

# Resident Participation Committee Meeting Minutes

**December 8, 2017**

*Julia Hupperts*, Resident Council Coordinator, called the quarterly meeting of the Resident Participation Committee (RPC) to order at 10:10 a.m., after which introductions were made. She distributed and read from a copy that explained what the RPC is and what its responsibilities are. She also said the State of Minnesota renewals for all sixteen hi-rise councils were filed, accepted and are good until next year. The P.C. is a 501(c)3 organization as are all resident councils.

## DROP BOX

*Drop Box* is an online data storage site that has been working really well for all of the councils for the past two years. She requested the RPC make a Motion to continue using *Drop Box*. *Donna Walters, Seal*, made a Motion to continue using *Drop Box*. It was seconded by *Teresa Souvannachack, Montreal*, and the Motion carried.

## BUDGET

The Presidents Council Budget was passed after being posted on the PHA website for thirty days. P.C. Stipends were also approved. She distributed copies of the Stipends and went over the approved rates, along with explaining changes made to the Budget. There was a discussion about what the Computer Peer Team members should be paid. It was agreed that Peers who are proficient in minor computer software issues, and light repair, should receive \$15.00/hr., including transportation costs, with a minimum of a half hour, or \$7.50. A Motion was made by *Helen Thompson, Central*, to provide a Stipend to the Computer Peers of \$15.00/hr. – plus transportation costs -- with a minimum of a half hour, or \$7.50. It was seconded by *Teresa Souvannachack, Montreal* and the Motion carried.

## CHECKING ACCOUNT POLICY

As we begin to introduce resident councils to the opportunity of having a Debit/Credit Card; *Julia* stated the PHA looks very carefully at who signs the checks and who uses the Card. One of the things accountants have been stressing is, *users must be council officers*. She also spoke about an email that was sent out to all council treasurers regarding check-signing guidelines. There should always be at least three authorized check-signers on the Board. She added, some treasurers aren't updating their Ledgers, and she stated they must be kept up-to-date. A Motion was made by *Teresa Souvannachack, Montreal*, to continue the *Checking Account Policy* as stated in the *Resident Council Guide*. It was seconded by *Helen Thompson, Central*, and the Motion carried.

## DEBIT/ CREDIT CARD POLICY

Individual resident councils will not be *required* to have a Debit/Credit Card if their council doesn't want one. Your council will have the opportunity to work with your bank to get a Debit Card. There will be rules and regulations to determine who will be authorized to use the Card, where the Card must be kept, two approvals on any purchase, etc. There was also a change to the *Disbursement Form* to accommodate the Card. The Card will be locked up in the management office at all times. If you need to use it, you'll have to contact your manager and make arrangements to get it. In addition you'll need to state what it'll be used for. After use, it must be returned to the management office within one business day. Julia stated; however, checks should be used whenever possible. Discussion took place and questions were answered.

## COMMUNITY INSIDE NEWSLETTER

The *Community Insider Newsletter* is a publication designed around residents and communities of all sixteen hi-rises. Its committee meets regularly, looking for others who might like to contribute something; such as an article, photo, etc. It's put together by Melissa Pappas and Julia Hupperts, who encourage anyone to consider contributing something. Contributions are always welcome!

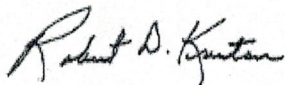
## COMMUNITY BUILDING

Julia talked about the Community Building Team for the Presidents Council, and stated there is no money in the present P.C. Budget for community building. The Team's having discussions on where they envision community building going from here. The existing Team; however, could come before the P.C. and request money for an event. If so, it must be a solid plan, and the P.C. would have to determine where the money comes from. She also said she hopes the individual Community Builders at the hi-rises, continue doing their work.

## CLOSING

No further RPC business was discussed or conducted and the meeting adjourned at 11:50 a.m.

Submitted by:



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