Strategic Planning Ad Hoc Committee

Agenda

Administration Conference Room B
Tuesday, December 6, 2016
1:00 p.m.

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chair's Announcements**
   a. Introduction of Guests and Staff:

      Randy Ankeny, Executive Director
      Katya Lukina, Recording Secretary

   b. Rules of Order
   c. Chair's Report
4. **Approval of Minutes**
   a. Minutes of November 1, 2016 (pp. 1-12)
5. **Shareholder/Member Comments – Agenda Items Only**

   (Limited to 3 minutes per person)
6. **Correspondence**
7. **Old Business**
   a. (Re-branding) Community Marketing
   b. Ten-year Plan
8. **New Business**
   a. Future Challenges
      i. Economic Trends
      ii. Future Amenities
9. **Policies**
10. **Staff Reports**
11. **President's Comments**

12. Shareholders/ Members Comments

(Limited to 3 minutes per person)

13. Committee Member Comments

14. Next Meeting/Adjournment

Tuesday, January 3, 2017

15. Adjournment

STRATEGIC PLANNING AD HOC COMMITTEE MINUTES
Tuesday, November 1, 2016

The meeting of the Strategic Planning Ad Hoc Committee was held on Tuesday, November 1, 2016. The meeting was called to order at 1:00 p.m., by Chair Stone, in Conference Room B, followed by the Pledge of Allegiance.

ROLL CALL

	Ms. L. Stone, Chair	Mr. B. Lukoff
	Ms. K. Rapp, Vice-Chair	Ms. L. Perrotti
	Mr. P. Hood	Mr. P. Pratt
Present:	Ms. S. Hopewell	
Absent:	Mrs. C. Damoci, Ex-Officio	
Staff and Guests:	Ankeny, Executive Director	
	Hon. Ms. S. Massa-Lavitt, Mayor of Seal Beach	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Ms. J. Reed, GRF Representative, Mutual Four	
	Ms. M. Greer, GRF Representative, Mutual Eleven	
	Ms. H. Tran, GRF Representative, Mutual Fifteen	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	
	Ms. K. Lukina, Recording Secretary	
	Two Shareholders/Members	

As a quorum of the Board is not present, this meeting will be conducted as a committee meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in December.

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CHAIR'S ANNOUNCEMENTS

Chair Stone welcomed Committee members, and also recognized the attendees, Executive Director Randy Ankeny, Mayor of Seal Beach Hon. Ms. S. Massa-Lavitt, and Recording Secretary Katya Lukina.

APPROVAL OF MINUTES

Minutes of September 30, 2016 were approved, as submitted.

SHAREHOLDER/ MEMBER COMMENTS

There were no shareholder/ member comments made at the time of the meeting.

OLD BUSINESS

(Re-branding) Community Marketing

The Committee members agreed on reviewing this item at the next scheduled Committee meeting.

NEW BUSINESS

Ten-year Plan

Some of the standing Committees Chairs spoke of the items to start with based on their Committees ten-year project plans. The Security, Bus and Traffic Committee Chair mentioned the purchase of new buses project, broken down into three phases, and possibly using golf carts instead of cars by security.

The Finance Committee Chair spoke of enlarging the workstations at the Finance Department, some interior upgrades, and making them more visitor-friendly.

The Publications Committee Chair spoke of possibly hiring an additional staff for the Publications and IT Departments.

The Executive Director stated that the Committee members will be working on stage one of the Reserve Study, and recreate the community by allocating previously agreed on projects to be accomplished within the next ten years.

The Executive Director presented a draft of the Ten-year Project Plan based on Chairs' reports, and invited Committee members to cooperatively assign the projects in need for each year, based on their importance and budget available (Reserves and/or Capital funding).

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The Committee members consensually allocated the projects to be done over the next seven years.

Year 2016			
Reserve Funding		Approx. Funding $	
		Req. Funding $	
	Projects	**Service Maintenance/ Purchasing**	$50,000.00
		Replace service maintenance woodshop	
		Replace equipment	
		Replace dust extraction system	
		Replace work tables	
		Service Maintenance/ Purchasing	$25,000.00
		Insulate Purchasing building (spray foam)	
		Clubhouse Four	$250,000.00/$350,000.00
		Lobby kitchen, Restrooms, Ceramics, Art room, Lapidary, Landscape	
		Multi-use area (Rooms A & B), Stage (Room C), Parking	
Capital Funding		Approx. Funding $	
		Req. Funding $	**$170,000.00**
	Projects	**1.8 Acre**	$20,000.00
		Area for club use (Annual lease) for servicing of shareholders golf carts	
		Addition of a concrete pad	
		Awning, Electrical, Storage shed	
		Service Maintenance (Capital and/or Reserve projects)	$15,000.00
		Replacement of storage racks	
		File Storage (Capital and/or Reserve projects)	$35,000.00
		Administration "Vault" new file storage	
		Administration Building (1st floor - Finance and Stock Transfer office)	$100,000.00
		(Capital and/or Reserve projects)	
		Carpet, Paint, Lighting, Replacement of work stations,	
		New service counters (ADA friendly)	

Year 2017			
Reserve Funding		Approx. Funding $	$1,150,000.00
		Req. Funding $	**$1,300,000.00**
	Projects	**Streets Phase I**	$600,000.00
		Main Gate Entrance	$300,000.00
		Hardscape, Landscape,	
		Fountain, Signage	
		Clubhouse Two	$400,000
		Lobby, Stage, Restrooms, Multi-use Rooms, Lawn Bowling,	
		Lawn Bowling, Parking, Exterior Paint, General Area,	
		Kitchen, Wood shop, Shuffle Board Pavilion,	
		Golf Practice Area, Landscape, Roof	
Capital Funding		Approx. Funding $	$300,000.00
		Req. Funding $	**$330,000.00**
	Projects	**Clubhouse Two (Needed Interior Improvements)**	$250,000.00
		Stage, Dropped Ceiling, Higher wall between lobby and main room,	
		Addition of storage closets, Central HVAC	
		Clubhouse Six	$25,000.00
		Air walls	
		Building Five (Capital and/or Reserve projects)	$55,000.00 (total)
		Relocate Recreation offices (1st floor)	$30,000.00
		Add a Purchasing Sales Center	$25,000.00

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Year 2018			
Reserve Funding		Approx. Funding $	$1,200,000.00
		Req. Funding $	$1,200,000.00
	Projects	**Streets Phase II**	$600,000.00
		Service Maintenance/ Purchasing (Capital and/or Reserve projects)	$150,000.00
		Relocate underground fuel storage tanks	
		Amphitheater	$200,000
		Stage, Lights, Sound, Restrooms, Blast door, Seating	
		News Building	$50,000.00
		News offices, Break room, Roof, ITS offices, HR storage, Paint	
		North Gate	$50,000.00
		Building	
		Clubhouse Five	$55,000.00
		Physical Property office (small conf. room, break room), Security office,	
		Conf. room B, Meeting room, Storage, Patio, Landscape, Recreation office,	
		Restrooms (1st & 2nd floors), Café, Restroom, Council on Aging, Elevator, Parking	
		IT Server (1st floor Finance & Stock Transfer Office)	$50,000.00
		(Capital and/or Reserve projects)	
		Replace back-up server	
Capital Funding		Approx. Funding $	$300,000.00
		Req. Funding $	$275,000.00
	Projects	**Main Gate Building**	$125,000.00
		Security offices,	
		Restrooms,	
		Roof	
		Amphitheater	$150,000.00
		Lighting	
		Sound	
		Curtains	

Year 2019			
Reserve Funding		Approx. Funding $	$1,200,000.00
		Req. Funding $	$1,200,000.00
	Projects	**Streets Phase III**	$500,000.00
		Buses Phase I	$500,000.00
		Cushmans Phase I	$200,000
Capital Funding		Approx. Funding $	$300,000.00
		Req. Funding $	$250,000.00
	Projects	**St. Andrews Gate**	$50,000.00
		Building	
		Computer Lab	$150,000.00
		Based upon available space portable building for a computer lab	
		Mini Farms	$50,000.00

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Year 2020			
Reserve Funding		Approx. Funding $	$1,250,000.00
		Req. Funding $	$1,250,000.00
	Projects	**Streets Phase IV**	$500,000.00
		Cushmans Phase II	$200,000.00
		Golf Course Phase I	$250,000
		Greens, Fairway, Lake, Landscape general, Trees,	
		Irrigation, Retaining wall, Concrete paths	
		Service Maintenance	$125,000.00
		Office, Locker rooms, Mechanics, Roof,	
		Wood shop, Purchasing Department, General storage	
		Administration	$125,000.00
		Stock Transfer office, Mutual Administration office, Conference room A,	
		Break rooms (1st & 2nd floors), Board work room, Patio, Room, Finance office,	
		General Administration office, Restrooms (1st & 2nd floors), Computer server room,	
		Elevator, Parking	
Capital Funding		Approx. Funding $	$300,000.00
		Req. Funding $	$250,000.00
	Projects	**Relocate Golf Starter**	$100,000.00
		Relocate Golf Starter to parking by Clubhouse One	
		Portable building	
		Walkways	
		Benefit - would help free up parking in Clubhouse Six	
		5.5 Acres/ RV Storage	$150,000.00

Year 2021			
Reserve Funding		Approx. Funding $	$1,650,000.00 (total)
		Req. Funding $	$1,575,000.00
	Projects	**Streets Phase IV**	$250,000.00
		Cushmans Phase III	$200,000.00
		Golf Course Phase II	$125,000
		Greens, Fairway, Lake, Landscape general, Trees,	
		Irrigation, Retaining wall, Concrete paths	
		Buses Phase II	$300,000.00
		Three (3) buses	
		Clubhouse Three	$400,000.00
		General Purpose Room (small kitchen), Video producers, Patio (front & rear),	
		Roof, Flag veterans monument, Multi-use area, Restrooms, Sewing room,	
		Parking, Exterior paint, Landscape, Elevator, Parking	
		Clubhouse Six	$300,000.00
		Ping pong area, Fitness Center, Restrooms (1st & 2nd floors), Elevator,	
		Parking, Roof, Multi-use rooms, Golden Age Found. Office,	
		CARE apartment, Patio, Landscape	
Capital Funding		Approx. Funding $	$400,000.00
		Req. Funding $	
	Projects		

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Year 2022			
Reserve Funding		Approx. Funding $	$1,300,000.00
		Req. Funding $	$1,050,000.00
	Projects	**Cushmans Phase IV**	$200,000.00
		Library	$250,000
		Library, Restrooms, Computer stations, Paint (interior $ exterior)	
		Friends of the library, Patio, Roof	
		Library (Capital and/or Reserve projects)	$100,000.00
		Carpet, Interior lighting, Interior and exterior paint,	
		Replacement of main counter, Tile, Roof	
		Pool	$500,000.00
		Locker rooms, Major renovation/ replacement, Pool & spa	
Capital Funding		Approx. Funding $	$500,000.00
		Req. Funding $	$500,000.00
	Projects	**Pool**	$500,000.00
		Locker rooms, Major renovation/ replacement, Pool & spa	

Year 2023			
Reserve Funding		Approx. Funding $	$1,300,000.00
		Req. Funding $	$900,000.00
	Projects	**Clubhouse One**	$350,000.00
		Lobby, Kitchen, Multi-use rooms, Picnic area, Parking, Exterior paint, General area,	
		Restrooms, Billiard roomsShuffle board pavilion, Wood shop, Landscape	
		Clubhouse One	$200,000
		Needed interior improvements:	
		Dropped ceiling, New wall between lobby and main room,	
		Addition of storage closets, Central HVAC	
		Buses Phase III	$200,000.00
		Two (2) buses	
		Fleet	$150,000.00
		Trucks, Van, Forklift	
Capital Funding		Approx. Funding $	$400,000.00
		Req. Funding $	
	Projects		

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After a discussion, Ms. Rapp MOVED, seconded by Ms. Hopewell -

> **TO** send a draft of the Ten-year Project Plan to the Finance Committee and the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

POLICIES

There were no policies to review at the time of the meeting.

STAFF REPORTS

There were no staff reports made at the time of the meeting.

PRESIDENT'S COMMENTS

The President spoke on the items pertaining to the Committee's area of purview.

SHAREHOLDER/ MEMBER COMMENTS

Eight Committee members/ shareholders spoke on various items pertaining to the Committee's area of purview.

ADJOURNMENT

The Vice-Chair adjourned the meeting at 3:11 p.m.

_____

Linda Stone, Chair
Strategic Planning Ad Hoc Committee
KI 11.01.16

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RECAP OF MOTIONS AND ACTIONS TAKEN AT THE STRATEGIC PLANNING AD HOC COMMITTEE MEETING ON November 1, 2016

ACTIONS

- Minutes of September 30, 2016 were approved, as presented.

MOTIONS

- **TO** send a draft of the Ten-year Project Plan to the Finance Committee and the Board of Directors for approval.

- The meeting was adjourned at 3:11 p.m.

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