
Our Board of Directors could not operate efficiently and productively, respond properly to homeowners' needs, or support a vital community life without the help and guidance of expert, responsible condominium committees.

The Board established two types of committees (Board Committees and Resident Activities Volunteer Committees) to help take care of the recurring needs of our Condominium Association. The Board establishes policy; condominium committees implement policy, provide information, and make recommendations, on the basis of experience, to change Board policy.

By operating according to the guidelines outlined in Section III below, condominium committees participate in governing the Condominium Association.

On July 26, 2011, the Board unanimously passed a motion making the Architectural Integrity Committee a 1666 Board Committee.

I. Board Committees

- A. Architectural Integrity (AIC)
- B. Budget and Finance (B&F)
- C. Buildings and Grounds (B&G)
- D. Bylaws
- E. Dining Service (DSC)
- F. External Liaison
- G. Grievance
- H. Insurance
- I. Internal Communication
- J. Legal Concerns
- K. Long-Range Planning
- L. Memorials
- M. Promotions

Committees will, in most cases, consist of a minimum of five members with a Board member to serve as chair or liaison. Members will serve a one-year appointment. Residents will be invited to volunteer their names for a pool from which the Board will make appointments.

Board Committee Responsibilities:

A. Architectural Integrity (AIC)

- The role of this committee is to monitor the architectural integrity of the building and grounds to present good design and a unified aesthetic.
1. Review and decide upon the appropriateness of furnishings and items to be displayed in the common areas in accordance with Board Regulation No. 20, "AIC policy Statement," adopted April 26, 2011.
 2. Respond to the Building & Grounds request for a consultation on each project to assure aesthetic compatibility with the building décor or grounds landscaping.
 3. Meet the 1st Monday of the month or as scheduled by memo.
 - a. Determine items to be included in coming year's budget.
 - b. Arrange art exhibits in the East and West Galleries, hang the works, and schedule the artist's opening.

B. Budget and Finance (Treasurer ex-officio) (B&F)

The role of this committee is to provide oversight of the association's financial affairs.

1. Prepare annual budget.
2. Meet with other chairs to determine funding needs.
3. Recommend special assessments or in-term increases.
4. Review insurance needs annually.
5. Review monthly operation cost.
6. Initiate tax reporting.

C. Buildings and Grounds (B&G)

The role of this committee is to provide oversight of structural integrity of building Interior and exterior, to include heating and air conditioning systems; water and sewer systems; and grounds maintenance.

1. Initiate and review projects, bids and contracts for association property repairs, alterations, and/or construction. Make recommendations to Board of Directors regarding same.
2. Consult with the Architectural Integrity Committee if/when project has potential impact on interior or exterior aesthetics.

D. Bylaws

The role of this committee is keeping the Association bylaws current in response to the changing needs of condominium living.

E. Dining Service (DSC)

1. Provide liaison between Chef-Manager and the Board to manage dining services.
2. Request budget reflecting Dining Room and Kitchen needs and monitor its use.
3. With Chef-Manager and Committee, establish and communicate guidelines for use of Dining Room.
4. Plan special events, decorations, and various means of encouraging Dining Room attendance, keep attendance records, maintain a Greeter program, and write articles for the Coffman Newsletter.
5. Review performance and contract of Chef-Manager.

F. External Liaison

1. Two residents, one of them a Board member, attend monthly meetings of the University of Minnesota Board of Regents and quarterly meetings of the Campus Community Advisory Committee (CACC) as observers.
2. The CACC is comprised of representatives from the St. Paul campus of the University, from District 12 of St. Anthony Park, from Falcon Heights City Hall and Lauderdale, and from 1666 Coffman. The purpose of the meetings is to share information relevant to all.
3. The purpose of attendance at the Board of Regents meeting, and especially of the facilities committee, is to remain aware of issues that may impact 1666.

G. Grievance

1. See Board Regulation No.18, "Arbitration System," adopted March 20, 2010.

- H. Insurance (Budget & Finance)**
The role of the B&F Committee is to monitor the Association's insurance needs.
- I. Internal Communication**
The chair or liaison person contacts the various corridor conveners to schedule meetings to discuss current issues of concern.
- J. Legal Concerns**
The role of this committee is to develop guidelines and procedures when legal counsel is being considered.
- K. Long-Range Planning**
The role of this committee is to monitor overall functioning of life at Coffman and envision future options.
- L. Memorials**
The role of this committee is to record and acknowledge memorial contributions.
- M. Promotions**
The role of this committee is to increase the visibility of 1666 Coffman by marketing to University of Minnesota eligible employees.
 1. Encourage a resident to attend the yearly UM Retirement Seminars to speak about 1666, usually the president or vice president.
 2. Reply to phone, letter & e-mail inquiries.
 3. Give building tours as requested by prospective buyers.
 4. Process applications for eligibility to purchase at 1666.
 5. Maintain mailing lists, eligible buyer's list & sales history.
 6. Facilitate sales through for-sale fliers and mailings.
 7. Send welcome packets to new unit owners.
 8. Maintain good relations with realtors.

II. Resident Volunteer Committees and Groups

Establish activities that generate a friendly atmosphere for participating in and enjoying common interests, such as the following:

- A. Book Night**
- B. Bridge**
- C. Coffman Lectures**
- D. Coffman Players**
- E. Crafts**
- F. Exercise Room**
- G. Garden & Subcommittee: Private Garden Plots**
- H. Library**
- I. Movie**
- J. Music**
- K. Newsletter**
- L. Saturday Night Forum**
- M. Social**
- N. Storytellers**
- O. STS – Science, Technology & Society Forum**
- P. Technology Education & Subcommittee: Digital Salon**
- Q. Third Tuesday Lecture**
- R. Woodworkers**

Resident volunteer committees and groups should be aware that some activities or concerns may result in overlap with regards to interest in their activities and, thus, should seek to resolve concerns mutually. Two or more committee chairs may agree to jointly undertake or support an activity.

III. Resident Volunteer Committees and Groups

- A. Elect a chair and other committee officers in October following traditional procedures. Each committee and group establishes its own schedule for meetings.
 - 1. One-year term of office.
 - 2. Officers may be re-elected.
 - 3. Written notice should be sent to all committee members at least one week prior to an election.
- B. Maintains a liaison with the Board Vice President.
- C. The Board must approve committee or group activity which:
 - 1. Involves the use of the common areas or Condominium Association funds (including being accountable to the Board for any money allotted),
 - 2. Requires fees or charges to homeowners,
 - 3. Solicits donations, or
 - 4. Agrees to remunerate guests or participants.
- D. Planners for events in the Social Room or other common areas should recognize that these spaces are the property of our homeowners and are for the use of homeowners and their guests. They should acknowledge the rights of residents to enjoy the peaceful use of common areas and use the building and premises without a breach in security. They should make appropriate arrangements with the 1666 Coffman office for the use of common areas.
- E. Periodically invite residents to join committees and groups.
- F. From time to time, a committee or group may decide to write a brief, formal recommendation, report, or petition to the Board of Directors. It may contain the results of committee research, request Board approval for a proposed committee action, or make recommendations concerning Board policy, etc. If Board action is desired, the report must be submitted to the Board Vice President for inclusion on the agenda at least one week before it meets.

IV. Recommendations for Conducting a Committee

- A. A written agenda is sent to all committee members
- B. It is suggested that the meeting be started by the chair reciting the agenda and inviting committee members to add items, if they wish.
- C. The secretary writes a summary of the committee meeting, recording motions, committee recommendations, plans, etc., noting committee assignments, if any, and names of members undertaking them. Include the date, time, and place of the next committee meeting. Copies of committees' minutes should be sent to members, the Vice President of the Board, and the condominium office.
- D. Guidelines for Chairs
 - 1. Begin meetings on time, announce adjournment time.
 - 2. Prepare agenda before the meeting.
 - 3. Appoint a secretary to keep minutes.
 - 4. Control meetings for smooth flow and interaction.
 - 5. Encourage participation by all present.
 - 6. Use parliamentary procedures to conduct meetings.