

Presidents Council Minutes
2/10/14

**Take back to your resident councils
The importance of renter's insurance
Guests at building events**

Call to order

The meeting was called to order at 1:00PM by Mary Peterson from Wilson hi-rise. Hi-rise representatives, PHA staff, and guests introduced themselves.

Staff in attendance: Charisse Brown, Alicia Huckleby, BettyLou Authier, Betsy Christianson

Secretary's report

Copies of the minutes from November were sent out. There were no changes or additions. Connie Lydon made a motion to accept them. Dustin Sisson seconded. Motion carried

Special speaker

Chris Hagman from Saint Paul Public Works spoke about new recycling programs.

Studies about current recycling programs and changes people would like have been done. There were also focus groups and community forums. Starting in April 7th most plastic food and beverage containers can be put in recycling containers. (Likely all numbers 1 through 5. Check the bottom of the item for the number in a little triangle.) Styrofoam containers like meat trays are not included in this.

Items will no longer need to be separated in April as well. The containers will remain the same though.

Improving recycling participation is a goal. One thing Public Works wants to do is be sure all buildings have the correct containers. Educational materials could also be provided.

A question was raised about dealing with people stealing from the recycling containers. There are problems with this at Dunedin and Mt. Airy.

Locking the bins was suggested, as was having bins with just an open slot. It was mentioned that the cardboard dumpster at Seal is locked and people just put cardboard on the ground instead of using it now.

New recycling bags were shown. These would be given to residents to keep in their apartments to use. The bags are free to request.

Access to bins is an issue at Neill. (Their bins are outside and across the parking lot.)

Public Works speakers will eventually come out to each hi-rise to work with the individual councils.

Yen Tran then spoke. (She is also from Public Works.)

They are looking for information about what would attract residents to recycling. This would be used in future advertisements for recycling programs.

Fire safety training

Elizabeth Larkin from the St. Paul Fire Department spoke.

A breakdown of recent fire calls was handed out. It included graphs by location and by month.

The majority of fire calls in hi- rises are cooking related.

The Fire Department would like to come to each building to talk about fire safety and prevention.

Evacuation procedures should be in place. Residents need to know what to do and where to go in case of a fire.

There already was a meeting about fire safety at Hamline.

The training can include things like games to make learning fun. They do not provide fire extinguisher training though. (The fire department prefers people not try to put out fires themselves. If you know how to use a fire extinguisher it is fine to use it though.)

Treasurer's report

Jesse Thomas gave the reports for November and December.

He also said that the CPA has completed the 990 forms for this year.

Documents can be seen by appointment with Eileen and Jesse.

The issue of people without checking accounts dealing with checks was brought up. Many banks charge very high fees for non- account holders to cash checks.

To avoid this, the person receiving the check may turn the check over to someone with a bank account to cash it for them. The bank account holder needs to write deposit only on the back of the check. The account holder would then deposit the check and pay the check owner in cash. St. Paul Federal Credit also offers a refillable cash card those without bank accounts may purchase.

The presidents Council would like to change banks from TCF to St. Paul Federal Credit.

Rick Palmer made a motion to change banks to St. Paul Federal Credit. Marlys Zerahn seconded. Motion carried.

Information about midterm audits will be going out soon.

PHA Board of Commissioners

Mary Puente gave the report.

She thanked everyone for allowing her the opportunity to serve. The PHA received High Performer status for the 22nd consecutive year.

The SHIP Grant runs through October of 2015.

A new four plex will be added to the Mt. Airy homes.

SHIP Grant

Alicia Huckleby and Betsy Christianson spoke.

They are working out the details of a new contract with Ramsey County public health.

This new funding would allow a long term temporary SHIP Grant person to be hired.

The HAFA markets will be returning in the future. To make things more efficient they are looking into using a CSA model. This stands for community supported agriculture. Traditionally people pay a fee at the beginning of the season and receive a box of produce or certain amount of meat each month.(CSAs are usually farms.)

For the markets you would pay in advance and receive a bag of produce. Fees could be something like \$5.00 a week. You could pay for the whole season or just a few weeks.

There could be a variety of price points available.

A question was raised about what would be in the bags. There would be a variety of fruits and vegetables. It is unsure how much choice you would have. (Traditionally the farm chooses what is in the boxes based on what is in season and ready.) there may be some popular vegetables that are always included and options to choose others.

Some subsidies may be available. SHIP is looking into a grant from General Mills to help fund this.

CHSP has been using this system for some time.

A survey about this will be done in the future.

There will be gardens at the family sites and some hi-rises this year.

Hopefully there will be more cooking and nutrition classes this year.

There will be more NiceRide tours in the warmer weather. More information will be forthcoming in April or May.

They are also looking at options for more exercise classes and walking groups.

Maintenance and Maintenance Contracts

BettyLou Authier was in attendance

Issues raised:

There are still heat issues at Wilson.

Dunedin also has problems with apartments being too hot or too cold.

People opening windows has been an issue. That can cause pipes to burst.

Windows can be locked closed but that causes a lot of complaints.

There is an issue with the parking lot drain at Front. Two pieces of the grate are missing and that hole is a big hazard.

More salt or sand is needed at Iowa. Someone recently got hurt falling in their parking lot.

PHA management report

Charisse Brown gave the report.

There have been a number of elevator issues recently. They are in the process of being fixed.

The importance of renter's insurance and keeping windows closed was stressed. There have been a lot of pipe burst issues lately. Also, be sure you are using your air conditioner cover.

Maintenance will not help with removing air conditioners unfortunately.

There will be some upcoming staff changes. Stephanie Long will be leaving Front in a few weeks. Trusty Auger will be leaving PHA so there will be new managers at Iowa and Wilson. Kong will be leaving Seal. Larry Ros will be replacing him.

Resident Initiatives

Alicia Huckleby spoke.

There is the opportunity to get a Busch foundation grant for tobacco reduction/ smoking cessation. Alicia will be presenting this to the Board of Commissioners. These funds will allow us to expand our current smoking cessation programs.

There is a possibility of a partnership with Walgreens. Lauree Stolarczyk from Seal has already net with them and Walgreens has provided gifts cards for several Seal events. Walgreens wants to offer services to all hi-rises. One of these things is free prescription delivery. They are also willing to do on-site vaccinations and health care clinics. They also can help with quit smoking programs.

Walgreens will make a presentation at the March Presidents Council meeting.

There is also a meeting with the St. Paul College department of wellness and cosmetology about possibly offering massage services at the hi-rises. (Also thanks to Lauree S. For setting this in motion.)

The Presidents Council will be moving to offices on the second floor in April.

Computer Team Update

Melissa Pappas gave an update on what the team has been doing recently. New computers have been installed in ten hi-rises. Several sites are in the process of getting new furniture. Their computers will be installed after that. DeepFreeze is in the process of being installed at the sites that still need it.

People are starting to use the help desk and it seems to be working well. A reminder was given to use the link on the main page of the website or go directly to help.stphapresidentscouncil.org to report computer problems. Ticket notifications go to Melissa and Aaron and problems are usually handled quickly. Having the help desk also allows us to keep track of

recurring problems. A help desk tutorial will be emailed out and the link put on the main page of the site.

The wi-fi project is still in the planning stages. Assessments were done at several sites and equipment vendors are being looked at. A lot of details such as cost, management of the system, bandwidth, usage restrictions still need to be worked out. When things move forward it is likely that Edgerton and Wabasha hi-rises will be used as pilot sites and be the first buildings set up with wi-fi throughout.

A survey will be done to gauge interest in building wide wi-fi, and the possible costs involved. (It is possible some service would be free. Depending on total costs there may need to be a monthly charge though.) Costs are still being determined at this time.

Computer administrators are still needed at a number of hi-rises. A reminder was given to use the various tutorials on the website. It is also helpful to have copies of these available for residents in the computer book each hi-rise should have.

The next computer team meeting is on February 13th at 1:00PM.

Community building

Vendor fair:

The vendor fair will be held after the Presidents Council meeting on February 24th. Two representatives from each hi-rise may attend.

Vendor fair invitations were handed out.

There will be a lunch provided.

There has been a low response to vendor invitations. Some of that is because of not having contact information and vendors that aren't taking new clients.

Eileen spoke about the updated vendor contract. All hi-rises will need to use this contract. Vending funds will need to be listed as donations and not income. This is necessary for IRS reporting.

There will be more discussion about this right before the vendor fair. (From 1:00 to 1:30)

The healthy vending program agreement was discussed. Vendors will need to agree with this to be able to vend in the hi-rises.

There needs to be 25% healthy items in machines by April and 30% by October.

Bill Anderson made a motion to accept the contract and healthy vending agreement. David Cox seconded. Motion carried.

Newsletter:

Old business

Guests at hi-rise events:

Resident Council responses were discussed. Several buildings thought it would be more trouble than it's worth.

Charges for guests are up to the individual councils.

There are concerns about the number of people that would fit in a community room and how to limit the number of guests.

Front has an issue with people who aren't technically on the lease coming to events.

Neill thought having guests at events was a good idea. They suggested a charge of 1 to 5 dollars.

Whether or not guests are allowed is up to each individual resident council.

Asset lists:

It is important that each resident council has a list of all major assets they own. This includes things like TVs, exercise equipment, computers. It would be good to include information like product numbers and serial numbers.

Please send a copy to the Presidents Council.

The list can be handwritten or in a form like a spreadsheet or Word document.

Donations letter:

Connie Lydon handed out a sample letter.

These letters are to be used when soliciting donations from businesses.

The letter provides information about the resident council's nonprofit status and contact information. It also informs the business what the donation will be used for. If you request a donation for a specific event it needs to be used for that event and not something else.

It is a good idea to have one or two people that are regular contact people for donations.

Donations should be kept track of and thank you letters should be sent. Donations can be kept track of in Quickbooks as donations in kind. Cathy Hicks made a motion to accept the donation letter. Dustin Sisson seconded. Motion carried.

Resident Council Coordinator/ new Business

Comcast cable in community rooms:

Comcast is offering a special price for cable in community rooms. This is not for individual residents.

A handout was distributed. You need to provide documentation of 501(c)3 status to get this special rate.

Replacement for Jonathan Murray and Vivian Young on the Executive Board:

Connie Lydon and Cathy Hicks volunteered.

Budget call grant:

If you haven't made a decision about these funds please get in touch with Eileen. These funds need to be used ASAP.

Update from CPA:

There is the possibility of having the CPA do the year end audits. This would be good for accounting since he is a third party removed from the Presidents Council.

A proposal for this has been sent out and we are waiting to hear back from the CPA.

Picnic:

We need to decide if we want individual picnics or an all hi-rise one. This will be discussed more in the coming months.

Meeting adjourned at 3:40PM

Next meeting: February 24th

