

Tilsner Cooperative Donation Request Form

Date: ____/____/____

Organization Name: _____

Committee: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Title: _____

Contact Email: _____

Contact Phone: _____

Description of donation provided and community served:

Name and Description of Event or Activity:

Date of Activity: ____/____/____ through ____/____/____

Anticipated Number of Participants: _____

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PACKAGE ACCEPTANCE HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnification Agreement (“Agreement”) is entered into by and between _____, hereinafter “Promisor”, and Real Estate Equities, hereinafter the Promisee, on this _____ day of _____, 20____, in Saint Paul Minnesota.

The intent of this Agreement is to indemnify Real Estate Equities from any claims arising from and related to agreement between Promisor and Real Estate Equities.

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, Promisor and Real Estate Equities agree as follows:

The Promisor is requesting that Real Estate Equities leave packages delivered in the mail room. The Promisor understands this this agreement is for the receipt of one delivery and that this is not an agreement in perpetuity. The Promisor must file a Package Acceptance Hold Harmless Agreement for each delivery. The Promisor acknowledges that this document will be keep in their rental file.

Promisor will indemnify and hold harmless Real Estate Equities from any and all claims, actions, and judgments, including all costs of defense and attorney’s fees incurred in defending against same, arising from and related to the accepting of packages. Promisor’s actions include the acts of Promisor’s agents and employees.

In the event any claim or suit is brought against Real Estate Equities within the scope of this Agreement, Promisor shall pay for legal counsel chosen by Real Estate Equities to defend against the same

This Agreement shall encompass claims resulting from any actions that may rise to a claim against Real Estate Equities.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this agreement.

This agreement shall be interpreted under the laws of the State of Minnesota.

Promisor Signature

Real Estate Equities Representative Signature

Request for Funds Policy

Request for Funds Policy: Any requests for funds must be brought before the Board as a proposal prior to purchasing the items desired. The Board must approve the proposal before any funds are to be reimbursed or spent. The Board must vote on said proposal. You must have a majority vote to proceed with any expenditures per the policy.

Appropriation of Funds Guidelines

1. Any and all funds must go through the board of directors before appropriation.
2. A proposal for appropriation of funds must be sent to the board either via email to the entire board or hard copy at a board meeting.
3. Any and all appropriation of funds proposals must come from a board member to the entire board. Committee leaders are to make appropriation of funds proposals for their committees to the board of directors.
4. Committee members and or general Tilsner members may not make fund proposals directly to the board. Committee members must go through their committee leader.

NOTE

When making a proposal to the board via email make sure that you email the entire board. Have your proposal outlined in great detail. If time sensitive make sure to document the reason in your proposal. (sale ends at midnight etc...)

Approved Marketing Materials for Reimbursement

The following items are considered “reimbursable marketing expenses” by TCHDC and Art Space.

Approved Advertising:

1. Art Crawl marketing materials through SPAC
2. Printing costs for posters, postcards and flyers that will be placed, handed out and dispersed to the public prior to an event that markets the Tilsner Building.

Not approved:

1. Any materials that will be used for individual promotions such as mailers to friends and family.
2. Gifts for Tilsner artists, guest artists, friends and family
3. Office supplies
4. Supplies for events such as, table rental, walkie talkies etc...

When in Doubt:

1. Present a marketing proposal to the Board to be presented to TCHDC and Art Space in time for a plan B to get the job done.
2. Always roll marketing of the Tilsner Building into every budgetary proposal

I

MEETINGS OF MEMBERS POLICIES

1. Place of Meetings

Meetings of the membership shall be held at the principal office or place of business of the Cooperative or at such other suitable place convenient to the membership as may be designated by the Board of Directors.

2. Annual Meetings

The annual meetings of the Cooperative shall be held during the first (1st) quarter of each calendar year, as determined by the Board of Directors. At such annual meeting, there shall be elected by ballot of the members a Board of Directors in accordance with the requirements of these Bylaws. Members may also transact such other business of the Cooperative as may properly come before them.

3. Special Meetings

The Members may call a Special Meeting of the Board of Directors and upon a petition signed by thirty percent (30%) of the households in good standing having been presented to the Secretary. The notice of any special meeting shall state the time and place of such meeting and the purpose thereof. Notice shall be issued within ten (10) days from and after the date of the resolution or presentation of the petition and the special meeting shall be held within thirty (30) days from and after the date of the resolution or presentation of the petition and the notice shall be given not less than fifteen (15) days nor more than thirty (30) days prior to the date of such special meeting.

4. Notice of Meetings

It shall be the duty of the Secretary to post a notice of each annual or special meeting, stating the purpose thereof as well as the time and place where it is to be held.

5. Quorum

The presence, either in person or by proxy, of at least thirty (30) percent of the households in good standing of the Cooperative shall be requisite for, and shall constitute a quorum for the transaction of business at all meetings of members. If the number drops below the quorum and the question of a lack of quorum is raised, no business may thereafter be transacted and the meeting may be adjourned.

6. Adjourned Meetings

If any meeting of the Cooperative cannot be organized because a quorum of the households in good standing has not been achieved for the purpose of a Cooperative vote, the members who are present, either in person or by proxy, may adjourn the meeting to be rescheduled and held within forty-eight (48) hours from the time the original meeting was called. At the subsequent meeting the quorum requirement shall be twenty (20) percent of households in good standing.

7. Voting

At every meeting of the members, the members present shall have the right to cast one vote per household on each agenda item in which a vote is necessary and never more than one vote per household. Each resident household shall designate an individual who shall be entitled to cast the vote allocated to the household

and shall notify the Secretary of the Cooperative, prior to any meeting, of the name of the designated voter. The vote of the majority of those present, in person, shall decide any question brought before such meeting, unless the question is one upon which, by express provision of statute or of the Bylaws and/or policies and Procedures Handbook, a different vote is required. Members may be eligible to vote or to be elected to the Board of Directors who are members of a household that is in good standing.

8. Proxies

There are no proxies. Voting must be done in person.

II

BOARD OF DIRECTORS POLICIES

1. Number of Directors

The Artists Cooperative shall have a Board of Directors consisting of at least nine (9) board members to carry out the Cooperative's objective. There shall be 3 members of the Executive branch, consisting of the President, the Vice President and the Secretary/Treasurer and there shall be a minimum of 2 directors. The directors are appointed to support the Cooperatives operating structure referenced herein. Within these limits, the Board may increase or decrease the number of directors serving on the Board, including for the purpose of staggering the terms of directors and filling all officer positions. All officer positions coincide with a position on the Board of Directors.

2. Powers

All corporate powers shall be exercised by or under the authority of the Board and the affairs of the Cooperative shall be managed under the direction of the Board, except as otherwise provided by law.

The Board of Directors has the Power to appoint member/s to the Board as needed in cases such as a Board member resigns, moves out, ceases to exist etc...

3. Terms

(a) All directors shall be elected to serve a two-year term, however the term may be extended until a successor has been elected.

(b) Director terms may be staggered so that approximately half the number of directors will end their terms in any given year.

(c) Directors may serve terms in succession.

(d) The term of office shall be considered to begin date appointed, and end 1 or 2 years later, of the second year in office, unless the term is extended until such time as a successor has been elected.

4. Qualifications and Election of Directors

In order to be eligible to serve as a director on the Board of Directors, the individual must be at least 18 years of age. In addition, if the individual is a member in good standing with the Cooperative,

they shall receive 1st preference. If a member is not in good standing with the Coop they are still eligible to run for a board position. If elected or appointed, this member will be on a 3 month probationary term. At the end of this term, the probationer, will be evaluated regarding their performance by the existing members of the board. If at that time the board deems that the probationer has served the board well, they will be considered an official Director on the Board. If the Board deems the probationer's service has not met the requirements and expectations of the Board, the probationer shall be dismissed. Directors may be elected at any Board or All Cooperative meeting by quorum of the HGS of the Cooperative. The election of directors to replace those who have fulfilled their term of office shall take place in 1st quarter of each year.

5. Vacancies

The Board of Directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director. The Board may appoint new interim directors to fill a previously unfilled Board position, subject to the maximum number of directors under these Bylaws, and up until the time of the next All Cooperative meeting. At that time an election will be held for the position. The Board of Directors reserves the right to nominate, vote and appoint a replacement director

6. Removal of Directors

A director may be removed by two-thirds vote of the Board of Directors in office:

- (a) if the director is absent and unexcused from three meetings of the Board of Directors in a twelve month period. The Board is empowered to excuse directors from attendance for a reason deemed adequate by the Board.
- (b) for cause or no cause, if before any meeting of the Board at which a vote on removal will be made the director in question is given electronic or written notification of the Board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the Board.

7. Board of Directors Meetings

(a) Regular Meetings. The Board of Directors shall have a minimum of 6 regular meetings each calendar year at times and places fixed by the Board. The schedule of Board meetings for each year will be provided to the Cooperative. The schedule of Board meetings will include the date, place, and time of the meeting. Agendas for all Board meetings shall be posted to members at least one week before each meeting. Members who wish to have items added to a Board agenda shall let a minimum of 2 members of the Executive branch know two weeks before the meeting. This must be done via email.

(b) Special Meetings. Special meetings of the Board may be called by the president, vice president, secretary, treasurer, or any two (2) other directors of the Board of Directors. A special meeting must be preceded by at least 2 days' notice to each Board member of the date, time, and place, but not the purpose, of the meeting (review with group).

(c) Waiver of Notice. Any director may waive notice of any meeting, in accordance with Minnesota law.

8. Manner of Acting

(a) Quorum. A majority of the directors (minimum of 3) in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the Board. No business shall be voted on by the Board at any meeting at which a quorum is not present.

(b) Majority Vote. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board.

(c) Hung Board Decisions. On the occasion that directors of the Board are unable to make a decision based on a tied number of votes, one of the following, in this ranking order, shall have the power to swing the vote based on his/her discretion: the president, vice president, or secretary.

(d) Participation. Except as required otherwise by law, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

9. Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as directors. However the Board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out Board responsibilities, such as travel expenses, printing costs, parking, purchasing of supplies, etc.

10. Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the Cooperative. Such remuneration shall be reasonable and fair to the Cooperative and must be reviewed and approved in accordance with the Board Conflict of Interest policy and state law.

III

OFFICERS AND DIRECTORS POLICIES

1. Board Officers and Directors

The Officers of the Board of Directors shall be a Board President, Vice-President, Secretary/Treasurer. The Directors of the Board shall be Art Crawl Director, Tenant Rights Director, Public Relations Director, Selections Director, Livability Director and Exhibitions Director. Each Board member shall have the authority and shall perform the duties set forth in these Policies and Procedures and Bylaws or by resolution of the Board or by direction of an Officer authorized by the Board to prescribe the duties and authority of other Officers and Directors. One person may not hold two or more Board positions.

2. Term of Office

Each Board Officer shall serve a two-year term of office and may not serve more than three (3) consecutive terms of office. Unless unanimously elected by the Board at the end of his/her three (3) year terms or to fill a vacancy in a Board position, each Board Director's term of office shall begin upon the adjournment of the Board meeting at which elected and shall end upon the adjournment of the Board meeting during which a successor is elected.

3. Removal and Resignation

The Board of Directors may remove a Board member at any time, with or without cause. Any Board member may resign at any time by giving written notice to the Cooperative without prejudice to the rights, if any, of the Cooperative under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective. Within 24 hours of resignation, all physical and intellectual property will be handed over to the Board President and Vice President.

4. Board President

The Board president shall be the chief volunteer officer of the Cooperative. The Board president shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors. The Board President is responsible for arranging meetings with the management agent and the partnership (TCHDC and Art Space) to keep the partnership apprised of their activities as well as facilitate a good working relationship with the management agent and the partnership.

5. Vice President

In the absence or disability of the Board president, the ranking vice-president or vice-president designated by the Board of Directors shall perform the duties of the Board president. When so acting, the vice-president shall have all the powers of and be subject to all the responsibilities upon the Board president. The Vice-President shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the Board president. Vice President shall also be present at any meetings with the partnership. The Vice President is also charged with the duty of keeping the Committee Chairs accountable for keeping and posting their meeting and activity schedules. The Vice President is responsible for assisting the President in arranging meetings with the management agent and the partnership (TCHDC and Art Space) to keep the partnership apprised of their activities as well as facilitate a good working relationship with the management agent and the partnership.

6. Board Member Emeritus

Board of Directors will from time to time appoint a status of "Board Member Emeritus." This title will be used to recognize significant accomplishments of past Board members. The Cooperative members may on occasion also continue to work for The Board, in a non-voting capacity, as an advisor to The Board or as an advocate for Cooperative members to the Board of Directors. The Board Member Emeritus will be appointed by majority vote of The Board of Directors.

IV

BYLAW AND POLICY AND PROCEEDURE AMENDMENT POLICY

The Cooperative's Bylaws may be amended, altered, repealed, or restated by a vote of The Cooperative majority of The Board of Directors in office at a meeting of The Cooperative Board, provided, however,

(a) That no amendment shall be made to The Cooperative's Bylaws which would cause The Cooperative to cease to qualify as an exempt Cooperative under Section 308 A of The Cooperative Internal Revenue Code of 1986, or The Cooperative corresponding section of any future Federal tax code; and,

(b) That an amendment does not affect The Cooperative voting rights of directors. Any amendment that does affect The Cooperative voting rights of its members requires ratification by a two-thirds vote of all Board members.

(c) That all amendments be consistent with The Cooperative governing documents and Bylaws.

V

DOCUMENT RETENTION POLICY

1. Purpose

The Cooperative purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote The Cooperative proper treatment of The Cooperative records.

2. Policy

Section 1. General Guidelines. Records should not be kept if they are no longer needed for operation of Cooperative business or required by law. Unnecessary records should be eliminated from Cooperative files. The Cooperative cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, The Cooperative may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish the Cooperative objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, The Cooperative retention of its documents identified below and of documents not included in the identified categories should be determined primarily by The Cooperative application of general guidelines affecting document retention, as well as The Cooperative exception for litigation relevant documents and any Cooperative pertinent factors.

Section 2. Exception for Litigation Relevant Documents. The Cooperative expects all officers, directors, employees and members to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, employees and members should note The Cooperative following general exception to any stated destruction schedule: If you believe, or The Cooperative informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), The Cooperative must preserve those records until it is determined that The Cooperative records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

(a) Corporate Documents. Corporate records include The Cooperative's governing documents such as Bylaws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that The Cooperative Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning, expenses, proof of contributions made by donors, accounting procedures, and the Cooperative documents concerning Cooperative's revenues. Tax records should be retained for at least seven years from the Cooperative date of filing the Cooperative applicable return.

(c) Employment Records/Personnel Records. State and federal statutes require The Cooperative to keep certain recruitment, employment and personnel information. The Cooperative should also keep personnel files that reflect performance reviews and any complaints brought against The Cooperative or individual employees under applicable state and federal statutes. The Cooperative should also keep in The Cooperative employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. The Cooperative employment and personnel records should be retained for seven years.

(d) Board and Board Committee Materials. Board of Directors meeting minutes should be retained in perpetuity in The Cooperative's document repository. Keeping hard copies is also recommended. A clean copy of all the Board Committee materials should be kept for no less than three years by Board of Directors.

VI

CODES OF ETHICS AND WHISTLEBLOWER POLICY

1. Purpose

The Cooperative requires and encourages directors, officers, employees and members to observe and practice high standards of business and personal ethics in conduct of The Cooperative duties and responsibilities. The Cooperative employees, members, and representatives of The Cooperative must practice honesty and integrity in fulfilling The Cooperative's responsibilities and comply with all applicable laws and regulations. It is the intent of The Cooperative to adhere to all laws and regulations that apply to The Cooperative and its underlying purpose of this policy is to support The Cooperative's goal of legal compliance. The Cooperative support of all corporate staff is necessary to achieving compliance with various laws and regulations.

2. Reporting Violations

If any director, officer, staff or employee reasonably believes that some policy, practice, or activity of The Cooperative is in violation of law, a written complaint must be filed by that person with The Cooperative Board.

3. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of The Cooperative Code must be acting in good faith and have reasonable grounds for believing The Cooperative information disclosed indicates a violation of The Cooperative Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

4. Retaliation

Said person is protected from retaliation only if she/he brings The Cooperative alleged unlawful activity, policy, or practice to The Cooperative attention of The Cooperative and provides The Cooperative The Cooperative with a reasonable opportunity to investigate and correct the Cooperative alleged unlawful activity. The Cooperative protection described below is only available to individuals that comply with this requirement.

The Cooperative shall not retaliate against any director, officer, staff or employee who in good faith, has made a protest or raised a complaint against some practice of The Cooperative or of an individual or entity with whom The Cooperative has a business relationship, on the basis of a reasonable belief that The Cooperative practice is in violation of law, or a clear mandate of public policy.

The Cooperative shall not retaliate against any director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of The Cooperative that individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning health, safety, welfare, or protection of The Cooperative environment.

5. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by The Cooperative complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to The Cooperative extent possible, consistent with The Cooperative need to conduct an adequate investigation.

6. Handling of Reported Violations

The Cooperative Board president or vice president shall notify The Cooperative sender and acknowledge receipt of The Cooperative reported violation or suspected violation within five business days. All reports shall be promptly investigated by The Cooperative Board and its appointed committee

and appropriate corrective action shall be taken if warranted by The Cooperative investigation. This policy shall be made available to all directors, officers, employees and members and The Cooperative shall have the opportunity to ask questions about The Cooperative policy.

X

Executive Officer

X

Executive Officer

X

Board Director

COOPERATIVE PARTICIPATION OPPORTUNITIES & PRIVILEGES

Eligible Participation Opportunities

- Becoming a member of the Board of Directors
- Becoming a member of a committee
- Attending events hosted by a committee or the Board
- Attendance at Board meetings
- Attendance at All Cooperative meetings
- Attendance at Committee meetings
- Opening or volunteering at the Tilsner for a SPAC organized event i.e. the Saint Paul Art Crawl

Board of Directors

Executive Branch

1. President
2. Vice President
3. Secretary/Treasurer

Committee Leaders

4. Exhibitions Chairperson
5. Livability Chairperson
6. Art Crawl Chairperson
7. Tenants' Rights Chairperson
8. Fundraising Chairperson
9. In-Reach Chairperson
10. Selections Chairperson
11. Public Relations Chairperson

How does Participation Work?

- All new Households will receive one full quarter of free participation when they first move into the building.
- Households will need to average four points of participation every month, for a total of 12 points per quarter. Participation points are used towards "Household in Good Standing" privileges.
- The Board of Directors and Committee Chairs are required to post notice of all their meetings & events in the mail room glass case as well as throughout the building (elevator, front & back doors, etc...)
There will be some events that will require the Board and Committees Chairs to post event invitations on every apt. door. In addition, Tilsner social media may also be utilized.
- The Board of Directors and Committee Chairs will post how many points approved events or meetings are worth.
- The Board of Directors (the Executive Committee and Committee Chairpersons) will record participation and attendance for their meetings and events.
- The Board strongly recommends that you, as a household, keep track of your quarterly points on the Participation Points sheet that has been provided and is located in the mailroom by the glass case. This is

the best way to keep record of your points and provide your document to the Board during the quarterly review.

- Households hand in their completed forms to the Board of Directors on a quarterly basis.
- The Board of Directors will reconcile all the submitted participation materials at the first Board meeting for each new quarter.

What do I do if I want to be a Household in good standing but events & meetings are not for me?

There are many reasons why a household might find that they just can't participate in events &/or meetings.

Q. What if my schedule doesn't allow me time to attend?

A. We have other ways for you to be a household in good standing.

Q. What if I hate meetings?

A. You are not alone, most of us do! Join a committee and create events! (We still recommend attending Board meetings so you can stay informed about your community at large)

Q. What if I am an introvert and I just can't do meetings or events?

A. We have work alone opportunities for you.

Q. What if I am not an artist so I assume that I am not welcome?

A. Everyone is welcome and we need all types of talent!

Q. What if I just moved in and this whole "Coop thing" makes me nervous.

A. Cooperative living is different compared to mainstream communities. You will find that as you become more involved in the Cooperative it becomes a lifestyle and not just a "thing"

Q. What if I try and fail?

A. Everyone is good at something. It's about finding your niche within the community and our Committee leaders are here to help facilitate that.

WE ARE HAPPY JUST TO HAVE YOU PARTICIPATE!

Other ways to be a Household in Good Standing

- Work alone opportunities is a list of things that need to be done in and around the building in our common areas. These areas are need to be kept up so we can use them for our Coop members. The sign-up sheet is posted in the mailroom and is provided by the Livability Committee.
- Households have the option to "opt out" of participation via a financial donation to the Cooperative. After all we are a 308 (a) non-profit organization and donations go to further the artistic & community goals of our Cooperative. If you're household chooses this option it is a \$36 donation to "opt out" per quarter. That \$36 payment is equivalent to 12 points of participation in that quarter. This option is provided by the Executive Branch of the Board. Donations are collected during any Board meeting or by contacting the Secretary/Treasurer.

None of the above apply to my situation right now

Q. What do I do if I can't fulfill any of the participation opportunities because my life just got turned upside down?

A. Requests for exemption from participation due to extenuating circumstances will be made available to you and reviewed at Board meetings. This option is provided by the Executive Branch of the Board. Exemption forms are available on our website tillsnerartistscooperative.weebly.com member information or paper forms are available in the mailroom.

Q. What if I could care less if my household is in good standing?

A. Ok. That's fine. But don't expect to reap any of the Coop benefits. If you choose not to be a Household in Good Standing, you are truly on your own.

Participation Review

- For the participation review each quarter, provide one of these items to the Board of Directors: 1) Their completed participation form; 2) A \$36 donation; 3) Combination of participation points and a \$\$\$ donation, pro-rated at \$1 per point; 4) A completed "Request for Exemption" form. Households that want to their Good Standing status to be a matter of record must provide this information at or by the first Board of Directors meeting of the quarter.
- The Board of Directors will notify Management of Households who are not in good participation standing for that quarter. By notifying the management agent of the Households in Good Standing, this makes your household eligible for a unit transfer.

Process for Adding Eligible Participation Activities

- Recommendations should be brought to a Committee Chair. If you are unsure what Committee your recommendation applies then contact an Executive Committee member to guide to the right Committee.
- An Executive Committee member has the right to request that a member submit their participation activity idea through a committee or bring the request to the Board themselves.
- The Committee Chair or Executive Committee member will present the new participation activity idea to the Board of Directors
- The Board of Directors will vote on whether or not the activity is approved and how many points are awarded for participating in the event.

TO-DO List for the Board:

1. Create the participation form that households fill out every quarter to track participation.
2. Create a Request for Exemption from participation form.
3. Create a document that details out which households are in good standing. This document will be shared with the Tenant Rights Committee Chair and Management.
4. Create a document that details out events held in the past quarter and how many points were granted for each event.
5. Create a document which will be used by the Board to track household participation points. This information will be posted publicly in the glass case in the mailroom.
6. Create a form that the Board and Committee Chairs can use to track participation at their meetings.

*All of these forms must be available to print from the website.

Participation Rewards Policy

General Rewards for Members In Good Standing

1. Will be chosen by a lottery display their art in the lobby throughout the year (art crawl off-time)
2. Will be chosen by a lottery to be a featured artist on our web page (monthly)
4. Vote on Cooperative matters
 - Selections
 - All Coop meetings
 - Special meetings

Point Earning Members In Good Standing Rewards

UNIT TRANSFER

- Point earning members in good standing will be approved to transfer units. This only applies outside of the reasonable accommodation approval through management.

LOBBY DISPLAY SPACE

- Point earning member in good standing will be able to showcase their art in the Tilsner Lobby during the year. Art will be rotated on the 1st of each month to another member in good standing.

Art Crawl Rewards for Point Earning Members In Good Standing

1. Are offered by to display/set up in the mail room for art crawl. That is the best seat in the house!
2. Are offered by lottery to be a featured artist on promo material for art crawl such as cards. Handouts, flyers and posters etc...(These quarters coincide with SPAC print material deadlines)
3. Will be entered into a lottery for free art crawl registration
4. Reserve wall space in common areas during Art Crawl.

Point Earning Members Definition

1. Point earners for Q4 qualify for the following spring Art Crawl
 - EXAMPLE: October, November and December of any year earn 4 points per month to equal 12 points
2. Point earners for Q2 qualify for the following fall Art Crawl
 - EXAMPLE: April, May and June any year earn 4 points per month to equal 12 points

Ways To Be A Member In Good Standing

1. Your 1st quarter is automatic. When you move in, as a new resident your household will be in good standing for that quarter. You then receive general rewards
2. Earning 4 points per month, or the equivalent, to equal 12 points in a quarter. You then receive general rewards and point earners rewards.

Proposal Guideline Policy

Here is the basic outline for a proposal

- I. Introduction/Topic
- II. Description of Problem/Current Situation
- III. Description of Solution/Project
- IV. Timelines/Deliverables
- V. Costs
- VI. Recommendations
- VII. Qualifications
- VIII. Contract

Here are some examples to consider adding to you proposal.

1. **Introductory Project Summary:** Introduces the name, goal, objective, activities, participants and timeline in a concise and compelling paragraph. Is often in the form of a request for funding naming the funder and the amount requested.
2. **Goals and objectives:** Goals - Broad statement(s) of your intention and desired outcome. Objectives - The specific aims or measurable results of your project.
3. **Statement of Need:** The statement of need presents information and facts to support the need for your project. It states why you are capable of addressing this need and how this need is related to the goals and objectives of your project. It defines your intended community/constituency who will benefit from your project and justifies why it is important to address this need at this time.
4. **Proposal Narrative:** This is the core of the proposal – it reinforces the goals, objectives and the desired outcomes of the project. It describes the activities of the project and who will participate in and implement these activities. It includes a timeline and may reference the method of evaluation.
5. **Outcome of Project:** What will change as a result of realizing your objectives? Focus on the benefits of your project for your intended audience or community.

Skills Survey

What skills and knowledge are you willing to bring to the cooperative Board and/or committees?	Very experienced	Some experience	Little to no experience
Strategic planning			
Fundraising and/or grant writing			
Board and committee development (recruitment, training, evaluation)			
Program planning and evaluation			
Recruiting, hiring and evaluating personnel			
Financial management and control (budgeting, accounting)			
Communications, public and media relations			
Participation in cooperative committees			
Public speaking			
Organizational development			
Information technology			
Writing and journalism			
Special events (planning and implementing)			
Please list your other skills and/or experience in 1. Serving on a Board of Directors 2. Community activism/volunteerism 3. Art Fairs and Gallery Shows			
1.			
2.			
3.			
4.			
5.			

For the items that you checked as “very experienced” or “some experience”, please provide details.

If not outlined above, please outline your experience as a volunteer board or committee member.

May we contact any person/s about your performance in these positions? If the answer is “yes”, please provide the name/s and contact information so we may reach out to them.

If you have a resumé please attach it to this survey.

Thank you so much for participating in our survey!

Work Alone Opportunities (governed by the Livability Committee)

1. Dog Rubbish Cans
2. Back Yard Clean Up
3. Wood Room Clean Up
4. Free Pile Clean Up

Participation Points

1 job allotted to a household per month

4 points per household per month

1. Dog Rubbish Cans 1 POINT PER WEEK(remove full bag, replace with new bag, toss full bag in dumpster)
2. Back Yard Clean Up (pulling weeds, trash removal, clean out the fire pit area)
3. Wood Room Clean Up (sweep floor, wipe off work benches, toss out hoarded junk)
4. Free Pile Clean Up (keep it tidy, toss out obvious useless junk, report furniture dumping to management)

Sign up for an opportunity at the beginning of the month. Sign-up sheet in in the mailroom.

Report to the livability committee chair when you have completed your task. The chairperson (or committee member assigned) will review your work.

Report to the chair person at the end of every week via email for review

You will receive a confirmation email once your job has been reviewed. This will serve as your points earned receipt.

You may also be asked to sign off on a work sheet. Set up a time to sign the work sheet in your email to the livability chair.

TO-DO List for the Board:

1. Create the participation form that households fill out every quarter to track participation.
2. Create a Request for Exemption from participation form.
3. Create a document that details out which households are in good standing. This document will be shared with the Tenant Rights Committee Chair and Management.
4. Create a document that details out events held in the past quarter and how many points were granted for each event.
5. Create a document which will be used by the Board to track household participation points. This information will be posted publicly in the glass case in the mailroom.
6. Create a form that the Board and Committee Chairs can use to track participation at their meetings.

*All of these forms must be available to print from the website.

TILSNER ARTIST COOPERATIVE WORK ALONE OPPORTUNITIES

Earn participation points. Be a member in good standing. Be eligible for rewards. Go to tilsnerartistcooperative.weebly.com Member Information- Useful Documents-Participation Rewards

4 Points Per Month. Must Do Cleaning/Pickup Each Week. 1 Job Per Household Each Month. Name And Unit Number Required

Month -	Month -	Month -
DOGGIE CLEAN-UP 2 BINS Discard the full rubbish bags in the dumpster and replace with fresh bags	DOGGIE CLEAN-UP 2 BINS Discard the full rubbish bags in the dumpster and replace with fresh bags	DOGGIE CLEAN-UP 2 BINS Discard the full rubbish bags in the dumpster and replace with fresh bags
Name/U#	Name/U#	Name/U#
Backyard clean-up Clean & pick-up rubbish around the pick-nick grill & fire pit area	Backyard clean-up Clean & pick-up rubbish around the pick-nick grill & fire pit area	Backyard clean-up Clean & pick-up rubbish around the pick-nick grill & fire pit area
Name/U#	Name/U#	Name/U#
Wood Room clean-up Clean tables, sweep, discard trash & hoarded stuff.	Wood Room clean-up Clean tables, sweep, discard trash & hoarded stuff.	Wood Room clean-up Clean tables, sweep, discard trash & hoarded stuff.
Name/U#	Name/U#	Name/U#
Free Pile Maintenance Dispose of hazardous materials, items left for more than 7 days. Report dumped furniture & electronics to management ASAP	Free Pile Maintenance Dispose of hazardous materials, items left for more than 7 days. Report dumped furniture & electronics to management ASAP	Free Pile Maintenance Dispose of hazardous materials, items left for more than 7 days. Report dumped furniture & electronics to management ASAP
Name/U#	Name/U#	Name/U#