

**High Meadow Cooperative #1, Inc.
Board Meeting
September 17th, 2024**

CALL TO ORDER

ROLL CALL/QUORUM

**COCA, DUFFY, GARDELLA, HILKIN, INDUSI, WINT, ZIEGLER,
CAMOVIC**

Absent: **GUILIANO**

APPROVAL OF MINUTES

Approval of minutes from 8/20/2024 Board Meeting

ADMINISTRATIVE

- Update of Bylaw Revisions & Shareholder
- Update on website
- Low Carbon Pathways for Multifamily Buildings NYS grant
- Block Party
- Stillman Contract/Performance
- Metergy
- 2025 Annual Meeting
- October Meeting

BUILDING ISSUES

- Update on Laundry Room Project
- Update on Concrete Project

NEXT BOARD MEETING – TUESDAY, OCTOBER 15TH, 2024 @ 7 PM COMMUNITY ROOM

High Meadow Board Meeting Open Session Guidelines

Thank you all for attending. To respect the volunteer hours the board dedicates each month, we prioritize concluding meetings by 9:00 PM. To help us stay on track and ensure ample time for agenda discussions, we ask that everyone follow these housekeeping guidelines:

- **Start and End on Time:** Meetings will begin promptly at 7:00 PM. The open session will conclude once all agenda items are covered. The board reserves the right to defer any remaining agenda items to the next meeting.
- **Silence Electronic Devices:** Please silence your devices to avoid interruptions. If you need to take a call, please do so outside the community room or mute your Zoom audio.
- **No Interruptions:** Kindly refrain from interrupting others while they are speaking. Please wait for your turn. During Zoom calls, all shareholders will be placed on mute. Feel free to use the chat box, which will be monitored during the Q&A session at the end of the agenda.
- **Wait for Acknowledgment Before Speaking:** Please wait to be recognized by the chairperson before speaking. This helps prevent people from talking over one another and ensures everyone can hear the discussion.
- **Stay on Topic:** Please keep your comments relevant to the current topic and avoid going off on tangents.
- **Structured Q&A:** A 15-minute period will be dedicated to shareholder questions and comments after the open agenda items have been discussed and before the session closes. During Zoom meetings, all shareholders will be unmuted to allow for open discussion.
- **Written Questions:** Consider submitting questions in writing before or during the meeting to ensure they are included on the agenda and addressed during the meeting.
- **Avoid Repetition:** Please avoid repeating questions or comments that have already been addressed.
- **Respectful Behavior:** We ask that everyone maintain a respectful tone, avoiding personal attacks or inappropriate language.
- **Handling Disruptions:** The board has the authority to manage disruptions, including asking disruptive attendees to leave if necessary.