jac: We had a long session in the house meeting where I talked about it to Seneca. I shared agenda. It's not mandatory, due to people's work schedules.

Monze: I made a reminder, it is mandatory at Arrakis

Maria: It is not mandatory at my house. I bring it up during dinner and in common areas

Nina: At HOC, GMM is not mandatory, but I've discussed it at meetings.

Khristian: At French, it's not mandatory, but we've put it in calendars and the house has been reminded

JT: I will say that I've always found it better to make GMM fun. Wager with your house and make it a fun event.

Tristian: For Avalon, I've talked about it a lot, but it's hard to say how much people will be invested.

Ben: I've been bringing it up casually to my house.

Noreen: I've been talking to my housemates casually about it too.

4. CONSENT AGENDA

6:10

Time allotted 5 min./ time spent 1 min.

March 7th Meeting Minutes

March Occupancy Report

B2 Policy Change

MOTION: Accept consent agenda

Motioned: Khristain

Seconded: Will

VOTE: 10-0-0 ➡ MOTION PASSES

5. COMMITTEE REPORTS

6:11

Time allotted 15 minutes/ Time spent 12 minutes

GMM Committee - Lain:

ECC and Royal housemate will be arriving at 1:30 and setting up. We ask Board Members to stick around afterwards to help clean up. We'll offer some how tos and let them know that the intro at GMM is not the candidate statement. We want to encourage people to run.

Laura: We'll need volunteers for check-ins, evaluations, and clean up.

Assigning volunteers ahead of time:

Check in:

-Jac

-Will

T shirts

-Maria

-Nina

Evaluations

-Ben

-Lain

Clean Up

All

6:22

NomCom- Ben: We've reached out to about 30 different members and over 5 plan on running. No community trustee candidates yet. Working on it.

6:23

Charter Drafting:

Noreen: i sent out a doodle poll for times for the Charter Committee meetings. We should at least meet 1-2 times before the April 11 meeting. If you are interested in being in the committee, let me know.

5. STRATEGIC LEARNING

6:23

Time allotted 45 min./Time spent 79 mins.

2019-2023 Budget Presentation, Part 1

Ashleigh: ICC Austin Budget Presentation

Turn to Ongoing Operations page to follow along

We'll be discussing the Board's role in financial oversight. This will be a learning opportunity with no pressure to vote. Budget should be accepted by April 25th meeting.

Ashleigh summarizes Budget Presentation:

Khristian: We're talking about the next few years, is there a plan for jumping into fundraising? How do we start adding that in?

Tristan: We've been discussing at my house where we put our money, like the ratio breakdown, so I'm curious about that.

Khristian: Some of the Ruth Schulze start up costs could be managed through the UT Resource Recovery and Surplus Property.

Tristan: The Operations Budget is going down/staying the same with inflation. This is effectively reducing operations budget when it feels like it's pretty tight for a lot of houses. Could we increase House Disbursement? We should consider that when talking about raising rent.

Kristian: For the Member Expense Stipends section- I'm curious about house food and supply budgets and if there is a way we can give the houses more food resources. To the extent that we have people touring the houses, occupancy is make or break for the budget, so we could propose different numbers here for higher quality food. It would improve the existing community and perhaps entice others to join ICC.

Would it be useful for us to reach out to those officers who expend those budgets in their own houses?
Can we all do that before the next budget?

Will: It would be interesting to provide all the KM's budgets for each house.

Ashleigh: Will one of y'all email everyone and ask your KM's to provide that?

Noreen: Have you looked into triple rooms?

Ashleigh: There are a few that the rooms would work for that, but it depends on fire codes (very few we could legally triple up).

How are these numbers affordable?

"Affordable"= no more than 30% of income spent on rent -> notice on the chart the difference between actual rent rates vs utilities, food, co-op services.

Despite the rent increase, we've made sure to keep this housing affordable under the HUD definition

Questions:

Noreen: In terms of utilities, is there any attention given to the infrastructure of the houses to reduce utility expenses?

Ashleigh: It's something we're looking at for sure. One of the best things you can do is to reduce your water consumption in the middle of winter. You can pay attention to extreme heating and air conditioner use.

Khristian: Do we get flat rate utilities from the city? There isn't a culture of saving things at my house because people assume it all gets paid for by ICC.

The other thing is, as a grad student, I do not make much a year. I wonder if we could look at these numbers that reflect an MFI for students. Most campus jobs go for \$9-10 an hour, so I would like to see those numbers reflected.

Will: A lot of it comes down to education. [A lot of people don't understand how the thermostat works, so I think it would be really valuable if someone could put together a manual of reasonable utilities usage and how to keep things stable. Putting together a guide would be a good idea.](#)

JT: These are the numbers that HUD issues for affordable housing based on the money HUD gives these places. These are a starting place, so we should definitely reevaluate with student budgets.

We used to do competitions between houses each month on utilities. Whoever saved the most compared to that month last year got money to their general fund from the office. HOC won every time (no one showered).

Monze: So, these numbers are based on full-time workers?

Ashleigh: Yes, they don't release MFI numbers just for students.

Khristain: Maybe once we do that math, we could share that with NASCO and other organizations. I feel like in the US, it's super taboo to discuss money. The more we discuss it, the easier it is to see inequities. Encouraging a culture of discussing money(students make) would help us as an organization, like a focus group. It would be nice to get a picture of student spending.

Tristian: On some level, while all the rates are affordable by these standards, there are lesser and greater needs in our student body. What about more of a sliding scale for rent based on need? There are differential needs and abilities to pay these current rents.

Ashleigh: [Your job will be taking this info back to your houses and getting their feedback.](#) Recognize when we don't raise rent, we're pushing those costs to another generation of ICC members. These rates could always change (go down). We need to be mindful of our whole organization's future.

JT: Valley between '04- '05 was the lost money that occurred from not raising rent. That money went to deferring maintenance. Think about that when we talk about raising rent.

Tristan: Looking at years going forward, there is a 6% raise projected for staff fiscal year 2021 and 3% the following years. Why the 6% raise?

Ashleigh: For 2019-20 we are only giving an inflation increase to staff (2%). Ideally, we try to do inflation plus cost of living which is ~3.5%. The potential increase of 6% makes up for no cost of living adjustment this year. We also do longevity bonuses every 5 years as a congratulations for staff members. It's not an automatic 6% increase and we'll come back to that number next year if it doesn't make sense.

Tristan: I think house operations is really essential looking at percentages from 2016 and proposed to 2023. Our rent goes up by about 18% and house operations only goes up by 10%. I feel like trying to reallocate and match house operations with that amount and keep up as cost-of-living goes up.

6. BREAK-

7:36-7:41

Time Allotted 5 min/ Time Spent 5 mins.

7. GOVERNANCE

7:42

Time allotted 30 min./ time spent 26 mins.

March Operations Report: Ashleigh

Questions:

Khristain: The floor of New Guild (page 21). That seems like a lot of money, and it feels irresponsible to have a party with such an impact on the house infrastructure. We cannot tell members what to do, but we really need to think about the influence of the parties on the house from a financial standpoint.

Tristain: I wanted to get some info on the Ruth Schulze utility operation. How is it moving forward?

Ashleigh: We're working with the city and Austin Water and Austin Energy. We applied for additional money from Uno Trust Fund. We should know by next week if we can get that money. Worst, worst case is us using our emergency funds.

MOTION: Extend meeting until 8:05

Motioned: Noreen

Seconded: Jac

VOTE: 9-0-0 ➡ MOTION PASSES

Tristan: Why are shared rooms the only option for people on need-based financial aid?

Ashleigh: Our rationale is dropping the MFI even more, but we've had conversations about accessing a shared room (equity). This is just a starting point.

MOTION: Accept March Operations Report

Motioned: Noreen

Seconded: Kristian

VOTE: 9-0-0 ➡ MOTION PASSES

ED Evaluation Learning, part 1

7:56

JT: Pages 27-29. One document is a suggested timeline and the other is a survey draft. We put these two documents together as conversation starting points.

Timeline: We will formally request a self-evaluation from Ashleigh, which she'll present next meeting. You will have "homework" on April 12th-21st, where we all will complete the survey. Board will discuss the results of the survey and share with verbal feedback of Ashleigh. May 1st, ECC will present a formal written evaluation. We want to involve the entire Board in the self-evaluations.

Khristian: Is there a format for the self-evaluation?

Ashleigh: We have one for our staff as well as the monitoring report summary.

Khristain: Can we add how the Board can best support you going forward? There might be aspects of your work that you are not particularly aware of, so I don't know how that would work, but it's something to think about.

JT: I think that would be a place where the Board Survey could help.

Board Survey: (page 28) Multiple choice and free response questions. The free response will be a way for you to speak to accomplishments and focus areas you would be most interested in seeing.

Tristain: We had those goals stated in the beginning when you were hired, Ashleigh. How will this fit in?

Ashleigh: We had those conversations where I shared some goals based on the Strategic Plan, partly reflected here, but I can reflect on them in my self evaluation.

MOTION: Extend meeting until 8:15
Motioned: Khristian
Seconded: Noreen
VOTE: 8-1-0 ➡ MOTION PASSES

MOTION: Board tasks Ashleigh with self-evaluation adding in the concerns from the Strategic Plan (evaluating performance at the 6 month mark) and adding a section on how the Board can best support the Executive Director
Motioned: JT
Seconded: Will
VOTE: 9-0-0 ➡ MOTION PASSES

8. MEETING SUMMARY

8:08

Time Allotted 5 min. / Time Spent 5 min.

Jac: I thought this was a really good meeting, the first time we went over time this semester. ECC is doing a good job of leading meetings.

Monze: I like the talk on rent and learning the reasoning behind increases. I like that ECC facilities, but we could be better with time.

Will: It was a very efficient meeting.

Maria: I think the financial data was very intense and definitely necessary. Thanks for breaking it down, Ashleigh.

Kason: This was my first meeting- really enlightening! Very organized and in depth.

Khristain: Great meeting. I'm aware that I take up a lot of space when I talk and I want to mention that. Happy with the meeting.

JT: This was a great meeting, thanks for sticking with it! Heavy topics.

Tristian: This went pretty well. I'm interested to see how conversations around the House Operations budget will go, as it was a big concern for Avalon. Looking forward to getting more time to talk about the budget. I'm excited for an administrative solution to Ruth Schulze start-up costs.

Laura: Good meeting. Thanks Ashleigh for the budget presentation. Tell your houses about GMM. Appoint someone to walk the house over. A consent workshop is happening 4/10 at Helios.

Ben: Very eager to take this info to my house.

Ashleigh: Thanks! Sorry for going over time. Thanks for bearing with me.

Noreen: Great presentation, Ashleigh, and good meeting overall.

9. ADJOURN

Noreen adjourned the meeting at 8:13

Tasking Summary:

- 1) Houses ask KMs to provide house budget on Loomio
- 2) Staff puts together a manual of reasonable utilities usage for houses. (summer work)
- 3) Discuss info about ICC rent and operations budget with your house and get their feedback.
- 4) ED Evaluation Timeline and Survey forthcoming on Loomio

General Membership Meeting Minutes
University Presbyterian Church, 2-4, 3/30/19.

2:15 Lain called everyone together for the Ends Policy Meeting

Attendance Count taken at 3:10

Arrakis= 6/19 = 31.5%

Avalon= 7/21 = 33.3%

Eden= 2/14 = 14.3%

French House= 4/19= 21%

Helios= 0/18 = 0%

House of Commons= 7/27 = 25.9%

New Guild= 10/31= 32.3%

Royal= 9/16 = 56.25%

Seneca Falls= 2/19 = 10.5%

Ideas discussed:

- Institutional memory- lack of it with houses and staff is often forced to keep saying the same thing as “classes” graduate and new ones move in
- Fairness/ perceived value of rooms vs actual pricing
- House Culture- comparing houses and perceptions of houses.
- Party vs non-party house and the effect on house culture
- How would substance-free housing work?
- What does actual affordability look like?
- House officer positions - changing education officer
- Aftermath of parties
- inter-house bake sale, surplus, shared house u-haul, a lot of talk about the budget

Ideas Shared with the group

- 1) HOC Labor System- Seems to be more communal for improving the house, vs blaming individuals for their failure to do labor
- 2) House Culture Check-Ins during the semester- brings to the surface issues and helps people feel comfortable, creating an environment where people feel like they can share their thoughts
- 3) House Culture as something that is assumed and doesn't change, but it can and these meetings give the house the freedom to discuss before issues arise
- 4) Affordability- How we could make ICC better for people who self-support and how we can be actually affordable vs on paper affordable, for students who pay their own bills.

More doubles and having the doubles more deeply discounted. The more people share a room, the more cooperative the vibe is.

- 5) Affordability- Some houses have a lot of wealth in their savings, what if the houses offered scholarships through their house savings accounts. Ways to use house savings to further equitability.

ECC Introductions:

- Zack Lewis- New Guild
- Kason Kebaso- Eden-
- Nina Rivela- HOC
- Lucian Smith- Helios- video

March 2019 – ECC Timesheets

LAIN	ECC					
Date	Start Time	End Time	Time	Committee	Meeting	Tasking
3/7/19	6:00 PM	8:00 PM	2:00:00	ECC	Board	
3/14/19	9:30 AM	11:45 AM	2:15:00	GMM		Met with Ashleigh about board and committee structure
3/14/19	12:30 PM	2:45 PM	2:15:00	GMM		Created/worked on ECC candidate info/process
3/14/19	5:30 PM	8:00 PM	2:30:00	ECC	ECC	Meeting + work on agenda/prep
3/17/19	3:00 PM	3:30 PM	0:30:00	ECC		Tasking
3/19/19	9:30 AM	10:00 AM	0:30:00	GMM		Created ECC candidate info/process
3/23/19	9:00 AM	10:30 AM	1:30:00	ECC		Tasking; email, GMM planning, etc.
3/26/19	11:00 AM	12:15 PM	1:15:00	GMM		GMM board meeting discussion preparation; general board prep
3/28/19	5:30 PM	7:00 PM	1:30:00	ECC	Board	Preparation, left meeting early
3/29/19	9:00 AM	11:30 AM	2:30:00	ECC		Meet with Ashleigh to prepare for GMM presentation
3/29/19	1:00 PM	4:30 PM	3:30:00	ECC		Worked on ECC candidate info, planned for GMM
3/30/19	1:30 PM	4:15 PM	2:45:00	ECC	GMM	GMM with set up and clean up time
			0:00:00			
Total Time:			23:00:00	x \$10 =	\$230.00	

MONZE	ECC					
Date	Start Time	End Time	Time	Committee	Meeting	Tasking
3/7/19	6:00 PM	8:00 PM	2:00:00	ECC	Board	
3/25/19	12:00 PM	1:00 PM	1:00:00	ECC		Reaching out to potential ECC candidates
3/28/19	6:00 PM	8:15 PM	2:15:00	ECC	Board	
3/30/19	1:30 PM	4:00 PM	2:30:00	ECC	GMM	
			0:00:00			
Total Time:			5:45:00	x \$10 =	\$57.50	

BEN	ECC					
Date	Start Time	End Time	Time	Committee	Meeting	Tasking
3/6/19	10:00 AM	11:15 AM	1:15:00	NomCom	NomCom	Meeting + Tasking
3/7/19	6:00 PM	8:10 PM	2:10:00	ECC	Board	
3/9/19	12:30 PM	1:00 PM	0:30:00	NomCom		Emailed members about ECC openings
3/9/19	3:30 PM	3:45 PM	0:15:00	NomCom		Answering emails
3/13/19	9:30 AM	10:00 AM	0:30:00	NomCom	NomCom	
3/14/19	6:00 PM	8:00 PM	2:00:00	ECC	ECC	
3/18/19	9:55 PM	10:10 PM	0:15:00	NomCom		Answering email
3/21/19	9:05 PM	9:15 PM	0:10:00	ECC		Writing summary of past facilitation pros
3/24/19	11:05 PM	11:20 PM	0:15:00	NomCom		Answering email
3/28/19	5:30 PM	8:15 PM	2:45:00	NomCom/ECC	NomCom & ECC	
3/28/19	12:20 PM	12:30 PM	0:10:00	NomCom		Answering email
3/30/19	1:30 PM	4:00 PM	2:30:00	ECC	GMM	including set up time
			0:00:00			
Total Time:			12:45:00	x \$10 =	\$127.50	

NOREEN	ECC					
Date	Start Time	End Time	Time	Committee	Meeting	Tasking
3/7/19	6:00 PM	8:00 PM	2:00:00	ECC	Board	
3/14/19	6:00 PM	8:00 PM	2:00:00	ECC	ECC Meeting	
3/28/19	6:00 PM	8:00 PM	2:00:00	ECC	Board	
3/30/19	1:30 PM	4:00 PM	2:30:00	GMM		
3/28/19	4:00 PM	5:00 PM	1:00:00	ECC	Charter Committee	Created doodle poll for charter committee, wrote emails to people
			0:00:00			
Total Time:			9:30:00	x \$10 =	\$95.00	

ICC Austin's Core Values

COMMUNITY

- We work to create space for everyone. We actively strive to build an environment where everyone of any race, ethnicity, class, age, religion, sexual orientation, gender identity, weight, height, accessibility needs, or country of origin feels welcomed and seen.
- We support each other and give everyone a chance to learn and to improve because we believe our collective growth is the key to societal transformation.
- We collaborate to build healthy house cultures and a community where everyone feels safe, comfortable, and supported.
- We value our broader community and actively work to build and maintain positive relationships to produce the change we want to see in the world.
- We are thoughtful of our impact on the environment and prioritize sustainable practices whenever possible.

EQUITY

- We actively and intentionally work to challenge and disrupt existing power inequities and structures - recognizing that they are racially-based.
- We acknowledge and celebrate the strengths and differences in others, and do not assume that the ways we are used to doing things are the only correct ways to do things.
- We aspire to be thoughtful of accessibility needs when coordinating house and ICC-wide logistics, events, and activities.
- We create environments that allow for voices that are often less heard to be prioritized, including checking in with those who tend to be quieter, and asking more dominant voices to do more listening.
- We believe everyone should have access to higher-education. We ensure our housing is affordable to reduce the financial burden of attending college.

COOPERATION

- We believe in the value of working collaboratively and collectively - achieving together what may not be possible alone.
- We maintain our organization for future generations. We are good stewards of our physical houses - leaving them in better condition than we inherited them.
- We recognize our impact on others and hold ourselves and each other accountable to our community values and agreements.
- We support healthy democratic process by fostering generative conversations, ensuring transparency of information, encouraging dissenting opinions, and respecting voting outcomes.
- We understand that sharing yourself - time, talent, resources - is fundamental to cooperation and we express gratitude for each other's gifts.

House Spending Summary & Evaluation

Average Total Spending Per Member Per Month (\$s)

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19*	Average
Arrakis	109	130	118	138	104	122	120
Avalon	130	123	124	118	114	125	122
Eden	126	132	113	101	124	127	121
French House	131	117	146	92	127	136	125
Helios	137	126	109	110	112	106	117
House of Commons	111	128	138	98	120	132	121
New Guild	133	117	119	113	134	122	123
Royal	124	129	118	108	107	119	117
Seneca	124	122	108	116	129	119	119
Average (all houses)	125	125	121	111	119	123	121
Monthly Funding	120	120	120	120	120	125	

*june - dec

Average Groceries & Household Goods Spending Per Member Per Month (\$s)

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19*	Average
Arrakis	92	111	94	125	86	91	100
Avalon	105	101	103	94	92	107	100
Eden	115	110	101	83	93	107	101
French House	117	95	118	75	107	118	105
Helios	124	110	95	93	100	90	102
House of Commons	106	111	118	93	114	114	109
New Guild	111	96	102	101	104	106	103
Royal	117	111	106	94	96	95	103
Seneca	115	109	103	99	116	100	107
Average (all houses)	111	106	105	95	101	103	104

Average Internet Spending Per Member Per Month (\$s)

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19*	Average
Arrakis	5	5	5	7	8	8	6
Avalon	9	9	9	15	9	12	10
Eden	7	11	10	9	18	18	12
French House	5	4	5	8	5	5	5
Helios	7	7	7	7	7	8	7
House of Commons	3	3	4	2	2	3	3
New Guild	14	13	5	4	7	8	8
Royal	4	5	6	7	5	7	6
Seneca	4	4	2	3	3	5	3
Average (all houses)	6	7	6	7	7	8	7

Average Non-Grocery/Household Goods Spending Per Member Per Month (\$s)

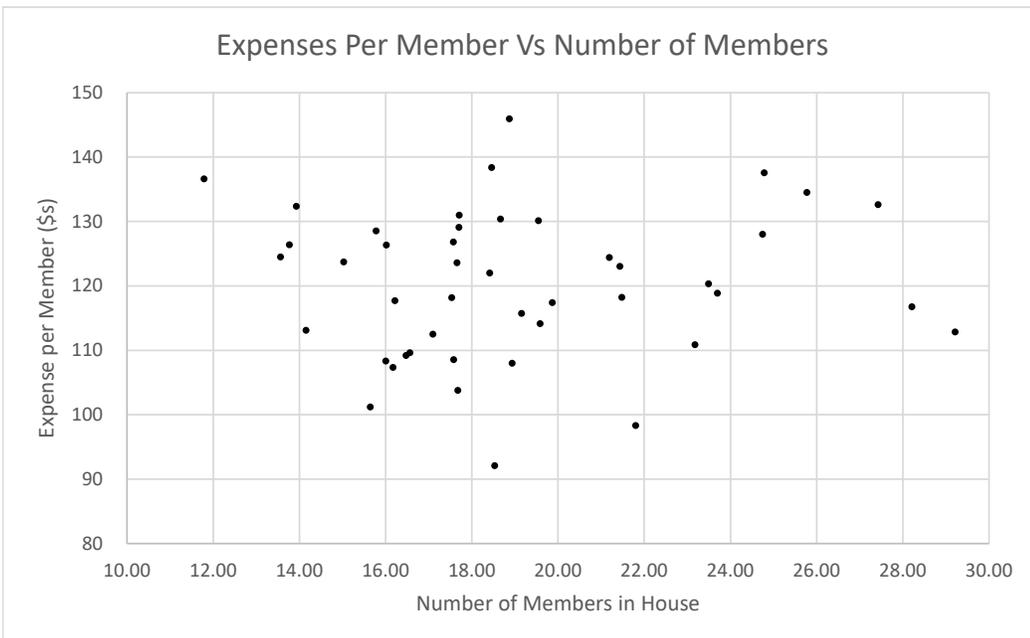
	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19*	Average
Arrakis	17	19	24	14	18	31	20
Avalon	26	22	21	24	22	18	22
Eden	12	23	12	18	32	20	19
French House	14	23	28	17	20	18	20
Helios	13	16	14	17	13	17	15
House of Commons	5	17	20	5	7	18	12
New Guild	21	21	17	12	30	16	20
Royal	7	18	11	14	11	24	14
Seneca	8	13	5	16	13	18	12
Average (all houses)	14	19	17	15	18	20	17

Discretionary Funding and **May 31** Discretionary Account Balances

YEAR	MONTHLY FUNDING (\$)	ENDING BALANCE (\$)
2007	110	30,301
2008	113	27,010
2009	115	42,029
2010	115	49,306
2011	115	58,858
2012	115	57,722
2013	115	57,564
2014	120	75,739
2015	120	53,111
2016	120	45,604
2017	120	52,242
2018	120	50,419

House Account Balances **Dec. 31**

	2013	2014	2015	2016	2017	2018
Arrakis	14,691	14,989	11,420	4,987	6,159	7,083
Avalon	7,971	9,608	6,133	4,753	5,113	5,751
Eden	6,206	4,155	1,481	5,270	4,897	4,612
French House	15,325	14,358	9,628	7,427	8,340	3,981
Helios	2,989	5,563	1,552	4,091	2,804	7,684
House of Commons	16,946	14,113	9,373	8,572	11,762	8,703
New Guild	8,500	8,930	3,908	7,783	6,113	2,358
Royal	4,761	6,689	1,186	2,405	5,249	5,859
Seneca	9,132	6,538	5,405	8,130	4,194	4,874
Total	86,522	84,942	50,086	53,417	54,630	50,905
Monthly funding	120	120	120	120	120	125



Average Spending per Member per Month (\$s)

*June 1 - December 31

*Dec 31 account balance

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19*
Arrakis						
groceries & household goods	91.95	111.17	93.92	124.78	86.17	91.34
internet	5.06	4.68	5.03	6.93	7.81	8.24
laundry equipment rental	3.63	3.05	3.96	3.92	4.10	3.89
major equipment (under \$2K)	-	4.74	2.16	-	0.88	5.69
maintenance/labor holiday/projects	0.41	3.26	11.82	-	1.37	9.80
other/misc	7.50	3.47	1.25	2.73	3.42	3.06
	<u>108.54</u>	<u>130.37</u>	<u>118.15</u>	<u>138.36</u>	<u>103.76</u>	<u>122.01</u>

May 31 ending house account balance 14,153 10,598 10,079 3,839 7,058 7,083

Avalon						
groceries & household goods	104.54	101.40	102.94	93.95	91.72	106.66
internet	8.50	9.22	9.48	14.76	9.30	11.65
laundry equipment rental	1.40	2.15	1.41	1.39	1.53	2.13
major equipment (under \$2K)	-	-	-	-	2.47	-
maintenance/labor holiday/projects	3.98	3.94	2.41	1.74	7.41	2.00
other/misc	11.65	6.27	8.14	6.36	1.66	2.59
	<u>130.08</u>	<u>122.98</u>	<u>124.39</u>	<u>118.20</u>	<u>114.10</u>	<u>125.03</u>

May 31 ending house account balance 6,990 5,973 4,994 4,495 5,845 5,751

Eden						
groceries & household goods	114.63	109.51	100.94	83.27	92.91	107.32
internet	7.28	10.51	10.17	9.19	17.55	17.64
laundry equipment rental	0.76	-	0.60	0.44	-	-
major equipment (under \$2K)	-	11.32	-	1.72	5.21	-
maintenance/labor holiday/projects	2.12	0.44	1.38	4.92	3.56	0.36
other/misc	1.57	0.54	-	1.63	5.23	1.76
	<u>126.35</u>	<u>132.32</u>	<u>113.09</u>	<u>101.17</u>	<u>124.46</u>	<u>127.08</u>

May 31 ending house account balance 4,469 1,866 3,086 5,587 4,790 4,612

French House						
groceries & household goods	117.31	94.67	118.39	75.07	106.69	118.11
internet	5.36	3.90	4.58	7.81	4.83	4.56
laundry equipment rental	-	-	1.71	-	-	-
major equipment (under \$2K)	-	8.16	7.07	2.38	2.69	3.25
maintenance/labor holiday/projects	0.93	4.32	3.62	3.20	11.22	8.65
other/misc	7.34	6.32	10.52	3.60	1.34	1.58
	<u>130.94</u>	<u>117.36</u>	<u>145.90</u>	<u>92.06</u>	<u>126.77</u>	<u>136.15</u>

May 31 ending house account balance 13,205 12,928 6,595 6,996 5,772 3,981

Helios						
groceries & household goods	123.86	110.27	94.94	92.97	99.95	89.53
internet	7.33	6.98	6.78	7.10	6.99	7.80
laundry equipment rental	1.91	1.87	1.97	1.81	2.17	1.81
major equipment (under \$2K)	-	-	0.77	3.65	3.98	-
maintenance/labor holiday/projects	2.19	6.75	4.12	2.14	2.42	6.30
other/misc	1.32	0.44	0.61	1.91	(3.03)	0.93
	<u>136.60</u>	<u>126.31</u>	<u>109.18</u>	<u>109.58</u>	<u>112.49</u>	<u>106.36</u>

May 31 ending house account balance 2,631 816 2,726 4,158 5,481 7,684

Average Spending per Member per Month (\$s)

*June 1 - December 31

*Dec 31 account balance

	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19*
House of Commons						
groceries & household goods	105.81	110.94	117.75	92.93	113.57	113.75
internet	3.06	2.94	3.63	2.12	2.23	2.93
laundry equipment rental	0.30	(0.14)	(0.38)	-	-	-
major equipment (under \$2K)	-	6.45	4.33	1.02	2.27	3.97
maintenance/labor holiday/projects	0.78	5.50	5.51	0.12	1.44	5.80
other/misc	0.90	2.31	6.71	2.12	0.78	5.36
	<u>110.86</u>	<u>128.01</u>	<u>137.55</u>	<u>98.31</u>	<u>120.29</u>	<u>131.81</u>

May 31 ending house account balance 17,204 10,958 6,256 10,055 9,812 8,703

New Guild						
groceries & household goods	111.37	95.55	102.07	100.76	104.00	105.99
internet	13.80	12.58	5.03	4.35	6.73	8.02
laundry equipment rental	-	-	-	-	-	-
major equipment (under \$2K)	-	0.95	4.67	0.36	-	1.32
maintenance/labor holiday/projects	1.55	0.84	3.58	2.17	5.65	2.56
other/misc	5.86	6.82	3.51	5.17	18.09	3.61
	<u>132.58</u>	<u>116.74</u>	<u>118.86</u>	<u>112.80</u>	<u>134.46</u>	<u>121.50</u>

May 31 ending house account balance 5,032 4,696 3,901 7,419 1,819 2,358

Royal						
groceries & household goods	116.77	110.79	106.44	94.39	96.15	95.40
internet	3.52	5.10	5.95	6.62	5.49	6.53
laundry equipment rental	-	-	-	-	-	-
major equipment (under \$2K)	-	3.33	-	2.30	0.80	12.74
maintenance/labor holiday/projects	1.27	4.22	1.88	2.33	2.77	2.32
other/misc	2.15	5.08	3.41	2.69	2.09	2.04
	<u>123.71</u>	<u>128.52</u>	<u>117.67</u>	<u>108.32</u>	<u>107.31</u>	<u>119.04</u>

May 31 ending house account balance 3,832 950 993 2,978 5,449 5,859

Seneca						
groceries & household goods	115.17	109.33	103.15	99.49	116.40	100.43
internet	4.25	3.94	2.21	2.96	2.61	4.92
laundry equipment rental	0.33	-	-	0.10	0.49	-
major equipment (under \$2K)	-	-	-	-	0.43	9.95
maintenance/labor holiday/projects	1.19	3.48	0.71	9.31	8.29	3.36
other/misc	2.60	5.23	1.89	3.87	0.86	-
	<u>123.55</u>	<u>121.98</u>	<u>107.97</u>	<u>115.71</u>	<u>129.07</u>	<u>118.65</u>

May 31 ending house account balance 8,224 4,325 6,973 6,715 4,393 4,874

Executive Coordinating Committee (ECC) Charter

Purpose:

The primary purpose of the Executive Coordinating Committee (ECC) is to provide leadership to, coordinate the activities of, and maintain the stability of the Board as a whole to ensure excellence in fulfilling high-level governance duties.

Expectations:

- Ensure that the Board maintains a well-functioning governance system, keeping the Board focused on organization progress towards the Ends and strategic plan.
- Meet at least one week prior to each Board meeting to create the agenda, and plan and prepare for an effective Board meeting.
- Facilitate Board meetings and prepare for and lead discussion of Board meeting agenda items.
- Prepare a monthly committee report, verbal or written, for the Board meetings.
- Regularly assess and reflect upon Board performance and research and implement creative ways to improve.
- Continuously develop and promote leadership skills both within the ECC, Board, and committees.
- Ensure that the connection between the board and operations is effective (e.g. appropriate information sharing to ensure accountability and empowerment between staff and Board, committees and Board, and membership and Board).
- Review and maintain Board policies and procedures including preparing for and leading policy monitoring discussions and reviews.
- Recruit Board Community Trustees and work closely with the GDC to ensure a robust election pool and process.

Composition:

The ECC is comprised of the four Board Officers elected in accordance to the Bylaws and Board election procedures.

The Board expects the work of each Board Officers to require 8-12 hours per month.

Authority:

The ECC has no authority beyond coordinating activities except as outlined in the Bylaws.

Timeline:

The ECC is a standing committee and its charter is indefinite.

Resources:

The ECC has access to reasonable amounts of staff time and the ability to engage outside agents if within Board-approved budget limits.

Governance and Democracy Committee Charter (GDC)

Purpose:

The primary purpose of the Governance and Democracy Committee (GDC) is to ensure the flow and transparency of information and conversations throughout ICC Austin. The GDC will work closely with the other committees to support healthy democratic processes and ensure we are upholding our core values of community, equity, and cooperation.

Expectations:

- Assess and promote the accessibility of board, operations, and organizational conversations and information to the general membership of ICC Austin.
- Prepare for and lead the annual Executive Director evaluation process.
- Review the Bylaws annually and make recommendations for changes.
- Develop and oversee Board officer and community trustee election process including working closely with the ECC and Ed & Engage Team to ensure a robust election pool and process.
- Work with staff to develop house-level facilitation plans for conversations related to the House Operations Policy.
- Monitor the monthly operations report, specifically looking for trends and topics that require in-depth Board discussion and making recommendations to the ECC for agenda topics.
- Provide support as needed to other committees to ensure generative conversations are occurring throughout the organization.
- Develop processes for maintaining institutional memory throughout ICC Austin.

Composition:

The GDC is an open membership and board committee. It is open to and comprised of ICC Austin members and non-member community volunteers. The GDC will elect a Membership chair from the general membership, and the Board President will serve as the Board Chair. At no point should the Membership Chair position be held by a member of the Board.

The Board expects the work of each Chair to require 4-8 hours per month.

Authority:

The GDC will have no authority beyond coordinating the activities described above.

Duration:

The GDC is a standing committee and its charter is indefinite.

Resources:

The GDC has access to reasonable amounts of administrative staff support related to committee logistics. The GDC will have no financial resources at its disposal, instead all expenditures will be subject to a Board vote.

Member Education & Engagement Committee Charter (Ed & Engage Team)

Purpose:

The primary purpose of the Member Education & Engagement Committee (Ed & Engage Team) is to develop meaningful and engaging interactions among ICC Austin members, ideally related to the strategic plan, core values, and Ends.

Expectations:

- Plan, coordinate, and facilitate the fall and spring GMM.
- Recruit Board officer candidates and work closely with the GDC to ensure a robust election pool and process.
- Identify processes and strategies for encouraging houses to appoint well-qualified Board representatives and for recruiting membership committee chairs.
- Work with the Cooperative Experience Director to assess changing membership needs and determine what resources, education, and trainings are needed for current members, future members, and house communities.
- Nurture ICC-wide and interhouse relations through education and training, social events, and communication channels.
- Using the *Member Needs and Motivations* article, assess opportunities, areas, and types of membership involvement within ICC Austin.
- Work with staff and relevant member teams to promote and educate potential new members about the advantages of ICC Austin.

Composition:

The Ed & Engage Team is an open membership and board committee. It is open to and comprised of ICC Austin members and non-member community volunteers. The Ed & Engage Team will elect a Membership chair from the general membership, and the Board will elect a Board chair at the start of each academic year. At no point should the Membership Chair position be held by a member of the Board.

The Board expects the work of each Chair to require 4-8 hours per month.

Authority:

The Ed & Engage Team will have no authority beyond coordinating the activities described above.

Duration:

The Ed & Engage Team is a standing committee and its charter is indefinite.

Resources:

The Ed & Engage Team will work closely with the Cooperative Experience Director. The Ed & Engage Team will have access to financial resources budgeted for GMM, member engagement, and outreach.

Sustainability, Habitability, and Accessibility Committee (SHAC)

Purpose:

The purpose of the Sustainability, Habitability, and Accessibility Committee (SHAC) is to develop and promote a culture of stewardship for the physical houses to ensure members have safe and healthy living spaces.

Expectations:

- Work with the Facilities Manager to assess member experiences as related to the physical houses and determine the resources, education, and trainings needed to support healthy living environments.
- Monitor the facilities section of the operations report and other facilities related topics, specifically looking for trends and topics that require in-depth Board discussion and making recommendations to the ECC for agenda topics.
- Work closely with staff to develop policies and procedures for habitability standards in accordance to the strategic plan.
- Work closely with staff to develop policies and procedures that integrate pieces of the facilities plan with house labor and labor holidays.
- Assess and provide needed support in house maintenance and improvement efforts.
- Assess house practices and functions in regards to sustainability and make recommendations for improvements and education.

Composition:

The SHAC is an open membership and board committee. It is open to and comprised of ICC Austin members and non-member community volunteers. The SHAC will elect a Membership chair from the general membership, and the Board will elect a Board chair at the start of each academic year. At no point should the Membership Chair position be held by a member of the Board.

The Board expects the work of each Chair to require 4-8 hours per month.

Authority:

The SHAC will have no authority beyond coordinating the activities described above.

Duration:

The SHAC is a standing committee and its charter is indefinite.

Resources:

The SHAC will work closely with the Facilities Manager and have access to reasonable amounts of administrative staff support related to committee logistics. The SHAC will have no financial resources at its disposal, instead all expenditures will be subject to a Board vote.

Finance and Development Committee (FAD)

Purpose:

The primary purposes of the Finance and Development Committee (FAD) is to promote and advocate for the financial health and stability of ICC Austin including supporting development strategies.

Expectations:

- Monitor the financial sections of the operations report, specifically looking for trends and topics that require in-depth Board discussion and making recommendations to the ECC for agenda topics.
- Review the quarterly financial reports and prepare guiding questions for discussion during the Board meetings.
- Plan and coordinate the annual audit, including selecting an auditor, coordinating meetings with auditors, and leading Board discussions about the audit, its findings, and recommendations.
- Work with the Executive Director and ECC to develop the annual Board budget.
- Work with the Operations Manager and house treasurers to assess house spending, make recommendations for house budgets, and determine the resources and education needed to support healthy house finances.
- Work with the Executive Director on long-term development strategies including fundraising, grants, and alumni outreach.
- Support the development of scholarship and rent-reduction opportunities for ICC Austin members.

Composition:

The FAD is an open membership and board committee. It is open to and comprised of ICC Austin members and non-members. The FAD will elect a Membership chair from the general membership at the start of each academic year, and the current Board Treasurer will be the Board Chair. At no point should the Membership Chair position be held by a member of the Board.

The Board expects the work of each Chair to require 4-8 hours per month.

Authority:

The FAD will have no authority beyond coordinating the activities described above.

Duration:

The FAD is a standing committee and its charter is indefinite.

Resources:

The FAD has access to reasonable amounts of administrative staff support related to committee logistics. The FAD will have no financial resources at its disposal, instead all expenditures will be subject to a Board vote.

Procedures for Committee Chair and Board Officer Compensation

Compensation:

The Board Member Chair and Membership Chair of each board approved committee are compensated at a living hourly wage as calculated annually per the Board Policy B5 - Staff Treatment & Compensation.

Committee chairs will be compensated for all meetings of their respective committee, Board and Committee trainings and retreats, discussions of relevance to their committee at Board meetings, and official tasking for their committee.

In addition, Board Officers (ECC members) will be compensated for all Board meetings and General Membership Meetings.

Board Member Chairs and Membership Chairs will be compensated for Committee Meetings if the following conditions are met:

1. Notice of meeting and draft agenda are provided to ICC Austin staff at least 7 days in advance for inclusion on the ICC Austin calendar and in the Weekly News.
2. Meeting minutes or notes, including attendees, are sent to ICC Austin staff for the corporate records.
3. A very brief meeting summary is provided to ICC Austin staff for inclusion in the Board Packet and ICC Austin Weekly News.

Reporting:

Board Member Chairs and Membership Chairs shall log their monthly hours (including date, time, committee, meeting or tasking with details of their task) on a designated timesheet. All hours must be logged by the 1st of each month for the previous month. Timesheets shall be included in the Consent Agenda of the Board meeting directly following the end of each month.

In extenuating circumstances, timesheets may be posted and approved on Loomio to ensure that chairs receive their compensation in a timely manner. Timesheets can be uploaded to Loomio if:

1. Board Member Chairs and Membership Chairs are unable to report their hours in time to be added to the consent agenda (i.e. by packet distribution deadline).
2. If there are extended periods between meetings.

Approval via Loomio must consist of a majority vote in favor from current Board members.

Income:

Wages will be accounted for as income and Chairs and Officers (ECC) are required to complete an IRS W-4 form. They are responsible for ensuring that their address is current at the time when ICC Austin distributes end- of- year tax forms, and for properly reporting this income on their own personal income tax statements.

Disbursements:

Payment will be issued within one week of being approved by the Board of Directors.

Historical notes:

On April 9th, 2013, the Board approved compensation for Board officers. At the Spring 2013 General Membership Meeting, the membership considered and rejected compensation for non-officer directors ("House Board Rep" positions).

April 2013 through January 2017

- Board officers paid a per meeting rate, stipend capped at \$100/month.

January 2017 through September 2018

- Officer paid a per meeting rate, stipend capped at \$175/month.

October 2018

- Board officers paid an hourly rate of \$10 per hour. Board approves timesheets for payments.

Last Updated: 11/19/2018

ICC Austin 2019 Institute Housing Proposal

Introduction

For as long as NASCO Cooperative Education and Training Institute has happened it has happened in Ann Arbor. In 2018 we will be displaced to new buildings and in 2019 we will be trying out a new location. AUSTIN! This will be a big change from past years which is why we are reaching out early. In November 2019 we will ask cooperatives in Austin to open their doors to visiting cooperators.

Background

In Ann Arbor every year we ask ICC AA to host visiting cooperators. NASCO usually receives requests for 250-300 housing spaces. ICC AA has usually been able to provide housing to 225-275 participants.

Each fall NASCO hires a student intern to work with ICC AA members. They visit each house to talk with them to secure their house rules/ guidelines and the number of guests they will host this year. We have years of data on how much capacity each house has and our intern can make recommendations. We always get enough housing and it almost always is at different amounts in different houses.

Institute 2019 will be a little different as we are asking many co-ops to chip in to host attendees. Between ICC, College Houses and other Austin members we aim to house between 250-300 conference attendees. We can then limit the availability of free housing when participants register based on the number of spots houses volunteer.

Goals:

- NASCO Institute should remain affordable to participants from out of town.
- The educational element of co-ops visiting other co-ops and building connections with co-ops from other places should be maintained
- ICC members should feel encouraged to attend NASCO Institute.
- ICC members should have the information they need in order to feel comfortable with hosting guests.

Proposed Arrangement

Based on your knowledge of the space available and with the consent of the house members NASCO would like ICC to guarantee a number of housing spaces, including ADA accessible and substance-free housing spaces if available. We estimate this to about around 30- 50 spots but would like to have definite numbers from houses.

This would help us plan and would give ICC's board the option to disperse the responsibility among the houses so that the burden doesn't unfairly fall on some houses. In November we will have hired an intern to work with houses on determining the number of guests they can host and communicating their house rules to incoming guests. We don't assume beds or other amenities. Attendees are used to sleeping on floors and are excited to stay with other co-ops!

Similar to ICC Ann Arbor we are also asking that we rent University space with your student group. We will pay the bill for all spaces but would require Student volunteer to reserve the spaces.

In exchange, we would offer ICC Austin the discounted attendance rate we have offered ICC Ann Arbor. Registration for all ICC Austin members would be \$170 compared to the regular member rate of \$225

Summary

Requests

1. Agree to host Institute guests
2. Provide a student volunteer to reserve university spaces

Compensation: Discounted Institute rate of \$170 for ICC Austin membership

ICC Austin Board of Directors Executive Director 6 Month Evaluation

Timeline

- **March 28th Meeting (done)**
 - Board reviews & discusses evaluation process – specifically the purpose and importance of evaluations
 - Review and discuss proposed evaluation survey
 - Formally request self-evaluation from Ashleigh
- **April 11th Meeting**
 - Ashleigh presents self-evaluation
 - Board Q&A with Ashleigh
- **April 12th – April 21st**
 - Board completes evaluation survey for inclusion in 4/25 board packet
- **April 25th Meeting**
 - Board discusses evaluation survey results and overall ED performance during first 6 months
 - Board should consider executive session
 - Board shares verbal feedback to ED
- **May 1st**
 - ECC presents formal, written report for inclusion in permanent employee file

ICC Austin Executive Director 6 Month Self-Evaluation

March 14th marked my five-year anniversary with ICC Austin. As I reflect on the last five years, and more importantly the last six months, I am incredibly grateful to work for ICC Austin and for the opportunity to serve as your Executive Director. Working at ICC Austin has fundamentally changed me in ways I could not have imagined five years ago. I have grown both personally and professionally and continue to be challenged to expand my knowledge and understanding of the social dynamics of our community and the business environment in which ICC Austin operates. I enjoy the daily and often complex challenges of managing an organization and I am energized by the membership and the Board for wanting better and more from your organization.

I have structured my self-evaluation to mirror the evaluation survey the Board will complete. Each section includes a summary of my achievements, challenges, and thoughts for the future. I look forward to discussing my self-evaluation with the Board.

Finally, my progress and accomplishments in the last six months would not have occurred without the dedication and commitment of our staff team. Laura, Billy, and Chris have worked tirelessly to ensure an almost seamless transition in staff roles. They have been incredibly supportive of me as I've learned my new role and I am grateful to work alongside them.

Overall Performance

Self-Evaluation Rating: Very Good

Achievements

Overall, I am pleased with my performance in the first six months as your ED. I have made progress in moving ICC Austin forward and towards our Ends through the implementation of the strategic plan, providing leadership and guidance to staff, and working closely with the Board and ECC to ensure the long-term direction and vision for ICC Austin stays at the forefront of conversations.

My biggest achievements in the last six months, detailed further in the sections below, include:

- Implementation of a quarterly staff retreat for planning and goal setting
- Enhancing my understanding and comfort with financial statements and literacy
- Supporting the ECC in self-facilitation and providing coaching on facilitation and meeting planning
- Re-developing the Operations Report to align with the strategic plan
- Adopting & implementing Khorus (strategy planning software)
- Meeting with the Texas Historic Commission, NHCD, and Kathie Tovo's office
- Securing an additional \$400k in funding for the Ruth Schulze development

Challenges & Future Thoughts

The biggest challenge in my role as ED will be balancing my time between internal needs (staff, membership, facilities improvements) and external needs (fundraising and community networking). I need to reduce time spent in other areas to ensure adequate time is devoted to bringing additional money into the organization, capital planning and renovations, and driving the strategic plan progress.

My personal challenge continues to be setting realistic goals and expectations. I often underestimate the amount of time projects actually take and tend to assume I can accomplish more. This continues to be a personal development priority and I am making progress in this area.

Financial Sustainability

Self-Evaluation Rating: Fine

Achievements

My growth and performance with regards to ICC Austin financials is the area I am proudest of. I was forthcoming with the Board when hired that financial literacy was not my strength. Over the last six months, and with the help and patience of Billy and Nick (ICC Austin's financial consultant), I have delved into our financial documents and feel far more confident in my financial literacy and understanding. I created the Board financial training (presented at the February 21st meeting) and the budget presentation (presented at the March 28th meeting). I've become more comfortable navigating Quickbooks and our master budget plan. I've realized that my role requires me to critically examine financials and ask good questions – I don't need to be a financial expert.

Additional areas of achievement include working with Billy to secure an additional \$400k in trust fund money for the Ruth Schulze development and the upcoming launch of our scholarship program in fall 2019.

Challenges & Future Thoughts

The largest challenge facing ICC Austin, and my challenge as your ED, is bringing outside money into the organization through fundraising, alumni, grants, and other avenues still to be explored (ex: TX Historic Commission). The process will be slow at the get-go. It takes time to build a donor-base and cultivate donor relationships – especially for large gifts. Alumni connections will be easier to build since they already have a connection with ICC Austin, but it will still take time for alumni to get used to being asked for money.

One of my goals for the next six months (by November) is to create a multi-year fundraising strategy with specific focus on the actions we need to take in year one.

Administration & Human Resources

Self-Evaluation Rating: Very Good

Achievements

I am incredibly proud of the performance of ICC Austin staff in the last six months. With almost all staff in new roles (Billy, Laura, and I), we have continued to make measurable progress for ICC Austin. In regards to my specific achievements in this area, there are four that deserve attention.

1. Implementation of a quarterly staff retreat. (See February and March operations report.)
2. Implementation of 1:1 monthly meetings. (See November 8th operations report.)
3. Re-writing job descriptions to better align with the Ends and actual work. (See October 18th operations report.)
4. Adopting and implementing Khorus (strategy software) (See February operations report)

Challenges & Future Thoughts

All staff is close to or at their max capacity. Staff is limited in their ability to take on new/more work without rebalancing and eliminating current work (unless we require more overtime / extended hours). My challenge is to continue to support staff and help them prioritize projects and goals to maintain a healthy, work-life balance. For myself, I need to critically evaluate my projects to ensure I am focusing only on the most important work to move ICC Austin forward. Specifically, carving out time and space for fundraising and networking in the community will be a priority in the coming year.

Board of Directors

Self-Evaluation Rating: Very Good

Achievements

Providing support and leadership to the Board and ECC is one of the areas I love most about my job and where I believe I excel. Ensuring the Board has the necessary information and tools to govern effectively while also providing coaching and guidance on the long-term sustainability of ICC Austin has been my priority when working with the Board. One strategy to accomplish this was redeveloping the monthly operations report to align with the strategic plan and consistently referring back to the plan and the Ends when participating in conversations with the Board.

I have supported the ECC as they transitioned to self-facilitation. Specifically, I've provided feedback after meetings and helped develop facilitation plans for the strategic discussion meetings.

Finally, to help with Board perpetuation, I met with every interested ECC candidate to share information about the Board and the strategic priorities of ICC Austin in the coming year.

Challenges & Future Thoughts

Board turnover continues to be a challenge in my role as ED and for ICC Austin. It is difficult to bring board directors up-to-speed on all the information and moving pieces they need to know in order to govern effectively. I try to balance information overload with manageable pieces for discussion.

Community Leadership

Self-Evaluation Rating: Fine

Achievements

Ensuring ICC Austin is a known entity in the Austin community is a strategic plan goal and one that will likely open more doors for ICC Austin when it comes to fundraising and grants. As mentioned in the overall performance section and in the financial stability section, getting out into the community must be my focus in the coming year.

During the last six months, here are the six notable community leadership opportunities I have taken part in on behalf of ICC Austin:

1. Meeting with the Texas Historic Commission (See March operations report)
2. Beyond Diversity racial equity training (See February & March operations report)

3. Meeting with Neighborhood Housing & Community Development, including meeting with the Housing Investment Review Committee to secure additional funding for Ruth Schulze (See February & March operations report)
4. Attendance at Mission Capital executive leadership academy (See February operations report)
5. Participating with NASCO Development Services (See February operations report)
6. Meeting monthly with Kim Garmany, College Houses ED, to discuss and share strategies and organizational progress

Challenges & Future Thoughts

The challenges I face with community leadership is changing the perception and image of co-ops. There are two common themes I often hear when representing ICC Austin. The first, "Oh! I know the co-ops! 21st St right!?" And two, "How does an organization like this exist and why I haven't I heard of it before?!" The latter is definitely an easier starting point.

Finally, the Board asked me to specifically answer this question as part of my evaluation.

What can the ICC Austin Board do to better support you in your work?

The Board must continue to keep the future of ICC Austin at the forefront of your work. ICC Austin exists in a rapidly changing environment – both in West Campus and in Austin. Recognizing the long-term strategies necessary to ensure ICC Austin exists for another 50 years is the most important work of the Board. While it can be fun, maybe more fulfilling, and often times easier to focus on the short-term and operational strategies and changes, maintaining the big-picture focus (finances and facilities) is critical. In my opinion, this is the best way the Board can support me in my work for ICC Austin.

I appreciate the Board's trust and faith in me to lead ICC Austin through its current stage of growth and development. I am grateful for the opportunity and hope my performance reflects my commitment to the organization, the membership, and the Ends.

Respectfully,



Ashleigh R. Lassiter

Executive Director Goals & Priorities

Spring 2019

Top 5 Goals (Strategic Work)

- Strategic plan implementation (guide/steer/plan) * See page 2
 - Ensure organizational work is aligned with strategic plan
 - Plan the plan (develop work plans, guide staff, solicit member input)
 - Develop monthly dashboard for board packet & house bulletin boards
- Operational policy review & revisions (full staff project)
 - Review and discuss all policies with a racial equity lens
 - Revise policies to match current operations / adjust operations as needed
- Budget development & presentation
- Ruth Schulze community development and general oversight of project
- Ends interpretation and monitoring report

Spring Governance Support

- Core values development & operations implementation
- Assist developing learning conversations (provide general support, research, facilitation guidance)
- GMM planning / logistical support
- Committee support (ECC & NomCom - other committees as requested)

Member Connections & Engagement

- Open office hours (beginning in late January)
- Attend house dinners (by invitation - would like to attend dinner at each house)
- Host 2 town hall conversations related to strategic plan (specific topics TBD)

Spring Semester Operational Work (includes regular, monthly work)

- Avalon closure - support & logistics (spring 2019 only)
- Staff management & engagement (ongoing)
- Financial oversight and monthly review (ongoing)
- Monthly operations and monitoring reports (ongoing)
- Monthly meeting with College Houses ED (ongoing)
- Insurance renewals (spring semester only)
- Contract signing season (spring semester only)

Professional Development

- ACC Certificate in Nonprofit Financial Management
- Beyond Diversity - Courageous Conversations (all staff)
 - February 22nd & 23rd



Spring 2019 Strategic Plan Goals

GOAL	WHO
Define and adopt ICC Austin core values	Board & members w/ ED support
Operationalize core values	Staff
Progress & education on safe & healthy communities (including racial equity, consent, sexual assault, mental health, accessibility) *Specific goals in these areas to to be developed in December	Laura
Determine if NMO should be mandatory - adjust policy as needed	Board
Plan for and develop Ruth Schulze community	TBD
Develop a routine, annual maintenance plan	Chris
Plan for internet overhaul / centralize ISP (late spring / summer work)	Billy
Make connection with College Forward; join One Voice Central Texas	Ashleigh
Create common language for staff and Board to use in the community by developing a one-page "who we are" (to be created after core values are approved)	Board & Staff
Governance conversations (Board structure, meetings, committees, etc)	Board
Explore, learn, develop scholarship processes	Board w/ ED support
Develop meaningful connections with members (Board and staff to each set their own goal)	Board & Staff
Incorporate more opportunities for member involvement into daily operations (for fall 2019 launch)	Staff
Strengthen & develop Board understanding of role as employer	Board

Spring 2019 GMM Member Feedback Survey Results

(39 of the 47 attendees filled out member feedback forms)

Overall, how satisfied were you with today's event?

10 – extremely satisfied

1 – both extremely satisfied and satisfied

21 – satisfied

4 – neither satisfied nor dissatisfied

2 – dissatisfied

0 – extremely dissatisfied

1 – did not circle anything

What did you enjoy most about GMM:

- Meeting/talking with members from other houses (x21)
- The mixer activity (x13)
- Food (x2)
- The relaxing vibe; no stations
- Getting to interact intentionally
- Community building/camaraderie
- Free shirt
- The updates about ICC and the Board

List one thing you are taking away/learned from today's GMM:

- HoC's new labor system/different labor systems (x5)
- Breakdown of monetary spending/where rent money goes (x2)
- We share similar values membership-wide/similar house culture/I live in a unified cooperative community/The community strength and shared priorities of the organization (x4)
- What's going on at other houses/how other houses work (x3)
- Thinking about accessibility, affordability, and diversity in ICC (x2)
- People are really invested in their community and house culture (x2)
- New changes to our mission/ends
- Inter-house discussion is really beneficial
- Environmentally safe products at HEB
- There are cool and interesting people living at ICC houses
- ICC is working towards doing a lot to accommodate those with financial needs and I really appreciate that

- Mental health communication is important
- Some members think ICC is actually affordable, which is interesting because no
- How to deal with conflict
- Information on how to improve houses
- I got more familiar with ICC administrations
- Learned we're part of more community stuff I wasn't aware of
- Members are invested in sustainability
- Ways to give back
- House culture is always changing and that's ok!
- Re-evaluation of my house culture and roles/responsibilities of officer positions and house members
- A lot of issues and desires are common/shared
- Doing more to preserve/spread house culture
- Propose themes discussions during dinner about house culture, anti-oppression, etc
- It seems like ICC is really working to make beneficial changes
- I realized that I would love to be more involved! I care very much about affordability and the cooperative movement!
- Forming a community
- More house convos
- Institutional memory loss is a big issue that needs to be addressed
- The interesting format
- [blank]

List one thing we can do to improve future GMM's:

- Format/Agenda (x10 total)
 - Maybe an icebreaker at the beginning/I think having a mingling section is really important for inter-house communication./Maybe mixer at beginning. (x3)
 - I would have liked more time in discussion in groups/More time to talk to others. (x2)
 - Play some games for fun maybe
 - Have a workshop
 - Eat first
 - More announcements
 - Opportunity to share funny/sweet stories/moments from each house
- Structure (x9 total)
 - Have actual topics to go through; discussion should lead to something and be concrete
 - More organization/guidelines for group activities (x2)
 - More structure
 - More actual content
 - Make these mixers more structured? Conversation didn't happen very naturally of intuitively.
 - Send out discussion topics ahead of time

- Maybe make it a little easier to talk about different topics; provide some starter ideas
- Run it more like a formal meeting instead of unstructured screwing around
- I enjoyed this one the most out of all of them!/Pretty good! Enjoyed it more than last one, good job! (x2)
- More participation? Find a way to get more people involved that is not motivated by mandatory participation or a candy jar (though that is cute)./ Encourage attendance. (x2)
- Handouts about the past year/months of development at ICC./Have something for us to take back to our houses. (x2)
- n/a (x2)
- [blank] (x2)
- Water!
- Slower when going through slides
- More snacks
- Keep doing inter-house conversations
- Opening this up to ALL members. More people should know about this – or at least everyone should be comfortable sharing this at meetings.
- Do not encourage us to talk to new people; less bossiness
- Provide chairs
- The energy was kind of awkward from the speakers
- More feedback anonymously on recent changes e.g. social media position
- Affordability
- Keep working on affordability and accessibility.
- Idk

Overall, did you find today engaging and worth your time:

- Yes (29 plain yes + 4 answers below = 33 total yes)
 - Yes, very interactive and member-based
 - Yes! I was glad to give other co-ops advice on our labor system and hear about their house cultures.
 - Yes! And it was my first GMM. Really enjoyed it.
 - Well worth my time. Thank you for asking.
- Not for 2 hours (x2)
- Sure, but I'm leaving ICC.
- I'm glad I came, but wish there was more structure and concrete goals for discussion.
- Kind of. Not sure.
- Not really.

Anything else you would like to share:

- Thank you! (x4)
- House love for putting in effort to organize this.
- Love the chicken shirts!

- I love ICC!/Love y'all!
- This was good
- <3 burritos <3
- I love how every house is different but we all share one community
- <3
- Why is rent increasing so much?
- I almost did not come today because of a busy school schedule, but I'm glad I did! I also didn't expect such good and interesting discussions!
- Just listing values, etc does nothing and lacks actual content. Have real workshops on topic and have them form ideas etc.
- Love how the Venn diagram logo was not featured
- I don't like the thing about believing that individuals are the key to societal change – I think that in the U.S. we focus too much on the roles of individuals and not enough on structural factors that reinforce societal problems. As a cooperative institution, I think ICC should respect individuals but recognize that collective action is essential to societal change.
- I think we should encourage Trustees and Board reps to overlap with their predecessors (so one house/Board meeting with two Trustees/Board reps) to preserve institutional knowledge.
- No (x12)
- [blank] (x9)

NOTES