

# **New Member Information Packet**

**Summit Avenue Cooperative**

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# Checklist For New Summit Co-ops

We are very glad to have you with us! We hope that your moving is going well. To keep things flowing, here is a checklist of things that you need to do within one week of moving in:

- Meet other co-ops and introduce yourself (preferably as soon as possible) and complete the information below.
  - ❖ the House Representative is \_\_\_\_\_
  - ❖ the Co-Treasurers are \_\_\_\_\_ and \_\_\_\_\_
  - ❖ the Secretary is \_\_\_\_\_
  - ❖ the Workjob Coordinator (WJC) is \_\_\_\_\_
  - ❖ the Membership Coordinator is \_\_\_\_\_
  
- Obtain a **Check-in form** and the **lock combination** for the front door from the Membership Coordinator.
  
- Think about which workjobs you'd be interested in and talk with the Workjob Coordinator about what's available. He/she will set you up with your workjobs and supply you with a written description of your new duties. You will have a one-week "grace period" after moving in before you must start doing workjobs.
  
- Find your way around the house. Anyone can:
  - ❖ show you around the house (including all those "hidden" places: the pantry, tool closet.....etc.).
  - ❖ show you where to find everything, including house supplies.
  - ❖ show you your attic space, mailbox, fridge space, dry food space and the parking space (if you own a car).
  
- Complete the Check-in form and return it to the Membership Chair.
  
- Pay your rent and food charges (if not posted on the bulletin board, ask the Treasurers) with a check payable to Summit Co-op, placed in the Cashier's lockbox. You will receive a receipt in a couple of days.
  
- Read the rest of your New Member Information Packet. There's a *lot* of information here, but it's important stuff to know.

## **Who does what?**

- ❖ Matters concerning the whole house and the lease: the House Representative
- ❖ Workjobs: the Workjob Coordinator
- ❖ The check-in form: the Membership Chair
- ❖ Other less specific matters: any house member

## **Other Things**

- ❖ Dinners are served at 6pm, Sunday through Thursday. You'll know dinner is ready when you hear the dinner bell.
- ❖ You have until the 5th of each month to pay your rent (which includes food, room rent, etc.).
- ❖ Check the bulletin board in the basement for news frequently!
- ❖ Fill out your dietary restrictions on the fridge door in the dining room and your emergency contact info. on the sheet on the fridge.
- ❖ From now on, Summit Co-op will be your *home*! Please do not hesitate to make suggestions and constructive criticism whenever you feel they are necessary for the benefit of the house. We are looking forward to your input.

# **Welcome to Summit!**

## Basic Guide for New Members

Summit Avenue Cooperative revised February 2011

The most important rule is: "when in doubt, don't be afraid to ask someone." House officers and more senior members are a good place to start, but everyone should be able and willing to answer any questions you may have. It is preferable to ask than to make mistakes without knowing it.

### Standard House Operations:

1. **PAY YOUR RENT ON TIME.** It is easy to take the relaxed atmosphere here a little too far. However, rent is due on the 1<sup>st</sup> of the month. The deadline for paying rent is the 5<sup>th</sup> of every month. After that, a late fee will be assessed. If you are going to be more than ten days late with your rent, WRITE an explanation of why that is, and when you anticipate being able to pay, and give it to the Treasurer immediately.
2. **DO YOUR WORKJOBS.** If you are having trouble getting them done, please talk to the workjob coordinator right away and figure out a solution. Others *will* notice if you're not doing your jobs, and we all rely on each other to keep the house clean and well-maintained. Remember that part of your workjobs is to sign up for dishes/floors.
3. **CARE FOR THE HOUSE.** Try to develop a "wilderness attitude" from day to day: if possible, leave no trace of where you have been in the house, and even better, leave each space a little bit cleaner than how you found it. If you borrow anything from a common area, leave a signed note in its place so that others can track the item down. Do not store your personal objects in common areas (including the grounds) for more than a few days without getting prior approval from the house (i.e. bring it up at a house meeting or post a note on the board asking if it's ok).
4. **DO NOT ABUSE YOUR HOUSEMATES.** Everyone has a right to feel safe and comfortable in this own home, and you now share this home with 16 other diverse people. Abuse includes, but is not limited to, physical abuse, verbal abuse, emotional abuse, purposeful intimidation and sexual harassment. Always keep in mind how your actions may be affecting fellow co-ops. Foster open, honest and constructive communication (rather than carelessly "venting"). Remember that notes can be offensive, hurtful, intimidating, or even abusive if you're not careful. Abuse will lead to house discussions and potentially being voted out of the house.
5. **MAINTAIN SECURITY** by using the combination-lock doors as your exits under normal circumstances. Do not leave doors open when you leave the house and do not allow old members or anyone else to simply walk in the door uninvited! Ask them to kindly ring the doorbell and introduce themselves instead. Also, don't give the combination to anyone other than current members!
6. **QUIET HOURS** are in effect from 10pm to 10am Sunday night through Friday morning and

from 11pm to 11am Friday night through Sunday morning. Sound travels very well in this house and talking in the kitchen with the doors open can be heard throughout the house. Please be sensitive to those that need sleep or quiet time between these hours. If they are bothered, then you are being too loud. Also, tell your friends to please limit calls to the house lines during quiet hours.

7. **NO SMOKING OR PUBLIC INTOXICATION** in the house, particularly if it is bothering housemates.
8. **GUESTS.** We do not accept strangers to stay for security reasons. However, your friends and family are welcome to stay overnight in a common area or your room. If you live in a double, you must have prior consent from your roommate to lodge guests in your room. We ask that you follow these guidelines:
  - Communication is very important. Please post a note on the bulletin board at least a few days in advance of any guests, telling the rest of us: 1. who they are; 2. when they will be visiting; and 3. where they will sleep. Reserve the sunroom on the sheet on the basement bulletin board. Informing the rest of us ahead of time makes us feel more comfortable in the presence of new people and makes it easier for us to extend courtesy. Ask your guests to introduce themselves, especially if you leave them alone in common areas.
  - Guests are required to follow house rules, and house members should treat them with respect.
  - Guests sleeping in a common area need to return the room to a "living condition" by 10am so that it is available for use by everyone.
  - Clean up after your guests. Wash any house linen used and see that everything else returns to its normal condition.
  - No live-in guests are allowed. Guests that share kitchen and bathroom facilities for longer than a week should work out a plan to share workjob duties.
  - Guests are welcome to share house dinners with us, but please notify the cooks ahead of time.
9. **CONFLICT RESOLUTION:** You may find yourself having tense moments with your housemates. Living with many different people creates stress and can cause conflict. Here's how we try to handle conflicts at Summit Co-op:
  - Most importantly, ***mutual respect at all times***. This means that you respect everyone else's needs and wants (you don't have to like or agree with them, but must respect them) and you have the right to demand the same from all of your housemates.
  - Any conflict that arises between you and another of your housemates should be worked out between you and that person, without involving the whole house. If you are having serious trouble resolving it, MEDIATION is available! Contact the Representative or a house officer. And any member of the house may be asked to assist you as you feel necessary.

10. **THE BULLETIN BOARD** is *not* for communication between individuals (these notes should go in mailboxes or on doors), but for house-wide messages. You will find dishes/floors sign-up sheets here, membership posting and other kinds of voting, cooking schedules, maintenance and repairs requests, and other issues of interest to the house. Please be courteous to everyone else who also uses the board:
  - Never cover up another note (if you know it's out-of-date, recycle it or return it to the author. Don't be afraid to respectfully reorganize to make room)
  - Brevity is beauty (besides, people won't read your note if it goes on and on)
  - Don't use the board to "vent" and avoid posting notes with an offensive tone.
11. **HOUSE MEETINGS** are held every 2½ weeks on alternating Sundays and Wednesdays at 7pm in the living room (unless otherwise indicated). *Meeting attendance is mandatory for all house members.* If you have a legitimate schedule conflict, you must submit a write-in vote, with explanations of your opinions (not just "yes" and "no"). Afterwards, be sure to read the minutes when they appear on the bulletin board. An agenda for the house meeting should be posted by the volunteer meeting facilitator at least one week ahead of time. Everyone is welcome and encouraged to add to the agenda (whole-house issues only) up to 2 days ahead of the meeting. Don't forget to sign the agenda item. Please volunteer to facilitate meetings every now and then.
12. **CONTRIBUTE YOUR TIME** to bedroom and common area improvements (like painting, refinishing floors, etc.). We welcome and encourage your ideas and contributions of labor, but be sure to obtain approval before making any MAJOR changes.
13. **CONSERVE ENERGY** in the way you use lights, TVs, computers, thermostats, hot water, etc. Turn things off when you leave the area, and lower your radiator thermostat if you will be out for several hours.
14. **SHARE THE PHONES** with your housemates. If both phone lines are in use, please honor a request to share the phone after 15–20 minutes. No one is required to answer the phone, we ask that you answer the common phone a fair share of the time and take legible messages that include the date/time of the call, the name of the caller, and your name (put messages in the person's mailbox or on their door). Please remember that, although they are located next to our phones, bathrooms are *not* phonebooths!
15. **MAIL.** If you are the first person to bring in the mail, please sort it out according to members' mailboxes. Put mail for old members in the "Old Members" box; put all house bills in the "Treasury Stuff" box (*not* the Treasurer's or any other member's box!).
16. **PERSONAL SPACE** You will be assigned your own fridge space, dry food space, mailbox, parking spot, and attic space) by the membership coordinator.
17. **WHERE IS EVERYTHING?** You may never really know. But here is a list of the most common things:
  - DINING ROOM: dry goods (flour, spices, sugar, beans, rice, etc.); personal fridge spots; tupperware containers; garbage bags, aluminum foil, and plastic; sponges, markers, candles, matches, toothpicks are in the drawer beneath the big spice containers.

- KITCHEN: the cooks' checkbook, cookbooks, spices, baking goods, teas, dishes, honey, sugar, powdered milk, popcorn, matches, hot pads, personal food bins; lids are in drawer under silverware drawer; miscellaneous ladles, scrapers, etc. are in drawer next to silverware; bigger miscellaneous stuff (hand mixer, etc.) under that drawer.
- LAUNDRY ROOM: mops, new mop heads, brooms, dustpans, brushes, cleansers and detergents (including dish and floor soap) of all kinds, common laundry soap, fuse box, and the washer and dryer (washer's free, dryer's 25 cents to encourage you to use the clothesline).
- BOILER ROOM: yard tools, another fuse box, and miscellaneous electrical things. Don't put anything flammable in here!
- BASEMENT PANTRY (UNDER-STAIRS CLOSET): toilet paper, paper towels, napkins, bath soap, paint, painting supplies, sponges and other house-improvement sundries.
- DINING ROOM CLOSET: the house vacuum cleaner, its attachments, and replacement bags. Always return the vacuum to this closet as soon as you are finished using it.
- SUNROOM: lotsa plants; pull-out sofa-bed for guests; green cabinet holds linens and pillows for guests.
- LIVING ROOM: fireplace and firewood; house computer; books, books, books.
- CABINET BENEATH MAILBOXES: house games and sports equipment.
- SECOND FLOOR TOOL CLOSET: the house hand and power tools, extension cords, nails, screws, and other plumbing and electrical hardware. Please keep things organized and put everything back where you found it.
- **ATTIC: spare house furniture, sleds and other donated cast-offs are stored in the "house stuff" areas.**

## Letter from the Workjob Coordinators

To: New Members of Summit Co-op

From: The Workjob Coordinator (August 2003) [amended 12/08]

Welcome to Summit! This is a letter to let you know what we expect of you in terms of workjobs and what you can expect of the House.

Please keep in mind that doing your workjobs is as important as paying your rent here. In fact, it's part of the reason your rent is so reasonable. Completing workjobs is essential to keeping our community running smoothly. If you do not complete your workjobs, you may be fined or asked to leave for non-compliance on this point. More on that later..

As the elected Workjob Coordinator, I am entrusted with making sure that our house stays clean and runs smoothly. My basic responsibilities are to acquaint you with your workjobs, post cooking schedules and dish cycles, maintain quality control in the completion of workjobs, and organize fall and spring work weekends (these will require you to put in at least 4 hours of work, mostly on winterizing/de-winterizing tasks).

First of all, we will sit down together within your first week here and set you up with 5 credits of regular workjobs. I will then give you a written description of your new jobs (directly from the Workjob Manual) and try to show you the ropes, or set you up with someone who can. A complete list of all the House workjobs and their descriptions is contained in the Workjob Manual, posted on the kitchen bulletin board and on the House computer. You can expect to put in an average of about 5 hours of work per week (=5 credits) on your regular workjobs plus a few hours on dishes or floors (one night per dish cycle - posted on the House board).

You will have a one-week "grace period" after moving in before you have to start your workjobs. After that, please do whatever is necessary to remember to do your jobs - especially dishes/floors duty (write it in a calendar, write yourself notes, etc. ...). New dish cycles will be posted a few days before the old ones end. Keep an eye on the bulletin board for new dish cycles and sign up as quickly as possible to get your choice of spots.

As members of this House, you own stock in it and in the community. The rest of us expect you to take pride in your jobs and do whatever it takes to do them well. Make them your own! Don't be afraid to go beyond the bare minimums laid out in the workjob descriptions. It's that kind of attitude which really makes our home a great, happy place to live and gives us all pride in the House.

Do your jobs regularly and always do your share. People **will** notice if you neglect your workjobs and it can create a lot of resentment, often causing others to do fewer hours toward their workjobs as well. This is when my job really sucks! If things get bad enough (which is thankfully rare), I will have to do things like issue 5-day notices (explained below), fines and other disciplinary actions. You should know that there is a set process for eviction that applies to any break of the contract you signed with your lease. This includes such things

as not paying your rent, abusing your housemates, and not doing your workjobs adequately. The two initial steps in this process are explained below. If you have any further questions about this, speak to either me or the House Representative.

- A **5-Day Notice** gives you 5 generous days to correct the problem cited and make amends to the House. If you do not clear up the problem within 5 days, you may be issued a **14-day notice**, which gives you 2 weeks to correct the problem before you will face eviction.
- **Fines** for workjobs gone undone may be issued at a rate of \$10 per credit hour. That may seem like a lot, but it reflects the importance of the time and effort you put into the house, and in that way, a fine is hardly just compensation for the value lost. Fines are most commonly issued to members who move out without having completed necessary work (such as cleaning out their room).

Keep in mind that we rarely ever have to resort to the drastic measures above . . . these policies exist primarily for the purpose of protecting our butts as a House in extreme situations and not for micro-managing your behavior on a day-to-day basis.

As with any group of people, **communication, negotiation, and cooperation** are all vital keys here:

- If you need help, ask for it (of anyone here, not just me).
- If something's not clear, don't be afraid to ask questions or discuss it with your housemates.
- If for some reason, you do not fully understand your workjob duties, or have problems performing them for any reason, please let me know as soon as possible so we can work something out instead of sweeping the problem under the proverbial rug. Don't be embarrassed . . . be honest.

If you will be leaving the House for more than a long weekend, you must do 2 things:

1. Post your travel dates on the Travel sheet located on the house board so that I can schedule appropriately; and
2. Find a volunteer to cover your workjobs during your absence (you may want to repay them in kind for this later). You will be subject to possible nasty **finer** if you leave us without getting someone to cover your workjobs!

**Feedback:** If any member of the House comes to talk to you about something they feel you were not aware of, or to comment on your performance, please understand that they are trying to help you live here with regards to maintaining House harmony. Do not take it personally! We all share the house, and people who neglect workjobs get noticed very quickly, and are a cause for anger, resentment, and lowered house morale and performance standards. Others will complain, "That person doesn't do their workjobs, why should I?" Therefore, workjob complaints are something we should all take seriously, so that House tension (perhaps the most common unpleasantness at Summit) does not increase and the

workjob system continues to function.

If you think someone else here could be doing a better job or have a suggestion as to how they might do something differently to be more effective, by all means let them know! In a non-aggressive or offensive manner, you may either speak to them directly or communicate concerns with me.

Many thanks in advance for your time, effort, and true cooperation!

Yours In Community,  
The Workjob Coordinator/Vice President

**P.S.** Descriptions for how to do Dishes and Floors duties at Summit are posted on the kitchen fridge, and descriptions for every workjob in the House can be found in the posted Workjob Manual. Once you are set up with your regular workjobs, I will get you a copy of the descriptions.

## Summit Living: Room by Room

**Kitchen** - Clean up after yourself! Wash your dishes when you are finished eating (unless they are from a house dinner and that evening's dishes haven't been done yet). Scrub dishes in hot, soapy water. Rinse in hot water. Inspect for cleanliness. Remove two or three dry dishes from the rack and put them away when you place your clean, wet dishes in the rack to dry.

People who use the tea kettles, popcorn popper, or other specialized kitchen equipment don't have to wash them every time, but they should take charge of cleaning them on a periodic basis. Always use the sink drain traps. When they become full, dump the contents in the compost buckets by the sink or in the trash. Wipe out the microwave if you spill anything in it. Rinse out and crush all items to be recycled (details on recycling at Summit are posted in the kitchen). When storing food in a common area which is not for public consumption, mark it with a "No" or it's likely to disappear (this includes cooling baked goods and groceries bought ahead of time for a house meal).

If you ever eat the last of any food left out for public consumption (either in the common fridge or on the counter-top), it is your duty to wash the container it was in. Store left-overs in tupperware, **NOT** cooking pots or serving bowls (these will be needed for use later!). Don't hoard any communal food (like granola) by storing it on your personal shelf.

**Dining Room** - Before serving yourself at house dinners, make sure that all the serving items have been brought out (plates/bowls, silverware, cups and water, salt/pepper, serving utensils, etc.) and that all the saved meal boxes have been filled (those who fill saved meal plates get to jump to the front of any line that has formed by the time they're done).

Try to be especially polite when we have membershippers at dinner - don't ignore the new person or engage in side-conversations during the introductions. After eating, return your dishes to the kitchen table. Scrape excess food into the trash or compost bucket, but please

don't put any cooked food in the compost (city ordinance). The Dishes person will love you if you fill empty bowls or pots with hot, soapy water to pre-soak silverware and plates. If you use any house supplies from the dining room, always re-seal the lids very tightly (to keep out insects) and if you notice that we're running low on anything, post it on the Supplies list on the kitchen door. Feel free to take or add any donated personal items (clothing, etc.) to the "St. Vinny's" box, but don't leave the area a mess.

**TV Room** - Clean up after yourself! It's ok to eat in here, but you should clean up any spills immediately and always remove your dishes when you leave the room. Keep the newspapers and magazines in neat piles. The TV room is reserved primarily for watching TV . . . long, distracting conversations are better enjoyed elsewhere. You may reserve the TV ahead of time by placing a signed note on it. Keep TV and voice volume low and doors shut during quiet hours.

**Bathrooms** - Clean up after yourself! Replace toilet paper (from pantry) if you finish a roll. Clean out the shower drain traps after you shower. Keep toiletries labeled and in their proper storage spaces under sinks or on racks. Use paper towels or a sponge to wipe up excess water, suds, toothpaste, etc. from counter-tops or toilet seats when you're finished. To reduce mold and mildew, always leave shower curtains pulled across to dry.

**Living Room/Sunroom** - Clean up after yourself! Don't leave any personal items here for more than a few days. If you borrow something from these areas, leave a signed note in its place.

**Parking Lot** - We must be extra careful here because the neighbors are very sensitive to eyesores. Store no personal things here except vehicles (including bikes), and then only in your assigned space. Visitors may park in any unassigned space, on the street, or in the spot of someone with whom you've made prior arrangements. Service your vehicle in our parking area only and clean up immediately afterwards.

**Bulletin Board** - Check it frequently. A lot of house business is posted here. You will find dishes/floors sign-up sheets, membership postings and other kinds of voting, cooking schedules, the workjob comment board, and other postings of interest to the whole house. Considering the dissimilar schedules we all have, the bulletin board is our most reliable means of house communication. If you have a message for the whole house (and not just a few people), put it here...but please be courteous if you do so: always sign and date your notes; make your notes clear, legible, and concise; never cover another person's note; and never post notes whose tone may offend or intimidate others.

**Trash Cans** - All trash that might attract pests must be securely wrapped inside bags and put in cans with snap-tight lids. Make sure lids are kept tightly sealed. Place all trash in appropriate containers so that it can be easily carried down to the curb.

# Mysteries of the Summit Telephones Explained

## Physical setup

Each of our three phones is connected to two phone lines:

*Line 1* (608) 238-3441

*Line 2* (608) 238-3442

You do not need to give both phone numbers to your friends and family, only line 1. If someone dials line 1 and it is in use, the call will ring through to line 2 instead. If both lines are in use, the caller will get a busy signal.

## What the lights mean

The buttons for line 1 and line 2 have little LED lights above them. These will light up according to the following scheme:

If a line is -	Its light will be
available	off
unavailable (in use)	red
in use by you	red
on hold	slowly blinking red
ringing	rapidly flashing green

If you notice that the lights are not acting as they should, it usually means the batteries are low. Inform the repair crew, who can replace the batteries.

## Answering a call

When the phone rings, you will see a rapidly flashing green light above the button of the line being called. To answer the call, push the appropriate line *before* you pick up the phone. If the call is for someone else, put the caller on hold by pressing the hold button. You may then hang up the phone (the caller will not be disconnected) and try to find the person. Be sure to tell them which line the call is on.

If you are told you have a call on hold, you can answer the call from any of the three phones — it need not be the phone on which the call was originally answered. To answer the call, push the button for the appropriate line (you will see the slowly blinking red light) and then pick up the phone. **Careful** — if you do this in reverse order (pick up the phone, then push the button), you may accidentally break in on someone else's phone call, or even disconnect someone.

## Taking a message

When taking a phone message, be sure to indicate who the call is for, who called, time of day, date, and your name or initials in case the recipient has questions.

## Placing a call

Choose a line which is not in use and push the button to connect to that line. Then pick up

the phone and dial. **Careful** — if you do this in reverse order (pick up the phone, then push the button), you may accidentally break in on someone else's phone call, or even disconnect someone.

### **Using the phone log**

You should use the phone log hanging next to the phone to mark down

- ✦ when you make a long-distance call on house business, or
- ✦ when you dial Directory Assistance (555-1212 or 1+411), or
- ✦ if you dial a 900-number

## **How to Share Three Telephones**

### **Quiet Hours**

Tell your friends and family to call the house phone only between 10am and 10pm (urgent situations, of course, are excepted). This allows us to maintain the spirit of our quiet hours.

### **Privacy**

Don't use the basement bathroom as a phone booth. If you need more privacy for your call, you may want to put your caller on hold and move to the "phone closet" on the first floor, which is the most private of the three extensions.

### **Phone books**

Every phone has a "yellow pages" next to it. Please don't remove these to other locations; everybody wants to be able to find the phone book when they need it. Sometimes there are specialty phone books available (for example, UW student or staff directories) for shared use. Again, please leave these by the phones so that everyone has a chance to make use of them.

### **Tying up both lines**

If both lines are in use (which you can tell by seeing that both red lights are lit up), then anybody who calls the house will get a busy signal. In this situation, please limit your calls to 15 minutes so that callers can get through to us, and so that your many housemates who may be waiting to use the phone will have a chance to make their calls.

# Mysteries of Summit Finances Explained

September 10, 2002 – BK

Updated December 18, 2008 – JB

## Why is This in My Membership Packet?

As a partial owner of the house who pays rent every month, you deserve to know how your money is being spent. You should also know the procedures for using house money, since you will likely need to do so yourself.

## Who Do I Talk to About House Finances?

Two Summiteers are primarily charged with the task of keeping the house in good financial standing. It is their duty to be responsive to questions about house finances:

**Co-treasurer (Little T)** - Receives monthly payments from members, deposits payments into checking, pays bills, reimburses members for house-related purchases.

**Co-treasurer (Big T)** - Enters all member charges, member receipts, deposits, transfers, bills, and bill payments into QuickBooks on the computer; provides monthly budget updates and quarterly budget reports; prepares budget each January; files federal income taxes each March.

## I Am Cooking and Need to Buy Groceries. What Do I Do?

The Supplies person stocks dry goods (flour, sugar, spices, *etc.*), dry beans and lentils, pasta, canned tomatoes, butter, and many other items. Consult the Supply List on the kitchen refrigerator before making your grocery list. You are responsible for obtaining any items that are not currently stocked by the Supplies person.

Once you know what to get, you can pay for the groceries three ways:

1. Write a check using the food checkbook. [The food checkbook is dedicated to grocery purchases only.] Please abide by the per-meal limit that the house agrees upon (Currently \$28.00). Try to manage your spending patterns so your AVERAGE meal cost is at or under the per-meal limit. Fancier meals make people happy and give you a warm fuzzy feeling, but they should be balanced by simpler meals. When using a check, remember to:
  - ✓ Get a RECEIPT (important for tax purposes).

- ✓ On the Memo line, indicate your name and the date of the dinner you're purchasing the groceries for (ex: BK dinner 9/12).
- ✓ Enter the purchase in the check register.
- ✓ On the receipt, write your name, the check number, and the date of purchase.
- ✓ File the receipt in the "Food Receipts" envelope in the kitchen.
- ✓ Inform the "Details" Co-treasurer if you have used the last check.
- ✓ Return the checkbook promptly to its place in the kitchen.

2. Use your own money and get reimbursed for your expenses. Get a RECEIPT from the store, write your name on it, along with the date of the meal (ex: Annie dinner 9/12) and clearly mark it "For Reimbursement" before putting it in the metal receipts mailbox on the computer desk. The "Details" Co-treasurer will reimburse you.

### **I Need to Buy Non-grocery Items as Part of My Workjob. What Do I Do?**

If you are on **repairs/maintenance, grounds, or supplies**, you can use accounts at several places.

1. Dorn Hardware, with several locations around town, gives us a 10% discount on non-sale items.
2. Kessenich's, a restaurant supply company on the east side of town.
3. Messner, Inc., a general supply company that provides sanitary, housekeeping and maintenance products, on the east side as well.

If you need to be reimbursed, you need to get a RECEIPT from the store. If you are clever enough to find something useful at a yard sale or farmers' market, get/create a receipt there as well. Be sure this is an itemized receipt, not just a credit card slip. Indicate what the purchases are for (repairs, grounds, etc.). Mark the receipt "For Reimbursement" before putting it in the metal receipts mailbox on the computer desk. The "Little T" Co-treasurer will reimburse you.

### **How Does the House Spend Its Money?**

The house runs on a lean budget, with an income around \$70,000 per year (2007 figures). Our expenses break down as follows:

Mortgage	9%	Insurance	4%
Food	14%	Repairs (major attic repair)	28%
Property Tax	16%	Supplies	4%
Gas & Electric	9%	Other	16

## **What Can I Do to Help Keep Costs Down?**

To maintain a low-cost housing scheme, everyone needs to be conservative in their use of house funds. This frugal approach applies primarily to people on:

- Repairs and Maintenance
- Grounds
- Supplies

These people should be aware of their annual budget limit and refer to the "Big Picture" co-treasurer when anticipating a large expense.

## **I Found Something I Think the House Could Use, but It's Not Part of My Workjob. What Do I Do?**

The house currently allows people to make "discretionary" purchases with a \$40 limit. Purchases over this amount should be postponed until approved by vote at a house meeting. Discretionary purchases are those not related to a specific workjob, such as furnishings, house decorations, unusual kitchen gadgets, or recreational equipment. Please authorize any purchase less than \$40 with the "Big Picture" co-treasurer BEFORE making the purchase. Abuses of this purchasing privilege are rare, but they have occurred, and have been contained to a minimal financial burden. The co-treasurers may refuse to reimburse a discretionary purchase if they see a pattern of inappropriate purchases.

If you are clever enough to find something useful at a yard sale or farmers market, get or create a receipt. Regardless of the item's source, be sure the receipt is an itemized receipt. Mark it "For Reimbursement" before putting it in the metal receipts mailbox on the computer desk. The "Details" Co-treasurer will reimburse you.

# SUMMIT HOUSE MEETING GUIDELINES

(as proposed and passed 9/4/96)

- **Mandatory meeting attendance:**

It is necessary to attend house meetings OR submit absentee votes (with explanation) on the issues to be discussed at the meeting. Each member will be allotted two free meeting absences without submitting absentee votes. Upon missing a third meeting in a calendar year (no absentee vote), the person will be given an extra dish duty. If the dish duty is not performed, a five day notice will be issued. Continued membership will come up for discussion at the house meeting following the fifth unexcused absence.

- **Meeting dates:**

House meetings will be held biweekly at 7PM alternating between Sunday and Wednesday. (Meetings every 2.5 weeks)

- **Meeting length:**

Meetings will be held for no more than 1.5 hours unless there is a unanimous decision to extend the meeting length.

- **Meeting discussion:**

Open-ended discussions will be limited and the meetings will be held primarily for the purpose of reporting and voting.

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## USING THE AGENDA

### **To bring an issue to the meeting:**

1. Be sure to label your issue as a discussion or a proposal (motion)
2. Proposals should be phrased clearly, concisely, and ideally in a yes/no fashion. It should be clear what will result from voting yes or voting no.
3. Background/supporting materials can be posted on a separate sheet attached to the clipboard.
4. Announcements are to be announced during the allotted time, or included on absentee ballots. Do not post them as issues.

### **FACILITATING and VOTING:**

- Please see attached guidelines.

# COMMITTEE REPORT: VOTING

8/4/02

Adam, Sonia, and Megan met to clarify our current voting guidelines and to make them more accessible, especially to incoming members, who will be arriving next week.

**1. Our current house meeting voting system** was established in November 2000 when Justin Mog proposed the following:

a) A motion will only be considered “PASSED” if it receives approval from the majority of those participating in a house meeting through their presence or absentee ballot (more than 50%).

(Thus if there are 15 members participating, at least 8 must vote in favor in order for the proposal to pass.)

b) If a motion receives more votes in favor than votes opposed, yet does not receive majority approval from those participating (due to abstentions), it will be considered **TABLED** (*not failed*), until a future time.

(So if there are 15 members participating and 7 vote in favor while 5 are opposed and 3 abstain, the motion will be tabled until more information may be gathered and/or more members feel comfortable voting.)

Justin’s motion passed, and is what we use today, although sometimes incorrectly. For example, when Brett’s CSA motion did not pass in June because of the lack of a majority, it should have been tabled. Instead, it was considered failed, and then we voted to table it, in ignorance of our voting policy.

So our goal is to make this system clear to current and new members by posting it in the guide for new members (along with meeting and facilitator guidelines).

## **2. Voting on Memberships:**

The current guideline comes from the membership co-chair workjob description:

**“Memberships are accepted only if they are approved by UNANIMOUS vote. (The only exception to this is when the naysayers are people who will be moving out and won’t have to live with the new person.)”**



# Summit Co-op House Meeting Facilitator's Guide

updated March 2003

## You fabulous Summiteer, you!

Thank you for volunteering to facilitate. Below are some suggestions and reminders.

## Timeline

This is a basic outline of the order of meeting events. Details follow in the next section.

At least a week before the meeting	<b>Post agenda</b> on basement bulletin board
48 hours before the meeting	<b>Close agenda</b> by marking the posted sheet
Night of the meeting, just before 7 p.m.	<b>Test the fire alarms</b> to announce the mtg.
Night of the meeting, 7 p.m.	<b>Begin</b> the meeting
Night of the meeting, 8:30 p.m.	<b>End</b> the meeting
Night of the meeting, just after 8:30 p.m.	<b>Record the results of the fire alarm test</b> on the sheet on basement bulletin board <b>Give the meeting documents</b> (e.g., the agenda, proposal descriptions, and absentee votes) to the Secretary

## Preparing an agenda [Secretary's job]

You can write the agenda on a piece of paper, or print one out from the house computer:

```
My Documents/Summit House Files/Secretary's Docs/meeting
  agendas/Blank Meeting Agenda.doc
```

The agenda should include, in order:

- the date of the meeting
- routine agenda items:
  - fire alarm test
  - officer and committee reports
  - general announcements
  - call for next facilitator (including day & date of the next meeting, 2.5 weeks hence)
- tabled issues (copy these from the previous meeting's minutes, or ask the Secretary)
- new issues
- dish lottery

## Keeping an eye on the forming agenda

Keep an eye on the posted issues and encourage proposers to follow the guidelines outlined in

```
My Documents/Summit House Files/Membership Doc's/New Member
  Information Packet/2008Updated/SUMMIT HOUSE MEETING GUIDELINES.doc
```

Briefly, these are

- Each issue should be labeled as either a *discussion* or a *proposal*.
- Proposals should usually be phrased in a yes/no fashion: in any event, it should be clear what will result from voting one way or another.
- Issue statements on the agenda should be *concise*; any additional information or background materials can be posted on a separate sheet attached to the clipboard.

## Getting ready to run the meeting

- Before the meeting,
  - look through the submitted absentee comments for any announcements and reports so you'll be able to read these at the appropriate time during the meeting.
  - Ready the playing cards for the dish lottery and, if needed, slips of paper & pens for secret ballots.
- To announce the start of the meeting,
  - test all four fire alarm boxes (on all three floors) by quickly sliding the glass out to allow the bell to ring and then replacing the glass.
  - Note any mechanical problems, and record the test with your name and date on the sheet on the basement bulletin board.

## Running the House meeting

- Promptly at 7 p.m., call the meeting to order and proceed through the agenda beginning with the routine items.
  - During general announcements, keep it brief, and if it starts to deteriorate into an airing of pet peeves, steer it back to substantive announcements.
- Continue with tabled and new issues in the order posted, unless there's a reason (*e.g.* time-sensitivity) to prioritize. For each item, proceed in the following order:
  - read the item as posted.
  - Ask whether anybody needs strict *clarification* on the item, *without* opinions; allow the proposer to respond.
  - Read aloud the written absentee comments.
  - Open the floor for discussion:
    - Keep a speaker's list and call on each speaker in turn.
    - Keep the discussion productive by discouraging monopolization, reiteration, or introduction of irrelevant issues.
    - If needed, you can place a time limit on the discussion.
  - In most cases, when the discussion wraps up you will call for a vote.
    - Re-state the proposal;
    - call the vote and count hands or secret ballots;
    - don't forget to count the written absentee votes, too!
- Cap the meeting at an hour and a half, unless there is unanimous approval to continue the discussion.
- Leave time for the Workjob Coordinator to run the dish lottery, or do it yourself if s/he is not present.

## You're done!

Don't forget to

- record the results of the fire alarm test on the sheet on the basement bulletin board;
- **give the meeting documents (e.g. the agenda, proposal descriptions, and absentee votes) to the Secretary.**