

May 30, 2022

Maura Raffensperger - President

Holly Landry - Vice President

Pen Sand - Treasurer

Caroline Fioramanti - Secretary

As most of you know, we are required to have a Board of Directors, even though we are a co-housing community. As a hybrid of sorts, we have managed to maintain officers, enabling us to communicate with outside entities, while at the same time, internally, we function as a consensus-based community. So we, the community, are the "Board," but we do require officers; namely, a President, a Vice-President, a Secretary, and a Treasurer. Put simply, Board duties are focused on financial, legal, and insurance issues. Any situation beyond that scope should be brought to the community for resolution.

- **President:** chief executive officer of the Association; sees that orders and resolutions of the Board are carried into effect; signs checks and promissory notes of the Association; deposits monies in Bank accounts of the Association; generally manages the business of the Association.
- **Vice-President:** acts in the place and stead of the President in the event of his/her absence, inability, or refusal to act; exercises and discharges such other duties as may be required by the Board.
- **Secretary:** records the votes and keeps the minutes of all meetings and proceedings of the Board and of the members; authenticates the records of the Association; keeps the corporate seal of the Association and affixes it on all papers requiring it; serves notices of meetings of the Board; keeps appropriate current records showing the members of the Association together with their addresses; performs such other duties as may be required by the Board.
- **Treasurer:** receives and deposits in appropriate bank accounts all monies of the Association and disburses such funds as directed by the resolution of the Board; signs checks and promissory notes of the Association; keeps proper books of account; prepares an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting and delivers a copy of each to the Members; in general, performs all the duties incident to the office of treasurer.

Our goals this year include, but are not limited to:

- Helping the community to define the role of the Board officers a little more clearly so that subsequent owners who serve in this position can be more aware of what it entails
- Supporting the creation of an infrastructure for mediation in the community so that conflicts can be resolved in a satisfactory and timely way
- Fostering a climate of transparency, ease, and respect in the ways in which Board officers deal with residents
- Showing through action our commitment to the community and all the people who live here
- Holding regular, open meetings at the same time each month with a process in place for residents to have their voices heard
- Holding executive meetings whenever a resident's concern needs to be addressed discreetly and privately...and a commitment to discretion and privacy concerning that matter

Open Board Meetings:

*last Wednesday of each month (unless there are no agenda items, in which case, the meetings will be canceled)

Executive Board Meetings:

*as needed

Process for getting on a Board agenda:

1. Email the Board secretary (Caroline) within 10 days prior to a scheduled meeting. Putting your request in writing will help avoid misunderstandings and help everyone to be on the same page. Confidentiality is ensured.
2. The Board officers will respond within 48 hours to acknowledge receipt of request and decide how best to proceed.
3. If it is, in fact, within the Board's purview, you will be put on the agenda. *Open Comments* will take place during the last half hour of open meetings.