

June 5, 4pm-6pm at VSpot, Saint Marks

Today's meeting is about answering questions we came up with at previous meetings!

From [5/7/16 meeting minutes](#):

Key Day to Day Questions to Answer by June 11th? (8 mins)

- What is our current structure/delegation of duties?
 - Can we clarify/simplify it and make clear lines of accountability?

Guiding Q's: Can we make a simple list of said duties? And then talk about who is meeting them and how?

Duties/Workflow:

Communications - website Mara is making changes, in collaboration w/ Adele and Mark
Newsletter/Blog -

- Adele responsible for final copyediting
- Mark posts blog and uses mailchimp to send newsletter
- Mara will switch over domain from Sasha's personal account to REIC managed account

Supporting documents:

- [Committee and officer charters](#):
<https://docs.google.com/document/d/1VNxDrmCY7HI6oUIMNkR6TqyPEDS-G5gABJ6PkrjF4Hw/edit>
- [Workgroups and committees, spring 2016](#):
https://docs.google.com/document/d/1mUNQnHW3PmXAKFCei_3U-smOjTlyhcOXz34t9aALB/C0/edit

Q. Is it important at this time to advance committee descriptions, CORB, Scoping, Events, fundraising, etc.

- Art and Media and REIC-U are still workgroups.
- CORB committee: next steps are to provide to community outreach training
- Scoping committee: currently working on criteria, next steps could be timelines and specific details on business plan (for example)
- Workgroup or committee distinction is not as critical as the relationship between SC and workgroups and committee
- The SC is only setting broad agenda for committees, but not micromanaging.
 - [Homework](#): questions to guide WGs/committees (in particular, Scoping)

[Email check rotation?](#) Decision to rotate responsibility every quarter, DG to follow up w/ SC on next person to take on this task.

Key Day to Day Questions to Answer by June 11th? (moved this up)

- Will we decide on a standard format for all –member meetings? What is it?
- More important to decide next all member meeting format

- Clearer responsibilities - tech, etc.
- Takeaway after last quarterly meeting - we need to keep agenda more focused.
 - Could potentially alternate themes of quarterly meetings between more technical/general REIC status update, i.e. entity choice, business model, etc. vs. broader educational and discussion w/ allied groups/guest presenters
 - Don't always need to have WG reportbacks every time, if there's new to report on we include it, if not, no need for us to force news
- Mara - at meetings we need to inspire and deliver
- Need to book space now for July 28th - Mara to look into it. Agenda can wait until next SC mtg.

Pressingly, where and when should we have next All-Member meeting? What do we want to do at it? We need to book space ASAP. Who will? Who will plan the meeting? Events Committee?

- Do we have anything/services we can currently offer to the public?
 - Seminars/Card Games?
 - Blurb in June newsletter on film night
 - Mara to check in to see if Caroline wants to advance the card game

Key Conceptual Questions to Answer by June 11th?

- How do we connect REIC goals to deliverables, timelines, and assign tasks? i.e. does the steering committee get more involved in setting agenda and priorities of workgroups?
 - Addressed in previous discussion above
 - Use all member meetings to frame priorities to WG and general membership
- How do we improve lines of communication between SC and others in REIC leadership roles so that we are all on the same page?
 - Is there a way to formalize a process of report backs from Paula, Caroline, and others speaking on behalf of the REIC to outside organizations and advisors?
 - Paula and Todd to report back on status of conversation w/ Fordham before June 11th mtg.
 - Goal to improve communication between SC and members that have been in communication with other groups and have useful knowledge to report back on.

Next Steps:

- Oksana to develop SC responses to questions from last meeting.
- Oksana to circulate before June 12th for SC feedback.
- Sam is facilitating next meeting
- Sam to add section on "business model"

- Business Model: how we structure our org to reach our goals. Legal Entity in relationship to project scenarios and scopes of work. Decision making process, how involved are partners or communities in process.
- Business plan: how we achieve that structure

And this didn't seem to be in the plans for today, but we did say on 5/7 ([minutes here!](#)) that we wanted to answer it by 6/11:

Key Business Questions to Answer By June 11th

- What is our business model?
 - Business Model Questions (Sam, Oksana and Todd to supply)
- What is our top level company?
 - What are the legal entities we will be incorporating to achieve our business model?

[This is the agenda Sam made for the 6/12 meeting.](#) It looks like it will focus on an entity proposal then, so maybe we table the above. Or, do we need to figure out how we're going to gather the information we need for that meeting to be successful? Is there a committee working on it? (I might be out of the loop since i had to leave late last time, and I don't know where the minutes are)

From last meeting's agenda:

Open legal research questions (prepared by Fordham team)

- a. Open questions that SC has & plan to get them answered
 - i. Legal questions to direct to Fordham/other legal counsel
 - ii. Financial/accounting/tax questions
 - iii. Other technical questions that we should direct to appropriate expertise (within the SC, within the REIC or otherwise)
 - iv.

And, further discussion of questions 2 through 6 in this document:

https://docs.google.com/document/d/1Zc75K5AIVXaij9vQzjlgLR1zF4R5b_IrXm8N9FJPF0w/edit?usp=sharing

Which are:

1. What role will the REIC play in matching tenants to properties?
 - a. Will we invest in project teams, or real estate only?
 - b. Who will ultimately own the property?
2. How do we define permanent affordability?
3. What is the key purpose of the REIC: To benefit our investors? To benefit the communities where we make our investments? To create a model that can be replicated/scaled up?
4. What role will the REIC play in organizing communities?
5. How do we define participation, and what mechanisms should we put in place to encourage it, if any?

- a. Who are our investors?
- b. Who are community members?
- c. What is the overlap between investors and community members, and how do they participate in the governance and operations of the REIC?