



EXECUTIVE COMMITTEE MINUTES November 10, 2016

The meeting of the Executive Committee was held on Thursday, November 10, 2016, and was called to order at 1:00 p.m. by Chair L. Stone in the Administration Conference Room and followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. L. Stone, Chair
Mrs. J. Reed
Mr. P. Hood
Ms. K. Rapp

Mrs. C. Damoci
Mr. B. Lukoff
Mr. P. Moore

Also Present: Mr. R. Ankeny, Executive Director
Mrs. C. Flynn, Human Resources Director
Mrs. B. Shuler, Finance Manager
Ms. C. Knapp, Stock Transfer Supervisor
Mr. E. Gomez, Safety/Emergency Coordinator
Mrs. L. Whitlock, Recording Secretary
Mrs. L. Perrotti, GRF Representative, Mutual One
Mr. R. Stone, GRF Representative, Mutual One
Mrs. H. Tran, GRF Representative, Mutual Fifteen
Four Shareholders/Members

By unanimous consent, Chair L. Stone declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board 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 comment period, not to exceed four minutes, as set forth

in Policy 5610, Participation by Foundation Members. The minutes of today's Committee meeting will be presented to the Board for approval following the approval of the committee meeting minutes in November, 2016.

CHAIR'S ANNOUNCEMENTS

Chair L. Stone welcomed the Executive Committee Members, guests and staff, including GRF President, Carole Damoci; Executive Director, Randy Ankeny; Human Resources Director, Cindy Flynn; Finance Manager, Barbara Shuler; Stock Transfer Supervisor, Courtney Knapp; Safety/Emergency Coordinator, Eloy Gomez and Administrative Secretary, Laura Whitlock. She also requested that members exhibit an appropriate amount of decorum and to please turn off or silence their cell phone.

APPROVAL OF MINUTES

Chair L. Stone declared the minutes of the regular meeting of October 14, 2016, approved as presented.

SHAREHOLDER COMMENTS

Two shareholders spoke on items pertaining to the Committee's area of purview.

OLD BUSINESS

Chairperson's Role Description Update

Chair L. Stone removed item, "Chairperson's Role Description Update" from today's Agenda, which is to be revisited at a future meeting.

By-Laws

Chair L. Stone removed item, "By-Laws" from today's meeting and moved to December's agenda.

Salary Survey Update

Human Resources Director reported she is scheduled to meet with Facilities Director and Facilities Manager to complete Salary Survey. No update to report at this time.

NEW BUSINESS

2017 Election Materials

It is the consensus of the committee that the Stock Transfer Supervisor add “request ID cards” of shareholders submitting candidacy applications.

Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present –

TO accept the 2017 Election Materials as presented by the Stock Transfer Supervisor with committee’s recommendation and forward to the Board for final approval.

Committee Charters Review

Chair Stone requested that a work study be scheduled in January 2017 for the committee to review all of the Committee Charters.

Parking Specialist Job Description

Mrs. Reed MOTIONED, seconded by Ms. Rapp and carried with to two no votes from Mr. Lukoff and Mr. Hood –

TO approve that as part of the job description for the position of Parking Specialist, a shareholder-employee should not issue parking tickets to fellow-shareholders that involves monetary fines.

Trust Attorney

The Executive Director was directed by the Committee to provide a list of possible Trust attorneys at the next scheduled committee meeting.

Purchase of CERT (Community Emergency Response Team) Equipment

Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by committee members present –

TO donate \$1,000 of the Executive Committee’s discretionary funds to the Emergency Planning Sub-Committee for the purchase of CERT training kits and equipment.

POLICIES

Policy 5101-30, Limitation of Term – Standing Committee Chairmen

It is the consensus of the Committee to add Policy 5101-30, Limitation of Term – Standing Committee Chairman to the upcoming work study in January 2017.

SUBCOMMITTEE REPORTS

Emergency Planning

It is the consensus of the Committee to review the document, “Shareholder, Mutual and GRF Emergency Information,” as prepared by the Safety Emergency Coordinator at the upcoming work study, which will be scheduled in January 2017.

Code of Ethics

Mr. Lukoff MOTIONED, seconded by Mr. Hood and unanimously carried by Committee members present –

TO adopt with changes, Policy 5092-30, Board of Directors Code of Ethics and Conduct and forward to the Board for final approval.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her reports, as attached in the agenda packet.

Finance Manager

The Finance Manager presented her report, as attached in the agenda packet.

Executive Director

The Executive Director spoke in Executive Session.

SHAREHOLDER / MEMBER COMMENTS

Two shareholders made comments on various topics.

COMMITTEE MEMBERS COMMENTS

Four Committee members spoke on the proceedings of the Committee meeting.

Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present –

TO adjourn the open Executive Committee meeting and go into Executive Session.

ADJOURNMENT

The open Executive Committee meeting was adjourned at 3:06 p.m.



Linda Stone, Chair
EXECUTIVE COMMITTEE

law 11.17.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE
EXECUTIVE COMMITTEE MEETING**

MOTIONS

- By unanimous consent, Chair L. Stone declared the reading of the quorum notification be dispensed with.
- Chair L. Stone declared the minutes of the regular meeting of October 14, 2016, approved as presented.
- **TO** accept the 2017 Election Materials as presented by the Stock Transfer Supervisor with committee's recommendation and forward to the Board for final approval.
- **TO** approve that as part of the job description for the position of Parking Specialist, a shareholder-employee should not issue parking tickets to fellow-shareholders that involves monetary fines.
- **TO** donate \$1,000 of the Executive Committee's discretionary funds to the Emergency Planning Sub-Committee for the purchase of CERT training kits and equipment.
- **TO** adopt with changes, Policy 5092-30, Board of Directors Code of Ethics and Conduct and forward to the Board for final approval.
- **TO** adjourn the open Executive Committee meeting and go into Executive Session.

ACTIONS

- Chair L. Stone removed item, "Chairperson's Role Description Update" from today's Agenda, which is to be revisited at a future meeting.
- Chair L. Stone removed item, "By-Laws" from today's agenda and moved to December's agenda.
- Human Resources Director reported she is scheduled to meet with Facilities Director and Facilities Manager to complete Salary Survey. No update to report at this time.

- It is the consensus of the committee that the Stock Transfer Supervisor add “request ID cards” of shareholders submitting candidacy applications.
- Chair Stone requested that a work study be scheduled in January 2017 for the committee to review all of the Committee Charters.
- The Executive Director was directed by the Committee to provide a list of possible Trust attorneys at the next scheduled committee meeting.
- It is the consensus of the Committee to add Policy 5101-30, Limitation of Term – Standing Committee Chairman to the upcoming work study in January 2017.
- It is the consensus of the Committee to review the document, “Shareholder, Mutual and GRF Emergency Information,” as prepared by the Safety Emergency Coordinator at the upcoming work study, which will be scheduled in January 2017.
- The open Executive Committee meeting was adjourned at 3:06 p.m.